

Town of Leverett
Community Preservation Committee
Application for Community Preservation Funding
Due December 1

The Community Preservation Committee is pleased to be able to offer to citizens of Leverett the opportunity to apply for Community Preservation funds. Under the Community Preservation Act, the Town may use these funds for the following purposes:

ACQUISITION, CREATION AND PRESERVATION OF OPEN SPACE

Open space includes: land that protects scenic vistas; forested land; land that protects wells, aquifers and recharge areas; and fields. Community preservation funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restriction.

ACQUISITION, PRESERVATION, REHABILITATION AND RESTORATION OF “HISTORIC RESOURCES”

“Historic resources” are defined as: 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 Historical Commission to be significant in the history, archeology, architecture or culture of Leverett. Community Preservation funds may be used for the preservation, restoration and rehabilitation of existing historic resources (including Town-owned historic resources), but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation easement and provide public benefit.

CREATION, PRESERVATION AND SUPPORT OF “COMMUNITY HOUSING”

“Community housing” is defined as: low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first-time home buyers, for financial assistance to income-eligible homeowners, for gap funding for non-profit community development corporations or for-profit developers, to match state or federal low-income housing grants, or for other “support” of community housing. The Town’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

ACQUISITION, CREATION AND PRESERVATION OF LAND FOR PUBLIC RECREATION

Recreation is defined to include active or passive recreation, including, but not limited to, the following: community gardens, trails, noncommercial youth and adult sports, and parks, playgrounds, and athletic fields.

A project may use funding from more than one category. Projects that incorporate funding from other sources are encouraged.

If you have any questions about the application form or the information required for your project, please call Danielle Barshak at 413-548-8139 or email Daniellebarshak@verizon.net .

APPLICATION PROCESS

Step 1: Complete Application Form by December 1

If possible, submit electronically to daniellebarshak@verizon.net and submit two print copies of completed application form and supporting materials to:

Leverett Community Preservation Committee
Town Hall
Leverett, MA 01054

If not able to submit electronically, please submit eight print copies of completed application form and supporting materials.

The Community Preservation Committee may accept late applications after the deadline, for emergency or other appropriate reasons, according to the committee's discretion. Please inquire. Incomplete applications will not be voted upon by the committee.

Step 2: Community Preservation Review and Public Comment

A. Application Review: The Leverett Community Preservation Committee (LCPC) will review submitted applications to determine whether:

- proposed projects are eligible for Community Preservation funding; and
- proposed projects are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration

After reviewing the applications, the LCPC may ask applicants to provide additional information.

B. Public Comment: The LCPC will seek public comment on proposed projects at a public hearing to be scheduled in February or March.

C. LCPC Recommendations: The LCPC will make its final recommendations for funding in the form of warrant articles to be voted on at the spring Annual Town Meeting.

Step 3: Town Meeting Approval

Town Meeting has the final authority to award funds from Leverett's Community Preservation Fund. LCPC will recommend funding in the form of warrant articles. Town Meeting requires a two thirds vote for land acquisition and a majority vote for other funding.

Step 4: Funding Award

Funding for approved projects will be available on a reimbursement basis following Town Meeting, subject to satisfaction of any conditions established by the committee. In order to receive funding the applicant must submit an invoice that includes receipts for expenditures.

**Community Preservation Committee
Application for Community Preservation Funding**

PROJECT NAME AND ADDRESS

Project Name: _____

Property Address: _____

PROJECT PROPONENT

Project Proponent Organization, if any: _____

Contact Name: _____ **Phone:** _____

Address: _____ **E-Mail Address:** _____

Date: _____ **Requested CPA funds: \$** _____

COMMUNITY PRESERVATION CATEGORY (Check All That Apply)

- Open Space
- Historic Resource
- Community Housing
- Recreation

1. Project Summary

Include below or attach a description of the project. Include a description of the property involved and its proposed use. Include a work plan showing the anticipated steps or phases for completion of the project and their timing and estimated cost.

2. Applications must include at least two estimates (three are preferred) from suppliers of work to be done.

Requests for an exemption from the requirement of two estimates will be considered if a written request including reasons why two estimates cannot be obtained is included with this application. Applications without the estimates or an approved request for exemption will be considered incomplete and will not be voted upon by the committee. Applicants are encouraged to include estimates from Leverett residents or other local people.

3. How Will the Project Benefit Leverett?

4. Precedent or Comparison to Other Similar Projects

Please describe examples of similar projects funded with Community Preservation funds in other towns or cities, if any.

5. Control of Site

Indicate below whether the applicant owns or has a purchase agreement for the property in the project. If the property is under agreement, include below or attach a description of the agreement, including timing and conditions. If the applicant does not have site control please explain.

6. Feasibility

List below or attach all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other approvals, agreements on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.

7. Project Timeline

Estimated Date for Commencement of Project: _____

Estimated Date for Completion of Project: _____

If the proposed project is a phase of a larger project, please describe the overall project timeline as well as the proposed phase.

8. Funding

Amount of Leverett Community Preservation Funding requested: \$ _____

When Required: _____

Other Sources of Funding Available: If funding from other sources is available for the project, complete the following table:

Source of Funding	Amount Requested	Status	Timing Considerations	Contingent on CP Funding?
	\$			

9. Attachments

Include the following with ALL applications:

- Assessors' map showing location of the project
- Photographs

Include the following, if applicable and available:

- Deeds of property
- Plans and specifications for new construction or rehabilitation
- Maps, renderings, etc.
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors, and consultants
- Other information useful to the committee in considering the project

Adapted from application form of the Hingham Community Preservation Committee, with permission.

Application Revised September 2010 lsk