

Community Preservation Committee Town of Belmont

Standard Application Process

Step One

Applicants must submit ten copies of the **Preliminary Application** to the Community Preservation Committee (CPC) by no later than 4pm on **September 29, 2017**. Applications will be date stamped and assigned a control number in the order that they are received. The CPC will review submitted applications to ensure the proposed projects can be legally funded from Community Preservation funds, and are consistent with the goals for CPA funding as set forth in the current Community Preservation Plan.

Please review the CPA legislation and the Belmont CPA Bylaw prior to submitting CPA funding applications.

<http://www.belmont-ma.gov/community-preservation-committee>

Applicants are invited to attend the CPC's Public Meeting on September 14, 2017 to ask any questions they may have regarding the application process.

Step Two

If a project is determined to be eligible for CPC funds, the applicant will be asked to complete a Final Application.

Please note that an invitation to submit a Final Application does not imply project approval or endorsement from the CPC. Only after reviewing all final applications will the CPC determine which projects to recommend to Town Meeting.

It is important for applicants to understand that projects financed with CPA funds must comply with Massachusetts procurement laws, which mandate special procedures for the selection of products, vendors, services, and consultants. Applicants are encouraged to provide examples of any past experience with Massachusetts procurement laws. In lieu of adequate procurement experience, applicants may be directed to seek the mentorship with a Town of Belmont Department Head or Belmont's Procurement Coordinator.

For further information about how to obtain a department mentor, please contact the **Community Preservation Hotline** at **617-993-2774** or **Michael Trainor** at mtrainor@belmont-ma.gov.

The following information will be required to complete the final application:

- **Goals:** What are the goals of the proposed project?

- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.
- **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? What prior municipal procurement experience does the applicant have? If the applicant has no prior procurement experience, what member of the project's working team or Town of Belmont Department Head mentor will be responsible for ensuring the project adheres to the necessary procurement laws?
- **Success Factors:** How will the success of this project be measured?
- **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.
- **Town Properties:** Is the project proposal for a town-owned property? If so, the project must be sponsored by the Town or have a Town Department Head acting as a co-signer.
- **Private Entity as Project Sponsor:** Private entities sponsoring CPA projects are required to be nonprofit 501c3 organizations and provide a copy of their IRS determination letter as part of their application.
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
- **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

Additional information, as applicable, may also be required. Such as:

- **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.

- **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
- **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
- **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
- **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
- **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
- **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
- **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
- **Further Attachments:** Assessor's map showing location of the project.

Applicants will present their projects at the CPC Public Meeting on November 8, 2017 and address questions from Belmont residents. It is required that information about the project be in writing and copied for distribution and review at the Public Meeting. This is also an opportunity for project sponsors to ask the CPC any questions regarding the application process.

Ten copies of the Final Application must be submitted to the CPC by no later than 4pm on December 4, 2017 in order to be considered for the spring 2018 Town Meeting. Applications will be date stamped and assigned a control number in the order that they are received.

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, preliminary applications and final applications will not be accepted after their respective deadlines. **In order for the CPC to consider a project proposal that cannot adhere to the deadlines as outlined in the Standard Application Process, the project must meet the additional selection criteria as outlined in the Special Application Process.**

The CPC will review the Final Applications. Applicants will be contacted if additional information or an interview is required. The CPC may also request to visit the site of the

proposed project. Applicants will be notified by January 12, 2018 whether the CPC plans to recommend their project at the 2018 Annual Town Meeting.

Step Three

The selected applicants will submit an electronic copy of their completed Town Meeting Project Summary Form to the CPC by March 2, 2018. The CPC will consult with the Board of Selectmen, Warrant Committee, and Capital Budget Committee regarding the selected projects. The CPC will then reassess each project during the CPC Meeting on March 14, 2018. The CPC will review the outcome of the Town board advisory meetings and examine whether sponsors have performed sufficient research to identify the secondary budgetary effects of their projects. **The CPC reserves the right to withdraw its support for any proposed project at this CPC Meeting or at any point prior to the 2018 Annual Town Meeting.**

Any PowerPoint slides intended to be used for the 2018 Annual Town Meeting will be submitted by April 2, 2018. **The selected applicants will be present at the League of Women Voters Meeting in April 2018 to give a brief five minute presentation on their project and to answer questions from the public.**

The CPC will make its final recommendations for funding in the form of one or more warrant articles to be voted on at the 2018 Annual Town Meeting. The CPC may recommend:

- the project as proposed by the applicant,
- a modified version of the original project,
- partial funding for the project,
- funding for only a portion or phase of the proposed project.

The CPC's recommendations to Town Meeting may include detailed project scopes, conditions, and other specifications, as the CPC deems appropriate to ensure CPA compliance and project performance.

Step Four

The CPC will read the articles for each of the recommended projects at Town Meeting for discussion and vote. The selected applicants will give a brief five minute presentation on their project and answer questions from Town Meeting members. Town Meeting has the final authority to award the CPC's recommended funds from Belmont's Community Preservation Act Fund.

Step Five

Funding will be available for Approved Projects following an affirmative vote of Town Meeting, starting July 1st of the applicable fiscal year.

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors who are not familiar with Massachusetts procurement laws and are not soliciting help from a Town Department Head or another MCPPO certified third party must meet with Belmont's Procurement Coordinator before any work can begin on their respective project.

All CPA funds are administered and disbursed by the Town of Belmont. Project management, oversight, execution, and financial control will be under the control of the Town Administrator or his designee.

The CPC requires periodic status updates from the recipients of CPC funding. Updates will occur no less than annually and upon project completion. Written updates will be coordinated by the Staff Liaison. The purpose of such an update is to aid the CPC in refining the CPA Plan, in identifying issues that may assist future applicants, and in reporting progress to the Town.

Projected 2017/2018 CPA Timeline

7/3/2017	Preliminary Applications Available
9/14/2017	Public Meeting [6:30 pm]
9/29/2017	Preliminary Applications Due [4:00 pm]
11/8/2017	Public Meeting [6:30 pm]
12/4/2017	Final Applications Due [4:00 pm]
1/12/2018	CPC Selects Projects
3/2/2018	Project Summary Reports Due
4/2/2018	PowerPoint Files Due (if applicable)
Late April 2018	League of Women Voters Meeting
Early May 2018	Town Meeting

If you have additional questions about this process, please contact:

The Community Preservation Hotline
617-993-2774

-or-

Michael Trainor
mtrainor@belmont-ma.gov

The following is a list of the appointed committee members:

Margaret Velie, Chair
Conservation Commission

Anne Marie Mahoney, Vice Chair
Board of Selectmen Appointee

Floyd Carman, Clerk
Board of Selectmen Appointee

Adam Dash
Board of Parks Commissioners

Anthony Ferrante
Recreation Commission

Karl Haglund
Planning Board

Lisa Harrington
Historic District Commission

Gloria Leipzig
Housing Authority

Andrés Rojas
Board of Selectmen Appointee

**Community Preservation Committee
Town of Belmont**

CPA Funding - Preliminary Application

Ten copies of the completed Preliminary Application must be submitted to the following address
by no later than 4pm on **September 29, 2017**:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title _____

Project Location _____

Applicant/Contact Person _____

Organization _____

Mailing Address _____

Telephone _____ **E-mail** _____

Signature _____ **Date** _____

CPA Category (*refer to chart on the following page and check all that apply*):

- | | |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Recreation |

Amount Requested _____

Total Project Cost _____

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (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, document or artifact 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 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 <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 50%, of US HUD Area Wide Median Income
ACQUISITION 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
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	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 purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or 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

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances

