



**TOWN OF CONCORD**  
**COMMUNITY PRESERVATION COMMITTEE**  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3290 FAX (978) 318-3291

**2011 Standard Application Packet for  
Concord Community Preservation Act Funding**

*The following materials are excerpted from Pages 27 - 32 of the 2011 Concord Community Preservation Plan. The Community Preservation Committee strongly urges all applicants to review the entire Plan before completing any application. Information on the Special Application Process can be found on Page 33 of the Plan.*

## GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPA funding. Applicants are advised to read the *Community Preservation Plan* thoroughly and address all of the submission requirements and Selection Criteria.

1. Each project funding application must be submitted using the Town of Concord Community Preservation Committee Application for CPA Funding form as a cover sheet. Additional pages should be added as necessary. ***Please note, however, that the application, excluding supporting materials, should not exceed 6 pages in length.***
2. Requests must include a statement of need and be documented with appropriate supporting information. This information should include a project scope containing detailed descriptions of each item or step of the project and its estimated cost. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted. The use of maps, visual aids and other supplemental information is encouraged.
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 should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc) associated with the project. Such expenses may account for up to 10% of the total budget.
5. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year period. Fiscal years should align with the Town's working calendar, running from July to June.
6. For applicants with multiple applications, it is important to prioritize projects.
7. The Application for Funding for the fiscal year beginning July 1, 2011 must be received by 4:00p.m. on Friday, September 24, 2010 to be considered for recommendation at the April 2011 Annual Town Meeting.
8. The application must be kept unbound – no application or support materials will be accepted in any form of binding including 3-ring binders. All material must be photocopier-ready. All pages should be numbered. Each copy should be paper clipped into its own folder.
9. Applicants should review the Town of Concord Community Preservation Plan that includes the State CPA legislation prior to submitting any applications for CPA Funding. This document is available at [www.concordma.gov/Pages/ConcordMA\\_CPC/index](http://www.concordma.gov/Pages/ConcordMA_CPC/index) and in the Planning Division Office at 141 Keyes Road.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information about the CPA and the Community Preservation Committee can be found at the website noted above. The CPC can be reached through its staff person, Lara Kritzer, at [lkritzer@concordma.gov](mailto:lkritzer@concordma.gov) .

Please submit the Application for Funding and accompanying documentation to the Community Preservation Committee, c/o Lara Kritzer, Senior Planner, Dept. of Planning and Land Management, 141 Keyes Road, Concord, MA 01742

## **STANDARD APPLICATION PROCESS**

The Concord Community Preservation Committee invites proposals for CPA funding. The CPC is responsible for reviewing all applications and making recommendations as to which applications should be funded. The CPC expects to bring its recommendations to the 2011 Annual Town Meeting.

### **STANDARD APPLICATION PROCESS**

- 1) Attending at least one pre-proposal public informational meeting is highly advised. The 2010 pre-proposal meetings will both be held on Monday, July 19 and Wednesday, September 8 in the Harvey Wheeler Community Center Auditorium beginning at 7:30 p.m.
- 2) Submit 10 copies of the completed application by 4:00 p.m. on Friday, September 24, 2010 to the Planning Division Office, 141 Keyes Road.
- 3) Submit any letters of support by 4:00 p.m. on Friday, November 12, 2010, to the Planning Division Office, 141 Keyes Road.
- 4) Work with the Community Preservation Committee through the Review and Public Comment process. This process includes the following steps:
  - A. Each application is reviewed by the CPC and staff to determine its CPA eligibility, whether the project is sufficiently developed in terms of work plan and timing, whether it is consistent with the goals set forth in this Plan, and to confirm that it is signed by the property owner.
  - B. Meetings are held with applicants to review the proposals and address any questions. Where appropriate, a site visit will also be scheduled. This year, the CPC plans to conduct all of its site visits on Saturday, October 2.
  - C. Notification is sent to applicants of the funding recommendation decisions. A recommendation for a grant may be made conditional upon an applicant's receipt of matching funds in a specific amount or upon any other matter the CPC deems appropriate. The CPC may also ask for additional information at this time.
  - D. A public forum is held to allow the CPC to receive public input on the proposed projects before recommendations are made for Town Meeting.
  - E. The CPC provides the project funding recommendations to Town Meeting. Final recommendations will be in the form of one or more warrant articles to be voted on at Town Meeting. The CPC may recommend a project as proposed by the applicant, may modify the project, or may recommend partial funding or funding for only a portion or phase of the proposed project. The CPC's recommendation to Town Meeting may include detailed project scopes, conditions, and other specifications as the CPC, in its sole discretion, deems appropriate to ensure CPA compliance and project performance.

Please note that the CPC recommendation may be modified at any time prior to Town Meeting, especially following the Finance Committee public hearing. Thus, the CPC can alter or withdraw its Town Meeting Warrant Article(s) as additional information becomes available or as the scope of the project changes.

- 5) Attend public hearings on the proposed warrant article(s) prior to the 2011 Annual Town Meeting.
- 6) Attend Town Meeting which will determine whether to accept, reduce or reject the CPC recommendations.

The CPC strongly recommends that by the time of Town Meeting all projects which have represented to the CPC that there will be matching funds have commitments for such funds from other private and/or public funding sources.

### **SPECIAL APPLICATION PROCESS**

There are some special situations, such as the imminent placing of land on the market or an indication of an intention to do so, that the CPC will consider outside of the normal schedule outlined in this document. The general principle warranting serious consideration of an exception for land acquisitions is that they often present unique opportunities that, if missed, are likely to make the land unavailable for future acquisition for the purposes that the CPA serves. Please see Page 33 for more information.

## APPLICATION REQUIREMENTS AND ATTACHMENTS

**Submit 10 copies of the application and any attachments.**

***(The application should not exceed 6 pages and should be submitted unbound.)***

1. CPA Cover Sheet - Completed.
  2. Brief Project Summary – Introduce the project with a brief summary which notes the category, goals, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.
  3. Map - Indicate the location of the project using the Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.
  4. Narrative – Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to the CPA. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why Town Meeting should support it. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.
  5. CPC's Selection Criteria and Needs Assessment – Address the issues raised in the CPC's General Selection Criteria and the Specific Use Criteria in the Needs Assessment. Make reference to the Criteria and/or Town planning documents such as the Comprehensive Long Range Plan.
  6. Budget – Outline the total budget for the project and how CPA funds will be spent. Break the project down by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be ascribed to each of the four CPA purposes. **Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to 10% of the budget.**
- Please Note:** Non Profit Organizations should also include a current financial statement.
7. Feasibility – 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.
  8. Statement of Sustainability – If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials.
  9. Timeline – Describe the major milestones and when the project will be completed. Include an estimate of when the CPA funds requested will be needed.
  10. Architectural plans, site plans, photographs, if appropriate.
  11. Letters of Support are welcome from the public or other appropriate organizations.
  12. Town Boards or Commission Reviews. The Committee will identify the applicant which Town Boards or Commissions need to review and make recommendations for the project.

**Note: If the CPC recommends the project, additional documentation may be required such as verification of ownership, plans, title verification, purchase and sale agreements and zoning compliance information. If this is readily available, it may be attached at any stage.**



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**Application for CPA Funding**  
**Due no later than 4:00pm on Friday, September 24, 2010**

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, photographs<br>(if appropriate)                                |
| <input type="checkbox"/> Narrative *                                 | <input type="checkbox"/> Copy of Audit or most recent Financial<br>Information ( <u>Non Profit Organizations Only</u> )* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment     | <input type="checkbox"/> Letters of Support (if any)   |
| <input type="checkbox"/> Detailed Project Budget *                   |  |
| <input type="checkbox"/> Feasibility Assessment                      |  |
| <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):** \_\_\_\_\_

**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.