

COMMUNITY PRESERVATION ACT FUNDING APPLICATION FY 2024

Please use additional sheets and supporting documents where necessary.

Applications are due by January 6, 2023 at noon.

Project Name: _____

Sponsor Organization: _____

CPA Category: *Community Housing* *Historic Preservation* *Open Space* *Recreation*

(circle all that apply)

Total Project Cost: \$ _____ CPA Funds Requested: \$ _____ % _____

1. **PROJECT DESCRIPTION** – Describe the proposed project in as much detail as possible. In particular, address the following questions:
 - a. What are the goals of the proposed project?
 - b. Why is this project needed?
 - c. What population groups will this project serve? Please estimate how many residents will benefit.
 - d. How will this project improve the quality of life for residents?
2. **PROJECT READINESS/FEASIBILITY** – Describe the project's feasibility and readiness to proceed. Address the following questions in your response:
 - a. Has a feasibility study been conducted? If so, please attach it to this application. If not, please offer other evidence that the project is feasible.
 - b. Is the project ready to proceed? If not, what additional steps are necessary before the project can proceed?
3. **PROJECT TASKS/IMPLEMENTATION SCHEDULE** – Provide a detailed list of required tasks, such as studies, engineering work, architectural design, permitting, financing, and construction. In addition, provide a detailed implementation schedule, including dates for project initiation, key milestones, and project completion.
4. **PROJECT TEAM** - List the proposed members of the project team and the role of each person or organization. Describe how those team members' experiences will contribute to the success of the project. Attach resumes for key team members.
5. **SOURCES AND USES OF FUNDS** -- Provide a detailed list of the sources and uses of funds for the project:
 - a. Describe your strategy for funding your project. Describe all anticipated funding sources, including state, federal or private grants; capital campaigns; loans, CPA, or other. The

Williamstown CPC strongly encourages applicants to seek and secure funding for their projects from other sources. We will prioritize projects for which the CPC would participate with other funding sources.

b. Uses of funds. Describe all anticipated expenditures: costs of studies, consultants, permits, engineering, architectural design work, construction, landscaping, and all other identified uses. Whenever possible, include exact cost estimates provided by experts.

c. Total Sources and Total Uses MUST BE EQUAL TO ONE ANOTHER.

SOURCES		USES	
	\$		\$
	\$		\$
	\$		\$
Total Sources	\$	=	Total Uses \$

6. **ADDITIONAL INFORMATION** – Provide any additional information that you believe is relevant to this application.

7. **CONTACT INFORMATION**

Contact Person: _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Please submit completed application in electronic format to:

Community Preservation Committee
 c/o Town Manager's Office
 rmenicocci@williamstownma.gov

CPC Application Review Process:

1. A voluntary pre-application meeting with a sub-committee will be available to any prospective applicant. This is intended to answer questions and to assist applicants in developing effective applications. These meetings will be scheduled on December 12 from 9 to 11 am and December 14 and 15 from 1 to 3 pm. Please contact the Town Manager’s office for an appointment. These meetings will be held in person or remotely on Zoom.

2. The CPC members carefully review each application.

3. Applicants meet with the CPC in public session to answer any questions and provide clarification about the application they have submitted. Based on this meeting, applicants often determine that their applications would benefit from revision and/or supplementary information. In such cases, the CPC members will review revised applications. We ask that applicants highlight revisions directly in the proposal, and with a covering letter summarizing changes.

4. Applicants may meet with the CPC a second time if necessary.

5. Further questioning by CPC members will focus on:

- Qualification. All funded applications must comply with statewide CPA regulations.
- Merit. Since the Williamstown CPC recommends funding projects with town tax dollars, it looks carefully at the merits of each proposed project, including community impact and return on investment.
- Affordability. Each fiscal year, Williamstown's participation in the Community Preservation Act provides a limited pool of funds for historic preservation, affordable housing, and open space and recreation projects. In some cases, the CPC may determine that although a project both qualifies and has merit, it cannot be funded because of fiscal limitations.

6. Projects receiving support from a majority CPC members will be recommended for funding to the Town. The CPC's funding recommendations are reviewed but may not be changed by the Select Board and the Finance Committee, and then presented for vote at the Annual Town Meeting in May. To receive funding, CPC-recommended projects must be supported by a majority of voters at Annual Town Meeting.

Of Note:

1. The CPC requires that all funded projects have a "sunset clause," limiting the time period that the funds will be available for a given project, unless that sunset clause is extended for a reasonable period of time by the Town Manager due to unanticipated delays or conditions. If the project is not completed prior to the date specified in the Town Meeting Warrant Article, or as extended by the Town Manager, funds will revert back to the Town for alternative allocation as recommended by the CPC.

2. The CPC is not obligated to allocate 100% of available funds. It may decide against funding qualified, meritorious projects, reserving funds for future allocation.

3. The CPC will only recommend funding successful applications in the entirety of the request. Amendments to funding amounts may not be accepted or recommended after the submission of the application.

4. Awarded CPC funds will be disbursed by the Town Manager's office, subject to presentation of appropriate documents (invoices, receipts, etc.).

5. Awarded CPC funds may not be available until after tax revenues are collected to support the project, as determined by the Town Manager's office.