

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE



Guidelines for Project Submission

- 1) Applications are due no later than noon on the second Monday of September and should be submitted as an electronic PDF file using this application form.
*Paper applications mailed to the address below must be received before the deadline.
- 2) Projects should be consistent with the Town's Master Plan, Fields Needs Assessment, Open Space and Recreation Plan, Historic Preservation Plan, Town-wide Comprehensive Facility Study, Housing Production Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the Town;
- 3) Requests must include a statement of need and be documented with appropriate supporting information. The use of maps, visual aids, and other supplemental information is encouraged.
- 4) Applications should provide examples estimates, quotes, and such other evidence to document project scope.
- 5) The use of visual aids such as maps, photographs and other supplemental information is encouraged
- 6) Describe the endorsement, support, or other recommendations, if any, received by Town Boards, Committees, Commissions, or Departments.
- 7) Recipients of CPA funding must submit an annual project report to the Director of Planning by October 15 of each year following the year approved until the project is deemed complete.
- 8) Applicants must attend a Community Preservation Committee meeting to present and answer questions. The meeting schedule has been announced and is posted on the Town's website.
- 9) Grant recipients are required to acknowledge the Community Preservation Act in press releases, publicity materials, news, and written or oral announcements. The CPC requires signage in the form of a sign or plaque affixed on or adjacent to CPA-funded work when possible. The CPC will fund and supply the signage in consultation with the Applicant.
- 10) The CPC may impose a completion date by which time the project must be completed and all invoices paid (Applications for housing are exempted from this requirement). The completion date shall be agreed upon by the Applicant and the CPC. If the project faces delays, the Applicant should promptly notify the CPC with an explanation and a request for a new completion date. The CPC may agree to extend the completion date. If the completion date is not extended, the CPC may submit an article to revert the allocation.

There are legal limitations on the use of Community Preservation Act funds. Additional information can be found on the Community Preservation Coalition website at: <https://www.communitypreservation.org>

If you are in doubt about your project's eligibility after consulting these resources, you are encouraged to submit an application so the Community Preservation Committee can determine eligibility.

Please submit the Project Submission Form and accompanying documentation to:

Ryan Poteat, Community Preservation Coordinator
c/o Planning and Community Development Department
Flynn Building 278 Old Sudbury Road
Sudbury, MA 01776
PoteatR@sudbury.ma.us

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants.



COMMUNITY PRESERVATION ACT

Town of Sudbury

Application for CPA Funding

Please email PDF application to:
PoteatR@sudbury.ma.us

Applications may also be dropped off or mailed to:
Community Preservation Coordinator
278 Old Sudbury Road, Sudbury, MA 01776

Project Title _____ **Date Submitted** _____

Applicant/Contact Person (please print) _____

Signature _____

Staff person/Responsible party _____

Email _____ **Telephone** _____

Estimated Completion Date _____

Total Cost of Project _____ **CPA Funds Requested** _____

CPA Eligibility (refer to the chart on page 4)

Please select the category and purpose of your project:

CPA Category:

- ☐ Community Housing
- ☐ Historic Preservation
- ☐ Open Space & Recreation

CPA Purpose:

- ☐ Acquisition
- ☐ Creation
- ☐ Preservation
- ☐ Support
- ☐ Rehabilitation & Restoration

For more information of the factors and considerations used by the Community Preservation Committee used to prioritize projects, please refer to the General Considerations summary (on pages 5-6).

<https://sudbury.ma.us/cpc/>

PROJECT DESCRIPTION: Provide answers to the questions listed below. A complete application must provide all relevant requested information. Include supporting materials and exhibits as needed.

1. Goals: What are the specific objectives of the proposed project? Who will benefit and how?

2. Community Need: Why is this project needed? Does it address needs identified in existing Town or regional plan, by committees/board, or needs raised in community discussions? Will the project serve multiple needs or populations?

3. Community Support: Which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a multi-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describe other efforts to secure funding for this project.

6. **Timeline:** What is the schedule for project implementation? Include a timeline for critical elements: procurement, groundbreaking, expenditures, and estimated project completion.
7. **Urgency:** Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?
8. **Implementation:** Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?
9. **Maintenance:** If maintenance is required, who will be responsible and how will it be funded?

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

10. **Further Documentation:** Provide feasibility reports, renderings, map location, and other relevant studies and materials. Photos, detailed design renderings, relevant or comparable projects and supporting documents such as historic structural and existing conditions reports, also will be helpful in defining the parameters of your project.
11. **Other Information:** Include any additional information that might benefit the Community Preservation Committee in the evaluation of this project.
12. **Applicants with multiple requests:** Please prioritize your proposals.

Grant recipients are required to acknowledge the Community Preservation Act in press releases, publicity materials, news, and written or oral announcements about work supported with CPA funds. Additionally, the CPC requires signage in the form of a sign or plaque affixed on or adjacent to CPA-funded work as approved by the CPC when possible. The CPC will fund and supply the signage in consultation with the Applicant.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.

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

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (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 Does <u>not</u> 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 Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION 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
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT 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
REHABILITATION AND RESTORATION 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