



**FY23 CPA FUNDING APPLICATION**

**DUE: NO LATER THAN 11:59 PM, SECOND TUESDAY OF SEPTEMBER (9/13/22)**

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 AND ID# |  |
| 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this proposal for the design, construction, or other phase of a project? (please select all that apply):  
 Pre-development     Design     Construction     Other \_\_\_\_\_

**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.

**FOR ACQUISITION PROJECTS ONLY**

Please identify any entities who may hold a restriction on the property including: Conservation Restriction (CR) for Open Space and Recreational Land Projects; Affordable Housing Restriction for Community Housing Projects; Agricultural Preservation Restrictions for Open Space Agricultural Projects; or Preservation Restrictions (PR) for Historic Resources Projects (for more details see: <https://www.communitypreservation.org/restrictions>). \_\_\_\_\_  
\_\_\_\_\_

**FOR HOUSING APPLICANTS ONLY**

|                                  |  |
|----------------------------------|--|
| <b>DEVELOPER</b>                 |  |
| <b>DEVELOPER CONTACT</b>         |  |
| <b>DEVELOPER MAILING ADDRESS</b> |  |
| <b>DEVELOPER PHONE</b>           |  |
| <b>DEVELOPER EMAIL</b>           |  |

Type of housing (check all that apply and provide # of units)

| <b>HOUSING TARGET CLASS</b> | <b>HOUSING TARGET</b>           | <b># OF UNITS</b> |
|-----------------------------|---------------------------------|-------------------|
| <b>Homeownership</b>        | Single Family                   |                   |
|                             | Condominium                     |                   |
|                             | Cooperative                     |                   |
|                             | Other ( <i>Please Explain</i> ) |                   |
| <b>Rental</b>               | Individual/Family               |                   |
|                             | Group Home/Congregate           |                   |
|                             | Other ( <i>Please Explain</i> ) |                   |
| <b>Targeted Population</b>  | Individual/Family               |                   |
|                             | Special Needs/Identify Needs    |                   |
|                             | Elderly                         |                   |
|                             | Homeless                        |                   |
|                             | At Risk of Homelessness         |                   |
|                             | Other ( <i>Please Explain</i> ) |                   |

Will the project temporarily or permanently displace or require the relocation of existing tenants?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please describe any outreach efforts and/or notifications to residents to date: \_\_\_\_\_

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**SECTION 5: PROJECT SCOPE**

Please refer to Section 8: Project Narrative for more detailed questions, and provide your answers as an attachment to this form. For applicants using the online application, please answer these questions as requested in Section 5: Project Scope & Narrative.

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.\*\***

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

| <b>Budget Categories</b><br><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<br/>(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.<br/> "Equipment" is generally defined as an item with a useful life expectancy of more than one year.<br/> "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> |
|----------------------------|--------------------|---------------|-------------------------------------------------------------|
|                            |                    |               |                                                             |
|                            |                    |               |                                                             |
|                            |                    |               |                                                             |
|                            |                    |               |                                                             |

**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> |
| <b>\$</b>      | <b>\$</b>     | <b>\$</b>     | <b>\$</b>     | <b>\$</b>     |

**SECTION 7: PROJECT APPLICATION FEASIBILITY CHECKLIST**

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

## 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, and whether this project is located in an environmental justice community.
  - 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 applicants fill out an [online application \(click here\)](#).
- If submitting via this form, it is highly recommended that applicants send an electronic copy of the full application as a single file PDF with all attachments included to [MaldenCPC@cityofmalden.org](mailto:MaldenCPC@cityofmalden.org). Additionally, please submit 2 printed (unbound) copies of the application and any attachments to the City Clerk to be time-stamped upon receipt.

| <b>FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS - CHECKLIST</b>    |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                      | <b>Approved FY23 Funding Cycle Pre-Application Form as Cover Sheet</b>                                                                                                                                                                                                                                                    |
|                                                                      | <b>FY23 CPA Funding Application Form</b>                                                                                                                                                                                                                                                                                  |
|                                                                      | <b>Completed Project Narrative</b>                                                                                                                                                                                                                                                                                        |
|                                                                      | <b>Detailed Project Timeline (Narrative Question 4/Online Application Section 5)</b>                                                                                                                                                                                                                                      |
|                                                                      | <b>Detailed Project Budget (Narrative Question 5/Section 6: Budget)</b>                                                                                                                                                                                                                                                   |
|                                                                      | <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>                                                                                                                                                                                                                                 |
|                                                                      | <b>Existing plans, approvals, feasibility assessment, or other supporting documents, including but not limited to:</b> <ul style="list-style-type: none"> <li>- <b>Natural Resource Limitations (i.e. wetlands, flood plain, etc)</b></li> </ul>                                                                          |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <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> |
|  | Any other information useful for the Committee in considering the project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | Conservation Commission Evaluation (for Open Space and Recreational Land Projects)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**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                                          |  |