



**Town of Dighton**

**Community Preservation Committee**

**Applications and Guidelines**

# APPLICATION INSTRUCTIONS AND REVIEW PROCESS

The following seven-step process describes the CPC's procedures for reviewing and recommending proposals, and the town's procedures for final approval and funding. This section also details the precise information that the committee needs so as to evaluate projects fully and to set priorities among them. Only applications that arrive in complete form and that include all of the detailed information requested will be considered by the Committee. Applicants are encouraged to contact CPC members and/or CPC staff to discuss project proposals.

For approval at the next Town Meeting, completed applications should be submitted no less than four (4) months prior to the scheduled annual or special town meetings.

\*Applications may be submitted at any time during the fiscal year.

## Step 1. DETERMINE PROJECT ELIGIBILITY

Because of the complexities of the CPA (Community Preservation Act) law, the committee requires all project applicants to begin the application process by submitting a one-page Project Eligibility Determination Form. No funding application will be accepted unless the Project Eligibility Determination Form has been submitted and approved. Applicants should refer to the Appendix A "Community Preservation Fund Allowable Use Table" when filling out the Project Eligibility Determination Form. This information comes from the Department of Revenue and contains the most up-to-date information on both the definitions of the four CPA program areas (Open Space, Historical Preservation, Community Housing, and Recreation), and the allowed uses of CPA funds in the four areas.

\*CPA complete technical assistance and FAQ's -

[https://www.communitypreservation.org/technical-assistance#anchor\\_project](https://www.communitypreservation.org/technical-assistance#anchor_project)

Project Eligibility Determination Forms may be submitted at any time. Please submit only one copy by mail or email to:

Email: [Ksmith@dighton-ma.gov](mailto:Ksmith@dighton-ma.gov) and [Emoreira@dighton-ma.gov](mailto:Emoreira@dighton-ma.gov)

Dighton Town Hall  
Community Preservation Committee  
959 Somerset Ave  
Dighton, MA 02715

The CPC will review Project Eligibility Determination Forms. Applicants will be notified as soon as possible whether their project is eligible for CPC funds. As applicants should be aware, levels of funding requested may exceed the funds available and even if eligible the committee has discretion in its prioritization and approval of projects.

# COMMUNITY PRESERVATION ELIGIBILITY DETERMINATION FORM

The purpose of this form is to make sure that all project applications applying for Community Preservation Act funding are eligible for funding. This form must be approved in order for an application to be accepted.

**Project Title:** \_\_\_\_\_

**Project Sponsor/Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Daytime phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**CPC Program Area** (check those that apply). Please reference Appendix A for additional information:

Open Space       Historic Preservation       Community Housing       Recreation

**Project Summary:** Please provide a brief description of the project.

**For CPC Use**      Eligible: \_\_\_\_\_ Not Eligible: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

**Step 2: Prepare the Application for Funding:** All applicants must complete the Community Preservation “Project Application Cover Sheet” and include the following information and/or attachments:

- **Narrative:** A description of the project and, when applicable, of the property involved and its proposed use.
- **Project Budget:** The total budget for this project, including specifically how CPC funds will be spent. All items of expenditure must be clearly identified. (attachments may be used) List any additional funding sources, either committed or under consideration. Include commitment letters if available.
- **Bids and/or Quotes:** Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget.
- **Project Timeline:** Explain the various steps of the project and when they will be completed.
  - If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year period. Fiscal years should align with the Town’s working calendar, running from July to June
- **Visual materials:** Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made and assessors map, or other map as appropriate, showing location of the project.
- **ADA compliance**
- **Preservation Guarantee** if applicable
- **Documentation** that you have control over the site, such as Purchase and Sale agreement, option, or deed (The property owner, when applicable, should sign the application. If the project is in town-owned real estate, either the applicant or co-applicant must be the Town Board or Department in control of the land.) Any other information useful for the Committee in considering the project.

**Note:** Even if eligible, preference will be given to proposals that address as many of the following general criteria and category specific criteria as possible:

#### **General criteria preferences**

- Consistent with current Town planning documents that have been adopted by the Town.
- Preserve the essential character of the Town as described in the Master Plan.
- Save resources that would otherwise be threatened and/or serve a currently under-served population.
- Serve more than one CPC purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible.
- Demonstrate practicality and feasibility and demonstrate that the project can be implemented expeditiously and within budget.
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Preserve or utilize currently owned Town assets.
- Receive endorsement by municipal boards or departments.

\*Current Town of Dighton master plan can be found here -

<http://cms3.revize.com/revize/dighton/Master%20Plan.pdf>

\*Current Town of Dighton open space plan can be found here-

<http://cms3.revize.com/revize/dighton/Open%20Space%20and%20Recreation%20Plan.pdf>

## Category specific criteria preferences

- **Historical** proposals that address as many of the following criteria as possible:
  - Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
  - Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance.
  - Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
  - Support the adaptive reuse of historic properties.
  - Demonstrate a public benefit.
  - Demonstrate the ability to provide permanent protection for maintaining the historic resource.

\* Dighton Historical Commission website- [https://www.dighton-ma.gov/government/historical\\_commission/index.php](https://www.dighton-ma.gov/government/historical_commission/index.php)

\*Community Preservation Act Historical project guidelines - <https://www.communitypreservation.org/historic-projects>

\*Secretary of the Interiors standards and CPA - <https://www.communitypreservation.org/SOI-standards>
- **Recreation** proposals that address as many of the following criteria as possible:
  - Support multiple active and passive recreation uses.
  - Serve a significant number of residents.
  - Expand the range of recreational opportunities available to Dighton residents of all ages.
  - Maximize the utility of land already owned by the Town.

\*Dighton Parks and Recreation website - [https://www.dighton-ma.gov/government/parks\\_and\\_recreation\\_commission/index.php](https://www.dighton-ma.gov/government/parks_and_recreation_commission/index.php)
- **Open Space** proposals that address as many of the following specific criteria as possible:
  - Provide opportunities for passive recreation and environmental education.
  - Preserve and/or restore threatened or deteriorating public lands.
  - Permanently protect important wildlife habitats, including areas that
    - are of local significance for biodiversity;
    - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
    - contain a habitat type that is in danger of vanishing from Dighton; or
    - preserve habitat for threatened or endangered species of plants or animals.
  - Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
  - Provide connections with existing trails or potential trail linkages.
  - Preserve scenic views.
  - Border a scenic road.
  - Provide flood control/storage.
  - Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
  - Preserve a primary or secondary priority parcel in the Open Space Plan.
  - Contribute to the permanent protection of lands currently enrolled with the Commonwealth of Massachusetts under Chapters 61, 61A and 61B

\*Dighton Open Space Committee website - [https://www.dighton-ma.gov/government/open\\_space\\_committee/index.php](https://www.dighton-ma.gov/government/open_space_committee/index.php)

- **Affordable/Community Housing** proposals that address as many of the following criteria as possible:
  - Contribute to the goal of maintaining at least 10% affordable housing.
  - Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units.
  - Ensure long-term affordability.
  - Promote use of existing buildings or construction on previously developed or Town-owned sites.
  - Convert market rate to affordable units.
  - Provide housing that is harmonious in design, scale, setting and materials with the surrounding community.
  - Give priority to local residents.

\*Town of Dighton Housing Authority website - <https://dightonha.org>

### **Step 3. Submit Application:**

- Each project funding application must be submitted using the Community Preservation “Project Application Cover Sheet.” Additional pages should be added as necessary. Once submitted, an application may not be amended without a vote of the committee. Applicants with questions are urged to contact the committee.
- Applicants should submit an electronic copy and/or paper copy whenever feasible.
- Completed applications must be submitted no later than 14 days prior to the next scheduled CPC meeting.

\*Typically held on the third Thursday of every month.

Submit electronic applications via email to: [ksmith@dighton-ma.gov](mailto:ksmith@dighton-ma.gov) and [Emoriera@dighton-ma.gov](mailto:Emoriera@dighton-ma.gov)

Or via paper to:

Dighton Town Hall  
Community Preservation Committee  
959 Somerset Ave  
Dighton, MA 02715

### **Step 4. Community Preservation Committee Review and Public Comment**

- Application Review:** The Community Preservation Committee will review submitted applications. The Committee may request additional or more detailed information, and further clarifications to the submitted proposals. The Committee may request a legal opinion to help it assess CPC project eligibility and to provide answers to any other questions that the Committee may have.
- Public Meeting:** The Committee will normally ask applicants or their representatives to meet with the Committee to discuss questions that members might have regarding their application. These meetings will be posted. You will be notified of the date, time and location. The CPC typically meets on the third Thursday of each month. Members of the public may attend and speak at all meetings. Applicants are especially encouraged to invite their supporters to attend this session and speak on behalf of their applications.
- Committee Recommendations:**
  - Application approval may not occur at the initial public meeting.
  - The Committee reserves the right to attach conditions and to require additional agreements, such as preservation guarantees, as part of a funding recommendation.
  - The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project.
  - The Committee’s recommendations may include detailed project scopes, conditions, and other specifications, as the Committee deems appropriate to ensure CPC compliance and project performance.
  - If approved by the Committee, it will make its final recommendations for funding as a warrant article to be presented and voted on at Town Meeting. The applicant will be notified of this decision.

### **Step 5. Town Meeting recommendation and vote**

Funding recommendations are subject to approval at Town Meeting.

## **Step 6. Award Letter**

For projects approved at Town Meeting, the Committee will issue award letters with information on the funding amount, funding conditions, Community Preservation staff contact information, and guidelines for project execution. Projects receiving CPC funding shall credit this source of funding in promotional materials and, whenever appropriate, at the project location.

## **Step 7. Disbursement and Monitoring of Funds**

CPC monies are public funds raised from dedicated Dighton tax revenues and from State subsidies. Projects financed with CPC funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the Town of Dighton according to town disbursement procedures. Applicants should note especially that Chapter 30B of the Massachusetts General Laws, the Uniform Procurement Act, establishes uniform procedures for local governments to use when contracting for supplies, services, and real property. For questions about procurements and other financial requirements and procedures applicants should contact the Town Administrator. Project oversight, monitoring, and financial control are the responsibility of the Community Preservation Committee or its designee. When the project is completed, all unused funds will be returned to the Town of Dighton Community Preservation General Fund.

Note: The Committee may request project status updates from CPC Fund recipients. The purpose of such updates is to track the progress of funded projects, aid the Committee in refining the Community Preservation Plan, and identify issues that may assist future applicants. Also, each funding request must include the project dates and the period of time within which the requested funds are to be expended. If that time period has passed without project completion and funds have not been expended, the CPC will request fund recipients attend a regular CPC meeting to determine whether an extension of time to complete the project and expend the funds is needed or if the project will no longer take place vote to return the funds to the respective account at the next town meeting.

# COMMUNITY PRESERVATION PROJECT APPLICATION COVER SHEET

## I: Project Information

Project Title:

CPC Program Area (check all that apply):

Open Space     Historic Preservation     Community Housing     Recreation

Project Summary/Goals:

Projected action plan and timeline: (List steps needed to complete project. These steps will be critical to completing Project Status Reports that will be due in time to report back to Town Meeting each year until the project is complete.)

List and describe any comparable projects:

Future Maintenance costs (leave blank if not applicable)

- a. If ongoing maintenance is required, who will be responsible?
- b. How will it be funded?

Property information (if applicable)

Assessor's Map Number		Assessor's Lot/Parcel Number	
Deed Book Number		Deed Page Number	

## II: Applicant/Developer Information

Contact Person and or/primary applicant:

Organization (if applicable):

Mailing Address:

Daytime phone #: Fax #:

E-mail address:

Project Manager:

## III: Budget

Total budget for project:

CPC funding request:

Other Funding Sources (include those requested even if unsuccessful):

### ITEMIZATION OF FUNDS REQUESTED

Item	Cost per unit	# of units	Total Cost	Comments including budget justification: (provide an explanation for why each type expense is needed.)
	\$		\$	
	\$		\$	
	\$		\$	

### Professional Fees (Design, Architectural, Legal, Permits, Fees)

Item	Cost per unit	# of units	Total Cost	Comments
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

**Site Work (Clearing, Excavation, Infrastructure & Landscaping)**

Item	Cost per unit	# of units	Total Cost	Comments
	\$		\$	
	\$		\$	
	\$		\$	

**Construction (Materials, Labor)**

	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
<b>Total</b>	<b>\$</b>		<b>\$</b>	

**Attach any additional documentation** (e.g., architectural plans, site plans, photographs, natural resource limitations such as wetlands, flood plain, etc., letters of support from the public or other appropriate committees/organizations, or any other information useful to the Committee in considering the project)

**Applicant's Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

## Appendix A

### DIGHTON COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

PROJECT ELIGIBILITY & TERMS <sup>1</sup>	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
	<p><b>Land to protect:</b></p> <ul style="list-style-type: none"> <li>existing and future well fields</li> <li>• aquifers and recharge areas</li> <li>• watershed land</li> <li>• agricultural land</li> <li>• grasslands</li> <li>• fields</li> <li>• forest land</li> <li>• fresh and saltwater marshes and other wetlands</li> <li>• ocean, river, stream, lake and pond frontage</li> <li>• beaches, dunes and other coastal lands</li> <li>• lands to protect scenic vistas</li> <li>• land for wildlife or nature preserve</li> <li>• land for recreational use</li> </ul>	<p><b>Buildings, structures, vessels, real property, documents or artifacts</b></p> <p>listed or eligible for listing on the state register of historic places or determined by the Dighton Historical Commission to be significant in the history, archeology, architecture or culture of Dighton.</p>	<p><b>Land for active or passive recreational use including, but not limited to:</b></p> <ul style="list-style-type: none"> <li>community gardens</li> <li>• trails,</li> <li>• noncommercial youth and adult sports</li> <li>• use as a park, playground or athletic field</li> </ul> <p><i>Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.</i></p>	<p><b>Housing for low and moderate income individuals and families, including low or moderate income seniors age 60+:</b></p> <ul style="list-style-type: none"> <li>Moderate income is less than 100% of US HUD Area Wide Median Income (AMI).</li> <li>Low income is less than 80% of AMI.</li> </ul>
<b>ACQUIRE</b> <i>Obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise.</i>	YES	YES	YES	YES
<b>CREATE</b> <i>To bring into being or cause to exist.</i>	YES	NO	YES	YES
<b>PRESERVE</b> <i>Protect personal or real property from injury, harm or destruction, but not maintenance.</i>	YES	YES	YES	YES
<b>REHABILITATE/ RESTORE</b> <i>Remodel, reconstruct or make extraordinary repairs (not maintenance) to make property functional for its intended use, including improvements to comply with</i>	YES, if acquired or created with CP funds	YES	YES, if acquired or created with CP funds	YES, if acquired or created with CP funds

<p>federal, state or local building or access codes or work to comply with U.S. Secretary of the Interior's Standards for Rehabilitation (36 C.F.R. Part 68)</p>				
<p><b>SUPPORT</b>  <i>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 manages such housing for the purpose of making housing affordable.</i></p>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>YES,</b> including funding for community's affordable housing trust

<sup>1</sup> This chart is adapted from versions created by the Department of Revenue and the Community Preservation Coalition