



## TOWN OF WEST STOCKBRIDGE COMMUNITY PRESERVATION COMMITTEE APPLICATION FOR CPA FUNDING

To apply for CPA funding in the Town of West Stockbridge, an applicant must submit a complete application request no later than December 30 at 4p.m. Interested applicants are encouraged to discuss project ideas with the Administrative Assistant and/ or Committee Chairperson to confirm they are eligible projects under the Community Preservation Act.

An electronic application must be submitted no later than 4 p.m. on December 30, 2023, to Administrative Assistant. (Marie Ryan [admin@weststockbridge-ma.gov](mailto:admin@weststockbridge-ma.gov)) It is your responsibility to ensure the application is formatted and sized for e-mail transmittal. Two (2) hard copies have the same due-date and time. Late or incomplete applications will be rejected.

**All applications must be typed.** Handwritten applications will not be accepted. Please limit application material to documents and information specifically relevant to the funding request. Do not include marketing or promotional materials.

The CPC reserves the right to refuse to consider applications that are incomplete and/ or to request additional information of any applicant. All applicants should be aware that awards are subject to all Town of West Stockbridge policies and procedures. All funded projects are also subject to all liens, deed restrictions and other means of security necessary to preserve and secure public benefit.

All encumbrances must be completed in the fiscal year of the project (July1, 2024-6/30/2025), though extensions may be granted by the CPC upon request. We may ask for a 6-month progression report

Prior to applying, applicants should familiarize themselves with the West Stockbridge CPA Bylaw (November 1, 2020).

## **REVIEW AND APPROVAL PROCESS**

The CPC will review all applications and make all decisions during open public meetings. Applicants will be informed of the meetings and are required to attend. For each application step, applicants should be prepared to clearly state their project fits in with other community goals as defined in existing planning documents such as the 2021 Master Plan Survey.

### **All applicants will be reviewed for:**

1. Compatibility with CPA legislation and local CPC plans
2. Completeness of information
3. Impact of project to local community
4. Whether the CPA funds serve as a catalyst for leveraging other funding sources
5. The breadth of impact on the lives of the citizens of the town
6. The economic benefit to the town
7. The long-term benefits to the town
8. The long-term costs to the town if action is not taken
9. Urgency of the project
10. Any other factors that may be relevant to a specific project.

After review, the Committee will recommend projects to the Town Meeting for funding. Applicants, the Select Board, and the Finance Committee will be notified of the decisions no later than March 1, 2024. The final decision to fund or not fund a project recommended by the Committee is in the hands of town voters at the May 2024 Town Meeting.

Non-municipal project applicants whose projects are funded by Town Meeting will be expected to enter a contract with the Town of West Stockbridge that will govern the project scope, timeline, deliverables, payment amount and timing, insurance and other special conditions as may be required. The committee may withhold some or all funds until applicable permit and approvals are in place. Committee may also require performance or completion bonds and may withhold funds for nonperformance.

In unusual cases, the CPC may vote to accept applications requiring consideration outside of the normal funding cycle. Potential applicants who believe their specific circumstance call for this action may contact the Administrative Assistant and CPC Chair to discuss the potential submission of an off-cycle application.

**TOWN OF WEST STOCKBRIDGE  
COMMUNITY PRESERVATION COMMITTEE  
APPLICATION FOR CPA FUNDING**

Date Received (office use only) \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Brief Project Description (Attach up to one additional page if necessary)

Amount of CPA funding to be requested: \_\_\_\_\_

The property is current with all payments to the town (taxes, water/sewer bills, etc.): \_\_\_\_\_

Property Owner:

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If the Owner is different from the Applicant, you must include a letter signed by the Owner giving permission to apply for funds for the specified project on the Owner's property.

**In the following chart, mark the box(es) which best describe your project.**

Boxes indicating "NO" are not CPA eligible activities.

Application Form

<b>Allowable Uses Chart</b> Check applicable category to the right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>OPEN SPACE</b>	<b>HISTORIC RESOURCES</b>	<b>RECREATIONAL LAND</b>	<b>COMMUNITY HOUSING</b>
<b>Definitions</b> (G.L. c. 44B, §2)	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	Building, structure, vessel, real property, document or artifact listed 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, 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 <u>not</u> 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.
<b>ACQUISITION</b> Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L.c. 44B.	YES	YES	YES	YES
<b>CREATION</b> To bring into being or cause to exist. <i>Sedeman v. City of Newton</i> , 452 Mass. 472 *200*)	YES	NO	YES	YES
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction.	YES	YES	YES	YES
<b>SUPPORT</b> Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to entity that owns, operates or manages such housing, for the purpose of making housing affordable.	NO	NO	NO	YES, INCLUDES FUNDING FOR COMMUNITY'S AFFORDABLE HOUSING TRUST.
<b>REHABILITATION AND RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties.	YES, IF ACQUIRED OR CREATED WITH CP FUNDS.	YES	YES	YES, IF ACQUIRED OR CREATED WITH CP FUNDS

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COMMUNITY PRESERVATION COMMITTEE  
APPLICATION FOR CPA FUNDING**

Date Received (office use only) \_\_\_\_\_

This application contains thirteen (13) questions which must be answered by ALL applicants. Category specific projects must also answer the specific category sections provided. If your project can be categorized into multiple CPA categories, you must provide responses to ALL pertinent category specific questions.

You may attach additional sheets as necessary to answer the numbered questions. Please clearly organize and mark your additional sheets for the Committee's review with your project name, contact information, and headings indicating which questions and category of project you are referencing in your narrative sheets. Please include page numbers.

Address: \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

Deed Book/Page \_\_\_\_\_/\_\_\_\_\_

1. Existing use or deed restrictions, permanent easements, historic designations, special permits, etc. if any:
2. Project Budget (list all sources and uses, including grants, fundraising, etc.)  
Attach additional budget sheets or project budget, as necessary. Include project management, oversight, engineering, and administrative costs that may be incurred.
3. Timing of funds: Describe when CPA Funds and other funding sources are to be received.
4. Proposed use or Deed Restrictions after Project Completion (in accordance w/CPA rules):
5. Describe the project team:

6. Additional information: Attach, as necessary material including photographs, maps, letters of support, feasibility studies, ownership letters or site control verification, engineer, or architect drawings.

For Historic Preservation projects, if the project is not state register listed, the applicant must provide a letter from the Historical Commission which details the significance of the project to West Stockbridge's history, culture, architecture, or archeology.

7. In what way is CPA Funding a catalyst for leveraging other funding sources?
8. What is the breadth of impact on the lives of the citizens of the Town?
9. What is the economic benefit to the Town?
10. What is the long-term benefit to the Town?
11. What is the long-term cost to the Town if action not taken?
12. What is the urgency of the project?
13. Explain any other factors which may be relevant to your specific project.

## COMMUNITY HOUSING PROJECTS

(Only Community Housing projects must fill out this section)

1. Please explain how this community project meets CPC goals, and goals expressed in other community planning documents.

2. Please identify Affordability level(s):

_____ % of area median income	no. of units _____
_____ % of area median income	no. of units _____
_____ % of area median income	no. of units _____

3. Please describe any additional aspects to the project, including existing site conditions, remediation, permitting, zoning regulations, whether it is the adaptive reuse of an existing building or site, whether the site is close to the community services (such as schools or transportation) etc. and how your project will address these:

## **HISTORIC PRESERVATION PROJECTS**

(Only Historic Preservation projects must fill out this section)

1. Clearly describe how the project meets Historic Preservation goals of the 2021 Master Plan Survey.
2. Describe any other relevant information about the project and the site.
3. Historic preservation project should provide information describing the historic, cultural, architectural, and archeological significance of their site and a letter of support from the Historical Commission.



## **OPEN SPACE AND RECREATION PROJECTS**

(Only Open Space and Recreation projects must fill out this section)

1. Clearly describe how the project meets the Open Space and Recreation goals of the Community Preservation Plan.
2. Explain the long-term maintenance and operating plan for the project upon completion.
3. Explain how the site will be marked to indicate it is a public resource.

## CERTIFICATION

This application was prepared, reviewed, submitted by:

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

I hereby certify that all the above and included information is true and correct to the best of my knowledge. (For non-municipal applicants only: I further declare my willingness to enter a Contract with the Town of West Stockbridge, including liens, deed restrictions and other means of security to govern the use and expenditure of CPA funds.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_