

HINGHAM

Community Preservation Grant Application



INFORMATION GUIDE & APPLICATION

INFORMATION GUIDE

INTRODUCTION

The Community Preservation Committee reviews applications submitted by Town bodies and citizens at large for funding projects involving the acquisition of open space/recreation, preservation of historic resources, and the support of low and moderate income housing, and makes recommendations to Town Meeting regarding the use of the Town's Community Preservation Fund for those purposes. That fund is composed of a 1.5% surtax on Town real estate taxes and state matching grants payable each Fall based on the surtax revenues for the fiscal year ending the prior June 30th, and interest on the accumulated funds.

CPC MISSION

We invest in community housing, historic resources, open space and recreation land to preserve, restore, and enhance Hingham's character as a community.

ADDITIONAL INFORMATION ON CPA

For additional information on the CPA statute and how it is being applied in towns across the Commonwealth, visit the Community Preservation Coalition's website at www.communitypreservation.org. For information on Hingham's Community Preservation activities, visit the Town's website at www.hingham-ma.gov a complete manual regarding this grant is located on the Town's website under CPC.

SELECTION CRITERIA

The Committee reviews each project using the following criteria:

- MATURE - Project is fully developed and does not need further definition
- STANDS ALONE - this project does not commit the CPC to future initiatives
- TIME SENSITIVE - Opportunity will be lost if we fail to act
- ALTERNATIVE CAPITAL - NO other capital sources would be available to fund the project
- LEVERAGES - the value of the CPA capital is multiplied through other contributions
- LONG TERM PLAN - part of an integrated long-term plan by proponent

TIMELINE FOR APPROVAL

Step 1. DETERMINE PROJECT ELIGIBILITY – Also known as: Preliminary Application

Complete the one-page document and submit the Preliminary Application by August 28, 2019 by emailing to the CPC Office: CPCAdmin@hingham-ma.gov

Because of the complexities of the CPA law, the committee requires all project applicants to begin the application process by submitting a one-page Preliminary Application form. No funding application will be accepted unless this form has been submitted and approved. Applicants should refer to CPA Process Manual; refer to the "Community Preservation Fund Allowable Use Table called Table 6 Allowable Spending Purposes" when filling out your application. This information comes from the Department of Revenue and contains the most up to-date information on both the definitions of the four CPA program areas (Open Space, Historical Preservation, Community Housing, and Recreation), and the allowed uses of CPA funds in the four areas. Preliminary Applications may be submitted at any time.

The Chair of the CPC or the Chair's designee and the CPC Administrator will review Preliminary Applications to determine if they are eligible. Applicants will be notified, as soon as possible, whether their project is eligible for CPA funds, so they can begin the Final Application process.

Step 2: Complete and Submit the Final Application by October 4, 2019

This step will include all necessary documents to complete your application. Submit 1 (one) original and 10 (ten) copies, along with a PDF file to:

CPC / Engineering Office - ATTN: Carol Costello
 25 Bare Cove Park Drive, Hingham, MA 02043
 Email PDF to: CPCAdmin@hingham-ma.gov / P: 781 804-2306

IMPORTANT NOTE: Late Submissions – Due to the length and complexity of the process leading to Town Meeting recommendations, the Committee does not generally consider applications submitted after the deadline. You should have completed the preliminary application processed offered by our CPC Office/Engineering Department, as well as, the final application by the specified deadlines.

Step 3: Please reference the CPC Process Manual, which is located under CPC on the Town’s website.

Step 4: Community Preservation Committee Review and Public Comment (it is important to continue to check the CPC website for upcoming meeting schedules)

A. The CPC will review applications to determine whether:

- Proposed projects are eligible for Community Preservation funding;
- Proposed projects are sufficiently developed in terms of their work plan and timing for further consideration; and
- Proposed projects are consistent with town goals and plans and will provide a benefit to citizens of Hingham (see the criteria section in the manual).

B. Proponent Presentations: CPC will seek in-person comments on proposed projects at public hearings to be scheduled in November 2019 and January 2020.

C. CPC Recommendations: CPC will make its final recommendations for funding in January.

Step 5: Town Meeting Approval

The CPC presents its recommendations to the Advisory Committee and then to the Board of Selectmen, each of which votes either to support or not to support each recommended project. Projects are then presented in the warrant for Town Meeting consideration. Town Meeting has the final authority to award funds from Hingham’s Community Preservation Fund. A majority vote is required to approve funding. A two-thirds vote is required to approve acquisition of real property.

Step 6: Funding Award

Funding for approved projects will be available following Town Meeting, subject to satisfaction of any conditions established by the Community Preservation Committee and Town Meeting. Funds will not be released until any required restrictions have been recorded at the Registry of Deeds. Upon approval by Town Meeting, grantees will be required to enter into a Grant Agreement specifying the amount and conditions of the grant. An example of a CPC grant agreement is located on the Town’s website, under “Community Preservation Committee” then under “Guidelines and Applications”.

Community Preservation Fund Allowable Use Table (G.L. C. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITION (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 listed or eligible for listing 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 a 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 not include horse or dog Does not include horse or dog racing, the acquisition of artificial turf for athletic fields or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUIRE -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
CREATE -To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008)	Yes	No	Yes	Yes
PRESERVE -Means protect from injury, harm or destruction, not	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	No	No	No	Yes, includes funding for community's affordable housing trust
REHABILITATE/RESTORE - Means remodel, reconstruct or repair (extraordinary, not maintenance) to make property functional for intended use, including improvements to comply with federal, state or local building or access codes or with 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

Seeking CPA Funding?

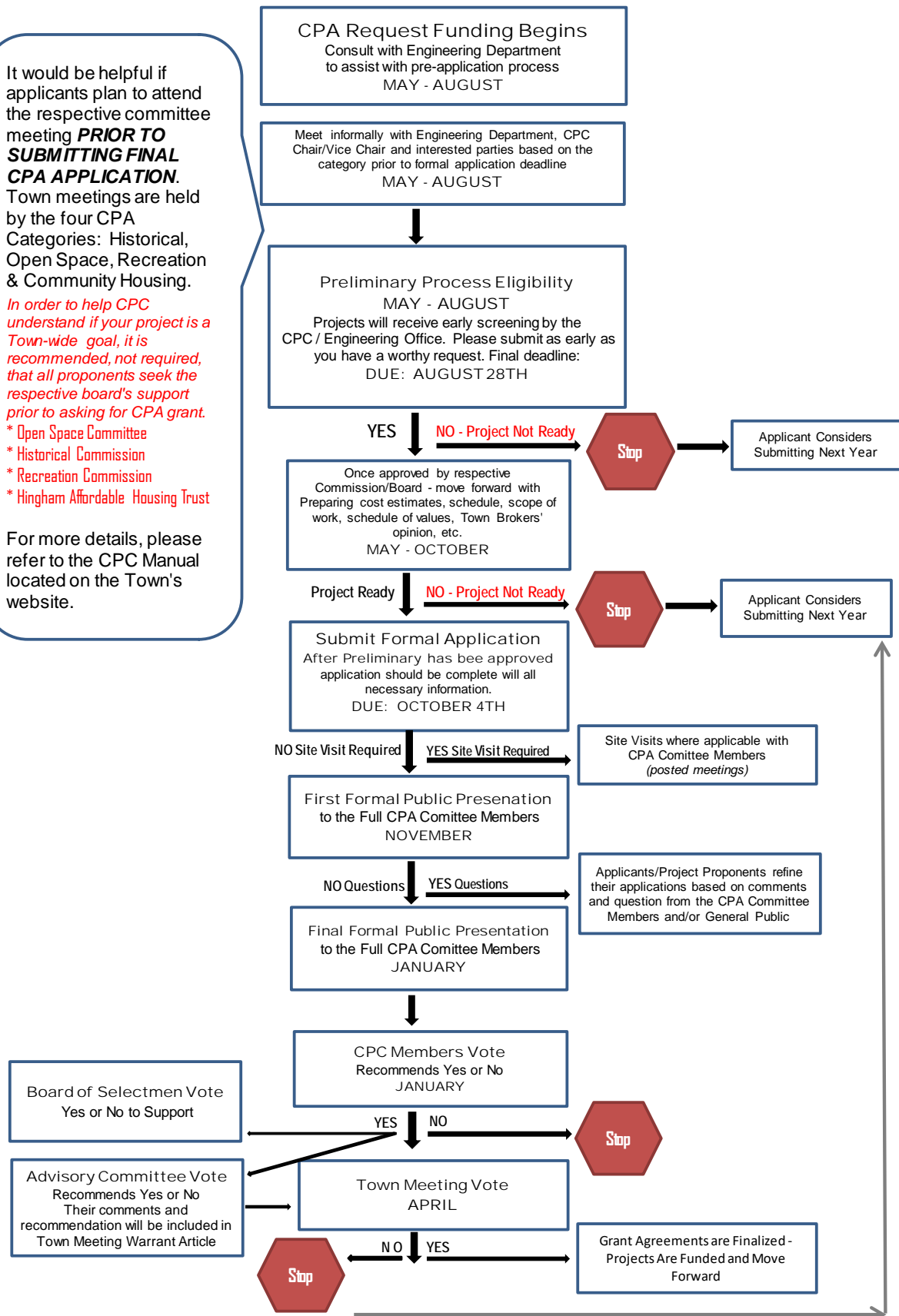
Steps to Guide you through the process:

It would be helpful if applicants plan to attend the respective committee meeting **PRIOR TO SUBMITTING FINAL CPA APPLICATION**. Town meetings are held by the four CPA Categories: Historical, Open Space, Recreation & Community Housing.

In order to help CPC understand if your project is a Town-wide goal, it is recommended, not required, that all proponents seek the respective board's support prior to asking for CPA grant.

- * Open Space Committee
- * Historical Commission
- * Recreation Commission
- * Hingham Affordable Housing Trust

For more details, please refer to the CPC Manual located on the Town's website.





Community Preservation Committee PRELIMINARY APPLICATION

Due Date: August 28, 2019

Step 1. DETERMINE PROJECT ELIGIBILITY/PRELIMINARY APPLICATION

Because of the complexities of the CPA law, the committee requires all project applicants to begin the application process by submitting a one-page Preliminary Application Form. No funding application will be accepted unless this application has been submitted and approved. Applicants should refer to the "Community Preservation Fund Allowable Use Table" attached in this packet when completing this form. This information comes from the Department of Revenue and contains the most up to-date information on both the definitions of the four CPA program areas (Open Space, Historical Preservation, Community Housing, and Recreation), and the allowed uses of CPA funds in the four areas. Preliminary Application Forms may be submitted at any time. Please submit via email or drop off one paper copy to: [CPC / Engineering Office, c/o Carol Costello 25 Bare Cove Park Drive, Hingham, MA 02043](#) or email CPCAdmin@hingham-ma.gov

The Chair of the CPC or the Chair's designee and the CPC Administrator will review Project Eligibility Determination Forms. Applicants will be notified, as soon as possible, whether their project is eligible for CPA funds.

Project Name: _____

Project Goals: _____

Project Total Cost: \$ _____

CPA Request: \$ _____

Contact Person: Name: _____

Email: _____ **Phone:** _____

Project Information:

Project Site Address: _____

Purpose (please check all that apply)	
_____ Open Space	_____ Historic
_____ Recreation	_____ Community Housing

Project Site Assessors Map/Parcel: _____ Project Site Deed Book/Page: _____

Current Owner: _____

Brief Project Description: _____

For CPC Use Eligible: _____ Not Eligible: _____ Date: _____ Reviewer: _____

*A member of the CPC Staff will contact you for further information and to assist you through this process.
 Any questions, please call Carol Costello at 781 804-2306.*



Community Preservation Committee FINAL APPLICATION

Due Date: October 4, 2019

Office use:

Applicant Participated in Preliminary Process?

 Y N

DATE RECEIVED IN CPC OFFICE:

Have you reviewed the CPC Process Manual located on our Town's website? Yes No

Project Name:

Project Description: (attached separate sheet)

Project Total Cost: \$

CPA Request: \$

Project Information:

Project Site Address: _____

Project Site Assessors Map/Parcel: _____ Project Site Deed Book/Page: _____

Current Owner: _____

Do you intend to seek additional grants/funding from the Town, State or any other organization?

___ Yes / ___ No

PRIVATE OWNERS: Have you submitted the necessary documents from the "Private Owners seeking CPA funds"? (see CPC Manual on the Town's website) ___ Yes / ___ No

Is this project time sensitive? If so, explain:

Contact Person:

Name: _____

Email: _____

Phone: _____

On a separate document, please include the following:

Project Summary: Attach detailed description of the Project using the following categories:

1. Project Scope, including the property involved and its proposed use
2. Key Steps for Implementation with a timeline and associated estimated costs (Note: Projects must be completed within two years of receipt of the grant award unless an extension is given for good cause.)
It is highly recommended that you include 3 estimates with your cost evaluation.
3. List of Stakeholders and their respective Needs or Requirements
4. Professional Oversight and Ongoing Project Management Responsibility
5. Anticipated Maintenance after project completion and Responsibility for Ongoing Maintenance
6. Benefit(s) to the Town of Hingham
7. Criteria to determine Success of Implementation
8. Additional Information (if not covered in the categories above)

Control of Site: Attach a statement indicating whether the applicant owns or has a purchase agreement for the property in the Project. If the property is under agreement describe the agreement, including timing and conditions. If the applicant does not have site control, please explain.

Feasibility: List all further actions or evaluations that will be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any known or potential barriers to moving forward.

Additional attachments: Include the following with ALL applications (if applicable)

- Assessor’s map showing location of the Project
- Photographs of the site and any existing structures located on the site
- Architectural plans and specifications (for new construction or rehabilitation/renovation)
- Maps, renderings, etc.
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Other information useful for the Committee to consider the project

TIMING	Estimated Date for Beginning of Project:	Estimated Date for Completion of Project:
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If the proposed project is a phase of a larger project, describe the overall project and timeline. Describe the major milestones and when the project will be completed. Include an estimate of when the CPA funds requested will be needed.

Budget – Using a separate document, outline the total budget for the project and how CPA funds will be spent. Break down the project by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be designated to each of the four CPA purposes. **Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to any 10% of the budget. PLEASE NOTE: Non-Profit Organizations should also include a current financial statement.**

*** Other Sources of Funding Available:**

Source of Funding	Amount Requested	Status	Timing Considerations	Contingent on CP Funding?

Submit to:

Return application & required documents (1 Original, 10 copies and email PDF) to:
 CPC / Engineering Office c/o Carol Costello
 25 Bare Cove Park Drive, Hingham, MA 02043
CPCAdmin@hingham-ma.gov / Questions: 781 804-2306