

TOWN of LANCASTER
COMMUNITY PRESERVATION ACT COMMITTEE
PROJECT APPLICATION FORM -- Fiscal Year
2024 Submission Due Date: January 15, 2024

Please Note: Prior to submission of a proposal, it is strongly recommended that you contact the Community Preservation Act Committee to discuss eligibility of the project and to ask or answer any questions. CPC Chair, Linnea Lakin Servey can be reached at [**CPC@lanasterma.net**](mailto:CPC@lanasterma.net)

Applicant's Information:

Name:	Submission Date:
Address:	Purpose: (Please select all that apply)
	<input type="radio"/> Open Space
	<input type="radio"/> Affordable Housing
Phone:	<input type="radio"/> Historic Preservation
E-mail:	<input type="radio"/> Outdoor Recreation

Town Committee (if applicable): _____

CPA Project Name: _____

CPA Project Address: _____

Amount of CPA Funding Requested: _____

Project Summary: In the space below, please provide a brief description of the project. Attach any supporting materials such as drawings, photos, maps, etc. Attach additional pages if needed.

Estimated Date for the Start of the Project: _____

Estimated Date for Completion of the Project: _____

Budget Summary: In the table below, please provide a summary of the budget for the project. Include funding sources, total cost estimates and other information that will assist the CPA Committee in its deliberations. Attach additional pages if needed.

Fiscal Year	CPA Funds Request	Other Fund Sources	Total Estimated Cost
2024			
2025			
2026			
2027			
2028			
Total:			

Selection Criteria: The Lancaster Community Preservation Plan has established criteria for selecting appropriate and worthwhile CPA Projects for recommendation to Town Meeting. Those objectives for each type of project are listed in the CPA Plan and are available at:

<https://www.ci.lancaster.ma.us/community-preservation-act-committee>

Please answer as many of the following questions, which are based upon the selection criteria, as possible. Attach additional pages if needed.

1. How does this project benefit or add value to Lancaster?
2. How will this project preserve or enhance Town assets or resources? Is this request to acquire a threatened or endangered asset or resource?
3. How is this project consistent with Lancaster's long-range plans?
4. Will this project serve multiple needs and populations within Lancaster? Will this project assist a currently under-served population?
5. How does this project benefit, protect, or preserve the environment?
6. Is it feasible to complete this project in the year for which funding has been requested? If not, please explain.
7. Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?

Signature of Applicant: _____

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Submission Due Date: January 15, 2024

Submit the completed application to the Lancaster CPA Committee as follows:

- **Application Form:** Complete the two-page project application to the fullest extent possible and sign at the bottom of the second page.
- **Project Summary:** Provide a brief summary of the proposed project that describes its goals and scope as requested in the application. It should be no more than one page in length and provide information suitable for distribution to other Boards, Committees, and Commissions.
- **Budget Summary:** Complete the project budget summary table as requested in the application. Identify funding sources, amounts requested, and total cost estimates for the next five years.
- **Selection Criteria:** Answer all relevant selection criteria questions listed on page 2 of the application as directly and concisely and as possible.
- Send one copy of the complete application in PDF format to: CPC@lancasterma.net.

Attach the following with all applications:

- **Project Narrative:** Expand upon the Project Summary to provide a complete and detailed description of the project and, where applicable, of the property involved as well as its proposed use relative to Community Preservation. Describe how the project will benefit the Town and the citizens of Lancaster. Explain how the project is consistent with the CPA Plan's "Guidelines for Submission" and "Project Selection Criteria." Include an implementation plan discussing the anticipated steps or phases for completion of the project along with the timing and estimated cost of each phase. Attach an additional page if needed.
- **Project Budget:** If needed, provide a more complete and detailed accounting of the project's funding sources and estimated costs for each year that expenditures would occur. Describe how the CPA funds would be spent and which of the four CPA categories would benefit. Explain how administrative costs would be provided for. Attach an additional page if needed.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Cost Estimate:** Professionally prepared appraisal, or professionally prepared quotes or cost estimate (or detailed cost estimate with full explanation by line item with back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Sustainability:** For any project that incorporates sustainable design features, explain how they will reduce environmental impacts by decreasing energy consumption, improving energy or water conservation, preserving vegetation and habitat, or utilizing recycled or recyclable materials.
- **Neighborhood Outreach:** For new development projects, such as new community housing or new recreation facilities, provide evidence that neighbors have been contacted and had an opportunity to comment on the proposed project. Provide documentation describing how the project application is responsive to the neighbors' comments and concerns.
- **Letters of Support:** Applicants are encouraged to seek and attach letters of support from relevant or appropriate individuals and organizations.

- **Maps:** Identify the location of the project using a Town Assessors GIS map. Include any additional maps that may be helpful to describe the proposed site and its immediate surroundings such as a USGS topographical, Mass GIS, or other ariel maps. Nearby features such as roads, rivers, railroads, wetlands, forests or other vegetation, and residential, commercial, or other structures should be shown. Zoning districts for the site and adjacent properties should also be identified and labeled.
- **Photographs:** Provide photographs of the site, building, structure, or other subject for which the application is made.
- **Historic Properties:** For projects involving the Rehabilitation of Historic Properties, please include in the project budget a line item for the confirmation by a qualified professional that the completed work meets the Secretary of the Interior Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68 (also see CPA Plan's Guidelines for Submission and Appendix).

Include the following information, if applicable:

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning regulations that apply to the property in question (ie: district, dimensional, and use regulations).
- Inspection reports.
- 21E reports and other environmental assessment reports.
- Cost estimate for the preparation of baseline documentation and conservation and/or historic preservation restriction.
- Cost estimate for ongoing site monitoring under and potential enforcement of a restriction.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Historic Properties Inventory Form.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful by the Committee consideration of the project.

Notes:

- Following the initial review of all applications, the Community Preservation Committee may request additional or more detailed information from applicants, and further clarifications to the submitted proposals.
- The Committee may request a legal opinion from the applicant to help assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting or as a condition in the award letter.
- Please refer to Lancaster's CPA Plan sections on "Guidelines for Submission" and "Project Selection Criteria." for additional information regarding the CPA Project Application process.