

# City of Waltham Massachusetts Community Preservation Act Funding Application



## SECTION I

### APPLICANT INFORMATION

Name of Applicant \_\_\_\_\_

Organization \_\_\_\_\_

Co-Applicant (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### PROJECT INFORMATION

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Assessor's Parcel ID \_\_\_\_\_

CPA Category (check all that apply):

- Open Space
- Historic Preservation
- Outdoor Recreation
- Community Housing

Type of CPA-funded project (check all that apply):

- Creation
- Preservation
- Support
- Acquisition
- Rehabilitation and Restoration

Project Description (include goals, community need and timeline):

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**HISTORIC**

Is the property listed in the National Register of Historic Places, located in a local historic district, National Register Historic District, or eligible for listing in the National Register?

- Yes: Identify district(s) \_\_\_\_\_
- No

**PROJECT FUNDING**

City Funding Sources	\$	Purpose
Community Preservation Fund		
CDBG/Housing Development		
Other Waltham City funds		
<b>Total amount of city funding requested</b>		
<b>Non-City Funding Sources</b>		
<b>Estimated Total Development Costs</b>		

**APPLICATION SUBMISSION REQUIREMENTS**

- Application must include a minimum of two (2) actual quotes for project costs. If not available, estimates may be used, provided the basis of the estimate is fully explained.
- Application must include a letter of support from a City of Waltham board or commission depending on the requested funding category: i.e., Historic Preservation (Historic Commission), Open Space/Outdoor Recreation (Recreation Department), Community Housing (Housing Office).
- Application should include letters of support from the community, including the project location’s City Ward Councilor.
- Applicants should pursue matching or supplemental funds from state, federal and/or private sources.
- Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project.
- Applicants should detail who will be responsible for project implementation and management. Their relevant experience should be included in the narrative. Please be sure that project management costs have been included in the overall project budget.
- Application must be signed and dated on the bottom of Page 4 by the applicant (including Waltham’s mayor if submitted by a city department, board or commission).
- All information requested on the application must be included with the proposal at the time of submission or it will not be accepted for consideration. Applications may not include any handwritten information.
- Applicants must submit one (1) paper copy of the application and supplemental documentation, plus one (1) electronic copy (flash drive or pdf format) to the Community Preservation Committee’s Program Manager no later than noon one week prior to the meeting they wish to attend.

**SECTION II** (to be completed by applicants seeking Community Housing funding)

**TYPE OF HOUSING** (check all that apply and provide number of units)

Housing Target Class	Housing Target	Number of Units
Homeownership	<input type="checkbox"/> Single Family <input type="checkbox"/> Condominium <input type="checkbox"/> Cooperative <input type="checkbox"/> Other _____	_____ _____ _____ _____
Rental	<input type="checkbox"/> Individual/Family <input type="checkbox"/> Group home/congregate <input type="checkbox"/> Other _____	_____ _____ _____
Targeted Population	<input type="checkbox"/> Individual/Family <input type="checkbox"/> Special needs/Identify needs <input type="checkbox"/> Elderly <input type="checkbox"/> Homeless <input type="checkbox"/> At-risk of homelessness <input type="checkbox"/> Other _____	_____ _____ _____ _____ _____

**UNITS OF HOUSING**

Unit Style	Total # Units	# Units <= 30% AMI	# Units <= 50% AMI	# Units <= 80% AMI	# Units <= 80-100% AMI	Market Rent(s)	Market Sale Price(s)
<b>SRO</b>							
<b>1 BR</b>							
<b>2 BR</b>							
<b>3 BR</b>							
<b>4 BR</b>							
<b>Other</b>							

Key: <= is "less than or equal to"

**SITE INFORMATION**

Lot Size (sq. ft.) \_\_\_\_\_

Zoning district(s) \_\_\_\_\_

Ward \_\_\_\_\_

Do you have site control? (i.e., Purchase and Sales Agreement, option to purchase, or deed.)

(Note: Community Preservation fund applicants are required to submit evidence of site control with the application.)

Yes

No

**ZONING:** If applicable, explain what zoning relief is required (i.e., zoning variance, special permit) and why.

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**ENVIRONMENTAL:** Please describe any anticipated environmental issues/concerns with the site. If the site contains known environmental hazards, provide a remediation plan.

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How old is the existing building(s), if applicable \_\_\_\_\_

Are there (or will there be) children under the age of seven (7) living on the premises?

Yes

No

**DISLOCATION:** Will the project temporarily or permanently displace or require relocation of existing tenants?

Yes

No

If yes, please describe any outreach efforts and/or notifications to residents to date:

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I verify that all information stated in this application is true and accurate.

Applicant's Signature	Date

For City of Waltham applications only:

Mayor Jeannette A. McCarthy's Signature	Date

**REQUIRED FOR ALL HOUSING PROJECTS**

- Development pro forma and operating budgets. Include all anticipated sources and uses of financing for the project. The operating budget must detail operating income and expenses. Detail the hard and soft costs and identify contingencies.
- Preliminary site plan locating existing buildings and parking
- Site approval (eligibility) letter if project requires City applicant or co-applicant
- City of Waltham Assessor's property appraisal and data. Applicants must provide an as-is appraisal of the project building(s) that provides satisfactory evidence that the purchase price of the project building(s) does not exceed fair market value. In addition, all applicants for housing funds must summarize data from the Waltham Assessor's Department identifying the assessed value of the project building(s) and comparable properties in the neighborhood and/or city.
- Remediation plan approved by the Conservation Commission if site contains known environmental hazards
- Appraisal of the property (required for acquisition only). No funding decisions will be made without an independent appraisal.
- Commitment letter for housing subsidies or explanation when applicant will seek housing subsidies and from what source(s). If Applicant does not have financing, describe what sources of financing are planned and the time frame that funds are expected to be available, with conditions, deadlines, limitations, and any and all restrictions related to the commitment of non-City sources of funding.
- Plan to cultivate community support
- Proof of hazard insurance (required at closing)
- Evidence of site control
- Capital needs assessment if applicant is applying for funds to create community housing, unless the project is new construction or substantial rehabilitation. Community Preservation funds may not be used for housing-related maintenance costs.
- Description of project involving other Community Preservation categories, if applicable: historic preservation, open space, recreation
- If ongoing maintenance is required for the project, how will it be funded? (Note: CPA funds may not be used for maintenance, but maintenance is an important consideration for all projects.)

**FOR COMMUNITY PRESERVATION COMMITTEE USE ONLY**

Application received on \_\_\_\_\_

Application received by \_\_\_\_\_

Amount requested by Applicant \_\_\_\_\_

Date Project presented to CPC for submission acceptance process \_\_\_\_\_

Project Public Hearing date(s) \_\_\_\_\_

Was project recommended for funding to City Council? \_\_\_\_\_

Was project approved by City Council? \_\_\_\_\_

Amount of funding, if approved \_\_\_\_\_

Date funding Contract signed with Applicant \_\_\_\_\_