



# 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](http://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<br><small>(if acquired or created with CPA funds)</small> | Yes      | Yes        | Yes<br><small>(if acquired or created with CPA funds)</small> |

3. In order to be considered for recommendation for Fiscal Year 2021 (July 1, 2020 – June 30, 2021) funding, you must submit an Application for Community Preservation Eligibility no later than November 6, 2020. 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 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. Please contact Ted Kozlowski at [tkozlowski@cityofpittsfield.org](mailto: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 16, 2020 at 5:15 pm, while the Parks Commission will meet on November 17, 2020 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 23, 2020 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](mailto:jmcgrath@cityofpittsfield.org)/413-499-9344

b. Community Housing:

Justine Dodds, Community Development and Housing Program Manager

[jdodds@cityofpittsfield.org](mailto:jdodds@cityofpittsfield.org)/413-499-9358

c. Historic Resources:

Cornelius Hoss, City Planner

[choss@cityofpittsfield.org](mailto:choss@cityofpittsfield.org)/413-499-9366

11. The CPC has set a deadline for submission of funding applications no earlier than February 1, 2021, with the goal of providing recommendations to the City Council by April/May 2021.
12. Please note that Community Preservation Committee meetings are broadcast live through PCTV and archived at their website under the “CityLink” channel:  
<https://www.pittsfieldtv.org/>. Meetings have also been broadcast live through Facebook on the City Hall page, with meetings archived there as well. 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](mailto: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](http://www.cityofpittsfield.org/city_hall/community_preservation_committee/index.php).

