

**SCITUATE COMMUNITY PRESERVATION COMMITTEE
2006 - 2007 APPLICATION PROCESS
2006 - 2007 APPLICATION FORM**

Thank you for your interest in Scituate's Community Preservation Act. We hope this document will provide a helpful overview of the application process.

Applications are accepted throughout the year but must be received 120 days before Town Meeting. All applications are carefully reviewed before the Committee votes regarding which projects will be recommended to Town Meeting. We encourage you to read and understand the attached and to fill out your application thoughtfully and completely.

Community Preservation Committee

John Hallin - Chairman

Josh McKain - Vice Chairman, Representative from Recreation Committee

Frank Snow - Representative from Conservation Commission

Peter Levitt - Representative from Historical Society

Patricia Butler - Representative from Housing Authority

Mary Patricia Brennan - Representative from Planning Board

John Bulman - at large

Paula Jewell - at large

Paul Scott - at large

SCITUATE COMMUNITY PRESERVATION COMMITTEE

2007 APPLICATION

Project Name:

CPA Funding requested: \$ _____ (REQUIRED)

Total project cost: \$ _____

Category (check all that apply): Open Space Historical Housing Recreation

Lot and Plat: _____

Assessors Map _____

Number of acres in parcel: _____

Number of proposed housing units: _____

Project Sponsor/
Organization: _____

Organization: _____

Contact Name: _____

Address: _____

Phone #: _____ E-Mail: _____

Applicants Signature: _____ Date Submitted: _____

Application Requirements:

A complete application consists of this page (the specific amount of CPA funding is *required*), along with the following:

1. A detailed description of the project explaining how your proposal benefits the Town of Scituate and how it meets CPA goals and selection criteria outlined at the end of this application packet. Are there any special permit, variance or other approvals required? Are there any legal ramifications or impediments to this project?
2. A detailed project budget including any additional revenue sources. Will there be any annual costs to the town once the project is operational?
3. A project time line.
4. Additional supporting information such as photographs, plot plans, and maps if applicable.

Please send 12 copies (double sided) of you application to: The Community Preservation Committee, Scituate Town Hall, 600 Chief Justice Cushing Hwy, Scituate, MA 02066. Applications may also be dropped off at the Town Clerk's office or in the CPC mailbox in the mailroom on the first floor of Scituate Town Hall.

Applications are accepted throughout the year, but those received less than 120 days prior to an upcoming Town Meeting may be deferred to the next Town Meeting. The deadline for submitting an applications this year is October 15, 2006.

Eligibility for Funding

The Town of Scituate is please to be able to offer Community Preservation Act (CPA) funds to applicants who propose projects that will benefit the Town and include one or more of the following:

1. The acquisition, creation and preservation of open space;
2. The acquisition and preservation of historical resources;
3. The creation, preservation and support of community housing; and/or
4. The acquisition, creation and preservation of land for recreational use.

The Community Preservation Committee(CPC) encourages applicants to propose projects that encompass more than one of the above categories. Use of Community Preservation Act funds may not include maintenance of real or personal property or use of land for a stadium, gymnasium or similar structures.

It is important to understand that a deed restriction on CPA funded projects is a mandatory requirement by State law.

All proposed projects must meet the requirements described in the Community Preservation Act M.G.L. 44B, Chapter 267 of the Acts of 2000 and Chapter 165 of the Acts of 2002. Copies are available at Clerks Office in Scituate Town Hall and on line at www.massachusettslaws.com.

Proposal Review Process

The Community Preservation Act (CPA) proposal review process is described below:

1. Upon receipt of twelve copies of a proposal, copies are distributed to all Community Preservation Committee (CPC) members. The entire committee reviews the application to determine if the application is qualified for funding under the ACT.
2. If the application qualifies, the application is forwarded to the appropriate subcommittee (Community Housing, Historical, Conservation or Open Space) for further review. Recreation proposals are reviewed by the entire committee.
3. The appropriate subcommittee reviews each proposal according to the stated subcommittee goals and ranking criteria (see later sections of the application). The CPC subcommittee may request input or recommendations from other town committees or boards.
4. At the request of the applicant or a CPC member, the subcommittee will schedule an interview and/or site visit with the applicant, which may be attended by any CPC member.
5. The subcommittee presents a favorable or non-favorable recommendation to the entire CPC
6. The CPC shall next evaluate all applications using the following General Selection Criteria:
 - How the project meets the goals of the Community Preservation Act
 - How the project specifically benefits the Town of Scituate and residents
 - Consistency with Scituate's Master Plan, Open Space and Recreation Plan, and other planning documents that have received wide input and scrutiny
 - Feasibility
 - Urgency
 - Affordability
 - Serving a currently under-served population
 - Meeting multiple needs and serving multiple populations
 - Addresses multiple categories of the Act
 - Has means of financial support for future maintenance
 - Enhances town assets
 - Multiple sources of funding
 - Use of local contractors where possible
7. The CPC will then vote on which applications to recommend to Town Meeting. Please note that satisfying all criteria does not guarantee that the CPC will recommend a proposal to Town Meeting.
8. Town Meeting votes to approve or not approve a project for funding.
9. Proposals approved by Town Meeting shall be funded by the CPC and implemented by the applicant.

10. At any stage in which an application is rejected, the committee will notify the applicant.

Award Process

Funds are awarded on a reimbursement basis. In order to receive reimbursement funds, the applicant must submit an invoice (that includes your organization's tax ID number) and receipts of expenditures. The CPC will provide successful applicants with a detailed memo describing the completed award process, which adheres to the guidelines of Massachusetts Procurement Law.

Funds may be spent only on items listed on the submitted budget in the application. All changes to budgets must be approved by the CPC first. Funding from the CPC may not be used to replace, or free up for any other use, alternate funds or revenue sources.

Prior to dispersal of funds, projects must have a deed restriction or Department of Revenue must be satisfied with the status of the restriction.

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, etc.) In order for Scituate citizens to see the result of their tax funding a CPA banner or sign, will be purchased by the applicant and displayed on the property for up to six months after receipt of award.

Signatures on the application indicates that applicant has the right to enter into contracts for the organization seeking funding and has read and understands all regulations in the packet.

Open Space Goals and Criteria

Due to increased and ongoing development pressure in Scituate, the preservation of Open Space is becoming increasingly important. With property values rising in recent years, the acquisition of Open Space has become increasingly difficult and urgent. The CPA is a proactive tool for the community to preserve our quality of life, the purity of our water, control property taxes and find a balance between economic development and preservation.

The Community Preservation Committee solicits input from the Town's Open Space Committee, Conservation Commission, as well as other town boards, committees and the public, in identifying goals for open space protection, which include:

- Goal 1: Protect aquifer and aquifer recharge areas to preserve quality and quantity of future water supply.
- Goal 2: Balance open space with development demand to reduce service demands and tax burden on town.
- Goal 3: Increase the town's ability to protect environmentally sensitive, historic and culturally significant properties.

- Goal 4: Improve public access and trail linkages to existing conservation, recreational and other land uses.
- Goal 5: Protect rare, unique and endangered wildlife habitat.
- Goal 6: Preserve Scituate's rural character.
- Goal 7: Utilize open space protection strategies (purchasing development rights as an option to outright purchases of property) that maximize protection at the lowest public cost.
- Goal 8: Enhance the quality and variety of passive and active recreational opportunities for all age groups and abilities.

The following are examples of the types of Open Space (and Recreation) projects that the CPC might consider funding:

- Purchasing land or interest in land (development rights) to protect public drinking water supply, preserve natural resources, maintain scenic views, build green belts and trail systems, and enhance active and passive recreational opportunities.
- Purchasing community-enhancing green space outright or purchasing development rights through mechanisms such as permanent conservation restrictions or agricultural preservation restrictions.
- Matching or augmenting funds available under various land trust or conservation programs.
- Exercising rights of first refusal when lands are removed from temporary agricultural and forest land restrictions (e.g., Chapter 61, 61A).
- Purchasing land for public active recreation facilities such as community gardens, play grounds, trail networks and ball fields.
- Parcels of land that, when preserved, are deemed to have a significantly positive net fiscal impact on town finances.

Historic Preservation Goals and Criteria

The Town of Scituate has a rich diversity of historic resources. The Town's Community Preservation Act goals for preserving these historic resources include:

- Goal 1: Protect historical resources.
- Goal 2: Optimize the use and enjoyment of the Town's historic resources for residents and visitors
- Goal 3: Recognize, preserve and enhance the historic heritage and character of the Town of Scituate for current and future generations.

In order for a historic resource to be eligible for CPA funding, it must first be determined to be not just "old" but of historic significance. The burden of proving historic significance is the responsibility of the applicant. In order to be of historic significant, a property must have retained its physical character and integrity and must (1) be associated with significant people, (2) be architecturally significant, or (3) have a potential to yield important historical or archaeological information. According to the CPA, there are 3 ways a resource can qualify as historically

significant:

1. Listing on the State Register Federal of Historic Places,
2. A written determination by the Massachusetts Historical Commission that a resource is eligible for listing on the State Register of Historic Places, or
3. A written determination by the Scituate Historical Society that a resource is significant for its history, archeology, architecture, or cultural value.

In deciding whether or not to recommend funding for specific historic resource projects, the CPC will consider:

- Level of historical significance
- Public benefit
- Public support
- Appropriateness & professionalism of proposed work (rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties)
- Level of additional financial or in-kind services, beyond CPA funds, committed to the project
- Administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner, and that the historic resource can be maintained for continued public benefit.

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The Act does allow for the remodeling, reconstruction and making of extraordinary repairs to historic resources for the purpose of making such historic resources functional for their intended use, including but not limited to improvements to comply with Americans with Disabilities Act and other federal, state or local building or access codes.

Community Housing Goals and Criteria

CPA funds may be used to create and preserve community housing defined as housing for low and moderate income individuals and families, including low or moderate income senior housing. The Act requires the CPC to recommend, wherever possible, the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

Individuals and family incomes shall be based on the area wide median income as determined by the United States Department of Housing and Urban Development. Low income is defined as an annual income of less than 80% of the area wide median income. Moderate income is defined as less than 100% of the area wide median income. Low or moderate senior income is defined as low or moderate income for persons over 60.

At present, 4.6% of Scituate's housing units are classified as affordable "subsidized housing" by the

State's Department of Housing and Community Development (for the purposes of M.G.L. Chapter 40B). As long as Scituate does not meet the States standard of 10% of its available housing stock deemed affordable the town will continue to be subject to the punitive impacts of Chapter 40B housing.

The CPC's goals for community housing are as follows:

- Goal 1: The Act requires the Committee to recommend, wherever possible, the adaptive reuse of existing buildings or construction of new building on previously developed sites.
- Goal 2: Meet local housing needs for eligible low and moderate-income individuals and families. The preservation and creation of community housing is a proven method for promoting diversity, allowing individuals and families with more limited means to afford to live in town. The town can utilize CPA funds to offer current and future residents a wide range of housing options in renovated, converted and existing residential buildings, mixed-use developments, and senior residential developments, supportive housing alternatives and live-work space.
- Goal 3: Ensure the new community housing meets or exceeds surrounding community standards with regard to density, architectural character, landscaping, pedestrian and other amenities, while conserving, as much as possible, the natural landscape.
- Goal 4: Work toward meeting the 10% State standard for community housing. In order to ensure future community housing development is consistent with the needs and character of the town, Scituate must work toward the state's 10% housing standard, Until that milestone is achieved, the town will be considered deficient in this area and will continue to be vulnerable to Chapter 40B applications.
- Goal 5: Leverage other public and private resources to the greatest extent possible: Scituate does not receive federal or state funding for community housing on an entitlement basis. We need to be creative in leveraging public and private resources to make community housing development possible. Combining CPA Funds with the various private, state and federal resources that are available on a non-entitlement "competitive" basis will demonstrate creativity. This will include Federal Home Bank Funds, State HOME funds, Housing Stabilization funds, and Housing Innovations funds, and Federal Low Income Housing tax Credits.

The Community Preservation Committee will work with the Scituate Affordable Housing Committee and all interested organizations, groups and citizens to meet the above stated goals.