

## **COMMUNITY PRESERVATION COMMITTEE**

### Informational Release

### Application Process

The Community Preservation Act (Massachusetts General Laws Chapter 44B, Sections 3 through 7 inclusive) was adopted by Scituate voters at the Annual Election of March 2002. The Act provides that a 3% surcharge, with certain exemptions, be assessed to property tax bills, and the funds are to be segregated and used for specific purposes.

Generally, the funds must be used for the acquisition, preservation, restoration, rehabilitation or creation of open space, historical purposes, lands for recreational purposes, and community housing. Ten percent of receipts must be used (or banked) for each of three components: open space, historical and community housing. Five percent of receipts may be used by the Community Preservation Committee for administrative purposes such as appraisals, surveys, presentation materials, etc. The remainder of the receipts may be used for any of the four components eligible for funding.

There are some projects that are ineligible for funding such as routine maintenance. The funds may not replace operating budgets. In some cases, funding of one project may be dependent upon another project being completed.

The Community Preservation Committee is charged with compiling a needs assessment for the Town. The Committee makes recommendations to the legislative body, Town Meeting, for appropriation of all funds. In order to make good recommendations to the voters, it is imperative that the Committee be made aware of all potential projects.

Included in this packet is a funding request form which may be submitted to the Committee for review. The Committee has also provided Selection Criteria which will guide consideration of each application. Please note there is short window for applications to be reviewed for the Annual Town Meeting in March 2003; the deadline for applications is October 31.

Questions may be directed to the Community Preservation Committee, c/o Selectmen's Office, 781-545-8740. Thank you for your interest in the activities of the Committee.

## **COMMUNITY PRESERVATION COMMITTEE**

### **Application Requirements**

The attached application must be completed and returned no later than October 31, 2002, for consideration in the upcoming funding round. Postmarks of October 31 are fine; facsimiles will not be accepted.

Applicants should provide 10 copies of the completed form. In general, the more information provided in the initial application, the better your chances of meeting the selection criteria. If additional information is requested, you are encouraged to provide it as soon as possible.

Completed forms should be returned to the Community Preservation Committee, c/o Selectmen's Office, Scituate Town Hall, 600 Chief Justice Cushing Highway, Scituate, MA 02066

### **Selection Criteria**

All proposed projects must be eligible for CPA funding according to the requirements described in the Community Preservation Act, as amended.

Projects will be evaluated according to the following 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
- Consistency with recent town meeting actions
- Preservation of currently-owned town assets
- Acquisition of, preservation of or rehabilitation of threatened resources
- Multiple sources of funding
- Use of local contractors where possible

**COMMUNITY PRESERVATION COMMITTEE**

Funding Request  
Fiscal Year '04

Please review the application requirements and selection criteria prior to completion of this funding request form.

Each project request should be submitted separately. For Town departments and committees, multiple projects should be prioritized.

Project Title: \_\_\_\_\_

Full Name of Entity Submitting Application: \_\_\_\_\_  
(If submitted on behalf of an organization, please include a statement from the Clerk of the organization certifying organization's approval.)

Contact Person: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Purpose: Please check all that apply

- \_\_\_\_\_ Open Space
- \_\_\_\_\_ Community Housing
- \_\_\_\_\_ Historic Preservation
- \_\_\_\_\_ Recreation

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Full Description of Project:  
 (Attach a separate sheet if necessary.)

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Requested Attachments: Property Address including Scituate Assessor's Map, Lot and Block Number; Name of Current Owner; Deed to Current Owner, if available; Maps, Surveys, if available; Appraisals and Agreements, if available; Estimated Construction Costs, Description of Methodology; Description of Natural Features of the Property; Any Additional Documents Available

Amount of Funding Requested: \$ \_\_\_\_\_

Time Line of Project: \_\_\_\_\_  
 \_\_\_\_\_

If this project is expected to continue beyond Fiscal Year '04, please provide a phasing schedule:

Fiscal Year	Total Cost	CPC Funding Request
2004	_____	_____
2005	_____	_____
2006	_____	_____
2007	_____	_____
2008	_____	_____
Total:	\$ _____	_____

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Are there additional or alternative sources of funding for this project? Please describe in detail:

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Include a brief narrative indicating how this proposal meets the goals of the Community Preservation Act and specifically how it benefits the Town of Scituate and residents.

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Please add any additional information that you feel the Community Preservation Committee should consider when reviewing your application.

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Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 2002.

**RECEIPT OF APPLICATION  
(For Applicant's Records)**

**Community Preservation Committee**

Received from \_\_\_\_\_, as application entitled  
\_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_,  
200\_\_\_\_.

Received by \_\_\_\_\_ .  
(signature)