



Town of Leverett Community Preservation Committee Submission Guidelines For Applications

Welcome to the Town of Leverett Community Preservation Committee (CPC) funding application process. Since the adoption of the Community Preservation Act (CPA) by the Town of Leverett in 2002, Community Preservation Funds have been committed to each of the following CPA eligible uses:

- Acquisition and preservation of open and agricultural space;
- Acquisition and development of new recreational spaces;
- Acquisition and preservation of historic buildings, structures, sites, and artifacts+
- Development and support of affordable housing.

The application packet consists of the following:

Guidelines

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Application for Community Preservation Eligibility

separate form

Short Form Application for Projects Under \$25,000

separate form

Full Application for Community Preservation Funding for Projects Over \$25,000

- Cover Sheet
- Project Narrative
- Project Budget, Funding, & Timeline
- Supporting Documents and Applicant Certification

Please read through all of the Guidelines and Application instructions. Applications must be complete including supporting documents. Note the emphasis on community need, the importance of broad community support, and the significance of securing other funding commitments in addition to the requested CPA funds. The CPC appreciates your participation and looks forward to reviewing your project application for Community Preservation Funding.

Application for Community Preservation Funding GUIDELINES A.

Community Preservation Act Definitions and Allowable Purposes

Community Preservation Funds	Open Space	Recreational Land	Historic Resources	Affordable Housing
Definition:	Land to protect existing & future well fields, aquifers & recharge areas, watershed or agricultural land, grass-lands, fields, forest, fresh & salt water marshes & other wetlands, ocean, river, stream, lake & pond frontage, coastal lands, lands to protect scenic vistas, wildlife, nature preserve, & for recreational use.	Land for active or passive recreation including, but not limited to, the use of land for community gardens, trails, & noncommercial youth & adult sports, & the use of land as a park, playground or athletic field. Does not include horse or dog racing or the use of land for a stadium, gym, or similar structure.	Building, structure, vessel, document, artifact, or real property listed or eligible for listing 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.	Housing for low & moderate income individuals & families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income.
Purpose:				
ACQUIRE	Yes	Yes	Yes	Yes
CREATE	Yes	No	Yes	Yes
PRESERVE Protect from injury, harm or destruction [not maintenance].	Yes	Yes	Yes	Yes
SUPPORT	No	No	No	Yes
REHABILITATE/RESTORE Remodel, reconstruct, or repair [not maintenance] to make property functional for intended use, including improvements to comply with federal, state, or local building or access codes or with federal standards for rehab of historic properties.	Yes, if acquired or created with Community Preservation funds	Yes	Yes	Yes, if acquired or created with Community Preservation funds

Source: Chart adapted “Recent Developments in Municipal Law” by the Massachusetts Department of Revenue, October 2012.



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Application for Community Preservation Funding
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B. Project Evaluation Criteria

All applications will be evaluated according to the following criteria:

1. All proposed projects must be eligible for CPA funding according to the requirements described in Community Preservation Act (MGL Chapter 44B);
2. Proposal is both thorough and comprehensive;
3. Proposal is consistent with any and all of Leverett's planning and preservation objectives.
4. Proposal is feasible with the expectation that all federal, state, and municipal approvals and permits necessary for successful project implementation are reasonably attainable within the project timeframe;
5. CPA funding for the project is urgent; a delay in funding will result in the failure to address an important Town need;
6. Project serves multiple needs and populations;
7. Project serves a currently under-served population;
8. Project has strong community support;
9. Project is consistent with recent Town Meeting actions and does not seek to contradict or overturn any Town Meeting policy decision;
10. Project advances preservation of currently owned Town assets;
11. Historic preservation project has Leverett Historical Commission certification and project endorsement and is in compliance with the U.S. Secretary of Interior's Standards for Rehabilitation;
12. Project on Town property has certification from appropriate department head;
13. Project facilitates acquisition of threatened resources;
14. Project includes a thoughtful, reasonable budget
15. Funding will leverage other sources of funding (in-kind would not be considered a source of funding)
16. Proposal identifies resources to continue maintenance of project once completed.
17. When applicable, sponsor's past performance with managing CPA grants has been satisfactory.

If you would like more information about the CPA, the following websites may be useful:

Community Preservation Coalition www.communitypreservation.org

MA Executive Office of Environmental Affairs www.mass.gov/envir

MA Department of Revenue www.dls.state.ma.us/dor2.htm

MA Historical Commission www.sec.state.ma.us/mhc

U.S. Secretary of the Interior's Standards
for Rehabilitation www.nps.gov/hps/tps/tax/rhb/stand



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C. Use of Funds and Leveraging Other Support

1. The Community Preservation Act is state law that allows cities and towns to exercise control over local planning decisions. CPA monies are public funds raised from dedicated Leverett tax revenues and State subsidies to the Town.
2. Municipal Projects on town property financed with CPA funds must comply with all applicable State and Town requirements, including the Commonwealth's procurement laws, which require special procedures for the selection of products, vendors, services, and consultants. Contracts for goods and services must be awarded to the lowest qualified bidder. Project purchases cannot be split to avoid State procurement laws.
3. CPA funds may not be used to cover ongoing applicant costs of operations and salaries that are typically supported by the applicant's annual operating revenue. Such costs for activities directly associated with the proposed project may be listed in the budget as in-kind services.
4. CPA funds may not be used for maintenance.
5. Funds may be spent only on items listed in the submitted proposal budget. All changes to budgets must first be approved by the CPC. CPA funds may not be used to supplant current spending or previously approved funding commitments, including but not limited to municipal capital improvement funds, general operating funds, bonds, grants, and loans.
6. Based on the availability of funds, proposals that may otherwise merit full funding may be recommended for lesser amounts. Under such circumstances, the CPC will give higher priority to funding fully those proposals that include significant funds from other public and private sources. Proposals identified for lesser funding will be considered for recommendation to Town Meeting if the project sponsors demonstrate a willingness and ability to raise the additional funds from other sources within a reasonable period.



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D. Application Process

We're happy to help and welcome inquiries before you start filling out the application. Please read through the checklist provided.

STEP 1: APPLICATION PREPARATION

- There are two funding applications. The short-form application is a one page form that can be submitted for requests under \$25,000. The full application is required for all other requests.
- Applicants should use the application form. Typed responses are preferred. Copies are available on-line at www.leverett.ma.us under the CPC, at the Leverett Public Library, and at the Town Clerk's office.
- If you are in doubt about your project's eligibility or have other questions, you may submit a letter or e-mail well in advance of the due date describing the project and the proposed use of funds. Please address your inquiry to:

Danielle Barshak, Chair

daniellebarshak@verizon.net

413-548-8139

All responses will be sent via regular mail and/or e-mail.

- Only complete applications will be considered for funding. Please answer all questions and furnish all requested information, supporting documents, and certifications.

STEP 2: APPLICATION SUBMISSION

Send electronic copy to Danielle Barshak and 3 paper copies of entire application and all supporting documents to:

Electronic: Daniellebarshak@verizon.net

Mail:
CPC
Town Hall
9 Montague Road
Leverett, MA 01054

- **Applications are due October 1st**
- The CPC may accept late applications after this deadline for emergency or other appropriate reasons, solely at the Committee's discretion.
- If Town Hall is closed on the application deadline due to uncontrolled events related to weather or building evacuation, the submission deadline will be postponed until 12:00 p.m. on the next business day.
- Applicants will be notified of receipt of application by email.
- The CPC will not be responsible for any expenses incurred in preparing and submitting applications. All submittals shall become the property of the Town of Leverett. Unless specifically exempt under Massachusetts public records law, the Town has the right to disclose information contained in proposals.

STEP 3: CPC REVIEW, PUBLIC HEARING, & RECOMMENDATION

a. Application Review:

The CPC will review the submitted application to determine whether:

- ◇ Application is complete;
- ◇ Proposed project is eligible for CPA funding;
- ◇ Proposed project meets the Evaluation Criteria requirements; and
- ◇ Proposed project is sufficiently developed in terms of the work plan and merits further consideration.

The applicant will be notified if additional information is required. Failure to respond will eliminate the proposal from consideration. The CPC will ask to meet with the applicant or its authorized representative at a CPC meeting. It also may request a site visit.

The CPC may recommend funding of a project, in full or in part, and may impose specific conditions and restrictions. The CPC may reject any proposal if it believes that such rejection is in the best interests of the Town of Leverett.

b. Changes or Withdrawal:

A submission may be modified, corrected, or withdrawn only by written notice and received by the CPC at least 7 days prior to the public hearing held before the upcoming Town Meeting. The notice must reference the original proposal.

c. Public Hearing:

Applicants will be required to present their proposal at a public hearing and respond to questions from the CPC and the public.

d. Final Step:

Following the public hearing, CPC will notify the applicant in writing if its project is to be advanced to the next Town Meeting.

STEP 4: TOWN MEETING APPROVAL

Town Meeting has the final authority to award funds from Leverett's Community Preservation Fund. A majority vote is required to approve funding; a two-thirds vote is required if the proposal requires that the town borrows funds. An applicant or its authorized representative of a project will be required to attend Town Meeting to respond to questions and/or present information

STEP 5: FUNDING AWARD

CPA funds may not be used to reimburse a successful applicant for any expenses incurred before Town Meeting vote. Any expenses incurred after Town Meeting vote won't be reimbursed until the start of the new Fiscal Year. Funds are awarded on a disbursement basis that involves CPC sign off. All plans, specifications, and other documents resulting from this contract shall become the property of the Town of Leverett.

A final report will be required to be submitted and approved by CPC prior to the final disbursement of grant funds.



**Application for Community
Preservation Funding
For Projects Requesting \$25,000 or more**

1. PROJECT NAME _____

2. APPLICANT INFORMATION

Project Sponsor or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

E-mail: _____ Website: _____

Property Owner (if different from Applicant)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

3. PROJECT INFORMATION

CPA Category (Please check all that apply):

☐ Open Space # of acres _____

☐ Historic Preservation

☐ Recreation # of acres _____

☐ Affordable Housing # of units _____

Project Location/Address: _____

Leverett Assessors Map: _____ Lot: _____

Brief Project Description:

4. AMOUNT OF CPA FUNDING REQUESTED: _____

For CPC Use

Date Received

Funding Recommendation

Date Application Deemed Complete

Public Hearing

B. PROJECT NARRATIVE

To assist the CPC in reviewing your application in a fair, equitable, and efficient manner, please provide a thorough project description, addressing each of the following points in the order indicated. Use separate sheets as needed and number each point to correspond with the section headings below. Please limit your submission to 5 additional pages.

1. **Goals and Description:** Provide a detailed project description, including but not limited to:
 - a. Project goals;
 - b. Description of project activities and outcomes and the property involved and its proposed use;
 - c. Indication of how the project is eligible for CPA funding;
 - d. Description of the project applicant and any project partners.
2. **Community Need:** Indicate what community need(s) the project will address and how these are consistent with Town policy and plans. Describe the ways that the project will benefit the Town.
3. **Community Support and Outreach:** Demonstrate community support for this project. Submit at least 3 letters, petitions, or other documentations of support.
4. **Maintenance:** If ongoing maintenance is required for the project, indicate how it will be funded.
5. **Success Factors:** Describe how the project's success will be measured. Indicate the specific method(s) that will be used to evaluate each project outcome. Identify any significant barriers to complete the projected outcomes and specify how these would be addressed.
6. **Project Permits & Approvals:** Provide documentation as required:
 - a. Control of Site: Provide documentation that the applicant has control over the site, such as a Purchase and Sales Agreement, option, or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity. If the applicant is not, or will not be, the owner of record, submit a certification of project approval by the owner.
 - b. Deed Restrictions: Identify the present owner and attach a copy of the deed up to present owner. In addition, identify the entity that will be holding rights to enforce the restriction. In order for a project's funding to be distributed fully, an applicant must have filed with the CPC a copy of the appropriate deed restriction.
 - c. Hazardous Materials: If there is any reason to believe that hazardous materials, or if there are hazardous materials present at the proposed site, please indicate the proposed plan for remediation.

- d. Environmental Concerns: Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the project boundaries.
- e. Evidence of Historic Significance [for historic preservation projects]: An applicant must provide evidence that the historic resource is listed or eligible for listing on the Massachusetts State Register of Historic Places or obtain a letter from the Leverett Historic Commission ["LHC"] that the historic resource is locally significant. Consult with the LHC for its approval process.
- f. Under CPA, all work on historic resources must comply with the United States Secretary of the Interior's Standards for Rehabilitation. The Leverett CPC requires historic preservation projects to obtain a Preservation Restriction, in order to protect the Town's investment should the property change hands or become subject to additional development pressures. The Massachusetts Historical Commission must grant final approval of Preservation Restrictions.
- g. Permitting: Indicate any further actions that will be required to complete the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, and any other known barriers to moving forward. Present evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations and that the project will expeditiously meet environmental and other permitting requirements, so that on-the-ground activities will begin within the first 12 months after the project's start date. Evidence of consultation with the Conservation Commission, DPW, Planning Board, Historical Commission, Select Board, etc. where applicable, is strongly recommended.

List below any permits needed for the project. Provide copies of permits already acquired.
(Applicants are responsible for all costs associated with permitting, including, but not limited to abutter mailings and advertising.)

Name of Permit	Filed (Y/N)	Date Filed	Date Obtained

C. PROJECT BUDGET, FUNDING, & TIMELINE

1. **Project Budget:** State the total budget for this project, and how CPA funds will be spent. Provide a detailed itemization of all project expenses, such as personnel, consultants, contracted services, equipment, and supplies. For each item, specify in parentheses how the expense was calculated, e.g. (# of hrs. x cost/hr.) Applicants should obtain at least 2 quotes for project costs when possible; if not, indicate where cost estimates have been used. For each item, identify whether CPA funds or other funding will be used, and note where applicant and/or partner in-kind contributions will cover non-CPA fundable expenses such as administration.

Use table below or include as a separate attachment.

Expense Item	Total	CPA	Other
TOTAL			

2. **Other Funding:** Describe efforts to secure other funding. Indicate what additional funding sources are available, committed, or pending. Include commitment letters, if available. Use table below or include as a separate attachment.

Sources of Funds Other than CPA	Amount	Funding Requested (Y/N)	Funding Secured (Y/N)

3. Total Project Funding:

If the proposal is part of a multi-phase project, please indicate below the projected project costs and funding sources for the additional phases to completion.

Fiscal Year	Total Project Cost	CPA Funds to be Requested	Other Funding
2023			
2024			
2025			
2026			



**TOWN OF LEVERETT
COMMUNITY PRESERVATION COMMITTEE**

(Short Form)

**Project Application for Community Preservation Funding
(For \$25,000 and Under Only)**

Project Name: _____

Project Location/Address: _____

Applicant/Project Sponsor or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

CPA Category/Purpose: (Please check all that apply)

☐ Open Space ☐ Community Housing ☐ Historic Preservation ☐ Recreation

Project Budget:

Amount of CPA Funds Requested: \$

Amount from Other Funding Sources: \$

Project Budget: \$

Please check which of the following is included with this application:

☐ One Paragraph Project Description* ☐ Detailed Project Budget*
☐ Map/Site plans, Architectural plans ☐ Timeline/Project Schedule*
☐ Photographs ☐ Letters of Support

*Required Documentation

Contact Person/Authorized Representative for this Project:

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone: _____

Signature of Applicant: _____ Date: _____