

Town of Becket, Massachusetts
COMMUNITY PRESERVATION COMMITTEE
Application for Community Preservation Funding
Applications Due by February 28th of each year

Background on Community Preservation Funds:

The Community Preservation Act was adopted by the residents of Becket at the Annual Election of May 17, 2008 following approval by voters at the annual town meeting. The Community Preservation authorizes a surcharge, with certain exemptions, on property tax bills to generate dedicated funding, augmented by distributions from the Commonwealth of Massachusetts, for three specific community enhancing endeavors. These are the acquisition, preservation, restoration, rehabilitation or creation of:

- (1) Open Space and Recreational Resources
- (2) Historical Resources
- (3) Community Housing.

The Community Preservation guidelines require a minimum of ten percent of annual receipts be expended, or banked for future use, for each of the three categories listed above. Up to five percent of annual receipts may be used by the Community Preservation Committee for administrative purposes such as appraisals, surveys, presentation materials, etc. The remainder of the receipts may be used for any of the components eligible for funding or unused funds will be banked in the unsolicited category for future use. The funds may not be used for routine maintenance or to replace operating budgets. The following is a brief summation of eligible uses of Community Preservation funds.

Permitted Uses of Community Preservation Funds

☐ *Acquisition, creation and preservation of open space.*

Open space includes:

- land protecting scenic vistas,
- forested land,
- land protecting wells,
- aquifers and recharge areas and
- land for active or passive recreation use including playgrounds, trails, parks, and community gardens.

Community preservation funds may be used to protect open space by outright purchase or by extinguishing, or limiting, development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions.

☐ *Acquisition, preservation, rehabilitation and restoration of "historic resources.* "Historic resources" are defined as a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the Historical Commission to be significant in the history, archeology, architecture or culture of Becket. Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources (including town-owned historic resources), but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation restriction and must provide public benefit. Funds can be used to repair churches and cemeteries that are "historic resources." Also available are the restoration of public archives and the placement of historic markers.

☐ *Creation, preservation and support of "community housing* defined as low income (less than 80% of the area-wide

median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for:

- low interest loan programs to income-eligible first-time home buyers,
- for financial assistance to income-eligible home-owners,
- for gap funding for non-profit community development corporations or for-profit developers,
- to match state or federal low-income housing grants, or
- for other “support” of community housing.

The Town’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

Please keep in mind that there are legal limitations on the use of Community Preservation funds. Extensive information on the Community Preservation Act, including detailed explanations of how the funds may be used, has been compiled by the Community Preservation Coalition (website: communitypreservation.org or office: 617/ 367-8998). The website includes a listing of projects in other towns and sample deed restrictions. If you are in doubt about your project’s eligibility, you are encouraged to talk with members of the Becket Community Preservation Committee before submitting an application. Contact the Becket Town Offices to obtain the most recent contact information of the Community Preservation Committee members.

Community Preservation Act Process and Timeline

All materials and forms pertinent to applying for Becket Community Preservation Act funding are available on the Town Becket website (<http://www.townofBecket.org>) and at the Town Offices. A signed original funding request form, a completed Community Preservation Committee questionnaire and supporting materials must be submitted, via mail or hand delivered, to the Community Preservation Committee Chair via the Town Offices:

Community Preservation Committee
Becket Town Offices
557 Main Street
Becket, MA 01223

and an electronic copy should be sent by e-mail to the Community Preservation Committee, (Email: cpa@townofbecket.org). The deadline for submission of the printed and electronic applications is **February 28th by 4:30 PM EST** though applications can be sent at any time during the year. If an electronic submittal would prove a hardship, a potential applicant is asked to contact the Community Preservation Committee, through the Town Offices, for guidance at least one week prior to the February 28th deadline.

A public hearing on proposed Community Preservation Act projects will be held in March of each year. The time, date and location will be posted at Town Hall at least one week prior to the meeting. A representative for each application must be present at the public hearing to answer questions posed by the public. Applicants may also be asked to provide written responses and/or attend the Community Preservation Committee review meeting to provide clarification on aspects of the funding request or to respond to questions raised by the committee during the Community Preservation Committee review in order to expedite a recommendation on the merits of a specific funding request.

Following the Public Hearing, the Community Preservation Committee will meet to finalize and vote on their funding recommendations. The Community Preservation Committee recommendations will be forwarded to the Becket Board of Selectmen. The Select Board will vote on whether to include the Community Preservation

Committee recommendations in the Town Warrant. If placed in the Town Warrant, the community will vote on the appropriation of funds at the Becket Annual Town Meeting in May.

Anticipated Timeline for Becket Annual Community Preservation Act Funding

Below is a general timeline for the Community Preservation Act funding process in Becket. This is general guidance only; provided to assist potential applicants and funding awardees with planning.

February 28 – Applications for funding are due.

March- Community Preservation Committee meets to review applications for completeness and eligibility.

March- Public Hearing held. Those requesting funding must attend to present and explain proposals.

March/April- Community Preservation Committee meets to formulate recommendations for funding.

April- Community Preservation Committee drafts warrant article(s) to submit to Board of Selectmen for a vote.

May- If recommendations placed on warrant, Town Meeting vote on warrant article(s).

Following Town Meeting, the Community Preservation Committee notifies applicants of the town's vote.

Projects accepted for funding will be asked to sign a **Funding Agreement**. Once the agreement has been signed by both parties and all needed funding is in place, a notice to proceed will be sent to project proponents from the Community Preservation Committee. Once a notice to proceed is received, recipients may begin their Community Preservation Act funded project work.

September- Community Preservation Committee prepares and submits forms CP1-3 to state for review of approved article(s).

December 1 of following year- Annual report (or update) due to CPC by funded project applicant(s).

Responsibilities of Becket Community Preservation Fund Awardees

1. Once a project proponent receives a *notice to proceed* work on the funded project may begin. Funding will not be provided in advance of work nor provided as a reimbursement. Awardees of Becket Community Preservation Act funds must submit pertinent invoices, in a timely matter, for work, materials and/or services related to the approved project to the Community Preservation Committee for review. The Community Preservation Committee will submit approved invoices to the town for direct payment to vendor(s).

2. The Community Preservation Act was voted in by the residents of Becket. The community's support for the work accomplished through Community Preservation Act funding deserves recognition. Increased visibility of the work accomplished through Community Preservation Act funding will also help publicize the availability of Community Preservation Act funds thus generating an increased number of requests and improvements to the Town. For these reasons, projects receiving Community Preservation Act funding are asked to recognize the support provided by Community Preservation Act funds and the residents of Becket to the extent practicable. Recognition in publicly accessible areas, (such as but not limited to: buildings, trails, and parklands) is requested to include signage at the project location, (minimum size of 8.5" by 11"), acknowledgement in media releases, newsletter and annual reports, if applicable, indicating funding for project was provided, in all or in part, by the residents of Becket and the Commonwealth of Massachusetts through the Becket Community Preservation Act funding. The Community Preservation Committee will gladly help compose and review acknowledgments and publicity.

3. Project receiving Community Preservation Act funds are required to submit an annual report by the first of December of the year following the signing of the Funding Agreement. The report should include the following as applicable:

- work accomplished,
- a listing of matching funds, in-kind services/goods and volunteer contributions and/or hours made directly to the funded work,
- unexpected benefits or challenges encountered during implementation,
- changes to timeline, funding needs or other pertinent changes,
- copies of all publicity and acknowledgement of Becket Community Preservation Act funding for the project, (copy of signage, media announcements, newsletter articles, annual report mention, etc.)
- other support materials such as images, funding plans, maintenance and upkeep reports, etc.

The report material received may be used by the Community Preservation Committee in its outreach, education, reporting and publicity efforts.

If the project requires more than one year to complete, a progress report should be filed each subsequent year(s) until the project is completed. A final report may be submitted prior to the December deadline.

Note past performance on Community Preservation Act funded projects may be considered by the Community Preservation Committee when reviewing future applications for funding.

Guidelines for Project Submission

Please review all information in this packet before completing the Funding Request Form and applicable Questionnaire(s). All Community Preservation Act application documents are available on the Town's website, <http://www.townofBecket.org>, and at Town Hall. If funding is being requested for more than one project, even if the projects are related, each project must have its own submittal.

Preparing and submitting a thorough and complete application aides the Community Preservation Committee in their review. Please answer all pertinent questions and information requests contained in the Community Preservation Act funding application packet (below). Requests for additional guidance and/or clarification regarding eligibility, information needs, and/or the application forms should be made in a timely manner to the Community Preservation Committee. The all-volunteer Community Preservation Committee will strive to respond to requests within two weeks of receiving an inquiry but applicants are encouraged to allow adequate time to receive a response and complete their applications before the application deadline.

Applicants are also highly encouraged to include supplemental materials, including maps, photos, visual aids, other pertinent information and letters of support. Applicants should obtain written quote(s) for each element of the project as proposed. If it is not practicable to obtain written quotes, applicants are required to provide an explanation as to why a written quote(s) was infeasible. In lieu of a written quote(s), applicants are required to supply an estimate of cost(s) and an explanation detailing how the estimate was derived.

The following pages have the Community Preservation Funding application materials. All applicants must complete page 1& 7, (pages 2-6 are dedicated to project description- as needed. **NOTE THE FILLABLE BOXES WILL NOT FLOW ONTO THE NEXT PAGE. WHEN ONE BOX IS FILLED, PLEASE MOVE TO THE NEXT BOX AND CONTINUE YOUR NARRATIVE. REPEAT UNTIL YOUR NARRATIVE IS COMPLETED**) submit all applicable attachments as listed on page 7 and complete the questions for the appropriate funding category (open space, historic, affordable housing and recreation) found on pages 8-17. Incomplete applications may be rejected. Please contact the Community Preservation Committee with questions well in advance of the due date to allow enough time to assist applicants.

Community Preservation Funding Request Form

Project Title: _____

Amount of Funding Requested \$ _____ Total Cost of Project \$ _____

Full Name of Entity Submitting Application: _____

(If submitted on behalf of an organization, please include a statement from an officer of the organization certifying organization's approval and support of the project.)

Is the entity submitting the application a 501(c)3 not-for -profit organization? _____

IRS Tax Identification Number: _____

Contact Person: _____ Title: _____

Address: _____

Telephone(s): _____

Email: _____

Purpose: *(Please check all that apply and complete the appropriate questionnaire page, following, for all checked categories)*

☐ Open Space ☐ Community Housing ☐ Historic Preservation ☐ Recreation

Provide a Full Description of Project including a Project Timeline for each subtasks, project milestones and deliverables for each task. (please do not exceed 5 pages of narrative)

If this project is expected to continue beyond next fiscal year, please provide a phasing schedule.

Requested Attachments:

- Property address including Becket Assessor's Map, Lot and Parcel Number,
- Name of Current Owner,
- Copy of deed to Current Owner if available,
- Description of the property,
- Maps if relevant,
- Surveys, if available and applicable,
- Real Estate Appraisals and Agreements, if available and applicable,
- Budget detailing construction & maintenance costs and funding & revenue sources, if any.

Comments regarding requested attachments:

General Questions (to be answered by all applicants regardless of project category)

1. How would the project preserve, enhance or protect the character of Becket?
2. What other sources of project funding have been pursued or will be applied for in the near future? If none, please explain.
3. If other funding or support has been pursued, please indicate:
 1. the amount requested;
 2. if the solicitation(s) was successful and
 3. the type of support sought, (grant, donation, in-kind services, etc.).

4. Has applicant applied for CPA funding in the past? No Yes If yes, please indicate year, project, amount requested and amount received

5. Does the project require urgent attention? No Yes If yes, please explain.

6. Will the project benefit a currently underserved population? No Yes If yes, please provide details.

7. Does the project preserve a threatened resource? No Yes
If yes, please indicate the resource threatened and the threat posed. Please be as detailed as possible.

8. Does the project meet current zoning, environmental, building, health and other regulations? No Yes

9. Will this project require local, state and/or federal permit(s), certificates, review, authorization or permission to implement? No Yes Do Not Know

If yes, please provide a listing of all required government actions, (all required permits, certificates, authorizations, review and permissions are the responsibility of the applicant and must be obtained prior to beginning the project. Failure to obtain necessary permits will result in the loss of CPA funds. CPA funds may be used to help with the permitting process).

10. Does the applicant have sufficient resources to maintain, operate and support the funded project for the next 10 years? No Yes Not applicable
Please provide details.

11. Does the project involve a town asset(s)? No Yes
If yes, please elaborate

12. What community support does the project have? (Please provide signed letters of support)

13. Does the project have support from a town Board(s) and/or Committee(s)? No Yes (Please provide signed letters of support)

14. Does the project have the support of the majority of immediate abutters? No Yes Not applicable (Please provide signed letters of support if applicable)

15. Does the project reclaim abandoned or previously developed resources? No Yes
If yes, please provide details.

16. Will the project utilize volunteer resources or other in-kind services? No Yes
If yes, please provide a list of past, current and anticipated services

Open Space Questions**Not Applicable** ☐

The following questions should be answered by projects with an open space component. We recommend an applicant contact the Town's Conservation Commission for assistance with questions 1-7 and the Town's Open Space Committee on other questions as appropriate.

1. Is project within a delineated wellhead protection area? No Yes
2. Would project enhance protection of a public water supply? No Yes
3. Is wetland, streambank or Riverfront area protection a consideration? No Yes
4. Is vernal pool protection a consideration? No Yes
6. Is this project within the a mapped Natural Heritage and Endangered Species priority habitat and/or appear as a priority or supporting area on the state's BIOMAP II or federal Wild and Scenic ? No Yes
7. Would this proposal contribute to the ecological integrity of forested land? No Yes
8. Will this purchase help protect or enhance other parcels? No Yes

If yes, please explain.

9. Does this parcel abut protected land? No Yes
10. Does this parcel support a significant wildlife habitat? No Yes Do Not Know
11. Is this parcel at risk for development? No Yes
12. Is this parcel listed for sale? No Yes
13. Did this parcel have a past proposal for development? No Yes Do Not Know
14. Are there other likely sources of funding for this project? No Yes Do Not Know
- If yes, have these funding opportunities been pursued? No Yes
15. Is there a historic significance to this parcel? No Yes Do Not Know

If yes, please provide details.

16. Does the parcel have an old foundation(s)/cellar hole? No Yes Do Not Know
17. Does this parcel contain old roads, trails, cart paths, or scenic vistas? No Yes
18. Is the intent of this project to develop active or passive recreation on the parcel? No Yes

If yes, please explain recreational goals and any outreach/promotional plans to encourage appropriate use.

19. Is this parcel suitable for a community garden or farm? No Yes
20. Is this parcel suitable for nature observation and environmental educational programs? No Yes

Other Comments

Historic Preservation Questions**Not Applicable** ☐

The following questions should be answered by projects with a historic preservation component. Applicants are encouraged to contact the Town's Historical Commission for assistance with questions where appropriate.

1. Is the property/structure listed on or eligible for listing on the National Register of Historic Places?
No Yes
2. Is the property/structure listed on or eligible for listing on the State Historic Register? No Yes
3. Is the structure in danger of being demolished? No Yes
4. Are there potential archeological artifacts at the site? No Yes Do Not Know
5. Has the property/structure been noted in published histories of the town or county? No Yes
6. How old is the structure(s) on the property? _____ Do Not Know
7. Are there other potential uses for the property that would benefit the town? No Yes
8. Could the building be converted to affordable housing use while still retaining its historic quality?
No Yes Do Not Know
9. Is the owner interested in preserving the historic integrity of the property/structure? No Yes
10. Is there an opportunity for other matching funding to preserve the property/structure?
No Yes Do Not Know

Please elaborate;

11. What are the particularly important historic aspects about the property/structure?

12. Was a known architect of the era involved in the design of the structure?

No Yes _____ Do Not Know

13. Did the property/structure ever play a documented role in the history of the town?

No Yes _____

Do Not Know

other comments

Affordable Housing Questions**Not Applicable** ☐*The following questions should be answered by projects with an affordable housing component.*

1. Will this project involve the renovation of an existing building? No Yes

If yes then the following issues must be addressed in the development plan, (please attach Development Plan):

- Presence of lead paint (Removal preferred; removal required if not senior-only housing)
- Presence of asbestos, contaminants and/or other hazards
- Septic system compliance with Title 5 and appropriately sized for intended use
- Building and sanitary code compliance
- Handicap accessibility
- Conversion of market rate to affordable housing
- Documentation of parcel's status as a tax title property

2. Does this project involve the building of a new structure? No Yes

If yes then the following questions must be adequately answered:

- Will the structure be built on tax title property? No Yes
 - Will the structure be built on Town owned land? No Yes
 - Will the structure be built on donated land? No Yes
 - Are there other grants available to help fund this project? No Yes Do Not Know
- Please explain.

- Are there other programs, (e.g. Habitat for Humanity) involved in this project? No
- Will the project be built on a previously developed site? No Yes

3. Does the project provide housing of similar design and scale with the surrounding neighborhood?

No Yes

Please explain

4. What income level(s) would the project serve?

5. What age group(s) will the project serve?

6. Will the structure be near conveniences, (stores, town facilities, medical services, etc.)? No Yes

Please elaborate

7. Will there be multiple units? No Yes

If yes please list the number of units and if the intention is a phased development?

8. How will long term affordability be assured?

9. Will priority be given to local residents, town employees, or employees of local businesses? No Yes

10. Is all the funding needed to complete the project secured? No Yes

Please explain.

other comments

Recreation Questions**Not Applicable** ☐*The following questions should be answered by projects with a recreation component.*

1. What is the target demographic(s) for this project?
2. How many people could this project accommodate in a single day? Over a season?
3. Can the project be used for more than one activity (multi-use) or for multiple seasons? No Yes
Please elaborate
4. If applicable, how would this project protect, promote, enhance, increase the appreciation of and/or preserve Becket's natural resources?
5. Does this project have the potential to negatively impact natural resources, (e.g. nonpoint source pollution from a paved parking area into a waterway)? No Yes
6. What town resources (Highway Dept., etc.) would be needed for maintenance?
7. Will the project be suitable for young adults without adult supervision? No Yes
8. Does the project include parking accommodation? No Yes _____ parking places
9. Does the project match the surrounding area's character? No Yes
10. What are the project's safety considerations?
11. Does the project meet all applicable building, environmental and safety codes? No Yes
If no, please elaborate:
12. Will the project employ green infrastructure (if applicable)? No Yes
If yes, please provide detail.
13. Will the project require an irrigation system? No Yes

14. Will the project be handicap accessible? No Yes

15. Does the project take advantage of connections to other local features such as: trails, open space, recreational amenities, cultural attractions and/or historical sites? No Yes

 If yes, please detail connections.

other comments