FALMOUTH COMMUNITY PRESERVATION ACT

FUNDING APPLICATION

COMMUNITY PRESERVATION COMMITTEE

Falmouth Town Hall
59 Town Hall Square
Falmouth, MA 02540

Telephone: 508-495-7436

Email: Carole Sutherland <csutherland@falmouthmass.us>
APPLICATION GUIDELINES

1. Applicants must use this Falmouth Community Preservation Funding Application. Each applicant must (1) use the Application Cover Sheet on page 6 as the first page of their application, (2) answer Application Narrative - Questions #1 through #9, and (3) include Attachments A and B. Historic Preservation applications must also include Attachment C, “Supplemental Information for Historic Preservation Projects.” The use of maps, visual aids, and supplemental information is encouraged.

Submit one (1) unbound original and eleven (11) copies. Include an electronic copy, if feasible.

2. Applicants must provide an accurate and detailed estimate of project costs. Applicants are strongly encouraged to obtain more than one estimate in order to present a realistic project budget. If possible, applicants must provide at least one quote/estimate from potential suppliers.

3. If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations reflecting all project years. The Community Preservation Committee (CPC) can recommend multi-year projects only if the total cost can be included in the current year's CPA revenues. The CPC cannot commit anticipated revenues.

4. CPA proposals shall not include:
   a. 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 and is not required more often than every ten years (CPC).
   b. The request of funds for wastewater treatment initiatives
   c. The request of funds from private property owners for any projects in any of the four CPA categories.

5. Proposed CPA projects must demonstrate public benefit. Public benefit is defined as a project or purchase that enhances an area or structure for a significant group of citizens and promotes balance between cost and public good.

6. Proposals must specify non-CPA funding sources. It is preferable that Community Preservation Funds leverage other funding sources.

7. For applicants that have multiple project requests, projects must be prioritized.

8. Proposals must be received by the advertised deadline to be considered for funding at the next Town Meeting. CPA funding proposals must be submitted to the Community Preservation Office in Town Hall.

9. The CPC will determine project eligibility before conducting proposal interviews. All eligible proposal applicants must attend a CPC meeting for a proposal interview. Applicants will be contacted to schedule an interview.

10. Communication between applicants and the CPC shall be in accordance with the “Communication Procedures” outlined in the Community Preservation Plan. The Communication Procedures include (1) written communication from applicants to the CPC shall be directed to the Community Preservation staff and/or consultant and (2) verbal communication between applicants and CPC members regarding proposed projects may only take place during public hearings and meetings.

There are legal limitations on the use of CPA funds. If you are in doubt about your project's eligibility, you are encouraged to contact the Community Preservation staff at (508) 495-7436 or submit a letter of inquiry so that the Community Preservation Committee can determine eligibility.

1 The CPC’s position on CPA funding towards wastewater initiatives is that no such initiatives shall be considered until the Townwide 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.
COMMUNITY PRESERVATION ACT GOALS 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:

- Acquire, Create, Preserve, and Support Community Housing
- 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

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 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 and LCP Housing Element, Spring 2015 (Link on the Planning Department webpage under Departments at http://falmouthmass.us)

- **Open Space/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 Districts Guidelines (Link on the Historic Districts Commission webpage under Departments at http://falmouthmass.us)
  • Town of Falmouth Historic Preservation Plan (Link on the Historical Commission webpage under Departments at http://falmouthmass.us)
  • Secretary of Interior’s Standards for the Treatment of Historic Structures

➢ Additional Town-Wide Plans
  • The Board of Selectmen’s Five Year Strategic Plan (Link on the Board of Selectmen webpage under Departments at http://www.falmouthmass.us)
FUNDING APPLICATION
FOR
COMMUNITY PRESERVATION FUNDING

BEGINS ON THE FOLLOWING PAGE
APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit one (1) unbound original and eleven (11) copies to the Community Preservation Office, 59 Town Hall Square, Falmouth, MA 02540. Transmit an electronic version of the application to csutherland@falmouthmass.us. Applications are due June 3, 2015 at 3:00 p.m.

Date: 

Name of Applicant/Sponsoring Organization: 

Mailing Address: 

Name of Proposal/Project: 

Project Location/Street Address (if applicable): 

Project Representative/Contact Name and Title: 

Mailing Address: 

Daytime Phone: 

Evening Phone: 

Email: 

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>CPA Funds</th>
<th>Cost Share – Private</th>
<th>Cost Share- Other Public</th>
</tr>
</thead>
<tbody>
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<td>$</td>
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</table>

CPA Category (You must check at least one category, but may identify additional categories if applicable)

☐ Open Space
☐ Historic Preservation
☐ Recreation
☐ Community Housing

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Authorized Project Representative:

Typed (Printed) Name and Title: __________________________________________________________

Signature: ___________________________ Date: __________________
APPLICATION NARRATIVE

Please answer the following questions on separate paper in the order listed below, keeping answers complete but brief. Refer to the Application Guidelines on Page 2 while completing this application. Applications will be returned if all requested information is not provided. Include supporting materials, as necessary. Applications that (1) present a thorough description of the project with as many details as possible, (2) have significant support from other Town Boards and Committees, and (3) present a comprehensive, well described and reasonable budget will have the greatest likelihood of success.

1. **A. Project Description:** Describe the proposed project and how it will be completed. What steps are involved in completing this project? Include supporting materials and exhibits as necessary.

   **B. Previous CPA Project Funding:** Has this project or a closely related project previously received CPA funding? If yes, explain.

2. **Project 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 Page 3 — 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 funds are awarded; people who will directly benefit from the project once it is completed; and resources that will be protected because of this project.

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

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

6. **Experience with Community Preservation Funded Projects:**

   Has the applicant received CP funding for past projects? ________________________________

   If yes, please name the project: ________________________________

   If yes, are all projects complete and closed out? ________________________________

   If there are open projects, please identify by project name and provide current implementation status and expected completion date: ________________________________

7. **Implementation: Project Manager Contact Information**

<table>
<thead>
<tr>
<th>Project Manager &amp; Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Phone:</td>
</tr>
<tr>
<td>Evening Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>
8. **Maintenance:** If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future? (If not applicable to your project, write NA.)

   A. **Who will be responsible for Project Maintenance?**
   B. **How will Project Maintenance be funded?**

9. **Additional Information** (not required but recommended, if applicable)

   A. **Site Documentation:** Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed.

   B. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, any other renderings, relevant studies or material.

   C. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.

**APPLICATION SUBMISSION CHECKLIST**

- Have you signed the Application Cover Page and included it as Page 1 of this application?
- Have you addressed each of the nine items listed in the Narrative section of this application?
- Have you provided one unbound original and eleven bound copies of the completed application?
- Have you submitted one electronic version of the completed application to CP Office (csutherland@falmouthmass.us)?
- Have you included at least one quote/estimate for the proposed project?
- Have you completed and included Attachment A: Project Schedule?
- Have you completed and included Attachment B: Project Budget?
- If this is an application for Historic Preservation funding, have you completed and included Attachment C: Supplemental Information for Historic Preservation Projects?
ATTACHMENT A
PROJECT SCHEDULE

Provide a schedule for project implementation using the Milestones below. If a Milestone B or C is not applicable to your project, mark the Milestone “NA.”

Note: If project implementation is delayed, the CPC may reconsider their recommendation for grant award.

<table>
<thead>
<tr>
<th>Milestones (Month/Year)</th>
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<tbody>
<tr>
<td>A. Project Start (Month/Year): ______________________________</td>
<td></td>
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<tr>
<td>B. Procurement Documents Submitted to CPC (Month/Year): _________</td>
<td></td>
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<tr>
<td>C. Project Construction/Professional Contract Submitted to CPC (Month/Year): ____________________</td>
<td></td>
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<tr>
<td>D. Project/Construction Start (Month/Year): ____________________</td>
<td></td>
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<tr>
<td>E. 50% Project Completion (Month/Year): ______________________</td>
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<tr>
<td>F. 100% Project Completion (Month/Year): ______________________</td>
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<tr>
<td>G. Close-Out Complete (Month/Year): ______________________</td>
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Comments:
**ATTACHMENT B**

**PROJECT BUDGET**

**Budget:** What is the total budget for the project and how will CPA funds be spent? All proposed project costs must be clearly identified including hard and soft costs, CPA funding permanent sign/plaque cost, and contingencies. Applicants must provide an accurate and detailed estimate from potential consultant(s), construction companies, and suppliers. At least one estimate on contractor letterhead is required. However, the CPC reserves the right to require additional estimates. Projects that require deed restrictions or other legal oversight should include these estimated expenses in their proposed budget. (Note: CPA funds may not be used for maintenance.)

A. **Budget Summary**

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>CPA Funds Requested</th>
<th>Cost Share – Private Funds</th>
<th>Cost Share - Other Public Funds</th>
<th>Cost Share - Other Investment or Funds</th>
</tr>
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<tbody>
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<td>$</td>
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</table>

B. **Budget Cost Sharing:** Identify the amount and source of cost sharing for this project including all private, federal, state or local government, and “other” sources.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Item</th>
<th>Amount</th>
<th>Type (grant, loan, in-kind, etc.)</th>
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Attach commitment letters from any organization providing a cost share contribution listed in the table above.

C. **In-Kind:** Are there any in-kind contributions included in the “Cost Share” information presented in A. and/or B, above? If yes, describe how the value of the in-kind contribution was derived. (In-kind contributions can be defined as a contribution of services or property, donated equipment, buildings or land, or donated supplies).

D. **Budget Categories:** (Leave any category blank that does not apply to your project.)

<table>
<thead>
<tr>
<th>Category</th>
<th>CPA Funds</th>
<th>Other Funds (Cost Share)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials/Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
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<td></td>
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<tr>
<td>Professional Contractual: Consultant, Legal, Engineering, Appraiser, etc.</td>
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<tr>
<td>CPA Funding Sign/Plaque (permanent)</td>
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<tr>
<td>Other (Describe)</td>
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<tr>
<td>Other (Describe)</td>
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<tr>
<td>TOTAL</td>
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</table>

**Note:** Construction means all types of work done on a property or building including erecting, altering or remodeling. Attach at least one recent estimate/quote.
E. Describe any other attempts to secure funding for this project. (Include successful and unsuccessful funding attempts.)

F. Please provide any additional relevant budget information that you feel will be beneficial to the CPC in understanding your Project Budget.
ATTACHMENT C
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 is to review this Attachment 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 eligibility determination.

☐ 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 Falmouth 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? If yes, 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/hps/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.

Supplemental Information Required for Historic Resources Funding Proposals

(Note: Unless specifically waived by the CPC, the supplemental information detailed below is required with the application submission. If you would like to request a waiver from these requirements, submit a written request to the Community Preservation Office, 59 Town Hall Square, Falmouth, MA 02540.)

Please provide detailed project information, as applicable:

➢ Building preservation, restoration, or rehabilitation projects:
  • 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 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 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 Staff to determine additional information that may be required.