

**Town of Easton Community Preservation Act (CPA)
Guidelines for CPA Funding Requests – FY20 (May 2019 Town Meeting)**

- 1) The application process for Community Preservation Funding is twofold. The Application for Eligibility will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an Application for Community Preservation Funding must be completed. The Committee will review both the application for eligibility and that for funding according to the criteria outlined below.
- 2) In order to be considered for recommendation at the May 2019 Annual Town Meeting, you **must** submit an Application for Community Preservation Eligibility no later than Noon on **Friday November 2, 2018**. Final Applications for Community Preservation Funding must be received no later than 4:30 PM on **Wednesday, January 9, 2019**.
- 3) Each request must be submitted to the Community Preservation Committee (CPC) using the *Application for Community Preservation Eligibility / Funding* form as a cover sheet. Applications should be **submitted by e-mail as one single PDF document**.

Applications for Eligibility

- 4) The initial Application for Eligibility must be received by 12:00 PM on **Friday, November 2, 2018** to be considered for recommendation at May 2019 Town Meeting.
- 5) Project eligibility is determined by the CPC. For information on how CPA funds can be spent can be found at the CPA webpage http://www.easton.ma.us/boards_and_committees/community_preservation_act_committee/index.php. Applicants with potentially eligible projects will be asked to attend a CPC meeting to present and discuss their proposal. Applicants will be notified of the meeting date and time.
- 6) The CPC will identify which Town Boards or Commissions need to review and make recommendations for the project.

Applications for CPA Funding

- 7) If the Easton CPC decides a project is eligible for funding, an Application for Community Preservation Funding must be received by 4:30 PM on **Wednesday, January 9, 2019**. Include additional pages as necessary. The application, excluding supporting materials, should not exceed 6 pages in length.
- 8) The application must include a statement of need, documented with appropriate supporting information such as maps, plans, visual aids and other supplemental information.
- 9) Each application must include a brief summary of the project stating the funding category, project goals, key steps to be taken to reach this goal, and a budget summary.
- 10) Applicants must provide an accurate detailed estimate of project costs, including labor, materials, legal and other implementation costs. Applicants must submit a minimum of three estimates prior to the final CPC hearing in order to present a realistic project budget. Please note that upon recommendation by the CPC and approval of the project at Town Meeting, the CPC or a representative will meet with all applicants to establish a milestone and payment schedule consistent with the approved submitted budget.
- 11) If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations. The CPC can recommend multi-year projects only if the total cost can be included in the current year CPA revenues.
- 12) CPA proposals may not include the following:
 - Fund requests for maintenance or upkeep of land or buildings (maintenance is defined as incidental repairs which neither materially add to the value of the property nor appreciably prolong the property's life, but keep the property in a condition of fitness, efficiency or readiness);
 - Fund requests for rehabilitation or restoration of Town-owned Community Housing or Open Space owned by the Town before the adoption of the CPA or acquired with other municipal funds;
 - Fund requests for wastewater treatment initiatives.
- 13) Proposed CPA projects shall demonstrate public benefit. The project must enhance an area or structure for a significant group of citizens and promote a balance between cost and public good.

14) Applicants with multiple project requests should prioritize projects.

15) Applications for historic preservation projects must include a copy of Addendum 2 – Supplemental Information for Historic Preservation Projects.

16) Letters of Support are welcome from the public or other appropriate organizations.

Please keep in mind there are legal limitations on the use of CPA funds. Refer to the charts included in this packet to check your project's eligibility. If you are in doubt about your project's eligibility, contact Easton's Department of Planning & Economic Development at 508-230-0630.

2019 (FY2020) APPLICATION FOR COMMUNITY PRESERVATION ELIGIBILITY

Submit by e-mail as one single PDF document:

PHoweDiRenzo@easton.ma.us

Patricia Howe-DiRenzo, Principal Clerk
Easton Planning & Economic Development
136 Elm Street
Easton, MA 02356
Phone: 508-230-0630

Name of Applicant/Applicant Organization (and co-applicant, if applicable)

Name of Property Owner, if different from applicant
(a signed affidavit from the Property Owner may be requested)

Contact Name

Signature of Authorized Representative of Applicant

Mailing Address

City, State

Zip

Daytime Phone

Email

Name of Proposal

Address of Proposal (or assessor's parcel ID)

Category (check all that apply): **community housing** **historic resources** **open space**
 recreation

Approximate CPA funding requested: \$ _____

Approximate total cost of proposed project: \$ _____

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA, include an estimated budget, and describe how it fits in with a larger comprehensive plan for the site/area/community. Please include additional pages as necessary.

NOTE: This application enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, an [Application for Funding](#) must be completed.