Town of Stow
COMMUNITY PRESERVATION COMMITTEE

Town Building - 380 Great Road
Stow, Massachusetts 01775-2127

Krista Bracci, Administrative Assistant
communitypreservation@stow-ma.gov
phone (978) 212-5333 fax (978) 897-4534

May 23, 2016

Dear Community Members,

Thank you for your interest in Stow's Community Preservation Act Fund. We hope this document will provide a helpful overview of the Community Preservation Committee's (CPC) Project Application process.

Applications are accepted throughout the year. The deadline for the Annual Town Meeting is January 1st and for the Fall Special Town Meeting, July 1st. All applicants will need to fill out two applications and should plan to meet with CPC at preliminary and final stages of project planning. The committee will help guide applicants through the process. The CPC then carefully reviews and votes on which projects will be recommended to Town Meeting.

Please contact the CPC administrative assistant to request a place on the meeting agenda. The CPC's meeting schedule is posted at the Town Building and online at the Town Website **http://www.stow-ma.gov/CommunityPreservation**.

Keep in mind that there are legal limitations on the use of CPA funds. Applications can be submitted under the three topic areas of: 1) acquisition, creation and preservation of open space/recreation ; 2) acquisition, preservation, rehabilitation and restoration of historic resources; and 3) creation, preservation and support of community housing. Additional information can be found at **www.communitypreservation.org**.

Please note, the CPC will not be responsible for any expenses incurred in preparing and submitting an application. All submittals become the property of the Town of Stow. All plans, specifications, and other documents resulting from this submission become the property of the Town of Stow. Unless specifically exempt under Massachusetts public records law, the Town has the right and obligation to disclose information contained in submissions.

Applicants must use the CPC Application Cover Sheet for their application. For applicants that have multiple project requests, please prioritize your projects.

Submit applications and accompanying documentation to the Stow Community Preservation Committee, Town Building, 380 Great Road, Stow, MA 01775 or via email: **communitypreservation@stow-ma.gov**

Sincerely,
Stow Community Preservation Committee

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

APPLICATION PROCESS

Applicants are encouraged to start this process as early as possible.

STEP 1: Applicants are required to meet with the CPC prior to submitting the initial project application. Please contact the CPC Administrative Assistant to coordinate a place on the CPC agenda. The CPC's meeting schedule is posted at the Town Building and online at the Town Website **http://www.stow-ma.gov/CommunityPreservation**.

STEP 2: Submit a completed application (and all supporting documentation) to the CPC. Applications may be emailed to the CPC Administrative Assistant, dropped off in the CPC mailbox at the Town Building, or mailed to: Stow CPC, Town Building, 380 Great Road, Stow, MA 01775.

STEP 3: During the preliminary meeting, the CPC will review the Application as submitted to determine that:

- Application is complete.
- Proposed Projects are eligible for CPA funding according to MGL Chapter 44B.
- Proposed Projects meet the General Criteria outlined in this packet.
- Proposed Projects are sufficiently developed in terms of their work plan.

Also during the initial meeting, applicants will be advised if additional information is required. Often the CPC will ask the applicant(s) to meet with them several times as the project details develop. Applications may be modified if deemed necessary by the CPC and applicant(s).

STEP 4 : If the CPC votes to recommend the Project to Town Meeting, the CPC will work with applicants to draft the appropriate warrant articles and prepare a presentation for Town Meeting.

STEP 5: Town Meeting has the final authority to award funds from Stow's Community Preservation Fund. Unless otherwise required by law, a majority vote is required to approve funding; a two-thirds vote is required for borrowing. Applicants are typically expected to attend Town Meeting; to respond to questions, aid in the presentation or present information about the proposed project.

STEP 6: Once a project is approved at Town Meeting, a grant agreement will be drawn up with project milestones. Periodic status reports to the CPC will be required as part of the grant agreement. Milestones will guide the release of funds.

STEP 7: Funds are awarded on a disbursement basis. In order to receive funds, the applicant must submit an invoice and receipts of expenditures. The CPC must vote to approve each payment. There may be additional legal and regulatory requirements, including but not limited to Massachusetts General Law, Chapter 44B, that need to be met before funds are disbursed.

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

APPLICATION COVER SHEET

INITIAL APPLICATION

Submitter: _____ Submission Date: _____

Group or Committee Affiliation (if any): _____

Submitter's address and phone number:
_____
_____
_____
_____

Purpose (please select all that apply):
_____ Open Space / Recreation
_____ Affordable Housing
_____ Historic

Submitter's email address: _____

Project Name: _____

Project Description:
_____
_____
_____
_____
_____

List Departments/Boards you have spoken with:
_____
_____

Total Estimated Cost	CPA Funds Requested	Other Funding Sources

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Stow Community Preservation Committee will give preference to proposals that address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation MGL Chapter 44B;
- Are consistent with the town's planning documents that have received wide scrutiny and input and have been adopted by the town;
- Receive endorsement by other municipal boards or departments;
- 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;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality, feasibility, urgency;
- Demonstrate that the project can be implemented expeditiously and within budget;
- Demonstrate that project alternatives, and alternative funding mechanisms, have been fully explored;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds; and
- Preserve or utilize currently owned town assets.

Category Specific Criteria

Open space proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that: are of local significance for biodiversity; contain a variety of habitat, with a diversity of geologic features and types of vegetation; contain a habitat type that is in danger of vanishing from Stow, or preserve habitat for threatened or endangered species of plants or animals;
- Preserve Stow's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- 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;
- Protect drinking water quantity and quality;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones;
- Provide flood control/storage; and
- Preserve a priority parcel identified in the Open Space Plan.

Historical proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened; and in the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
- 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;
- Project is within a Stow's Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Stow Historic Properties Survey;
- Project demonstrates a public benefit; and
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource; and in the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.

Affordable Housing proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Conform to the town's Affordable Housing Plan;
- Promote a socioeconomic environment that encourages a diversity of income;
- Provide housing that is harmonious in design and scale with the surrounding community;
- 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; and

Recreation proposals that address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Stow residents of all ages;
- Jointly benefit Conservation Commission and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Stow; and
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.