



TOWN OF HULL

Community Preservation Committee (CPC) GRANT APPLICATION GUIDELINES

GOALS and SELECTION CRITERIA

Hull Community Preservation Act Goals

CPA provides a special funding source that is dedicated to community preservation needs related to community housing, historic resources, open space, and recreation. The CPA goals are to:

- Acquire, Create, and Preserve **Open Space**
- Acquire, Create, and Preserve **Land for Recreational Use** (*plus* Rehabilitate or Restore **Land for Recreational Use**)
- Acquire, Rehabilitate, Restore, and Preserve **Historic Resources**
- Acquire, Create, Preserve, and Support **Community Housing** (*plus* Rehabilitate **Community Housing** *if* the **Community Housing** was acquired or created with CPA funds)

Town of Hull Goals

The HCPC will evaluate all eligible CPA funding proposals keeping in mind the relevant goals stated in Hull's most recent planning documents. Higher priority will be granted to projects that:

- serve more than one community preservation principle;
- are supported by one or more relevant town committees
- leverage multiple funding sources;
- preserve a threatened resource;
- allow or promote public access (if applicable);
- can be completed at a reasonable cost;
- are consistent with preservation program priorities. (i.e. will not divert funding from higher priority project(s)).

CPC Selection Criteria

CPC uses the following selection criteria when evaluating potential CPA projects:

- **STANDS ALONE** - this project does not commit the CPC to future initiatives?
- **TIME SENSITIVE** - opportunity will be lost if we fail to act
- **MATURE** - project is fully developed and does not need further definition; project is "shovel ready"
- **ALTERNATIVE CAPITAL** - no other capital sources would be available to fund the project
- **LEVERAGES** - the value of the CPA capital is multiplied through other contributions
- **LONG -TERM PLAN** - part of an integrated long-term plan by proponent
- **PRIORITIZE** – proponent will need to prioritize if they have multiple applications
- **SERVES MORE THAN ONE PURPOSE** – does the project serve more than one CPA purpose?

CPA GUIDELINES, APPLICATION AND FUNDING PROCESS (ATM23)

1. Pre-Application for Project Eligibility

This initial document will introduce your proposed project to CPC, they will determine the project's eligibility and offer guidance. CPC meets regularly to review applications.

All pre-applications should be submitted electronically by emailing it to: CPAdmin@town.hull.ma.us.

Deadline: September 28, 2023 - submit any time after ATM. The preliminary application is required for grant consideration.

NOTE: if your project is owned by the Town, you must receive permission from Town Manager and Board of Selectmen prior to submitting your application to CPC. Next, if your project is a historic or requires Conservation approval, you must get before the respective board and receive their approval for your project.

2. Final Application

If CPC agrees that your pre-application is eligible for CPA funds, then you would complete the final application portion of this 2-step process. The Committee will review both the pre -application and the final application for funding according to these guidelines set forth by CPC and under the Community Preservation Act.

Deadline: October 31, 2023 - for consideration at the following spring's Town Meeting.

3. Review Process

Projects will be evaluated and prioritized using the criteria listed below. CPC will review all applications and schedule hearings to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. Individual CPC members may arrange site visits with the applicant. CPC votes in February on which projects will be recommended for final approval at ATM.

4. Town Meeting Approval

Each project must be approved at a Town Meeting to receive CPA funds. The Town Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote (it cannot increase funds).

5. Project Implementation

Funds for approved projects will be available after approval at Town Meeting, subject to the satisfaction of any conditions or procedures established by the CPC.

6. Requesting Payment

Invoices for work completed or for funds allocated to grantees on approved projects should be submitted to CPC or the Town of Hull Accounting Department.

IMPORTANT NOTE:

Late Submission – Due to the length and complexity of CPC's process leading to Town Meeting recommendations, CPC does not generally consider applications submitted after the deadline. You should complete the application process as outlined above.

Guidelines for Submission for CPA Grant

Mandatory 2-Step Process: CPC Pre-Application Form Must be Received Prior to Submitting a Final Application

1. Each request must be submitted to the Hull Community Preservation Committee (HCPC) using the Application for Community Preservation Funding form as a cover sheet. Include additional pages if necessary. The application, excluding supporting materials, should not exceed 6 pages in length.
2. Requests must include a statement of need, documented with appropriate supporting information such as maps, plans, visual aids, and other supplemental information.
3. Each application must include a very brief summary of the project stating the funding category, project goals, key steps to be taken to reach this goal, and a budget summary.
4. Applicants must provide an accurate detailed estimate of project costs, including labor, materials, legal, and other implementation costs. Please note that upon recommendation by the CPC and approval of the project at Town Meeting, the CPC or a representative will meet with all applicants to establish a milestone and payment schedule consistent with the approved submitted budget.
5. If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations.
6. Proposed CPA projects shall demonstrate public benefit. The project must enhance an area or structure for a significant group of citizens and promote a balance between cost and public good.
7. Applications for historic preservation projects are required to comply with the "Secretary of the Interior's Standards for the Treatment of Historic Properties". Consulting with an expert is mandatory. The Secretary of the Interior's Standards are published by the National Park Service and may be accessed online at:
<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>
8. Letters of support are welcome from the public or other appropriate organizations.
9. CPC will identify for the applicant which Town Boards or Commissions need to review and make recommendations for the project.
10. Applications must be postmarked or delivered by the deadlines specified on the grant applications to be considered for recommendation at the following spring's Town Meeting.
11. Project eligibility is determined by CPC. Applicants with eligible projects must attend a CPC meeting to present and discuss their proposal. Applicants will be notified of the meeting date and time.

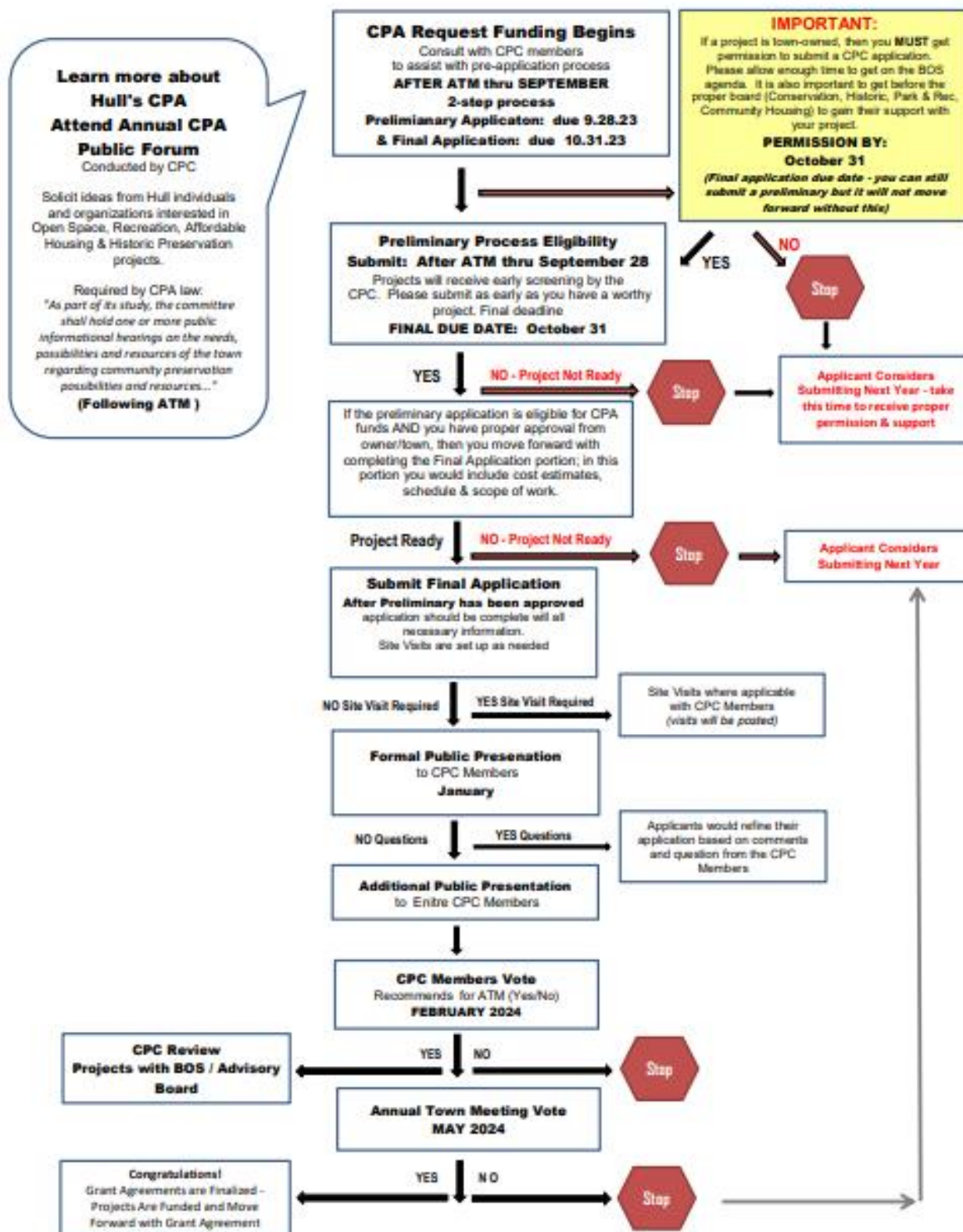
Please keep in mind there are legal limitations on the use of CPA funds.

Is the Project Allowable? Please use the chart below to determine if your project is eligible for CPA funding in one or more of the CPA project categories. If you are unsure about whether or not your project is allowable, please review the information provided by the Community Preservation Coalition here: <http://www.communitypreservation.org>

Determining Project Eligibility – circle all that you believe apply below				
	<u>Open Space</u>	<u>Historic</u>	<u>Recreation</u>	<u>Housing</u>
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 or created with CPA Funds	Yes	Yes	Yes – if acquired or created with CPA Funds

Seeking CPA Funding? *(Final Approval ATM24)*

Steps to Guide you through the process:



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