



Town of Bridgewater, Massachusetts

Community Preservation Committee

Community Preservation Committee

July 1, 2011

Jay Gormley
Planning Board

Gina Guasconi
Recreation Commission

Marilee Kenney Hunt, Chair
Citizen at large

Rick Kranes
Conservation Committee

Andrea Monteith
Open Space Committee

Bob Vazza, Treasurer
Housing Authority

Michael White
Housing Partnership

Bob Wood
Historical Commission

To all applicants:

This package includes full instructions to make an application for Community Preservation Funding between July 1, 2011 and June 30, 2012.

This package is designed to make your application process as easy and succinct as possible. We want your project to succeed!

The Community Preservation Committee is charged with making funding recommendations to Town Council, and must give assurance that these public funds are being invested in a project that has been thoroughly vetted and fulfills the intent of the CPA. To make those assurances, the Committee requires a complete application.

If you have questions, please feel free to contact the Community Preservation Committee Chair, Marilee Kenney Hunt, at 508-697-3681 or bridgewatercpc@gmail.com.

You may learn more about the Bridgewater CPA at www.bridgewatercommunitypreservation.org, become a fan on the CPC's Facebook fan page, or follow the CPC on Twitter at @bridgewatercpc.

We look forward to working with you and wish you all success in your application.

The Bridgewater Community Preservation Committee

Town of Bridgewater, Massachusetts

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FY 2012 CPA Application Package

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Pre-Application- FY '12

You may submit this pre-application before submitting a full application for CPA funding to assure that your project is eligible for CPA funds.

This form plus and up to one additional page should be e-mailed to bridgewatercpc@gmail.com (in addition, you may also mail a hardcopy to the Bridgewater CPC, Town Hall, Central Square, Bridgewater, MA 02324).

Name of primary applicant---legal fiduciary agent

Address of primary applicant

Contact person for the primary applicant

Contact person's telephone number, fax number and e-mail address

Amount of CPA funding requested _____

Circle one or more project category(ies):

Community Housing

Historic Preservation

Open Space

Recreation

Please submit a brief project description on an additional sheet of paper.

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Full Application – FY'12

Cover Page

One original of this application and all attachments should be returned to the Bridgewater CPC, Town Hall, Central Square, Bridgewater, MA 02324 and a copy should be e-mailed to bridgewatercpc@gmail.com.

ASSURANCE:

I _____ hereby certify under the penalties of perjury that
(Print the name of the fiduciary agent)
following application information is true and correct to the best of my knowledge and that I am legally able to
enter into a contract on behalf of _____ with
(Print the name of the contracting agency)
the Town of Bridgewater for Community Preservation Funds.

Signature _____ Date _____

Title _____

Circle one or more project categories:

Community Housing Historic Preservation Open Space Recreation

Project Name _____

Project Location

Street Address _____

Assessor's Map & Lot # _____

Legal Property Owner of Record: _____

Contact Person:

Name _____

Telephone _____ Email _____

Mailing Address: _____

	FY2012	FY2013	FY2014	Total
CPA Funds Requested				
Amount of Other Funding				
Other Sources of Funding				

Total

Note 1: Prior to final award, the project proponent may be required to submit supplemental/supporting documentation, such as attested copies of recorded deeds or restrictions or corporate papers.

Note 2: Once a project proposal has been submitted, the applicant and his/her agent(s) may not speak with any CPC member about that proposal. After the submission of a proposal, any questions must be addressed in writing to the Committee Chair

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Bridgewater Town Government Submissions

If this proposal is being submitted for work to be done by a Department of Bridgewater government, it must include assurances that the following entities have approved its submission.

The undersigned support and approve the application and budget included herein:

Department

Printed name of the Department Head

Signature

Date

Printed name of Bridgewater TownManager

Signature

Date

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Project Narrative

Please answer each of the following questions using up to three (3) additional pages as necessary.

- 1) What is the purpose and scope of the project?
- 2) How does the project preserve or enhance Bridgewater's community character?
- 3) What is the community need for this project?
- 4) How does the project achieve Town goals and objectives as laid out in the Community Preservation Plan, Comprehensive Master Plan, Open Space and Recreation Plan, and any other relevant Town planning documents? Please be specific, citing document and page of each goal/objective quotes.
- 5) What is the nature and level of community support for this project? Please describe support in narrative and also attach letters of support.
- 6) If the project relates to a parcel of land, describe the current zoning, present property use, and potential use if project is not funded.
- 7) Will your project need any permits? Please describe nature of permits and inspections required and schedule of reviews, if possible.
- 8) Are there any existing use or deed restrictions on the subject property? Will there be any deed restrictions after project completion (e.g., conservation, preservation, and/or affordability restrictions).
- 9) Will current property owner maintain ownership? If not, what is proposed ownership after project completion?
- 10) Does the project include public access? Please describe.
- 11) What maintenance responsibilities will be required to sufficiently maintain the resource? How much will annual and long-term maintenance cost? What entity will be responsible for these responsibilities and costs? How will this revenue be generated?
- 12) Provide a project schedule showing all major project milestones and supporting information/explanation for the project's estimated timeline. Include estimated date for project start and completion. (Note: CPA projects are expected to begin within 6 months of funding allocation and funds may be considered for revocation if there is no evidence of project activity within this time).
- 13) Are there any special issues related to the timing of this project? For instance, is the property at risk for development or otherwise threatened?
- 14) Has this project or a closely related project previously received CPA funding? If yes, explain.
- 15) What are the qualifications/experience of the project's sponsoring organization? Provide mission statement, experience of the project manager, track record with summary of similar projects completed by the project manager and by the sponsoring organization.

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Budget Narrative & Spreadsheet

Include a narrative description of the budget on no more than two additional pages in addition to your budget spreadsheet. In your budget narrative, please answer the following:

- 1) Identify all sources and uses of funds; clearly distinguish among costs to be paid from CPA funds versus other sources of funding
- 2) Identify hard and soft costs, contingencies, legal fees, and project management (from contracted managers or existing staff)
 - a) Note: If employees are to be hired, attach job descriptions and describe the hiring mechanism to be used (newspaper listings, internal postings, etc.)
- 3) What are your project costs based on? Obtain written estimates for project costs whenever possible, include financial estimates, comparative analysis with similar project, etc.
 - a) Note: for any acquisition of an interest in real estate, property value will need to be established by the Town through procedures “customarily accepted by the appraising profession as valid” per Section 5(f) of MGL Chapter 44B. CPA funds may be requested to pay for an appraisal – the appraisal must be commissioned by the Town to comply with the statute.
- 4) Do you anticipate that your project will require the Town to bond against CPA funds?
- 5) How will this project leverage funds from other sources? Will there be in-kind contributions, donations, or volunteer labor? Are there fundraising plans?
 - a) If seeking grants/loans from other funding sources, please include commitment letters from funders or letters of inquiry to funders and include date(s) you anticipate those funds will be available.

Note: You can find a sample spreadsheet and template for your use at www.bridgewatercommunitypreservation.org.

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Attachments

Please attach the following as relevant to your proposal:

Required for All Proposals

1. Photographs of project site (at least three (3))
2. Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate)
3. Letters of support from all relevant Town boards, committees, commissions, departments, or officials

Priority Will Be Given to Proposals that Include:

1. Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses, etc
2. Demonstrated notice to all direct project abutters
3. Letters of support from all direct project abutters or explanation of why support is not demonstrated
4. Letters of support from other Town boards/commissions (e.g., Master Plan Implementation Committee)

Required for Historic Preservation Proposals

1. If your project site is not on the State Register of Historic Places in Bridgewater, then the application must include a letter from the Historical Commission designating the property as locally significant "in the history, archeology, architecture, or culture" of Stoughton. (You can check state register designation at mhc-macris.net)
2. Statement of project support from the Historical Commission
3. Statement of project support from the Historic District Commission (if located within the local historic district).
4. Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards, as required by Section 2 of MGL 44B under the definition of "rehabilitation."

* Note: Official versions of these Standards may be found at the following links:

Standards and Guidelines for the Treatment of Historic Properties, especially "Choosing an Appropriate Treatment", www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm
Guidelines for Cultural Landscapes (considered part of the Standards above)
www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm

Required for Open Space Proposals

1. Statement of project support from the Conservation Commission and Open Space Committee

Required for Recreation Proposals

1. Statement of project support from the Recreation Commission

Required for Community Housing Proposals

1. Statement of project support from the Housing Partnership

Required for Proposals Involving Real Property

1. Demonstrate site control/ownership:
 1. For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site. The letter should explain the legal arrangements made if the applicant is not the Town department (e.g., a private entity), including what entity is responsible for implementing the project, and state that the Town is willing to accept any liability, on-going maintenance, and any other long-term costs associated with the project.
 2. For other properties: Submit a copy of a legally-binding option, purchase and sale agreement, or deed. In cases with no option or purchase & sale in place, the application must include a letter of authorization from the property owner to submit the CPA application. If property owner is an organization or corporation, then letter of authorization must provide documentation of appropriate authorization by entity's executive body and copy of relevant section of governing bylaw that establishes this authority. (In case of taking by eminent domain, this requirement may be waived.)

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List of Letters of Support

Name of Sending Entity (e.g., committee, department, official, organization, etc.)	Date Submitted	Date Requested

Audit Certification - Federal Funds

Please circle the appropriate choice as applicable to your applicant agency:

Option 1: The applicant certifies that the applicant agency currently expends combined federal funding of \$500,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

Option 2: The applicant certifies that the applicant agency currently expends combined federal funding of less than \$500,000 and, therefore, is exempt from the Single Audit Act and cannot charge audit costs to a Community Preservation Act grant. I understand, however, that the Bridgewater Community Preservation Committee may require a limited scope audit as defined in OMB Circular A-133.

b) Enter agency fiscal year: _____

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Appendix 1: Excerpts from CPA Statute (MGL c.44B)

Section 5 (b)(2)

The [Community Preservation] Committee shall make recommendations to the legislative body [Town Council] for the acquisition, creation and preservation of open space;

the acquisition, preservation, rehabilitation and restoration of historic resources;

the acquisition, creation and preservation of land for recreational use;

the creation, preservation and support of community housing and

the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.

With respect to affordable housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites

CPA Definitions:

Community housing: low and moderate income housing for individuals and families, including low or moderate income senior housing.

Historic resources: a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture or culture of a city or town.

Low income housing: housing for those persons and families whose annual income is less than 80 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.

Low or moderate senior housing: housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

Moderate income housing: housing for those persons and families whose annual income is less than 100 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.

Open space: shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Preservation: protection of personal and real property from injury, harm or destruction, but not including maintenance.

Maintenance: the upkeep of real or personal property.

Real property: land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

Real property interest: a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein. (This is more specifically defined in the CPA law.)

Recreational use: active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. Recreational use shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

Rehabilitation: the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, opens spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 CFR Part 68

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Appendix 2: CPA Application Review and Funding Process

Step 1: Pre-application

Proposal proponents may begin by submitting a pre-application form which will be reviewed and commented upon by the Community Preservation Committee (CPC) at an open meeting. The CPC will be able to give the applicant guidance in preparation for submitting a full application.

Step 2: Full application

A full application form must be completed and submitted to the CPC.

Step 3: CPC Meeting

The CPC will review the application and discuss its merits at its next available open meeting. The CPC expects the applicant will be attend to present the proposal and to answer questions.

Note: The CPC will use the scoring criteria defined in Appendix 4 to rate the proposal before making a recommendation for funding. Projects will be recommended for funding based on the merits of both the proposal and the project and the proposed cost of the project when compared to the merits and proposed costs of competing proposals. All recommendations and actual awards are subject to the availability of CPA funds.

Step 4: Recommendation to Town Council

If the CPC votes to recommend project funding, the request is submitted for Town Council's consideration. A project will be funded if it is recommended by the CPC and receives a majority vote of support from Town Council.

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Appendix 3: Deed Restriction for Projects on Privately-Owned Property

The Bridgewater Community Preservation Committee requires that a deed restriction be placed on privately-owned buildings, other structures, or land in which the CPA makes a funding investment in order to secure a public benefit. Therefore, after Town Council has voted to award CPA funds to a private organization or entity, the following process will take place before funds are awarded.

1. Drafting of the Deed Restriction Agreement by the Bridgewater legal counsel or contracted consultant.
2. Review of and final approval draft Deed Restriction Agreement by the Community Preservation Committee (CPC).
3. Review of Deed Restriction Agreement by the private organization/property owner.
4. Once the Agreement is prepared and in final form for signatures, it must be executed by the organization receiving CPA funding, forwarded to the appropriate state agency for approval (e.g., Massachusetts Historical Commission) and upon return it must be approved by the Bridgewater CPC, Town Manager, and Town Council.
5. After approval by all entities, the fully executed Agreement must be recorded in the Plymouth County Registry of Deeds.
6. This process can take 3-4 months. CPA funds may be released after the approval and recording of the deed restriction.

A sample preservation restriction may be seen at www.bridgewatercommunitypreservation.org

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Appendix 4: CPC Project Selection & Scoring Criteria:

Projects will be recommended for funding based on the merits of both the projects and the proposed cost of the project. All recommendations are subject to the availability of CPA funds. The CPC uses the following selection and scoring criteria to assist in its project deliberations.

Basic Requirements 100 Points Possible

- Completion of Project Description/ Eligibility for Funding **5 points**
- Completion of Considerations for Funding **5 points**
- Project Narrative **55 points**
 - Responsiveness to pre-application response 5 points
 - History and current status of applicant agency 5 points
 - Project description 10 points
 - Time-task plan 5 points
 - Project management task plan 10 points
 - Alignment of project with other town priorities 5 points
 - Letter(s) of support 5 points
 - Memorandum of Agreement 5 points
 - Benefit to Bridgewater 5 points
- Budget Sheet/Budget Narrative **35 points**
 - Job descriptions and personnel résumés 10 points
 - Well defined, reasonable request 10 points
 - Assurance of non-burden to town 5 points
 - Proof of due process for cost estimates 5
 - Ability to leverage other funds 5

Bonus Points

- Serves more than one community preservation principle **10 points ea**
- Additional Memoranda of Agreement **10 points ea**
- Proof of fulfilling a formally recommended project from another Bridgewater board/committee/commission **10 points**
- Ability to leverage funds from more than one source **10 points**
- Acquisition project rather than development project **10 points**
- Willingness to accept a deed restriction **10 points**

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Appendix 5: Application Final Check List

Please submit application in this order:

- Cover Page w/ signed attestation
- Project Narrative (3 page limit)
- Budget Narrative (2 page limit) and Spreadsheet
- Photographs of project site (at least three (3))
- Map of project site showing nearest major roads or intersections
- Listed letter of support & audit certification
- Letters of support from relevant Town departments, Town officials, Town boards/commissions
- Other attachments as applicable to your project (more fully described on page 8, Attachments)