

# Springfield Community Preservation Grant Application

Community Preservation Funds are available in four categories: Community Housing, Historic Resource, Open Space & Recreation. You may skip a question if it does not apply to your project. **\*IMPORTANT\*** If you click on any links in this application, you must use the back arrow to return to this application or you will lose your work. Be sure to save your application. Questions about this form? Call 413-530-1268 or by email [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com)

**INTRODUCTION** Please read the [application instructions on the CPC website](#) before proceeding with this application. The link includes a guide to proposing a CPA project. Options to save and finish the application later are found at the bottom of this application. Helpful additional resource links can be found on the [Home page](#) <https://www.springfield-ma.gov/finance/community-preservation>. Review the [DOR Community Preservation Fund Allowable Spending Purposes Chart](#) to determine if your project qualifies for CPA funding. \*asterisked items are required.

**Applicant :**

Non-Profit Organization

**Neighborhood**

Forest Park

**Project/Program Title:**

Elevator Project

**Location of proposed project**

41 Oakland St. Springfield, MA

**CPA program area— check all that apply. Once you make a selection, only the questions relating to that selection(s) will appear.**

Historic Resource

**Anticipated Start Date of Construction**

8/1/2024

**Anticipated completion date of project**

8/31/2025

**Name of Organization or Individual**

Drama Studio Inc

**Applicant Contact Name and Title**

Steve Hays, Founding Director

**Applicant Contact Phone Number**

(413) 330-3446

**Applicant Contact Email**

[steve@dramastudio.org](mailto:steve@dramastudio.org)

**Website**

[www.dramastudio.org](http://www.dramastudio.org)

**Applicant Contact Address**

41 Oakland, Springfield, Massachusetts 01138

**Additional project partner and contact details**

## Grant Request

**Grant Request Amount**

\$60,000.00

**Will you be seeking multi-year funding?**

No

**Total Project Budget**

\$463,428.00

**Total Sources of Committed Funding. If none write \$0.00**

\$140,000.00

**CPA request as % of project**

13

**List committed funds from all sources and agencies or write none.**

\$140,00 Individual Donors  
Grant Application for \$200,000 submitted 12/23 to Mass Cultural Council's Cultural Facility Fund.

**Budget**

DramaStudioElevatorProposalTotalBudget.pdf

**Sustainability**

The Studio covers annual maintenance of its building as a line item in its annual budget (\$18,740 in FY24). This line item will increase to include funding for an annual Elevator inspection. In 2021, the Studio developed a long-range Systems Replacement Plan with a grant from the Mass. Cultural Council. This plan identifies the anticipated replacement dates of such equipment as as HVAC units, stage lighting, roofs, solar panels and suggests a mechanism to insure that funding is available for replacement.

**Fair Wage Compliance Certificate. Applies only to non-municipal projects.**

TWilsonFairWageCompliance.pdf

**Parcel ID #**

092100155

**Maps**

41OaklandSpringfieldGPSMa  
p.png

**Applicant standing in property**

Property Owner

**Historic Preservation Questions**

Historic preservation projects must follow the Secretary of Interior's Standards for Rehabilitation. Assisted properties are subject to an exterior preservation restriction or require a local historic district designation. Does my project qualify? [Quick reference.](#)

**Is the building over 100 years old or have other local historic significance due to age, architecture, social history, etc.?**

Yes

**What year was the property built?**

1908

**Is the building located in a National Register District?**

No

**Will the owner agree to a preservation restriction or local historic district designation?**

Yes

**Has the project been reviewed and approved by the Springfield Historical Commission?**

We are in communication with the SHC. n with SHC

**What steps will be taken to ensure the work complies with the Secretary of the Interior's Standards?**

We will comply with the directives of the CPA planning consultant.

**Has the appropriate city agency been contacted?**

Yes

**Has the appropriate Neighborhood Civic Association been contacted?**

Yes

**Project Details**

PLEASE NOTE: You have the option of typing in a response or attaching a file. If your responses are lengthy, please upload a document. Be sure to label each document with a title.

If selected for a grant, the Grantee shall submit quarterly progress reports and a courtesy copy to the neighborhood council (if applicable). The Final report will include before/after photos and a summary of the CPA work completed.

**Upload Narrative (200 words or less)**

**Or type Narrative (200 words or less)**

The Elevator project is the final step to bring our historical building up to code, fully accessible and capable of supporting the programmatic growth envisioned in carrying out our mission in the Springfield community. The elevator will be located in an exterior shaft erected between the former sanctuary and the community building and will provide access to our three floors.

We seek CPF funding to ensure that the exterior of the elevator shaft will be compatible with the stucco exterior of the entire complex in texture and color. Our architect is Robert Havales of Architectural Insights Inc.; our contractor is Tom Wilson of Thomas Wilson Enterprises. We purchased our building in 2017; it was declared a single building historic district in 2021.

Since we purchased the building in 2017, we have restored the exterior and installed new ramps and staircases; insulated and sprinkled the building throughout; installed solar panels; replace all lighting fixtures and stage lighting with LED lamps; installed a fire alarm system with fire doors; and installed two new bathrooms (one accessible).

The Drama Studio has raised \$140,000 and submitted a proposal of \$200,000 to the Mass. Cultural Council toward the \$463,428 project budget.

**Upload Project Description (200 words or less)**

**Or type Project Description**

The portion of the elevator project for which we seek \$60,000 in CPA funding is focused on the exterior of the new elevator shaft. (See details of the budget in the attachment section). The shaft will be located in an unused space between the original sanctuary building built in 1908 and the newer Community Building built in 1928. It has been designed to be compatible with the exteriors of these two connected structures and will be largely invisible from Oakland Street. Four window units of the Community Building will be removed to permit interior access to the elevator. Construction of the elevator will require the use of heavy construction vehicles for digging the foundation, pouring a concrete base for the elevator shaft, and delivering building material to the site. Therefore, we anticipate that the concrete sidewalks near the construction site will need to be repaired and the lawn restored with new drainage systems.

**Upload Applicant Experience**

**Or type Applicant Experience**

In December 2022,, the Drama Studio successfully completed a \$170,000 project with the Community Preservation Fund to upgrade the exterior of our building at 41 Oakland. In June 2023, the Studio successfully completed a \$400,000 project with the Mass Cultural Council to install a Sprinkler system, a

basement ventilation system, exterior repairs, and elevator preparation. In total, the Studio has raised over \$1.2M to purchase and upgrade its building.

**Comments or additional information**

**User experience. If you have suggestions to improve the form please let us know.**

**Upload any additional files or attachments.**

DramaStudioElevatorShaftBudget.pdf  
TWilsonContractorBio.pdf  
ArchitecturalInsightsBio.pdf  
DramaStudioSiteofElevator.jpg  
drama+studio+building+front.png  
Drama Studio Annual Rerpot 2023.pptx.pdf  
Otis Elevator proposal.pdf  
FPCA letter of support .pdf  
Elevator architect plans.pdf

**Provide a list of all attachments included in this application.**

Biography of Architect  
Copy of Drama Studio FY 2023 Annual Report  
Picture of Building Facade  
Exterior Portion of Elevator Budget  
Picture of Elevator Site  
Biography of General Contractor  
Architectural Design for Elevator  
Letter of Support from Forest Park Civic Association  
Otis Elevator Proposal

**Signature to Submit Application**

**The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a Community Preservation Act grant and is a true copy and is complete to the best of the applicant’s knowledge and belief.**

Steve Hays