

## FY25 CPA FUNDING APPLICATION PROCESS

---

The Community Preservation Committee is accepting CPA funding applications for the upcoming funding round. It is the responsibility of the Committee to review all applications and to make recommendations as to which, if any, of these applications should be funded. The Committee expects to bring its FY25 recommendations to the 2024 Annual Town Meeting in May. The Committee has developed the following process for reviewing, recommending and funding CPA proposals. Please note that the Committee has added a Letter of Interest option for potential applicants to get feedback before submitting a final application.

### **Preliminary Option - Submit a Letter of Interest**

A Letter of Interest should include enough information to introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance on what the CPC will be looking for and requiring in a final application. A Letter of Interest can help applicants avoid spending a lot of money on projects that cannot be funded or need much more detail and whether a professional consultant would be helpful. You should also review the criteria below (also included as checklists in the full Application) in order to get a better idea of requirements and what the CPC will be looking for. For consideration in FY25 Letters of Interest are due **September 1, 2023**.

### **Full Application Process - Step 1. Submit Completed Application by Friday, September 29, 2023 by 12:00 PM**

Project funding applications, six (6) printed copies and one (1) digital copy must be received by Noon on Friday, September 29, 2023 to be considered at the 2024 Annual Town Meeting. Please submit applications to:

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

### **Application Process - 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 meet the goals and requirements of Community Preservation. Applicants should consult Chapter 6 of the Fairhaven Code or MGL Chapter 44B for the rules and regulations of the Community Preservation Act to familiarize themselves with the guidelines and intent of the Act. The Committee also recommends you consult the webpage of the Community Preservation Coalition (<https://www.communitypreservation.org>) for more information. Before accepting an application for more detailed review through the public hearing process, the Committee will consider whether project applications are:
1. Eligible for Community Preservation funding; and
  2. Sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration; and
  3. Consistent with the goals for CPA funding as set forth in this Plan; and
  4. Signed by the property owner (or assignee or trustee).
- B. Project Review Meetings:** Once the Committee has determined a project is eligible and a potential candidate for funding they will schedule a public hearing and ask applicants to meet with the Committee to present and discuss their applications in public. The Committee may also require a site visit. Currently, CPC has hybrid meetings, with attendance both at Town Hall and via Zoom. Citizens should check the CPA webpage (<https://www.fairhaven-ma.gov/community-preservation-committee>) and Meeting agenda for information to attend and connect via Zoom.

CPC Meetings are also televised on Fairhaven TV Channel 18 and on Fairhaventv.com. The times and locations of these meetings are posted at Town Hall and on the website. The Committee will seek public comments on proposed projects.

- C. Notification:** After the public hearing is closed the Committee will deliberate and decide whether or not to fund the project or portions of the project and whether to stipulate specific conditions of funding. The Committee will notify applicants of its decisions concerning recommendations and conditions. During the process the Committee 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 2024 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.

### **Application Process - Step 3. Town Meeting Vote**

The Committee will present its recommendations to the 2024 Annual Town Meeting for discussion and vote. Town Meeting has the final authority to award the funds recommended by the Committee from Fairhaven's Community Preservation Act Fund. Town Meeting cannot award funds to a project or portions of it the Committee has not endorsed. A simple majority vote is required to approve funding but a 2/3 vote is required for borrowing.

### **Application Process - Step 4. Award Letter**

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

### **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. Applicants must sign the award letter to ensure they have read and understand the conditions for implementing the project and the steps that need to be taken for payment of Community Preservation funds. Money in the CPA account are public funds raised from dedicated Fairhaven tax revenues and from State contributions to the fund for the Town to promote eligible community preservation projects. 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 (Chapter 30B), which requires special procedures for the selection of products, vendors, services, and consultants. The Community Preservation Committee and the Select Board 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 Accounting Department at (508) 979-4023, Ext. 9108. General questions concerning the application process should be directed to Jeff Lucas, Chair of the Community Preservation Committee, with email sent to the Committee's Recording Secretary at [recordingsecretary@fairhaven-ma.gov](mailto:recordingsecretary@fairhaven-ma.gov) or by calling the Planning Department at (508) 979-4023, Ext. 8122. The Planning Department will assist the applicant directly or will direct the Applicant's inquiry to the appropriate Town staff.

The Committee requires project status updates from Fund recipients when drawing Community Preservation funds, periodically at the request of the CPC and a summary project report within three months of completion of the project. The purpose of such updates are to aid the Committee in refining the Plan, identify issues that may

assist future applicants, add to the compendium of community preservation projects enabled by the CPA and to show the citizens how their money has been put to use.

## **GUIDELINES FOR SUBMISSION**

---

The following guidelines should be followed in preparing an application for CPA funding. These guidelines should be considered in light 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” with checklists. Additional pages should be added as necessary.

Project funding applications, six (6) printed copies and one (1) digital copy must be received by Noon on Friday, September 29, 2023 to be considered at the 2024 Annual Town Meeting for FY25. 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 separately in order of priority.
- Applicants should review the CPA (MGL 44B), 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 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 three (3) professionally prepared quotes for project costs unless this is not feasible due to the uniqueness of the project. 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 also include the total project cost and projected phases.

Applicants should take the following factors into consideration and address those that apply to the project 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” and the requirements and intent of the Act. Does the project:

Community Character – Does the project:

- a) Encourage and preserve open space and agriculture?
- b) Preserve historic resources?
- c) Re-use existing structures?
- d) Promote/maintain diversity in the housing stock?
- e) Enhance social, economic, cultural, historical and natural resources?
- f) Preserve or revitalize historic centers and structures?
- g) Acquire/preserve threatened resources?

Community Impact/Needs – Does the project:

- a) Protect environmental resources?
- b) Protect water resources?
- c) Address community need?

- d) Maximize the number of people affected/benefiting?
- e) Meet needs of underserved populations?
- f) Meet multiple needs and populations?
- g) Provide public access to water and/or forests?
- h) Provide recreational facilities?

Fiscal Impact – Does the proposal include?

- a) initial cost
- b) ongoing maintenance
- c) program costs
- d) minimizing the financial impact on taxpayers
- e) debt commitment
- f) multiple funding sources
- g) revenue generation
- h) 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](http://www.communitypreservation.org). For information on Fairhaven's Community Preservation activity, visit the Town website at <https://www.fairhaven-ma.gov/community-preservation-committee>.

## **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. The Committee has limited funds to work with and cannot fund all projects every year.

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 some consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant. Please include in the Application and narrative as much of the following criteria as possible for the project evaluation. However, meeting all of the criteria does not guarantee CPC support for the project.

**General Criteria for All Projects** - Address each criterion as it applies:

- 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 leverage additional or multiple sources of public and/or private funding?
- Does the project preserve a threatened resource?
- Is the project consistent with existing Planning Documents such as the Master Plan and Open Space Plan?
- Does the project comply with the 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 serve underserved populations or address more than one focus area of the CPA?
- Does the project reclaim abandoned or previously developed lands?
- Does the project require a Special Permit, NOI, Building Permit or other permitting? Please list all local and State permits you are aware of that the project will need.
- Does the project have community support? Does the project provide a positive impact to the community?
- Does the project have sufficient supporting documentation?
- Has the applicant/ team 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?

**Historic Preservation Selection Criteria** - Address each criterion as it applies:

- Is the building on the National or State Register of Historic Places?
- Is the property eligible for listing on the National or State Register of Historic Places?
- Has the property been included in the local Survey of Historic Properties (MACRIS)?
- Is the property in danger of being demolished?
- Are there potential archeological artifacts at the site?
- Did the property ever play a documented role in the history or is it noted in published histories of the Town?
- Are there any particularly important historic aspects about the property?
- Are there other potential uses for the property, which could benefit the Town?
- Could the building be converted for affordable housing use while still retaining its historic character?
- Is the owner interested in preserving the historic integrity of the property?
- Does the proposal conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties? Has previous work on the building conformed to the Standards?
- Was the structure built before 1921? Has it otherwise been identified as being historic or have cultural value?

**Recreation Criteria** - Address each criterion as it applies:

- Will more than one age group use the project?
- Can the project be used by more than one activity (multi-use)?
- How many participants will normally use the project at once?
- Is this project the first of its kind in the Town or County?
- Can participants use the project without adult supervision?
- Are grants available to help pay for the construction? If so, has application been made for the grant?
- Does the project include considerations for additional parking?
- Can the project be used during more than 1 of the 4 seasons per year?
- Does the project match the character of the surrounding area?
- Does the project include all normal safety considerations?
- Does the project meet all building and safety codes?
- Is the project accessible by pedestrians, bicycles, transit?

**Open Space Criteria for Parcel Selection** - Address each criterion as it applies to the parcel of land:

- Is the project within the Nasketucket Watershed Area?
- Is the project with 100 feet of wetlands? Is the project with 200 feet of a river?
- Is stream and bank protection an issue? Is vernal pool protection a consideration?
- Would this proposal enhance protection of any FEMA designated floodway?
- Does the project include any Area of Critical Environmental Concern?
- Would this proposal contribute to the preservation and/or creation of forested land?
- Will this proposal protect other parcels? Will this proposal impact other parcels?
- Does this parcel abut protected land? Does this parcel support a significant wildlife habitat?
- Is this parcel at risk for development? Did this parcel have a past proposal for development? Is it for sale?
- Are grants available? If so, has application been made?
- Does the property or structures have historic significance?
- Are there any stonewalls, old foundations, roads, trails, cart paths or scenic vistas?
- Are there any active or passive recreation possibilities associated with this parcel?
- Is this parcel suitable for a community garden or farm?
- Is this parcel suitable for nature observation and educational programs?

**Affordable Housing Selection Criteria** - Address each criterion as it applies:

- Will this involve the renovation of an existing building?
  1. Is the existing building structurally sound?
  2. Is the building free of lead paint? Is it free of asbestos, pollutants, and other hazards?
  3. Is this a conversion of market rate to affordable housing?
  4. Is there Town sewerage? If not, is the septic system in compliance with Title 5?
  5. Does the proposed building or renovation comply with building, sanitary and accessibility codes?
- Does this project involve the building of a new structure? If so,
  1. Is the building free of environmental hazards?
  2. Are there programs such as Habitat for Humanity involved?
  3. Will it be on a previously developed site, tax title property, Town-owned or donated land?
- Does the project provide housing that is similar in design and scale with the surrounding community?
- Does this serve the 60% income level population? Does this serve the 80% income level population?
- Is long-term affordability assured? Will this be geared to one age group?
- Will there be more than two bedrooms? Will there be multiple units?
- Will it be located near services such as grocery, mass transit, etc.?
- Will priority be given to local residents or employees of local businesses?
- Will the project incorporate solar power or renewable energy?