

## **STANDARD APPLICATION PROCESS**

The Concord Community Preservation Committee invites proposals for CPA funding. The CPC is responsible for reviewing all applications and making recommendations as to which applications should be funded. The CPC expects to bring its recommendations to the 2018 Annual Town Meeting.

### **STANDARD APPLICATION PROCESS**

- 1) Attending a public informational meeting for Applicants who have never submitted an application is highly advised. The public informational meeting will be held on Wednesday, June 14, 2017 in the Select Board's meeting room on the second floor of the Town House at 7:00 p.m.
- 2) Attending the pre-proposal public informational meeting is highly advised. The 2017 pre-proposal meeting will be held on Tuesday, September 12<sup>th</sup> in the Harvey Wheeler Community Center Auditorium beginning at 7:00 p.m.
- 3) Submit 10 copies of the completed application by 4:00 p.m. on Friday, September 29, 2017 to the Planning Division Office, 141 Keyes Road. A pdf copy of all application materials is also encouraged.
- 4) Submit any letters of support by 4:00 p.m. on Friday, November 17, 2017, to the Planning Division Office, 141 Keyes Road.
- 5) Work with the Community Preservation Committee through the Review and Public Comment process. This process includes the following steps:
  - A. Each application is reviewed by the CPC and staff to determine its CPA eligibility, whether the project is sufficiently developed in terms of work plan and timing, whether it is consistent with the goals set forth in this Plan, and to confirm that it is signed by the property owner.
  - B. Meetings are held with applicants to review the proposals and address any questions. Where appropriate, a site visit will also be scheduled. A full Committee site visit has been tentatively scheduled for Saturday, October 14, 2017 or Sunday, October 15<sup>th</sup> if needed, beginning at 8:00 A.M. Further details on the site visit locations and schedule will be circulated as soon as it is available.
  - C. Notification is sent to applicants of the funding recommendation decisions. A recommendation for a grant may be made conditional upon an applicant's receipt of matching funds in a specific amount or upon any other matter the CPC deems appropriate. The CPC may also ask for additional information at this time.
  - D. A public forum is held to allow the CPC to receive public input on the proposed projects before recommendations are made for Town Meeting.
  - E. The CPC provides the project funding recommendations to Town Meeting. Final recommendations will be in the form of one or more warrant articles to be voted on at Town Meeting. The CPC may recommend a project as proposed by the applicant, may modify the project, or may recommend partial funding or funding for only a portion or phase of the proposed project. The CPC's recommendation to Town Meeting may include detailed project scopes, conditions, and other specifications as the CPC, in its sole discretion, deems appropriate to ensure CPA compliance and project performance.

Please note that the CPC recommendation may be modified at any time prior to Town Meeting, especially following the Finance Committee public hearing. Thus, the CPC can alter or withdraw its Town Meeting Warrant Article(s) as additional information becomes available or as the scope of the project changes.

- 6) Attend public hearings on the proposed warrant article(s) prior to the 2018 Annual Town Meeting.
- 7) Attend Town Meeting which will determine whether to accept, reduce or reject the CPC recommendations.

**For Historic Preservation Projects Only:** Historic Preservation Project Applicants should be prepared to provide a copy of the Historic Resource Inventory Form for the property in question with their application materials. Further, the Committee strongly encourages all Historic Preservation applicants to have an Historic Structure Report completed before requesting any CPA funds for restoration or rehabilitation projects. The Committee is likely to require the completion of an Historic Structure Report prior to the use of any CPA funding at historic sites and may recommend the reallocation of some or all of the requested funds for this purpose. See Appendix VII (Page 72) for additional information on Historic Structure Reports.

**For Land Acquisition Projects:** Applicants for the acquisition of real property or real property interests in any of the four funding categories should be aware that a permanent deed restriction is required if all or a portion of the land is purchased with CPA funds as specified in Section 12(a) of the Community Preservation Act (See Page 64). The type of restriction required will vary depending on the funding category and may require the review of a State or other government entity. Applicants should identify the holder of the restriction as early in the process as possible and be prepared to submit a draft restriction as part of their CPA funding review. While the Committee understands that land acquisition projects can be difficult to coordinate with a review schedule, it is important that the CPC have adequate time to consider the application. All decisions on the use and ownership of the land should be made before the application is submitted.

## **SPECIAL APPLICATION PROCESS**

There are some special situations, such as the imminent placing of land on the market or an indication of an intention to do so, that the CPC will consider outside of the normal schedule outlined in this document. The general principle warranting serious consideration of an exception for land acquisitions is that they often present unique opportunities that, if missed, are likely to make the land unavailable for future acquisition for the purposes that the CPA serves. Please see Page 37 for more information.

## GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPA funding. Applicants are advised to read the *Community Preservation Plan* thoroughly and address all of the submission requirements and Selection Criteria.

1. Each project funding application must be submitted using the Town of Concord Community Preservation Committee Application for CPA Funding form as a cover sheet. Additional pages should be added as necessary. ***Please note, however, that the application, excluding supporting materials, should not exceed 6 pages in length.***
2. Requests must include a statement of need and be documented with appropriate supporting information. This information should include a project scope containing detailed descriptions of each item or step of the project and its estimated cost. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted. The use of maps, visual aids and other supplemental information is encouraged.
3. Each application must include a very brief summary of the project stating the funding category, project goals, key steps to be taken to reach this goal, and a budget summary.
4. Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget.
5. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year period. Fiscal years should align with the Town's working calendar, running from July to June.
6. For applicants with multiple applications, it is important to prioritize projects.
7. The Application for Funding for the fiscal year beginning July 1, 2018 must be received by 4:00p.m. on Friday, September 29, 2017 to be considered for recommendation at the 2018 Annual Town Meeting.
8. The application must be kept unbound – no application or support materials will be accepted in any form of binding including 3-ring binders. All material must be photocopier-ready. All pages should be numbered and double sided when possible. Each copy should be paper clipped into its own folder. A electronic pdf copy of all application materials is strongly encouraged in addition to the paper copies.
9. Applicants should review the Town of Concord Community Preservation Plan that includes the State CPA legislation prior to submitting any applications for CPA Funding. This document is available at <http://www.concordma.gov/906/Community-Preservation-Committee> and in the Planning Division Office at 141 Keyes Road.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information about the CPA and the Community Preservation Committee can be found at the website noted above. The CPC can be reached through the Senior Planner, Heather Lamplough, at [hlamplough@concordma.gov](mailto:hlamplough@concordma.gov).

Please submit the Application for Funding and accompanying documentation to the Community Preservation Committee, c/o Heather Lamplough, Senior Planner, Dept. of Planning and Land Management, 141 Keyes Road, Concord, MA 01742.