

**TOWN OF HAMILTON
COMMUNITY PRESERVATION COMMITTEE**

**GUIDELINES FOR PROJECT SUBMISSION
Last Revised on November 17, 2015**

1. The application process for Community Preservation Act (CPA) funding is twofold.
 - a. The Application for Community Preservation Eligibility will introduce the project to the Community Preservation Committee (CPC) so that it can determine the project's eligibility and offer guidance. For some projects, the CPC may need to consult with the Commonwealth, the Community Preservation Coalition or Town Counsel to ascertain eligibility.
 - b. If the Committee finds that the project is eligible, an Application for Community Preservation Funding must be completed. The CPC will review the Application for Funding according to general project criteria and specific criteria for each of the project categories - open space, recreation, historic preservation, and community housing. The criteria can be found below in this document and with more detail in the Community Preservation Plan, which is posted on the CPC page on the Town's website.
2. Each year, the CPC will establish deadlines for submission of the applications for Eligibility and Funding. This document will be updated with the deadlines (see below "Timeline for Project Review") and posted online on the CPC page. The deadlines will be approximately two months before Special Town Meeting and five months before Annual Town Meeting.
3. All applicants are expected to attend a CPC meeting to answer questions about their proposals. Applicants will be notified regarding the date of the meeting that they should attend.
4. Each application must be submitted to the CPC using the applications for Eligibility or Funding as a cover sheet. Applications must be filled out completely and each question answered fully.
5. Ten (10) copies of each application and all project materials (such as maps, diagrams, and photos) should be submitted to the attention of Dorr Fox, Coordinator, Community Preservation Committee, Town Hall, P.O. Box 429, 577 Bay Road, Hamilton, MA 01936.

6. The applicant must receive endorsements from any relevant municipal boards, committees or departments, interest groups or community organizations. For certain types of projects, additional protocols must be followed:
 - a. Historic Preservation: An applicant must seek an evaluation of the historic importance of a structure or landscape by the Historic District Commission prior to submitting an application for its preservation.
 - b. Open Space: An applicant must establish a partnership with the Board of Selectmen and the Town Manager prior to submitting an application for the acquisition of open space.
7. In determining the amount of CPA funding to request, the applicant should consider several issues:
 - a. The CPC requires that applicants demonstrate that they are actively pursuing additional sources of funding, through fundraising campaigns, or public or private grants, for example.
 - b. The CPC also requires that applicants demonstrate that they have obtained the lowest possible cost for their projects to be successfully implemented.
 - c. Large projects may require initial studies to determine their full costs. If necessary, the applicant should submit a separate application to request funding for the initial study.
8. The CPC will discuss its project recommendations and funding strategies with the Board of Selectmen and the Finance Committee before preparing a Warrant Article for Town Meeting approval.
9. Following approval at Town Meeting, grantees will receive a formal award letter informing them of when funds will be available, billing procedures, semi-annual reporting deadlines, and any imposed sunset clause requirement.
10. It is expected that all CPA projects commence within six months of receipt of the grant award letter.

2015-16 TIMELINE FOR PROJECT REVIEW

Monday, August 3rd, 2015	Deadline to submit Eligibility Application for consideration for Special Town Meeting
Thursday, August 13th, 2015	CPC Meeting to review Eligibility Applications
Monday, August 31st, 2015	Deadline to submit Funding Application for consideration for Special Town Meeting
Thursday, September 10th, 2015	CPC Meeting to review Funding Applications
Saturday, November 7th, 2015	Special Town Meeting
Thursday, November 12th, 2015	CPC Meeting
Monday, November 30th, 2015	Deadline to submit Eligibility Application for consideration for Annual Town Meeting
Thursday, December 10th, 2015	CPC Meeting to review Eligibility Applications
Monday, January 11th, 2016	Deadline to submit Funding Application for consideration for Annual Town Meeting
Thursday, January 14th, 2016	CPC Meeting to review Funding Applications
Thursday, February 11th, 2016	CPC Meeting to review Funding Applications
TBD	Annual Town Meeting

PROJECT EVALUATION SCORING SYSTEM

As described in the Community Preservation Plan, recommendations for funding will be based on how well the project meets the general criteria as well as the specific criteria for the applicable category (or categories).

Please note the weight of each criterion. The criteria with higher numeric values are more important and contribute more to a project's overall score.

The score will be presented for discussion amongst the CPC and with the project applicant and the public at a regularly scheduled CPC meeting.

GENERAL CRITERIA

- a. The project's consistency with the Master Plan, Open Space and Recreation Plan, Recreation Master Plan, Heritage Landscape Inventory, Housing Production Plan, and other planning documents that have received wide scrutiny, public input and have been adopted by the Town or its boards; ___/15

- b. The project's receipt of endorsements from other municipal boards, committees or departments, interest groups or community organizations; ___/15

- c. The practicality and feasibility of the project; and the demonstrated ability of the applicant to implement the project expeditiously and within budget and then maintain the improvements afterward; ___/15

- d. The extent to which the project leverages additional public and/or private funds, such as matching funds from neighboring communities for projects that involve shared resources; ___/15

- e. The extent to which the project produces a highly advantageous cost to public benefit value; ___/15

- f. Whether or not the project finances improvements to public facilities that would otherwise be funded through tax revenues or further deferred; ___/10

- g. The extent to which the project conserves resources that would otherwise be threatened, or serves a currently under-served population; and ___/10

h. Whether or not the project fulfills more than one CPA purpose. _____/5

TOTAL: _____/100

SPECIFIC CRITERIA

Open Space

a. The extent to which the project addresses objectives identified specifically within the Master Plan, the Open Space and Recreation Plan, or Article 97 of the Constitution of the Commonwealth of Massachusetts; and the receipt of endorsements from the Town Manager and the Board of Selectmen (in the case of acquisitions), as well as the Conservation Commission and other Town staff; _____/15

b. The extent to which the open space is accessible to the public; _____/15

c. The project's ecological, scenic or recreational value; _____/10

d. Whether or not the project is located in areas with limited open space, or areas with essential water resources; and _____/5

e. Whether or not the project is contiguous with existing protected land or provides linkages with existing trails. _____/5

TOTAL: _____/50

Recreation

a. The extent to which the project addresses objectives identified specifically within the Master Plan, the Open Space and Recreation Plan, or the Recreation Master Plan; and the receipt of endorsements from the Recreation Board and Town staff; _____/15

b. Whether or not the project responds to demonstrated resident demand; _____/15

- c. Whether or not the project provides recreational opportunities for underserved populations, including toddlers, teenagers, adults, seniors, and disabled residents; or whether or not the project is located near population centers to improve accessibility for those that do not drive; and ____/10
 - d. Whether or not the project increases the availability of facilities for active or passive recreational use. ____/10
- TOTAL:** ____/50

Historic Preservation

- a. The extent to which the project addresses objectives identified specifically within the Master Plan, the Heritage Landscape Inventory, or the Town’s scenic roads bylaw; and the receipt of endorsements from the Historic District Commission and Town staff; ____/15
 - b. The extent to which the historic entity provides a public benefit; ____/15
 - c. The extent to which the project promotes a sensitive and adaptive reuse of the historic entity; and ____/10
 - d. Whether or not the project preserves historic resources that are eligible for National Register status or that are located within the historic district. ____/10
- TOTAL:** ____/50

Community Housing

- a. The extent to which the project addresses objectives identified specifically within the Master Plan or the Housing Production Plan; and the receipt of endorsements from the Affordable Housing Trust, the Hamilton Housing Authority, and Town staff; ____/15
- b. Whether or not the project contributes to the goal of 10% affordability consistent with Chapter 40B; ____/10

c. Whether or not the project gives priority to local residents as well as town and school employees; _____/10

d. Whether or not the project creates senior housing; _____/5

e. The extent to which the project employs “smart growth” principles (higher density housing located near amenities); and _____/5

f. Whether or not the project creates new affordable housing opportunities through the reuse or conversion of market rate housing into affordable units. _____/5

TOTAL: _____/50