

Town of Bourne
Community Preservation Committee
Application

FY2018

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Guidelines for Project Submission

- 1) The Original plus Nine (9) copies of the Application for Community Preservation Funding and all related documentation must be submitted to the Community Preservation Committee no later than **January 20, 2017** for the annual town Meeting May 1, 2017. Complex projects may need more advance time.
- 2) The Community Preservation committee reserves the right to waive the application period for extenuating circumstances.
- 3) Requests must include a signed application and be documented with requested support information. The use of maps, visual aids and other supplemental information is encouraged.
- 4) Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
- 5) If the request is part of a multi-year project, include the total project cost and allocations.
- 6) For applicants that have multiple project requests, please prioritize projects.
- 7) Applicants must be present at a CPC meeting and public hearing to present the project and answer questions.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found at www.community-preservation.org . The committee can be reached the Chairman. The name and telephone number of the chairman can be found on the town website, www.townofbourne.com If you are in doubt about your project's eligibility you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the project proposal and accompanying documentation to:

Barry Johnson, Chairman
Community Preservation Committee
Town of Bourne
Town Hall
24 Perry Avenue
Bourne, MA 02532

General Criteria

The Town of Bourne Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically,
 - The acquisition, creation, and preservation of open space.
 - The acquisition, preservation, rehabilitation, and restoration of historic resources.
 - The acquisition, creation, and preservation of land for recreational use.
 - The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
 - The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.
- Is consistent with the current Local Comprehensive Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town.
- Preserve the essential character of the town as described in the Local Comprehensive Plan.
- Save resources that would otherwise be threatened and/or serve a currently under-served population.
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible.
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget.
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

Category Specific Criteria

Open Space proposals which address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that
 - Are of local significance for biodiversity;
 - Contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - Contain a habitat type that is in danger of vanishing from Bourne; or
 - Preserve habitat for threatened or endangered species of plants or animals.
- Preserve Bourne's rural and seaside character.
- Provide opportunities for passive recreation and environmental education.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical proposals which address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- Project is within a Bourne Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Bourne Historic Properties Survey;
- Project demonstrates a public benefit; or demonstrates the ability to provide permanent protection for maintaining the historic resource.

Category Specific Criteria *(continued)*

Affordable Housing proposals which address as many of the following specific criteria as possible will receive preference:

- Contribute to the goal of achieving 10% affordable housing;
- Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age.
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units.
- Ensure long-term affordability.
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units or
- Give priority to local residents, Town employees, and employees of local businesses.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses.
- Serve a significant number of residents.
- Expand the range of recreational opportunities available to Bourne residents of all ages.
- Jointly benefit Conservation Commission and Recreation Committee initiatives by promoting a variety of recreational activities.
- Maximize the utility of land already owned by Bourne (e.g. school property); or
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Name of Applicant _____

Name of Co-Applicant, if applicable _____

Contact Name _____

Mailing Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Email _____

Name of Proposal _____

Address of Proposal _____

Assessors Map _____ Parcel _____

CPA Category (circle all that apply): **Open Space** **Historic Preservation** **Recreation** **Community Housing**

CPA Funding Requested \$ _____ Total Cost of Proposed Project \$ _____

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
- **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project?
- **Success Factors:** How will the success of this project be measured? Be as specific as possible.
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of Expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project. Maintenance: If ongoing maintenance is required for your project, how will it be funded?
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

APPLICATION FOR COMMUNITY PRESERVATION FUNDING (continued)

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

1. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.
2. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
3. Evidence that the project is in compliance with the Zoning Bylaw, or any other laws or regulations. Or, if zoning relief was required, specify what relief was needed and when an application was approved and relief granted by the town Zoning Board f Appeals.
4. Evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Town Recreation Committee)
5. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
6. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
7. Information indicating how this project can be used to achieve additional community benefits.
8. Evidence that the applicant organization has adequate administrative and oversight capability to complete the work.
9. Evidence that the applicant organization certifies, under the penalties of perjury, to the best of his/her knowledge that:
 - The applicant has filed all State (Commonwealth of Massachusetts) tax returns and paid all State and Town taxes under law.
 - Under the provisions of Chapter 701 of the Acts of 1983, the applicant's application is in all respect bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club or other business or legal entity.
 - The applicant has not engaged in any unlawful discrimination based upon race, color, religious creed, national origin, sex, sexual orientation or veteran status and has complied with Town of Bourne affirmative action policies and practices with respect to their application.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund initially. No funding decisions will be made without an independent appraisal. Contact the Town's Open Space committee to arrange for an independent appraisal.

General Selection Rating Criteria

The project must meet all the legal criteria of the Community Preservation Act. The project must be well documented and provide sufficient information to be feasible. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project. (Score each question as follows: Y for Yes, N for No, N/A for Does Not Apply. Scores will be totaled and averaged by the number of rating members)

- ____1) Does the project have other sources of funding? If so, indicate percentage.
- ____2) Does the project require urgent attention?
- ____3) Does the project serve a currently underserved population?
- ____4) Does the project preserve a threatened resource?
- ____5) Is the project consistent with existing Bourne Planning Documents such as the Local Comprehensive Plan or Open Space Plan?
- ____6) Does the project fit within the current or already proposed zoning regulations?
- ____7) Does the project have a means of support for maintenance and upkeep?
- ____8) Does the project involve currently owned municipal assets?
- ____9) Does the project have two other sources of funding?
- ____10) Does the project have more than two other sources of funding?
- ____11) Does the project involve two core concerns of the CPA?
- ____12) Does the project involve all three-core concerns of the CPA?
- ____13) Does the project have community support?
- ____14) Does the project have sufficient supporting documentation?
- ____15) Does the project have support from another Board or Committee?
- ____16) Does the project provide a positive impact to the community?
- ____17) Does the project have the support of the majority of immediate abutter?

Open Space Criteria for Parcel Selection

Check each line as it applies to the parcel of land under consideration.

- ____1) Is it within a delineated wellhead protection area (Zone I or Zone II)?
- ____2) Would it enhance protection of a Wellhead area?
- ____3) Is it within Bourne's water protection overlay system?
- ____4) Is wetland protection a consideration?
- ____5) Is vernal pool protection a consideration?
- ____6) Is stream and bank protection an issue?
- ____7) Is this an Area of Critical Environmental Concern?
- ____8) Is this project within the Natural Heritage Endangered Zone?
- ____9) Would this proposal contribute to a Greenway?
- ____10) Would this proposal contribute to forested land?
- ____11) Would this proposal enhance protection of any FEMA designated floodway?
- ____12) Will this purchase protect other parcels?
- ____13) Does this parcel abut protected land?
- ____14) Does this parcel support a significant wildlife habitat?
- ____15) Is this parcel at risk for development?
- ____16) Is this parcel listed for sale?
- ____17) Did this parcel have a past proposal for development?
- ____18) Are grants available? If so, has application been made?
- ____19) Is there a historic significance to this parcel?
- ____20) Are there any old foundations located in this parcel?
- ____21) Are stone walls located within this parcel?

Open Space Criteria for Parcel Selection (continued)

- _____22) Does this parcel house any old roads, trails, cart paths, or scenic vistas?
- _____23) Are there any active or passive recreation possibilities associated with this parcel?
- _____24) Is this parcel suitable for a community garden or farm?
- _____25) Is this parcel suitable for nature observation and educational programs?

Historic Preservation Selection Criteria

Check each line as it applies:

- ____1) Is the building on the National Register of Historic Places?
- ____2) Is the property eligible for listing on the National Register of Historic Places?
- ____3) Is the property on the State Historic Register?
- ____4) Is the property eligible for listing on the State Historic Register?
- ____5) Has the property been included in the local Survey of Historic Properties?
- ____6) Is the property in danger of being demolished?
- ____7) Are there potential archeological artifacts at the site?
- ____8) Has the property been noted in published histories of the town or county?
- ____9) Is there a realistic chance of restoring the property?
- ____10) Are there other potential uses for the property, which could benefit the town?
- ____11) Could the building be converted for affordable housing use while still retaining its historic quality?
- ____12) Is the property part of a historic area or district in the town?
- ____13) Is the owner also interested in preserving the historic integrity of the property?
- ____14) Is there an opportunity for other matching funding to preserve the property? Explain?
- ____15) Are there any particularly important historic aspects about the property?
- ____16) Did the property ever play a documented role in the history of the town?

Affordable Housing Selection Criteria

Check each line as it applies:

- _____1) Will this involve the renovation of an existing building? If so,
 - Is the building structurally sound?
 - Is it free of lead paint? (this would be necessary if children are to live there)
 - Is it free of asbestos, pollutants, and other hazards? Is there Town sewerage?
 - Is the septic system in compliance with Title 5?
 - Does the building comply with building and sanitary codes?
 - Is it handicap accessible?
 - Is this a conversion of market rate to affordable housing?
 - Is this a tax title property?

- _____2) Does this project involve the building of a new structure? If so,
 - Will the structure be built on tax title property?
 - Will it be built on Town owned land?
 - Will it be built on donated land?
 - Are there other grants available to help fund this project? Explain.
 - Are there other programs such as Habitat for Humanity involved?
 - Will the project be built on a previously developed site?

- _____3) Does the project provide housing that is similar in design and scale with the surrounding community?

- _____4) Does this serve the 60% income level population?

- _____5) Does this serve the 80% income level population?

- _____6) Will this be geared to one age group?

- _____7) Is this infill development?

- _____8) Will there be more than two bedrooms?

- _____9) Will it be located near conveniences (grocery, mass transit, etc.)?

- _____10) Does this project fit with the Master Plan?

- _____11) Will there be multiple units?

- _____12) Is long term affordability assured?

- _____13) Will priority be given to local residents, Town employees, or employees of local businesses?

Recreation Criteria for Rating CPC Proposals

Check each line as it applies:

- ____1) Will the project be used by more than one age group?
- ____2) Can the project be used by more than one activity (multiuse)?
- ____3) Does the project require maintenance costs of less than \$1000 per year?
- ____4) Does the project require maintenance costs of less than \$500 per year?
- ____5) Would more than 12 participants normally use the project at once?
- ____6) Would more than 20 participants normally use the project at once?
- ____7) Is this project the first of its kind in the town?
- ____8) Is this project the first of its kind in the county?
- ____9) Can the project be used by the participants unsupervised by an adult?
- ____10) Are grants available to help pay for the construction? If so, has application been made for the grant?
- ____11) Can at least 10% of the cost be done by "In Kind Services"?
- ____12) Can at least 25% of the cost be done by "In Kind Services"?
- ____13) does the project include considerations for additional parking?
- ____14) Can the project be used more than 1 of the 4 seasons per year?
- ____15) Does the project match the surrounding areas looks?
- ____16) Does the project include all normal safety considerations?
- ____17) Does the project meet all building and safety codes?
- ____18) Is the project accessible by pedestrians? Cars?
- ____19) Does the project take advantage of connections to other resources?

Funding Decisions and Process

The CPC will submit recommendations for funding in the form of town meeting articles to the Board of Selectmen. Each CPC article should have the following words appearing at the end of the article, “funds to be expended under the direction of the CPC”. CPC articles will be reviewed by the Finance Committee. The approved articles will, in turn, be voted at the annual or when required, at a designated special town meeting. Once an article/project is approved, the CPC will prepare a MEMO OF UNDERSTANDING (MOU) that will be signed by the CPC chairman and the responsible applicant. This letter also contains the CPC guidelines/instructions for obtaining project funding and project monitoring.

Guidelines for municipal/town projects:

1. Approved funds will be appropriated to a designated town department head. For example, funds for the improvements of playing fields will be appropriated to the Recreation Director, funds for the improvement of school lands will be appropriated to the Public Schools Department.
2. Prior to the release of any funds a final “work plan” must be approved with the final cost. This is done in conjunction with the town’s chief procurement officer.
3. Invoices must be approved by the CPC prior to the town writing any payment checks to any vendors (done in conjunction with the town accountant).
4. If project money is released by phase, each phase must have a CPC signoff.

Guidelines for private organization projects:

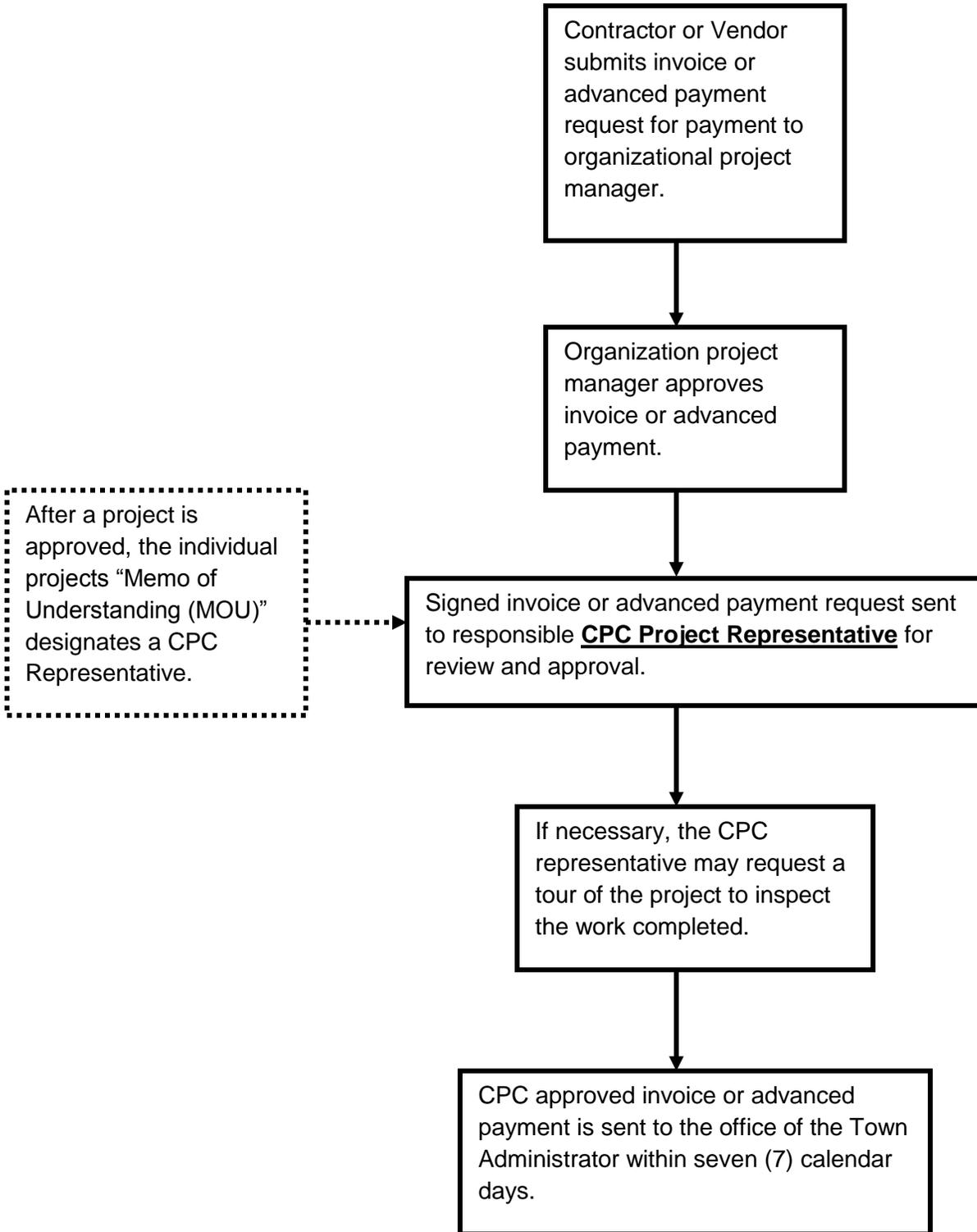
1. Prior to the release of any funds a final contract with a completion schedule and final cost must be approved by the CPC.
2. All funds will be disbursed to the requesting organization not the company performing the work (this may delay payment). Invoice copies should be submitted for CPC approval.
3. If payment is requested after the work is completed, some type of completion certificate must be submitted by the requesting organization with copies of all invoices for CPC approval.
4. Projects on private land will require a funding agreement between the town and the applicant, and often also require deed restrictions in accordance with MGL c. 184 to be approved by the applicable state agency prior to release of funds.

Projects on town-owned land will be administered by the town department that is responsible for that land and are likely to require public bidding under applicable statutes (MGL c. 30, 30B and 149)

In addition, the PCC will be monitoring all projects by requiring a project timeline and quarterly status reports until project completion.

The entire process, from application to receipt of funds, will probably take a minimum of five-six months. Significant additional time may be required if contracts, public bidding laws or other factors requiring resources and timelines outside our control come into play.

CPC Invoice/Payment Approval Process





**Community Preservation Committee
Town of Bourne
24 Perry Avenue
Bourne MA 02532**

Sample Form Letter

To:

Date:

From: Bourne Community Preservation Committee

Subject: Memorandum of Understanding (MOU)

Congratulations, your request for \$____,____ to fund the _____ project has been voted and approved at the __/__/__ town meeting. These funds will become available to the _____ organization, hereafter referred to as “the applicant”, after July 1, 20__ to pay approved expenses for the submitted project as stipulated under the general and special conditions stated below.

GENERAL CONDITIONS:

1. This approval is based on the application that the applicant submitted to the CPC on __/__/__ and the project as described therein, unless modified by mutual agreement between the CPC and the applicant. No subsequent changes to the project as described in the application may occur without the prior written consent of the CPC.
2. The applicant hereby attests to the validity of all appraisals, estimates and other information submitted to the CPC for this project.
3. The applicant is responsible for obtaining any and all permits and approvals necessary for project activities, and shall follow all applicable laws and regulations. Also the applicant must obtain any necessary property and liability insurance, as applicable, to protect the project and the Town of Bourne.
4. All documents executed for the project, including this MOU, must be signed by a designated representative of the applicant. This representative must have the authority to enter into contracts on behalf of the applicant.
5. Applicants must prepare periodic project reports when requested by the CPC, outlining progress and any problems encountered. Applicants may submit these reports in writing or make verbal presentations at CPC meetings.
6. The CPC reserves the right to inspect relevant records and/or conduct a background check of the applicant to ensure that approved project activities are completed and that Community Preservation funds are spent on the project as approved.
7. The applicant must prepare a proposed schedule of drawdown for funds, which must include amounts, dates and project completion milestones. This schedule must be submitted to the PCP for approval before any funds are distributed. Any amendments to approved schedules must be submitted in writing to the CPC for approval.

8. The applicant must submit invoices for payment to the CPC for approval within 15 days of receipt.
9. At its sole discretion, the CPC may withhold payments for project activities until all conditions herein noted have been met by the applicant.
10. The applicant must acknowledge that Community Preservation funds were used as a funding source for their project. This acknowledgement must appear in relevant print materials (e.g. press releases, brochures, advertisements, etc.) and referenced in presentations, interviews and other commentary regarding the project.
11. The applicant's undersigned representative certifies, under the penalties of perjury, to the best of his/her knowledge that:
 - The applicant has filed all State (Commonwealth of Massachusetts) tax returns and paid all State and Town taxes under law.
 - Under the provisions of Chapter 701 of the Acts of 1983, the applicant's application is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club or other business or legal entity.
 - The applicant has not engaged in any unlawful discrimination based upon race, color, religious creed, national origin, sex, sexual orientation or veteran status and has complied with Town of Bourne affirmative action policies and practices with respect to their application.

SPECIAL CONDITIONS

- 1.
- 2.

If these conditions are acceptable to _____, please sign one copy of the MOU, and return it to the address below. The signed MOU must be received no later than __/__/__. Please keep a copy for your records.

Community Preservation Committee
 Town Hall
 24 Perry Avenue
 Buzzards Bay MA 02532

 Barry Johnson, Chairman
 Community Preservation Chairman

 Date

 Signature of Applicant's Representative

 Date

Please Print Name: _____

Applicant's Taxpayer ID: _____

IMPORTANT

Please attach:

- Proof of legal existence and good standing, if applicant is a corporation
- Proof of non-profit status, if applicable

Project Monitoring and Reporting

The committee will maintain up-to-date information on all projects that are submitted, approved, in process and completed. A yearly status report will be prepared and submitted to the Board of Selectmen summarizing all activity. The report will also be entered into the meeting minutes as a permanent record. The report will be published on the town website, in the voter handbook at the Annual Town Meeting and in the Annual Report.

The committee will review all outstanding projects on the status of completion.