

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 designed to help cities and towns preserve the character of their community. Quincy voters passed the Community Preservation Act in 2006, adopting a 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 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 at 6:30 p.m. in the Second Floor Conference Room at City Hall on the second Thursday of the month, from September to June.

Applications for consideration for the upcoming fiscal year are available at the City Solicitor's Office (or online) from November 1st of the current year. Deadline for filing applications is 4:30 pm on January 8, 2010. All applications are carefully reviewed before the CPC votes regarding which projects will be recommended to the Mayor and City Council. We encourage you to read and understand the attached and to fill out your application thoughtfully and completely.

FOR OFFICE USE ONLY

Received by: _____

Date: _____

CITY OF QUINCY
COMMUNITY PRESERVATION COMMITTEE
Application for Community Preservation Funding
[Please print 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 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)_____

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, or the State or the Federal Historical Society to qualify.

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. Please keep your response to 10 pages or less. Please print double sided.

- **Project Description:** _____

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

- **Community need:** Why is the project needed? _____

- **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 of non-CPA funding? If other funds are being used, please provide a letter of commitment. _____

- **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? _____

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

City Liaison _____
 (if applicable) (Print Name) Signature

EACH INDIVIDUAL APPLICATION PACKAGE SHOULD BE **TEN (10) DOUBLE SIDED PAGES OR LESS**.
 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:

**OFFICE OF THE CITY SOLICITOR
 1305 HANCOCK STREET, 3RD FLOOR
 QUINCY, MA 02169
 FAX : (617) 376-1097**

NO LATER THAN 4:30 P.M., JANUARY 8, 2010

PLEASE USED THE ATTACHED CHARTS AS A GUIDE TO MEETING CPA REQUIREMENTS

This request received by Community Preservation Committee on _____
 Copies provided to CPC members on _____
 CPC Contact: _____ Telephone Number: _____
 Is sufficient detail provided to consider the request? _____ If not, sponsor informed on _____
 Additional information required: _____

Committee Votes

Votes:	Yes/No	Votes: Yes/No/Abstain	Date	Sponsor Informed (Date, by whom and how)
Meets CPA criteria				
Accepted for consideration				
Recommend to TM				

Other: _____

**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 <u>not</u> 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 \$\$