



CITY OF PITTSFIELD

COMMUNITY PRESERVATION ACT FUNDING – ELIGIBILITY GUIDELINES FOR PROJECT SUBMISSION

1. The application process for Community Preservation Act Funding is twofold. The Application for Community Preservation Act Eligibility will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an Application for Community Preservation Funding must be completed.
2. Further guidelines and instruction can be found in the Community Preservation Plan located on the Community Preservation Committee’s website (located at www.cityofpittsfield.org). In addition, please visit the Community Preservation Coalition website for more information on determining project eligibility and case studies from other communities in Massachusetts: <https://www.communitypreservation.org/>

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes <small>(if acquired or created with CPA funds)</small>	Yes	Yes	Yes <small>(if acquired or created with CPA funds)</small>

3. In order to be considered for recommendation for Fiscal Year 2022 (July 1, 2021 – June 30, 2022) funding, you must submit an Application for Community Preservation Eligibility no later than November 5, 2021. The application will be due by 3:00 pm in the Department of Community Development in City Hall. Projects deemed eligible by the Community Preservation Committee will be notified of the due date for submitting Funding Applications.
4. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet.

5. Applications should be submitted in PDF form. Please contact Ted Kozlowski at tkozlowski@cityofpittsfield.org or (413) 499-9451 to arrange delivery.
6. Please feel free to include any maps, diagrams, and/or photos that pertain to your project that assist in describing the project and/or determining eligibility. Attachments shall not exceed three pages.
7. Prior to eligibility decisions being formalized by the CPC, the applicant may be required to attend an Historical Commission meeting (determinations of Historical Significance) or Parks Commission meeting (if projects involve City property). *The Historical Commission will meet on November 15, 2021 at 5:15 pm, while the Parks Commission will meet on November 16, 2021 at 7:00 pm.* Applicants will be notified upon receipt of application whether attendance at either meeting is required.
8. Applicants may be required to present their project at a CPC meeting and be available to answer questions about their proposals. Applicants will be notified regarding the date of the meeting they should attend.
9. Projects deemed eligible for CPA funding will be invited to submit full funding applications to the CPC. The CPC will notify eligible application of the submission deadline and provide further instructions at that time. *The CPC intends on meeting on November 29, 2021 to determine project eligibility.*
10. Proposals that involve City-owned property must demonstrate that the project has been discussed with relevant City staff and/or bodies. Projects that require City authorization to occur on City property must be accompanied by a letter of support from the governing entity (e.g., projects on City parkland must have the authorization/support of the Parks Commission). For projects that do not involve City property, applicants may be required to attend a meeting of a City body (e.g., Historical Commission) to assist in determining project eligibility. Please begin the process by contacting the following City staff for the three eligible project areas:
 - a. Parks and Open Space:
James McGrath, Park, Open Space, and Natural Resource Program Manager
jmcgrath@cityofpittsfield.org/413-499-9344
 - b. Community Housing:
Justine Dodds, Community Development and Housing Program Manager
jdodds@cityofpittsfield.org/413-499-9358
 - c. Historic Resources:

Cornelius Hoss, City Planner

choss@cityofpittsfield.org/413-499-9366

11. The CPC has set an estimated deadline for submission of funding applications of February 4, 2022, with the goal of providing recommendations to the City Council by April/May 2022.

12. Please note that Community Preservation Committee meetings are typically broadcast live through PCTV and archived at their website under the “CityLink” channel:

<https://www.pittsfieldtv.org/>. The Committee encourages potential applicants to watch meetings to understand the funding process and community funding priorities.

13. For further information about the application process or to discuss a project’s eligibility, please contact Cornelius Hoss at choss@cityofpittsfield.org or (413) 499-9366, or visit Pittsfield’s Community Preservation Committee website at:

http://www.cityofpittsfield.org/city_hall/community_preservation_committee/index.php.

**APPLICATION FOR
COMMUNITY PRESERVATION ACT ELIGIBILITY**

Date: 11/5/21

Project Title: Morningside Community School Inclusion Project

Name of Applicant: Monica Zanin, Principal of MCS

Name of Organization: Morningside Community School

Address: Burbank Street, Pittsfield, MA

Telephone: 413-770-9759

Email: mzanin@pittsfield.net

CPA Category (circle all that apply): **Open Space** **Historic Preservation**

Recreation **Community Housing**

CPA Funding Requested: \$50,000 **Total Project Cost:** \$70,000

Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA. Also include a description of how the estimated project cost was developed under “Estimated Budget”. Please include supporting materials as necessary.

Project Description: With the revitalization work happening on Tyler Street and in the Morningside Neighborhood, Morningside Community School is looking for a way to provide a safe space on our property for families to recreate. We have a large area (field) behind our school that our community envisioned having a basketball court, gardens, sitting areas as well as a gazebo for our students, families and caregivers. Our students took part in a service learning project in 2020 and raised \$5000 for our school. They thought this money could be used to develop an area to gather out in the back of our school during school hours for physical education class, recess and after school hours, weekends, summer, and holidays. The second street jail abuts this area and it has been my goal to see the bars taken off the windows on the back of that building. Our students spend a great deal of time out on the field (where we would be placing the basketball court, gardens and sitting area) and having a building that looks exactly like a prison next to their playspace is troublesome. An aim of this project would be to work with the Sheriff’s office and the City to find a way of beautifying the space in a way that increases the children’s sense of safety.

Estimated Project Budget: \$70,000

Where appropriate, signature of property owner (or City representative if City-owned) and/or chief executive officer of organization:

NOTE: This application enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, an Application for Funding must be completed.