

RETURNING APPLICANT INSTRUCTIONS FOR FY22 FUNDING CYCLE

The following instructions are for applicants who had previously submitted applications in the FY21 funding round and were invited to reapply. The intent of the CPC is to provide an expedited process for the returning applicants

FY 2022 Timeline for Returning Applicants	
2022 Application Materials Available	December 2020
Applications Due	April 1, 2021 11:59 PM
Applicants Present at Public Hearing	May, 2021
CPC Deliberates & Votes to Recommend Applicants to Mayor and City Council for Approval	June 2021
Grant Agreements Executed	July 2021

1. All returning applications must address the deficiencies identified in the resubmission invitation dated 10/2/2020.
2. A condensed application form is provided which may be used if the scope and budget are the same as submitted in the FY21 application. The condensed application includes a summary description of the project, as well as application questions added in the FY22 application process.
3. If the scope and budget have substantially changed from what was submitted in the FY21 Application, a full application will be required. Please use both the [CPA FY22 Pre-Application](#) and [CPA FY22 Application](#) forms provided on the CPC web page: <https://www.cityofmalden.org/Community-Preservation-Committee-CPC>.
4. Additional instructions and description of the application process and evaluation criteria may be found in the [CPA FY22 Application Instructions](#).

Please direct all questions regarding the application, application process, or status of an application to the Community Preservation Committee via email at maldencpc@cityofmalden.org.



FY22 FUNDING CYCLE RETURNING APPLICATION FORM

PROJECT NAME: _____

PROJECT LOCATION/ADDRESS: _____

APPLICANT(S) NAME & TITLE/ORGANIZATION: _____

CO-APPLICANT (IF APPLICABLE) _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

DATE: _____

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$	%

Signatures Required for projects entailing City-owned property:

For purposes of coordination; does not indicate approval or endorsement of project.

Mayor

Assigned to staff liaison _____

Signature of staff liaison _____

PROPERTY OWNERSHIP

Legal Property Owner of Record: _____

Is the owner the Applicant? Yes No

For all projects on City property, The City Department with Care, Custody and Control must be the Applicant or project will be deemed ineligible for this Applicant.

If applicable, City Department with Care, Custody and Control: _____

If the Applicant is not the owner, does the Applicant have site control or written consent of the property owner to submit an application? Yes No

If Yes, please attach written documentation. If No, project will be deemed ineligible for this Applicant.

PROJECT DESCRIPTION: *(Please describe the community needs this project is addressing and how this project aligns with CPC goals)*

PROJECT STATUS: *(Please describe what level of planning, research and discussions have already been undertaken to inform this proposal)*

PROJECT SCOPE Provide a detailed description of the steps or tasks that the project entails. *Note: CPA funds may only be used for eligible tasks. Please indicate if another funding source is anticipated to pay for ineligible portions of the project.*

Instructions: Please consult with the City Engineering Department or other applicable departments to identify any environmental or regulatory conditions that may apply to this project.

POTENTIAL ENVIRONMENTAL SITE CONSTRAINTS THAT MAY IMPACT PROJECT

Presence of Hazardous Materials	Known to be present
	Possible/Unknown
	Not present/Not applicable
Topography, soils, or other physical challenges	Known to be present
	Possible/Unknown
	Not present/Not applicable
Wetlands or Floodplain	Known to be present
	Possible/Unknown
	Not present/Not applicable

PERMITS THAT WILL LIKELY BE REQUIRED TO COMPLETE PROPOSED PROJECT

_____ This project does not entail property alterations that would require permitting.

Building Department

- _____ Building permits
- _____ Zoning relief: variances, special permits
- _____ Ledge removal by any means-requires a special permit
- _____ Development in Flood plain-requires special permit
- _____ Demolition of any structure/building or portion of any age - requires review by Historical Commission (Demolition & Alteration Delay Ordinance)
- _____ Alterations of historically significant buildings - require review by Historical Commission (Demolition & Alteration Delay Ordinance)
- _____ Sign Design Review

Engineering

- _____ Connection to City systems
- _____ Land Disturbance Permit (more than 2 acres)

Fire Department

- _____ Open air parking (part of license by City Council)
- _____ Garage permit for storage of gasoline (parked vehicles)
- _____ Fire suppression system

Board of Health

- _____ Dumpsters
- _____ Trash storage and disposal
- _____ Extermination

DPW

- _____ Street openings
- _____ Curb-cuts
- _____ Sidewalks
- _____ Connection to infrastructure

FOR CPC USE:

Date Received _____
Date Reviewed _____
Date Applicant Notified _____

Eligible _____
Potentially Eligible _____
Not Eligible _____
More Information Needed _____

COMMENTS: