

**Town of Nahant
Community Preservation Committee**



**Grant Application Package
&
Project Submission Forms
FY 2021**

Deadline for Submission: January 31, 2020

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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: Bobbi Jo Blair at bblair@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 2021" 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 Antonio Barletta, 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 31th, 2020 to be considered for recommendation at the May 16, 2020 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 2021

Applicant:

Applicant's address and phone number:

James Walsh
33 High Street
Nahant, MA 01908

Town committee or board (if applicable):

Nahant Cultural Council

Application Purpose:

(please select all that apply)

- Open Space
- Community Housing
- Historic Preservation
- Recreation

1) Project Name: Ellingwood Chapel interior repair

2) Project Description: Painting and resurfacing where necessary of portions of the Ellingwood Chapel damaged by water infiltration

3) Grant Amount Requested: \$121,217

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

This will preserve an historic structure celebrating the 100th anniversary of its opening in 1920.

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
	2021					
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	2020					
First year	2021					
2nd year	2022					
3rd year	2023					
4th year	2024					
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).

NA

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.

NA

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.

See attached narrative

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.

See attached narrative

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.

See attached narrative

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.

See attached narrative

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:

Application Narrative

The intention of this grant application is complete previous work on the building shell to prevent further water infiltration and to repair damage caused by previous water infiltration at the Ellingwood Chapel, a structure listed on the National Register of Historic Places..

The preservation and restoration of the Ellingwood Chapel was established as a goal in the 2008 CPC funding cycle and has proceeded successfully in subsequent years. Following is a list of cycles in which funds for the Chapel were request:

2008

General improvement of Town Buildings including Ellingwood Chapel
Total \$200,00

2011

Interior improvements of Ellingwood Chapel
\$5,000

2013

Electrical improvements of Ellingwood Chapel
\$10,000

2015

Electrical Improvements including this 20,000 approved as article 28I at 2015 Town Meeting; added to the original 10000 appropriated in 2013; replace historic chapel's electrical breaker panel, chandelier wiring, branch wiring, some of which is embedded in masonry, add interior accent lighting including backlighting of the stain glass windows.
\$20,000

2017

Listed in the National Register of Historic Places and having been returned to active use for services, concerts and events, the main entry doors have become extremely difficult to use due in part to the rusting of the ornamental pintle hinges. The doors and hinges will be removed and carefully restored to their original condition by renewing the finishes on the interior and exterior of the doors and making necessary woodwork repairs and restoring damaged sections of the iron hinges. In addition, the side door will receive similar treatment. Both of these portals are original massive arched double leafed doors. The basement door frame is partially rotted requiring replacement of rotted sections of the door frames as well as significant restoration of the basement door.
\$30,000

2018

Ellingwood Chapel critical masonry work per envelope assessment.
\$112,000

Selection Criteria

Insofar as the Ellingwood Chapel has received funding previously we will not repeat all of the selection criteria included in previous applications. We would add that 2020 is the 100 year anniversary of the Chapel's dedication and this funding would cap the CPC's very successful efforts to preserve this historic structure.

REPAIR CHART: Ellingwood Chapel and Cemetery Wall												
Project Total	Urgent 1 Year	Ideally 1 year	Ideally within 3 years	Repair Task	Repair Task Timeframe (Yrs)	Item Area (Sq. Ft.)	10% Drawing Scaling Factor	Repair Cost (Sq. Ft.)	Repair Cost (Task)	Overhead, General Conditions and Profit Public Bid (50%)	Escalation from 1st Q 2018 to 3rd Q 2020 = 12.36% Inflation	Contract Repair Cost
	= urgent 1 Year	= ideally 1 year	= ideally within 3 years	Operation		=within 7 years or elective						
\$93,244.27	Proposed scope for CPA											
\$13,986.64	Recommended contingency											
\$13,986.64	Suggested Professional Fee											
\$121,217.55	TOTAL CPA ASK											
\$31,627.90 Prep and paint interior of tower, chancel and addition - plaster only - wood protected, cleaned but not painted.												
	09 01 40.93	Repairing historic surfaces	Tower interior	Plaster walls of tower	Remove loose paint, plaster patch if required, prep, finish paint to cover (1) or (2) coats	1	1600	0.13	\$7.50	\$12,000.98	N/A	\$18,001.46
	09 01 40.93	Repairing historic surfaces	Ell Interior	Plaster walls of ell	Remove loose paint, plaster patch & repair, finish paint to cover (1) or (2) coats	1	450	0.13	\$5.50	\$2,475.72	N/A	\$3,713.57
	09 01 40.93	Repairing historic surfaces	Chancel interior	Plaster walls of chancel	Remove loose paint, plaster patch if required, prep, finish paint to cover (1) or (2) coats	1	500	0.13	\$7.50	\$3,750.98	N/A	\$5,626.46
	104 01 52.25.10	Constructio n Aids	Staging for painters	20'+ height for tower	Assumes staging for work at chancel and tower	1	35	0.72	\$80.00	\$2,857.60	N/A	\$4,286.40
\$35,523.43 rebuild chimney from roof line up, repair tower south side windows, repair roof framing of bulkhead, repair base flashing at buttress and ell roof, reset slate hip roof of bulkhead												
	06 01 40.91	Repair of Architectura l Woodwork	Shed with basement access	Wood soffit and cornice	Repair dislodged soffit board after roof framing repair	7	1.31	0.13	\$35.00	\$50.40	\$25.20	\$84.94
	07 03 21.26	Period Slate Roof Repair	South East Slope wing salt shed roof	Graduated slate roof	Relay hip tiles when framing repairs complete	5	3.51	0.35	\$25.00	\$96.50	\$48.25	\$162.64
	104 08 01 52.93	Historic Wd Windows Repair	South West Elevation	Wood framed leaded glass window	Repair wood with consolidants, close open joints, paint, glaze vent frame	3	7.2	0.72	\$65.00	\$514.80	\$257.40	\$867.64
	201 08 01 52.93	Historic Wd Windows Repair	South West Elevation	Wood framed leaded glass window	Repair wood with consolidants, close open joints, paint, install protective glazing and frame - repair during tower repairs	1	7.81	0.78	\$65.00	\$58.35	\$279.18	\$941.04
	202 08 01 52.93	Historic Wd Windows Repair	South East Elevation	Wood framed leaded glass window	Repair wood with consolidants, close open joints, paint, install protective glazing and frame - repair during tower repairs	1	7.81	0.78	\$65.00	\$58.35	\$279.18	\$941.04
	07 01 60.91	Historic Flashing and Sheet Metal Repair	West Buttress, south face of tower	Base flashing at ell roof	Repair flashing	1	26.63	2.66	\$25.00	\$732.25	\$366.13	\$1,234.13
	06 01 40.91	Repair of Architectura l Woodwork	Northeast shed	Shed roof framing	Reinforce roof framing	1	119.33	11.93	\$25.00	\$3,281.50	\$1,640.75	\$5,530.64
	04 01 20	Historic Unit Masonry	South West Elevation	Stone Faced Chimney	Rebuild to Roof Line	1	92.64	9.26	\$150.00	\$15,285.00	\$7,642.50	\$25,761.34
\$25,761.34 Clean soluble salts off surface of masonry at various locations												
	04 01 20	Historic Unit Masonry	South West Elevation	Efflorescence	Clean off soluble salts, selective repointing	7	1.18	0.12	\$25.00	\$32.50	\$16.25	\$54.78
	04 01 20	Historic Unit Masonry	South West Elevation	Efflorescence	Clean off soluble salts, selective repointing	7	39.67	3.97	\$25.00	\$1,091.00	\$545.50	\$1,838.77
	04 01 20	Historic Unit Masonry	South West Elevation	Efflorescence	Clean off soluble salts, selective repointing	7	14.62	1.46	\$25.00	\$402.00	\$201.00	\$677.53

