



Town of

Groveland

Groveland, Massachusetts
Town Hall
183 Main Street
Groveland, MA 01834

FY-2018 Community Preservation

Request for Proposals

Groveland Community Preservation Committee
September 12, 2017

TOWN OF GROVELAND
COMMUNITY PRESERVATION COMMITTEE

**FY 2018 Funding Round
Request for Proposals**

The Community Preservation Act (CPA) provides funding for four core community concerns:

- Acquisition and preservation of open space
- Creation and support of community housing
- Acquisition and preservation of historic buildings and landscapes
- Develop outdoor recreational facilities

The four core concerns provide guidelines for the use of CPA funds. Projects must meet specific legal requirements to be eligible for funding by the CPA.

The Town of Groveland Community Preservation Committee (CPC) will submit its recommendations for the use of CPA funds to the Board of Selectmen for inclusion in the Annual Town Meeting April 2018 warrant in January 2018. All CPC funding is ultimately subject to the approval of Town Meeting.

The CPC reserves the right to recommend funding for any, all or no projects submitted in any given year to be decided solely by a majority vote of its membership.

The application period for this funding round will be from September 15, 2017 until December 15, 2017 at 5 pm. No applications will be accepted after that date for this round. All applications must be made using the Groveland CPC *Community Preservation Proposal Requirements and Guidelines* on pages 3, 4 and 5 below.

Please submit all proposals to:

Groveland Community Preservation Committee
183 Main St
Groveland MA, 01834

(All proposals must be delivered to the CPC by 5:00 pm on December 15, 2017. Postmarks will not be used as a proof of delivery. Hand delivery at Town Hall is acceptable.)

Community Preservation Act
Town of Groveland
FY-2018 Application for Funding and Proposal Guidelines

Project Eligibility

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. Funds collected under the CPA can only be spent for four main community preservation purposes - open space, historic preservation, community housing and recreational use. In addition, at least 10 percent of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70 percent of each year's funds can be spent in any of the four areas. However, these funds cannot be spent on maintenance or used to supplement funds being used for existing community preservation purposes. In addition, up to 5 percent of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC at the discretion of the Committee.

Submission

Proposals for Community Preservation funding must be submitted using the proposal guidelines included below. All relevant information requested in the guidelines must be included with the proposal. Applications must be submitted in written form. Ten copies of the application and all supporting documentation must be submitted to the Community Preservation Committee, Groveland Town Hall, 183 Main St, Groveland, Massachusetts, 01834

The application for funding for each fiscal year may be submitted during the open submission period usually in the fall. Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, applications will not be accepted after this date.

For further information about the application process, contact the CPC at (978) 556-7207 or visit the CPC Web page at www.grovelandma.com.

Review by the Community Preservation Committee

Each application will be acknowledged when it is received. It will be reviewed for completeness and the applicant will be notified if additional information is required. Once the CPC has determined that an application is complete, the proponent(s) will be given an opportunity to present the scope and details of the project to the CPC.

From time-to-time the CPC will schedule public hearings to discuss its work, to review proposals under consideration and to receive comments from the citizens of Groveland. In addition, there is an opportunity for citizens to speak as a part of the agenda each CPC meeting.

Projects are then evaluated with consideration of the following general criteria, although not all criteria will be appropriate for every project

General Criteria

The Groveland Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the CPA legislation.

Projects will be evaluated according to the following criteria:

- Are consistent with the town's Master Plan, Open Space and Recreation Plan, Housing Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds through grants, and cash or in-kind donations. Projects demonstrating matching funds for CPA grants may be favored;
- Preserve or utilize currently owned town assets;
- Receive endorsement by other municipal boards or departments.

Funding Decisions

The CPC will submit its recommendations for the use of CPA funds to the Board of Selectmen for inclusion in the Annual Town Meeting warrant each fiscal year in January. All CPC funding is ultimately subject to the approval of Town Meeting.

The Groveland CPC reserves the right to recommend funding for any, all or no projects submitted in any given year to be decided solely by a majority vote of its membership.

Community Preservation Proposal Requirements and Guidelines

The applicant will submit a proposal to the Groveland Community Preservation Committee at Town Hall, 183 Main St, Groveland, MA 01834. No proposals for the fiscal year will be accepted any later than the closing date for that year. All proposals are to be in written form and include the following information. The applicant will submit two paper copies of the proposal for review by the Committee AND an electronic PDF file on a CD. (Plain paper will be fine, no notebooks or binders are necessary.)

A. Applicant Information

Name of Applicant
Name of Co-Applicant, if applicable
Contact Name
Mailing Address
City
State
Zip Code
Daytime Phone
Email Address

B. Location of Project

Name of Project
Address of Project (or assessor's parcel id)

C. Funding Information

CPA Category: (Include all that apply):
Open space
Historic preservation
Recreation
Community housing

D. Project Cost

CPA Funding Requested
Total Cost of Proposed Project

E. Project Information

Please include answers to the following questions in a narrative format. Applications will be returned if the requested information is not provided. Please include supporting materials as necessary.

1. Description
 - a. Give a description of the project in a brief narrative (50 words or less.)
2. Goals
 - a. What are the goals of the proposed project?
 - b. Who will benefit and why?
3. Community Need
 - a. Why is this project needed?
 - b. How does it address needs identified in existing Town plans?
4. Community Support
 - a. What is the nature and level of support and/or opposition for this project?
 - b. Include letters of support.
5. Timeline
 - a. What is the schedule for project implementation?
 - b. Include a timeline for all critical milestones.
6. Implementation
 - a. Who will be responsible for implementing the project?
 - b. Who will be the project manager?
 - c. What relevant experience does the project manager have?
7. Success Factors
 - a. How will the success of this project be measured?
 - b. Please provide specific examples.
8. Budget
 - a. What is the total budget for the project and how will CPA funds be spent?
 - b. All items of expenditure must be clearly identified.
 - c. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
 - d. You must include a budget item for closing costs if your project is a land purchase.
 - e. You must include a budget item for signage or labeling to meet Groveland CPC requirements.
 - f. You must include the cost of a Conservation Restriction for land purchases and or a Historic Preservation Restriction for historic projects. (Contact CPC for more information.)
9. Other Funding / Matching
 - a. What additional funding sources are available, committed, or under consideration?
 - b. How will CPA funds be used to leverage or match other grants and donations?
 - c. Include commitment letters, if available, and describe any other attempts to secure funding for this project.

10. Maintenance

- a. If ongoing maintenance is required for your project, how much will it cost?
- b. If ongoing maintenance is required for your project, how will it be funded?

11. Additional Information

Provide the following additional information, as applicable.

- a. **Ownership**
Include documentation that shows you have control or plan to gain control over the site, such as Purchase and Sales Agreement, option, or deed.
(If the proposal is on town-owned land, either the applicant or the co-applicant must be the town Board, Commission, or Department in control of the land.)
- b. **Construction Plans**
For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
- c. **Compliance**
Provide evidence that the project is in compliance with the zoning by-laws, environmental requirements or any other laws or regulations.
If the project is not in compliance, include plans to obtain necessary approvals.
- d. **Approvals**
Provide evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land require approval from the Board of Selectmen.)
- e. **Environmental Hazards**
Provide assurance that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
- f. **Standards**
Provide assurances that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
- g. **Appraisals**
If the requested funds are for a real estate acquisition, an independent appraisal will be required. The appraisal must be completed or updated within one year prior to the date of application. Please note that CPA funds cannot be used over the appraised value of a land purchase project.