



**FY22 CPA FUNDING APPLICATION**

**DUE: NO LATER THAN 11:59 PM, FIRST TUESDAY OF SEPTEMBER**

Please make sure all questions are answered and requested information is provided. Applications missing information will not be accepted.

**SECTION 1: APPLICANT INFORMATION**

APPLICANT NAME/ORGANIZATION	
CO-APPLICANT (if applicable)	
PROJECT CONTACT PERSON & TITLE	
MAILING ADDRESS	
PHONE	
EMAIL	
DATE	

**SECTION 2: PROJECT INFORMATION**

PROJECT NAME	
CPA FUNDS REQUESTED	
PROJECT ADDRESS	
ASSESSOR'S PARCEL ID	

Interested Municipal Party or Community Organizations (if any): \_\_\_\_\_  
\_\_\_\_\_

Will this project be independent or is it part of another existing project? Please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Brief Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3: SITE INFORMATION**

Lot Size (Sq Ft): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_ Ward: \_\_\_\_\_

Property Owner: \_\_\_\_\_

***Note: As part of the Pre-Application process, all Community Preservation Fund Applicants are required to have submitted evidence of site ownership, site control, and/or permission of the property owner.***

Are there any restrictions or easements that apply to the property?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If applicable, please identify any interested parties whose approval may be needed. Letters of approval must be attached.

\_\_\_\_\_  
Please submit the attached FEASIBILITY CHECKLIST to identify environmental conditions, zoning relief, or other regulatory approvals that may need to be obtained as part of this project.

**SECTION 4: PROGRAM-SPECIFIC REQUIREMENTS**

**FOR HISTORIC PRESERVATION PROJECTS ONLY**

Please let us know why this property or asset is of historical significance \_\_\_\_\_  
\_\_\_\_\_

Please attach evidence that the property is listed on the state register of historical places or that it has been determined by the Malden Historic Commission as being significant to the history, archeology, architecture, or culture of Malden.

**SECTION 5: 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.*

**SECTION 6: BUDGET SUMMARY**

**In addition to this Budget Summary, please also include with this application a complete, itemized budget for the full project in response to Narrative Question 5 which includes all project expenses, revenue sources, and in-kind contributions.**

**NOTE: CPA FUNDING FOR ANY CATEGORY REQUIRES COMPLIANCE WITH MASSACHUSETTS PROCUREMENT REGULATIONS** under direction of Malden’s Office of Procurement.

**\*\*Please attach at least two estimates (preferably 3) on vendor letterhead or a detailed description of how the proposed budget was determined.\*\***

**New**

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$ <b>XX</b>	% <b>XX</b>

<b>Budget Categories</b> <i>Please add any relevant category that is missing for your project, or use "N/A" for any category not applicable to your project</i>	<b>CPA FUNDS</b>	<b>OTHER FUNDS (Cost Share)</b>	<b>TOTAL</b>
Personnel			
Equipment			
Supplies			
Soft Costs/Contractual			
Acquisition			
Construction			
New Construction			
Alteration/Addition			
Restoration/Remodel			
Other			
<b>Total</b>			
<p>"Soft Costs" include design, professional services, permitting fees, closing costs, legal, etc.  "Equipment" is generally defined as an item with a useful life expectancy of more than one year.  "Supplies" are defined as an item with a useful life of less than one year.</p>			

**Budget Cost Sharing** – Identify the amount of cost sharing for this project. Sources include private, federal, state, or local government, or any other sources. If more space is needed, add additional page.

**Application will not be accepted without Letters of Commitment attached for funds listed as "secured".**

<b>Source/Organization</b>	<b>Secured Y/N</b>	<b>Amount</b>	<b>Type (cash, in-kind, etc.) and Status if not secured</b>
Malden CPC	Y	\$150,000	

**Maintenance Budget** (if necessary) –Reminder: **CPC cannot fund the maintenance costs for any CPC projects.** CPC prioritizes projects with no maintenance required. Please identify the source of maintenance funding, if required.

<b>SOURCE:</b>				
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
\$	\$	\$	\$	\$

## SECTION 8: PROJECT NARRATIVE

Explain your project in more detail by providing a complete description of the project and its proposed use relative to the CPA and the City of Malden. Please answer each question fully and completely in this exact order.

### NOTE:

If providing Narrative answers on a separate document, please include the question with your answer. Applications failing to answer every question will not be accepted.

1. Why should this project be approved for funding?
  - a. Explain the benefits this project will have to our city, residents, and/or the environment. Reference the appropriate Criteria and/or City planning documents
  - b. Please specify how this project meets the CPC's General Selection Criteria and the Specific Use Criteria in the Needs Assessment.
2. Provide applicants & co-applicants background information:
  - a. Type of organization (i.e., individual, group, non-profit, corporation, city department, etc.) and city in which it is based.
  - b. Describe the roles and functions of applicants and any other partners in the project (e.g., managers, providers, etc.)
  - c. Provide information about the applicants' previous participation in CPA projects, especially in a managerial role, and explain who, how, and what is/was the status of the projects.
  - d. Indicate if the applicants have experience in similar types of projects and demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.
3. Please describe:
  - a. All attempts to secure funding (successful and unsuccessful).
  - b. How was the CPA amount determined?
  - c. What will happen to the project if CPA funding is rejected or reduced?
4. Provide a detailed project timeline describing the steps or phases for completion, major milestones, as well as the processes needed for approval and oversight for each phase.
5. Provide a Detailed Total Budget for the project and how CPA funds will be spent.
  - a. Include a breakdown of all funding sources.
    - i. **Commitment letters must be attached** for applications that cite funding that has already been identified from additional sources.
    - ii. If additional sources of funding are pending or are dependent on the commitment of CPA funds, please describe the process by which additional funds will be sought, including the names of grant programs and anticipated grant application deadlines.
  - b. Please include Itemization of all project costs, and proposed source for each line item. Make sure to consider any administrative expenses required (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects. Per CPA legislation, city departments and organizations cannot be reimbursed for their general overhead expenses such as staff time, copies, shipping, travel costs, etc. Only expenses directly associated with an eligible CPA activity may be included in a project budget.
  - c. Non-profit organizations should also include a current financial statement.
6. Provide a description of feasibility constraints that must be addressed in completing this project.

- a. Complete the Feasibility Checklist identifying whether environmental conditions are present, zoning waivers, or other regulatory approvals will be required to complete the project.
- b. If applicable, include a narrative description of site constraints:
  - i. Summarize (and attach) any feasibility reports that may have been prepared, explaining all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions. If applicable, please identify evidence that the proposed site is free of hazardous materials or other significant site constraints, or describe a plan for assessment and/or remediation of such constraints.
  - ii. Identify existing deed restrictions, easements, or other potential impediments to implementation.
  - iii. Identify any other challenges specific to the project.
7. Please explain any potential secondary effects your project may have on the city's Operating budget.
  - ) Are there any capital improvement projects that rely on the successful completion of your project?
  - ) If ongoing maintenance is required, how will it be funded?
8. Describe how the project will comply with all Americans with Disabilities Act/Massachusetts Architectural Access Board Regulations (ADA/MAAB) if applicable.
9. For ALL Historic Resources:
  - a. Describe and (if available) provide plans for how the project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, (as required by the CPA legislation M.G.L. c. 44 under the definition of rehabilitation).
  - b. Explain how the applicant will ensure these standards are adhered to as the project progresses, including identification of who will make historic preservation determinations.
10. Explain how public benefits from the CPA investment will be protected. (In the case of property acquisition a permanent deed restriction will be required, meeting the requirements of The Community Preservation Act, M.G.L. c. 44 pursuant to section 12 of the Community Preservation Act.)

**SECTION 9: SIGNATURES**

<b>TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.</b>	
Applicant Signature	Date Signed
Applicant First Name	Applicant Last Name
Applicant Title/Organization	
Property Owner Signature (if different)	Date Signed
Property Owner First Name	Property Owner Last Name

**SECTION 10: FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS – CHECKLIST**

It is highly recommended and preferred that the applicant submit an electronic copy of the full application to [MaldenCPC@cityofmalden.org](mailto:MaldenCPC@cityofmalden.org). Application should be submitted as a single PDF file with all attachments included

Alternatively, submit 2 paper copies of the application and any attachments to the City Clerk to be time-stamped upon receipt. The application should be submitted unbound.

<b>FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS - CHECKLIST</b>	
	<b>Approved FY22 Funding Cycle Pre-Application Form as Cover Sheet</b>
	<b>FY22 CPA</b> Funding Application Form
	<b>Completed</b> Project Narrative Highlighted questions
	<b>Detailed Project Timeline (Narrative Question 4)</b>
	<b>Detailed</b> Project Budget (Narrative Question 5)
	<b>Feasibility Check-list</b>
<i>Include the following required attachments</i>	
	<b>Proof of Ownership/Site Control</b> – All of the following as applicable: Deed, purchase and sales agreement, option to purchase, written consent of property owner. Also include any existing Deed Restrictions that may apply to the property.
	<b>Documentation to Support Project Budget</b> – at least two (2) but preferably three (3) estimates or a “ball park” estimate with detailed explanation.

	<b>Evidence of Historic Significance (for Historic Preservation Projects)</b> – Evidence that site is listed on State Register of Historic Places <b>or</b> written determination by Malden Historic Commission
	<b>Appraisal (for Acquisition Projects)</b> - If the requested funds are for a real estate acquisition, an independent appraisal is required, which the Applicant will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.
<i>Include the following attachments if applicable and available</i>	
	<b>Maps, Plans, Photographs</b> – Provide a map indicating the project’s location, along with any additional pertinent maps (i.e., aerial, zoning, vegetation, and abutting buildings), architectural plans, site plans, photographs, etc.
	<b>Letters of Support</b>
	<b>Copy of Audit or most recent Financial Information (Non-Profit Organizations Only)</b>
	Existing plans, approvals, feasibility assessment, or other supporting documents, including but not limited to: <ul style="list-style-type: none"> <li>- Natural Resource Limitations (i.e. wetlands, flood plain, etc)</li> <li>- Zoning (district, dimensional and use regulations as applies to the land)</li> <li>- Inspection reports</li> <li>- Environmental assessment reports or evidence that the proposed site is free of hazardous materials or that there is a plan for assessment and/or remediation in place</li> <li>- Names and addresses of project architects, contractors and consultants</li> <li>- Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed</li> </ul>
	<b>Any other</b> information useful for the Committee in considering the project



**SECTION 11: FOR CPC USE ONLY**

Date Received	
Category	
Date Reviewed	
Date Applicant Notified of Decision	

RANKING		DECISION	
High		Recommended for Funding	
Medium		Denied with Invitation to Resubmit for Future Funding Cycle	
Low		Denied for Funding	