



CITY OF SALEM, MA
Community Preservation Committee
FY24 Funding Application

Please date stamp here upon receipt.

Application Cover Page

Must be on top of entire application packet. NO cover letters, please!

To ensure consideration for FY24 Community Preservation Act funding, please submit this no later than **Friday, March 22, 2024**. Prior to submitting this funding application, applicants should first submit a Determination of Eligibility application and receive a Letter of Eligibility from the Community Preservation Committee. Please read all materials carefully. Omitted information may result in delays or application rejection. Awarded funds will not be available before 7/1/24.

PROJECT NAME (BRIEF): _____

PROJECT LOCATION _____

INDICATE THE LEGAL PROPERTY OWNER OF RECORD: _____

Applicant is (check one):

- ☐ City board or department
☐ Non-profit - 501(c)(3)
☐ Private group or individual

APPLICANT NAME/ORGANIZATION: _____

CO-APPLICANT NAME/ORGANIZATION: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT CONTACT: _____ DAYTIME PHONE: _____

EMAIL: _____

*In the chart below, please indicate (X) the **approved** category(s) from your Letter of Eligibility.*

Indicate Total CPA Funds Requested (must match total CPA request in attached Budget Summary). Use whole dollars only.
\$ _____

	Open Space	Historic Resources	Recreational Land	Community Housing
Acquisition*				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration				

If acquisition, please provide the number of acres to be acquired: _____

Provide a one sentence description of the project:	
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I/we attest that all information provided in this entire submission is true and correct to the best of my/our knowledge and that no information has been excluded, which might reasonably affect funding. I/we authorize the Community Preservation Committee and/or the City of Salem to obtain verification from any source provided. I acknowledge and agree that a permanent restriction filed at the Registry may be placed on the property as a condition of funding. I understand that this application will be made available to the public.

Name (printed) _____ Signature _____ Date: _____

Name (printed) _____ Signature _____ Date: _____

Submission:

- ☐ **Ten 8½ x 11 copies (double sided acceptable). To preserve file space, NO 3-ring binders please; and**
☐ **One (1) electronic copy of all submitted materials (Word for narratives, jpeg for pictures, no PDFs (except application, support ltrs) on CD or flash drive to: Patricia Kelleher, City of Salem, Dept. of Planning & Community Development, 98 Washington St., Salem, MA 01970**

Submission Requirements

Please check ✓ each item included in your submission. Your submission should include the applicable items in the order listed below.

General

- ☐ *Application Cover Page (form provided)*
- ☐ *Submission Requirements Checklist (this form)*
- ☐ Narratives
- ☐ Category Specific Narratives
- ☐ Project Timeline - Provide a project schedule showing all major milestones (i.e. study, design, environmental, permitting, construction, estimated completion date, etc.), including receipt of other funding sources.

Financial

- ☐ *Budget Summary (form provided)*
- ☐ Cost estimates and/or written quotes, if applicable
- ☐ Proof of secured funding (commitment letters, bank statements), if applicable

Visual

- ☐ Map - Please include a map showing the property location (if applicable, show wetlands and wetland buffers, flood plain, water bodies, parks, open spaces, rails, and other features pertinent to the project). Applicants may use the City's interactive mapping website at <https://www.salem.com/gis-and-maps/links/interactive-map>
- ☐ Catalog cuts (i.e. recreation equipment), if applicable
- ☐ Photos of the project site (not more than four views per site). Digital copies for use in a presentation must be provided.

Ownership/Operation (non-City)

- ☐ The property owner MUST be an applicant. Co-applicants that are not owners are permitted.
- ☐ Certificate of Good Standing (if operating as a corporation)
- ☐ 501(c)(3) certification (if operating as a non-profit)
- ☐ Purchase and Sale agreement or Copy of Current Recorded Deed (if applicable)

Community Support (Recommended)

- ☐ Letters of Support (i.e. city departments, residents, neighborhood groups, civic organizations, businesses, etc.). Please do not have supporters mail in letters; please include them in the application.

Historic Resource Projects

- ☐ Documentation that the project is listed on the State Register of Historic Places or a written determination from the Salem Historical Commission that the resource is significant in the history, archaeology, architecture or culture of Salem. Note: If located within a local or National Register district, it must be a contributing property to the district.
- ☐ Photos documenting the condition of the property.
- ☐ Report or condition assessment by a qualified professional describing the current condition of the property, if available (PDF acceptable).

Community Housing Projects

- ☐ Development proforma

Plans and Reports (if available) - If available in 8 ½ x 11, include in the application. If not, provide separately, not bound to the application.

- ☐ Renderings, site plans, engineering plans, design and bidding plans and specifications
- ☐ Applicable Reports: 21E, Historic Structure Reports, appraisals, survey plans, feasibility studies - for reports of more than 10 pages, applicants may provide 2 copies, rather than 11.

Budget Summary

Indicate the total project costs, including CPA funding request, from all proposed sources.
Application package must include a complete itemized budget of all project costs.
Note: CPA funds cannot be used for maintenance.

	STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
SOURCE 1: SALEM CPA <i>(total must match amount requested on cover sheet)</i>	\$	\$	\$	\$	\$
SOURCE 2:	\$	\$	\$	\$	\$
SOURCE 3:	\$	\$	\$	\$	\$
SOURCE 4:	\$	\$	\$	\$	\$
SOURCE 5:	\$	\$	\$	\$	\$
SOURCE 6:	\$	\$	\$	\$	\$
TOTAL PROJECT COST	\$	\$	\$	\$	\$

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.



**For this application "construction" refers to new construction, rehabilitation, preservation and/or restoration work.

In the column to the right, please explain the status of each funding source (i.e. submitting application 7/1/23, applied on 1/1/23, received award notification 3/1/23, funds on-hand in organization bank account, etc.). For sources where funding has been awarded or funds are on hand, please attach documentation proof from the funding source (commitment letter, bank statement, etc.).

SOURCE 2:	STATUS:	
SOURCE 3:	STATUS:	
SOURCE 4:	STATUS:	
SOURCE 5:	STATUS:	
SOURCE 6:	STATUS:	

Do you anticipate that your project may require bonding (City projects only)? If yes, please elaborate.

Application Narratives

 **Please attach concise narratives that respond to all questions in the order they are described below.** 

General Narratives (All Applicants)

A. Project Description

1. What is the project description, scope of work and goals?
2. Where is the project located? Describe the visibility.
3. Why is this project needed? How does it preserve and enhance the character of the City?
4. What is the public benefit? Describe the population the project will serve. Does the project encourage economic development and/or enhance the tax base?
5. How is the project consistent with recommendations of current relevant planning documents? For information on available planning documents, refer to the Community Preservation Plan and/or <https://www.salem.com/planning-and-community-development/pages/studies-and-reports> . Be specific, citing document and page of each goal/object quoted.
6. Is the project of an urgent nature?
 - a. Is there a critical deadline? Please specify if the project is constrained by scheduling factors not controlled by the applicant (i.e. opportunity for immediate acquisition, opportunity to leverage available non-CPA grant or other financial opportunity).
 - b. For historic resource applications, is the property at risk for irreparable loss? If so, please include a condition assessment from a qualified professional.
7. What is the nature of community support for this project?
8. How does the project meet any additional General Evaluation Criteria?

B. Financial

1. Will there be in-kind contributions, donations or volunteer labor? Are there fundraising plans? Describe other attempts to secure funding (including unsuccessful).
2. What is the basis for the total CPA funding request?
3. Provide any additional pertinent information relative to the proposed budget.

C. Project Management

1. Please describe how the project is practical and feasible and can be implemented within a reasonable, feasible schedule and budget.
2. Will the project need any permits? Please describe the nature of permits and inspections required. Applicants are encouraged to concurrently begin to seek applicable permits. Are there any other known or potential barriers to project implementation and completion?
3. Who will be responsible for undertaking the project? Is the project regional? Identify and describe the roles of all known participants (applicants, architects, contractors, etc.).
 - a. For City of Salem (and regional) projects, what City of Salem department will manage the project?
 - b. For non-City of Salem projects, what are the qualifications/experience of the project's sponsoring organization? Demonstrate that the applicant/applicant team has successfully implemented projects of similar type and scale, or has the ability and competency to implement the project as proposed.
4. Who will be responsible for ongoing maintenance?

Category Specific Narratives

Prepare narratives that respond to all questions below for each category checked on the Application Cover Page.

Community Housing Projects

- A. How does the project meet the CPC's Evaluation Criteria for Community Housing Projects? Please describe how the project meets the category specific primary criteria and any secondary criteria for Community Housing.
- B. What are the total number of units proposed? Of the total, will 10% of the housing units or more be affordable to households who earn below 60 percent of the area median income? What will be the long term affordability? Note: Property owner must enter into an affordable housing restriction for a minimum of 99 years (if CPA funds are used for acquisition, a permanent restriction). The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.
- C. If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials.
- D. Explain how the project incorporates universal design, if applicable.

Historic Resource Projects

Note: CPA funds are primarily awarded for work to property exteriors.

- A. How does the project meet the CPC's Evaluation Criteria for Historic Resource Projects? Please describe how the project meets the category specific primary criteria and any secondary criteria for Historic Resources.
- B. What is the date of the original construction/creation of the resource? The resource must be a minimum of 50 years old.
- C. Is the resource listed on the State Register of Historic Places or has the Salem Historical Commission made a determination that the resource is significant? Written documentation is required.

Note: As a condition of CPA funding, the CPC has routinely required Preservation Restrictions (PR) for ALL private projects receiving CPA funds for historic resources. Such restrictions place the property under Salem Historical Commission (SHC) review for exterior alterations. In order to ensure compliance with the required restriction, all projects needing a PR as a condition of receiving CPA funds shall not receive a building permit until the project plans have first been reviewed for compliance with the PR and are reviewed by the SHC, if required. If the PR is still in development and has not been recorded at the Registry of Deeds, the property shall be flagged in the City's permitting system to request that a Building Permit be held until either the PR is filed with the Registry or the project proponent submits design plans to the SHC for review to ensure that the project complies with the Secretary of the Interiors Standards and the intent of the CPA funding for historic resources. **Note:** For municipal historic resource projects that are not located in the local historic district, nor in the Salem Redevelopment Authority area, project plans shall be reviewed by the City's Preservation Planner for adherence to the Secretary of the Interiors Standards prior to project bidding.

- D. If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials.
- E. Explain how the project incorporates universal design, if applicable.

Open Space Projects

- A. How does the project meet the CPC's Evaluation Criteria for Open Space Projects? Please describe how the project meets the category specific primary criteria and any secondary criteria for Open Space.

Recreational Land Projects

- A. How does the project meet the CPC's Evaluation Criteria for Recreational Land Projects? Please describe how the project meets the category specific primary criteria and any secondary criteria for Recreational Land.
- B. Does the project support multiple recreation uses? Describe each use.
- C. Explain how the project incorporates universal design, if applicable.

Application Information

General:

- If the proposal involves City-owned land or structures, either the applicant or the co-applicant must be a City agency/department.
- Applicants must review the Community Preservation Plan, including the Evaluation Criteria and all materials in this Funding Application packet. Review of the CPA legislation is recommended.
- All proposals must be submitted using the application forms contained herein (Application Cover Page, Application Checklist, Budget Summary) along with the required narratives and attachments.
- Applications may be accepted at any time. However, the CPC will announce one annual cutoff date to ensure funding consideration for that funding round. Applications received after the deadline may be held until the next funding round.
- If submitting multiple applications, the applicant may indicate if one application is preferred over another.
- During the funding round review, the CPC may request additional information from the applicant.
- Supplanting is not permitted. CPA funds cannot be used to reimburse funds paid from other sources.
- Implementing cost-saving measures and leveraging other funding or in-kind donations is encouraged.
- Other permitting: Projects must conform to the zoning regulations of the City of Salem, as applicable. Projects must have Board of Appeals, Conservation Commission, Salem Historical Commission, Planning Board, Salem Redevelopment Authority and/or Park & Recreation Committee approval, as applicable. Projects must have a building permit before proceeding, as applicable.
- Non-city applicants must be in good standing with all real estate taxes and water/sewer fees.
- For acquisition of an interest in real estate, property value will need to be established through procedures “customarily accepted by the appraising profession as valid”. Applicants for acquisition projects are encouraged to include an appraisal from a qualified professional. CPA funds may be requested to pay for an appraisal, but this may delay a CPA funding award. Please include an estimate of the number of acres to be acquired.
- Project Sign - Permanent signage that identifies that the project receives CPA funding from the City of Salem may be required by the CPC for certain completed construction projects. For all construction projects, temporary signage is required while work is underway. See the CPA administrator for the current policy. CPC staff will provide appropriate language for signage. Awarded organizations should work with CPC staff to determine if the City has temporary signage available for use during construction.
- Non-city property will require the filing of a permanent restriction at the Registry of Deeds to ensure that the property continues to be used for the applicable CPA purpose. Restrictions are legal documents that place limitations on the property and must be executed by the property owner. These restrictions apply to all future owners of the property, and cannot be easily changed or removed by subsequent owners. The restriction will be held by the City of Salem or its designee in order to facilitate enforcement of the conditions. Project proponents whose projects have restrictions as a condition of CPA funding, or with restrictions in development, shall submit project plans for compliance with the restriction prior to obtaining any building permits. Commonly used restrictions in CPA projects:
 - For Open Space Conservation and Outdoor Recreation Projects, the Conservation restriction will be approved by the MA Executive Office of Energy and Environmental Affairs (EOEEA)
 - For Community Housing Projects the Affordable Housing Restrictions will be approved by the MA Dept. of Housing and Community Development (DHCD)
 - For Open Space Agricultural Projects, the Agricultural Preservation Restrictions will be approved by the MA Dept. of Agricultural Resources (DAR)
 - For Historic Projects the Preservation Restrictions will be approved by the Massachusetts Historical Commission.

Please direct any questions on completion of this application to Patricia Kelleher, pkelleher@salem.com or 978-619-5685.