

THE CPA FUNDING APPLICATION PROCESS

The Committee invites CPA funding applications for the upcoming funding round. It is the responsibility of the Committee to review all applications and to make recommendation(s) as to which, if any, of these applications should be so funded. The Committee expects to bring its recommendations to the 2017 Annual Town Meeting. The Committee has developed the following four-step process for reviewing, recommending, and funding of CPA proposals.

Step 1. Submit Completed Application by Friday, November 4, 2016 by 12:00 PM

Applications, eleven (11) printed copies and one (1) digital copy must be received by Friday, November 4, 2016 by noon to be eligible for ordinary consideration at the 2017 Annual Town Meeting. At its discretion the Committee may accept applications after the deadline for extraordinary reasons.

Applications for CPA funding must be submitted to the following address:

Community Preservation Committee
c/o Planning & Economic Development Department
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

Step 2. Community Preservation Committee Review and Public Comment

- A. Application Review:** The Community Preservation Committee will review submitted applications to determine whether the proposed projects:
1. Are eligible for Community Preservation funding; and
 2. Are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration; and
 3. Are consistent with the goals for CPA funding as set forth in this Plan; and
 4. Are signed by the property owner.
- B. Project Review Meetings:** The Committee may ask applicants to meet with the Committee or its representatives to discuss their applications. These meetings will be publicly noticed. The Committee will seek public comments on proposed projects.
- C. Notification:** The Committee will notify applicants of its decisions concerning recommendations. It may ask eligible applicants to submit additional information.
- D. Committee Recommendations:** The Committee will make its final recommendations for funding in the form of one or more warrant articles to be voted on at the 2015 Annual Town Meeting. The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. The Committee's recommendations to Town Meeting may include detailed project scopes, conditions, and other

specifications, as the Committee deems appropriate to ensure CPA compliance and project performance.

Step 3. Town Meeting Vote

The Committee will present its recommendations to the 2016 Annual Town Meeting for discussion and vote. Town Meeting has the final authority to award funds from Fairhaven's Community Preservation Act Fund. A simple majority vote is required to approve funding. A two-thirds vote is required for borrowing.

Step 4. Award Letter

For projects approved by Town Meeting, the Committee will issue award letters with information on funding amount, funding conditions, project modification as voted by Town Meeting (if any), Town staff contact information, and guidelines for project execution.

Step 5. Project Execution

Funding for approved projects will be available following the issuance of the award letter subject to conditions contained in the award letter. CPA monies are public funds raised from dedicated Fairhaven tax revenues and from State subsidies to the Town. Projects financed with CPA funds, and carried out on public property or by a public entity 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.¹

All CPA funds are administered and disbursed by the Town of Fairhaven, and project management, oversight, execution, and financial control will be under the control of the Board of Selectmen or their designee. All bid documents or requests for proposals must be approved by the Town before publication. All purchases of goods and services require a Town of Fairhaven purchase order issued by the Board of Selectmen or their designee. Final decisions regarding the selection of goods and services are the responsibility of the Board of Selectmen or their designee. All contractual agreements with vendors or service providers must be approved and signed by the Board of Selectmen or their designee. Payments are made only after the receipt of goods or services. The Board of Selectmen or their designee may approve partial payments for partially completed service as may be specified in a Town-approved service contract or on a case-by-case basis at his discretion.

Where a private funding source supplements a CPA appropriation for a project to be carried out by the Town of Fairhaven or on land owned by the Town of Fairhaven, all such private funds must be donated to the Town of Fairhaven before any goods or services are procured for the project.

¹ For Example: Purchases over \$10,000 require the solicitation of at least three quotes. Purchases over \$25,000 require the publication of "invitations for bids" or "requests for proposals". Contracts for goods and services must be awarded to the lowest qualified bidder, which may be someone other than who assisted the applicant with a project application. Project purchases cannot be split to avoid the State procurement laws.

The aforementioned guidelines do not strictly apply where a CPA appropriation is made as a grant to a non-governmental entity or a governmental or quasi-governmental entity other than the Town of Fairhaven. However, the Community Preservation Committee and the Board of Selectmen or their designee, may require accounting and reporting procedures that are appropriate in the context of the project and satisfy the Town's need to comply with municipal finance laws.

For questions about procurements and other financial requirements and procedures the applicant should contact the Town Finance Director/Treasurer, Wendy Graves, at (508) 979-4026, Ext. 107. General questions concerning the application process should be directed to William D. Roth, Jr., via email at cpa@fairhaven-ma.gov or by calling (508) 979-4082, Ext. 122. Mr. Roth will assist the applicant directly or will direct the Applicant's inquiry to the appropriate Town staff.

The Committee may request project status updates from Fund recipients. The purpose of such update is to aid the Committee in refining the Plan and to identify issues that may assist future applicants.

GUIDELINES FOR SUBMISSION

The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Plan goals, and in conjunction with the "Review and Recommendation Criteria" section of this Plan.

- Each project funding application must be submitted using the *Community Preservation Plan* "Project Application Form." Additional pages should be added as necessary.

Project funding applications, eleven (11) printed copies and one (1) digital copy must be received by Noon on Friday, November 4, 2016 to be considered at the 2017 Annual Town Meeting. Submit applications to:

Community Preservation Committee
c/o Planning & Economic Development Department
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

- Project funding applications should be for funding within a 5-year completion period.
- If submitting multiple applications, projects should be submitted in order of priority.
- Applicants should review the CPA, the Fairhaven CPA Bylaw (Town Code - Chapter 6), and this *Community Preservation Plan* prior to submitting CPA funding applications.
- Applicants should prepare itemized project scopes, with details describing each item and its estimated cost.

- Prior to submittal, applicants are encouraged to clarify with the Committee, or their own legal counsel as to the eligibility of their project under the Community Preservation Act (M.G.L. Ch. 44B).
- Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained.
- If the funding application is part of a longer-term project, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under "Review and Recommendation Criteria":

Community Character:

- a) encourage and preserve open space and agriculture
- b) promote/maintain diversity in housing stock
- c) preserve historic resources
- d) re-use existing structures
- e) enhance social, economic, cultural, historical, and natural resources, and their diversity
- f) preserve/revitalize historic centers/districts
- g) acquire/preserve threatened resources
- h) be consistent with Town planning documents

Community Impact/Needs:

- a) provide present and future uses
- b) increase/expand recreational facilities
- c) protect environmental/water resources
- d) address community need/fill void in community
- e) maximize number of people affected/benefiting
- f) meet needs of under-served populations
- g) meet multiple needs and populations

Fiscal Impact:

- a) initial cost
- b) ongoing maintenance or program costs
- c) minimize financial impact on taxpayers
- d) debt commitment
- e) multiple funding sources
- f) revenue generation
- g) feasibility

Other Factors:

- a) degree of urgency
- b) required timeline or impending deadlines

- c) complexity of execution

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org. For information on Fairhaven's Community Preservation activity, visit the Town website at www.fairhaven-ma.gov.

REVIEW AND RECOMMENDATION CRITERIA

It is the responsibility of the Committee to review all projects proposed for funding through the CPA Fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded. In order to be considered eligible for review by the Committee, a project must at a minimum meet the statutory requirements of the CPA.

A project submitted to and deemed eligible for consideration by the Committee will be evaluated in relation to the following "Review and Recommendation Criteria." Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. The Committee will also give due consideration to the urgency of the project, with particular consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project.

- Is the project consistent with the goals of the Town of Fairhaven *Community Preservation Plan*?
- Does the project have other sources of funding? If so, indicate percentage.
- Does the project require urgent attention?
- Does the project serve a currently underserved population?
- Does the project preserve a threatened resource?
- Is the project consistent with existing Fairhaven Planning Documents such as the Master Plan and Open Space Plan?
- Does the project fit within the current or already proposed zoning regulations?
- Does the project have a means of support for maintenance and upkeep?
- Does the project involve currently owned municipal assets?
- Does the project leverage additional or multiple sources of public and/or private funding?
- Does the project have more than two other sources of funding?
- Does the project serve multiple needs and populations and/or addresses more than one focus area of the CPA?
- Does the project reclaim abandoned or previously developed lands?
- Does the project require special permitting?
- Does the project have community support?
- Does the project have sufficient supporting documentation?
- Does the project provide a positive impact to the community?

- Has the applicant/applicant team successfully implemented projects of similar type and scale, or have demonstrated the ability and competency to implement the project as proposed?
- Does the applicant have site control, or the written consent by the property owner to submit an application?

Open Space Criteria for Parcel Selection

Address each criterion as it applies to the parcel of land under consideration:

1. Is it within the Nasketucket Watershed Area?
2. Is wetland protection a consideration?
3. Is vernal pool protection a consideration?
4. Is stream and bank protection an issue?
5. Is this an Area of Critical Environmental Concern?
6. Would this proposal contribute to a Greenway?
7. Would this proposal contribute to preservation and/or creation of forested land?
8. Would this proposal enhance protection of any FEMA designated floodway?
9. Will this proposal protect other parcels?
10. Does this parcel abut protected land?
11. Does this parcel support a significant wildlife habitat?
12. Is this parcel at risk for development?
13. Is this parcel listed for sale?
14. Did this parcel have a past proposal for development?
15. Are grants available? If so, has application been made?
16. Is there a historic significance to this parcel?
17. Are there any old foundations located in this parcel?
18. Are stonewalls located within this parcel?
19. Does this parcel house any old roads, trails, cart paths, or scenic vistas?
20. Are there any active or passive recreation possibilities associated with this parcel?
21. Is this parcel suitable for a community garden or farm?
22. Is this parcel suitable for nature observation and educational programs?

Historic Preservation Selection Criteria

Address each criterion as it applies:

1. Is the building on the National Register of Historic Places?
2. Is the property eligible for listing on the National Register of Historic Places?
3. Is the property on the State Historic Register?
4. Is the property eligible for listing on the State Historic Register?
5. Has the property been included in the local Survey of Historic Properties?
6. Is the property in danger of being demolished?
7. Are there potential archeological artifacts at the site?
8. Has the property been noted in published histories of the Town or county?
9. Is there a realistic chance of restoring the property?

10. Are there other potential uses for the property, which could benefit the Town?
11. Could the building be converted for affordable housing use while still retaining its' historic quality?
12. Is the property part of an historic area in the Town?
13. Is the owner also interested in preserving the historic integrity of the property?
14. Is there an opportunity for other matching funding to preserve the property? Explain.
15. Are there any particularly important historic aspects about the property?
16. Did the property ever play a documented role in the history of the Town?

Affordable Housing Selection Criteria

Address each criterion as it applies:

1. Will this involve the renovation of an existing building? If so,
 - Is the building structurally sound?
 - Is it free of lead paint?
 - Is it free of asbestos, pollutants, and other hazards?
 - Is there Town sewerage?
 - Is the septic system in compliance with Title 5?
 - Does the building comply with building and sanitary codes?
 - Is it handicap accessible?
 - Is this a conversion of market rate to affordable housing?
 - Is this a tax title property?
2. Does this project involve the building of a new structure? If so,
 - Will the structure be built on tax title property?
 - Will it be built on Town owned land?
 - Will it be built on donated land?
 - Are there other grants available to help fund this project? Explain.
 - Are there other programs such as Habitat for Humanity involved?
 - Will the project be built on a previously developed site?
3. Does the project provide housing that is similar in design and scale with the surrounding community?
4. Does this serve the 60% income level population?
5. Does this serve the 80% income level population?
6. Will this be geared to one age group?
7. Is this infill development?
8. Will there be more than two bedrooms?
9. Will it be located near conveniences (grocery, mass transit, etc.)?
10. Does this project fit with the Master Plan?
11. Will there be multiple units?
12. Is long-term affordability assured?
13. Will priority be given to local residents, Town employees, or employees of local businesses?

Recreation Criteria

Address each criterion as it applies:

1. Will more than one age group use the project?
2. Can the project be used by more than one activity (multiuse)?
3. Would more than 12 participants normally use the project at once?
4. Would more than 20 participants normally use the project at once?
5. Is this project the first of its kind in the Town?
6. Is this project the first of its kind in the County?
7. Can the participants unsupervised by an adult use the project?
8. Are grants available to help pay for the construction? If so, has application been made for the grant?
9. Does the project include considerations for additional parking?
10. Can the project be used more than 1 of the 4 seasons per year?
11. Does the project match the surrounding areas character?
12. Does the project include all normal safety considerations?
13. Does the project meet all building and safety codes?
14. Is the project accessible by pedestrians and/or Cars?
15. Does the project take advantage of connections to other resources?