CPA | Community Preservation Act

Boston Community Preservation Act Grant Funding Application Packet

Full Application – For All Applicants

10/04/24

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APPLICATION PROCESS

The City of Boston Community Preservation Act (CPA) Office announced its eighth funding round with over $35 million available for affordable housing, historic preservation, and open space or recreation projects in Boston. Applications are expected to be reviewed by the Community Preservation Committee from December-January 2025 and decisions are expected to be announced in February 2025.

Only applicants who have submitted an **Eligibility Determination Form** prior to the August deadline and have subsequently been invited to apply by the CPA Office are eligible to complete this full application for funding.

Instructions for Using this Form:

We encourage you to complete this document first as a worksheet to prepare your responses, then copy and paste your answers into the **Google application form online**. This document also lists the required documents you will need to upload.

Annual Application Cycle

Information Sessions	May-August
Eligibility Determination Forms Due	End of August
CPA Office review eligibility form and informs applicants of eligibility	September-October
Full applications due	Early November
CPA Office reviews applications	November-December
CPC reviews applications and staff recommendations	December-February
Mayor and City Council consider CPC funding recommendations	March-May
Grant agreements and award letters issued	May-June
CPA funding available	June -July

CPC REVIEW

APPLICATION REVIEW AND PROJECT EVALUATION

The CPA Program staff will evaluate submitted applications on the completeness of their submission. Complete applications will further be evaluated by the Community Preservation Committee on how well they meet or exceed the goals of the Boston **Community Preservation Plan**.

In deciding how to allocate funds in any given funding round, the Committee may also account for other relevant factors at the time the applications are being considered. These may include but are not limited, to the following: the amount of funding available; anticipated future balances; the distribution of past funds among the three eligible categories of projects; the diversity of applicants; the applicants' history before the CPC and their past performance and compliance; and the ability to fund projects fully or partially.

The CPA staff may ask applicants or organization sponsors to discuss questions regarding the application(s). When appropriate, the staff will visit the sites of the proposed projects.

PROJECT EVALUATION GOALS:

Overall Goals for All Projects				
Project demonstrably furthers equity by addressing needs in the City's BIPOC residents				
Project directly advances Boston's climate resilience and sustainability				
Project is community-led or furthers City priorities as documented in current City plans				
Affordable Housing Goals	*Note: All affordable Housing requests must be submitted by the Mayor's Office of Housing.*			
Distributes new units of affordable housing in areas with higher median household income.				
Preserves naturally occurring affordable housing, such as through acquisition and preservation programs.				
Promotes homeownership to enable household equity growth and help address the racial wealth gap.				
Supports local rental assistance and relief programs to expand the limited reach of existing federal and state housing vouchers.				
Historic Preservation Goals				
Help address affordable housing needs.				
Honor the history and historical contributions of Boston's BIPOC and other historically marginalized populations.				
Preserve or rehabilitate properties that will provide public access or that provide environmental, economic, and/or social benefits.				
Protect privately-owned properties that are threatened by demolition or demolition by neglect that will provide a demonstrated public purpose				
Open Space and Recreation Goals				
Promote climate equity and resilience that help to mitigate the effects of climate change for Boston residents, especially BIPOC populations and neighborhoods that lack access to quality open space and recreation.				
Promote healthy food access in historically underserved neighborhoods				
Create more public open space in historically underserved neighborhoods to promote health equity for BIPOC and other marginalized populations				
Rehabilitate existing parks, playgrounds, athletic fields, greenways, or schoolyards in historically underserved neighborhoods to promote health equity for BIPOC and other marginalized populations				
Promote creation of greenways that connect neighborhoods, provide park and recreation amenities, or support multimodal recreational infrastructure such as biking and walking.				

Key Definitions

Areawide Median Income (AMI) – The median gross income for a person or family as calculated by the United States Department of Housing and Urban Development, based on the median income for the Metropolitan Statistical Area.

BIPOC - stands for Black, Indigenous, or People of Color, and includes Asian, Latinx, Pacific Islander, and Middle Eastern persons.

Equity - Just and fair inclusion into a society in which all can participate, prosper, and reach their full potential. When a program or policy is equitable, its aim is not to treat populations "equally" in a uniform way, instead, it is responsive to differences because inequity is experienced by people in different ways. Equity is about leveling the playing field.

Food Access - refers to the stable availability and access to nourishing, affordable, and suitable foods.

Green Infrastructure - "Green Infrastructure" (GI) is an umbrella term for stormwater management features that mimic nature. GI features use plants, soil, and other natural materials to remove pollutants and allow stormwater to absorb back into the ground. These features help prevent flooding and reduce the amount of water that goes into the City's storm drains. GI also has lots of other environmental, social, and economic benefits. Read more about the GI and Boston's stormwater initiatives at https://www.boston.gov/streets-and-sanitation/green-infrastructure

Marginalized populations - Groups and communities that experience discrimination and exclusion (social, political, and economic) because of unequal power relationships across economic, political, social, and cultural dimensions.

Poverty - is defined by household makeup. The Census Bureau provides an estimate of the number of people earning an income below the poverty level. The threshold for an individual is $14,097, and the threshold for a family of four is $27,479 in the state of Massachusetts.

Underserved Population - Areas that were overtly denied opportunities and resources by governmental policies and private actions based on racial and ethnic discrimination. Disinvestment left these neighborhoods and residents falling significantly behind other neighborhoods. The build-up of suppressed growth and investment - communities of color still feel the effects today and continue to struggle economically.

Populations that face barriers in accessing and using resources include populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

FULL APPLICATION

*Note: The full Boston CPA application is to be filled out online. You may use this document first as a worksheet to prepare your responses, then copy and paste your answers into the **online application form**. This document also lists the required documents you will need to upload.* ***You will not be able to edit your responses after submission.***

Part 1: Project Information

PROPERTY

Project Name:
Street address or boundaries:
Neighborhood:
Zip Code:

Applicant

Organization:
Contact Person & Title:
Phone:
Email:
Applicant Mailing Address (street, city, zip):
Applicant relationship to Project :
Property owner (if it is not the applicant):

Request

Grant Amount Request:
Total Project Cost:

Short Project Description (no more than 3 sentences)

CPA Grant Funding

Previous CPA funding received, if applicable:
What year(s) did you receive CPA funding:

Organizational Status (Optional Information, if applicable)

Is your organization a religious, scientific, charitable, or educational organization exempt from federal taxation under § 501(c)(3) of the Internal Revenue Code?

If so, please attach your nonprofit's IRS exemption letter, tax identification number or Form ST-2 Certificate of Exemption from the Massachusetts Department of Revenue. *This information is being collected on a voluntary basis; if you do not have an IRS exemption letter, tax identification number, or Form ST-2 exemption, your application will not be considered incomplete.*

By submitting this 2024 City of Boston Community Preservation Act Application you attest that all information is valid to the best of your knowledge and that this application, including all uploaded documents, become the record of the City of Boston Community Preservation Office.

- ❏ Yes
- ❏ No

Part 2: Project Planning

Please keep the goals of the FY23-FY27 CPA Plan in mind while answering the project planning questions below.

FY23-FY27 Goals: Historic Preservation, Open Space and Recreation, Affordable Housing

- Create or preserve affordable housing
- Honor the history and historical contributions of Boston's BIPOC and/or other historically marginalized populations
- Preserve or rehabilitate properties that will provide public access or that provide environmental, economic, and/or social benefits
- Protect privately owned properties that are threatened by demolition or demolition by neglect that will provide a demonstrated public purpose
- Expand the range of recreational opportunities to residents of varying ages and abilities
- Promote connection through the creation of greenways to connect open spaces and neighborhoods and/or provides opportunity for safe multimodal transportation
- Increase the tree canopy in neighborhoods vulnerable to heat islands.
- Provide connections with existing open space or future planned linkages or greenways
- Protect important water bodies, including wetlands, vernal pools, shorelines, or rivers
- Provide an opportunity for environmental education
- Promote healthy food access to residents
- Include green infrastructure or other sustainable practices
- Distributes new units of affordable housing in areas with higher median household income.
- Preserves naturally occurring affordable housing, such as through acquisition and preservation programs
- Promotes homeownership to enable household equity growth and help address the racial wealth gap

CPA Purpose of your application

- □ Acquisition
- □ Creation
- □ Preservation
- □ Rehabilitation/Restore
- □ Support (affordable homeownership or rentals)

Project Narrative Questions

Please provide brief answers to the following questions ***(no more than 150 words per question)****.*

1. **Scope of the Project:** Tell us about the scope of work you are looking to support with a CPA grant.

   Is the scope of work you are applying for part of a larger planned project? If yes, please describe.

   If you are a City or State Agency seeking **program funding** for affordable housing, please provide a detailed description of your program. ***(For City and State Agencies only)***

   If you are a City or State Agency seeking **program funding** for open space and recreation, please provide a detailed description of your program. ***(For City and State Agencies only)***

2. **Your Project Team:** Please list the members of your project team including any preservation/architectural/landscape architectural and or engineering professionals already working with you.

3. **Budget/Costs/Funding Plan:** How much will the total project cost?

   Due to the competitive nature of CPA funding, please note that it is unlikely a CPA grant award will be the only and/or the entire funding source for a project. Please share what other funding sources will be involved in the financing of your project including the status of each source such as applications to foundations, ongoing fundraising, and existing capital budgets. Please note that other funding sources and/or a match are not a requirement to receive CPA funds.

4. **Readiness to Proceed:** Is the project ready to proceed? Tell us how the project is ready to proceed with planning documents, construction estimates, and/or approvals and permits, and a reasonably developed scope of work and proposed project timeline that demonstrates how work can be completed during the two-year grant period.

5. **Critical Need:** Does the project fill a gap or critical need within the community?

6. **Capacity to Manage:** Do you have the capacity to manage the project?
   Tell us about your organization's capacity to manage funding and acquisition and/or construction of the project.

   Do you have experience raising other funds in the past?
   - ❑ Yes
   - ❑ No

   Who will be responsible for the daily management of the project? Please note that up to 15% of a CPA grant can go towards the hiring of a project manager.
   Who will be responsible for completing your required grant reporting documents?

   Who will be responsible for tracking costs associated with the grant?

7. **Financial Sustainability:** Tell us about your revenue plan for the ongoing costs of stewarding your resources. Describe tenancies, endowments, income-earning activity, or other sources of income.

8. **Maintenance:** How do you currently care for your resource? For acquisition or creation projects, how will you care for the resource in the future? Do you use an annual and/or long-term maintenance plan? If so, please upload a copy below **(see Upload Section)** Additionally, provide a new long-term maintenance plan for this project.

   Please add a summary of maintenance activities undertaken in the last 5 years (if applicable).

PART 3 - ADVANCING A PUBLIC PURPOSE: IMPACT & PUBLIC BENEFIT

Community preservation projects must advance or serve a public purpose. Private entities applying for funds must demonstrate how their project advances a public purpose. Boston's Community Preservation Plan identifies the overall CPA goals and goals for each funding category that spell out how the CPC will evaluate the application. This section asks how your project will serve or advance a public purpose and the CPA goals.

Please be brief, no more than 150 words per question.

Public Impact and Benefits Questions

1. Measuring Impact - Equity:
   How does your project further equity by addressing needs in the City's Underserved Populations?[1]
   Does the project promote equity across Boston neighborhoods by expanding access to resources where they are most needed? Equity includes access to community resources, recognition of the full depth/breadth of Boston history, support for underutilized resources, and activating resources through creative new uses.

   Example: characteristics of people who would be directly served by your project
   - Black, Indigenous, People of Color (BIPOC)
   - Low-income households
   - Households living below the poverty line
   - English Language Learners
   - Individuals with disabilities
   - Other

[1] **Underserved Population -** Areas that were overtly denied opportunities and resources by governmental policies and private actions based on racial and ethnic discrimination. Disinvestment left these neighborhoods and residents falling significantly behind other neighborhoods. The build-up of suppressed growth and investment - communities of color still feel the effects today and continue to struggle economically.

Populations who face barriers in accessing and using resources, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

2. Measuring Impact - Climate Resilience and Sustainability: How does your project directly advance Boston's climate resilience and sustainability?

Projects in every CPA project category can play important roles in addressing climate resilience and sustainability. Historic preservation projects, by nature, protect the energy already represented by existing buildings and structures, and rehabilitation can improve energy efficiency. Protecting natural resources including open space, trees, wetlands, and other natural habitats are all important for resilience. Also, using sustainable materials and incorporating Net Zero Carbon or Passive House building can improve the quality of life for Boston residents.

If your project goes above and beyond to forward Boston's climate resiliency and sustainability goals, explain below.

Some examples of how your project may advance Boston's climate resilience and sustainability:

Open Space and Recreation

- Planting of trees
- Conversion of impervious (asphalt, concrete, etc.) surfaces to vegetated open space
- Creation of new bike/pedestrian paths
- Diversification of flora and/or fauna (all plant or animal life)
- Removal of invasive plant species/reintroduction of native or naturalized species
- Coastal resilience strategies (preserve coastal lands or convert to natural environments)
- Preservation of open space, farmland, natural beauty, and/or critical environmental areas
- Reduction of waste streams
- Conservation and restoration of natural resources
- Implementation of green infrastructure
- Addition of shade structures, high albedo paving, or other measures to reduce urban heat island effect

Optional Response: Please provide additional information:

- Planting trees: *Approximately how many?* _____
- Conversion of impervious (asphalt, concrete, etc.) surfaces to vegetated open space: *Approximately how many square feet?*_____
- Are you incorporating any measures to reduce/combat the urban heat island effect?
- How are you incorporating native species of flowering plants suitable for the local climate and region?
- Are you preserving natural lands, protecting wildlife habitat, and outdoor recreation?
- Are you implementing any green infrastructure practices or otherwise reducing stormwater runoff?
- Are you keeping material out of landfills by repairing existing resources or reusing materials?
- Are you taking steps to improve the project site's resilience to the effects of climate change?

How does your Open Space and Recreation project directly advance Boston's climate resilience and sustainability?

Some examples of how your project may advance Boston's climate resilience and sustainability:

Historic Preservation

- Conserving resources by reinvesting in existing infrastructure and rehabilitating historic buildings.
- Repairing or replacing drainage systems to better handle the increased amounts of precipitation.
- Increasing energy efficiency of buildings by restoring windows (historic buildings can better retain heat during colder months and prevent heat gain during warmer months).
- Reducing energy consumption in buildings.

Optional Response: Please provide additional information:

- Has your project kept material out of landfills by repairing existing resources or reusing materials?
- Have you taken steps to improve your building's resilience to the effects of climate change?
- Have you taken steps to increase the energy efficiency of your building?
- What benefits does your historical restoration offer to the wider community?
- Historic structures were often constructed with traditional, durable materials such as concrete, wood, glass, and steel. How will the materials you use continue to help the lifespan of your historic building?

How does your Historic Preservation project directly advance Boston's climate resilience and sustainability?

Some examples of how your project may advance Boston's climate resilience and sustainability:

Affordable Housing

- Reduce operating costs
- Improve occupant productivity
- Optimize life-cycle economic performance
- Enhance occupant comfort and health
- Heighten aesthetic qualities
- Minimize strain on local infrastructure
- Improve overall quality of life
- Net zero carbon or passive house building (energy efficiency in a building)

Optional Response: Please provide additional information:

- Support income-eligible first-time homebuyers. *How many?* _____
- Support income-eligible renters. *How many?* _____
- Create affordable ownership units. *How many?* _____
- Create affordable rental units. *How many?* _____
- Preserve affordable units. *How many?* _____
- How are you giving residents an opportunity to afford their first home?
- How are you allowing families at all stages to find an affordable, safe, and attractive home or rental unit?

How does your Affordable Housing project directly advance Boston's climate resilience and sustainability?

3. **Community Support:** What community engagement or outreach have you done as a part of this project? ***(neighbor, neighborhood association, group, or organizations that utilize your building or recreational space etc.)***

   Note: A letter of support from your City Councilor is required **(see Upload Section)**.

4. **Advancing Public Purpose:** Summarize how the project will improve and enrich the quality of life in Boston and provide a public purpose.

Questions for Projects on Public Land - *If your project is not on City or State owned land, please skip these questions.*

(This section does not apply to projects with tentative designation)

If your project is on public land, please list the city or state agency: If awarded, funds will be disbursed to the public agency which will oversee the project with community involvement.

1. **Name of city or state agency:**

2. **Did the city or state agency review the budget?** Please have the city or state agency review your budget to ensure your funding request is adequate and to see if additional funding will be needed from their capital or state budget.

Questions for Projects Applied for by City or State Agencies

(This section does not apply to non-city agencies - City and State agencies are required to respond)

1. Please explain why this project cannot be funded through the City or State capital budget.
2. How does this project fit into your current capital work and future plans?
3. What circumstances led your agency to prioritize this project?

Questions for Projects involving Acquisition of Real Property or Real Property Interest

*If you are not applying for funds for an **Acquisition**, please skip these questions.*

Acquisition of Real Property or Real Property Interest, Permanent Restriction, Management - Chapter 44B: For projects including the acquisition of real property or a real property interest, the community preservation act Section 12 of ch 44b: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44B/Section12 states that the real property or real property interest 'shall be bound by a permanent restriction . . . that meets the requirements of sections 31 to 33, inclusive of chapter 184" of the general laws.

As part of completing this CPA application, you will be required to have prepared a draft preservation conservation restriction for submission and review. Learn more here.

1. Who will hold your preservation/conservation restriction? (If funded, you will need to identify the restriction holder within 6 months.)

2. Are you creating a new recreational space on a housing development site? If you are creating a recreational space on a housing site, a conservation restriction will be required.

For project locations applying for acquisition using CPA funds, please be advised that an appraisal of the parcel(s) must be included.

3. What is the appraisal value of the property?

Please upload:

- ❏ Upload the **preservation/conservation** restriction language. Please note that final funds will not be released until preservation or conservation restriction is in place.

- ❏ Letter from restriction holder: Please upload a letter from the organization or land trust that will hold your preservation/conservation restriction confirming that they have agreed to act as holder.

Part 4 – Uploads

Please have ready to upload the following prior to filling out the online application:

For All Historic Preservation and Open Space/Recreation Projects:

- Project budget using the **CPA Budget Form** **(you must add a required 10% contingency - this is the total 10% of your grant request)**
- No more than 10 photos showing current conditions of the areas of your building/resource that are the focus of your project
- Annual and/or long-term maintenance plan (please use this sample form if needed)
- Structural/Engineering/Architectural concept plans or renderings, construction documents, specifications
- Contractor estimates or bids **(within the last 6 months)**
- A letter of support from your District City Councilor
- Up to five letters of support your project has received from neighbors, community groups, or local businesses.

Financial Uploads - *(This is not applicable to city and state agencies)*

- Income Statement for the last full year
- Current Balance Sheet
- Cash Flow Statement for the last six months
- W-9 form required
- Most recent Form 990 or 501(c)(3) certification (IRS exemption letter, tax identification number or Form ST-2 Certificate of Exemption from the Massachusetts Department of Revenue) for applicant organization. **(Optional submission: we recognize that houses of worship may not have this)**

For Historic Preservation Preservation Projects Only:

- Conditions Assessment **(not required)**

For City and State Agencies Applying for Program Funding:

- Project budget using the **CPA Budget Form** **(City and State agencies requesting program funding please do not add a contingency).**
- No more than 10 photos showing current conditions of the areas of your building/resource that are the focus of your project
- Contractor estimates or bids **(within the last 6 months)**
- A letter of support from your District City Councilor
- Up to five letters of support your project has received from neighbors, community groups, or local businesses.
- Detailed write-up and budget on your previous program funding **(if applicable)**
- Please provide any important information or supporting documentation on your current program or project for the committee to review

Please Note the Following Expectations and Information

All projects awarded CPA funds are expected to be completed within 24 months of the City Council's vote to appropriate CPA funds to the project.

City of Boston Grant Agreement terms may include deed restrictions if your project is an acquisition and/or multi-year clawback provisions. Projects awarded CPA funding will have a 15-year commitment.

Please review the CPA Grant Agreement.

If funded, a permanent sign acknowledging CPA funding will be required. You will receive this signage from the CPA Office.

Please contact the Community Preservation Office if you have any questions or concerns.