COMMUNITY PRESERVATION ACT

Application 2014
Town of Falmouth Community Preservation Committee (CPC)  
Guidelines for CPA Proposal Submission Application

1) Each project request must be submitted to the CPC using the *Application for Community Preservation Funding* form as a cover sheet. Applications should be submitted in **one (1) unbound original and eleven (11) copies**.

2) Requests must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.

3) Applicants must provide an accurate and detailed estimate for project costs, including legal and other implementation costs. Applicants are strongly encouraged to obtain more than one estimate in order to present a realistic project budget. If possible, applicants must provide quote / bid information from potential suppliers.

4) If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations. The CPC can recommend multi-year projects only if the total cost can be included in the current year CPA revenues. The CPC cannot commit anticipated revenues.

5) CPA proposals shall not include the following:
   - the request of funds for maintenance or upkeep of land or buildings (Maintenance is defined as incidental repair which neither adds to the value of the property nor appreciably prolongs the property’s life but keeps it in a condition of fitness, efficiency, or readiness);
   - the request of funds for wastewater treatment initiatives;
   - the request of funds from private property owners for any projects in any of the four CPA categories.

6) Proposed CPA projects shall demonstrate public benefit. (The CPC defines public benefit as when a project or purchase enhances an area or structure for a significant group of citizens and promotes a balance between cost and public good.)

7) Please be specific about other sources of funding. It is **important** that Community Preservation Funds are used to leverage other sources.

8) For applicants that have multiple project requests, please prioritize projects.

9) Applications for historic preservation projects must include a copy of Addendum 2 – Supplemental Information for Historic Preservation Projects.

10) Proposals must be received by the advertised deadline to be considered by the CPC for a recommendation at the next Special Town Meeting. CPA funding proposals should be submitted to the CPC (in the Community Preservation Office on the second floor of Town Hall).

11) The CPC will determine project eligibility before conducting proposal interviews. For an eligible proposal, applicants must attend a CPC meeting for an interview on their proposal. Applicants will be contacted to schedule an interview as advertised or by notification.

12) Communication between applicants and the CPC shall be in accordance with the 'Communication Procedures' outlined in the Community Preservation Plan. The 'Communication Procedures' include the following (1) written communication from applicants to the CPC shall be directed to the Community Preservation Planner and (2) verbal communications between applicants and CPC members regarding proposed projects may only take place during public hearings and meetings.

Please keep in mind that there are legal limitations on the use of CPA funds. Refer to the charts included in this packet to check your project’s eligibility; if you are in doubt about your project’s eligibility, you are encouraged to contact the Community Preservation at (508) 495-7436 or submit a letter of inquiry so that the Committee can determine eligibility.

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1 The CPC’s position on CPA funding towards wastewater initiatives is that no such initiatives shall be considered until the Town-wide Wastewater Treatment Plan is implemented. The CPC’s position is that the results of the Town’s Wastewater Treatment study shall be considered before individual initiatives are considered for funding.
APPLICATION FOR COMMUNITY PRESERVATION FUNDING
Submit one (1) unbound original and eleven (11) copies to:
CPC, Community Preservation Planner
59 Town Hall Square, Falmouth, MA 02540

Date of Application _______________________

Name of Applicant (and co-applicant, if applicable) ____________________________________________

Name of Property Owner, if different from applicant (a signed affidavit from the Property Owner must be attached) ____________________________________________

Contact Name ____________________________________________________________________________

Signature of Authorized Representative of Applicant(s) ___________________________________________

Mailing Address __________________________ City __________________ State/Zip ________________

Daytime Phone __________________________ email _______________________________________________

Name of Proposal ____________________________

Address of Proposal (or assessor’s parcel ID) ________________________________________________

Category (circle all that apply): community housing historic resources open space recreation

CPA Funding requested __________________________ Total Cost of Proposed Project __________________

Total for other funding sources ______________________________________________________________

Project Description: Please answer the following questions in the order listed below, keeping answers complete but brief. Refer to the Guidelines for CPA Proposal Submission (page 1) while completing this application. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. Project Description and Timeline: Describe the proposed project and how it will be completed. What steps are involved in completing this project? Provide a schedule for project implementation and a timeline for all project milestones.

2. Goals: What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act (CPA). Second, explain how the project supports the goals outlined in the Local Comprehensive Plan (LCP) and other relevant Town plans [see Addendum 1 – CPA and Town of Falmouth Goals].

3. Community Need and Public Benefit: Why is this project needed? Does it tie in to the goals of the CPA and other town-wide plans? How does it benefit the public? (See definition of public benefit in Guidelines for CPA Proposal Submissions.) When responding to this question, consider the following: matching funds from other sources that will be obtained if CPA monies are awarded; people who will directly benefit from the project once it is completed; resources that will be protected because of this project.

4. Community Support: What is the nature and level of support for this project? Include letters of support and any petitions, including demonstration of funding from local sources.

5. Success Factors: How will the success of this project be measured? Be as specific as possible.

6. Credentials: How will the experience of the applicant(s) contribute to the successful implementation of this project?

7. 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. Applicants must provide an accurate and detailed estimate from potential suppliers. The CPC reserves the right to require more than one estimate. (Note: CPA funds may not be used for maintenance.) Projects that require deed restrictions or other legal oversight should include these estimated expenses in their proposed budget. The CPC reserves the right to augment or adjust projected budgets for estimates associated with legal fees.

8. Other Funding: What additional funding sources are available, committed, or under active consideration? Include copies of commitment letters or rejection letters and describe any other attempts to secure funding for this project.

9. Maintenance: If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future?

10. Historic preservation projects: Please provide additional detailed project information as required in Addendum #2 – Supplemental Information for Historic Preservation Projects.
ADDENDUM #1: COMMUNITY PRESERVATION ACT AND TOWN OF FALMOUTH GOALS

COMMUNITY PRESERVATION ACT (CPA) GOALS
The Community Preservation Act (CPA) provides a special funding source that is dedicated to community preservation needs related to community housing, historic resources, open space, and recreation. In general, the goals of the CPA are to:

- Acquire, Create, and Preserve Open Space (plus Rehabilitate and Restore Open Space if the Open Space was acquired with CPA funds)
- Acquire, Create, and Preserve, Rehabilitate, or Restore Land for Recreational Use
- Acquire, Preserve, Rehabilitate, and Restore Historic Resources
  - Preservation of Historic Resources includes: retention of the greatest amount of historic fabric along with the building’s historic form, features, and detailing as they have evolved over time;
  - Restoration of Historic Resources includes: allowance for a depiction of a building at a particular time in its history by preserving materials from the period of significance and removing material from other periods;
  - Rehabilitation of Historic Resources includes: an acknowledgment of the need to alter or add to a historic building to meet continuing or new uses while retaining the building’s historical character.
- Acquire, Create, Preserve, and Support Community Housing

For more detailed information on the CPA, please review the Town of Falmouth’s Community Preservation Plan which is available in the Community Preservation Office and online on the Town’s website, http://www.falmouthmass.us, on the Community Preservation Committee’s webpage listed under Departments.

TOWN OF FALMOUTH GOALS
The CPC will evaluate all eligible CPA funding proposals keeping in mind the relevant goals stated in the Local Comprehensive Plan as well as other relevant town-wide plans. Writers of proposals should consult the Local Comprehensive Plan available in the Planning Office and online on the Planning Department webpage at http://falmouthmass.us.

References to additional plans related to specific CPA categories are provided below:

**Community Housing**
- Local Comprehensive Plan - Affordable Housing
- Housing Production Plan – link available on the Planning Department webpage at http://www.falmouthmass.us

**Open Space and Recreation**
- Local Comprehensive Plan, Open Space and Recreation, Coastal Resources and Wetlands, Wildlife, and Plant Habitat
- Town of Falmouth Open Space and Recreation Plan

**Historic Resources**
- Local Comprehensive Plan, Historic Preservation and Community Character
- Falmouth Historic District Guidelines –http://www.falmouthmass.us,-- Historic Districts Commission webpage under Departments
- Secretary of Interior’s Standards for the Treatment of Historic Structures -- online

**Additional Town-Wide Plans**
- The Board of Selectmen’s Five Year Strategic Plan – link available on the Board of Selectmen’s webpage under Departments at http://www.falmouthmass.us.
ADDENDUM #2: SUPPLEMENTAL INFORMATION FOR HISTORIC PRESERVATION PROJECTS (required for proposals submitted under the CPA Historic Resources category)

Applicants for historic preservation funding should schedule a pre-application meeting with the Community Preservation Staff at 508-495-7436. The purpose of the meeting will be to review this addendum and to discuss requirements for CPA funded historic preservation projects.

Project Eligibility
Community Preservation Act (CPA) funds can be used for the acquisition, restoration, rehabilitation, and preservation of historic resources. The CPA defines historic resources as a “building, structure, vessel, real property, document or artifact” that is 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 town.

Before consideration, the CPC will determine whether or not the proposal is eligible for CPA historic preservation funds. Please check all that apply below; this information will assist the CPC in their determination of eligibility.

___ Property is individually listed on the State Register of Historic Places (applicant must provide documentation from the State or National Register)

___ Property has been determined by the Massachusetts Historical Commission (MHC) for listing on the State or National Register of Historic Places (applicant must provide documentation from MHC)

___ Property is located within a National Register Historic District and is considered a ‘contributing structure’. (Applicant must provide documentation supporting the ‘contributing structure’ status)

___ Property is located within a Local Historic District*, please indicate district below:
   ___ Davisville Historic District
   ___ Falmouth Village Historic District
   ___ Quissett Historic District
   ___ North Falmouth Historic District
   ___ Waquoit Historic District
   ___ West Falmouth Historic District
   ___ Woods Hole Historic District

*Additional information may be required in order to determine eligibility of properties within Local Historic Districts.

___ Property is listed in the Town’s Cultural Resources Inventory (CRI). Applicant must provide copy of the CRI listing and relevant documentation (i.e. Form A for Area, Form B for Building, Form H for Landscape, etc.) [Note: A copy of the CRI address listing is available in the Town Clerk’s Office. Detailed documentation on CRI properties is kept in the Historical Commission’s files at the Town Hall.]

___ Property is on the list of significant buildings designated by the Falmouth Historical Commission. Applicant must provide documentation, including letter from Historical Commission as proof of placement.

___ Is there currently a preservation restriction on this property? Please define ____________________________
Secretary of the Interior’s Standards for the Treatment of Historic Properties

Historic preservation projects are required to be in compliance with the ‘Secretary of the Interior’s Standards for the Treatment of Historic Properties.’ The CPC will review project plans for compliance with the Secretary’s Standards. Applicants must provide complete construction drawings and specifications to the CPC for review before construction funds will be disbursed. CPA funds may also be used for design costs; design plans produced with CPA funds shall also be consistent with the Secretary’s Standards. The Secretary of the Interior’s Standards are published by the National Park Service and may be accessed online at: http://www.nps.gov/history/tps/tps/standguide/.

I, the undersigned, understand that CPA funded historic preservation projects are required to comply with the ‘Secretary of the Interior’s Standards for the Treatment of Historic Properties’

X

Applicant’s signature Date

Deed restrictions

The CPC reserves the right to require a historic preservation deed restriction as a condition of funding for historic preservation projects. The CPC determines the need for deed restrictions on a case by case basis. If a deed restriction is required, it will be noted under Special Conditions in the Letter of Agreement that is to be signed by the applicant and CPC prior to Town Meeting.

Supplemental Information required for Historic Resources funding proposals

[Note: unless waived by the CPC, this information is required in addition to the information requested in items 1-9 of the funding application. If you would like to request a waiver, please submit your request in writing to The Community Preservation Committee, 59 Town Hall Square, Falmouth, MA 02540]

Please provide detailed project information, as applicable:

- Building preservation, restoration, or rehabilitation projects:
  - Provide a copy of preliminary construction plans including both existing conditions and proposed alterations, and specifications including description of existing and proposed materials. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
  - Provide a copy of the Certificate of Appropriateness and accompanying letter of conditions (applicable only if project is located within a local historic district and has been reviewed by the Historic District Commission).
  - Provide a statement explaining how the project will comply with the ‘Standards for Rehabilitation’ published in the ‘Secretary of the Interior’s Standards for the Treatment of Historic Properties.’

- Landscape preservation, restoration, or rehabilitation projects:
  - Provide a copy of preliminary project plans, including existing conditions and proposed alterations, and project specifications, including a description of existing and proposed materials, plus any additional supporting information demonstrating need for preservation, restoration, or rehabilitation. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
  - Define how the project will comply with the ‘Standards for Rehabilitation’ published in the ‘Secretary of the Interior’s Standards for the Treatment of Historic Properties’ and the ‘Guidelines for the Treatment of Cultural Landscapes’.

- Design services for the preservation, restoration, or rehabilitation of a landscape or building:
  - Provide a statement explaining the need for design services related to preservation, restoration, or rehabilitation.
  - Provide credentials for architect/designer (specifically addressing historic preservation experience)

- Acquisitions and other projects:
  - Please consult with Community Preservation Planner, in order to determine the additional project information that may be required.
## IS OUR PROJECT ELIGIBLE?
The Act determines project eligibility

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<thead>
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<th>Open Space</th>
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<td>Support</td>
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<tr>
<td>Rehabilitate and/or Restore</td>
<td>YES (if acquired or created with CPA funds)</td>
<td>YES</td>
<td>YES (as of 7/8/2012)</td>
<td>YES (if acquired or created with CPA funds)</td>
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