

# APPLICATION FOR DENNIS COMMUNITY PRESERVATION FUNDS CALENDAR YEAR 2019 (FY 2020)

The CPC strongly recommends that applicants review the Town of Dennis website, <https://www.town.dennis.ma.us/community-preservation-committee> for background and general information concerning the Community Preservation Act (CPA) policies and procedures. Applicants may also be interested in the website: <http://www.communitypreservation.org>

## I. GENERAL INFORMATION & SUBMISSION REQUIREMENTS

- Applications will be accepted at the Dennis Town Hall, 685 Route 134, South Dennis, MA. Applications mailed or delivered are to be addressed to: Community Preservation Committee, 685 Route 134, South Dennis MA 02660.
- The deadline for the receipt of an application is 4:00 PM on May 3, 2019 (hereinafter referred to as the deadline). EIGHT (8) stapled or otherwise bound copies are required.

In addition to the (8) bound copies, it is requested but not required that the applicant email an electronic version of the application to: [townofdenniscpc@gmail.com](mailto:townofdenniscpc@gmail.com)

NOTE: If **all** components of the application can be sent electronically, only **FOUR** hard copies are necessary.

- Funds will be available to successful applicants following approval at the fall Town Meeting and successful completion of all necessary documentation and agreements.
- If any changes are made to this application form, the Community Preservation Committee (CPC) will issue an addendum that will be posted to the website and noted on the Town's Bulletin Board and home page.
- Questions concerning this Application must be submitted in writing to: Community Preservation Committee, 685 Route 134, South Dennis, MA 02660 or [townofdenniscpc@gmail.com](mailto:townofdenniscpc@gmail.com) before 4:00 PM on May 3, 2019. Questions may be delivered, mailed or emailed. Written responses will be mailed or emailed to those who have submitted questions.

Frank Dahlstrom (Co Chair) [dahlhaus2@comcast.net](mailto:dahlhaus2@comcast.net) or

Chris Foley (Co Chair) [CFoley1234@comcast.net](mailto:CFoley1234@comcast.net)

CPC Administrative Coordinator (CPC Staff) [townofdenniscpc@gmail.com](mailto:townofdenniscpc@gmail.com)

- Applications may be modified or corrected, in writing, to the CPC, prior to the deadline. The modification must reference the original application.
- The CPC reserves the right to waive any submission requirements whenever that is deemed by the CPC to be in the best interests of the Town of Dennis.
- All applications shall become the property of the Town of Dennis. .
- Any applications received after the deadline shall be disqualified and the applicant will be so notified.
- The Certificate of Non-Collusion (attached) must be signed by the Chief Executive Officer(s) of the applicant organization, and included with the application.

- If the Dennis Town Hall is closed on the deadline, the date for project submissions will be postponed until 4:00 PM on the next regular business day.
- Applications must be submitted according to the guidelines defined herein. Selection of the successful applicant(s) will be based on evaluation and analysis of the information and materials required.
- Following submission of the written application, qualified applicants will be invited to make oral presentations to the CPC. Dates for these presentations to be determined.

## **II. APPLICATION REQUIREMENTS**

Application must be formatted in the order shown below, and must include all details as listed that are applicable to the project. If there is no information applicable, it should be listed and referred to as “not applicable (NA).” Failure to do so may result in the application being returned to the applicant. **NOTE: ALL PAGES MUST BE NUMBERED.**

### **SYNOPSIS**

1. Project Title
2. Organization Name
3. Amount Requested from CPA funds
4. Purpose (Open Space, Historic Preservation, Community Housing, Recreation)
5. Project site(s)/location. As applicable, include tax map, parcel with site highlighted, acreage, and zoning district.
6. Synopsis of Project. This section is to be no more than one page in length and, if necessary, will be used by the CPC as a project description for public use (*press releases, etc.*).

### **APPLICANT INFORMATION**

7. Project Title
8. Organization Name
9. Address (street and post office box), Telephone, Fax, E-mail, Website
10. Federal Tax Identification Number
11. Primary Contact Person(s) & Secondary Person (titles, telephone numbers, and e-mail addresses)
12. Primary Contact Person & Secondary Person who can approve and receive the funds (titles, telephone numbers, and e-mail addresses)

### **APPLICANT BACKGROUND**

13. Brief applicant history
14. Names of governing board, trustees or directors
15. Summary of comparable projects completed

### **PROJECT INFORMATION**

16. Project Concept
17. Project Goals / Objectives
18. Describe any legal issues, ramifications, impediments about this project, if any.
19. Describe how this Project accomplishes the goals and objectives of the CPA
20. Describe how this Project is relevant to the current and future needs of Dennis

21. Describe how this Project relates to the Dennis Local Comprehensive Plan (available on the Town of Dennis website at <https://www.town.dennis.ma.us/planning-department/pages/comprehensive-plan>, in the Dennis Planning Office, and in the Dennis Public Library)

### **PROJECT IMPLEMENTATION & BUDGET**

22. Total CPA Funding Request
23. A Financial Plan, which must include - a line item project budget
24. Evidence of interest from potential lenders
25. List of funding source(s), include private/public/in-kind
26. For Community Housing Projects, a “sources and uses of funds” exhibit

### **SUPPORT DOCUMENTS**

27. Letters of support from community organizations or other such sources (no more than five)
28. References (no more than three)
29. Other relevant materials specific to the Project
30. Copy of most recent US Income Tax Form 990, where appropriate
31. Certificate of Non-Collusion (Provided herein)

## **III. PROJECT OBJECTIVES**

CPA funds will be awarded only to projects that meet one or more of the following criteria:

### **OPEN SPACE**

- Protects water supply/aquifer; protects or borders wetlands; linkage with existing conservation lands; wildlife preserve/plant habitat; open visible space along roadway; “pocket park” in built-up area; enhances or creates a scenic vista; preserves a threatened resource.

### **COMMUNITY HOUSING**

- Reuses existing buildings; involves construction of new buildings on a previously developed site; maintains character of existing neighborhoods; increases number of units in affordable housing inventory; promotes/maintains diversity in housing stock.

### **RECREATION**

- Acquires land suitable as is for recreation; creates recreational facilities (no stadiums, gymnasiums, etc.); preserves or restores existing recreational facilities (no maintenance).

### **HISTORIC PRESERVATION**

- Long-term historical significance, preserves a significant historical feature; available for public use; has long-term, multi-generational benefits.

*Reminder to all applicants, CPA funds may not be used for maintenance.*

## **IV. APPLICATION EVALUATION, AWARD PROCEDURE & DISBURSEMENTS OF FUNDS EVALUATION**

The CPC will evaluate applications according to the following criteria:

- Applicability to goals and objectives of the CPA

**APPLICATION FOR DENNIS COMMUNITY PRESERVATION FUNDS CALENDAR YEAR 2019**

- Suitability as it relates to the current and future needs of the Town of Dennis
- Availability of leveraged funds
- Implementation plan including budget and execution timeline
- Relevant experience of the Applicant and Applicant's staff and others involved in the Project
- Management of prior Community Preservation Grants
- Quality of grant application
- Diversity of programs/services offered

***All applicants will be notified of the CPC's decisions in writing.***

The CPC will draft Warrant Articles for the Fall Town Meeting. Applicants shall be available to assist the CPC with presentations to the Board of Selectmen, the Finance Committee and Town Meeting. Upon successful passage, each applicant will be assigned a CPC Liaison.

After the approval of the article at Town Meeting, and the successful completion of necessary CPC documentation and agreements, work may commence on a Project. Any project expenses incurred prior are the sole responsibility of the Applicant. To receive disbursements from the CPA funds, the Applicant, in conjunction with the CPC Liaison, must complete Project Status Reports. The CPC Liaison will be required to present all pertinent information to the CPC at regularly scheduled meetings. Funds will be disbursed according to the terms of the grant contract and/or agreement.

***CERTIFICATE OF NON-COLLUSION***

*The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.*

*Chief Executive Officer(s):*

|                     |                     |             |
|---------------------|---------------------|-------------|
| _____               | _____               | _____       |
| <i>Name (print)</i> | <i>Name (print)</i> |             |
| _____               | _____               | _____       |
| <i>Signature</i>    | <i>Title</i>        | <i>Date</i> |
| _____               | _____               | _____       |
| <i>Signature</i>    | <i>Title</i>        | <i>Date</i> |

***APPLICATION SUBMITTED BY:***

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: (if more than one) \_\_\_\_\_

Signature: \_\_\_\_\_