



Project Application Guidance

Community Preservation Committee

Bridgewater, MA

Cover Sheet

An electronic copy of this application and all supporting materials should be submitted to the CPC Chair at CPC@BridgewaterMA.org and the CPC's administrative assistant (McGraw, Joshua <JMCGRAW@bridgewaterma.org>). Applications should be submitted **no later than 4:00PM at least two weeks prior to the CPC's meeting (the CPC meets on the fourth Wednesday of each month).**

Complete applications received by this date will be reviewed at the next CPC meeting and considered for recommendation to the Town Council. Applications received after this will be reviewed at the following month's meeting, unless you receive an exception from the CPC chair for cases related to real estate purchase opportunities.¹ Projects may have timelines extending to a maximum of five years.

Projects will be favored by the CPC where:

- The project addresses at least one goal of the current CPC 5-yr. plan <https://www.bridgewaterma.org/DocumentCenter/View/2928/Community-Preservation-Committee-Plan?bidId=>
- the applicant has site control of the proposed project parcel or involvement of the site owner.
- there is demonstrated community support for the project from elected officials, abutters, user groups, civic associations, and community organizations.
- applicants can demonstrate their capacity to implement their project and have a plan for ongoing maintenance and stewardship. projects occur on public space or private space with public access.

¹ For cases related to real estate purchase opportunities, the CPC may consider emergency requests for funding outside of their regular meeting schedule. If you think you might be eligible for emergency consideration, please contact the CPC Chair. The CPC Chair has the authority to accept exceptions or extensions. They will consider such requests on a case-by-case basis and is under no obligation to grant any requested extensions or exceptions.



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Complete Application Check List

Please submit the application in this order:

- Project Application Cover Page (signed)
- Project Narrative and Timeline
- Budget Narrative and cost breakdown
- Required Project Attachments (See Project Attachments for more information) including:
 - Documentation of who has site control on the property (if other than the applicant)
 - Photographs of project site (at least three (3))
 - Map of project site showing nearest major roads or intersections
 - Letters of support from relevant Town departments, officials, and boards/commissions
 - Letters of commitment (from any organizations or individuals providing funding to the project)
- Other attachments as applicable and available to your project.

Note: Applicants may be required to submit additional supporting materials and documentation, as requested by the CPC, to aid the committee in their decision-making process.



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PLEASE PROVIDE THE FOLLOWING INFORMATION IN THE APPLICATION.

GENERAL INFORMATION

Project Name:

Project Location (address and neighborhood):

Legal Property Owner of Record:

CPA Program Area (check all that apply):

- Open Space
- Historic Preservation
- Community Housing
- Recreation

PROJECT DESCRIPTION

Short Project Description:

Estimated Start Date: ___ / ___ / ___ **Estimated Completion Date:** ___ / ___ / ___

Amount Requested: \$ _____ **Total Project Cost:** \$ _____

PROJECT CONTACT

Contact Person: _____

Telephone: _____ **Email:** _____

Project Sponsor/Organization (check one below):

- Town Committee or Department
- Public Charity/Non-Profit
- Private Group/Individual

Have you or this organization applied for or received CPA funding before? ▪ Yes ▪ No

If yes, what project and when?

ASSURANCE

Certification of the application's accuracy and legal authority to sign the application.



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Project Narrative (Please address the following in the application)

1. **PROJECT SUMMARY & ANTICIPATED OUTCOME:** Provide a detailed description of the project—what do you hope to do and why will this project make a difference to the community?
2. **CPC GOALS AND PRIORITIES:** How does this project accomplish the CPC's guiding principles and goals as described in the Bridgewater's *Community Preservation Plan* and other relevant planning documents (such as the Town's *Master Plan*, *Open Space and Recreation Plan*, *Housing Production Plan* etc.)? Please convey how the project benefits the Town? Please be specific, citing the document and page of each goal/objective.
3. **COMMUNITY NEEDS:** What community need(s) does this project address? If the project addresses multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.
4. **COMMUNITY SUPPORT:** What community support does this project have? Explain the nature and level of the support. List and attach letters of support from public and private sources affected by or relevant to the project. For example, all historic preservation projects should have a letter of support from the Town's Historical Commission. Identify Letters of Support requested or provided.
5. **IMPLEMENTATION AND TIMELINE:** Highlight major project milestones and deliverable, explain the various steps of the project, and identify when they will be completed. List and explain any further actions or steps needed for the completion of the project, including environmental assessments, permits, variances, anticipated deed restrictions, or other legal ramifications/impediments to the project. Projects may have a timeline extending to a maximum of five years.
6. **ORGANIZATIONAL EXPERIENCE AND CAPACITY:** Explain the qualifications/experience of the project's sponsor/sponsoring organization. Provide the organization's mission statement, experience of the project manager/project contact, track record with summary of similar projects completed by the project manager/project contact—and the track record of the sponsor/sponsoring organization.
7. **MAINTENANCE:** How will the site or building be maintained? What ongoing maintenance and upkeep is required? Please explain:
 - a. Required maintenance.
 - b. Maintenance schedule and regular elements to be inspected.
 - c. Anticipated budget for annual and long-term maintenance.
 - d. The entity responsible for these responsibilities.
 - e. How this revenue will be generated.



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8. **MULTI-YEAR PROJECTS:** For projects that are part of a broader and or phased plan, describe the scope and sequencing of the full project plan and how this project contributes. Explain whether the project will request additional CPC funds in future years for this project. Projects may have a timeline extending to a maximum of five years.

If the project is expected to continue over more than one year, or if bonding the project is anticipated, please provide annual funding requirements. Projects may have a timeline extending to a maximum of five years.

Project Application Attachments (Please provide the following Attachments as applicable and available.)

1. **SITE CONTROL** Do you own the property? If this project entails work done on property owned/controlled by someone else, please upload documentation that the property owner gives permission to implement the project. It should also document who will receive funds, hire and manage contractors, and be responsible for ongoing maintenance.
2. **COMMUNITY SUPPORT** What community support does this project have? If possible, include one or all of the following:
 - a. Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses,
 - b. Letters of support/comment from relevant departments, officials, and/or boards and commissions
 - c. Demonstrated notice to all direct project abutters and/or letters of support from all direct project abutters or explanation of why support is not demonstrated.
3. **VISUAL MATERIALS:** Photographs, renderings, or design plans of project site or resource (1-3 may be enough)
4. **MAPS:** USGS topographical map, assessors map, or other map as appropriate, showing location of the project site and nearest major roads or intersections (copy of assessor's map with the location highlighted is usually adequate).
5. **FUNDING SUPPORT** What financial support does this project have or anticipate receiving? Attach commitment letters, if possible, from any organization(s) or individual(s) providing a financial contribution listed in *Income – Other Sources of Project Funding* in the *Project Budget* Section. See *Project Budget* for more information.



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Required Proposal Documentation

HISTORIC PRESERVATION

- If the project site is not listed on the State Register of Historic Places, the application must include a letter from Bridgewater's Historical Commission designating the property or resource as locally significant "in the history, archeology, architecture, or culture" of Bridgewater. This is required by Section 2 of MGL c.44B.
- Statement of support from the Historical Commission.
- Statement of support from the Historic District Commission (if located in the local historic district).
- Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards², as required by Section 2 of MGL c.44B under the definition of "rehabilitation."
- Mass. Historic Commission Historic inventory sheet (if available).
- Historic structure report or existing conditions report (if available)

OPEN SPACE PROPOSALS

- Statement of support from the Conservation Commission
- Statement of support from the Open Space Committee
- Statement of support from the Planning Board

RECREATION PROPOSALS

- Statement of support from the Recreation Commission

COMMUNITY HOUSING PROPOSALS

- Statement of support from the Housing Authority
- Statement of support from the Housing Partnership
- Statement of Support from the Housing Trust
- Statement of support from the Planning Board

² Official versions of these Standards may be found at the following links: Standards and Guidelines for the Treatment of Historic Properties, especially "Choosing an Appropriate Treatment," www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm or Guidelines for Cultural Landscapes (considered part of the Standards above) www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm



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PROPOSALS INVOLVING REAL PROPERTY

- Demonstrate site control/ownership:
- For Town-owned property:** Submit a letter of support from the head of the Town's department that has custody/jurisdiction of the project site. This letter should explain any legal arrangements between the Town department and the applicant (if the applicant is a private entity), including who is responsible for implementing the project, whether the town is willing to accept any liability, ongoing maintenance agreement and any other long-term project-related costs.
- For other properties:** Submit a copy of a legally binding option, purchase and sale agreement, or deed.³

PROPOSALS INVOLVING DESIGN AND CONSTRUCTION

- Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.
- Development pro-forma and operating budget for the planned use of the site (if applicable)
- Site Plans, both existing and proposed; floor plans and elevations (if applicable)
- Describe any sustainable materials, techniques, and energy reduction measures used to estimate net costs/benefits over the life of the project (if applicable)

If you have questions, please contact the Community Preservation Committee Chair at CPC@BridgewaterMA.org and Economic Development Department (CED) Director at DeBoisbriand, Jennifer <JBURKE@bridgewaterma.org> or by phone at 508-697-0950.

Project Budget Narrative

Please address all questions and address the *Project Budget Requirements*

SOURCES OF FUNDING: List the total budget for this project, including specifically how CPA funds will be spent. List all funding sources and uses of funds. Clearly distinguish which costs are being covered by CPA funds versus other sources of funding.

³ In cases with no option or purchase and sale in place, the application must include a letter of authorization from the property owner to submit the CPA application. If property owner is an organization or corporation, then letter of authorization must provide documentation of appropriate authorization by entity's executive body and copy of relevant section of governing bylaw that establishes this authority. (In case of taking by eminent domain, this requirement may be waived.)



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LEVERAGING FUNDING: Describe how the project leverages funds from other sources. Describe and quantify in-kind contributions, donations, or volunteer labor. Describe fundraising plans, if any. If seeking grants/loans from other funding sources, list and include commitment letters from funders or letters of inquiry to funders and include date(s) you anticipate those funds will be available.

ANTICIPATED PROJECT EXPENSES: Identify hard and soft costs, contingencies, legal fees, and project management (from contracted managers or existing staff). If employees are to be hired, attach job descriptions and describe how they are going to be hired (newspaper listings, internal postings, etc. and their costs) and the timing of the hire(s).

PROJECT COST ASSUMPTIONS: How did you determine the project costs? What assumptions did you make in creating the project budget? Attach written estimates for project costs where possible, include financial estimates, comparative analysis with similar project, etc.

For acquisition of an interest in real estate, property value will need to be established by the Town through procedures "*customarily accepted by the appraising profession as valid*" per Section 5(f) of MGL Chapter 44B. CPA funds may be requested to pay for an appraisal – the appraisal must be commissioned by the Town to comply with the statute.

BONDING AGAINST CPA FUNDS: Do you anticipate that the project will require the Town to bond against CPA funds? If so, please explain.



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Project Budget Attachment

As noted above, a budget narrative is required and must specifically explain how CPA funds will be applied to the project and how other supporting funds will be applied.

The CPC recommends the narrative includes tables showing the budget broken down by tasks versus funding source. Such information should be sufficiently specific for the CPC to determine the Town Council appropriated funds are appropriately use for the project. This information will be used to record and monitor the CPA funded scope of services.

Please include the following information in the Budget Attachment. The application has table formats in the form the CPC expects to receive the information.

BUDGET OVERVIEW

Top level costs and sources of funding

INCOME – OTHER SOURCES OF PROJECT FUNDING

If the project leverages funds from other sources, list all other additional non-CPA project funding sources, amounts, and funding status—either pending, committed, or will apply. Sources can include private, federal, state or local government, or any other sources. If seeking grants/loans from other funding sources, include commitment letters from funders or letters of inquiry to funders—in addition to any in-kind contributions, donations, or volunteer labor.⁴

SUMMARY OF PROJECT EXPENSES⁵

Identify hard and soft costs, contingencies, and project management time (from contracted managers or existing staff). Please provide three written project quotes when possible—or show why this is not appropriate or feasible. *(Leave any category blank if not applicable to the project)*

⁴ Ability to use discounted or donated services, labor, and materials is limited for projects on municipal property due to public procurement laws. However, projects on private property may benefit from seeking such cost savings.

⁵ Equipment is generally defined as an item with a useful life expectancy of more than one year. Supplies are defined as an item with a useful life of less than one year. Construction means all types of work done on a particular property or building including erecting, altering or remodeling.



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DETAILED PROJECT EXPENSES

Clearly distinguish among costs to be paid from CPA funds versus other sources of funding. Add additional sections as needed for project cost groups.

Personnel

Equipment⁶

Supplies⁷

Design and Contracts

Building and Construction⁸

Other

Task based task (scope) costs identifying funding source

⁶ Equipment is generally defined as an item with a useful life expectancy of more than one year.

⁷ Supplies are defined as an item with a useful life of less than one year.

⁸ Construction means all types of work done on a particular property or building including erecting, altering or remodeling.