



CPA Funding Application Form

City of Worcester

Submitted On:

May 8, 2025, 10:19AM EDT

Project Name	Worcester City Clerk Archive Preservation
Project Location and/or Address	City Hall, Worcester City Clerk Archives
Project Lead Organization (or Individual if Applicable)	Niko Vangjeli, City Clerk
Legal Status of the Organization	Government Entity
Current Property Owner (if Different from the Applicant)	City of Worcester
Brief Project Description	City Clerk Vital Record Verification and Preservation efforts for all vital records in possession of the city clerk office.
Project Contact Information	Niko Vangjeli [REDACTED]
What CPA category does this project fall under? (Check All that Apply)	Historic Resources
What activity are you proposing to do in this category? (Check All that Apply)	Preserve
What is the project budget?	303,760
How much are you requesting in CPA funding?	303,760
Historical Resource Projects: Have you received a Positive Determination of Local Historic Significance from the Worcester Historical Commission?	Yes
Are you requesting an expedited review process for your project? The CPC shall consider an expedited timeline for review (i.e., a Special Application) only under certain circumstances. See the Application Guidance document (linked below) for more information.	Yes
Please briefly describe the	

conditions under which you are requesting an expedited timeline for review. Additionally, please ensure to email CPP staff at burmeisterj@worcesterma.gov before or shortly after submitting this application.	We will submit the current condition report of the city clerk vault to CPA staff.
Please briefly describe your project.	The purpose of this project is to properly preserve vital records and increase the accessibility for city clerk staff and the public.
What permissions, permits and plans will be necessary to carry out this project, and what is the status of their acquisition?	Historical Commission Approval
Please attach any related permissions or permits related to the project.	Historical Commission Approval Historical Records.pdf
Do you foresee any delays in acquiring these permissions within the next 6 months? If yes, please explain, otherwise, type N/A.	n/a
What is the desired start and end date of this project?	07/01/2025
Please attach a Timeline for the project.	TIMELINE- CPA.docx
Please upload a complete project budget (.xlsx or .pdf) that includes the source of the funding for each line item. CPA funds can ONLY be used on CPA eligible project elements. Please make sure to be specific about the use of all CPA monies requested.	Vitals Binding Inventory 05.08.2025.xlsx
Please upload any renderings and/or estimates for this project.	Project Budget.xlsx
What is the status of the match funding identified in the budget?	n/a
Please upload commitment letters and/or funding agreements demonstrating that match funding is in place.	Project Budget.xlsx

Please explain why CPA funding is needed for this project. If CPA is the only proposed funding source for this project, please explain why.	the city was not able to provide funding sources for this project
Please describe the experience of the project manager or project management team in completing a project like this one. Please include examples of similar projects pursued in the past, and why they are relevant.	We have applied for federal grants in the past but not have been able to secure them for archive preservation.
Please describe the financial position of the organization and its ability to cover the upfront costs of this project. CPA funding is provided on a reimbursement basis.	n/a
How will this resource/property/building be maintained in the future?	City of Worcester Support
Please upload any maintenance commitments.	Worcester City Clerk General Collection Assessment - Revised.pdf
Please describe how this project/program will benefit Worcester residents in general, as well as specific groups that will benefit from the project.	Through archival assessment and processing, cataloging, and binding this initiative will extend the useful life of these holdings for research, exhibition, and public programming. These materials have a special value to residents, genealogist, scholars, and the American urban experience, because they capture the history of the City, the Commonwealth of Massachusetts and the United States. Enabling long lasting access to our collection will provide a significant contribution to our history.
Please identify which of the Community Priorities identified in the Community Preservation Plan align with this project (check all that apply).	PRIORITY 1: Increase accessibility to historic resources, open space, parks, and in community housing.
Please describe how this project aligns with the above Community Priorities.	Increase accessibility to historic resources, especially since our collection is the only collection with historical significance in local government.
Historic Resource Category Goals	GOAL 3: Preserve, digitize, and archive historic records. GOAL 4: Preserve underrepresented stories.
Open Space and Recreation Category Goals	This project does not align with any of these Category Goals.
Community Housing Category	

Goals	This project does not align with any of these Category Goals.
Please describe how this project aligns with the above Category Goals.	n/a
Does your project align with any other City or Regional Plans? Please be specific. See the City of Worcester website to view local plans.	n/a
Does your project have community support? Please describe outreach efforts for this project.	n/a
Is there anything else you want the CPC to know about your project?	The City Clerk's office lacks comprehensive cataloging, which obstructs both internal and external use. The majority of the documents have no catalog record at all; as a result, accessing typically requires a time-consuming search through numerous boxes of material. Cataloging and binding the vast majority of records will make them publicly accessible and ensure that the records are preserved for years to come.