



Town of Bridgewater, Massachusetts

Community Preservation Committee

FY '09 Community Preservation Fund Application for Project Funding

Community Preservation Committee

Dan Buron
Recreation Commission

Peter Colombotos,
Vice Chair/Secretary
Master Plan Implementation
Committee

Marilee Kenney Hunt, Chair
Citizen at large

Robert Iafrate
Planning Board

Rick Kranes
Open Space Committee

David Moore
Housing Partnership

Jim Tebou
Conservation Committee

Bob Vazza, Treasurer
Housing Authority

Bob Wood
Historical Commission

To all applicants:

This package includes full instructions to make a final application for Community Preservation Funding between July 1, 2008 and June 30, 2009. It may be completed **only after receiving** approval of a pre-application which must be submitted to the Community Preservation Committee by August 19, 2008 or November 13, 2008.

In addition to the information requested in this application package, please be sure to include all information outlined in the pre-application approval letter. Such information will normally be included in your project narrative.

We encourage you to thoroughly read the application materials before you begin writing your proposal. The Community Preservation Act (CPA) has very specific requirements. This package is designed to make your application process as easy and succinct as possible. We want your project to succeed! However, the Community Preservation Committee is charged with make funding recommendation to the town, and must give assurance that these public funds are being invested in a project that has been thoroughly vetted and fulfills the intent of the

CPA. To do that, we need the specific information requested in this application about your proposed project.

The application is created to be self-explanatory. If after reading it thoroughly, you have questions, concerns or unable to understand what the application requests, please feel free to contact the Community Preservation Committee Chair, Marilee Kenney Hunt at 508-697-3681 or through e-mail: marilee@mkhconsulting.org.

Once again, we look forward to working with you and wish you all success in your application.

The Bridgewater Community Preservation Committee



Town of Bridgewater, Massachusetts

Community Preservation Committee

Cover Page

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ASSURANCE:

I _____ hereby
(Print the name of the fiduciary agent)

certify under the penalties of perjury that following application information is true and correct to the best of my knowledge and that I am legally able to enter into a contract on behalf of _____ with
(Print the name of the contracting agency)
the Town of Bridgewater for Community Preservation Funds.

Signature _____ Date _____
(Sign in blue ink by the fiduciary agent)

Title _____

Project Name _____

Address _____

Telephone _____
(Home) (Work) (Cell)

Email _____

Amount of CPA Funding Requested _____

Note: Before a final award is granted, the project proponent will be required to verify that the information in this submission is true and correct. Supplemental/supporting documentation, such as attested copies of recorded deeds or restrictions or corporate papers, may be required at the discretion of the CPC.

Town of Bridgewater, Massachusetts

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Submit a completed original application along with 9 hard copies on or before **Tuesday September 9, 2008 or Thursday January 9, 2009** to:

Bridgewater Community Preservation Committee
Town Hall
Central Square
Bridgewater, MA 02324

An electronic copy must also be submitted to CPC Chair, Marilee Kenney Hunt at Marilee@mkhconsulting.org by 5 PM on the appropriate due date.

The following excerpt from the Community Preservation Act (CPA) describes the types of projects that are eligible for CPA funding:

The [Community Preservation] Committee shall make recommendations to the Town Meeting

- ***for the acquisition, creation and preservation of open space;***
- ***for the acquisition, preservation, rehabilitation and restoration of historic resources;***
- ***for the acquisition, creation and preservation of land for recreational use;***
- ***for the creation, preservation and support of community housing and***
- ***for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.***

With respect to affordable housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. Town of Bridgewater, By-laws Article XLIV Community Preservation Committee.

All proposal proponents must begin by submitting a pre-application form which will be reviewed and commented upon by the Community Preservation Committee (CPC). Upon pre-application approval, an application form must be completed in full and submitted in accordance with any CPC established time lines.¹ The CPC will use the scoring criteria defined on Page 15 to rate the proposals before making a recommendation for funding to the Town Meeting. A project will be funded if it is recommended by the CPC and receives a majority vote of support from Town Meeting.

The applicant's narrative project description should include a discussion of the following:

- ❖ project description,
- ❖ project plan,
- ❖ current ownership and existing restrictions,
- ❖ value of property involved,
- ❖ project costs,
- ❖ proposed ownership/restrictions after the project completion.

If this project will leverage additional funds (e.g., be used a "match" for other grant funds) or will be repaid with earned income in the future, please describe those provisions in full.

Projects will be recommended for funding based on the merits of both the proposal and the project and the proposed cost of the project when compared to the merits and proposed costs of competing proposals. All recommendations and actual awards are subject to the availability of CPA funds.

NOTE: Project proposals that address more than one CPA eligible purpose; leverage additional funding; involve the collaboration of more than one agency, organization, board or committee; or otherwise show a comprehensive, community centered, multidisciplinary approach, will be given highest consideration.

See CPA definitions (page 9) and Project Selection Criteria (page 10) for more information.

¹ See **Emergency Waiver of Time Process for Community Preservation Act Funding** on page 11 if time is critical.

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Once a project proposal has been submitted, the applicant and his/her agent(s) are forbidden to speak with or “lobby” any CPC member about that proposal. Such a prohibition includes questions about the proposal or the proposal process, any attempt to give unsolicited additional information or seek information about the grant making process. After the submission of a proposal, any and all questions must be addressed to the Committee Chair only. The Chair will post all post-bid questions and their answers on the Bridgewater town website /Community Preservation Committee page so all bidders will have equal access to information.

Speaking to any other member of the CPC after the grant making process has begun will result in the bidder’s proposal being rendered non-responsive and eliminated from consideration.

For Bridgewater Town Government submissions only:

If this proposal is being submitted for work to be done by a Department of Bridgewater government, it must include assurances that the following entities have approved its submission.

The undersigned support and approve the application and budget included herein:

Department, Printed name of the Department Head Signature Date

Printed name of Bridgewater Town Counsel Signature Date

Printed name of Bridgewater Procurement Officer Signature Date

Printed name, Chair, Bridgewater Board of Selectmen Signature Date

Thoroughly answer each of the following questions using additional paper as necessary.

A. Project Description/Eligibility for CPA funding

1. Which community preservation purpose does this project address? Use the *Community Preservation Fund Allowable Spending Purposes* chart provided on page 14 of this packet as a guide. Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Community housing | <input type="checkbox"/> Active recreation |
| <input type="checkbox"/> Historic resources | <input type="checkbox"/> Passive recreation |
| <input type="checkbox"/> Open Space | |

Explain exactly how your project *acquires, creates, preserves, supports rehabilitates or restores* according to the criteria defined in Chart 1 on Page 14.

2. State the project’s official name and include any of the following that are necessary or appropriate: (a) street address of the project; (b) assessor’s map and lot number(s); (c) current ownership; (d) existing use or deed restrictions; (e) proposed ownership after project completion; (f) proposed use or deed restrictions after project completion (including proposed conservation, open space, recreation, historic and affordability restrictions).

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3. Proposal narrative: Limit: 3 pages excluding Memoranda of Agreement (MOA's²). Using additional sheets of paper, thoroughly describe the history, purpose and present mission of the applicant organization, the proposed project; a time-task plan for the project; task management plan; the way(s) in which the proposed project is compatible with Community Preservation goals, why the project will benefit Bridgewater, how the project will add "public value" to Bridgewater (this is particularly necessary for private, non-profit applicants), and any other facts or considerations you feel are pertinent to this project's successful application.

B. Considerations for funding

1. Does the project serve a need or goal set forth in the Town of Bridgewater's Master Plan, Open Space and Recreation Plan or other planning document(s) related to community preservation?

Master Plan: Yes _____ No _____ If yes, please explain

Open Space Plan: Yes _____ No _____ If yes, please explain

Recreation Plan: Yes _____ No _____ If yes, please explain

Other: Yes _____ No _____ If yes, please explain

Provide letters of support of MOA's from the Boards/Committees to support the inclusion of this proposed project in their overall goals.

- 2a. What is the total project cost? "Total project cost" is defined as the amount requested from the CPA in addition to any other public or private funds which will be invested.

a. CPA funds requested = \$ _____

b. Private funds invested = \$ _____ (define source in 2d)

c. Public funds invested = \$ _____ (define source in 2d)

d. Other investments = \$ _____ (define source in 2d)

Total project cost (sum of lines a through d) \$ _____

- 2b. Fully describe and support the requested funding (e.g., financial quotes, estimates, comparative analysis with a similar project, etc.). Details of the funding request should be reserved for the *Budget Narrative*. This section should explain with what process and from whom the quotes, estimates, comparative analyses, etc. were acquired.

- 2c. Will CPA funds leverage or supplement other funding for this project? (i.e. self-help grants/ matching grants/private contributions)

Yes _____ No _____ If yes, please explain:

- 2d. For any source of funding other than the CPA, list the name of the funding source and the date(s) that those funds will be available.

² MOA's are detailed and signed agreements between persons, agencies or organizations that show the exact manner in which the parties will support the designated project. Actual participants (either positions or the persons holding those positions) must be specified along with the number of hours that be worked and the precise tasks to be accomplished.

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3a. Proposed project start date: _____

3b. Projected completion date (or length of time from start until completion) _____

Note: Projects are expected to begin within 6 months of receipt of funding (after town meeting certification by the Attorney General). If a project has shown no action within 12 months after town meeting certification, the award will be considered void and another application must be made to receive CPA funding.

4. Attach letters of support or MOA's from relevant town boards or committees (e.g., Conservation Commission, Recreation Commission, Historical Commission, Historic District Commission, Bridgewater Housing Authority, Bridgewater Housing Partnership, Master Plan Implementation Committee, Board of Selectmen, etc.) Letters/MOA's must explain why the proposal is considered beneficial to that specific board/committee or commission.

It is the responsibility of the applicant to gather support letters and MOA's and submit them with the application. No support letters or MOA's may be submitted after the application deadline.

Applications not accompanied by either MOA's or support letters will be considered non-responsive and not reviewed for funding. Electronic submissions must include MOA's or letters of support on electronic letterhead from the originating Board/Committee. Electronically submitted letters of support or MOA's may be submitted unsigned if the applicant is not able to scan them for submission.

List attached letters or MOA's here:

5. Does the project include public access?
Yes _____ No _____ Not applicable _____ Please describe _____

6. If the project relates to a particular parcel of land, describe the current zoning, the present use of that property and the potential use(s) of that property if project is not funded.

7. Are there any special issues related to the timing of this project? For instance, is this property at risk for development or otherwise threatened? Is a right of first refusal about to expire? Etc.
 Yes No If yes, describe in detail:

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8. If this project relates to a particular parcel of land:

This a land *acquisition* project This is a *development* project of land already owned by the town. Please explain in detail.

9. If this is a community housing project, does the project involve the:

Reuse of existing buildings? or Construction of new buildings on previously developed sites? Describe in detail:

10. If the proposal is for historic preservation or restoration, include a statement from the Historical Commission giving grounds, beyond age, for the significance of the proposed action. Include copies of any applications for or existing documents certifying official state or federal historical recognition.

11. If the project is a private/public collaboration, describe and document the official, legal arrangements made between both parties. Specifically explain which entity will be responsible for the CPA funded portion of any such arrangement and submit in written, notarized detail the arrangement with the other entity. (e.g., if a structure is being modified, improved or constructed on town property by a private entity, show documentation that arrangements for that construction have been approved by the legislative authority and the legal counsel for that legislative authority; show that the town is willing to accept the liability, on-going maintenance and any other long-term associated costs associated with the structure, etc.)

12. Submit any additional, pertinent information on this project. Include site or project plans, appraisals, project cost estimates or any other documentation which will further explain the project.

13. Has this project or a closely related project previously received CPA funding?

Yes No (If yes, explain in detail) _____

NOTE: Applications that present a thorough description of the project with as many details as possible, have significant support from other town Boards/Committees and present a comprehensive, well described and reasonable budget will have the greatest likelihood of success.

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Budget Narrative (Limit 2 pages)

Include a full narrative description of the budget items defined on pages 8 of this application packet. Use additional paper if necessary. If employees are to be hired, attach job descriptions and the hiring mechanism that will be used (newspaper listings, internal postings, etc.). Define who will manage the project and, if engineering or other professional services will be required, define how those they will be secured and managed. Include assurances of non-supplantation of governmental or private funds.

If this is a Town of Bridgewater project, explain how the project will add no administrative burden to the Town.

Please remember to include *ALL* expenses relevant to this project (bid advertisements, deed restriction legal fees, appraisal costs, support staff to create bid specifications, etc.)

Audit Certification - Federal Funds

a) Circle the appropriate choice:

Option 1: The applicant certifies that the applicant agency currently expends combined federal funding of \$500,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

Option 2: The applicant certifies that the applicant agency currently expends combined federal funding of less than \$500,000 and, therefore, is exempt from the Single Audit Act and cannot charge audit costs to a Community Preservation Act grant. I understand, however, that the Bridgewater Community Preservation Committee may require a limited scope audit as defined in OMB Circular A-133.

b) Enter agency fiscal year: _____

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Budget for _____
Project Name
Applicant Name
Start Date
End Date

In addition to this budget page, be sure to include a thoroughly descriptive Budget Narrative of not more than 2 pages explaining the services, positions, etc. requested in this budget. Full job descriptions must be included for each request under Personnel (the job descriptions will not be included in the 2 page limit).

	Personnel include job titles and actual personnel names when possible	CPA funds	Other grant funds	Private funds	Total
	Consultants				
	Administrative Staff				
	Project Manager (if not a consultant)				
	Other				
	Benefits				
Sub total					
Equipment/Materials/Supplies					
Sub total					
Travel					
Sub total					
Legal Services/Fees					
	Appraisals				
	Preservation Restrictions				
	Land Surveys				
	Title Search				
	Other				
Sub total					
Grand Total					

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CPA Definitions:

Community housing: low and moderate income housing for individuals and families, including low or moderate income senior housing.

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 in the history, archaeology, architecture or culture of a city or town.

Low income housing: housing for those persons and families whose annual income is less than 80 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.

Low or moderate senior housing: housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

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.

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 frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Preservation: protection of personal and real property from injury, harm or destruction, but not including maintenance.

Maintenance: the upkeep of real or personal property.

Real property: land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

Real property interest: a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein. (This is more specifically defined in the CPA law.)

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 the use of land for a stadium, gymnasium or similar structure.

Rehabilitation: the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, opens spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to 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 CFR Part 68.

Note : Taken from Chapter 44B of the Massachusetts General Laws, Community Preservation.

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Project Selection Criteria

The community preservation committee (CPC) shall make recommendations to the legislative body for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. (Excerpted from the Community Preservation Act.)

Selection Criteria – All proposed projects must be eligible for CPA funding according to the requirements set forth in the law before further consideration can be given.

When a proposal meets the statutory requirements, the CPC will then rate projects using the following factors:

Requirements for all projects:

- Consistency with the Bridgewater's Master Plan, Open Space and Recreation Plan or other planning documents related to community preservation that have undergone a public planning process;
- Support of a relevant town board/committee (Conservation Commission, Recreation Commission, Historic Commission, Historic District Commission, Bridgewater Housing Authority, Bridgewater Housing Partnership, Board of Selectmen, Master Plan Implementation Committee, etc.);
- Preserves a threatened resource;
- Public access (if applicable to project);
- Affordable cost;
- Consistent with preservation program priorities (will not divert funding from a project with a higher priority).

Extra credit factors:

- Serves more than one community preservation principle;
- Project will have multiple funding sources /CPA funds can be leveraged to access other funds;
- Acquisition project vs. development project (restoring, preserving or repairing as opposed to new development).

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Emergency Waiver of Time Process for Community Preservation Act Funding

All waivers are considered on a case-by-case basis and determined on their individual merits

Explanation:

In the event that a CPA eligible project cannot wait for the semi-annual application process, the applicant may at any time complete this waiver and submit it along with a pre-application to the Chair of the CPC. The determination to waive time requirements rests with the CPC. If the CPC gives permission for the application to circumvent the standard time schedules and the project is recommended by the CPC, the Town will be requested to hold a Special Town Meeting to vote on the proposal. Only after receiving a favorable majority from the Town and certification from the Attorney General and Department of Revenue will a project be awarded grant funds (private, non-governmental and non-profit organizations will still be subject to the deed restriction requirements and procedural steps which include a review of the proposal and deed by the State Historical Commission).

Circumstances which may be considered for such a waiver include, but are not limited to, historical property damaged by an "act of God" not covered by insurance and the lack of attention to which would cause irreparable damage to the structure; land offered for sale which has been given priority status by the CPC and on which the Town has first right of refusal but insufficient funds to purchase; land offered for sale which has been given priority status by the CPC and which the town does not wish to purchase with general funds; a grant which for which CPA funds would leverage monies, but the application for which is due before the regular CPA grant cycle, etc.

Evidence of the emergency status prompting the waiver must be presented in a convincing and thoroughly documented manner at the time of application.

Projects which have been denied waivers are allowed to present their proposals during the regularly scheduled bidding in that funding year providing that they receive a positive result from a pre-application.

Once a project has been denied a waiver, it may not apply for another waiver or submit a standard application in that funding year.

All recommendations of the CPC are final.

The applicant should note that because "emergency waivers" cannot waive standard CPA protocols (town meeting, AG and DOR approval, etc.), a 3-4 month period will probably elapse after application before funding is available.

Waiver

Project Name _____

Applicant _____

Amount of Funding Requested _____

Reason(s) Waiver is Requested (**2 page limit**) _____

Be specific, clear and concise in the description of the emergency that exists and necessitates this waiver. If this waiver is denied, you may not apply for CPA funds for this project in this funding year.

If this waiver is denied, will you request CPA funds during the regular funding cycle?

Yes No Explain _____

This form along with either a pre-application or a pre-application and full application must be submitted to the Chair of the Bridgewater CPC. If only a waiver form and pre-application are submitted, a full application must be forthcoming upon approval. No recommendation will be made to the Town until a full proposal is approved.

Adopted: August 2007

By the Community Preservation Committee:

Marilee Kenney Hunt (Citizen), Chair; Peter Colombotos, Vice Chair/Secretary (Master Plan Implementation Committee); Bob Vazza, Treasurer (Bridgewater Housing Authority); Dan Buron (Recreation Commission); Rick Kranes (Conservation Commission); David Moore (Historical Commission); and Bob Wood (Housing Partnership).

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Deed Restrictions

If your organization is non-governmental, privately owned or non-profit, there will be a deed restriction placed on your property as a condition of accepting CPA funding for preservation or reconstruction. A deed restriction will limit your future use of the property in perpetuity, e.g., the façade of a building must remain and be maintained according to historic preservation regulations, open space may not be developed for commercial use, etc. If you have questions about a deed restriction, you are welcome to call the Committee Chair for further explanation or discussion before submitting an application for funding.

The following information is necessary for the deed restriction and will need to be submitted to the CPC before a deed restriction is completed. This information is NOT required with the funding application but will be required if the proposed project is accepted by the Town of Bridgewater to receive CPA funds:

1. A copy of your organization's by-law [or other legal documentation] setting forth who is authorized to deal with property, i.e., execute deeds, mortgages, easements, restrictions, vote, etc.
2. A full and complete description of the building [or property] as to what it is made of, what it consists of, size, shape, who designed it, when it was constructed, etc.
3. A full description of what makes the building [or property] historical and why it is so designated.
4. A copy of the deed---book and page where recorded. [Deeds are available at the Registry of Deeds in Plymouth]
5. Exterior photographs of the building [or property].
6. A copy of the Bridgewater Assessor's map showing your property.
7. Copies of As-build plot plan and As-Built drawings of the building if they exist.
8. Insurance Certificate
9. Documentation of any prior restrictions, historical or otherwise on the building [or property].

The following examples from a Preservation Restriction Agreement with the Unity Church of North Easton, Unitarian Universalists which we hope will serve as examples of how to answer #'s 1, 2 and 3 above:

1. Authority to sign.

The Preservation Restriction Agreement with the Easton Historical Commission was granted by the building trustees of the Unity Church of North Easton, Unitarian Universalists. Apparently, the Trustees have the authority to deal with real estate.

2. Description of the Building.

As an example, the above church was described as follows: *The building is a granite, gothic revival church with a stone bell tower that has a stone roof. The balance of the building has a decorative slate roof, topped with iron cresting at its peak. The building contains world-renowned stained glass windows. The building was designed by John Ames Mitchell (1845-1918) and constructed in 1875 with funding from Oliver Ames, Jr. (1807-1877). The building serves as a church for Unity Church of North Easton Unitarian Universalist.*

3. Historical significance.

As an example, the same church was described as follows: *The historical significance of the building emanates from its construction in 1875, its location within the North Easton National Register Historic District (designated November 3, 1972) and its architectural and artistic design and numerous significant contents including stained glass windows by John Lafarge, windows which have world wide artistic significance and interior woodwork by Johann Kirchmayer. Additionally, the building is listed as a contributing property to the North Easton National Register Historic District and is important to the public enjoyment and appreciation of its architectural and historical heritage.*

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PROCEDURAL STEPS TO BE TAKEN RE: PRIVATE ORGANIZATIONS AND HISTORICAL PRESERVATION RESTRICTIONS

The Bridgewater Community Preservation Committee requires that a historic preservation restriction be placed on buildings, other structures or land in which the CPA makes a funding investment. Therefore, after the town meeting has voted to award CPA funds to a private organization or entity, the following process will take place before funds are awarded.

1. Drafting of the Preservation Restriction Agreement by the Bridgewater Town Counsel.
2. Review of and final approval draft Preservation Restriction Agreement by the Community Preservation Committee (CPC).
3. Review of its individual Preservation Restriction Agreement by the organization that will be signing the same as a contingency of receiving CPA funding.
4. Submission of "Items Required", i.e., historical information; description of what makes the building or property historical; a copy of the property's deed; a copy of the Assessor's Map; as-built plot plans and as-built drawings of the building if in existence, by the organization seeking to receive CPA funds and:
 - a. A copy of the organization's by-law setting forth who is authorized to deal with and execute a Preservation Restriction Agreement on the organization-owned property.
 - b. A copy of the organization's legal document defining who is authorized to vote for the organization.
5. Once the Agreement is prepared and in final form for signatures, it must be executed by the organization receiving CPA funding, forwarded to the Massachusetts Historical Commission for approval and upon return from the Mass. Historical Commission it must be approved by both the Bridgewater CPC and the Bridgewater Board of Selectmen.
6. After approval by all entities, the fully executed Agreement must be recorded in the Plymouth County Registry of Deeds.
7. Presuming that the Bridgewater CPC has seen and reviewed the plans, drawings, specifications, etc. for the project, that it has recommended the project for funding and that the Town of Bridgewater through its town meeting has voted to approve such funding, CPA funds may after the approval and recording of the deed restriction, be released for the project.

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Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITION	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, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed or eligible for listing 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
ACQUIRE	Yes	Yes	Yes	Yes
CREATE	Yes	Yes	Yes	Yes
PRESERVE Means protect from injury, harm or destruction, not maintenance	Yes	Yes	Yes	Yes
SUPPORT	Yes	Yes	Yes	Yes, includes funding for community's affordable housing trust
REHABILITATE/RESTORE Means remodel, reconstruct or repair (extraordinary, not maintenance) to make property functional for intended use, including improvements to comply with federal, state or local building or access codes or with federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes if acquired or created with CP funds	Yes if acquired or created with CP funds

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Scoring Criteria:

Basic Requirements 100 Points Possible

- Responsiveness to recommendations in pre-application response..... **5 points**
- Completion of Project Description/ Eligibility for Funding **5 points**
- Completion of Considerations for Funding **5 points**
- Project Narrative **50 points**
 - History and current status of applicant agency 5 points
 - Project description 10 points
 - Time-task plan 5 points
 - Project management task plan 10 points
 - Alignment of project with other town priorities..... 5 points
 - Letter(s) of support 5 points
 - Memorandum of Agreement 5 points
 - Benefit to Bridgewater 5 points
- Budget Sheet/Budget Narrative..... **35 points**
 - Job descriptions and personnel résumés..... 10 points
 - Well defined, reasonable request 10 points
 - Assurance of non-burden to town 5 points
 - Proof of due process for cost estimates..... 5
 - Ability to leverage other funds..... 5

Bonus Points

- Serves more than one community preservation principle..... **10 points ea**
- Additional Memoranda of Agreement..... **10 points ea**
- Proof of fulfilling a formally recommended project from another Bridgewater board/committee/commission..... **10 points**
- Ability to leverage funds from more than one source **10 points**
- Acquisition project rather than development project..... **10 points**
- Willingness to accept a deed restriction **10 points**

Application Final Check List —Applications must be submitted in this order:

- Cover Page
- Project Description/ Eligibility for CPA Funding (application pages 3-4)
- Considerations for Funding (application pages 4-6)
- Project Narrative (3 page limit)
 - Overall responsiveness to pre-application recommendations
 - Thorough, well defined presentation of the project
- Budget Sheets (application page 8)
- Budget Narrative (2 page limit)
 - Include job descriptions
- Memorandum of Understanding
 - Signed for hard copies/unsigned on letterhead for electronic version
- Letters of Support
 - Signed for hard copies/unsigned on letterhead for electronic version
- Other attachments (photos of historic buildings, site maps, statement of willingness to accept a deed restriction, etc.)

Town of Bridgewater, Massachusetts

Community Preservation Committee

When the package is complete in the order required do not forget to send

- One original full application packet and 9 hard copies to Bridgewater Town Hall (hand delivered or sent via mail)

AND

- One full application e-mailed directly to marilee@mkhconsulting.org (this process may require you to scan certain documents and attachments)