

GREENFIELD COMMUNITY PRESERVATION ACT APPLICATION INSTRUCTIONS

Welcome to the Greenfield Community Preservation Committee Application Process!

Thank you for your interest in applying for a Community Preservation Grant. From beginning to end, this is a nine-step process. We hope this application will be easy for you to follow and respond to. If the application is unclear, please contact Christian LaPlante, 413-772-1548 ext. 4 or by email at cpc@greenfield-ma.gov for more information. Thank you for your interest in making our city a better and more interesting place.

Information included in this packet:

- The purpose and limitations of the Community Preservation Act (CPA) (Please see chart on next page)
- Information on who can apply for the CPA funds available to the Greenfield community
- The key dates for this specific round of funding; when funding would be available and the date by which funds should be used
- The role of the Greenfield Community Preservation Committee (GCPC) in assisting in the application for funds and evaluating proposals
- How to request funds for a community project under the CPA
- The process between the request for funding and receipt of funds

CPC Application Timeline Overview:

- **August:** Announcement that GCPC funds are available
- **September:** GCPC Pre-Application Due to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or cpc@greenfield-ma.gov
- **September - October:** You will receive a communication from the Greenfield CPC about the status of your pre-application
- **November:** Full GCPC Application Due to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or cpc@greenfield-ma.gov
- **December - February:** GCPC will set a review discussion with you
- **April - June:** Proposals will be presented to City Council for approval
- **June - July:** Notification of grants
- **June - July—**Meet with GCPC/City of Greenfield staff about finalization
- **July:** Projects receive GCPC contract

The Application Process:

1. Before filling out an application, look at the allowable spending projects chart (see page 2). The Community Preservation Act (CPA) is very clear about what can and cannot be funded with CPA funds. If your project does not fit into one or more of the “YES” boxes, we are unable to fund it. If your project fits into the “NO” box, please contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at cpc@greenfield-ma.gov to see if your project might receive funds through another funding program.

And one more thing: We are looking for projects that will be able to start up quickly after we award the money. If you are still a year away from being able to start your project, contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at cpc@greenfield-ma.gov so we can assist you in moving forward.

| | 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 | No (unless acquired or created with CPA \$\$) | Yes | Yes | No (unless acquired or created with CPA \$\$) |

Community Preservation Act Allowable Uses of Funds Source: <https://www.communitypreservation.org/allowable-uses>

- Pre-applications will be accepted in September. The earlier you submit, the earlier we can inform you of the status of your project. If your project fits a "YES" description or if you are not sure, please deliver your one-page pre-application by **September 15, 2023** to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or cpc@greenfield-ma.gov. The Greenfield Community Preservation Committee (GCPC) will review it and contact you with a message about whether you should continue to step 3 or contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at cpc@greenfield-ma.gov about other funding possibilities.
- Congratulations! You have a project which might be funded through the GCPC funds. Now here is the difficult part. The GCPC can only fund part of most projects because we have limited funds. So, as you are working on your application, consider where you might get other money to make your project a reality. We will ask you for that information on the application form.

The full application will be due on **November 15, 2023**.

Please put your responses in the boxes for each question. If you have additional documents you wish to include or documents that we have requested, please attach them to the end of the application. Additional documents might include a map, a picture or drawing of what you plan to do or something else important to the project. You do not have to have additional documents unless we have requested them as part of your pre-application review.

- On or before **November 15, 2023** at 5 p.m., please submit **1 copy of your application** to: GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or emailed to: cpc@greenfield-ma.gov

You can hand deliver the application, mail it or email it. If you mail it, it must be postmarked by 5 p.m. on **November 15, 2023**.

5. The GCPC will review your application and within 6 weeks of submission, we will get back to you. It is likely that we will have questions. We may ask for them in writing or for additional documents. The GCPC may ask for a legal opinion on project eligibility if your project is a complicated one.

The GCPC may ask applicants to meet with the committee to discuss questions about their application. We will notify you directly about the date, place and time when we expect to meet with you and whether you should be prepared to bring additional written information. These meetings will be public and posted on the City of Greenfield website (greenfield-ma.gov).

After the public meeting, the GCPC will meet to review what we have learned and, perhaps, make some recommendations, such as:

The GCPC may add conditions to the recommendation or require additional agreements.

The GCPC may recommend the project as proposed or may modify it. It may recommend the full amount of funds requested or a lesser amount. It may also only fund a part of the project and not the entire project.

The GCPC recommendation may include a variety of specific concerns to make sure that the project meets the CPA requirements.

If your project is a complicated one, the GCPC may ask for a legal opinion on project eligibility.

6. The GCPC will make its final recommendations to the Greenfield City Council after the applicants have fulfilled GCPC requests for further information, if any. The Greenfield City Council has the final authority to award funds from Greenfield's Community Preservation Act Fund. You will be notified of the date when your proposal is on the City Council agenda. We suggest that you attend that City Council meeting to answer any questions the Councilors might have. At that meeting members of the community may speak in favor of or against the GCPC recommendations during public comment.
7. Projects that have been approved by the Greenfield City Council will receive an award letter with information on the amount of funding provided, any conditions related to the funding, project modifications that are voted by the City Council (if any), Greenfield Community Preservation Act staff contact information and guidelines to move the project forward.
8. If you've made it this far, congratulations, again! You are approved! Now what happens? CPA funds are public funds raised from Greenfield property taxes and from State funding. Projects funded with CPA funds must meet all City and State requirements. The GCPC staff will help you understand what those concerns are and will, with the help of the Greenfield Finance Department, ensure that you meet all the proper requirements. All questions about this should be directed to Christian LaPlante, 413-772-1548 ext. 4 or by email at cpc@greenfield-ma.gov.
9. As you move ahead with your project, the GCPC staff may ask you for updates on your progress. These updates will track your progress and offer any assistance that you may need.

GREENFIELD COMMUNITY PRESERVATION ACT APPLICATION FORM

Submit this application **by November 15, 2023** to:

Greenfield Community Preservation Committee

% Christian LaPlante

14 Court Square

Greenfield, MA 01301

Or by email: cpc@greenfield-ma.gov

Date submitted: by U.S. mail _____, email 11/10/23, or in person _____

| | |
|--|--|
| Project Title: | <u>Garden Block 1st Floor Facade Project</u> |
| Applicant: | <u>Garden Block LLC</u> |
| Are you an incorporated organization? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| If not, who is your fiscal sponsor? | |
| Is this project on city-owned land? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | |
| If yes, name the department or commission who is co-sponsoring this project. | |
| Project Location/Address: | <u>353-367 Main Street</u> |
| Contact Name: | <u>Isaac Mass</u> |
| Mailing Address: | <u>361 Main St Greenfield MA 01301</u> |
| Daytime Phone #: | <u>413-768-8500</u> |
| Email Address: | <u>greenfieldgarden7@gmail.com</u> |
| Date of Submission: | |

| Total Project Cost | CPA Funds Requested |
|---------------------|---------------------|
| \$ <u>69,609.79</u> | \$ <u>34,800.00</u> |

PROJECT DESCRIPTION:

- All of the following must be answered in the space provided
- Include supporting materials as requested or as you believe necessary as attachments

1. Describe the Project

Facade Repair of Garden Block building,
See attached drawings

2. What are the goals of the proposed project?

Blight remediation, historic preservation and reuse,
economic development

3. Who will benefit from this project and why/how?

The entire downtown community will benefit from the blight remediation

4. How will you measure your success?

The oohs and awes of passers by. Beauty of completed design. increased foot traffic to area.

5. How does this project fit with the requirements of the Community Preservation Act? (See attached chart)

Historic Preservation. The Building is on the National Register of Historic Places.

6. If appropriate, how does this project fit with existing City plans? (See GCPC Plan https://greenfield-ma.gov/government/boards_and_commissions/community_preservation_committee.php)

Priority for reuse of historic places

7. Have the appropriate city boards and commissions expressed support and/or approved the project? What is the nature and level of community support for this project? Please attach any letters of support to your application.

Absent this funding this project is not affordable at this time. Historic Commission would need to approve but have been historically supportive. Contractor has been working effectively with building inspector. See unsolicited letter of support from community activist Nancy Hazzard.

8. In the case of partial CPA funding, what would be your next steps?

Only seeking partial CPA funding. A reduction would result in a reduction of scope of work.

9. Budget:

Some definitions:

Personnel: Any paid staffing

Equipment: items with a useful life expectancy of more than one year.

Supplies: items with a useful life of less than one year.

Contractual: any work that is done for a limited period of time by a person/organization with specialized skills, e.g. lawyer, surveyor, etc.

Construction: all work done on a particular property or building including erecting, altering or remodeling.

See attached Quote

Please leave any category blank that does not apply to your project.

| Category | CPA Funds | Other Funding Source | In-Kind Value | Total |
|--------------|---------------|----------------------|---------------|------------------|
| Personnel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Construction | | | | |
| Other | | | | |
| TOTAL | <i>34,800</i> | <i>34,809.79</i> | | <i>69,609.79</i> |

Describe the basis for your budget and the sources of information you used.

See Attached

ARCHITECTURAL DRAWINGS REPRESENT \$3,500, not calculated prepaid by applicant. Approximately \$5,000 of prep work already completed by applicant. Approximately \$7,500 in entry way improvements prepaid by applicant. \$16,000 of prepaids

Other Funds:

- Please identify the other sources of funding including federal, state, or local government or any other sources.
- Cash means that the source is providing funds.
- In kind means that the source is going to give labor or goods, but no cash. In kind support still has value. How much would it cost if you were to pay for the labor or goods?
- Confirmed means that the organization or business has made a commitment to supply the items, labor or funds

| Organization | Item | Amount or value | Cash (Please check) | In kind (Please check) | Confirmed (Y or N) |
|------------------|------|-----------------|---------------------|------------------------|--------------------|
| GARDE BLOCK, LLC | | 84,869.79 | ✓ | | |
| | | | | | |
| | | | | | |

10. Timeline:

Please provide a schedule for project implementation. Please include major tasks, e.g. survey, acquisition of historic documents, etc.

| Task | Estimated Start | Estimated completion |
|---|--|----------------------|
| Application for approval Historic commission | upon award | 1-2 month |
| Supply acquisition | upon approval of H.C. | 1-3 months |
| Construction | upon funding or spring later of two | 1-2 months |
| | | |
| | | |
| | | |

11. Implementation:

Please provide the project manager's contact information if different from applicant.

| Project Manager (Paid or volunteer) | Phone | Email |
|-------------------------------------|--------------|-----------------------------|
| Louis Hale | 413-834-4403 | lou@haleconstruction.com |
| Supervised by Isaac Mass | 413-768-8500 | greenfieldgarden7@gmail.com |

12. Maintenance (Leave blank if not applicable to your project)

If your project requires ongoing maintenance, who will be responsible for that for the 5 years after completion? How will that maintenance be funded?

To the best of my knowledge and belief, all data in this application are true and correct. This document has been duly authorized by the individual or governing body of the applicant.

Name of authorized representative:

ISAAC MASS

Title, if appropriate

Member Manager

Email

greenfieldgarden7@gmail.com

Phone number

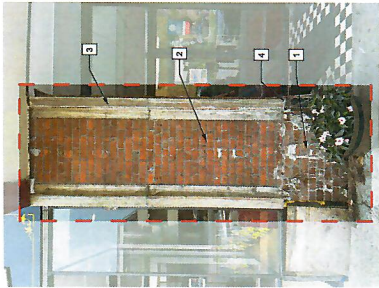
413-768-8500

Signature of Authorized Representative

Isaac Mass

Date Signed

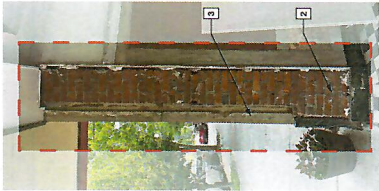
11/10/23



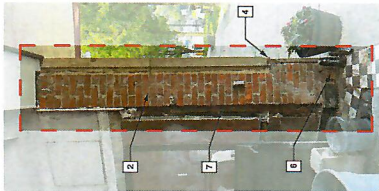
1. EXISTING FRONT LEFT ELEVATION



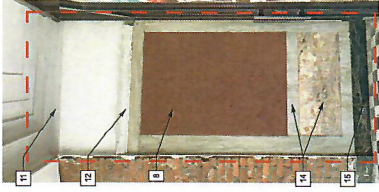
2. EXISTING FRONT RIGHT ELEVATION



3. EXISTING SIDE LEFT ELEVATION



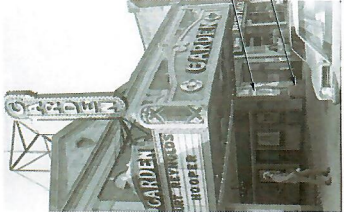
4. EXISTING SIDE RIGHT ELEVATION



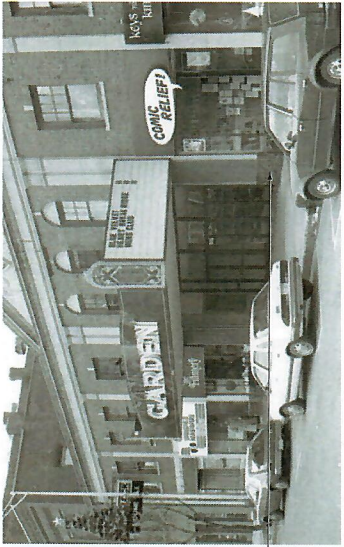
5. EXISTING ANGLED LEFT ELEVATION



6. EXISTING ANGLED RIGHT ELEVATION



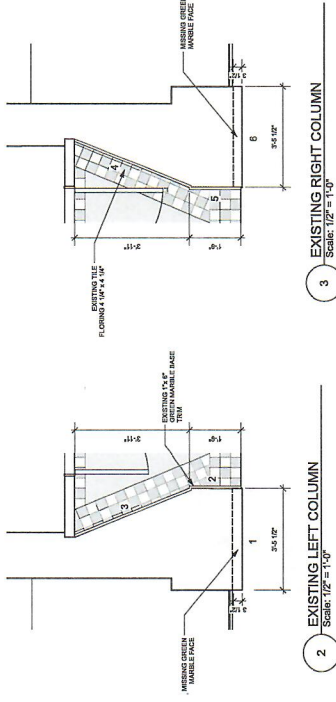
HISTORICAL REFERENCE PHOTO #1



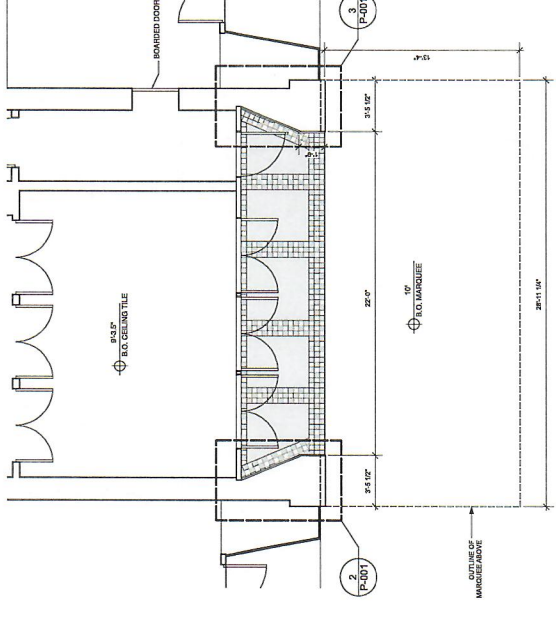
HISTORICAL REFERENCE PHOTO #2

EXISTING CONDITIONS NOTES

1. LOCATION OF PREVIOUS GREEN MARBLE FACE
2. EXISTING BRICK FACE
3. EXISTING CAST CONCRETE FORM, CHIPPED AND DAMAGED IN SOME PLACES AS NOTED IN NOTE 4 AND 5
4. CHIPPED CONCRETE
5. EXPOSED REBAR, DAMAGED CONCRETE
6. EXISTING DAMAGED GREEN MARBLE TRIM
7. MISSING TAN MARBLE
8. EXISTING STUCCO
9. MISSING PINK MARBLE
10. EXISTING STAND PIPE
11. EXISTING PLASTER CEILING
12. EXISTING PLASTER MOLDING
13. EXISTING ACCESS DOOR
14. EXISTING TAN AND PINK MARBLE
15. EXISTING GREEN MARBLE TRIM 1" x 6"



2. EXISTING LEFT COLUMN
Scale: 1/2" = 1'-0"



3. EXISTING RIGHT COLUMN
Scale: 1/2" = 1'-0"

1. EXISTING ENTRANCE PLAN
Scale: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

XXXXX2021

P-001

THOMAS DOUGHA
Architects, Inc.

198 Pleasant Street, Suite 201
Boston, MA 02116
617.552.5474
thomasdougha.com

REGISTERED ARCHITECT
COMMONWEALTH OF MASSACHUSETTS

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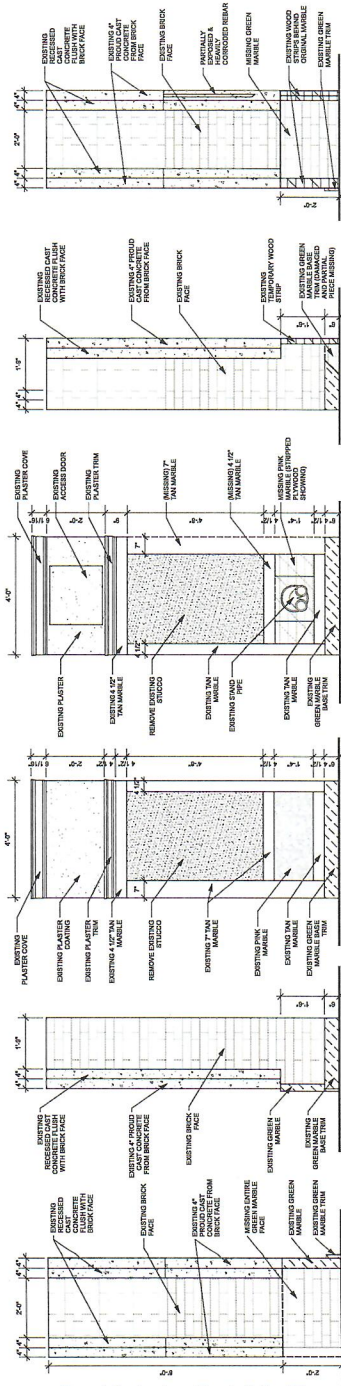
Project Name
PROJECT NAME
CLIENT NAME
#123
NAME STREET
CITY, MA 01000

Project No.
1
Description
SCHEMATIC DESIGN

Project ID: 12345
Drawing No.: 123
Drawing Title: SCHEMATIC DESIGN
Drawing Date: 01/01/2021
Drawing Scale: 1/4" = 1'-0"

EXISTING CONDITIONS

EXISTING



1 FRONT LEFT Scale: 1/2" = 1'-0"

2 SIDE LEFT Scale: 1/2" = 1'-0"

3 ANGLED LEFT Scale: 1/2" = 1'-0"

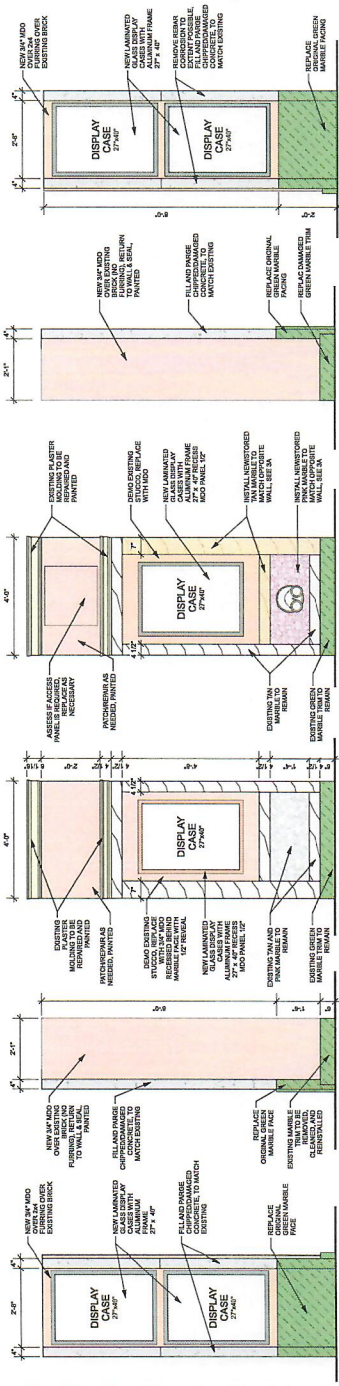
4 ANGLED RIGHT Scale: 1/2" = 1'-0"

5 SIDE RIGHT Scale: 1/2" = 1'-0"

6 FRONT RIGHT Scale: 1/2" = 1'-0"

| MATERIAL LEGEND | |
|--|--|
| EXISTING DAMAGED CONCRETE | EXISTING PINK STONE MARBLE |
| EXISTING BRICK | EXISTING STUCCO |
| EXISTING GREEN MARBLE, DAMAGED IN PLACES | EXISTING PLASTER MOLDING |
| EXISTING TAN MARBLE | EXISTING PLYWOOD |
| PROPOSED | |
| PROPOSED RESTORED CONCRETE | PROPOSED PINK STONE MARBLE TO MATCH |
| EXISTING BRICK TO BE PAINTED | EXISTING STUCCO TO BE PAINTED |
| PROPOSED GREEN MARBLE TO BE INSTALLED | EXISTING PLASTER CASING TO BE COVERED WITH MOD. |
| PROPOSED TAN MARBLE TO MATCH EXISTING | PROPOSED PINK MARBLE TO MATCH EXISTING OVER EXISTING PLYWOOD |

PROPOSED



1A FRONT LEFT Scale: 1/2" = 1'-0"

2A SIDE LEFT Scale: 1/2" = 1'-0"

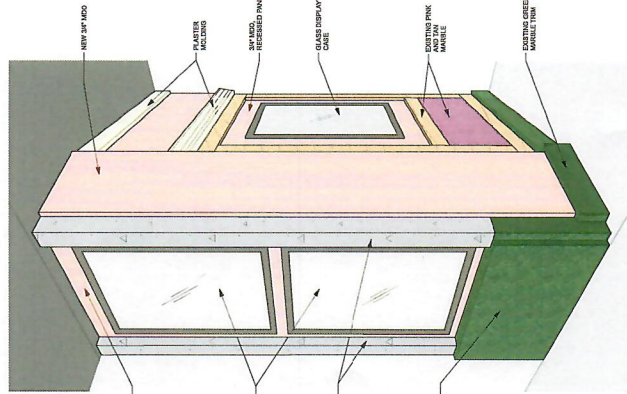
3A ANGLED LEFT Scale: 1/2" = 1'-0"

4A ANGLED RIGHT Scale: 1/2" = 1'-0"

5A SIDE RIGHT Scale: 1/2" = 1'-0"

6A FRONT RIGHT Scale: 1/2" = 1'-0"

7 MATERIAL LEGEND Scale: 1/8" = 1'-0"

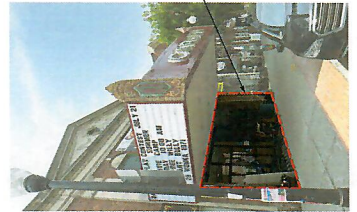


9 PROPOSED 3D PERSPECTIVE

8 KEY PLAN Scale: 1/4" = 1'-0"



CURRENT STREET VIEW



CURRENT SCOPE OF WORK

NOT FOR CONSTRUCTION

XXXXXX/2021

PROPOSED ALTERATIONS

P-002

THOMAS DOUGLAS Architects, Inc.

160 Pleasant Street, Suite 301
Boston, MA 02116
415.585.6461
thomasdouglass.com

REGISTERED ARCHITECT,
STATE OF MASSACHUSETTS
LICENSE NO. 10000

The drawings have been prepared and shall be the property of the client. The client shall be responsible for obtaining all necessary permits and for the accuracy of the information provided. The drawings are not to be used for any other purpose without the written consent of the architect.



Project Name

PROJECT TITLE
CLIENT NAME
#123 STREET
NAME TOWN
MA 01000

| Rev | Date | Description |
|-----|------------|----------------|
| 1 | 03/01/2021 | EXHIBIT DESIGN |

| | |
|--------------|-------------------|
| Project ID | Project Name |
| Client Name | Client Address |
| Client Phone | Client Email |
| Drawn By | Scale |
| Issue Date | Issue Description |
| Drawn Date | Drawn By |

Hale Construction
31 Lyman St
South Hadley, MA 01075 US
lou@haleconstruction.com
www.haleconstruction.com



PROPOSAL # 1047
DATE 09/13/2023

Proposal

ADDRESS
Greenfield Garden Cinema

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|-----------|--------------------|
| General Conditions Mobilization, surface protection, custom tool fabrication Contractor will apply for and obtain a building permit from the town of Greenfield. contractor agrees to keep liability and workers compensation insurance in effect at all times. Job site to be picked up magnetically swept for nails and left broom clean at the end of every workday. All debris is to be disposed of in owners dumpster.THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF CONTRACTOR AND ARE NOT FOR USE IN BIDDING OR BY OTHER CONTRACTORS. This estimate is NOT prevailing wage | 1 | 750.00 | 750.00 |
| Fixed price Replace broken storefront glass | 1 | 4,585.19 | 4,585.19 |
| Fixed price Labor and Materials necessary to perform work listed on drawings provided by owner excluding stone fabrication and digital display cases | 1 | 33,150.00 | 33,150.00 |
| Fixed price Procure and fabricate stone for various locations on the facade | 1 | 11,375.00 | 11,375.00 |
| Fixed price digital display cases 6 total | 1 | 19,749.60 | 19,749.60 |
| TOTAL | | | \$69,609.79 |

Accepted By

Accepted Date

Nov 6, 2023

To: Isaac Mass
Greenfield Garden Block
Greenfieldgarden7@gmail.com

From: Nancy Hazard
30 Spring Terrace, Greenfield
NancyHazard30@gmail.com

RE: Greenfield Garden Façade Improvements/Repair

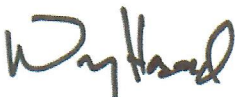
I strongly urge CPC to support Greenfield Garden Block's proposal; to improve and repair the Garden Block's façade.

Isaac Mass has demonstrated his commitment to revitalize Greenfield's downtown through his purchase of the Greenfield Garden Cinema and the Garden Block as a whole.

Historic preservation is one of CPC's stated goals. It is also clearly stated in Sustainable Greenfield, Greenfield's 2014 master plan. It says: The historic resource in Greenfield (historic buildings/areas, archeological sites, and heritage landscapes) will be preserved and protected.

Please support this proposal to improve and repair the Garden façade.

Respectfully submitted

A handwritten signature in dark ink, appearing to read "Nancy Hazard", written in a cursive style.