



## Town of Yarmouth

# COMMUNITY PRESERVATION GRANT GUIDELINES AND PROCEDURES

### GUIDELINES

Thank you for taking the time to obtain a copy of the Yarmouth Community Preservation Act (CPA) Grant Guidelines and Procedures. Your interest is a direct reflection of your care and concern about our community and we look forward to reviewing your application.

1. Funding requests must be submitted in writing to the Community Preservation Committee (CPC) using the attached Project Application Form.
2. The Project Application Form must be completed in its entirety for consideration.
3. Requests must be documented with appropriate supporting information.
4. If the request is part of a multi-year project, include the total project cost and allocations.

Complete applications must be received by **THURSDAY, OCTOBER 22, 2020 AT 4:00 PM** to be eligible for consideration at the Spring 2021 Annual Town Meeting. Applications not received in time for Annual Town Meeting will be reviewed by the Committee and may be eligible for consideration at a Special Town Meeting. Please note that Special Town Meetings are not a regular occurrence. The Committee may prioritize projects and may limit the number of projects to be presented at Town Meeting.

### SUBMISSION

Eleven (11) hardcopies and one (1) electronic .pdf copy of the project proposal and accompanying documentation must be hand-delivered or mailed to the Yarmouth Town Hall at the address below. Please do not staple or bind individual proposals.

Town of Yarmouth  
Department of Community Development/CPA  
Attn: Dawn-Marie Flett  
1146 Route 28  
South Yarmouth, MA 02664  
dflett@yarmouth.ma.us

### GENERAL TIMELINE

Oct:	CPA Application Deadline for consideration at following Annual Town Meeting.
Oct-Dec:	Committee review and Applicants presentations
January:	Committee makes recommendations on projects and the Warrant closes.
April:	Town Meeting votes on projects
July:	Funding is available for approved projects.

The CPC reviews all applications and makes recommendations at Town Meeting as to which of these applications should be funded with CPA monies. The CPC shall review the application and may work with the applicant to change the scope of a project, reduce the project amount, or reject a project entirely based on whether it meets the Town's and the Community Preservation Act goals. The applicant shall be invited to a CPC meeting to present the project and answer questions. The CPC shall notify the applicant in writing of its vote, recommendations, and conditions of the proposed project.

Please contact Dawn-Marie Flett, Program Coordinator in the Department of Community Development Department at (508) 398-2231 ext. 1277 if you have any questions or would like assistance.

The CPC will give preference to projects which address as many of the following general criteria and category-specific goals as possible:

### **GENERAL GOALS**

1. Serves a community purpose with a public benefit.
2. Preserves a resource that would otherwise be lost.
3. Leverages other public and private resources to the greatest extent possible.
4. Address more than one community preservation target area.
5. Are consistent with the Town's local planning efforts.

Please note the following:

- Applications to acquire land for redevelopment of properties into community housing is discouraged. The CPC encourages applications for construction costs only.
- Applications for studies, assessments, and plans, or from profitable entities are discouraged.
- Applications which do not address any of the criteria or target area goals as outlined within this document will not be considered. The Community Preservation Act prohibits funds from being used to: (a) replace existing operating funds, only augment them; (b) pay for routine maintenance; and (c) acquire, create, or preserve facilities for horse or dog racing, stadiums, gymnasiums, or similar structures.
- CPA grants are provided on a reimbursement basis. Recipients of CPA grants must pay vendors first, then submit copies of paid invoices for reimbursement from the Town of Yarmouth.

## **CATEGORY SPECIFIC GOALS**

### ***Community Housing***

1. Assist the Town in reaching the 10% goal for affordable housing as set forth in MGL. c. 40B.
2. Meet the regulations and guidelines of the Department of Housing and Community Development (DHCD) Local Initiative Program (LIP) to qualify in the 40B Subsidized Housing Inventory.
3. Promote affordable housing opportunities consistent with the Town's Housing Production Plan.
4. Promote the re-use and redevelopment of existing properties.
5. Promote local preference for Yarmouth residents and employees.
6. Preserve affordability of units in perpetuity.

### ***Historic Resources***

1. Preserve, restore, rehabilitate, or reconstruct properties held in ownership by the Town of Yarmouth, or a non-profit organization, which is listed or eligible for listing on the National Register of Historic Places or determined by the Yarmouth Historical Commission to be significant in the history, archaeology, architecture, or culture of the town.
2. Research, document, and preserve historical records and/or restore historic Town documents and artifacts.
3. Acquire threatened resources of historical significance.
4. Create historic marker program and identify sites of historical importance.
5. Adaptively re-use historic buildings.

### ***Open space, Conservation, and Recreation***

1. Protect and enhance Yarmouth's fragile environmental resources, including water quality, scenic beauty and unique habitats.
2. Preserve and manage land areas to maintain a healthy natural environment, provide habitat for wildlife, encourage outdoor recreation and retain community character.
3. Meet all residents' and visitors' recreational needs by providing balanced year-round leisure facilities to promote healthy lifestyles while protecting sensitive natural resources.

## **SUPPLEMENTAL INFORMATION**

The application should contain the following supplemental information in order to be processed:

1. List of Board of Directors
2. Site plan: stamped by a Registered Professional
3. Project budget
4. Project costs (include a minimum of two cost estimates)
5. Assessor's Field Card (go to <http://gis.vgsi.com/yarmouthma/> and click *Enter Online Database*; enter address into search box; click address; select *Field Card*)
6. Title and deed to the property
7. Photographs or renderings of existing site and conditions (size 8 ½ x11 or 11x17)
8. Architectural plans and specifications (size 8 ½ x11 or 11x17)
9. Letters of support
  
10. For Affordable Housing Rental Projects: submit the [Affordable Rental Housing Price Proposal Sheet](#)
  
11. For Historic Resources: attach documentation of historical significance from one or more of the following sources:
  - a. the State Register of Historic Places (<http://mhc-macris.net/>)
  - b. the National Register of Historic Places (<http://www.nationalregisterofhistoricplaces.com/ma/barnstable/state.html>)
  - c. Determination by the Yarmouth Historical Commission (<https://www.yarmouth.ma.us/363/Historical-Commission>)
  
12. For Open Space Acquisitions: Please contact Town staff for additional guidance.
  - a. Town acquisitions must adhere to [Yarmouth Land Acquisition Procedures](#)
  - b. Written report from the Health Department on the environmental quality of the site and whether a 21E study is necessary.
  - c. Account of any taxes or other bills owed from Collectors.
  - d. Written report from Conservation Administrator on the environmental quality of the site.
  - e. Appraisal(s) on the property.

## **ONE COPY ONLY OF THE FOLLOWING SHOULD BE PROVIDED:**

13. Tax Determination Letter (IRS)
14. W-9 Form
15. Form PC (Massachusetts Office of Attorney General)
16. Annual Corporate Report (Massachusetts Secretary of State)
17. Form 990 (IRS)