

**Town of Nahant
Community Preservation Committee**



**Grant Application Package
&
Project Submission Forms
FY 2019**

Deadline for Submission: Jan. 26th 2018

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Town of Nahant
Community Preservation Committee



Guidelines for Submission

Forms can be found on the Town's website. Navigate to:

[Nahant.org/committees/Community Preservation/Visit Our CPC Webpage/ Project Submission](http://Nahant.org/committees/Community%20Preservation/Visit%20Our%20CPC%20Webpage/Project%20Submission)

A submission form may be saved and filled out electronically or printed. Forms and attachments may be submitted manually or electronically. Addresses are:

Electronic submission - Mary-Ellen Schumann at mschumann@nahant.org

Manual Submission - Nahant Community Preservation Committee
C/O Town Administrator's Office
Town Hall
Nahant, MA 01908

- 1) Each project request must be submitted on the Community Preservation Committee Project Submission Forms (the "Grant Application FY 2019" beginning on page six)"

Additional information may be attached. In particular, the completion of questions 8 -13, found on page 8, may require the inclusion of additional pages. If additional pages are necessary, please label you text with the appropriate application question number and title.

Example: **8) For acquisition projects.**
"Applicant's text"

- 2) Requests must include the need for proposed project and be documented with appropriate support information.
- 3) Obtain quotes for construction project costs whenever possible. If not, cost estimates may be used, provided the basis of the estimate is fully explained. Independent appraisals are encouraged wherever appropriate.

Stipends for project cost estimating for major projects may be requested to assist petitioners in obtaining "Informed Cost Estimates" for their grant preparation. Please contact Jeff Chelgren, the Town Administrator, for assistance in this

regard.

Also, in formulating your total project cost estimates, professional services such as architectural or engineering are considered as eligible, and often necessary, costs and should be included in your request.

- 4) Requests for funding may be for up to a 5 year period.
- 5) If request is part of a longer-term project, include the total project cost.
- 6) For Departments or Committees that have multiple project requests, prioritize projects.

- 7) Requests should be received by January 26th, 2018 to be considered for recommendation at the April 28th, 2018 Annual Town Meeting. This submission deadline is a hard deadline, not an aspirational one.
- 8) The Community Preservation Committee reserves the right to impose conditions on grant funding, including entering into and recording a preservation and/or conservation restriction in appropriate cases. In all cases, a grant recipient will be required to enter into a written contract with the Town of Nahant agreeing to the terms and conditions of the grant.
- 9) Please keep in mind that the uses of CPA grant funds are limited by the enabling legislation. Pages four and five of this document provide some important definitions as they are applied by MGL Ch.44B Sec.2, as amended June 28, 2012.

The Department of Revenue (DOR) published “Informational Guideline Release No. 00-209, December 2000” that contains a glossary and other information relevant to the Community Preservation Act, it can be found at the web site address listed below:

<http://www.mass.gov/dor/docs/dls/publ/igr/2000/2000209igr.pdf>

The DOR also summarizes Community Preservation Fund allowable spending purposes (M.G.L/ c/ 44b §5) in a chart found here:

<http://www.communitypreservation.org/DOR-Allowable-Uses-2012.pdf>

10. Annually the Committee reviews the implementation progress of prior year grants and has set criteria of 18 months and 36 months respectively for the latest start and completion dates. Grants failing to demonstrate this level of commitment and progress will be reviewed for possible forfeiture of the appropriation. Any such funds reclaimed will be returned to the town’s respective community preservation act reserve for future appropriation.

Please complete the application form with as much detail as possible, incomplete forms may be returned to the applicant. If you encounter any difficulty while completing the application you may contact a committee member for assistance. If you are in doubt about your projects eligibility, please submit an application so that we have the opportunity to review it.

**Partial Glossary for the Community Preservation Act
MGL Ch.44B Section 2, as amended June 28, 2012**

- 1.) **“Community housing”** - low and moderate income housing for individuals and families, including low or moderate income senior housing.
- 2.) **“Historic resources”** - 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 local historic preservation commission to be significant to the history, archeology, architecture or culture of a city or town.
- 3.) **“Preservation”** - protection of personal or real property from injury, harm or destruction.
- 4.) **“Open space”** - shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, land to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.
- 5.) **“Recreational use”** - active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or use of land for a stadium, gymnasium or similar structure.
- 6.) **“Annual income”** - a family’s or individual’s annual gross income less reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the Department of Housing and Community Development, determines.
- 7.) **“Low income housing”** - housing for those persons and families whose annual income is less than 80 per cent of the area-wide medium income. The area-wide income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.
- 8.) **“Low or moderate income senior housing”** - housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.
- 9.) **“Moderate income housing”** - Housing for those persons and families whose annual income is less than 100 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.
- 10.) **“Maintenance”** – 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.
- 11.) **“Capital Improvement”** – reconstruction or alteration of real property that (1) materially adds to the value of the real property or appreciably prolongs the useful life of

the real property; (2) becomes part of the real property or is affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

12.) Rehabilitation – capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the

American with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C. F. R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the equipment or related facilities more functional for the intended recreational use.

13.) “Support of community housing” – shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs, or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.

**Town of Nahant
Community Preservation Committee**



Grant Application FY '2019

Applicant:

Applicant's address and phone number:

Town committee or board (if applicable):

Application Purpose:

(please select all that apply)

- Open Space
 - Community Housing
 - Historic Preservation
 - Recreation
-

1) Project Name:

2) Project Description:

3) Grant Amount Requested:

4) Contribution to the preservation Nahant's unique character:

5) Planning Context: Is the project part of a general Town planning study (e.g. Open Space and Recreational Plan, Master Plan etc.)? If so, when was the plan prepared and who has approved the plan?

_____ Is **NOT** part of a Program Plan

_____ **Is** part of a Program Plan prepared on _____ and approved by _____

Grant Application (cont.):

6) Evaluation Criteria: Provide a brief description of how this project meets as many of the selection criteria as may be applicable. Refer to Selection Criteria attached as Appendix A (Page 10).

7) Estimated Cost and Schedule:

Attach cost estimates for construction projects and state how costs were derived.

		Single Year Projects - Anticipated Costs				
Project Timeline	Fiscal Year*	Stipend Request Guideline #3	Professional Services	Total of CPC Funds Requested	Other Funding Sources	Total Cost
	2019					
Sub Totals						
					Total	

If your project is expected to continue over **more than one year**, detail the project's cost on the following chart (explanation may be attached on a separate sheet).

		Multiple Year Projects - Anticipated Costs				
Project Timeline	Fiscal Year*	Stipend Request Guideline #3	Professional Services	Total of CPC Funds Requested	Other Funding Sources	Total Cost
Prior year	2018					
First year	2019					
2nd year	2020					
3rd year	2021					
4th year	2022					
Sub Totals						
					Project Total	

* **Note:** The fiscal year begins on July 1 of a given year and ends on June 30 of the following year.

Grant Application (cont.):

Other Funding Sources: Include total amount and all funding sources including any potential grants or gifts. List all sources approached even if denied funds.

List of independent funding sources	
Funding Source	Amount of Grant / Gift
1.	
2.	
3.	
4.	
Total	

8) For Acquisition projects, attach appraisals and agreements, if available. Please indicate name of present owner and attach a copy of most recent deed. In addition to property address, please provide Nahant assessor's office identification (Map, Block and Lot number).

9) Coordination: If the project is dependent upon one or more other projects, identify them and indicate what the relationship(s) are among the projects. If the project is not dependent upon, but should be linked to one or more other projects, identify them and indicate the proposed relationship.

Grant Application (cont.):

10) Previous Town Meeting Action: If the project has previously been included in the Warrant of a Town Meeting, indicate the year, warrant article number, and Town Meeting action.

11) Project Priority: If you are submitting applications for more than one project, indicate the priority of this project recognizing that your most important project may not be needed or be ready for action until two or three years from now.

12) Time Sensitivity: Describe any time sensitive critical issues that may impact the ability to protect the resource or otherwise impact schedule and/or grant making decisions.

13) Contingency Planning: What are the consequences if CPA funding is not available for the current fiscal year? Describe alternate plans for temporary stabilization, long term solution.

Grant Application (cont.):

APPENDIX A
TOWN OF NAHANT
COMMUNITY PRESERVATION ACT
SELECTION CRITERIA

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the state's CPA statute. In addition, the following questions include the criteria, as applicable, that the Committee will use to assess proposed projects.

- How will the proposed project contribute to the preservation of Nahant's unique character and enhance our quality of life?
- Is the proposed project consistent with town planning documents that have received wide input and scrutiny?
- Is the proposed project feasible?
- How "time sensitive" is the project? Is it urgent?
- Is the cost of this project proportionate to its objectives?
- In general, will the project serve multiple needs?
- Specifically, will the project serve more than one CPA category (*i.e.* affordable housing, open space, historic preservation or recreation)?
- Does the project have demonstrated community support?
- Will the project preserve currently owned town assets?
- Will the project involve the acquisition and/or protection of threatened resources?
- Will the project involve multiple sources of funding, or will it leverage other public and/or private funding sources or in-kind services?
- If multiple sources of funding are involved, are commitments from other sources documented?
- Will this project stimulate other public/private projects in Nahant?

As the law requires, Town Meeting must approve all Community Preservation Committee funding recommendations.

Grant Application (cont.):

For Community Preservation Committee Use

Received on:

Associated Town Committee:

Reviewed on:

Determination: