

Town of Manchester-by-the-Sea
 Community Preservation Committee
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CPC Website: <http://manchester.ma.us/349/Community-Preservation-Committee>

APPLICATION INSTRUCTIONS & PROCESSES

APPLICATION & REVIEW SCHEDULE

The Community Preservation Committee (CPC) will follow the schedule below

- CPC will hold a public hearing in September for citizen input and questions regarding CPC process. This is the official start of the application process.
- Project Pre-Application Determination of Eligibility Form submitted before the CPC October meeting. Applicants will be notified of eligibility status.
- Full project funding application due before December 1st.
- CPC will discuss and prioritize eligible projects, and will make final recommendations by the CPC February meeting.
- Projects that will be recommended at Town Meeting by the CPC are entered into the Town Meeting Warrant near the beginning of March.
- Date of Project Award will be determined by April Town Meeting
- **Please check CPC website or Town Hall Bulletin Board for all meeting dates and times. Applicants are encouraged to review the CPC Master Plan.**

APPLICATION & REVIEW PROCESS

The CPC strongly encourages applicants to review the [Community Preservation Act MGL c.44B SS 1.et.](#), [Manchester CPA By-law](#), the [Community Preservation Coalition Project Evaluation Criteria](#) and the [Department of Revenue's \(DOR\) Allowable Uses Chart](#) before beginning the application process.

Step 1 – Information Meeting (September Meeting)

The CPC will hold an information meeting and public hearing in September. This meeting will provide the CPC with an opportunity to canvass the public for ideas as to the needs, possibilities and resources of Manchester-by-the-Sea regarding community preservation.

Step 2 – Determine Project Eligibility (October Meeting)

All applicants must begin the application process by submitting a one-page Pre-Application Project Eligibility Determination form. Please note, the CPC requires that historic preservation projects receive a Determination of Historical Significance from the Historic Commission once your project has been approved to go forward with the CPA Funding Application. This pre-application will introduce your proposal to the CPC so that it can determine the project's eligibility for funding and offer further guidance.

Please submit the Pre-Application form to the CPC at Town Hall before the CPC October meeting. The CPC will announce eligible projects and invite full application at the end of its October meeting.

Step 3 – Submit Project Funding Application (by December 1st)

Please review the Project Funding Application and associated forms and be sure to include all information and materials as requested and appropriate. The application cover page must be signed and dated by the application/organization's designated representative and the owner if different from the applicant.

Step 4 – CPC Review (December, January, and February meetings)

The CPC will review the project applications. The CPC will perform its due diligence and may request additional or more detailed information to be submitted in order to fully evaluate the project's merits.

Step 5 – CPC Recommendations & Vote

The CPC reserves the right to attach conditions and require additional agreements and/or protections as part of its recommendations. The CPC may also recommend funding only a portion of the project, or phasing of the project. The CPC will meet with the Board of Selectmen and Finance Committee to explain its recommendations, answer questions, and provide background information in advance of Town Meeting.

Step 6 – Award Letter

The CPC will inform successful applicants after Town Meeting. Projects receiving CPA funding will be required to credit this source of funding in promotional materials and, whenever appropriate, at the project location.

Step 7 – Fund Disbursement & Project Monitoring (sample available at Town Hall and online)

Before funds can be spent, the award recipient must agree to and sign a Grant Agreement/Memorandum of Understanding, which describes project implementation, conditions of approval, fund disbursement and reporting requirements.

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future wetlands, 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 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	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
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes		Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	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				Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION 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	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances