COMMUNITY PRESERVATION FUNDING ELIGIBILITY
GUIDELINES FOR PROJECT SUBMISSION

1. The application process for Community Preservation Funding is twofold. The Application for Community Preservation 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. 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), and will also be provided to applicants deemed eligible for Community Preservation Act funding.

2. In order to be considered for recommendation for Fiscal Year 2020 (July 1, 2019 – June 30, 2020) funding, you must submit an Application for Community Preservation Eligibility no later than November 1, 2019. The application will be due by 4:00 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.

3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet.

4. Applications should be submitted in PDF form and ten (10) hard copies of all project materials to the attention of Cornelius Hoss, City Planner, Department of Community Development, City Hall, 70 Allen Street Room 205, Pittsfield, MA 01201.

5. 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.

6. 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 18, 2019 at 6:00 pm, while the Parks Commission will meet on
November 19, 2019 at 7:00 pm. Applicants will be notified upon receipt of application whether attendance at either meeting is required.

7. 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.

8. 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 25, 2019 to determine project eligibility.

9. 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
      jmcegrath@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

10. The CPC has set a deadline for funding applications no earlier than February 1, 2020, with the goal of providing recommendations to the City Council by April/May 2020.

11. 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:

APPLICATION FOR COMMUNITY PRESERVATION ELIGIBILITY

Date: __________________

Project Title: ____________________________________________________________

Name of Applicant: __________________________________________________________

Name of Organization: __________________________________________________________

Address: _____________________________________________________________

Telephone: _____________________________________________________________

Email: ____________________________________________________________

CPA Category (circle all that apply): Open Space      Historic Preservation
                                           Recreation      Community Housing

CPA Funding Requested: $ _____________   Total Project Cost: $ _____________

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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.