

Town of West Bridgewater, Massachusetts
 Community Preservation Committee
Application to Request CPA Funds

Wonder if your project is eligible for CPA funds? - Before filling out this application, you may submit an optional one-page summary of your project to the Community Preservation Committee (CPC) by January 15 to determine eligibility for Community Preservation Act funds and discuss funding priorities. The CPC will hold a meeting to review the project summary. Attendance at this meeting, while not mandatory, will ensure that any questions the CPC may have during the review process will be answered promptly.

Application Instructions: Please email a pdf of the application to Cheryl Cambria, CPC Chair at wallaceway@verizon.net.

Applications received by February 15 will be considered for recommendation at the Annual Town Meeting. If February 15 falls on a holiday or weekend, please submit by the following business day. Applicants may request an extension by contacting the CPC Chair prior to February 15th. The CPC Chair will consider such a request on a case-by-case basis and is under no obligation to grant any requested extensions.

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: _____

Project Sponsor(s)/Organization: _____

Contact Person

Name: _____

Telephone: _____

Email: _____

Mailing Address: _____

Project Sponsor's Signature: _____ **Date:** _____

PROJECT COST (Note: If project budget is more than three years, describe further in Project Narrative)

	FY2016	FY2017	FY2018	Total
CPA Funds Requested				
Amount of Other Funding				
Other Sources of Funding				
Total Project Cost				

Do you anticipate your project may require bonding? Yes No Not sure

Is this request contingent on other funding? Yes No (If yes, explain in response to Question 5)

PROJECT NARRATIVE - Please provide the following information on a separate page(s):

1. Provide detailed description of the project: What is the purpose and scope of the project?
2. Is this project a component of a broader and/or phased plan? If so, describe the scope and sequencing of the full plan and how this project contributes.
3. How does the project preserve or enhance West Bridgewater's community character?
4. Demonstrate the community need for the project.
5. How does the project achieve Town goals and objectives as laid out in the Community Preservation Plan (pending completion) and any other relevant Town planning documents? Please be specific, citing document and page of each goal/objective quoted.
6. How will this project leverage funds from other sources? Will there be any in-kind contributions, donations, or volunteer labor? Are there fundraising plans? If seeking grants/loans from other funding sources please include commitment letters from funders or letters of inquiry to funders.
7. What is the nature and level of community support for this project? Please describe support in narrative and also attached letters of support.
8. Will your project need any permits? Please describe nature of permits and inspections required and schedule of reviews, if possible.
9. Detailed budget: Identify all sources and uses of funds; Clearly distinguish among costs to be paid from CPA funds versus other sources of funding; Identify hard and soft costs, contingencies, and project management time (from contracted managers or existing staff).
10. What are your project costs based on? Obtain three written quotes for project costs whenever possible.
(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 a Town-commissioned appraisal.)
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.
13. 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.

ATTACHMENTS CHECKLIST**Required for All Proposals**

- Photographs of project site (1-3 may be enough)
- Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate)
- Draft warrant article
- Letters of support/comment from relevant Town departments, Town officials, Town boards/commissions,

Priority Will Be Given to Proposals that Include:

- Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses, etc
- Demonstrated notice to all direct project abutters
- Letters of support from all direct project abutters or explanation of why support is not demonstrated.
- Comparable CPA projects from W. Bridgewater or other communities
(Note: the Community Preservation Coalition Website provides a searchable database of CPA projects funded across the state: www.communitypreservation.org)

Required for Historic Preservation Proposals

- If your project site is not listed on the State Register of Historic Places 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 West Bridgewater. This is required by Section 2 of MGL c.44B.
- In addition to above, application must include a letter of support from the Historical Commission.
- Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards, as required by Section 2 of MGL c.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 Proposals Involving Real Property

- Demonstrate site control/ownership:
 - For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site.
 - For other properties: Submit a copy of a legally-binding option, purchase and sale agreement, or deed.

Note: In cases with no option or p&s 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.)

Required for Proposals Involving Design & Construction

- Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.
- Development proforma and operating budget for the planned use of the site (if applicable)
- Site Plans, both existing and proposed; floor plans and elevations (if applicable)
- Describe any sustainable materials and/or techniques and/or energy reduction measures that will be used and estimate net costs/benefits over the life of the project (if applicable)

Check out the CPC's webpage for more information:

www.town.west-bridgewater.ma.us/Public_Documents/WBridgewaterMA_BComm/cpc

If you have questions, please email Cheryl Cambria, chair of the CPC at wallaceway@verizon.net or call Ms. Cambria at 508-894-4073.