

# GREAT BARRINGTON COMMUNITY PRESERVATION COMMITTEE

## APPLICATION FOR CPA FUNDING

There are 2 Steps to the CPA application. Only applicants that successfully complete both Steps can be considered for funding. After reviewing the Step 1 applications, the Community Preservation Committee (CPC) will invite the eligible applicants to submit Step 2 of the Application. Only projects that complete Step 1, and are invited by the CPC to proceed, may submit Step 2.

**Step 1 applications will be accepted not later than Friday, November 3, 2023, by 4:00 PM.**

The CPC will meet on Tuesday, November 7 at 5:00 PM to review the applications and invite Step 2 submittals for those deemed eligible. Applicants must be present at that meeting.

**Step 2 applications must be received not later than Friday, December 1, 2023, by 4:00 PM.**

The Committee will meet on Tuesday, December 5 at 5:00 PM to begin review of Step 2 submittals. Applicants must be present at the meeting at which their proposal is reviewed.

**For both steps, ten (10) hard copies and one (1) electronic copy (PDF) of the application must be received on or before the deadline. Any Step 1 or Step 2 application received after the deadlines will be rejected.**

All pages of the application must be numbered.

Hard copies must be received by the Town Planner, Great Barrington Town Hall, 334 Main Street, Great Barrington, MA 01230 on or before the deadline. An electronic copy of each application must also be submitted, either in the form of a memory stick or CD (delivered with the 10 hard copies) or in the form of an electronic PDF file sent to [crembold@townofgb.org](mailto:crembold@townofgb.org) on or before the deadline.

The CPC reserves the right to refuse to consider applications that are incomplete and/or to request additional information of any applicant.

Before submitting an application, applicants must familiarize themselves with the CPA legislation, the Great Barrington CPA bylaw, the Great Barrington Community Preservation Plan, and the application guidelines. These items are available on the town website at this link: <https://www.townofgb.org/community-preservation-committee>. Hard copies are also available in the Town libraries and in the Town Clerk's office. Applicants are also encouraged to consult the Community Preservation Coalition's website at: [www.communitypreservation.org](http://www.communitypreservation.org) for more background and information on CPA and CPA eligibility requirements. Applicants are welcome to contact the Great Barrington Town Planner for more information.

### Review and Approval Process

The CPC will review all applications and make all decisions during open public meetings. Applicants will be informed of the meetings and are required to attend.

Eligible Step 2 applications will be invited to present their project to the CPC at a public meeting. The CPC may request additional information, schedule additional meeting(s) and/or schedule a

project site visit. Applicants will be informed of which meetings they should attend, but of course all CPC meetings are open to the public.

Following the review, the Committee will recommend projects to Town Meeting for funding. Generally, applicants will be notified of the decisions before the end of January 2024. The final decision to fund or not to fund a project rests with the town voters at the May 2024 Town Meeting.

Successful applicants are required to assist in preparing a presentation of their project for the Annual Town Meeting in May of 2024, and they are required to attend that Town Meeting.

All non-municipal project applicants whose projects are funded by Town Meeting will be expected to enter into a contract or grant agreement with the Town of Great Barrington that will govern the project scope, timeline, deliverables, payment amount and timing, insurance, and other special conditions as may be required. Applicants should be aware that the Committee may withhold some or all funds until applicable permits and approvals are in place. The Committee may also require performance or completion bonds and may withhold funds for nonperformance.

The CPC may, under highly extraordinary circumstances, vote to accept applications that, because of market opportunities or other deadlines, require consideration outside of the normal funding cycle. Potential applicants who believe that their circumstances call for such unusual action may contact the Town Planner or CPC Chair to discuss the possible submission of an off-cycle application.

**GREAT BARRINGTON  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR CPA FUNDING – Step 1**

Date Received (for office use only) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Brief Project Description (attach up to 1 additional page if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of CPA funding you are seeking:     \$\_\_\_\_\_

When do you request the CPA funding be received by your project? \_\_\_\_\_

Property Owner (if different from applicant)

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

If Owner is different from applicant, you must include a letter signed by the Owner giving permission to apply for funds for the specified project on the Owner's property.

**In the following chart, mark the box(es) that best apply to your project.**

Boxes with an X through them are not CPA eligible activities. Contact the Town Planner if you need more information.

	<b>OPEN SPACE</b>	<b>HISTORIC RESOURCES</b>	<b>RECREATIONAL LAND</b>	<b>COMMUNITY HOUSING</b>
Activities (refer to Glossary for definitions)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, wetland, river, stream, lake and pond frontage, land to protect scenic vistas, land for wildlife or nature preserve, and land for recreation use.	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town.	Land for 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. Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income.
<b>ACQUISITION</b> Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B				
<b>CREATION</b> To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)		X		
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction				
<b>SUPPORT</b> 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 entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	
<b>REHABILITATION AND/OR RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Only applies if property was acquired or created with CPA funds			Only applies if housing was acquired or created with CPA funds

Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.

End of Step 1 application

## GREAT BARRINGTON COMMUNITY PRESERVATION COMMITTEE

### APPLICATION FOR CPA FUNDING – Step 2

Date Received (for office use only) \_\_\_\_\_

All applicants submitting Step 2 must include a copy of their Step 1 application.

All applicants must answer questions 1-11, and question 19. For question 12-18, only answer questions that are applicable to your CPA area. For example, if your project has to do with Historical Preservation but does not include Housing, then you may skip questions 12, 13 and 14, but you must answer all questions under the subheading "Historical Preservation Projects."

You may attach additional sheets as necessary to answer the numbered questions, up to a maximum of 8 additional pages of narrative. These additional pages must be formatted with a minimum 11 point font, 1 inch margins. If your project combines two or more CPA priorities, such as Community Housing AND Open Space, then you must answer ALL questions under both of those 2 subheadings and you may include up to 10 additional pages of narrative. (Please note Open Space and Recreation is considered one CPA priority.)

*All pages must be numbered.* Please number each attached Page 1 of 8, Page 2 of 8, etc. If your answers are on separate sheets, also number each answer so that it corresponds with the number of the question you are answering.

Applicant Name \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Assessor's Map \_\_\_\_\_ Lot \_\_\_\_\_

Property Deed Book / Page \_\_\_\_\_ / \_\_\_\_\_

**1.) Project Budget** (list all sources and uses, including grants, fundraising, etc.)

Total CPA funds requested: \$ \_\_\_\_\_

Fill in the chart below showing all project sources and uses, including requested CPA funds:

Source Name	Amount	% of total	Used for	Committed?
Total budget:				

Attach additional budget sheets or project budget if necessary. Budget pages do not count towards the 8 page limit. Be sure to include project management, oversight, engineering, and administrative costs that may be incurred. Describe all funding that has been sought and/or is available for this project.

**2.) Timing of Funds:** Describe when CPA funds and other funding sources are to be received.

**3.) Existing use or deed restrictions, permanent easements, historic designations, special permits, etc. if any:**

**4.) Proposed Use or Deed Restrictions after Project Completion (in accordance with CPA rules):**

**5.) Describe the project team, including project management personnel, design professionals, contractors, and other applicable consultants, their relevant experience, so forth. Attach additional pages/resumes as needed.**

**Additional Information:** These pages do not count towards the 8 page limit. Attach additional information as appropriate, for example:

- Project timeline;
- Plans or drawings stamped and signed by an Engineer or Architect as appropriate;
- Photographs;
- Map showing project location in town;
- Ownership letters or site control verification;
- Budgets;
- Feasibility studies;

- Existing conditions reports or needs assessments;
- Letters of support;
- Resumes and experience of key personnel;
- For Historic Preservation projects, if the project is not State Register-listed, the applicant must provide a letter from the Historical Commission which details the significance of the project to Great Barrington's history, culture, architecture or archeology.

## Funding Considerations

**6.) Consistency:** Describe how the proposed project is consistent with the Community Preservation Plan and with the Great Barrington Master Plan.

**7.) Town Projects:** Is the proposed project for a town-owned asset?                      Yes                      No  
If yes, please describe funding options. For example, what portion of the project budget is CPA funding? If CPA funds are not received, what are the alternative funding options, if any?

**8.) Public Benefits:** Describe the public benefits of the project.

**9.) Leverage:** Will the CPA funds be used to leverage or supplement other funding for this project? Please explain other sources and whether they have been committed.

**10.) Community Input and Support:** Describe any community input, meetings and/or support that you have for your proposed project. Include support letters as applicable (they will not be counted towards the 4-page limit). Letters should be unique and not reproduced form letters.

**11.) Permits:** Describe permits that may be required, the status of those permits or applications, and/or when the applications will be submitted and permits received.

### Affordable Housing Projects

**12.) Affordable Housing Projects:** Clearly describe how the project meets the Affordable Housing goals of the Community Preservation Plan.

**13.) Affordability Level(s):**

_____ % of area median income	no. of units _____
_____ % of area median income	no. of units _____
_____ % of area median income	no. of units _____

**14.) Other Information:** Describe any other relevant information about the project and the site. For example: Is the site zoned for the proposed use and if not what is the plan for zoning approvals; does the project reuse a building or previously-developed site? Is the site or could the site be contaminated and if so what is the plan for remediation?

## Historic Preservation Projects

Applicants should note: all CPA-funded historic preservation projects must comply with the US Secretary of the Interior's standards for the treatment of historic properties.

**15.) Historic Preservation Projects:** Clearly describe how the project meets the Historic Preservation goals of the Community Preservation Plan.

**16.) Other Information:** Describe any other relevant information about the project and the site. For example: is the site zoned for the proposed use and if not what is the plan for zoning approvals; does the project reuse a building or previously-developed site; is the site or could the site be contaminated and if so what is the plan for remediation.

## Open Space and Recreation Projects

**17.) Open Space and Recreation:** Clearly describe how the project meets the Open Space and Recreation goals of the Community Preservation Plan.

**18.) Other Information:** Describe any other relevant information about the project and the site. For example: Is the site zoned for the proposed use and if not what is the plan for zoning approvals? Does the project reuse a building or previously-developed site? Is the site or could the site be contaminated and if so what is the plan for remediation.

### Certification

**19.) This application was prepared, reviewed, and submitted by:**

Name: \_\_\_\_\_

Ph: \_\_\_\_\_ Email \_\_\_\_\_

*I hereby certify that all of the above and included information is true and correct to the best of my knowledge. [For non-municipal applicants only: I further declare my willingness to enter into a Contract with the Town of Great Barrington to govern the use and expenditure of CPA funds.]*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All hard copies of the entire application package, and one PDF of the entire application package, are due prior to the 4:00 PM deadline.**

**Number all pages.**