



# Project Eligibility Determination Instructions

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Holyoke Community Preservation Act Committee

## Type of Applicant

At least one of the applicants for each project requesting CPA funding must fall in one of three categories:

- City of Holyoke department or division
- Organization legally registered in Massachusetts
- Individual or other organization proposing a CPA eligible project on property they own themselves

If you are interested in applying for CPA funding but do not fall into one of these categories, you will need to apply with a co-applicant that fits into one of these categories who will be able to manage the project finances.

## Type of Project

Projects must fit into one of the allowable use categories shown on the Community Preservation Act Funding Allowable Uses table. Please describe specifically how the project matches the definitions of eligible assets and activities.

## Ownership

For projects that relate to preservation, rehabilitation, restoration, or would otherwise result in capital improvements on real property, the owner of the property must be an applicant or co-applicant. (Ownership requirement does not apply in cases of Acquisition or Support.) Evidence must be provided to demonstrate ownership.

If a project involves municipal property, the eligibility form requires the signature of the Mayor, and the department or entity that is responsible for management of the specific site or asset must be an applicant or co-applicant.

## Historic Resources

CPA funding is eligible for projects on the State Register of Historic Places or for those resources determined to be of historic significance by the Holyoke Historical Commission (HHC). For historic resources not listed on the State Register of Historic Places, applicants must obtain a letter from the HHC stating that the historic resource is significant to the history, archaeology, architecture, or culture of the city and include it in their final application. Applicants should contact the HHC early in the application process to ensure that the HHC has time to review the project before applications are due. The Holyoke Historical Commission can be reached at [oped@holyoke.org](mailto:oped@holyoke.org) or 413-322-5655.

## Important

Save or download the blank form first to your computer BEFORE completing. Then, open the blank form on your computer, complete it with your information and save to your computer. You can then either print out the 11 copies to bring to the City Clerk for submission OR email Amy Landau at [Landaua@holyoke.org](mailto:Landaua@holyoke.org) your completed form as an attachment.

## TO SUBMIT

Print 11 copies and mail/drop off at:

City Clerk's Office, Holyoke City Hall, 536 Dwight Street, Holyoke, MA 01040

OR Email this application to Amy Landau, CPA Project Manager at [Landaua@holyoke.org](mailto:Landaua@holyoke.org)

**CITY OF HOLYOKE, MASSACHUSETTS  
COMMUNITY PRESERVATION ACT COMMITTEE**

**PROJECT ELIGIBILITY DETERMINATION FORM**

**Please refer to website for all Submission Deadlines and for Application Timeline.**

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

APPLICANT(S) NAME / ORGANIZATION: \_\_\_\_\_

CO-APPLICANT(S) NAME / ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*Please indicate (X) all categories that apply to this project (at least one). For more detailed information on these categories, refer to the "Community Preservation Act Funding Allowable Uses" chart.*

**PROPERTY OWNERSHIP:**

Legal Property Owner of Record (if applicable):

Click or tap here to enter text.

Is the owner the applicant?  Yes  No

If No, does the applicant have site control or written consent of the property owner to submit an application?

Yes (Attach documentation)

No (Project will be deemed ineligible for this applicant)

**FOR HISTORIC RESOURCES PROJECTS:**

Is the resource in a Local Historic District and/or listed on the State Register of Historic Places?

Yes  No

If no, has the Holyoke Historical Commission made a determination that the resource is significant?

Yes  No

(Documentation of Holyoke Historical Commission determination must be provided in full application. See application instructions for further information.)

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**See deadlines and timelines on website.**

	Open Space	Recreational Land	Historic Resources	Community Housing
Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitation/ Restoration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PROJECT SUMMARY** (Please ensure that ALL text is viewable when this document is printed):

**PROJECT STATUS** (What community need is this trying to address; what level of planning has been undertaken to inform the proposed project? **Please ensure that ALL text is viewable when this document is printed**):

For CPC Use:

Dates: Received \_\_\_\_\_ Reviewed \_\_\_\_\_ Applicant Notified \_\_\_\_\_

Eligible  Potentially Eligible  Not eligible  More info needed

**CPC COMMENTS:**

**Community Preservation Act Funding Allowable Uses**

	<b>Open Space</b>	<b>Recreational Land</b>	<b>Historic Resources</b>	<b>Community Housing</b>
	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.	Land for 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.  Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the Holyoke Historic Commission to be significant in the history, archeology, architecture or culture of the city.	Housing for low and moderate income individuals and families, including low or moderate income seniors.  Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income.
<b>Acquisition</b> Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B.	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Creation</b> To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008).	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Preservation</b> Protect personal or real property from injury, harm or destruction.	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Support</b> 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 entity that owns, operates or manages such housing, for the purpose of making housing affordable.	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Rehabilitation and Restoration</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties.	<b>Yes</b> , if acquired or created with CPA funds	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> , if acquired or created with CPA funds