



APPLICATION

HINGHAM COMMUNITY PRESERVATION PROJECT PROPOSAL

**Community
Preservation Committee**

Preserving our past. Building our future.

Preliminary CPA Application

DUE: August 19, 2016

Step 1 of 2

This one-page form is **required** if you are planning to apply for CPA funds for upcoming year and is **due August 19, 2016**. This application is step one of a two-step application process. Your application will receive early screening and guidance to insure your application is complete before submitting a final application, which is **due October 10, 2016**. Our Engineering Department/CPC Staff member will be able to guide you through this process.

It is recommended that you review the CPC Process Manual located on our Town's website under CPC -- <http://www.hingham-ma.gov/>.

Complete this one page/answer the sections below and email or drop off your CPA Preliminary Application Proposal to: Community Preservation Committee, c/o Town of Hingham, Engineering Department/CPC Admin, 25 Bare Cove Park Drive, Hingham, MA 02043 or email it to CPCAdmin@hingham-ma.gov. Any questions, please call Carol Costello at 781 804-2306. After you submit, a member of the Community Preservation Committee or CPC Staff member will contact you for further information and to assist you through this process.

Project – Please give us a brief description and location only (*you will be given an opportunity to include all necessary documents on your Final CPA application, which is due Oct 10th*)

(Please include the address/location of the project and current owner of the property [if applicable]. If you do not have this information, please indicate that below.)

Community Preservation Category: Check all that apply.

Historic Preservation Open Space Recreation Community Housing

FUNDING AMOUNT:

Anticipated final cost of project: \$ _____

For non-town projects, the amount of private funds that will be contributed: \$ _____

Amount of CPA funding you are seeking: \$ _____

Do you intend to seek additional grants/funding from the Town, State or any other organization? _____

Primary contact person for this project proposal (*primary source of correspondence via email*):

You have reviewed the process manual located on the website? Y or N

Name: _____ **Date:** _____

Daytime Phone #: _____ **Email:** _____

General Information and Instructions

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 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.”*

For funding, the CPA requires that a project receive the recommendation of the Community Preservation Committee (CPC). All projects must then receive the approval of Town Meeting. The CPC review process will include a review of the project description; project plan; current ownership and existing restrictions; value of property involved; project costs; proposed ownership/restrictions after project completion. If eligible for funding, the merits of a project are considered in relation to the merits and potential costs of other CPA projects and the timing and availability of CPA funds. Please see attached *Project Selection Criteria* and CPA definitions for more information.

NOTE:

The CPC Process Manual is located on our Town’s website
<http://www.hingham-ma.gov/>.

Please reference the manual as you complete the CPA grant application. This document was designed to guide you through this process.

The following pages are to assist you in the application process:

DEFINITIONS

The following words shall, unless the context clearly indicates a different meaning, have the following meanings:

“**Acquire**”, obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise; shall not include a taking by eminent domain, except as provided in this chapter.

“**Annual income**”, a family’s or person’s gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

“**Appraisal**” is defined as an opinion of value by professional appraisal standards (Uniform Standards of Professional Appraisal Practice). An appraised value is more accurate than the Broker’s Price Opinion (BPO).

“**Broker’s Price Opinion**” (BPO) is the process a hired sales agent utilizes to determine the selling price of a real estate property. BPOs are popularly used in situations where lenders and mortgage companies believe the expense and delay of an appraisal to determine the value of properties is unnecessary. A financial institution will order a BPO from a Real Estate Broker in which the broker will do a drive by BPO or an interior BPO.

“**Capital improvement**”, reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

“**Community housing**”, low and moderate income housing for individuals and families, including low or moderate income senior housing.

“**Community Preservation/CP**”, the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic resources and the creation and preservation of community housing.

“**Community Preservation Committee/CPC**”, the committee established by the legislative body of a city or town to make recommendations for community preservation.

“**Community Preservation Fund**”, the municipal fund established by the Town

“**Historic resources**”, a building, structure, vessel real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

“**Legislative body**”, (in Hingham, this is the Town Meeting) the agency of municipal government which is empowered to enact ordinances or by-laws, adopt an annual budget and other spending authorizations, loan orders, bond authorizations and other financial matters and whether styled as a city council, board of aldermen, town council, town meeting or by any other title.

“**Low income housing**”, housing for those persons and families whose annual income is less than 80 per cent of the area wide median income, as determined by the United States Department of Housing and Urban Development.

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

“**Maintenance**”, incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keeps the property in a condition of fitness, efficiency or readiness.

“**Moderate income housing**”, housing for those persons and families whose annual income is less than 100 per cent of the area wide median income, as determined by the United States Department of Housing and Urban Development.

“**Municipal agency**”, any department or office of a city or town government and any council, division, board, bureau, commission, institution, tribunal or other instrumentality thereof or thereunder.

“Municipal employee”, a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission established under Article LXXXIX of the Amendments to the Constitution.

“Open space”, shall include, but not be limited to the undeveloped, 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.

“Preservation”, protection of personal or real property from injury, harm or destruction.

“Private Project” any work performed by a “Non-Municipal agency” (e.g. non-profit organization, private citizen, etc.) on a non-municipally held asset or a private asset.

“Public Project” any work performed by or on behalf of a “Municipal agency” on a municipally held or managed public asset.

“Real property”, land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, land 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, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

“Recreational use”, active or passive use for pleasure/fields including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, parks, playgrounds or athletic fields. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Rehabilitation/restoration such as capital improvements, extraordinary repairs to make the resource functional, and compliance with The Americans with Disabilities Act are allowable uses of CPA funds, under the open space/recreation category. The use of funding for the acquisition of artificial turf is not allowable under CPA.

“Rehabilitation”, capital improvements, or extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building access codes; provided, that with respect to historic resources, “rehabilitation” shall 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 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

“Support of Community Housing”, shall include, but not be limited to, programs that 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 an entity that owns, operates or managers such housing, for the purpose of making housing affordable. See following link for the full legislative language: <http://www.communitypreservation.org/content/cpa-overview>

DECISION GUIDELINES:

A. All proposals must meet certain threshold requirements.

- Completeness
- Eligibility for funding under the Community Preservation Act
- Feasibility within reasonable time frame
- Compliance with legal, zoning and other Town board or committee requirements
- Benefits the Town at large
- The project’s consistency with Town-wide planning efforts and reports that have received broad based scrutiny and input
- Administrative and financial management capabilities of the applicant
- Applicant has site control or written consent by the property owner to submit an application.

The Committee reviews each project using the following criteria:

1. **MATURE** - Project is fully developed and does not need further definition
2. **STANDS ALONE** - this project does not commit the CPC to future initiatives?
3. **TIME SENSITIVE** - Opportunity will be lost if we fail to act
4. **ALTERNATIVE CAPITAL** - NO other capital sources would be available to fund the project

5. LEVERAGES - the value of the CPA capital is multiplied through other contributions
6. LONG TERM PLAN - part of an integrated long-term plan by proponent

B. Proposals rank higher if they:

- Preserve community character
- Have a demonstrated level of community support
- Are consistent with the Town's Master Plan
- Serve more than one CPA purpose
- Save a resource that would otherwise be lost
- Leverage other public or private funds
- Show that the project will achieve its goal and is feasible, cost effective and prudent
- Create incentive for private projects
- Are supported by the relevant Town boards or committees
- The extent to which the project serves multiple or underserved populations
- Whether or not the project fulfills more than one purpose of the legislation: housing, historic preservation, open space or recreation
- Demonstrated financial need
- The provision for maintenance of the project

C. Specific category projects rank higher if they:

Community Housing

- Contribute to 10% Chapter 40B affordability goal
- Ensure affordability in perpetuity
- Promote reuse of existing buildings or new construction in previously developed areas
- Give priority to current or former residents and qualified Town employees
- Convert market rate housing to affordable rental or owner occupied housing
- Are affordable by persons or families with annual incomes less than 80% of the area-wide median income

Historic Preservation

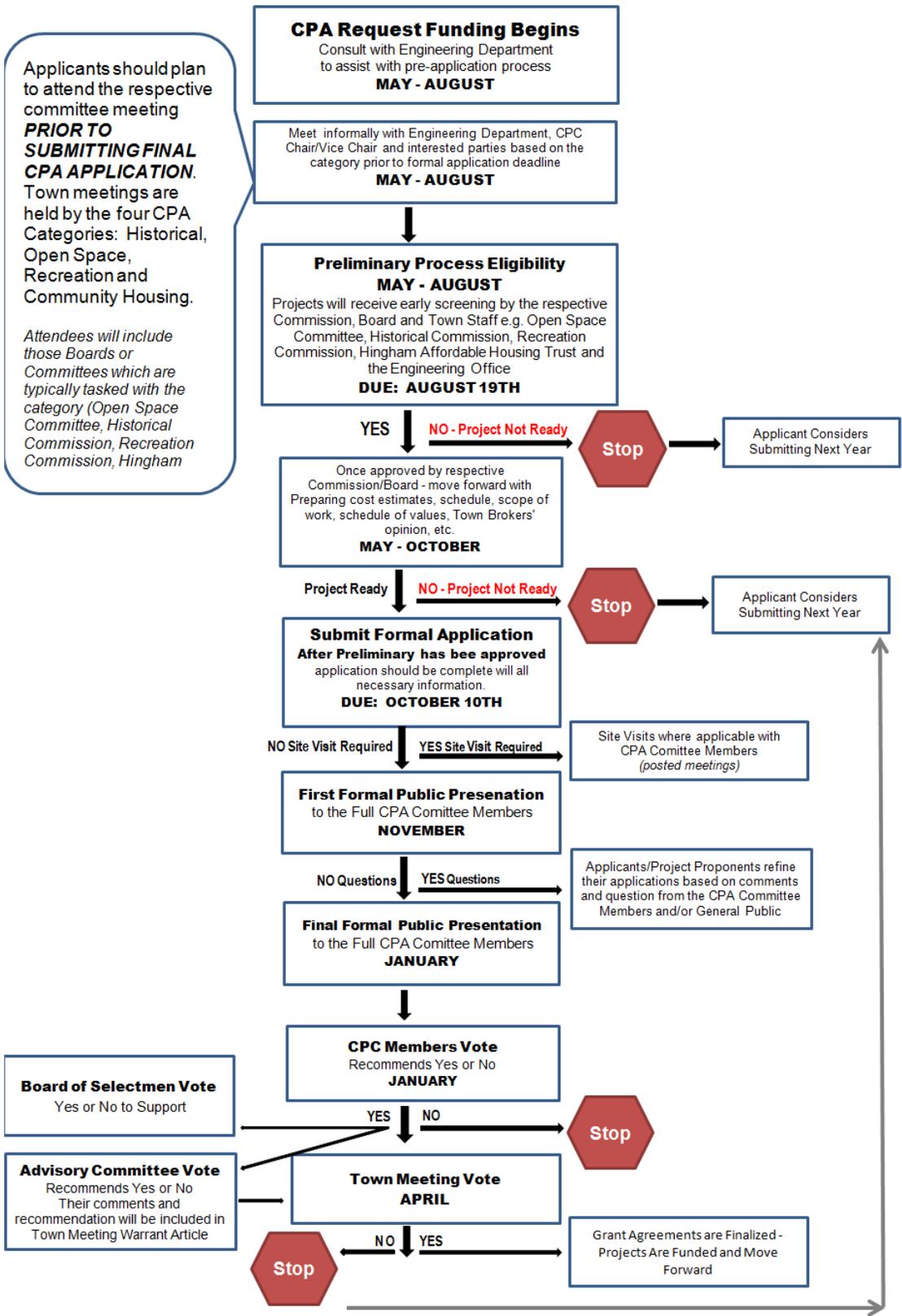
- Preserve Town owned historic resources
- Preserve the exterior or structural integrity of endangered historic resources owned by non-profit organizations
- Preserve endangered structures and features, such as barns, outbuildings and fences that are important to the Town's character
- Preserve historic landscapes or enhance the public's ability to use and enjoy such landscapes

Open Space and Recreation

- Protect water resources
- Preserve Hingham's character
- Abut **or** link up existing conservation lands
- Provide or improve public access to open space, especially waterfront and shorelines, rivers and streams
- Preserve or enhance distinctive streetscapes, views or vistas
- Preserve important wildlife or vegetation habitat
- Provide needed active or passive recreational opportunities
- Are consistent with Hingham's Open Space Plan
- The inclusion of an appropriate permanent deed restriction, preservation restriction, or conservation restriction.

Seeking CPA Funding?

Steps to Guide you through the process:



Applicants should plan to attend the respective committee meeting **PRIOR TO SUBMITTING FINAL CPA APPLICATION.** Town meetings are held by the four CPA Categories: Historical, Open Space, Recreation and Community Housing.

Attendees will include those Boards or Committees which are typically tasked with the category (Open Space Committee, Historical Commission, Recreation Commission, Hingham

TABLE 6 ALLOWABLE SPENDING PURPOSES (G.L. C. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITION (G.L. c. 44B, § 2)	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 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 a 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, the acquisition of artificial turf for athletic fields or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUIRE -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	Yes	Yes	Yes	Yes
CREATE -To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008)	Yes	No	Yes	Yes
PRESERVE -Means protect from injury, harm or destruction, not maintenance	Yes	Yes	Yes	Yes
SUPPORT -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	No	No	No	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	Yes if acquired or created with CP funds

END