

## Application Instructions for FY23 Funding Cycle

The City of Malden will award Community Preservation Act (CPA) funding in Fiscal Year 2022. This packet contains the information an applicant needs to apply for funding, including:

1. Guidelines for Submission
2. Standard Application Process
3. Eligibility Requirements and Comparative Evaluation Criteria

FY 2023 Timeline/Key Dates	
2023 Pre-Applications & Full Applications Available	April 20, 2022
Informational Hearing (recording posted on the City's CPC website)	March 16, 2022
Submit Pre-Applications	11:59 PM First Tues. in June (June 7, 2022)
Pre-Application Workshop	May 18, 2022
Application Workshops	July and August 2022
Full Applications Due	11:59 PM First Tuesday in September (September 6, 2022)
Applicants Present at Public Hearing	November 2022 – January 2023
CPC Deliberates & Votes to Recommend	January – February 2023
CPC Recommends Applicants to Mayor and City Council for Approval	February – March 2023
Grant Agreements Executed	June 2023

Please direct all questions regarding the application, application process, or status of an application to the Community Preservation Committee via email at [maldecncpc@cityofmalden.org](mailto:maldecncpc@cityofmalden.org) or via mail to Community Preservation Committee c/o Malden City Hall 215 Pleasant Street Malden, MA 02148.

## SECTION 1: GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPA funding. All proposed projects must be eligible for CPA funding according to the requirements set forth in the law before further consideration can be given. Applicants should read the City of Malden [Community Preservation Plan](#) and address all of the Selection Criteria. This document is also available at [facebook.com/cpcmalden](https://cityofmalden.org/313/Community-Preservation-Committee-CPC) or <https://cityofmalden.org/313/Community-Preservation-Committee-CPC>.

1. At least one of the applicants for each project requesting CPA funding must fall into one of three categories:
  - City of Malden department or division
  - Organization registered and in good standing in the Commonwealth of Massachusetts
  - Individual or other organization proposing a CPA eligible project on property they own themselves
2. Funding Applications for the fiscal year beginning July 1, 2021 (fiscal year 2022) must be received by the 11:59pm first Tuesday in September 2021 to be considered for recommendation at a City Council Meeting.
3. Each project funding application must be submitted using an approved City of Malden Community Preservation Committee “Pre-Application for CPA Funding Form” as a cover sheet, followed by the “CPA Funding Application” form, along with the Project Narrative and Required Attachments.
4. All requests must follow the Application Guidelines and each question must be completed fully to be accepted.
5. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted.
6. The use of maps, visual aids, and other supplemental information is encouraged.
7. A clearly defined scope of work is required.
8. Applicants must obtain at least two (2) and preferably three (3) professionally prepared estimates on vendor letterhead for project costs. If two estimates are not available, an explanation of why two estimates are not being submitted is required and in their place, a “ballpark” cost estimate should be provided with a detailed explanation of how the budget was derived.
9. Budget Summary should include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. 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 and not covered under an existing funding source may be included in a project budget.
10. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each state fiscal year (begins July 1 and ends June 30).
11. For applicants with multiple applications, please prioritize projects.
12. CPC WILL NOT accept similar Applications for the same project in the same funding cycle and will review the first one received based on the earliest timestamp. To find out if there may be similar projects in process, please contact CPC at: [maldencpc@cityofmalden.org](mailto:maldencpc@cityofmalden.org)

### PLEASE NOTE:

- For all projects on City Property:
  - o A City Department, Board or Committee must be the Applicant.
  - o The Pre-application Form must be signed by the Mayor who will assign a member of City staff to serve as Project Liaison.
- City Councillors are not permitted to submit applications but are encouraged to send letters of support

13. Applicants may submit more than one Application per project within the same funding cycle ONLY if each Application covers a different/unique phase of the project.
14. It is highly recommended that applications are submitted electronically to [MaldenCPC@cityofmalden.org](mailto:MaldenCPC@cityofmalden.org). Applications should be submitted as a single PDF document that includes all forms, narrative, and required attachments.
15. If not submitting application electronically, applicant must submit two (2) copies of the application in full. The application must be kept unbound – no application or support materials will be accepted in any form of binding including 3-ring binders. All material must be photocopier-ready. All pages should be numbered. Each copy should be paper clipped into its own folder. Printed applications must be submitted to the City Clerk and time-stamped upon receipt.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information about the CPA legislation and Malden's Community Preservation Committee can be found at <https://cityofmalden.org/313/Community-Preservation-Committee-CPC>

## SECTION 2: STANDARD APPLICATION PROCESS

The standard application process for CPA funding includes the following steps:

It is highly recommended that all applicants attend a CPC Funding Application Workshop or consult with the CPC Administrator prior to submitting a Pre-Application Form.

### 1. Preparation

- a. Before preparing an application, review the Malden Community Preservation Plan 2020 Update and read all application instructions.
- b. Attendance of at least one pre-proposal public informational hearing or workshop is recommended prior to submitting a project for approval.
  - i. The CPC may provide guidance regarding the application process, information on projects adjacent or proximate to the proposed project, and general thoughts concerning the proposal.
  - ii. Any CPC comments are non-binding and based solely on available information at the time of discussion.
- c. Proponents are encouraged to contact the Community Preservation Administrator or [MaldenCPC@cityofmalden.org](mailto:MaldenCPC@cityofmalden.org) with logistical questions during the application process.

### 2. Determination of Eligibility

**Please note: No Application will be accepted without Pre Application approval by the CPC.**

- a. Pre-Application forms include questions pertaining to minimum eligibility criteria
- b. For projects involving City-owned property the Pre-Application must be signed by the Mayor. **The Mayor's signature is intended to ensure coordination and does not indicate approval or endorsement of the project.**
- c. The Mayor assigns a member of City staff to serve as Project Liaison, whose signature is also required on the Pre-Application. The Liaison may be the same or different from the City department that is the Applicant for the project. The role of the Project Liaison is to provide coordination and input during the application process and implementation of the project.
- d. Each Pre-Application Form is reviewed by the CPC and staff to determine its CPA eligibility (see Table 1 on next page) and to confirm that it is signed by the property owner.

- e. All Pre-Applications must be received no later than 11:59 PM on the first Tuesday in May via email to [MaldenCPC@cityofmalden.org](mailto:MaldenCPC@cityofmalden.org) for consideration during that grant cycle.
- f. The CPC will notify applicants of their status no later than 30 days from submission of a Pre-Application. Applicants with an eligible project receiving a favorable review will be invited to submit a Funding Application.
- g. Projects deemed ineligible will be notified in writing.

### 3. Submission of Funding Application

- a. After receiving a Letter of Eligibility from the CPC, applicants may submit Funding Applications electronically or via 2 paper copies and optional electronic copy, together with any required or recommended attachments.
- b. Completed Funding Applications must be emailed to [MaldenCPC@cityofmalden.org](mailto:MaldenCPC@cityofmalden.org) or submitted to the City Clerk's Office no later than 6:00 PM on the first Tuesday of September.

### 4. CPC Review of Funding Applications and Public Comment

- a. Funding Application Review
  - i. During a meeting open to the public, the CPC determines whether the project is sufficiently developed in terms of work plan and timing and if it is consistent with the goals set forth in Malden's Community Preservation Plan. Applicant is invited to the meeting to address any questions.
  - ii. Where appropriate, a site visit by the CPC may be scheduled to the location of the property that is the subject of the application.
    - 1. The purpose of a site visit is to verify site conditions.
    - 2. The site visit shall be in the company of the owner, applicant, or their agent when it involves visiting areas that are not customarily available for public inspection.
    - 3. No formal motions shall be made nor votes taken at a site visit.
    - 4. Site visits shall be posted in the same manner as a CPC meeting.
    - 5. Where feasible, site visits will include an invitation for interested parties to attend.
- b. CPC Public Hearing
  - i. A Public Hearing is held for Applicant to give a brief presentation of their project; members of the public may speak in favor or against specific recommendations at the CPC Public Hearing.
- c. Application Deliberation and Evaluation
  - i. During a meeting open to the public, the CPC will discuss the public feedback gathered at the hearing, how the project aligns with various City priorities and goals, the CPC Plan criteria and other pertinent information regarding the project, and then vote on a rank of High, Medium, or Low Priority for each project within each category (Community Housing, Historic Resources, Open Space, and Recreational Land).
  - ii. The CPC will then issue one of three determinations for each project:
    - 1. **Recommended for Funding:** This means the application has been selected and a funding amount will be recommended to the City Council for approval.
      - a. **The CPC may recommend for funding:**
        - 1. The Project as proposed by the applicant;
        - 2. Partial funding or funding for only a portion or phase of the proposed project.
        - 3. Modifications to or conditions for the project:

- b. The CPC reserves the right to attach conditions to ensure CPA compliance and project performance, including but not limited to:
  1. An applicant's receipt of matching funds in a specific amount;
  2. Approval or input from other committees such as Conservation Commission, Planning or Disability Commission;
  3. Coordination with City staff such as Engineer or DPW;
  4. Requiring public input during a design process;
  5. An applicant's commitment to place a perpetual preservation restriction on a property to ensure its continued use for the purpose for which CPA funds were committed;
  6. A public access agreement, where relevant; and/or,

**Note: If the Applicant wishes to request substantial changes to the conditions placed on the funding recommendation, this will need to be reviewed and approved by the CPC prior to submission to City Council.**

2. **Denied with Invitation to Re-Submit for Future Funding Cycle:** This means that the project is desirable, but the CPC, in its discretion, chose not to recommend funding during this cycle. A funding recommendation may be considered at subsequent funding rounds, or sooner, if the CPC decides. However, the proponent will need to submit a new application for the project in the next cycle.
3. **Denied for Funding:** This means the application as submitted is not recommended for funding. The decision not to recommend is at the discretion of the CPC and may be based on various factors. No application will be re-considered absent a material change in the contents of the application. If the proponent desires to re-submit a project proposal, the application process must begin with a new Pre-Application. At the request of the applicant, the CPC may provide a debrief of the denial.

## **6. Funding Approval**

Per ordinance, the CPC provides the project funding recommendations via the Mayor to be presented for approval at a City Council Meeting. The City Council then takes a vote on each recommendation and has the final authority to award funds from Community Preservation Act funds and will determine whether to accept, reduce, or reject the CPC recommendations. The Council cannot approve or increase the amount of CPA funding without prior recommendation by the CPC.

Should the City Council vote to reduce funding for or reject a recommended project, the CPC will have an opportunity to respond and/or adjust the scope or terms of the project prior to a final decision by the City Council.

## **7. Notification**

For projects approved by the City Council, within 30 days following such approval, the CPC will issue Funding Award Letters with information on the funding amount, funding conditions, project modification as voted by the City Council (if any), and guidelines for project execution.

## **8. Grant Agreement, Disbursement, and Monitoring of Funds**

### **A. Agreements**

#### *Non-City Organizations*

- The CPC, acting through the City, will execute a grant agreement with each non-City organization that is awarded CPA funds (“Grantee”). The grant agreement will govern the use and disbursement of the funds and will be tailored to each project but will include the Standard CPA Grant Agreement General Conditions.
- The applicant will need to submit a Certificate of Good Standing, 501(c)(3) certification, and proof of insurance (as applicable) as attachments to the grant agreement.

*City Departments*

- The CPC will execute a Memorandum of Understanding (MOU) with each City Department that is awarded CPA funds. The MOU will govern the Departments’ use of the funds.
- B. Monitoring: The City’s CPC Administrator and Treasurer will monitor project progress and compliance and will coordinate the disbursement of CPA Funds according to the CPA Funds Disbursement Guidelines. The City can establish a phased disbursement system with the Grantee to forward fund project phases with the exception of the final 10% of the project funds, which will be released upon completion of the project.
- C. If projects are not started within one year after City Council approves funding, the CPC will request that Grantees provide an explanation of the circumstances causing delay. Appropriate milestones will be identified on a case-by-case basis indicating that a project is proceeding. Lacking a satisfactory response from the Grantee or progress toward the milestones identified, the CPC may vote to rescind funding after one year of inaction.

**SECTION 3: ELIGIBILITY AND COMPARATIVE EVALUATION CRITERIA**

Malden’s CPC will evaluate all projects on the basis of Eligibility and Comparative Criteria. Eligibility is defined by M.G.L. c. 44 and other applicable state laws. Comparative Criteria are developed by the Malden CPC. Please refer to the 2020 Community Preservation Plan Update for a description of Malden’s CPA goals and priorities, as well as additional discussion of eligibility requirements.

- Projects will be recommended for funding following an evaluation of the merits of both the proposal and its proposed costs. When there are multiple project proposals submitted in the same funding cycle, projects will be compared with one another in order to determine which projects, if any, would earn CPC recommendation. All recommendations and actual awards are subject to the availability of CPA funds and approval by the City Council.
- Proposals that address more than one CPA eligible purpose; leverage additional funding, involve collaboration of more than one agency, organizations, board or committee; or otherwise show a comprehensive, community centered, multidisciplinary approach, will be given highest consideration.
- Applications that present a thorough description of the project with as many details as possible, have significant support from other City Boards/Committees and present a comprehensive, well described and reasonable budget will have the greatest likelihood of success. Budget requests must be thorough because there will not be an opportunity to change the budget amount after the CPC makes its funding recommendation. Substantive coordination between the Applicant and any City departments, other public entities, or stakeholders who may be involved in the implementation of the project will help to ensure a complete application.

- When a proposal meets the statutory eligibility requirements, the CPC may rate projects using the following factors. The final decision of the CPC on a project is based on the vote of the committee, and such rating criteria are a guide for the committee in its decision making:
- Additional criteria will be taken into consideration on a case-by-case basis, including project feasibility/readiness to proceed, lifetime cost or environmental impact, and the amount of funding requested relative to the CPA funds available.

**Related City Planning Documents:**

- [Community Preservation Plan / Update](#)
- [2008 Malden Vision Statement](#)
- [2010 Master Plan](#)
- [2013 Plan Downtown Malden](#)
- [2017 Open Space and Recreation Plan](#)
- [2019 Housing needs Assessment](#)

**Plans currently in progress:**

- Affordable Housing Trust Action Plan
- Broadway Corridor Framework Plan

