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.

Applications for consideration for the upcoming fiscal year are available at the Solicitor's Office in City Hall, or online at the City of Quincy's web site at www.quincyma.gov. Deadline for filing applications is 4:30 pm on Friday, February 3, 2012. We encourage you to read and understand the attached and to fill out your application thoughtfully and completely. For additional resources, please go to www.CommunityPreservation.org

For proposals involved city owned or controlled land and structures, either the applicant or the co-applicant must be the City agency/department in control of the property. In which case, the department head of the department controlling the property must also sign the application. One of the names below must be affixed to the application.

Dept of Public Works—Daniel Raymondi	Recreation—Barry Welch
Parks Dept—Kristen Powers	Planning—Dennis Harrington
Public Buildings—Gary Cunniff	Police—Chief Keenan
School Department - Dr. Richard Decristofaro	

Quincy Community Preservation Committee

FOR OFFICE USE ONLY
Received by: _____
Date: _____

Application for Community Preservation Funding – FY 2012
[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)_____
(if applicable, see list on cover page)

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? _____

Has the owner been given a copy of the application? Yes ( ) or No ( )

CPA category (***check all that apply***):

____ 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, see list on cover page) (Print Name) Signature

PAGE/PAPER COUNT REQUIREMENTS: EACH INDIVIDUAL APPLICATION PACKAGE SHOULD BE **A MAXIMUM OF SEVEN (7) PIECES OF PAPER - TWO FOR THE APPLICATION AND FIVE ADDITIONAL PIECES, IF SO DESIRED. PRINT DOUBLE SIDED FOR A MAXIMUM TOTAL OF 14 PAGES.** PLEASE SUBMIT **TEN (10) COPIES** OF THE ENTIRE APPLICATION PACKAGE. PLEASE USE BOTH SIDES OF THE PAPER. ALL FORMS AND DOCUMENTATION MUST BE SUBMITTED TO:

ATTN: DEIRDRE HALL, ASSISTANT CITY SOLICITOR
CITY SOLICITOR'S OFFICE – CITY HALL – 3RD FLOOR
1305 HANCOCK STREET
QUINCY, MASSACHUSETTS 02169
EMAIL (PREFERRED MEANS OF COMMUNICATION): DHALL@QUINCYMA.GOV
PHONE: (617) 376-1512 - FAX: (617) 376-1519
NO LATER THAN 4:30 P.M., FRIDAY, FEBRUARY 3, 2012

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

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITION	Land to protect existing and future well fields, 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 or real property listed or eligible for listing 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 Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure	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
ACQUIRE	Yes	Yes	Yes	Yes (effective 12/5/2006)
CREATE	Yes	No	Yes	Yes
PRESERVE Means protect from injury, harm or destruction, not maintenance	Yes	Yes	Yes	Yes
SUPPORT	No	No	No	Yes, includes funding for community's affordable housing trust
REHABILITATE/RESTORE Means remodel, reconstruct or repair (extraordinary, not maintenance) to make property functional for intended use, including improvements to comply with federal, state or local building or access codes or with federal standards for rehabilitation of historic properties	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

Determining Project Eligibility

It's all about the **VERBS**!

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	-	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	-	-	-	Yes
Rehabilitate and/or Restore	Yes – if acquired or created w/CPA $$	Yes	Yes – if acquired or created w/CPA $$	Yes – if acquired or created w/CPA $$