

# COMMUNITY PRESERVATION ACT FUNDING APPLICATION FY 2024

Please use additional sheets and supporting documents where necessary.

**Applications are due by January 6, 2023 at noon.**

Project Name: **Williamstown Housing Authority 2023 Improvements**

Sponsor Organization: **Williamstown Housing Authority**

CPA Category: **Community Housing** *Historic Preservation* *Open Space* *Recreation*  
(circle all that apply)

Total Project Cost: **\$ 14,000.00**

CPA Funds Requested: **\$ 10,000.00 (71%)**

1. **PROJECT DESCRIPTION** – Describe the proposed project in as much detail as possible. In particular, address the following questions:

a. What are the goals of the proposed project?

- **The goals of the proposed project are 1) to improve access and security at the Williamstown Housing Authority's community building at 35 Adams Road by installing a new ADA-compliant door with a keypad lock and a handicap push button; and 2) to replace cracked and broken tile floors in the kitchen and bathroom areas of the WHA's family housing units on Stetson Court with vinyl flooring.**

b. Why is this project needed?

- **The current door to the WHA's community building is nearing the end of its useful life and is configured in such a way that residents inadvertently leave it unlocked when using the facilities housed in the building and/or upon exiting the building.**
- **The floors in the Stetson Court units were initially installed in the 1980s and have been patched in a piecemeal fashion as tiles have cracked over the years. The new vinyl flooring will not only improve the appearance of these areas but will be easier to clean and repair in the future.**

c. What population groups will this project serve? Please estimate how many residents will benefit.

- **The project will serve current and future residents of the WHA's housing units in Williamstown. All such residents receive rental assistance via the Commonwealth of Massachusetts or via Section 8 of the Housing Act of 1937, the federal government's principal rental assistance program.**

- d. How will this project improve the quality of life for residents?
- **The new door will enable residents to safely access the community building—which houses laundry machines, internet-connected computers, a library, an efficiency kitchen, a lounge, and a meeting space—24 hours a day. Importantly, when the building is not in use by residents and/or after hours, it will by default be locked with the new door. Residents will always be able to access the community building by entering a security code on the keypad.**
  - **The new flooring will improve appearance, reparability, and hygiene in the bathrooms and kitchens of the WHA’s family units.**

2. **PROJECT READINESS/FEASIBILITY** – Describe the project’s feasibility and readiness to proceed. Address the following questions in your response:

a. Has a feasibility study been conducted? If so, please attach it to this application. If not, please offer other evidence that the project is feasible.

- **The Housing Authority of Lee, Massachusetts, installed a similar door last year. The invoice from the installer, New England Door Closer, Inc., is attached for reference. N.B.: The Lee Housing Authority invoice represents only the installer’s cost. For the new door, the WHA anticipates needing to hire an electrician and a locksmith in addition to an installer.**
- **The WHA has ongoing relationships with a number of local contractors and tradespeople who are regularly engaged to perform maintenance on the properties it manages. Both the new door and the new flooring will require hiring one or more parties to perform the work.**

b. Is the project ready to proceed? If not, what additional steps are necessary before the project can proceed?

- **The 2023 Improvements will proceed as soon as possible after the WHA secures funding for them.**

3. **PROJECT TASKS/IMPLEMENTATION SCHEDULE** – Provide a detailed list of required tasks, such as studies, engineering work, architectural design, permitting, financing, and construction. In addition, provide a detailed implementation schedule, including dates for project initiation, key milestones, and project completion.

- **No specialized tasks are required for the 2023 Improvements to proceed. Depending on the availability of installers and tradespeople, the 2023 Improvements could be completed by the second quarter of this year.**

4. **PROJECT TEAM** - List the proposed members of the project team and the role of each person or organization. Describe how those team members’ experiences will contribute to the success of the project. Attach resumes for key team members.

- **Tammy Andrews will be the lead on the 2023 Improvements project. She has served as Executive Director of the Williamstown Housing Authority since 2015.**

5. **SOURCES AND USES OF FUNDS** -- Provide a detailed list of the sources and uses of funds for the project:

a. Describe your strategy for funding your project. Describe all anticipated funding sources, including state, federal or private grants; capital campaigns; loans, CPA, or other. Williamstown CPC strongly encourages applicants to seek and secure funding for their projects from other sources. We will prioritize projects for which the CPC would participate with other funding sources.

- **The WHA plans to use funds it received via the American Rescue Plan Act (ARPA) to partially fund the 2023 Improvements.**

- b. Uses of funds. Describe all anticipated expenditures: costs of studies, consultants, permits, engineering, architectural design work, construction, landscaping, and all other identified uses. Whenever possible, include exact cost estimates provided by experts.
- c. Total Sources and Total Uses MUST BE EQUAL TO ONE ANOTHER.

SOURCES			USES		
ARPA	\$	4,000.00	Installation of new ADA-compliant door to WHA community building and new flooring for Stetson Court units.	\$	4,000.00
Williamstown Community Preservation Committee	\$	10,000.00	As above.	\$	10,000.00
	\$			\$	
<b>Total Sources</b>	\$	<b>14,000.00</b>	= <b>Total Uses</b>	\$	<b>14,000.00</b>

6. **ADDITIONAL INFORMATION** – Provide any additional information that you believe is relevant to this application.

7. **CONTACT INFORMATION**

Contact Person: **Tammy Andrews** \_\_\_\_\_

Address **35 Adams Road** \_\_\_\_\_ City **Williamstown** \_\_\_\_\_ State **MA** \_\_\_\_\_ Zip **01267** \_\_\_\_\_

Phone **(413) 458-8282** \_\_\_\_\_ E-mail **wmstnha@outlook.com** \_\_\_\_\_

Please submit completed application in electronic format to:

Community Preservation Committee  
c/o Town Manager's Office  
rmenicocci@williamstownma.gov

CPC Application Review Process:

1. A voluntary pre-application meeting with a sub-committee will be available to any prospective applicant. This is intended to answer questions and to assist applicants in developing effective applications. These meetings will be scheduled on December 12 from 9 to 11 am and December 14 and 15 from 1 to 3 pm. Please contact the Town Manager's office for an appointment. These meetings will be held in person or remotely on Zoom.
2. The CPC members carefully review each application.

3. Applicants meet with the CPC in public session to answer any questions and provide clarification about the application they have submitted. Based on this meeting, applicants often determine that their applications would benefit from revision and/or supplementary information. In such cases, the CPC members will review revised applications. We ask that applicants highlight revisions directly in the proposal, and with a covering letter summarizing changes.

4. Applicants may meet with the CPC a second time if necessary.

5. Further questioning by CPC members will focus on:

- **Qualification.** All funded applications must comply with statewide CPA regulations.
- **Merit.** Since the Williamstown CPC recommends funding projects with town tax dollars, it looks carefully at the merits of each proposed project, including community impact and return on investment.
- **Affordability.** Each fiscal year, Williamstown's participation in the Community Preservation Act provides a limited pool of funds for historic preservation, affordable housing, and open space and recreation projects. In some cases, the CPC may determine that although a project both qualifies and has merit, it cannot be funded because of fiscal limitations.

6. Projects receiving support from a majority CPC members will be recommended for funding to the Town. The CPC's funding recommendations are reviewed but may not be changed by the Select Board and the Finance Committee, and then presented for vote at the Annual Town Meeting in May. To receive funding, CPC-recommended projects must be supported by a majority of voters at Annual Town Meeting.

Of Note:

1. The CPC requires that all funded projects have a "sunset clause," limiting the time period that the funds will be available for a given project, unless that sunset clause is extended for a reasonable period of time by the Town Manager due to unanticipated delays or conditions. If the project is not completed prior to the date specified in the Town Meeting Warrant Article, or as extended by the Town Manager, funds will revert back to the Town for alternative allocation as recommended by the CPC.
2. The CPC is not obligated to allocate 100% of available funds. It may decide against funding qualified, meritorious projects, reserving funds for future allocation.

3. The CPC will only recommend funding successful applications in the entirety of the request. Amendments to funding amounts may not be accepted or recommended after the submission of the application.

4. Awarded CPC funds will be disbursed by the Town Manager's office, subject to presentation of appropriate documents (invoices, receipts, etc.).

5. Awarded CPC funds may not be available until after tax revenues are collected to support the project, as determined by the Town Manager's office.

# New England Door Closer, Inc.

PAGE: 1

\*\*\* Invoice \*\*\*

Mailing Address: P.O. Box 28, West Springfield, MA 01090-0028  
 Shipping Address: 694 Union Street, West Springfield, MA 01089  
 Telephone: 413.733.7889 / 1.800.628.1071 / Fax: 413.731.8368  
 Website: www.nedcorcloser.com

Account No.	Date	Invoice No.
L0684- 1	02-26-21	43565

REC'D MAR 01 2021

Sold To

LEE HOUSING AUTHORITY  
 155 MARBLE STREET  
 LEE MA 01238

Ship To

SERVICE @ LEE HOUSING  
 AUTHORITY  
 155 MARBLE ST  
 LEE MA 01238

Ship Via SERVICE

Salesman	Customer Order No.	Our Order No.	Order Date	Ship Date	Backorder From	Terms
5	155 MARBLE ST	78715	01-26-21	02-25-21		NET 30

  

Quantity	Item Number	Unit	Description	Price	Unit	Amount
<b>SUPPLY &amp; INSTALL</b>						
	GT 710 DURO 38" - 1 @ RHOS, 1 @ LHOS					
2	055-01-0120	EA	GT 710 SINGLE OPERATOR OPUS CONTROL, UP TO 51.5"	1402.00	EA	\$2804.00
2	119-25-0050	EA	NEDC WIRELESS SWITCH PACKAGE-SINGLE DOOR	375.00	EA	\$750.00
1		EA	OUTSIDE LABOR	1784.00	EA	\$1784.00

  

Non-Tax Mdse	Taxable Mdse	Sales Tax	Freight	Miscellaneous	Invoice Total
\$5,338.00	\$ .00	\$ .00	\$ .00		\$5,338.00

*Fish # 150062*

All accounts are due and payable in 30 days. A late charge of 1% per month (12% per annum) levied on all accounts unpaid after 60 days.



*Electrician + 685 (1,000)  
 Key pad + (1,000)  
 For -*