



Community Preservation Project Application Package

Guidelines for Submission

The following guidelines are presented to all applicants for CPA funding and should be followed as they pertain to each specific project.

1. Each project funding application must be submitted using the Community Preservation "Project Application Form." Additional pages should be added as necessary.
2. Project funding applications must be received by Tuesday, February 2, 2016 to be considered at the next Annual Town Meeting.
3. Applicants should review the CPA Bylaw and these guidelines before submitting funding applications.
4. If submitting multiple applications, projects should be submitted in order of priority.
5. If the funding application is part of a longer-term project, the applicant should include the total project cost and research if any grants are available.
6. Applicants should prepare an itemized project with details describing each item and its estimated cost.
7. Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used, provided the basis of the estimate is fully explained.
8. Projects should anticipate completion within a 5 year period or be broken into phases of completion.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under "Review and Recommendation Criteria":

Community Character:

- a. Encourage and preserve open space, agriculture, and forests
- b. Promote/maintain diversity in housing stock
- c. Preserve historic resources
- d. Re-use existing structures
- e. Enhance social, economic, cultural, historical, and natural resources, and their diversity
- f. Preserve/revitalize historic areas
- g. Acquire/preserve threatened resources
- h. Be consistent with Town planning documents



Preserve Phillipston's Past, Present and Future

Community Impact and/or Needs:

- a. Provide present and future uses
- b. Increase/expand recreational facilities
- c. Protect environment and/or water resources
- d. Address community need and/or fill a void in community
- e. Maximize number of people affected/benefiting
- f. Meet needs of under-served populations
- g. Meet multiple needs and populations

Fiscal Impact:

- a. Initial cost
- b. Ongoing maintenance or program costs
- c. Minimize financial impact on taxpayers
- d. Debt commitment
- e. Multiple funding sources
- f. Revenue generation
- g. Feasibility

Other Factors

- a. Degrees of urgency
- b. Required timeline or impending deadlines
- c. Complexity of execution



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Review and Recommendation Criteria

The applications will be reviewed for eligibility and in the second phase, detailed cost estimates will be asked for. It is the responsibility of the Committee to review all projects proposed for funding through the CPA Fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded. Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. In order to be considered eligible for review by the Committee, a project must at a minimum meet the statutory requirements of the CPA.

- The project is consistent with the goals of the Town of Phillipston and the Town of Phillipston Open Space and Recreation Plan.
- The project is economically or otherwise reasonably feasible to implement.
- The project serves multiple needs and populations and/or addresses more than one focus area of CPA.
- The project leverages additional or multiple sources of public and/or private funding.
- The project utilizes, preserves, protects or enhances currently Town-owned open space, recreation, historic and/or housing assets.
- The applicant/applicant team has successfully implemented projects of similar type and scale, or has demonstrated the ability and competency to implement the project as proposed.
- The application has site control, or the written consent of the property owner to submit an application.



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Project Application Form

Purpose (Please select all that apply)

- Open Space
 Community Housing
 Historic Preservation
 Recreation

Applicant: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Town Committee (if applicable): _____

Project Name: _____

Project Location / Address: _____

Amount Requested: _____

Registry of Deeds Book #	Page #	Assessor's Map#	Parcel #

Project Summary: In the space below, provide a brief summary of the project.

Estimated Date of Commencement of Project: _____

Estimated Date of Completion of Project: _____



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Application Instructions and Required Attachments

Submit 4 complete copies of the application form (including all attachments).

Attach the following with all applications:

- **Narrative:** A complete and detailed description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Phillipston and how the project is consistent with the Community Preservations Plan's "Guidelines for Submission" and "Review and Recommendation Criteria". Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project, If site control is not established, please explain in detail.
- **Project Scope:** An itemized project scope, with details describing each item and its estimated cost.
- **Cost Estimate:** Professionally prepared appraisal, professionally prepared cost estimate (or detailed cost estimate with full explanation by line item and back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Maps:**
 - USGS topographical map showing regional location of project
 - Assessors map showing location of the project
- **Photographs** of the site, building, structure, or other subject for which the application is made.

Include the following if applicable and available:

- Record plans of the land
- Natural resource limitations (wetlands, floodplain, etc.)
- Zoning (district, dimensional and use regulations as they apply to the land)
- Inspection reports
- 21E Reports and other environmental assessment reports (hazardous waste)
- Architectural plans and specifications for new construction and rehabilitation
- Site plans and specifications
- Maps, renderings, etc.
- Historic inventory sheet.
- Existing conditions report
- Names and addresses of project architects, contractors and consultants
- Other information deemed useful for the Committee in considering the project



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Notes:

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals. The Committee may request from the applicant a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendations to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants of those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before favorable funding recommendation to Town Meeting.