

**TOWN of LANCASTER**  
**COMMUNITY PRESERVATION ACT COMMITTEE**  
**GUIDELINES FOR SUBMISSION -- Fiscal Year 2023**

**GUIDELINES FOR SUBMISSION**

The following guidelines should be utilized in preparing an application for submission to the Lancaster CPA Committee for CPA funding. These guidelines should be used together with the applicable CPA Plan goals, and in conjunction with the "Project Selection Criteria" section of the CPA Plan.

- Each project funding request must be completed and submitted using the CPA Plan "Project Application Form." Additional pages should be added as necessary.
- Project funding applications shall consist of one (1) electronic copy of the completed application including all necessary attachments in PDF format.
- Applications must be received by December 15, 2022. to be considered at the 2023 Annual Town Meeting. Submit to: [CPC@lanasterma.net](mailto:CPC@lanasterma.net).
- Funding requests should only be submitted for projects that can commence upon approval and that can be completed within 5 years of the Town Meeting vote.
- If submitting multiple applications, projects should be submitted in order of priority.
- Applicants should review the state's Community Preservation Act regulations, the town's CPA Committee bylaw (Chapter 17, Article XI), the town's CPA Plan, and the Committee's Project Application Form prior to submitting funding requests.
- Prior to submittal, applicants are encouraged to consult with the Committee, the Planning Department, and their own legal counsel regarding the eligibility of their project under the Community Preservation Act, MG.L. c. 44B.
- Applicants should prepare a detailed project narrative as described in the application instructions. Explain how the project will benefit the Town and its residents, and how it is consistent with CPA Plan's "Guidelines for Submission" and "Project Selection Criteria". Include an implementation plan identifying the major steps or phases for completion of the project as well as the timing and estimated cost of each phase.
- Applicants should prepare an itemized project budget, with details describing each element of the project, major items and stages, as well as its estimated cost. Explain how the CPA funds would be spent and which of the four CPA categories would benefit. Provide an accounting of the project's funding sources and estimated costs for each year that expenditures would occur.
- Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained.
- If necessary, applicants should be prepared to provide their own legal counsel for matters relating to conservation and historic preservation restrictions and/or legal filings.
- Every project proposal involving the rehabilitation of a historic resource should include a quote or detailed cost estimate for certification by a qualified individual that the project as carried out and completed complies with the Standards for Rehabilitation stated in the United States Secretary of the Interior Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68. The qualified individual should be listed on the most recent Preservation Directory compiled by Preservation Massachusetts or have significant experience with United States Secretary of the Interior Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.

- If the funding application is part of a longer-term project that will rely on other existing or anticipated funding sources, including additional future CPA project applications, the applicant should include the total project cost.

In evaluating project proposals, the CPA Committee will use the following factors along with the criteria outlined in the “Project Selection Criteria” section of the CPA Plan to make its recommendation. Applicants should take these factors into consideration when completing the application:

Community Character:

- a) encourage preservation and protection of open space for conservation, recreation, forestry, and/or agriculture
- b) promote/maintain diversity in housing stock
- c) preserve historic resources
- d) re-use existing structures
- e) enhance social, economic, cultural, historical, and natural resources, and their diversity
- f) preserve/revitalize historic centers or districts
- g) acquire/preserve threatened resources
- h) be consistent with Town planning documents
- i) Promote sustainable development principles

Community Impact and Needs:

- a) provide present and future uses
- b) increase/expand outdoor recreational facilities or areas
- c) protect environmental/water resources
- d) address community need/fill void in community
- e) maximize number of people affected/benefiting
- f) address needs of under-served populations
- g) serve multiple needs and populations

Fiscal Impact:

- a) initial cost and total cost
- b) ongoing maintenance or program costs
- c) minimize financial impact on taxpayers
- d) debt commitment
- e) multiple funding sources
- f) revenue generation
- g) feasibility

Other Factors:

- a) degree of urgency
- b) required timeline or impending deadlines
- c) complexity of implementation

For additional information on the CPA statute and how it is being applied in towns across the state, visit the Community Preservation Coalition website at: [www.communitypreservation.org](http://www.communitypreservation.org).

For more information on Lancaster’s Community Preservation activity, visit the CPA Committee’s website at: <https://www.ci.lancaster.ma.us/community-preservation-act-committee>.