

## **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 2021 Annual Town Meeting.

### **STANDARD APPLICATION PROCESS:**

1. First time applicants, who have never submitted an application before, are highly advised to attend the public informational meetings. The first of which will be held on Tuesday, August 18, 2020 at 7:00 p.m. This meeting may be held virtually. Please check the CPC's webpage for meeting location or changes to the agenda.
2. All applicants are advised to attend the pre-submittal (second) public informational meeting, which will be held on Tuesday, September 15, 2020 at 7:00 p.m. This meeting may be held virtually. Please check the CPC's webpage for meeting location or changes to the agenda.
3. Submit 10 copies of the completed application by 4:00 p.m. on Friday, October 9, 2020 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 20, 2020, 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 scheduled for Saturday, October 17, 2020. 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 hearing is held to allow the CPC to receive public input on the proposed projects before recommendations are made for Town Meeting. The public hearing is currently scheduled for Tuesday, December 1, 2020 at 7:00pm. Meeting location TBD.
  - 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.
  - F. 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 2021 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 a Historic Structure Report completed before requesting any CPA funds for restoration or rehabilitation projects. The Committee is likely to require the completion of a 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 of the 2018 Community Preservation Plan for more information.