

## **COMMUNITY PRESERVATION ACT FREQUENTLY ASKED QUESTIONS (FAQ's)**

### **What is the history of the Community Preservation Act in Beverly?**

In the November 2012 election Beverly voters adopted the Community Preservation Act (CPA). The CPA establishes a local, dedicated fund for the purpose of undertaking open space, historic preservation, community housing, and outdoor recreation projects. The fund is financed by a property tax surcharge along with annual disbursements from a statewide CPA Trust Fund. Beverly adopted the CPA at a rate of 1%, with exemptions for the first \$100,000 of residential property value, for qualifying moderate-income seniors, and for low and moderate-income households.

### **What is the Community Preservation Committee?**

After adoption of the CPA the nine-member Beverly Community Preservation Committee (CPC) was formed with the passage of a local ordinance. Six of the nine members on the CPC represent specific City committees. Three members are considered "at-large" and are approved by the City Council. The CPC is responsible for implementing Beverly's CPA, including accepting and reviewing funding applications, and making funding recommendations to the City Council. After receiving the CPC's recommendations, the Beverly City Council schedules a public hearing, reviews project proposals and public comments, and makes final funding recommendations.

### **In this ninth year of the CPA in Beverly, how much funding is available for new project?**

On average, CPA revenue is approximately \$900,000 annually. Ten percent (10%) of the annual revenue must be set aside in each of three CPA project categories: Open Space, Historic Preservation, and Community Housing. This set aside funding can only be used for eligible projects within that specific category. The remaining seventy percent (70%) is placed in a general reserve account and can be used for projects in any of the three aforementioned categories, as well as for outdoor recreation projects. As of the writing of this document, the FY22 CPA budget has not been officially accepted by the Beverly City Council. The proposed FY22 budget estimates approximately \$1.2 million in CPA funds.

### **Who can apply for CPA funding and what types of projects are eligible?**

Anyone can apply for CPA funding so long as the proposed project falls within one or more of the defined CPA project categories (i.e. Open Space, Historic Preservation, Community Housing, and/or Recreation) and within one or more of the defined allowable project

purposes for that category (i.e. Acquisition, Creation, Preservation, Support, and/or Restoration/Rehabilitation). Please refer to the “Community Preservation Fund Allowable Spending Purposes” chart in Section II of this document for a complete listing of allowable uses for CPA funds. This chart can also be found on the City of Beverly’s Community Preservation Committee web page.

Please note that if the project location is owned or controlled by someone other than the applicant, the applicant **must** provide documentation that demonstrates the commitment and support of the person or entity holding site control in order for the project to be deemed eligible for CPA funding.

### **How do I apply?**

The Beverly Community Preservation Committee has established a two-step application process:

#### **Step 1: CPA Project Eligibility Pre-Application**

This brief pre-application form will introduce your proposal to the CPC so it may determine the project’s eligibility for CPA funding. Projects that are deemed eligible will be invited to submit the more detailed CPA Project Funding Application.

#### **Step 2: CPA Project Funding Application**

The detailed project funding application and supporting documentation will provide the CPC with more information about your project, including the project’s goals, feasibility, budget, and timeline. This information assists the CPC in making CPA funding recommendations to the Beverly City Council.

Throughout the process, applicants will be invited to discuss their proposed project with the CPC and may be asked to provide additional information or to answer questions that arise during Steps 1 or 2 of the process.

### **How are projects selected for funding?**

Projects that have been determined eligible will be invited to submit a full funding request application. The CPC will evaluate projects using the General and Category Specific Evaluation Criteria found in Section III of this document. These evaluation criteria can also be found on the City of Beverly’s Community Preservation Committee web page.

Please note that a determination of project eligibility in Step 1 of the process does not guarantee that CPA funding will ultimately be awarded to the project. The CPC may also recommend partial funding for proposed projects in some cases.

### **For Historic Preservation projects, how do I know if my property is historic?**

According to the CPA law, proposed projects under the Historic Preservation category must be either listed in the State Register of Historic Places, or determined by the Beverly Historic District Commission (HDC) to be significant to the history, archaeology, architecture or culture of Beverly.

Applicants proposing a project in the Historic Preservation category must apply for a Determination of Historical Significance to the Beverly Historic District Commission (HDC) unless such a Determination has been obtained in the past. The HDC's "Application for a Determination of Historic Significance" may be found here:

<https://www.beverlyma.gov/483/Historic-District-Commission>

Note too that for Historic Preservation rehabilitation/restoration projects, work must comply with the U.S. Secretary of the Interior's Standards for Rehabilitation. For more information visit: <https://www.nps.gov/tps/standards.htm>

For the 2021-2022 CPA funding round, the HDC application deadline for Historic Preservation projects **not** previously reviewed by HDC is October 19, 2021, with the application to be taken up at the HDC October 28, 2021 meeting. If the property/ item in question is determined by the HDC to have historical significance, this notice must be submitted to the CPC no later than Noon on November 18, 2021.

### **What is required if my project is approved for CPA funding?**

If your project is approved for CPA funding, you must agree to and sign a Memorandum of Understanding (MOU), which will outline the details, terms, and conditions of your project award. The MOU will include specific information and requirements related to the CPA award amount, project budget and non-CPA funding sources, the disbursement of CPA funds, interim and final project reports and deadlines, and on-site signage and acknowledgement of CPA funding during and after project completion.

If the property is owned or the project must be managed by the City of Beverly or another public entity, then Massachusetts General Laws related to procurement (purchasing) and federal health and labor standards apply. Please see Section VI. of this document, entitled "Massachusetts Office of the Inspector General" for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.