BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

APPLICATION PROCEDURES FOR CPA FUNDING

The Boxborough Community Preservation Committee (CPC) is responsible for reviewing all applications for funds from the Town's Community Preservation Act (CPA) fund. The CPC will recommend for Town Meeting approval those projects the CPC believes should be funded. In order to be considered eligible for review by the CPC, a project must at a minimum meet the statutory requirements of the CPA.

STEP ONE: PRELIMINARY APPLICATION

The first step in applying for CPA project funding at the 2021 Annual Town Meeting is to submit a "Preliminary Application" form by 4:00 PM on Thursday, September 24, 2020, or earlier. The CPC will review "Preliminary Applications" on a rolling basis year round to determine if the applications are eligible for CPA funding (the "Preliminary Application" can be found on page 6).

STEP TWO: FINAL APPLICATION

If the CPC decides a project is eligible for CPA funding consideration, the applicant should then submit a "Final Application" for CPA funding. Each application will be evaluated in relation to the "Review and Recommendation Criteria" as well as any specific criteria for the appropriate use category (Open Space and Recreation, Community Housing, and/or Historic Resources). Applicants are encouraged to read the Community Preservation Plan and to address all of the submission requirements and selection criteria.

A "Final Application" for CPA funding should adhere to the following guidelines:

- Each eligible project seeking CPA funding must be submitted using the "Town of Boxborough Community Preservation Committee Final Application for CPA Funding" form as a cover sheet. Additional pages should be added as necessary. However, the application should not normally exceed six (6) pages.

- Requests must include a statement of need, accompanied by appropriate supporting information, including detailed descriptions of each item or step of the project and its estimated cost. Any existing restrictions should be noted. The use of maps and other visual aids is encouraged.

- If the funding is for part of a multi-year project, applications should include the total project cost and the cost for each fiscal year. The Town's fiscal year begins on July 1st and ends on June 30th.

- Applicants submitting multiple projects should explain the priorities for their projects.

- "Final Applications" for funding for the fiscal year beginning July 1, 2021, must be submitted no later than 4:00 PM on Thursday, October 22, 2020 in order to be considered for funding at the Annual Town Meeting in May 2021.

- **General Selection Criteria**
  In evaluating project proposals, the CPC will consider these factors in conjunction with the "Specific Selection Criteria" and "Review and Recommendation Criteria":
  - Community Character
    - Encourage and preserve open space and agriculture.
    - Promote/maintain diversity in housing stock.
    - Preserve historic resources.
    - Enhance social, economic, cultural, historic, and natural resources.
    - Be consistent with Town planning documents.
  - Community Needs/Impact
    - Provide for present and future uses.
    - Increase/expand recreational facilities.
    - Protect environmental and water resources.
    - Address unmet community needs.
    - Maximize the number of people benefitting.
    - Meet multiple needs and populations.
  - Fiscal Impact
    - Define initial cost.
    - Establish ongoing maintenance and program costs.
    - Analyze debt commitment.
    - Minimize financial impact on taxpayers.
    - Identify multiple funding sources and leverage.
    - Generate revenue.
    - Analyze feasibility.
  - Other Factors
    - Define the degree of urgency.
    - Explain required timeline or impending deadlines.
    - Describe the complexity of execution.

- **Specific Selection Criteria**
  In evaluating project proposals, the CPC will consider these factors in conjunction with the "General Selection Criteria" and "Review and Recommendation Criteria":
  - Open Space and Recreation
    - Address objectives or projects identified in the "Open Space and Recreation Plan" or "Boxborough2030."

        - Identify and secure other funding sources and support of other entities for open space land protection.
        - Provide conservation restrictions with public access.
        - Provide connections with existing trails or access to open space.
        - Protect drinking water quality and quantity.
        - Provide flood/drainage control.
        - Utilize Town-owned land where possible to fulfill future recreational needs.
        - Ensure universal accessibility to recreational facilities.
        - Expand programs or facilities for special needs, youth, young adults, and seniors seeking new recreational, health, and fitness opportunities.

    - Community Housing
        - Contribute to the Town's goals established by the Housing Board.
        - Ensure long-term affordability through deed restrictions and other mechanisms.
        - Leverage funds available for affordable housing though the use of state, federal, and other funding sources.

    - Historic Resources
        - Supplement project funding for historic buildings that provide public access and depend on public funding for their preservation.
        - Provide funds for historic resources that are eligible for National Register status, for the preservation of "Historically Significant Buildings Subject to the Demolition Delay Bylaw," or are deemed historically significant by the Boxborough Historical Commission.
        - Help ensure that a threatened historic resource is protected.
        - Preserve the settings of historic buildings or cultural landscapes.
        - Include a historic preservation restriction.

Please keep in mind the legal limitations on the use of CPA funds. Additional information about the CPA and CPC can be found on the Town website (http://www.boxborough-ma.gov/).

FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS

Once the CPC has approved the "Preliminary Application", "Final Applications" must be submitted to the CPC by 4:00 PM on Thursday, October 22, 2020. Submit to:

Boxborough Community Preservation Committee
c/o Planning Department
Town Hall
29 Middle Road
Boxborough MA 01719

"Final Applications" should include a completed "Town of Boxborough Community Preservation Committee Final Application for CPA Funding" as a cover sheet for the following attachments, as appropriate:

1) **Brief Project Summary**: Summarize in no more than one page the category, scope, goals, and budget for the project. This summary should be suitable for distribution to other Town boards and commissions as a concise description of the overall project.

2) **Narrative**: Provide a complete description of the project and ensure that its scope is aligned with the goals of the Community Preservation Act. Indicate which agency or organization will be responsible, what community support has been given to the project, and why Town Meeting should support it. Include an implementation plan describing the processes needed for approval and the steps or phases needed for completion. Summarize the goals of the project and how they will be measured.

3) **Maps**: Indicate the location of the project, if appropriate, using the Town Geographic Information System (GIS) map.

4) **CPC Selection Criteria and Needs Assessment**: Address the issues raised in the CPC's "General Selection Criteria," "Specific Selection Criteria," and the "CPC Needs Assessment" found in the "Community Preservation Plan." Make appropriate reference to Town planning documents such as "Boxborough2030."

5) **A. Budget**: Outline the total budget for the project and how CPA funds will be spent. Where applicable, indicate how much of the CPA funding should be ascribed to each of the different CPA purposes. Indicate all other known and potential sources of funding. If available, provide a detailed cost estimate with full explanation of each line item. Include any administrative costs required to complete the project (*e.g.*, appraisals, environmental assessments, etc.) and explain how they have been accounted for in the budget.
   B. Project Management Plan: If the proposed project involves a building or public works construction project with an estimated cost of $10,000 or more, the Applicant must acknowledge conformance to the separate Project Management Plan and Process as required by the Town's Project Management Policy.

6) **Feasibility**: List and explain any further steps or actions that will be required for completion of the project, such as zoning, environmental assessments, permits, restrictions, agreements, or other potential impediments. If available, provide verification of ownership, title verification, and zoning compliance information.

7) **Sustainability**: If the project incorporates sustainable design features, indicate how they will reduce impacts on the environment, such as reduced energy consumption, water conservation, etc.

8) **Timeline:** Describe major milestones and when the project is expected to be completed. Include an estimate of when the requested CPA funds will be needed.

9) **Architectural Plans, Site Plans, Photographs, etc.:** If appropriate.

10) **Letters of Support:** From the public or other appropriate organizations.

REVIEW AND RECOMMENDATION CRITERIA

The CPC's recommendations for funding at Town Meeting will depend on how well the individual projects meet these criteria, recognizing that not all criteria may apply to every project. The CPC will also give consideration to the urgency of the project, especially those projects whose successful implementation is constrained by scheduling factors outside the control of the applicant.

The CPC will consider following general factors:

1) Consistency with the goals of the Town of Boxborough Community Preservation Plan.
2) Consistency with other town-wide planning documents (*e.g.*, "Boxborough2030," "Open Space and Recreation Plan," "Housing Production Plan," etc.).
3) Support by relevant Town boards and committees and consistency with recent Town Meeting actions.
4) Economic feasibility.
5) Extent to which the project preserves, protects, or enhances existing Town-owned assets.
6) Extent to which the project serves multiple or underserved populations.
7) Ability to leverage additional single or multiple sources of public and/or private funding.
8) Number of CPA focus areas addressed by the project.
9) Administrative and financial management capabilities of the applicant(s), or external capabilities that can be applied to the management of the project.
10) Site control by the applicant(s) or written consent from the property owner(s).
11) Support from the neighborhood or abutters to the site of the proposed project.
12) Provision for maintenance of the project.
13) Appropriate permanent deed restriction, preservation restriction, or conservation restriction.
14) Project plan feasibility and whether or not the most reasonable approach for implementing the project has been selected.

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TOWN OF BOXBOROUGH
COMMUNITY PRESERVATION COMMITTEE
PRELIMINARY APPLICATION

APPLICANT:

Name: _____ Address: _____

Email: _____ Phone: _____

Board/Committee: _____

PROJECT:

Project Title: _____

Estimated Total CPA Funds Requested: _____

Estimated Total Project Cost: _____

PROJECT SUMMARY:

PROJECT PURPOSE: (Check all that apply)

- ☐ Open Space
- ☐ Recreation
- ☐ Community Housing
- ☐ Historic Resources

COMMUNITY BENEFIT: Indicate how this project will benefit the community.

OTHER INFORMATION:

Does the project need approval from another Board or Committee?

If yes, please specify: _____

Has the project been endorsed by any Board, Committee, or Commission?

If yes, please specify: _____

Submit Completed Preliminary Applications To: Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough, MA 01719. Preliminary Applications should be received no later than **4:00 PM on Thursday, September 24, 2020**.

For CPC Use: Received _____ CPC Reference: _____

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TOWN OF BOXBOROUGH

COMMUNITY PRESERVATION COMMITTEE

FINAL APPLICATION (COVER SHEET) FOR CPA FUNDING

Applicant: _____

Applicant's Address: _____

Applicant's Email: _____

Applicant's Phone: _____

Town Committee (if applicable): _____

Project Name: _____

Purpose (select all that apply):

Open Space _____ Recreation _____ Community Housing _____ Historic Resources _____

Project Budget

CPA Funds Requested	$ _____
Amount of Other Funding	$ _____
Total Project Budget	$ _____

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: _____

Estimated Date of Project Completion: _____

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

☐ I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: _____ Date: _____

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To: Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough, MA 01719. Final Applications should be received no later than **4:00 PM on Thursday, October 22, 2020**.