



**City of Beverly**  
**Community Preservation Committee**  
 c/o Planning and Development Department  
 Beverly City Hall, 191 Cabot Street  
 Beverly, MA 01915

Staff Contact: Denise Deschamps Email: [ddeschamps@beverlyma.gov](mailto:ddeschamps@beverlyma.gov) Phone: 978-605-2356  
 CPC Website: [www.beverlyma.gov/boards-commissions/community-preservation-committee/](http://www.beverlyma.gov/boards-commissions/community-preservation-committee/)

**2020-2021 CPA PROJECT FUNDING APPLICATION**

**Deadline:** Ten double-sided copies and one electronic copy in PDF format of the application and supporting materials must be submitted on or before **Noon on Tuesday January 12, 2021** to the address above.

**Section 1: General Information**

**Project Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Project Location/Address:** \_\_\_\_\_

<b>Name of Applicant:</b> _____ <b>Organization:</b> _____ <b>Contact Person:</b> _____ <b>Mailing Address:</b> _____ <b>Telephone:</b> _____ <b>Email:</b> _____	<p align="center"><b><u>IF DIFFERENT FROM APPLICANT</u></b></p> <b>Name of Owner:</b> _____ <b>Mailing Address:</b> _____ <b>Telephone:</b> _____ <b>Email:</b> _____
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**Section 2: CPA Project Category and Purpose**

Please CHECK all CPA Categories and Purposes that you believe apply to this project. Refer to the “Community Preservation Fund Allowable Spending Purposes” chart for definitions of CPA eligible project categories and purposes:

CPA CATEGORY - OPEN SPACE	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration**

CPA CATEGORY - RECREATION	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - HISTORIC RESOURCES	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Rehabilitation/Restoration

CPA CATEGORY - COMMUNITY HOUSING	
PURPOSES:	
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Creation
<input type="checkbox"/>	Preservation
<input type="checkbox"/>	Support
<input type="checkbox"/>	Rehabilitation/Restoration**

*\*\*If acquired with CPA funds*

### Section 3: Budget and Funding Request Summary Information

Total Project Cost: \$ \_\_\_\_\_ CPA Funding Request: \$ \_\_\_\_\_

CPA Funding Request as percentage of Total Project Cost: \_\_\_\_\_

### Section 4: Project Narrative

Please attach a detailed project narrative that addresses each of the following items. The narrative should not exceed 5 typed pages. Double-sided copies would be appreciated. The Community Preservation Fund Allowable Spending Purposes Chart and General and Category Specific Evaluation Criteria can be found in the 2020-2021 CPA Round 8 Application Process Information and Instructions document.

- a. **Project Description and Goals:** Please provide a thorough description of the project. What will the project accomplish? What goals will the project achieve?
- b. **CPA Eligibility:** Please describe how the project complies with the project categories and purposes you selected in Section 2. Please refer to the “Community Preservation Fund Allowable Spending Purposes” chart for definitions of CPA eligible project categories and purposes.
- c. **General and Category Specific Evaluation Criteria:** Please identify the General and Category Specific Evaluation Criteria that this project addresses. Briefly describe how your project addresses the criteria you have identified. Preference will be given to proposals that address multiple criteria.
- d. **Community Need and Public Benefit:** Please describe why the project is needed and how the community will benefit from this project. When developing your answer consider who in the community will directly benefit from the completed project and what resources will be protected because of this project.
- e. **Applicant/Organization Background:** Please provide a brief description of the applicant/organization’s profile and project history. Explain the applicant/organization’s ability and capacity to undertake and successfully execute the project. Where possible, highlight other projects of a similar scope and scale that the applicant/organization has successfully implemented.
- f. **Project Partners:** Please identify any partners involved in this project and describe the specific role the partner will play. Please attach commitment letters from funding partners, including in-kind service providers.
- g. **Public Support:** Please describe any public support or endorsements the project has received from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members. Please attach letters of support or endorsement to demonstrate the public support you have described. Preference will be given to proposals that can demonstrate community support.
- h. **Site Control:** Do you as the applicant/organization currently own or control the project location?
  - **If yes,** please affirm control of the site in the project narrative and attach documentation that demonstrates ownership or control of the project location (*e.g.* Purchase and Sale Agreement, option, deed).
  - **If no,** please describe in detail the Owner’s role and responsibilities related to this project. If the applicant/organization does not have site control, the Owner must co-sign the application and provide a written and signed confirmation of their project role and responsibilities.

*[NOTE: 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 refer to Section VI. in the 2020-2021 CPA Round 8 Application Process Information and Instructions document for detailed information. It is important to understand these requirements as they may impact your budget and project schedule.]*

- i. **Feasibility:** List and explain all actions or steps that will be required for completion of the project (e.g. 21E environmental assessments; zoning, planning board, conservation commission permits and/or approvals; easements or restrictions; subordination agreements; etc.).
- j. **Maintenance and Long-Term Preservation:** What type of ongoing maintenance and upkeep will be required once the project is complete? Please identify the individual or entity that will be responsible for these activities and include detailed maintenance costs, if applicable, and funding and revenue sources, if any. Explain any specific guarantees that will assure long-term preservation of the project.
- k. **Maps and Visual Materials:** Please attach plans, maps, photos, architectural drawings, specifications, or any other visual aids to help describe the project to the Committee (e.g. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans, etc.).

## Section 5: Project Budget

Please complete the **Project Budget Form** on Page 5 of this application.

- Under “Sources of Funding” identify all sources of funding you are pursuing for this project. Indicate the amount and status of each identified funding source (i.e. secured, requested, in-kind), including CPA funding.
- Please attach award letters, notifications, or letters of commitment for secured funding sources and in-kind service providers.
- Under “Itemized Project Expenses” itemize all expenses associated with the project. Identify the amount of each expense and indicate if CPA funds will directly fund that expense.
- “Total Project Funding” should match “Total Project Cost”.
- It is IMPORTANT to attach supporting documentation to substantiate identified costs. Applicants must obtain and attach **professionally prepared quotes** for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.
- For Community Housing projects please also submit a development budget and a “sources and uses” budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

## Section 6: Project Schedule

Please complete the **Project Schedule Form** on Page 6 of this application.

- Identify and describe each significant step of the project, noting all project milestones, the date on which the step of the project will commence, and the anticipated project completion date.

**Section 7: Additional Information**

If applicable and appropriate, additional information or supporting documentation should also be attached. If supporting documents total 10 pages or more, an electronic copy (PDF) of said documents must be provided. Supplemental information may include, but not be limited to:

- Natural resource features
- Historic structure report or existing conditions report
- For “Historic Resources” projects ONLY, the applicant must obtain a Determination of Historic Significance from the Beverly Historic District Commission.
- For projects involving construction, restoration, or rehabilitation, please include evidence that appropriate professional standards will be followed.
- Any other information the applicant considers important or useful in the Committee’s evaluation of the proposal.

**Section 8: Required Applicant/Owner Signatures**

I, the applicant, certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO WHICH CPA FUNDING WOULD BE APPLIED THEN THE OWNER MUST ALSO SIGN THIS APPLICATION.

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If Different from Applicant)

**2020-2021 CPA PROJECT FUNDING APPLICATION**  
**Project Budget Form**

**Project Title:** \_\_\_\_\_  
**Applicant Contact Person:** \_\_\_\_\_  
**Applicant Organization:** \_\_\_\_\_

SOURCES OF FUNDING			
Source	Amount	Percentage of Total Project Funding	Status (i.e. secured, requested, in-kind)
Community Preservation Act Fund			
<b>Total Project Funding:</b>	\$		

ITEMIZED PROJECT EXPENSES - TOTAL PROJECT COST		
Expense	Amount*	To be funded by CPA? Y/N <small>Please refer to the "Allowable Spending Purposes" chart</small>
<b>Total Project Cost:</b>	\$	

\* Applicants must obtain and attach **professionally prepared quotes** for project costs whenever possible. If such quotes are not available, a detailed cost estimate may be attached instead, provided that the basis of the estimate is fully and clearly explained.

For Community Housing projects: Please also submit a development budget and a "sources and uses" budget. For home ownership projects, please include an affordability analysis. For housing rental projects, please include a five-year operating budget.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

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**2020-2021 CPA PROJECT FUNDING APPLICATION**  
**Project Schedule Form**

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**Project Title:** \_\_\_\_\_  
**Applicant Contact Person:** \_\_\_\_\_  
**Applicant Organization:** \_\_\_\_\_

Please provide a project timeline below. Identify and describe each significant step of the project, noting all project milestones, the date on which this step of the project will commence, and the anticipated project completion date.

	<b>Estimated Date</b>	<b>Activity</b>
<b>Project Start</b>		
<b>Project Milestone</b>		
<b>50% Completion</b>		
<b>Project Milestone</b>		
<b>Project Completion</b>		

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

*Please feel free to photocopy or recreate this form if more room is needed.*

## Application Materials Checklist

- Completed CPA Funding Application form, including:
  - Project Narrative
  - Project Budget Form
  - Project Schedule Form
  - Applicant's Signature
  - Owner's Signature (If the applicant is not the owner of the property to which CPA funding would be applied)
  
- Supporting Documentation, including but limited to:
  - Professionally prepared quotes for project costs OR detailed cost estimates
  - Commitment letters from funding partners, including in-kind service providers
  - Letters of support or endorsement from community groups, organizations, municipal boards, committees, commissions, departments, and/or individual community members
  - Evidence of Site Control
    - Purchase and Sale Agreement, option, deed; OR
    - Owner's written and signed confirmation describing their project role and responsibilities
  - Maps/Visual Materials, including but not limited to:
    - Plans
    - Maps (USGS topographic map, assessors map, GIS/aerial photo maps)
    - Photos
    - Architectural drawings/Renderings/Design plans
  - Additional Materials, including but not limited to:
    - Historic structure report or existing conditions report
    - For Historic Resources projects - Determination of Historic Significance from the Beverly Historic District Commission -
    - For projects involving construction, restoration, or rehabilitation - Evidence that appropriate professional standards will be followed -
    - For Community Housing projects - Development budget and a "sources and uses" budget.
    - For Community Housing/Home Ownership projects - Affordability analysis
    - For Community Housing/Housing Rental projects - Five-year operating budget