



S E E K O N K
Community Preservation Committee

Town of Seekonk
Community Preservation Committee
Guidelines for Project Submission

- Each project request must be submitted to the Community Preservation Committee using the project application summary form as a cover sheet. Application must be submitted in eleven (10) multiple copies.
- Request must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.
- Obtain quotes for the project costs wherever possible. If not available, estimates may be used provided the basis of the estimate is fully explained. If the request is part of a multi-year project, include the total project cost and allocations.
- For applicants that have multiple project requests, please prioritize the projects requests.
- Request must be received within 90 days prior to town meeting to be considered for recommendation at the annual fall Town Meeting.
- Applicants will be asked to attend a CPC meeting to answer questions and discuss the project.

Please keep in mind that there are legal limitations to the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found on the town's website at [www. Seekonk.info](http://www.Seekonk.info). The Committee can be reached through CPASseekonk@gmail.com. If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to submit an application so the Committee can determine eligibility.

Please submit the Project Application Summary Form and accompanying documentation to:

Seekonk Community Preservation Committee

Town of Seekonk

100 Peck St.

Seekonk, MA 02771

Town of Seekonk
Community Preservation Committee
Application Process

STEP 1: Complete Current Fiscal Year CPA Project Submission Application.

Submit completed application and all supporting documents (10 copies of all) to:

Seekonk Community Preservation Committee

Town of Seekonk

100 Peck St.

Seekonk, MA 02771

É**Application deadline is no later than 120 days prior to the spring and fall town meeting.** However, the Seekonk Community Preservation Committee may accept late applications after this deadline, for emergency or other appropriate reasons, solely at the Committee's discretion.

ÉApplicant will be notified of receipt of application by return of "Receipt of Application Form" at end of this application. Applicant must provide a stamped, self-addressed envelope.

STEP 2: COMMUNITY PRESERVATION COMMITTEE REVIEW AND PUBLIC COMMENT

A. Application Review: The Seekonk Community Preservation Committee (CPC) will review applications as submitted to determine whether:

ÉApplication is complete. This includes both General Application and Project Application

ÉProposed projects are eligible for Community Preservation funding.

ÉProposed projects meet the General Selection Criteria requirements outlined in this packet.

ÉProposed projects are sufficiently developed in terms of their work plan and merit further consideration.

Applicants will be notified if additional information is required. Failure to respond to requests for additional information will eliminate proposal from consideration.

B. The Committee reserves the right to reject any and all proposals if it believes that such rejection is in the best interests of the Town of Seekonk.

C. The Committee may ask to meet with the applicant(s) or its representatives at a Committee Meeting, to discuss their applications. The Committee may ask for further information from the applicant(s) or to schedule a site visit.

D. Public Comment: Applicants chosen for consideration will be given an opportunity at a public hearing to present the project and to respond to questions from the CPC and the public. Applicants or their representatives must be present at this public hearing.

E. Following the public hearing(s) the CPC will make its final funding recommendations to the Board of Selectmen in the form of warrant articles to be voted on at the next Annual Town Meeting.

F. Submissions may be modified, corrected or withdrawn only by written notice, received by the CPC prior to the last public hearing held before upcoming Town Meeting. The notice must reference the original proposal.

G. Applicants will be notified in writing if their submission is to be recommended favorably to Town Meeting, by the Committee or if it will not be recommended. The CPC will draft the appropriate Warrant Articles for Town Meeting; however, applicant(s) should expect to aid the CPC in preparing its information about the project in advance of Town Meeting.

STEP 3: TOWN MEETING APPROVAL

Town Meeting has the final authority to award funds from Seekonk Community Preservation Fund. A majority vote is required to approve funding; a two-thirds vote is required for borrowing. An applicant(s), or their representative, of a project that is to be recommended by the CPC to Town Meeting will be required to attend Town Meeting to respond to questions, aid in the presentation or present information about the proposed project.

STEP 4: FUNDING AWARD

A. Applicants will be notified in writing as to the status of their application within four (4) weeks after the end of the Town Meeting, which carried the corresponding article for their application.

B. Funding for Town Meeting approved projects will be available following Town Meeting.

C. Project milestones will be established for all Town Meeting approved projects. Periodic status reports will need to be filed according to a schedule agreed to by the applicant and the CPC. These milestones will guide the release of funds to successful applicants.

D. Funds are awarded on a disbursement basis. In order to receive disbursement funds, the applicant must submit an invoice (that includes your organization's tax ID number) and receipts of expenditures. The CPC will supply the successful applicants with a detailed memo describing the complete award process, which adheres to the guidelines of Massachusetts Procurement Law.

E. All allocated but unexpended funds will be returned to the Community Preservation Act Funds on or before June 30 of the funded fiscal year.

F. Before July 1 of the funded fiscal year all successful applicants for the purchase of a real property interest with monies from the Community Preservation Fund must have on file with the CPC a copy of either an appropriate historic preservation restriction, affordable housing restriction or open space restriction running in favor of an entity authorized by the Commonwealth to hold such a restriction for expenditures of said

resources, meeting the requirements of Chapter 184 of the General Laws pursuant to section 12 of the Community Preservation Act. In short, the applicant should be aware that appropriate deed restrictions on the proposed project would be necessary to obtain funding. These restrictions will be on the warrant article along with the proposed CPC project. It is the ultimate decision of the Committee to accept or reject this exemption from a deed restriction.

G. The applicant is advised that there may be additional legal and regulatory requirements, including but not limited to Massachusetts General Law, Chapter 44B and the applicable Department of Revenue Regulations, that need to be met before funds are disbursed.

STEP 5: USE OF FUNDS

A. CPA monies are public funds raised from dedicated Seekonk tax revenues and from State subsidies to the Town. Therefore, projects financed with CPA funds must comply with all applicable State and Town requirements, including the State procurement law, which requires special procedures for the selection of products, vendors, services and consultants. Applicants must be aware that laws differ by town and must be abided by. For Example: Purchases over \$5,000 require the solicitation of at least three quotes. Purchases over \$25,000 require the publication of invitations for bids or requests for proposals. Contracts for goods and services must be awarded to the lowest qualified bidder, which may be someone other than who assisted the applicant with a project application. Project purchases cannot be split to avoid the State procurement laws. Non-Profit entities are not subject to the procurement laws of the Commonwealth of Massachusetts.

B. Funds may only be spent on items listed on the submitted budget within the approved application. All changes to budgets must be approved by the CPC first. Funding from the CPC may not be used to replace, or free up for any other use, alternate funds or revenue sources.

C. Applicants must note the CPC as a funding source for their project. This notation must appear on any materials involving this project (i.e. press release, brochures, etc.) In order for Seekonk citizens to see the result of their tax funding, CPA signage shall be displayed on the property until the completion of the project.

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

DEFINITION	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
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	Yes	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

Town of Seekonk
 Community Preservation Committee
 General Application

Application year _____

Submitter Name _____

Phone _____

Submitter email address _____

Group or Committee Affiliation (if any) _____

Current Owner _____

Project Name/Location _____ Date Submitted _____

Plat _____ Lot _____ Book _____ Page _____

Project Purpose (select all that apply)

Open Space Community Housing Historic Recreation

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
Total			

A. Project Criteria

Yes No Unknown

1. Does the project provide for the following(supporting documentation required):
 - a. Does the project fit the "Allowable Spending Purposes" form?
 - b. Preserve the essential character of the town as described in the town master plan.
 - c. Preserve or create open space
 - d. Save resources that would otherwise be threatened
 - e. Can be implemented expeditiously ?

The Seekonk Community Preservation Committee will give preference to proposals that address as many of the above general criteria as possible.

For Community Preservation Committee Use:

Form received on: _____

Project Presented to CPC on: _____

Reviewed by: _____

Determination: _____

Town of Seekonk
Community Preservation Committee
Application for Open Space Project

Application year _____

Project Name/Location _____

Date Submitted _____

Plat _____ Lot _____ Book _____ Page _____

A. Project Criteria

Yes No Unknown

Does the project provide for the following:

- a. Permanently protect wildlife habitat
- b. Have the ability to promote biodiversity
- c. Contain a variety of habitats
- d. Preserve habitat for threatened or endangered species
- e. Provide opportunities for passive recreation
 - f. Protect or enhance wildlife corridors
 - g. Provide for or promote connectivity of habitat
- h. Prevent fragmentation of habitat
- i. Provide connections or create potential trail linkages
- j. Preserve scenic views and road borders
- k. Provide for the control or storage of flood waters
- l. Contain or border wetlands, vernal pools, ponds or river front areas
- m. Benefit initiatives of town master plan
- n. Provide a buffer for previously protected open space
- o. Has historical significance or resources
- p. Protects the town's drinking water supply
- q. Preserves lands for agricultural uses

B. Project Description (use additional sheets as needed)

1. Describe the overall condition of the project parcel.

2. Describe how the project will contribute to the quality of life in Seekonk.

3. In your words describe why this project should be submitted to town meeting for approval.

C. Project Funding

In addition to the request for CPA funds, what other source of funding might be provided?

	Amount	Percent of Project
a) Private	_____	_____
b) Town funds	_____	_____
c) Grant in aid	_____	_____
d) Other type of grant	_____	_____
e) Federal	_____	_____
f) State	_____	_____
g) Other (describe)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Town of Seekonk
Community Preservation Committee
Application for Historic Preservation

Application year _____

Project Name/Location _____ Date Submitted _____

Plat _____ Lot _____ Book _____ Page _____

A. Project Criteria

Yes No Unknown

1. Does the project provide for the following:
 - a. Protect architectural or archaeological resources
 - b. Preserve architectural or archaeological resources
 - c. Restore architectural or archaeological resources
 - d. Rehabilitate architectural or archaeological resources
 - e. Has this project been deemed of significance by the historical commission.
 - f. Are any of the proposed historical resources threatened
 - g. Are any of the proposed historical resources town owned
 - h. Is the historic resource on the National Historic Register.
 - i. Is the historical resource on the Seekonk Historical Commission Asset Survey
 - j. Is the historical resource eligible for the State or National Historic Register
 - k. Will the project support adaptive reuse
 - l. Will the project demonstrate a public benefit

B. Project Description (use additional sheets as needed)

1. Describe in detail how the project will protect, preserve, or restore the proposed site.

2. Describe how the project will contribute to the quality of life in Seekonk.

3. In your words describe why this project should be submitted to town meeting for approval.

C. Project Funding

In addition to the request for CPA funds, what other source of funding might be provided.

	Amount	Percent of Project
a) Private	_____	_____
b) Town funds	_____	_____
c) Grant in aid	_____	_____
d) Other type of grant	_____	_____
e) Federal	_____	_____
f) State	_____	_____
g) Other (describe)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Town of Seekonk
Community Preservation Committee
Application for Recreation

Application year _____

Project Name/Location _____ Date Submitted _____

Plat _____ Lot _____ Book _____ Page _____

- | A. Project Criteria | Yes | No | Unknown |
|--|-----|----|---------|
| 2. Does the project provide for the following: | | | |
| a. Support multiple active and passive recreation uses | | | |
| b. Serve a significant number of town residents. | | | |
| c. Expand the range of recreational opportunities to all ages | | | |
| d. Promote the creation of new trails for passive recreation | | | |
| e. Benefit initiatives of the Town Master plan | | | |
| f. Sustain usability of facilities that are detrimentally impaired | | | |
| g. Benefit initiatives of passive recreation | | | |
| h. Create hiking, biking, or cross country trails | | | |

B. Project Description (use additional sheets as needed)

1. Describe in detail how the project will create additional recreation facilities that meet the needs of the town.

2. Describe how the project will contribute to the quality of life in Seekonk.

3. In your words describe why this project should be submitted to town meeting for approval.

C. Project Funding

In addition to the request for CPA funds, what other source of funding might be provided?

	Amount	Percent of Project
h) Private	_____	_____
i) Town funds	_____	_____
j) Grant in aid	_____	_____
k) Other type of grant	_____	_____
l) Federal	_____	_____
m) State	_____	_____
n) Other (describe)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Town of Seekonk
Community Preservation Committee
Application for Community Housing

Application year _____

Project Name/Location _____

Date Submitted _____

Plat _____ Lot _____ Book _____ Page _____

A. Project Criteria

Yes No Unknown

Does the project provide for the following:

- a. Contribute to the goal of maintaining 10% affordable housing
- b. Conforms to Town Master plan
- c. Promotes a socioeconomic environment that encourages diversity
- d. Provide housing that is harmonious with the surrounding community
- e. Intermingle affordable and market rates that exceed state levels
- f. Ensure long term affordability
- g. Promote use of existing building
- h. Promote construction on previously developed sites
- i. Promote the use of town owned property
- j. Convert market rate to affordable rate units
- k. Give priority to town residents
- l. Give priority to town employees
- m. Give priority to employees of town businesses

B. Project Description (use additional sheets as needed)

1. Describe in detail how the project will contribute to achieving 10% affordable housing in town.

2. Describe the type of units that are proposed in the project. Be as detailed as possible.

3. In your words describe why this project should be submitted to town meeting for approval.

C. Project Funding

In addition to the request for CPA funds, what other source of funding might be provided.

	Amount	Percent of Project
a) Private	_____	_____
b) Town funds	_____	_____
c) Grant in aid	_____	_____
d) Other type of grant	_____	_____
e) Federal	_____	_____
f) State	_____	_____
g) Other (describe)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Definitions

"Acquire", obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

"Annual income", a family's or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

"Community housing", low and moderate income housing for individuals and families, including low or moderate income senior housing.

"Community preservation", the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic resources and the creation and preservation of community housing.

"Community preservation committee", the committee established by the legislative body of a city or town to make recommendations for community preservation, as provided in section 5.

"Community Preservation Fund", the municipal fund established under section 7.

"CP", community preservation.

"Historic resources", a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

"Legislative body", the agency of municipal government which is empowered to enact ordinances or by-laws, adopt an annual budget and other spending authorizations, loan orders, bond authorizations and other financial matters and whether styled as a city council, board of aldermen, town council, town meeting or by any other title.

"Low income housing", housing for those persons and families whose annual income is less than 80 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development.

"Low or moderate income senior housing", housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

"Maintenance", the upkeep of real or personal property.

"Moderate income housing", housing for those persons and families whose annual income is less than 100 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development.

"Open space", shall include, but not be limited to, 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.

"Preservation", protection of personal or real property from injury, harm or destruction, but not including maintenance.

"Real property", land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

"Real property interest", a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

"Recreational use", 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. "Recreational use" shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

"Rehabilitation", the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.