



Community Preservation Funding Application

Town of Marshfield, MA

CPA APPLICATION INSTRUCTIONS

Please read the entire CPA Application before beginning.

Complete the **Application Cover Sheet**.

Include the following information:

Narrative: A description of the project and, when applicable, of the property involved and its proposed use. Include responses to the following questions:

- What Community Preservation criteria – both general and category specific – does this project meet?
- What community need(s) does this project serve? If the project serves multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.
- What specific guarantees will assure the long-term preservation of the project? Describe the nature and level of community support for the project.
- How will the success of this project be measured?
- Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.

Project Budget: Please provide the total budget for this project, including detailed costs and specifically how CPA funds will be spent. All items of expenditure must be clearly identified. Include project quotes, or show why this is not appropriate or feasible. List any additional funding sources, either committed or under consideration. Include commitment letters if available. Applicants should obtain professionally prepared quotes for projects costs whenever possible. **It is highly recommended that all projects include a portion of the needed funding to be from sources other than the CPC. This includes grants, fundraising, donations, and/or other sources.**

Multi-Year Funding: If the project is expected to continue over more than one year, or if bonding the project is anticipated, please provide annual funding requirements.

Project Timeline: Explain the various steps of the project and when they will be completed.

Feasibility: List and explain all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability or historic preservation agreements, subordination agreements, and any known or potential barriers or impediments to project implementation.

Maps: USGS topographical map, assessors map, or other map as appropriate, showing location of the project.

Visual materials: Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made.

Applicant Qualifications: Explain your ability to carry out the project.

Application Deadline: **September 30, 2018.**

Any questions, feel free to contact the CPC Administrator at: 781-834-5501 x271 or CPC@townofmarshfield.org.



Application for Community Preservation Act Funds

Received by:

Date:

Project Information

Project Title:

Project Summary:

CPA Category: ☐ Open Space ☐ Historic Preservation* ☐ Housing ☐ Recreation

*The site must be recognized by either the Town, the State or the Federal Historical Society to qualify for the historic preservation category

Applicant Information

Name of Applicant(s):

Organization (if applicable):

Mailing Address:

Daytime phone #:

Fax #:

E-mail address:

Funding

Amount Requested:

Total Cost of Project:

Proposed Ownership

Who will have control and/or ownership of the project/land:

Qualifications

Include a description of the project management team:

Community

Please attach any documentation.

For new development, such as new housing or recreation facilities, provide evidence that neighbors have been contacted and are supportive of project.

Plans and Location

Please attach any documentation.

Indicate the location of the project. Attach copies of location on town GIS system and assessor's record card(s) indicating map and lot numbers(s) if applicable.

Budget

Please attach any documentation.

Outline a line item budget for the project and how CPA funds will be spent. Include a detailed maintenance plan to be put in place after project completion if applicable (CPC funds cannot be used for maintenance).

This is a critical section. Please provide a detailed budget for the proposed project.

Funding Sources

Describe all funding sources in detail. Outline other possible funding sources that may be available and your plans to apply for such funding if applicable.

Property Information (Fill out if applicable to your project)

Existing Restrictions

Existing Restrictions: Yes: ☐ No: ☐ (Outline any and all restrictions currently on the land)

Deed Restrictions

Please attach any documentation.

Outline what type of deed restriction that will be placed on the project and who will hold the deed. Provide letter of support from the organization that will hold the deed and indicate the associated fee.

Control of site

Please attach any documentation.

Owns or has Purchase Agreement: Yes: ☐ No: ☐ (If the property is under agreement include a description of the agreement including timing and conditions)

Appraisal

Please attach any documentation.

Submit land and/or property appraisal required by lender of bona fide financial institution.

CPC reserves the right to seek an independent appraisal at applicant's expense

Supporting Documentation (Fill out if applicable to your project)

Feasibility	Please attach any documentation.
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.	
Studies and Reports	Please attach any documentation.
Please include applicable studies, certificates, and/or reports. These include, but are not limited to: historical structures report, existing conditions report, 21E reports and other environmental assessment reports statistical data, and copy of tax form 990 if a non-for-profit.	
Permits	Please attach any documentation.
Please list what permits, if any, are needed. Please list any permits that have already been acquired. (A permit checklist is included in this application for your convenience.)	

Permit Checklist

This section contains a permit checklist to assist the applicant. This list is only to be used as a guide as there may be other unlisted permits that may be required for your proposed project.

<p>Conservation</p> <ul style="list-style-type: none"> ○ Determination of Applicability ○ Water Quality Permit MEPA Review ○ Chapter 91 License ○ Notice of Intent/Order of Conditions ○ Variance pursuant to the State Wetland Protection Act ○ Variance pursuant to the local Wetland Bylaw <p>Board of Selectman</p> <ul style="list-style-type: none"> ○ Earth Removal <p>Assessors</p> <ul style="list-style-type: none"> ○ Abatement 	<p>Building / Zoning</p> <ul style="list-style-type: none"> ○ Special Permit Variance ○ Building Permit <p>DPW</p> <ul style="list-style-type: none"> ○ Curb Cut Trench <p>Board of Health</p> <ul style="list-style-type: none"> ○ Septic License <p>Planning</p> <ul style="list-style-type: none"> ○ Special Permit – Water Resource Protection District ○ Subdivision ○ Scenic Roadway
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MEMORANDUM OF UNDERSTANDING

1. Funds may only be spent on items listed on the submitted budget in the application.
2. Funding from the CPC may not be used to replace, or free up for any other use, alternate funds or revenue sources.
3. All projects (unless otherwise specified) must have a deed restriction. The deed restriction must be completed before the allocation of any funds. In a case whereby a project is believed to be exempt from such a deed restriction, the Applicant must provide proper documentation supporting this exemption. It is the ultimate decision of the CPC to accept or reject this exemption from the deed restriction.
4. Applicants must make themselves available in a timely fashion to the CPC. This may include spot checks on and reviews as to how CPC money is being spent.
5. Applicants must submit digital photographs of the progress on their project to the CPC. Any photographs submitted are to remain the property of the CPC and may be used to show others the benefits of the Community Preservation Act.
6. Applicants must note the CPC as a funding source for their project. This notation must appear on any materials involving this project (i.e. press releases, brochures, television ads, etc). Repetitive failure of the applicant to adhere to this guideline may lead to denial or revocation of funds.
7. All town agencies must inform the Town Administrator and Board of Selectmen before submitting a project to the CPC.
8. Upon submission of this application to the CPC, the signatory acknowledges that they and their organization have reviewed and understand Massachusetts General Laws Chapter 30B and Chapter 44B. Furthermore, this acknowledges that all projects are subject to current and ongoing state and local laws, rules & regulations.
9. Upon submission of this application to the CPC, the signatory acknowledges that the CPC may utilize opinions from the Massachusetts Community Preservation Coalition and other such sources it deems necessary in reviewing the ongoing status of a project.
10. The applicant agrees to let the CPC perform a background check.
11. The signatory of this document indicates that they have the right to enter into contracts for their organization.
12. The applicant understands that violation of any of these rules and regulations may be grounds for the CPC to delay or deny payment of funds (up to the full amount awarded to the project) on said project.

Signature of Person Signing Bid or Proposal

Title

Print Name

Date

Name of Organization / Business