

# APPLICATION REQUIREMENTS AND ATTACHMENTS

## Submit 10 copies of the application and any attachments.

(The application should not exceed 6 pages and should be submitted unbound. Copies should be double-sided whenever possible.)

1. CPA Application Cover Page – Complete form.
  2. Brief Project Summary – Introduce the project with a brief summary which notes the category, goals, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.
  3. Map - Indicate the location of the project using a Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.
  4. Narrative – Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to the CPA. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why Town Meeting should support it. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.
  5. CPC's Selection Criteria and Needs Assessment – Please include responses as to how your project (if applicable) addresses the issues raised in the CPC's General Selection Criteria and the Specific Use Criteria for your project category from the Needs Assessment.
  6. Budget – Outline the total budget for the project and how CPA funds will be spent. Break the project down by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be ascribed to each of the four CPA purposes. **Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to 10% of the budget.**
- Please Note:** Non Profit Organizations should also include a current financial statement.
7. Feasibility – Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation.
  8. Statement of Sustainability – If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials. Applicants should address the four Sustainability Principles adopted by the Town as stated on Page 29 in condition r. in the 2018 CPC Plan.
  9. Timeline – Describe the major milestones and when the anticipated completion date is. Include an estimate of when the CPA funds requested will be needed.
  10. Architectural plans, site plans, photographs, if appropriate.
  11. Letters of Support are welcome from the public or other appropriate organizations.

**Note: If the CPC recommends the project, additional documentation may be required such as verification of ownership, plans, title verification, purchase and sale agreements and zoning compliance information.**



**TOWN OF CONCORD  
COMMUNITY PRESERVATION COMMITTEE**

141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3290 FAX (978) 318-3291

**Application for CPA Funding**  
**Due no later than 4:00pm on Friday, September 20, 2019**

Applicant: \_\_\_\_\_

Co-Applicant (if applicable): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Purpose: (Select all that apply)

- Open Space       Community Housing       Historic Preservation       Recreation

Project Budget:

Amount of CPA Funds Requested:      \$ \_\_\_\_\_

Amount from Other Funding Sources:      \$ \_\_\_\_\_

Total Project Budget:      \$ \_\_\_\_\_

(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- |  |  |
|--|--|
| <input type="checkbox"/> One Paragraph Project Summary *             | <input type="checkbox"/> Timeline *  |
| <input type="checkbox"/> Map (if applicable)                         | <input type="checkbox"/> Architectural plans, site plans, photographs<br>(if appropriate)                                |
| <input type="checkbox"/> Narrative *                                 | <input type="checkbox"/> Copy of Audit or most recent Financial<br>Information ( <u>Non Profit Organizations Only</u> )* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment     | <input type="checkbox"/> Letters of Support (if any)   |
| <input type="checkbox"/> Detailed Project Budget *                   |  |
| <input type="checkbox"/> Feasibility Assessment                      |  |
| <input type="checkbox"/> Statement of Sustainability (if applicable) |  |

\* Required Documentation

The Contact Person for this Project is: \_\_\_\_\_

All Correspondence should be mailed to: \_\_\_\_\_

The Contact Person can be reached by phone at: \_\_\_\_\_ or by email at: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Signature of Property Owner (if different):** \_\_\_\_\_

**For Historic Preservation Projects Only** – please check the box below left and acknowledge:

- I/We have read the **U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties** and understand that planning for and execution of this project must meet these standards.

## GENERAL SELECTION CRITERIA

The Community Preservation Committee (CPC) is responsible for reviewing all projects proposed for Community Preservation Act funding and for making recommendations to Town Meeting. In order to be considered eligible for review by the CPC, a project must at a minimum meet the statutory requirements of the CPA.

If a submitted project is deemed to be eligible for consideration by the CPC, it will be evaluated in relation to the General Selection Criteria and the specific criteria identified in the Needs Assessment for the appropriate use category (Community Housing, Historic Preservation, Open Space and Recreation). Recommendations for funding will be based on how well the projects meet these criteria, recognizing that all criteria may not apply to every project.

The following factors will be considered (*not* presented in order of priority or weight):

- a. The project's eligibility for CPA funding under the CPA legislation.
- b. The project's consistency with Town-wide planning efforts and reports that have received broad-based scrutiny and input. Specifically, the 2018 Comprehensive Long Range Plan's Systems Checklist (which can be found on Page 240 of the Comprehensive Long Range Plan):  
<https://www.concordma.gov/DocumentCenter/View/15258/Section-5---Implementation-Actions>
- c. The project's support by relevant Town boards and committees and community groups and its consistency with recent Town Meeting actions.
- d. The extent to which the project preserves, protects or enhances existing Town-owned open space, recreation, historic and/or housing assets.
- e. The extent to which the project serves multiple or underserved populations and/or is open to the public
- f. Whether or not the project fulfills more than one purpose of the legislation: housing, historic preservation, open space or recreation.
- g. Administrative and financial management capabilities of the applicant. Applicants which have previously received CPA funds should be prepared to demonstrate that they are in good standing with all paperwork and project conditions or requirements of the previous funding allocation. Applicants should be prepared to provide a status report on any open projects which includes information on expenditures, key project milestones, and the anticipated project completion date.
- h. The extent to which the applicant has successfully implemented projects of a similar type and scale or otherwise demonstrated the ability and competency to implement such a project. Whenever possible, prior applicants should seek to expend all previous CPA funds and complete the project or project phase before requesting additional funds. When it is not advisable or possible to complete a previous phase first, applicants should be prepared to explain why an expedited process is advantageous or necessary.
- i. Whether or not the applicant has site control or written consent by the property owner to submit an application.
- j. Demonstrated financial need.

- k. Whether or not there will be multiple sources of funding for the project, including leveraging of other public and/or private funding.
- l. The feasibility of the project plan and whether or not the most reasonable approach for implementing the project has been selected.
- m. The urgency of the project, the flexibility of the schedule and the impact of any delay in initiating the project.
- n. The provision for maintenance of the project.
- o. The inclusion of an appropriate permanent deed restriction, preservation restriction, or conservation restriction.
- p. The CPC will generally not recommend that Town Meeting appropriate CPA funds for expenses incurred by a project prior to the CPC receiving an application for the project. The CPC may waive this requirement for a project involving the acquisition of land for one or more CPA-related interests if such a project is the focus of ongoing or pending active fundraising related to defraying the costs associated with this specific acquisition.
- q. The project incorporates design features that reduce the impact on the environment including but not limited to reduced energy consumption, enhanced energy and water conservation and the use of recyclable materials.
- r. The project addresses the following four sustainability principles (based on the American Planning Association's 4 Sustainability Objectives) adopted by the Select Board on July 25, 2011:
  - 1) Reduce dependence upon fossil fuels, underground metals, and minerals;
  - 2) Reduce dependence upon synthetic chemicals and other manufactured substances;
  - 3) Reduce encroachment upon nature; and
  - 4) Meet human needs fairly and efficiently; and to ask the Town Manager and Department Heads to report on methods and successes in implementing sustainable principles and balancing reductions in order to meet human needs fairly and efficiently.
- s. The use of qualified vendors which are located in Concord is encouraged when applicable.
- t. 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 the normal schedule outlined in this document. See Page 37 for more information concerning these special cases.
- u. Land acquisition projects for which CPA funds are sought must also adhere to the requirements of Article 35 of the 2008 Annual Town Meeting (See APP #54 of the Town of Concord, Aug. 2008). This article includes a requirement that affordable housing representatives be present at the start of any discussions with the Town concerning these acquisitions and the probable uses of the land. The CHA has a permanent representative on the CPC. As a result, discussions with the CPC that include the CHA representative address the provisions of Article 35. Applicants are also encouraged to consult with the Concord Housing Development Corporation as early as possible about possible land acquisition projects.

## **SPECIFIC USE CRITERIA FOR COMMUNITY HOUSING PROJECTS**

In addition to the general criteria for Community Preservation Act funding, projects involving community housing that address as many of the following criteria as possible will receive preference. In particular, projects that:

1. Address objectives in the 2018 *Comprehensive Long Range Plan* or the *Housing Production Plan*.
2. Contribute to the Town's State Housing Inventory units to maintain its goal of 10% affordability consistent with Chapter 40B.
3. Ensure long term affordability through deed restrictions or other mechanisms.
4. Create new affordable housing opportunities by buying-down the purchase price of condominium and other housing units; new construction; the reuse of non-residential buildings, the use of Town or State-owned land; or the conversion of market rate housing to affordable units. The Community Preservation Committee recommends, whenever possible, the reuse of existing buildings or the construction of new buildings on previously developed sites.
5. Give priority to local residents, Town and school employees, Hanscom AFB military personnel and other groups with a "Concord Connection" in accordance with State guidelines.
6. Receive support from local organizations and institutions that advocate for affordable housing.
7. Distribute community housing throughout the Town. Encourage mixed-income developments that are harmonious in design and scale with the surrounding community.
8. Leverage funds available for affordable housing through the utilization of state, federal, and other funding resources.
9. Avoid compromising resources identified on the Town's *Historic Resources Master Plan*.

## **SPECIFIC USE CRITERIA FOR HISTORIC PRESERVATION PROJECTS**

In addition to the general criteria for CPA funding, projects involving historic preservation that address as many of the following criteria as possible will receive preference. In particular projects that:

1. Address objectives or projects identified in the *Historic Resources Master Plan*, *The Survey of Historical and Architectural Resources*, *2018 Comprehensive Long Range Plan*, *2015 Open Space and Recreation Plan*, and the *Concord Reconnaissance Report – Massachusetts Heritage Landscape Program, 2006*.
2. Increase the level of citizen knowledge about Concord's historic and cultural resources, and available historic protection mechanisms.
3. Supplement project funding for historic buildings that provide public access, allow public functions, and depend on public funding for their preservation.

4. Provide funds for historic resources that are eligible for National Register status or are within the historic districts.
5. Help ensure that a threatened historic resource is saved.
6. Preserve the settings of historic buildings or cultural landscapes, such as farm land.
7. Enable multipurpose projects that will help preserve historic landscapes and other historic resources while meeting the criteria for other CPA interests.
8. Include an historic preservation restriction.
9. Meet the Secretary of the Interior Standards for the Treatment of Historic Properties (see Appendix VI), which is mandatory for *all* historic preservation projects funded under the CPA.

### **SPECIFIC USE CRITERIA FOR OPEN SPACE PROJECTS**

In addition to the general criteria for CPA funding, projects involving open space that address as many of the following criteria as possible will receive preference. In particular projects that:

1. Address objectives or projects identified specifically or that fit within the goals or action plan of the *2015 Open Space and Recreation Plan* and the *2018 Comprehensive Long Range Plan*.
2. Identify and secure additional funding and the support of other entities for open space land protection.
3. Provide conservation restrictions with public access.
4. Provide connections with existing trails or potential trail linkages with open space.
5. Protect drinking water quantity and quality.
6. Provide flood control/storage

### **SPECIFIC USE CRITERIA FOR RECREATION PROJECTS**

In addition to the general criteria for CPA funding, projects involving recreation that address as many of these criteria as possible will receive preference. In particular projects that:

1. Address objectives or projects identified in the *2018 Comprehensive Long Range Plan, Recreation Facilities Strategic Plan, the 2015 Open Space and Recreation Plan, and the Playing Fields Study*.
2. Utilize Town owned land when possible to fulfill identified current and future recreational needs.
3. Ensure universal accessibility to recreational activities.
4. Expand programs or facilities for special needs, youth, young adults and seniors seeking new recreational health and fitness opportunities.