

Town of Easton Community Preservation Committee (CPC)
Guidelines for Project Submission for FY13 (May 2012 Town Meeting)

- 1) Each project request must be submitted to the Community Preservation Committee (CPC) using the *Application for Community Preservation Funding* form as a cover sheet. Include additional pages as necessary. The application, excluding supporting materials, should not exceed 6 pages in length. Applications should be submitted in **one (1) unbound original and eleven (11) copies**.
- 2) Requests must include a statement of need, documented with appropriate supporting information such as maps, plans, visual aids and other supplemental information.
- 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 must provide an accurate detailed estimate of project costs, including labor, materials, legal and other implementation costs. Applicants are strongly encouraged to obtain a minimum of three estimates in order to present a realistic project budget.
- 5) If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations. The CPC can recommend multi-year projects only if the total cost can be included in the current year CPA revenues.
- 6) CPA proposals shall not include the following:
 - Fund requests for maintenance or upkeep of land or buildings (maintenance is work needed to upkeep property on a basis more frequent than 10 years);
 - Fund requests for rehabilitation or restoration of Town-owned Community Housing, Open Space, or Recreation assets owned by the Town before the adoption of the CPA or acquired with other municipal funds;
 - Fund requests for wastewater treatment initiatives.
- 7) Proposed CPA projects shall demonstrate public benefit. (public benefit is when a project or purchase enhances an area or structure for a significant group of citizens and promotes a balance between cost and public good.)
- 8) Applicants with multiple project requests should prioritize projects.
- 9) Applications for historic preservation projects must include a copy of Addendum 2 – Supplemental Information for Historic Preservation Projects.
- 10) Letters of Support are welcome from the public or other appropriate organizations.
- 11) The Committee will identify for the applicant which Town Boards or Commissions need to review and make recommendations for the project.
- 12) Proposals must be received by (December 31, 2011) to be considered for recommendation at the May 2012 Town Meeting.
- 13) Project eligibility is determined by the CPC. Applicants with eligible projects must attend a CPC meeting to present and discuss their proposal. Applicants will be notified of the meeting date and time.

Please keep in mind there are legal limitations on the use of CPA funds. Refer to the charts included in this packet to check your project's eligibility; if you are in doubt about your project's eligibility, contact Brad Washburn, Planning Director at 508.230.0643 or bwashburn@easton.ma.us.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit one (1) unbound original and eleven (11) copies to:

Community Preservation Committee
c/o Jim Lee, Chairman,
136 Elm Street
Easton, MA 02356

Name of Applicant/Applicant Organization (and co-applicant, if applicable)

Name of Property Owner, if different from applicant
(a signed affidavit from the Property Owner may be requested)

Contact Name

Signature of Authorized Representative of Applicant

Mailing Address

City, State

Zip

Daytime Phone

Email

Name of Proposal

Address of Proposal (or assessor's parcel ID)

Category (check all that apply): **community housing** **historic resources** **open space**
 recreation

CPA funding requested: \$ _____

Total cost of proposed project: \$ _____

Total for other funding sources: \$ _____

Project Description: Answer the following questions in the order listed below. Keep answers complete but brief. Refer to page 1, *Guidelines for Project Submission* while completing this application. Applications will be returned as incomplete if all information is not provided. Include supporting materials as necessary.

1. Goals: What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act (see Addendum #1 for further information on the CPA's goals).

Second, explain how the project supports the goals of the Historic Preservation Plan, the Affordable Housing Plan, the Open Space and Recreation Plan or other applicable Town plans.

2. Community Need and Public Benefit: Why is this project needed? Does it tie in to the goals of the CPA and other town-wide plans? How does it benefit the public? Consider the following: matching funds; people who will directly benefit from the completed project; resources that will be protected because of this project.

3. Community Support: Include relevant letters of support for the project including demonstration of funding from local sources.

4. Timeline: What is the schedule for project implementation, including a timeline for all milestones?

5. Success Factors: How will the success of this project be measured? Be as specific as possible.

6. Credentials: How will the experience of the applicant(s) contribute to the successful implementation of this project?

7. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. Applicants must provide an accurate and detailed estimate from potential suppliers. The CPC reserves the right to require more than one estimate. (*Note: CPA funds may not be used for maintenance.*) Projects that require deed restrictions or other legal oversight should include these estimated expenses in their proposed budget. The CPC reserves the right to augment or adjust projected budgets for estimates associated with legal fees.

8. Other Funding: What additional funding sources are available, committed, or under active consideration? Include copies of commitment letters or rejection letters and describe any other attempts to secure funding for this project.

9. Maintenance: If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future?

10. Historic preservation projects: Please provide additional detailed project information as required in Addendum #2 – Supplemental Information for Historic Preservation Projects.

ADDENDUM #1: COMMUNITY PRESERVATION ACT and TOWN of EASTON GOALS and SELECTION CRITERIA

Community Preservation Act (CPA) Goals

The Community Preservation Act (CPA) provides a special funding source that is dedicated to community preservation needs related to community housing, historic resources, open space, and recreation. In general the goals of the CPA are to:

- Acquire, Create, and Preserve **Open Space** (*plus* Rehabilitate and Restore **Open Space** if the Open Space was acquired with CPA funds)
- Acquire, Create, and Preserve **Land for Recreational Use** (*plus* Rehabilitate or Restore **Land for Recreational Use** if the Recreational Land was acquired with CPA funds)
- Acquire, Create, Rehabilitate, Restore, and Preserve **Historic Resources**
- Acquire, Create, Preserve, and Support **Community Housing**

For additional information on the CPA, the Historical Preservation Plan, the Affordable Housing Plan and the Open Space and Recreation Plan, go to

http://easton.ma.us/Directory/planning_comdev/ReportsPlansMaps.htm. Also, see the CPA eligibility charts on the last two pages of this application packet.

Town of Easton Goals

The CPC will evaluate all eligible CPA funding proposals keeping in mind the relevant goals stated in the plans listed above. Projects will receive greater consideration when the project:

- serves more than one community preservation principle.
- is supported by one or more relevant town committees (Conservation Commission, Recreation Commission, Historical Commission, Affordable Housing Trust).
- leverages multiple funding sources
- preserves a threatened resource
- allows or promotes public access (if applicable)
- can be completed at an affordable cost.
- is consistent with preservation program priorities. (i.e. will not divert funding from higher priority project(s))

ADDENDUM #2: SUPPLEMENTAL INFORMATION FOR HISTORIC PRESERVATION PROJECTS (required for proposals submitted under the CPA Historic Resources category)

Applicants for historic preservation funding should schedule a pre-application meeting with Tim Harrigan, the Community Planner to review this addendum and discuss requirements for CPA funded historic preservation projects. Tim can be reached by phone at 508.230.0645 or email at tharrigan@easton.ma.us.

Project Eligibility

Community Preservation Act (CPA) funds can be used for the acquisition, restoration, rehabilitation, and preservation of historic resources. The CPA defines historic resources as a 'building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state or national register of historic places or determined by the local historical commission to be significant in the history, archeology, architecture or culture of the town'. Before consideration, the CPC will determine whether or not the proposal is eligible for CPA historic preservation funds. Please check all that apply below; this information will assist the CPC in their determination of eligibility.

- Property is individually listed on the State or National Register of Historic Places (applicant must provide documentation from the State or National Register)
- Property has been determined by the Massachusetts Historical Commission (MHC) to be eligible for listing on the State or National Register of Historic Places (applicant must provide documentation from MHC)
- Property is located within a National Register Historic District and is considered a 'contributing structure' (applicant must provide documentation supporting the 'contributing structure' status).
- Property is located within the Ames Historic District
- Property is listed in Appendix A, Inventory Detail of Easton's Historic Preservation Plan. Applicant must provide copy of the listing and relevant documentation (i.e. Form A for Area, Form B for Building, Form H for Landscape, etc.).
- Property has been designated as historically significant by the Easton Historical Commission. Applicant must provide documentation, including letter from Historical Commission conveying a vote of historical significance.

Secretary of the Interior's Standards for the Treatment of Historic Properties

Historic preservation projects are required to be in compliance with the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'. The CPC will review project plans for compliance with the Secretary's Standards. Applicants must provide complete construction drawings and specifications to the CPC for review before construction funds will be disbursed. CPA funds may also be used for design costs; design plans produced with CPA funds shall also be consistent with the Secretary's Standards. The Secretary of the Interior's Standards are published by the National Park Service and may be accessed online at: <http://www.nps.gov/history/hps/tps/standguide/>.

I, the undersigned, understand that CPA funded historic preservation projects are required to comply with the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'

X _____
Applicant's signature Date

Deed restrictions

The CPC reserves the right to require a historic preservation deed restriction as a condition of funding for historic preservation projects. The CPC determines the need for deed restrictions on a case by case basis. If a deed restriction is required, it will be noted under Special Conditions in the Letter of Agreement that is to be signed by the applicant and CPC prior to Town Meeting.

Supplemental Information required for Historic Resources funding proposals

Unless waived by the CPC, this information is required in addition to the information requested in items 1-9 of the funding application. If you would like to request a waiver, please submit your request in writing with your application

Please provide detailed project information, **as applicable**:

Building preservation, restoration, or rehabilitation projects:

- Provide a copy of preliminary construction plans including both existing conditions and proposed alterations, and specifications including description of existing and proposed materials. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
- Provide a copy of the Certificate of Appropriateness and accompanying letter of conditions (applicable only if project is located within a local historic district and has been reviewed by the Historic District Commission).
- Provide a statement explaining how the project will comply with the ‘Standards for Rehabilitation’ published in the ‘Secretary of the Interior’s Standards for the Treatment of Historic Properties’.

Landscape preservation, restoration, or rehabilitation projects:

- Provide a copy of preliminary project plans, including existing conditions and proposed alterations, and project specifications, including a description of existing and proposed materials, plus any additional supporting information demonstrating need for preservation, restoration, or rehabilitation. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
- Provide a statement explaining how the project will comply with the ‘Standards for Rehabilitation’ published in the ‘Secretary of the Interior’s Standards for the Treatment of Historic Properties’ and the ‘Guidelines for the Treatment of Cultural Landscapes’.

Design services for the preservation, restoration, or rehabilitation of a landscape or building:

- Provide a statement explaining the need for design services related to preservation, restoration, or rehabilitation.
- Provide credentials for architect/designer (specifically addressing historic preservation experience).

Acquisitions and other projects:

- Please consult with staff from Easton’s Department of Planning & Community Development in order to determine the additional project information that may be required.