

Quincy Community Preservation Committee



Thank you for your interest in **QUINCY'S COMMUNITY PRESERVATION ACT**. We hope this document will provide a helpful overview of the application process.

THE COMMUNITY PRESERVATION ACT (CPA) is a state law (MGL Chapter 44B) designed to help cities and towns preserve the character of their community. Quincy voters passed the Community Preservation Act in 2006, adopting a less than 1% property tax surcharge. The Commonwealth of Massachusetts matches the amount raised by this surcharge. Percentage of match will vary from year to year depending upon the number of participating communities, and fees paid at the Registries of Deeds. Monies raised by the local surcharge and state match may only be used to acquire and protect open space, preserve historic buildings and landscapes, create affordable housing, and provide new recreational opportunities.

The Community Preservation Committee (CPC) reviews proposals for the use of these funds. The CPC meets on the second Thursday of the month, from September to June. All applications are carefully reviewed before the CPC votes regarding which projects will be recommended to the Mayor and City Council. Projects partnered with other funding sources are more appreciated by the CPC. All projects must be completed within three years of receiving City Council approval. Any funds granted expire three years from receiving City Council approval. Grantees are required to provide notification for approval of any press release regarding their projects to Lisa Aimola, Director, Quincy Community Preservation, One Merrymount Pkwy, Quincy, MA 02170, laimola@quincyma.gov, 617 376-1052.

Applications for consideration are being accepted until Mon., January 4, 2016. Due to the changes in the C.P.A. law, projects on public land must be executed by The City of Quincy. Private citizens or groups proposing projects on city property need to submit an application by Fri., Dec. 4, 2015 to Lisa Aimola, Director of Community Preservation, for City of Quincy Dept Head review. Proposed project ideas will be reviewed by the appropriate department head for consideration. Applications are available at the Parks Dept, One Merrymount Pkwy, Quincy, MA 02170, or online at the city of Quincy's website at www.quincyma.gov. We encourage you to read and understand the attached and fill out your application thoughtfully and completely. For additional resources, please go to www.communitypreservation.org.





FOR OFFICE USE ONLY
Received by: _____
Date: _____

Application for Community Preservation Funding – FY 2016

[Please print neatly or type]

General Information

Name of Applicant/Organization: _____

Name of Co-Applicant (if any): _____

PLEASE NOTE: If the proposal involves *City-owned land and structures*, either the applicant or the co-applicant must be the City agency/department in control of the property. Additionally, please list a *contact within the City government* who will be ***responsible for moving this project forward***, print his or her name, and have contact sign application. By signing this application, the designated contact agrees to be the City's liaison for this project and will attend up to three CPC meetings per year, if so requested by the CPC, until project completion.

Contact Name:(print) _____ (signature) _____

City Dept Head Name:(print) _____ (signature) _____

Mailing Address: _____

Phone /fax no.: _____ e-mail address: _____

Project Name: _____

Project Location: _____

(street address or map and lot #)

Lot Size: _____ Zoning Classification _____ Assessment: _____

Is the applicant or co-applicant the owner of the property? Yes () or No ()

If no, who is the owner?

Owner acknowledgement: _____
(owner to sign)

CPA category (***check only one box***):

____ Open Space ____ Historic Preservation * ____ Affordable Housing ____ Recreation

*The site must be recognized by either the City, the State, and/or the National Register of Historic Places to qualify for the historic preservation category.

CPA funding requested: \$ _____ Total cost of proposed project: \$ _____

Information About the Project

Please provide a description of the proposed project. The description should address the following matters. Additional materials, including photographs or other exhibits, are welcome. Summarize how this request benefits the City of Quincy and meets the goals of the Community Preservation Act. However, please adhere to the page/paper count guidelines on page 4.

- **Project Description:** _____

- **Goals:** What are the goals of the proposed project? _____

- **Community need:** Why is the project needed? How will this project enhance the quality of life for the community? _____

- **Community support:** What is the nature and level of support for the project? Include evidence of support (letters/petitions if available). _____

- **Budget:** What is the total project budget? How will the CPA funds be spent? What are the sources (or anticipated sources) of non-CPA funding? If other funds are being used, please provide a letter of commitment. What percent of project will CPA fund? _____

- **Time line and permits:** What is the schedule for implementation of the project? What permits, if any, are needed? _____

- **Maintenance:** If on-going maintenance is required for the project, how will such maintenance be funded? If controlled by the City of Quincy, which department will perform maintenance and how much will it cost that department? Specify annual maintenance cost and required frequency of maintenance. _____

Additional Information

Are you partnering with another agency? _____ Yes _____ No.
If so, please provide information about the other agency, including the legal and tax status, purpose of the agency, and descriptions of previously completed, similar projects.

Applicant: _____
(Print Name)

Signature

Owner: _____
(if other than applicant) (Print Name)

Signature

City Liaison _____
(if applicable) (Print Name)

Signature

City Dept Head _____
(if applicable) (Print Name)

Signature

PRIVATE CITIZENS OR GROUPS PROPOSING PROJECTS ON CITY PROPERTY NEED TO SUBMIT AN APPLICATION BY FRIDAY, DEC. 4, 2015 TO LISA AIMOLA, DIRECTOR OF COMMUNITY PRESERVATION, FOR DEPT. HEAD REVIEW. PLEASE PROVIDE 2 COPIES. INCLUDE ALL CONTACT INFORMATION TO ALLOW DEPT HEAD TO FOLLOW UP.

EACH INDIVIDUAL APPLICATION PACKAGE SHOULD BE FIVE (5) DOUBLE SIDED PAGES OR LESS. PLEASE SUBMIT ELEVEN (11) COPIES OF THE ENTIRE APPLICATION PACKAGE. PLEASE USE BOTH SIDES OF THE PAPER. ALL FORMS AND DOCUMENTATION MUST BE SUBMITTED TO:

**ATTN: LISA AIMOLA, DIRECTOR, COMMUNITY PRESERVATION
PARKS DEPARTMENT
ONE MERRYMOUNT PARKWAY
QUINCY, MASSACHUSETTS 02170
EMAIL: LAIMOLA@QUINCYMA.GOV
PHONE: (617) 376-1052**

SIGNED APPLICATION DUE NO LATER THAN 4:30 P.M., MONDAY, JANUARY 4, 2016

PLEASE USE THE ATTACHED CHARTS AS A GUIDE TO MEETING CPA REQUIREMENTS BUT REMOVE THE CHARTS & COVER SHEET FROM THE APPLICATION PRIOR TO PRINTING AND SUBMITTING.



DETERMINING PROJECT ELIGIBILITY

It is all about VERBS

	OPEN SPACE	HISTORIC	RECREATION/PARKS	HOUSING
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes if acquired using CPA funds	Yes	Yes*	Yes if acquired using CPA funds

*Cannot be used for the cost of artificial turf

Definitions:

Open Space: Land to protect, existing and future well fields, aquifers, and recharge areas, watershed land, agricultural land, grassland, fields, forest land, fresh and salt water marshes, and other wetlands, ocean, river, stream, lake and ponds frontage beach, dunes, other coastal land, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Historic Resources: Building, structure, vessel, or real property listed on the state register of historic places pr determined by the local historic preservation commission to be significant to the history, archeology, architecture or culture of the city of town.

Recreation/Park Land: 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 parks, playgrounds or athletic fields.

Community Housing: Housing for low and moderate income individuals and families, including low and moderate income seniors. Moderate income is less than 100%, and low income is less than 80% AMI of US HUD Area Median Wide Income.