



BOSTON COMMUNITY PRESERVATION PROGRAM FUNDING ELIGIBILITY PACKET

2027 Eligibility Determination Form – For All Applicants

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BACKGROUND: CPA IN BOSTON

ABOUT THE COMMUNITY PRESERVATION ACT (CPA)

After Boston voters adopted the CPA in November 2016, the City created a Community Preservation Fund. This fund is capitalized primarily by a one percent property tax-based surcharge on residential and business property tax bills that began in July 2017. The City uses this revenue to fund initiatives consistent with statewide CPA guidelines: affordable housing, historic preservation, and open space and public recreation. The funding of any project requires a recommendation from the Community Preservation Committee and appropriation by the City. www.boston.gov/cpa

ALLOWABLE USES OF CPA FUNDS

The allowable uses of CPA funds are statutorily limited and narrowly defined by the Community Preservation Act, for specific purposes, including to:

- Acquire, create, preserve, and support community housing;
- Acquire, create, and preserve open space;
- Rehabilitate and restore open space that was acquired with community preservation funds;
- Acquire, create, preserve, rehabilitate, and restore land for recreation;
- Acquire, preserve, rehabilitate, and restore historic resources.

Additional information on how CPA funds can be used to support community (i.e. affordable) housing, open space and recreation, and historic resource projects is contained in the Definition sections of the Community Preservation Act. Applicants are strongly encouraged to review these Definitions for how they relate to their project goals.

About the Community Preservation Committee

The Mayor and City Council appoint a Community Preservation Committee (CPC) to recommend a slate of CPA projects for funding. The CPC approves an annual Community Preservation Plan and recommends an administrative budget, sets priorities, solicits community input, reviews project proposals, and makes recommendations, holding at least one public hearing annually. All CPC meetings are open to the public. Attendance by at least five of the nine members represents a quorum. CPC members will recuse themselves from a vote if they, their colleagues, or family members have a vested interest.

APPLICATION PROCESS

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 Eligibility Determination Form](#) online. This document also lists the required documents you will need to upload. **The deadline to submit this form for the FY27 funding round is Monday, August 31, 2026, at 5 PM.**

Annual Application Cycle

Information Sessions	May-August
Eligibility Determination Forms Due	End of August
Staff review eligibility form and informs applicants of eligibility	September
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

STEP 1. REVIEW THE CPA PLAN & FUNDING

All applicants are strongly urged to attend application workshops, review the [Community Preservation Plan](#), and contact the CPA staff with any questions.

STEP 2. SUBMIT A PROJECT ELIGIBILITY DETERMINATION FORM

All project applicants must submit a *Project Eligibility Determination Form*. **No funding application will be accepted unless the *Project Eligibility Determination Form* has been submitted and approved.** This form is required and helps determine whether projects are eligible for CPA funding.

If your project is identified by the CPA Office as one that meets the eligibility requirements and allowable uses for CPA funds (see below), you will be invited to complete a full application for further consideration by the Community Preservation Committee.

The CPC Program Office will review your ***Project Eligibility Determination Form***. Applicants will be notified in October whether their project is eligible for CPA funds.

If you are interested in applying for CPA funds for a future funding round, please contact the CPA staff before you complete the form. CPA staff contact information is at www.boston.gov/cpa

STEP 3. INVITATION TO SUBMIT A FULL APPLICATION

Applications are due in late November by invitation only. You must submit an Eligibility Determination Form for consideration. Only applicants who have submitted an Eligibility Determination Form by **Monday, August 31, 2026** deadline and have been invited to apply by the CPA Office are eligible to complete a full application for funding.

Applications will be accepted on an annual basis in November. The CPC reserves the right to reject any application received after the November deadline.

STEP 4. CPC REVIEW

APPLICATION REVIEW AND PROJECT EVALUATION CRITERIA

The CPA Office 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 Office will ask applicants or organization sponsors to meet with the CPA staff to discuss questions that members may have regarding the application submission.

Project Goals:

Overall Goals for All Projects
Project demonstrably furthers equity by addressing documented needs in historically underserved and under-resourced Boston neighborhoods.
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
Distributes new units of affordable housing in areas with higher median household income.
Preserve naturally occurring affordable housing, including historic properties, through acquisition and preservation programs.
Promotes homeownership and enables household equity growth in neighborhoods where households earn below the Area Median Income (AMI).
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.
Document, interpret, and increase public access to underrepresented histories in Boston based on the cultural significance of the resource and its demonstrated public benefit.
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 by supporting open space and recreation initiatives that help mitigate the effects of climate change for Boston residents by prioritizing neighborhoods with high climate-risk exposure (heat, flooding, stormwater), limited access to quality open space, and related health vulnerabilities.
Promote healthy food access in historically underserved Boston neighborhoods such as through funding for community gardens, urban agriculture properties, and community farms.
Support larger City efforts to create more public open space in historically underserved neighborhoods to improve health outcomes by closing documented park-access and recreation gaps.
Rehabilitate existing parks, playgrounds, athletic fields, greenways, and schoolyards in historically underserved neighborhoods where condition, accessibility, or environmental/health indicators show significant need.
Promote creation of greenways that connect neighborhoods, provide park and recreation amenities, or support multimodal recreational infrastructure, including biking and walking.

AWARD NOTIFICATION AND RECOMMENDATION

The CPA Office will notify applicants of the CPC’s decision to recommend their project to the City Council. Only projects recommended by the CPC will be voted on by the City Council.

The CPC may attach conditions and require supplementary information, such as preservation guarantees, as part of a funding recommendation. They may also choose to modify or reduce the amount of requested project funding—or only recommend funding for a portion or phase of the proposed project. If the project is approved by the City Council, there will be ongoing oversight requirements on a regular basis. This will be overseen by the CPA Office.

STEP 5. APPROVAL BY MAYOR AND CITY COUNCIL

The Committee presents its final recommendations for funding to the City Council, which has the final authority to award funds from Boston’s Community Preservation Act Fund. It may approve, approve with a lower level of funding, or reject recommendations. An affirmative vote of a majority of the full City Council is needed for each recommendation. Members of the public may speak in favor of or against specific recommendations at the CPA City Council Hearing.

STEP 6. CONTRACTING AND PROJECT OVERSIGHT

If the project is approved by the City Council, there will be ongoing oversight requirements on a regular basis. This will be overseen by the CPA Office. The CPA Office will contact all active projects on a monthly basis until the project is complete, then annually after completion. They will also document the project site before the project begins and after the project is completed.

These and any other project requirements or stipulations will be outlined in either an award letter or grant agreement. City Departments will sign and return a Memorandum of Agreement (MOA). Non-profits, public charities, or private individuals or organizations will complete a grant agreement. [See Sample Grant Agreement.](#)

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 and/or multi-year clawback provisions. Learn more about Preservation Restrictions [here](#) and Conservation Restrictions [here](#) or contact CPA staff with any questions.

If funded, a permanent sign acknowledging CPA funding will be required.

ELIGIBILITY FOR CPA FUNDS

Eligibility For CPA Funds

This section describes CPA eligibility in brief and is intended to assist the reader. It is not intended to replace applicable legal definitions of these terms. The following definitions are for key terms used throughout the document, many of which are based on definitions per MGL c.44B s.2 or other statutes and regulations.

Note: Applications for Community Housing are submitted by the Mayor's Office of Housing. However, for the purpose of describing eligibility, this section includes Community Housing.

CPA Eligibility Matrix

Allowable Uses	Community Housing	Historic Preservation	Open Space	Recreation
Acquisition	Yes	Yes	Yes	Yes
Creation	Yes	No	Yes	Yes
Preservation	Yes	Yes	Yes	Yes
Support	Yes	No	No	No
Rehabilitation/Restore	Yes, if acquired or created with CPA funds	Yes	Yes, if acquired or created with CPA funds	Yes

Chart adapted from "Recent Developments in Municipal Law," Massachusetts Department of Revenue, October 2012

Definitions Pertaining to Allowable Uses

The definitions below are a partial list of definitions per Community Preservation Act, Massachusetts General Laws Chapter 44B, including all amendments through July 2021. (Source: [Community Preservation Coalition](#))

Acquisition – Obtained by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in the statute.

Creation – Not specifically defined by the statute.

Capital Improvement – Reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

Preservation – The protection of personal or real property from injury, harm, or destruction.

Rehabilitation – Capital improvements or extraordinary repairs to historic resources, open spaces, lands for recreational use, and community housing for the purpose of making the above functional for their intended uses and compliant with the Americans with Disabilities Act (ADA) and other federal, state, or local building or access codes. With historic resources, "rehabilitation" must comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties (codified in 36 C.F.R. Part 68). With recreational use, "rehabilitation" includes the replacement of playground equipment and other capital improvements to the land or facilities which make the related land or facilities more functional for the intended recreational use.

Restore - Not specifically defined by the statute.

Support – Only pertains to community housing, therefore, the definition is included in that section only.

Community Housing Eligibility

KEY DEFINITIONS FOR COMMUNITY HOUSING

Community Housing – As defined by the Community Preservation Act is housing for individuals and families with incomes less than 100 percent of the Areawide Median Income, including senior housing. In general, the occupant(s) should pay no greater than 30% of his or her income for gross housing costs, including utilities.

Low-income Housing – Housing for persons or families whose annual income is less than 80 percent of the areawide median income (AMI). The AMI is determined by the United States Department of Housing and Urban Development (HUD).

Moderate-income Housing – Housing for persons or families whose annual income is less than 100 percent of the areawide median income (AMI). The AMI is determined by the United States Department of Housing and Urban Development (HUD).

Support - shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs, or other forms of assistance directly to individuals and families who are eligible for community housing, or to an entity that owns, operates, or manages such housing, for the purpose of making housing affordable.

ELIGIBLE ACTIVITIES FOR COMMUNITY HOUSING

The CPA statute expenditures for the acquisition, creation, preservation, and support of community housing and for the rehabilitation of community housing that is acquired or created through CPA. Preservation is a permitted activity for community housing, but not including maintenance. On the other hand, rehabilitation is only permitted for housing created using CPA funds. The CPA Statute also allows CPA funds to be appropriated to a Municipal Affordable Housing Trust (MGL c.44 s.55C). Any CPA funds allocated to a Housing Trust must be used for CPA-eligible purposes, as clarified through the 2016 amendments.

Historic Preservation Eligibility

KEY DEFINITIONS FOR HISTORIC PRESERVATION

Historic Resource – a building, structure, vessel, real property, document, or artifact that is listed on the State Register of Historic Places or has been determined by the local Historic Preservation Commission to be locally significant in the history, archeology, architecture, or culture of a city or town.

ELIGIBLE ACTIVITIES FOR HISTORIC PRESERVATION

Preservation projects must acquire, preserve, and/or rehabilitate/restore the exterior of a historic resource by protecting it from injury, harm, or destruction and/or by rehabilitating/restoring it through capital improvements or extraordinary repairs to make the resource functional for its intended use or to comply with federal, state, or local codes. CPA funds cannot fund preservation, capital improvements, or extraordinary repairs to elements of religious iconography.

ARCHIVE PROJECTS

For archive projects, please refer to this informational [document](#).

In addition, CPA funds may be appropriated to pay a nonprofit organization to hold, monitor, and/or enforce a deed restriction as described in Section 12 of the CPA Act (amended Summer 2012). Furthermore, within the definition of “rehabilitation,” CPA is allowed to fund improvements to make historic resources functional for their intended use, including improvements to comply with the Americans with Disabilities Act (ADA) and other building or access codes.

All rehabilitation work, with respect to historic resources, is required to comply with the [Secretary of the Interior's Treatment Standards for Rehabilitation](#) (codified in 36 C.F.R. Part 68).

Open Space Eligibility

KEY DEFINITIONS FOR OPEN SPACE

Open Space – Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and saltwater marshes and other wetlands, oceans, rivers, streams, lake and pond frontage, beaches, dunes, and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve, and/or land for recreational use.

Open Space projects must **acquire, create, or preserve** open space to protect the property from injury, harm, or destruction. Open Space lands acquired or created with CPA funds can also be rehabilitated or restored.

ELIGIBLE ACTIVITIES FOR OPEN SPACE

The CPA statute allows the use of CPA funds for the acquisition, creation, and preservation of open space. Additionally, the CPA statute allows for the rehabilitation/restoration of open space that was acquired or created with CPA funds. Per MGL c.44B s.5(f), CPA funds may not be used to acquire real property, or property interest, for a price exceeding the value of the property (as determined by methods customarily accepted by the appraisal profession).

In accordance with the CPA statute (MGL c.44B s.12(a) and (b)), an acquisition of real property is required to be owned by the municipality and to be bound by a permanent restriction. Any open space acquisitions by the City using CPA funds will require execution of a permanent restriction that runs to the benefit of a nonprofit organization, charitable corporation, or foundation and that is in accordance with the requirements of MGL c.184. In addition, CPA funds may be appropriated to pay a nonprofit organization to hold, monitor, and enforce the deed restriction on the property (sometimes called a “stewardship fee”).

Recreation Eligibility

KEY DEFINITIONS FOR RECREATION

Recreational use – Active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground, or athletic field. Recreational use shall not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure.

ELIGIBLE ACTIVITIES FOR RECREATION

Per the July 2012 amendments, the CPA statute allows the use of CPA funds for the acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use. Note that the 2012 amendments allow “rehabilitation” where previously it only allowed for recreational land created through the CPA. This amendment would allow existing parks and playgrounds to be rehabilitated with upgraded and new facilities and amenities. Maintenance costs are not eligible for CPA funds. In addition, the acquisition of artificial turf for athletic fields is expressly prohibited in Section 5(b)(2).

ELIGIBILITY DETERMINATION FORM

Note: The Eligibility Determination Form 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 form](#). This document also lists the required documents you will need to upload.

All proposed projects must meet the terms of these definitions and requirements stated in Chapter 44B.

<http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44B>

Before you start filling in the Eligibility Determination Form, consider the following questions.

If you answer “no” to any of the questions below, your project may not be eligible for CPA funding.

Reach out to CPA staff for guidance on how it might be restructured.

Historic Preservation (HP) - Open Space (OS) - Recreation (R)

- **HP and OS/R:** Do you own the property? If not, do you have a formal agreement with the owner? *You must have a formal ownership agreement to apply for CPA funding.*

- ☐ Yes
- ☐ No

- **HP and OS/R:** Can this project be completed in two years? *CPA funds must be used in two years. Work must be done within two years of your Grant Agreement (not the entire project but the scope of work funded by CPA funds). CPA does not cover the cost of reimbursements (only after City Council approval).*

- ☐ Yes
- ☐ No

- **HP and OS/R:** Is the project free and open to the public at least once a month? For archive projects, are the materials accessible to the public or available online? *CPA funding targets projects that offer a visible public benefit. If funding being requested for an HP project is over \$500,000, the CPA staff and CPC look for there to be even more significant public benefit.*

- ☐ Yes
- ☐ No

- **HP and OS/R:** Will the project be maintained for at least 15 years? *There is a 15-year maintenance period following the completion of all CPA grants.*

- ☐ Yes
- ☐ No

- **HP and OS/R:** Do you have the capacity to communicate with CPA staff every month? It is a requirement of those receiving CPA funding, that they update CPA staff at least once a month until their project is complete and participate in an annual site visit.

- ☐ Yes
- ☐ No

- **HP Only:** Is the work that you are seeking to fund on the exterior of the structure? Alternatively, is the work critical to the structural integrity of the building/vessel/etc.? *CPA funds can only be used for exterior work or urgent structural work. For archive projects, please skip this question.*

☐ Yes
☐ No
- **HP and OS/R:** Is your CPA funding covering design or “soft costs” as well as construction costs or “hard costs”? *CPA funds are not “design only.” A project must be at least 70% construction costs. For an archive project, soft costs typically are restricted to the project management with construction costs encompassing the rest of the costs.*

☐ Yes
☐ No
- **HP Only:** If you have an archive or painting restoration project please contact the CPA staff before completing a CPA Eligibility Determination Form. For archive projects, please refer to this informational [document](#).

AFFORDABLE HOUSING PROJECTS

The [Mayor's Office of Housing](#) will help identify the most suitable projects for CPA funding. You should plan to respond to the Mayor's Office of Housing and Community Preservation Act Office's joint request for proposal (RFP) for affordable housing projects. This RFP is released every August. To request funds, affordable housing applicants must:

- Must respond and complete the [request for proposal](#) (RFP) released by the Mayor's Office of Housing and Community Preservation Act Office. **(The RFP will state: RENTAL, COOPERATIVE AND HOME OWNERSHIP DEVELOPMENT FUNDING)**
- Work with a **Development Officer** on the Mayor's Office of Housing Development team.

You will need to submit a Letter of Intent. We will ask for some information:

- The name and address of the proposed project
- The total unit count of the project and the number of affordable units in the proposal
- Whether or not the subject real estate has been occupied by residential or non-residential occupants during the past six months
- Contact information for the applicant
- The approximate amount of funding you will apply for
- The funding sources that have been identified

Please contact **Christine O’Keefe, Director of the Neighborhood Housing Division**, by email at christine.okeefe@boston.gov to discuss your potential housing project.

You can also contact MOH to work with a **Development Officer in the Neighborhood Housing Division at 617-635-3880**.

Additional Resources: [Mayor’s Office of Housing - Developers](#) and [Development 101](#)

Please reach out if you need any assistance or have questions. CPA staff contact information is at www.boston.gov/cpa.

PROJECT INFORMATION

PROPERTY

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

Applicant

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

Request

Amount Requested:
Total Project Cost:

***Note: actual quotes are strongly encouraged.**

Category (pick the one that best describes your project):

- ☐ Historic Preservation
- ☐ Affordable Housing
- ☐ Open Space or Outdoor Recreation

CPA Purpose of your application (*Please review definitions above*)

- ☐ Acquisition
- ☐ Creation
- ☐ Preservation
- ☐ Rehabilitation/Restore

Please Note:

- For open space projects, rehabilitation or restoration is permitted only if the open space was acquired or created with CPA funds. **Review definitions for “open space projects” versus “recreation projects” above.**
- For affordable housing projects, rehabilitation or restoration is permitted only if housing was acquired or created with CPA funds.
- Support activities are only permitted for affordable housing projects.

PLEASE REVIEW

STOP AND CAREFULLY REVIEW

Please carefully answer ONE question below. Selecting more than one answer will prevent your application from moving forward.

Third Party Applicants

A Third Party Applicant is any individual, organization, or entity that is not part of the City or State government. This includes nonprofits, community groups, private companies, and individuals.

Third Party Applicants may select only one of the following categories:

- Open Space & Recreation
- Historic Preservation

If your project is located on City- or State-owned land, you are still considered a Third Party Applicant.

City or State Agencies

A City or State Agency is a government department, office, or authority that is officially part of the City or State government. These agencies manage public property and provide government services.

City or State Agencies may select only one of the following categories. If you are NOT a city or state agency, please leave this question blank:

- Open Space & Recreation
- Historic Preservation
- Affordable Housing

Before continuing, confirm whether you have selected a category under either Third Party Applicant or City/State Agency. You may select only ONE option.

Each option includes different questions and document upload requirements, so be sure your selection is correct before proceeding.

QUESTIONS FOR OPEN SPACE AND OUTDOOR RECREATION PROJECTS

Please Note: Non-acquisition open space and recreational projects located on private land that receive **less than \$1 million** in CPA funding may be subject to a **30-year public use easement**. Projects receiving **\$1 million or more** will require a Conservation Restriction.

If yours is an open space project, what type of open space resource is it?

- ☐ Land to protect existing and future well fields, aquifers, or recharge areas
- ☐ Watershed land
- ☐ Agricultural land
- ☐ Grasslands, fields, or forest land
- ☐ Fresh and saltwater marshes or other wetlands
- ☐ Oceans, rivers, streams, lake, or pond frontage
- ☐ Beaches, dunes, or other coastal lands
- ☐ Lands to protect scenic vistas
- ☐ Land for wildlife or nature preserve
- ☐ Other open space resource

If yours is a recreation project, what type of recreational resource is it?

- ☐ Community Garden
- ☐ Trails
- ☐ Land for noncommercial youth and adult sports
- ☐ Park
- ☐ Playground
- ☐ Athletic field
- ☐ Other outdoor recreation resource

Key Questions:

Short project scope of work (***a detailed description of the work you are going to perform***)* (150 words or less)

Please describe your project's public access and public benefit (250 words or less)

Please provide an update on the current maintenance of this project. Additionally, can you contribute to the maintenance costs?

QUESTIONS FOR HISTORIC PRESERVATION PROJECTS

In order for a historic preservation project to be eligible for funding it must be considered “locally significant.” This can be determined in two ways:

1. The historic resource is listed on the [State Register of Historic Places](#). This includes being located in a historic district
2. If not listed on the State Register, CPA Staff will work with the Boston Landmarks Commission to confirm the local significance of the resource.

Learn more about your historic resource by researching it on Massachusetts Cultural Resource Information System (MACRIS) Maps here <https://maps.mhc-macris.net>. CPA staff can also assist you in confirming your project’s historic local significance. Please reach out if you are unsure or need assistance. Staff contact information is on www.boston.gov/cpa

Is your project on the State Register of Historic Places?

- ☐ Yes
- ☐ No, will be seeking a determination of local significance from Boston Landmarks Commission Staff via CPA Staff.

Do you have a Conditions Assessment (**Conditions Assessments are not required, but are recommended**)

(Information on Conditions Assessment here):

<https://docs.google.com/document/d/1cYSEDsYsi0IKpH3lTTbyTVZpv9rSqnskw3O5vJ6HlOw/edit>

- ☐ Yes
- ☐ No
- ☐ Other:

Please Upload:

Conditions Assessment and/or other project planning documents

Short project scope of work (**a detailed description of the work you are going to perform**) (150 words or less)

Please describe your project’s public access and public benefit (250 words or less)

Key Questions:

Short project scope of work (**a detailed description of the work you are going to perform**)* (150 words or less)

Please describe your project’s public access and public benefit (250 words or less)

Please provide an update on the current maintenance of this project. Additionally, can you contribute to the maintenance costs?

Additional Questions: City or State Agencies

(This section does not apply to Third Party Applicants - City and State agencies are required to respond)

Will your project receive capital funding? If yes, how much funding? Please confirm that CPA funds will not replace capital funding. **(CPA funds cannot be used to supplant existing funding)**

If no, please explain why this project cannot be funded through the City or State capital budget.

Please Note: Ineligible Expenditures - Salaries incurred by other departments or other indirect costs.

Will this project be completed within 24 months?

Do you have sufficient staff to manage the current project?

Does your City or State Agency own this property? **(You will need to upload site control documents in the upload section below)**

Additional Questions: City or State Agencies - Affordable Housing

Will your program or project support affordable rental or homeownership?

Please include the Area Median Income (AMI) levels your affordable housing program or project will support.

Please describe your program or project's public access and public benefit.

SITE CONTROL DOCUMENTATION REQUIREMENTS

Site control is a requirement of CPA grants. Site control means that: (1) you own the property, resource, or asset subject to the application and project; or (2) that you have the legal authority to use the property, resource, or asset subject to the application and project and that, where required, the owner of the property, resource, or asset has provided you with permission to make improvements on the property, resource, or asset.

You are required to present documentation evidencing the aforementioned requirements. Examples of such documentation include, but are not limited to, **Lease, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), Title, or Deed.**

Archive Project

For archive projects, the organization submit a document on letterhead stating the proof of ownership. Here is a [sample letter](#).

Are you the property owner?

- ☐ Yes (Please upload: Title or Deed in the upload section below)
- ☐ No

If not, do you have written permission from the property owner to submit an eligibility form for CPA funding?

- ☐ Yes (Please upload: MOA, MOU, or Lease in the upload section below)
- ☐ No (Project will be deemed ineligible - please do not continue, site control is required)

Please Note: If you are not the property owner, you will need a formal **Memorandum of Agreement (MOA) or Lease Agreement** to submit a CPA eligibility determination form. This document must be an agreement lasting longer than 15 years from your CPA eligibility form submission date.

Please also review your MOA and lease carefully. If either document requires you to notify the property owner of any work being done, **you must provide us with a letter signed by the owner confirming that you have permission to do work on their property.**

If the applicant is not the deed holder, whether the property is held by a parent organization, affiliate, or project company, **you must provide both the deed and a letter signed by the deed holder.** The letter should describe the relationship between the applicant and the deed holder and confirm that the applicant has permission to carry out the proposed work on the property.

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)

With respect to projects that are proposed for properties, resources, or assets owned or operated by governmental entities, or that are under the care, custody, and control of a governmental entity: (1) the government entity must be the applicant; or (2) you must have a formal, written agreement with the government entity authorizing you to use and make improvements upon such properties, resources, or assets.

Is your project on city or state land?

- ☐ Yes (please complete and upload the required forms below)
- ☐ No

If you are proposing a project on public land, you must complete the [Public Land - Public Agency Project Form](#) and submit a [Letter of Authorization](#).

If you need assistance finding the right person within the Public Agency to contact, please reach out to CPA Staff www.boston.gov/cpa.

Acquisition Questions - Acquisition Projects Only

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.

If your project is invited to submit a full CPA application, you will be required to prepare and include a draft Conservation or Preservation Restriction for review.

Learn more about conservation restrictions [here](#) and preservation restrictions [here](#).

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

1. Do you know who will hold your preservation/conservation restriction? (If funded, you will need to identify the restriction holder within 6 months.)
2. Have you completed an appraisal of the property? What is the appraisal value of the property?

REQUIRED UPLOADS

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

Uploads: For All Historic Preservation and Open Space/Recreation Projects:

- Proof of ownership or site control documentation (**Deed, Title, Memorandum of Agreement, Lease Agreement, or Archive Ownership Letter**)
- Public Land - Public Agency form (**for projects on public land only**)
- Letter of Authorization (**for projects on public land only**)
- No more than 10 photos showing the current conditions of your project and if you have them, designs, or renderings
- Please upload your property appraisal (**for Acquisition projects only**)
- Please feel free to upload any recent quotes you have received (**Optional**)
- Conditions assessment (**Optional - Historic Preservation projects only**)

Uploads: For City and State Agencies Applying for Funding:

- Proof of ownership or site control documentation (**Deed, Title, Memorandum of Agreement, Lease Agreement, or Archive Ownership Letter**)
- If you are applying for **program funding** please add a letter describing your program
- No more than 10 photos showing the current conditions of your project and if you have them, designs, or renderings
- Please upload your property appraisal (**for Acquisition projects only**)
- Please feel free to upload any recent quotes you have received (**Optional**)
- Conditions assessment (**Optional - Historic Preservation projects only**)

CPA RESOURCES & REFERENCE MATERIALS

CPA Website

<https://www.boston.gov/community-preservation>

CPA Coalition Website

<https://www.communitypreservation.org/>

CPA Statue

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44B>

City of Boston Ordinance

https://5777c9fd-9da2-4771-ba62-f9078d6c5682.filesusr.com/ugd/957c71_bf729a5d84f9428bb35c9d59d7346ae3.pdf

Grant Agreement Template

https://5777c9fd-9da2-4771-ba62-f9078d6c5682.filesusr.com/ugd/957c71_14535e9b6dbd40d9b2a292e4e89d2dff.pdf

Secretary of Interior's Standards

<https://www.nps.gov/tps/standards.htm>

DOR Information Guideline Release

https://5777c9fd-9da2-4771-ba62-f9078d6c5682.filesusr.com/ugd/957c71_cc58908bc34e9191b44a634d2e448d.pdf

LANGUAGE AND COMMUNICATION SERVICES

Spanish: Para solicitar servicios de traducción o interpretación, por favor, comuníquese con:
thadine.brown@boston.gov or 617-635-0545 y LCA@boston.gov

Haitian Creole: Pou mande sèvis tradiksyon ak/oswa entèpretasyon, tanpri kontakte:
thadine.brown@boston.gov or 617-635-0545 ak LCA@boston.gov

Cabo Verdean Creole: Pa pidi servisu di traduson y/ô interpretason, favor kontakta:
thadine.brown@boston.gov or 617-635-0545 y LCA@boston.gov

Simplified Chinese: 如要求翻译和/或口译服务, 请联络: thadine.brown@boston.gov or 617-635-0545 和 LCA@boston.gov。

Traditional Chinese: 要請求翻譯和/或口譯服務, 請聯繫: thadine.brown@boston.gov or 617-635-0545 和 LCA@boston.gov

Vietnamese: Để yêu cầu dịch vụ biên dịch và/hoặc thông dịch, vui lòng liên hệ: thadine.brown@boston.gov or 617-635-0545 và LCA@boston.gov trước

Portuguese (Brazil): Para solicitar tradução e/ou serviços de interpretação, por favor contate:
thadine.brown@boston.gov or 617-635-0545 e LCA@boston.gov

French: Pour demander des services de traduction ou d'interprétation, veuillez contacter:
thadine.brown@boston.gov or 617-635-0545 et LCA@boston.gov

Russian: "Чтобы запросить услуги письменного и/или устного перевода, пожалуйста, свяжитесь:
thadine.brown@boston.gov or 617-635-0545 и LCA@boston.gov

Somali: Si aad u codsato, tarjumaadda iyo / ama adeegyada tarjumaadda, fadlan la xiriir:
thadine.brown@boston.gov or 617-635-0545 LCA@boston.gov

العربية - Arabic

خدمات الترجمة الشفوية والترجمة التحريرية متوفرة لك دون تحميلك أي تكلفة. إذا احتجت لهذه الخدمات، يرجى التواصل معنا على العنوان
thadine.brown@boston.gov أو رقم الهاتف 617-635-0545 أو LCA@boston.gov

[CPA Official Babel Notice](#)