

Springfield Community Preservation Committee



Historic Home Restoration Program

How the lottery selection works

Pre-applications are accepted all during the year on the website or by paper application. Once the date of the lottery is announced, there will be a deadline to submit a pre-application for the upcoming lottery. You only need to submit an application one time.

A live lottery is held (TBA, late fall) during a Springfield Community Preservation Committee (SCPC) meeting using a randomizer software that selects addresses. The order your application was submitted to us is not considered, rather the software will number the applications randomly according to the total number of applications submitted. We expect to award and grant 8-10 addresses.

If funds become available during the cycle (i.e., a homeowner withdraws from the program or doesn't use all their grant funds), address number 11 is contacted and so forth. The address order remains in effect for that year's grant funds. If grant funds are approved the following year, a new lottery will be held and a new order is selected that will include any new applications. If you are not selected for a grant—and funds are approved the following year—your application stays on file until the next lottery. If you were previously selected for a grant, you are eligible to submit a new application but must wait one cycle before applying again, i.e. if selected in January 2024 you must wait out the 2025 cycle and apply in 2026.

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**You will be asked to complete Section 5 if your home is selected.
Please do not send any paperwork to the SCPC until you are contacted.**

SECTION 1

General Guidelines

The **Historic Home Restoration program (HHRP)** is supported by the Community Preservation Act (CPA) and the City of Springfield. All funding for this program has been allocated by the Springfield Community Preservation Committee (SCPC).

The program is open to owner-occupied houses in the following **Local Historic Districts**: Quadrangle-Mattoon, Forest Park Heights, McKnight, Maple Hill, Lower Maple, Ridgewood and Colony Hills. We anticipate program funds will cover an estimate of eight to ten homes. Please refer to the City of Springfield website for a listing of Historic Districts by Street to see if you reside within a qualified district.

<https://www.springfield-ma.gov/planning/hist-list>

The house must be built prior to 1940 and owned and occupied by the applicant for at least one year prior to the application date.

The HHRP has limited funds and while this may change in the future, a sliding scale for eligibility will be used this year to determine a fixed award based on the maximum grant of \$30,000.00 (see Section 4).

NEW

- 1) A full grant is awarded to those with an Average Median Income (AMI) of <80% (Section 4) previously full awards were for <60% AMI.
- 2) The grant award stops decreasing at 171% AMI and a basic award of \$10,000 is offered for homeowners with an AMI up to 200%.
- 3) New eligible items: Chimney and masonry work.

Funding for eligible homeowners is to be targeted for ***exterior projects only and limited to*** the restoration of original windows and doors, purchase and installation of energy efficient ***storm*** windows, restoration of porches, exterior carpentry repairs, exterior painting, roofs, chimney and other masonry.

Work to the interior portions of windows and doors may be included if it is integral to the overall rehabilitation (ropes, weights, re-glazing, glass replacement, hinges, lock sets, etc.) Funds may be used for certain other repairs on a case by case basis.

A preservation consultant is hired by the Historic Homes Program (HHRP) to review the work and make recommendations to the rehabilitation specialist's report (also hired by the HHRP) and a scope of the project is developed. Written reports will be shared with the homeowner. All work must comply with the Secretary of Interior's Standards for Rehabilitation. The recommendations become part of the Grant Agreement. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

SECTION 2:

DOCUMENTS and DETAILS

HOMEOWNER Requirements

Work must be completed within 18 months from the date the contract is executed. The Community Preservation Committee may, at its discretion, grant an extension due to unusual circumstances.

The awarding of funds is a multistep process and the homeowner will be required to provide additional information that is not requested on the pre-application.

1. If selected, the homeowner will be required to fill out Section 5 found in this document to determine the amount of award. Grants are awarded based on a sliding income scale. A percentage of the maximum award (\$30,000.00) is calculated (See Section 3 & 4 for how this works).
2. Once the amount of the award is calculated and the homeowner accepts the award, an appointment is scheduled with a Rehabilitation Specialist who inspects the property and writes specifications for the required repair; and a Preservation Consultant takes photos and writes recommendations based on the specifications of the repair or restoration according to the Secretary of the Interior's Standards.
3. The two reports and an application to the Springfield Historic Commission (SHC) is submitted to the SHC and the homeowner (petitioner) is informed when to appear on behalf of the application. Once the work is approved by the SHC, work can progress to the next step.
4. Obtain at least two quotes from licensed contractors. The rehabilitation specialist and the preservation consultant reports should be shared with the contractor along with a list of items covered under the HHRP. Quotes for items not covered under the program are allowed provided the homeowner is aware that the HHRP will not reimburse for that part of the job.
5. Required forms for payment:
 - a) Certificate of Tax Compliance. (HOMEOWNER) The Tax Collector's Office will verify compliance before payments are issued i.e. that the homeowner does not owe any municipal fees (Real Estate Tax, Excise Tax, Water/Sewer Bills, etc).
 - b) Vendor Maintenance Form. (HOMEOWNER) Establishes a payment account for the homeowner. The "vendor" is the homeowner and not the contractor. You will receive a purchase order number (PO) by email from pomails@springfieldcityhall.com
 - c) W-9 Form. (HOMEOWNER) Homeowner completes for tax purposes. We are not aware of any grantees who have been taxed on these grant awards but please check with your own tax specialist.
6. Contractor Agreement. The homeowner enters into an agreement with the contractor, based on the agreed upon scope of work. The homeowner will be responsible to negotiate payment terms with the selected contractor. This is a pay by invoice grant program and funds are released directly to the homeowner in one or two payments. Any deposits required will be reimbursed to the homeowner up to the award amount. Municipal funds cannot be disbursed in advance and an invoice and

inspection of the work is required for each payment. The terms of the contract is between the homeowner and the contractor. The HHRP will require a copy of the agreement with the contractor that will be incorporated into the Grant Agreement with the City.

7. The homeowner will enter into a Grant Agreement (Contract) with the City of Springfield, prior to the start of any work or the issuance of any grant funding.
8. Payment. Inspection of the work is performed to verify that work is being done according to the Secretary of the Interior's Standards before payment is made. A second inspection is required if a second or final payment is made. Only one inspection is required if payment is requested at the end of the job. If the work is not satisfactorily completed according to the recommendations, payment is held until the repairs are corrected and the work is satisfactory to the homeowner.
9. Additional Requirements The homeowner must have an active homeowner insurance policy on the property; and if outstanding debts to the City for property taxes or other charges are present, the fees must be paid first before grant funds are released.
10. Contractor's Liability Insurance Certificate. (CONTRACTOR) The contractor must have insurance and list the City of Springfield as an additional insured until the work is complete. The insurance rider will be attached to the Grant Agreement. You are responsible for obtaining a copy and it will be placed into the homeowner agreement with the City.
11. Any and all permits required to complete the work will be the responsibility of the owner and/or licensed contractor, prior to the start of any work.
12. All contractors shall be required to comply with any and all applicable state and local lead paint and hazardous material abatement requirements and work practices, including complying with lead safe work practices, as required by the Commonwealth of Massachusetts Department of Labor Standards under 454 CMR 22.02, and lead prevention and control regulations as required by the Commonwealth of Massachusetts Department of Public Health under 105 CMR 460.
13. Work must comply with all applicable Federal, State and local laws, regulations and orders, including all guidance related to COVID-19 pandemic.
14. The contractor must provide a photocopy of their license and a copy sent to the HHRP administrator.
15. The homeowner will be provided a Community Preservation banner to display on the property while work is being done.

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<https://www.springfield-ma.gov/finance/community-preservation>

16. Once the work is complete, the homeowner will be provided a custom plaque approximately 14"x11" which shall be placed on the front of the home (see example below).



Please note: The HHRP provides a preservation consultant and a rehabilitation consultant as an additional bonus for the homeowner. The reports are a courtesy and offer the homeowner an overall assessment on the condition of the exterior of the home— should you wish to tackle future projects. **THE PROGRAM DOES NOT COVER ALL THE ITEMS THAT MAY BE DESCRIBED IN THE REPORT.** Please refer to the program guidelines. Items covered under the HHRP are: *exterior projects only and limited to* the restoration of original windows and doors, purchase and installation of energy efficient storm windows, restoration of porches, exterior carpentry repairs, exterior painting, roofs, chimney and other masonry.

Contact email: cpc@springfieldcityhall.com or telephone 413-530-1268 or visit on Facebook www.facebook.com/SpringfieldCommunityPreservationCommittee

SECTION 3: HOW AWARDS ARE CALCULATED

Use Table 1 and Table 2 located in Section 4 to calculate the CPA Grant Award.

The homeowner's income will be used to determine the award amount. The award is based on a % of \$30,000.00 (maximum grant) with the % calculated according to income.

How it works.

For example, homeowner X has income of \$62,000 and a household size of 2.

Use Table 1 to determine Area Median Income (AMI) for family size ($\$62,000/\$74,960.00= 83$).

The AMI is 83.

Look down on Table 2 and find 83 and read across, the number is 97%

97% is the % used to calculate the grant award based on the maximum grant award of \$30,000.

Homeowner X is awarded a grant for (up to) \$29,100 ($.97 \times \$30,000$).

In this example, if repairs exceed \$29,100.00, the excess is the responsibility of the homeowner to pay the contractor, or alternatively, eliminate a portion of the work as long as the job is prioritized by condition. Contract negotiations are between the homeowner/contractor and the CPA isn't involved in that process. We'll only need a copy of the final contract to incorporate into the Grant Agreement. In the event the work repairs cost less than the grant award, the remaining award is not distributed and is returned to the CPA account. In this example, if homeowner X had repairs costing \$22,000, the remainder, or \$7,100, would not be distributed and the next name on the lottery list would be contacted.

If the contractor requires a deposit, the transaction is between the homeowner and contractor. The homeowner is eligible to be reimbursed for the deposit, provided all costs don't exceed grant award.

HOW PAYMENTS ARE MADE

It's important for the contractor to know that grant funds are subject to "pay by invoice" and municipal regulations do not allow for any payments in advance.

The homeowner and contractor will agree to a payment schedule of one or two disbursements and the payment schedule would be included in the Grant Agreement. Before payments are issued, the invoice is verified by the homeowner AND a designee of the SCPC to sign-off that work is being performed according to the Secretary of the Interior's Standards.

In summary, payments on invoice are released once the homeowner verifies the invoice and the historic preservation planner or CPC designee has reviewed the work as outlined in the recommendations (the number of site visits are equal to the # of payment requests). The funds are then released to the homeowner who pays the contractor. A request for payment can take approximately two weeks.

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<https://www.springfield-ma.gov/finance/community-preservation>

(Section 4) determine homeowner Area Median Income (AMI) and the maximum grant based on the scaled % x \$30,000.00.

SECTION 4: Income Tables

TABLE 1 2022 HHRP CPA INCOME Scale*(to determine AMI) Your income/Household size below =AMI

FY2023 Area Median Income (AMI)	Household Size: 1	Household Size: 2	Household Size: 3	Household Size: 4	Household Size: 5	Household Size: 6	Household Size: 7	Household Size: 8
100% AMI	\$65,590.00	\$74,960.00	\$84,330.00	\$93,700.00	\$101,196.00	\$108,692.00	\$116,188.00	\$123,684.00
80% AMI	\$52,472.00	\$59,968.00	\$67,464.00	\$74,960.00	\$80,957.00	\$86,954.00	\$92,950.00	\$98,947.00
171%± AMI	\$112,586.00	\$128,182.00	\$144,204.00	\$160,227.00	\$173,045.00	\$185,863.00	\$198,681.00	\$211,500.00

*extracted from the CPA worksheet: <https://www.communitypreservation.org/technical-assistance/files/cpa-low-moderate-income-worksheet>

Table 2 Scale (determine maximum CPA grant award) Use AMI from Table 1 and read across for % award

Area Median Income	% Reimburse	Grant	Area Median Income	% Reimburse	Grant	Area Median Income	% Reimburse	Grant
80% and below	100%	\$30,000.00	111	77%	\$23,100.00	142	55%	\$16,500.00
81	99%	\$29,700.00	112	76%	\$22,800.00	143	54%	\$16,200.00
82	98%	\$29,400.00	113	76%	\$22,800.00	144	54%	\$16,200.00
83	97%	\$29,100.00	114	75%	\$22,500.00	145	53%	\$15,900.00
84	96%	\$28,800.00	115	74%	\$22,200.00	146	52%	\$15,600.00
85	96%	\$28,800.00	116	74%	\$22,200.00	147	51%	\$15,300.00
86	95%	\$28,500.00	117	73%	\$21,900.00	148	51%	\$15,300.00
87	94%	\$28,200.00	118	72%	\$21,600.00	149	50%	\$15,000.00
88	94%	\$28,200.00	119	71%	\$21,300.00	150	49%	\$14,700.00
89	93%	\$27,900.00	120	71%	\$21,300.00	151	49%	\$14,700.00
90	92%	\$27,600.00	121	70%	\$21,000.00	152	48%	\$14,400.00
91	91%	\$27,300.00	122	69%	\$20,700.00	153	47%	\$14,100.00
92	91%	\$27,300.00	123	69%	\$20,700.00	154	46%	\$13,800.00
93	90%	\$27,000.00	124	68%	\$20,400.00	155	46%	\$13,800.00
94	89%	\$26,700.00	125	67%	\$20,100.00	156	45%	\$13,500.00
95	89%	\$26,700.00	126	66%	\$19,800.00	157	44%	\$13,200.00
96	88%	\$26,400.00	127	66%	\$19,800.00	158	44%	\$13,200.00
97	87%	\$26,100.00	128	65%	\$19,500.00	159	43%	\$12,900.00
98	86%	\$25,800.00	129	64%	\$19,200.00	160	42%	\$12,600.00
99	86%	\$25,800.00	130	64%	\$19,200.00	161	41%	\$12,300.00
100	85%	\$25,500.00	131	63%	\$18,900.00	162	41%	\$12,300.00
101	84%	\$25,200.00	132	62%	\$18,600.00	163	40%	\$12,000.00
102	84%	\$25,200.00	133	61%	\$18,300.00	164	39%	\$11,700.00
103	83%	\$24,900.00	134	61%	\$18,300.00	165	39%	\$11,700.00
104	82%	\$24,600.00	135	60%	\$18,000.00	166	38%	\$11,400.00
105	81%	\$24,300.00	136	59%	\$17,700.00	167	37%	\$11,100.00
106	81%	\$24,300.00	137	59%	\$17,700.00	168	36%	\$10,800.00
107	80%	\$24,000.00	138	58%	\$17,400.00	169	36%	\$10,800.00
108	79%	\$23,700.00	139	57%	\$17,100.00	170	35%	\$10,500.00
109	79%	\$23,700.00	140	56%	\$16,800.00	171-200		\$10,000.00
110	78%	\$23,400.00	141	56%	\$16,800.00	201		0

Contact email: cpc@springfieldcityhall.com or telephone 413-530-1268 or visit on Facebook www.facebook.com/SpringfieldCommunityPreservationCommittee

SECTION 5: Signature Page and required documents

Once you are selected for the program, complete this page and return.

Please do not send any paperwork to the SCPC until you are contacted.

You may want to make a copy of this page for your records

- Income verification
 - Enter the number found on line 9 of your 1040 Federal Tax form for the most recently filed tax year(preferred) \$ _____
 - or approved equal _____

If you did not file a tax return, complete the statement below along with your signature.

- Proof of residency (attach to this form)
 - Utility or other monthly bill like a mortgage statement that has your name and address
- Proof of ownership (attach to this form) property or real estate tax bill is okay
- Does the homeowner have an active homeowner insurance policy on the property? (required)
Yes____ No____
- Number of people in household # _____
- Age of Homeowner _____

CERTIFICATION OF APPLICANT

I, (full name), _____ am the owner and resident

of the house located at _____

in the historic district of _____

Signed _____ Date _____

Telephone number _____ e-mail _____

CERTIFICATION OF NO-TAX FORM

I, (full name), _____ certify that I did not file a tax

return in 2021 because I was not required to do so [or] _____

Signed _____ Date _____

Check list. You will be contacted at each stage for the following requirements:

- Initial site visit with rehabilitation specialist and historic preservation planner
- Springfield Historical Commission approval. You or a representative must appear on behalf of your application.
- Two quotes from licensed contractors
- Copy of the contractor's license and Insurance Certificate. The City of Springfield is listed as an additional insured.
- Vendor Maintenance Form
- Certificate of Tax Compliance
- W-9 Form
- The Grant Agreement is a signed contract between the homeowner and the City of Springfield. Each item listed above must be prepared in advance and included as Exhibits into the Grant Agreement.