

# Community Preservation Act



Tisbury Projects

# Program Background

**Smart Growth Tool** that helps communities

- Preserve Open space
- Historic sites
- Create affordable housing
- Develop outdoor recreational facilities

# Locally managed

- Administrative assistant
- Local Committee
- Finance committee review
- Town meeting vote

# Funding source

Where does the funding come from?

- Local town surcharge
- State Match

Over the last five years our match has ranged from  
74 % to 37%

# Eligible Projects

Chart 1  
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

|   | OPEN SPACE  | HISTORIC RESOURCES   | RECREATIONAL LAND  | COMMUNITY HOUSING   |
|---|---|--|--|---|
| <b>DEFINITIONS</b><br>(G.L. c. 44B, § 2)  | Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use | Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town | Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field<br><br>Does <b>not</b> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. | Housing for low and moderate income individuals and families, including low or moderate income seniors<br><br>Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income |
| <b>ACQUISITION</b><br>Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B  | Yes   | Yes  | Yes  | Yes   |
| <b>CREATION</b><br>To bring into being or cause to exist.<br><i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)   | Yes   | X  | Yes  | Yes   |
| <b>PRESERVATION</b><br>Protect personal or real property from injury, harm or destruction   | Yes   | Yes  | Yes  | Yes   |
| <b>SUPPORT</b><br>Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable | X   | X  | X  | Yes, includes funding for community's affordable housing trust  |
| <b>REHABILITATION AND RESTORATION</b><br>Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties                            | Yes if acquired or created with CP funds  | Yes  | Yes  | Yes if acquired or created with CP funds  |

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances

# Eligible applicants

- Town departments and committees
- Non profits
- Local citizen organizations
- Private citizens

All funded projects must be open to the public.

# Standard Application Process

## **Eligibility application**

To determine if project is eligible

Provide 10 unbound hard copies

Deadline for submittal – September 30 @ 4:30 pm.

*Accepted*

*Denied*

## **Final application**

Fully developed project proposal

Provide 10 unbound hard copies

Deadline for submitting - October 28 @ 4:30 pm

Funding announced

# Eligibility Application

## What is required

- Funding category
- Budget
- Project description
- Contact information

**Determination of ELIGIBILITY Application for CPA Funding**  
Due no later than 4:30 pm on Friday, September 30, 2016

TOWN OF TISBURY  
COMMUNITY PRESERVATION COMMITTEE  
51 SPRING STREET, P.O. BOX 1239, TISBURY, MA 02568  
TEL. (508)687-9286

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 provide a brief description of the project, including goals, community need, proposed timeline, and sources of financial sustainability for future maintenance.

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):** \_\_\_\_\_

Failure to follow the guidelines within this application, will result in a denial of the project.

**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.



# Final application

- The cover sheet
- Brief project summary
- Map
  - Assessor's map and parcel #
- The narrative (6 page max)
- CPA selection criteria
- Attachments
  - Design plans & surveys
  - proof of non-profit status
  - Bids and quotes
  - Letters of support

**FINAL Application for CPA Funding**  
**Due no later than 4:30 pm on Friday, October 28, 2016**

**TOWN OF TISBURY**  
**COMMUNITY PRESERVATION COMMITTEE**  
51 SPRING STREET, P.O. BOX 1239, TISBURY, MA 02568  
TEL. (508)687-9286

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, photos<br>(if appropriate)                           |
| <input type="checkbox"/> Narrative*                                  | <input type="checkbox"/> Copy of Audit or most recent Financial<br>information (non profit organizations only) |
| <input type="checkbox"/> Selection Criteria                          | <input type="checkbox"/> Letters of Support (if any)   |
| <input type="checkbox"/> Detailed Project Budget*                    |  |
| <input type="checkbox"/> Feasibility Assessment, Quotes, Bids*       |  |
| <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):** \_\_\_\_\_

Failure to follow the guidelines within this application, will result in a denial of the project.

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# Application tips

- Start early
- Receive approval from boards and commissions
- Collect letters of support
- Seek Quotes and bids to support project

# Understand procurement process

| <b>Property Owner</b>   | <b>Project Administrator</b>   | <b>Do Procurement &amp; Prevailing Wage Laws Apply?</b> |
|---|--|---|
| Municipality/State/Other public entity                          | Municipal/State/Other Public Entity  | YES   |
| Municipality/State/Other public entity                          | Community Group (e.g., PTO, friends group, neighborhood association, etc.) | YES*  |
| Private entity (non-profit organization, private citizen, etc.) | Private entity   | NO  |
| Municipally owned and leased by private entity                  | Private leasing entity   | POSSIBLY**  |

\*Note: Even if a service is discounted or donated, prevailing wage may still apply.

\*\*Note: For complex situations, an opinion from municipal counsel or the Attorney General's Office may be needed.

# The interview

You will have 15 minutes to:

- Provide additional information
- Answer committee questions

Be on time ... come early

# The decision

- Dollar amount is determined by committee
- May come with Modifications and Conditions
  - Wording changes
  - Requirements
  - Possible deed restrictions on property
- Notification within 2 weeks of the interview

# Managing funded projects

- Review timeline
  - Planning
  - applications
  - Three year
- Communication/questions
  - Administrative assistant
- Procedure
  - Present proposal at Finn Com and Town Meeting
  - Payment for work -- request for funds
  - Quarterly status reports

# Questions