



COMMUNITY PRESERVATION PROJECT APPLICATION COVER SHEET

I: Project Information

Project Title:

Project Summary:

Estimated start date: _____ Estimated completion date: _____

CPA Program Area (check all that apply):

Open Space

Community Housing

Historic Preservation

Recreation

II: Applicant/Developer Information

Contact Person and or/primary applicant:

Organization (if applicable):

Mailing Address:

Daytime phone #:

Fax #:

E-mail address:

III: Budget Summary

Total budget for project:

CPA funding request:

CPA request as percentage of total budget:

Applicant's Signature: _____

Date Submitted: _____

APPLICATION INSTRUCTIONS

1. Please read the entire CPA Application & Review Process before beginning.

2. Complete the application Cover Sheet.

3. Include the following information:

- **Narrative:** A description of the project and, when applicable, of the property involved and its proposed use. Include responses to the following questions:
 - What Community Preservation criteria – both general and program-area specific – does this project meet?
 - What community need(s) does this project serve? If the project serves multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.
 - What specific guarantees will assure the long-term preservation of the project? What community support does the project have? Explain the nature and level of the support.
 - How will the success of this project be measured?
 - Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.
- **Project Budget:** The total budget for this project, including specifically how CPA funds will be spent. All items of expenditure must be clearly identified. Include project quotes, or show why this is not appropriate or feasible. List any additional funding sources, either committed or under consideration. Include commitment letters if available.
 - * If the application submission is for a community housing project, please submit a development budget and a sources and uses budget. Also, community housing home ownership projects shall include an affordability analysis, and community housing rental projects shall include a five-year operating budget.
- **Multi-Year Funding:** If the project is expected to continue over more than one year, or if bonding the project is anticipated, please provide annual funding requirements.
- **Project Timeline:** Explain the various steps of the project and when they will be completed.
- **Feasibility:** List and explain all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability or historic preservation agreements, subordination agreements, and any known or potential barriers or impediments to project implementation.

- **Maps:** USGS topographical map, assessors map, or other map as appropriate, showing location of the project.
- **Visual materials:** Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made.

4. Include the following attachments, if applicable and available:

- Record plans of the land
- Natural resource limitations (wetlands, flood plain, etc.)
- Zoning (district, dimensional and use regulations as applies to the land)
- Inspection reports
- 21E Reports and other environmental assessment reports
- Mass. Historic Commission Historic inventory sheet
- Historic structure report or existing condition reports
- Existing conditions report
- Names and addresses of project architects, contractors, and consultants
- Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
- Documentation that you have control over the site, such as Purchase and Sale agreement, option, or deed
- Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place
- Letters of support sufficient to document clear endorsement by community members and groups, and, where appropriate, by municipal boards and departments.
- Any other information useful for the Committee in considering the project