

PROJECT APPLICATION FORM

Applicant: _____ **Submission Date:** _____

Address: _____ **Purpose:** (Select all that apply)

_____ **Open Space**

_____ **Affordable Housing**

Telephone: _____ **Historic Preservation**

E-mail: _____ **Recreation**

Town Committee (if applicable): _____

Project Name: _____

Project Location/Address: _____

Amount Requested: \$ _____

Project Summary: In the space below, provide a brief summary of the project.

Estimated Date for Commencement of Project: _____

Estimated Date for Completion of Project: _____

THE TRURO COMMUNITY PRESERVATION ACT FUNDING PROCESS

The Community Preservation committee invites funding applications for the annual funding round for Community Preservation Act funds expected to become available by July 1 of the following year. It is the responsibility of the committee to review all applications and to make recommendations as to which, if any, of these applications should be funded. The Committee brings its recommendations to the Annual or a Special Town Meeting in April of each year. Prior thereto the process outlined in this application must be followed for any applicant wishing to be considered for Community Preservation Act Funds.

Step 1. Submit Completed Applications by November 1

Any Town Committee, group of ten taxpayers, non-profit or for profit organization can apply for Community Preservation Act funds for specific projects. Applications must be received by November 1 in order to be eligible for consideration at the Annual Town Meeting the following April. Applications for CPA funding must be submitted to:

Community Preservation Committee
Truro Town Hall
P.O. Box 2030
Truro, MA 02666

Step 2. Community Preservation Review and Public Comment

A. Application Review: The Community Preservation Committee will review submitted applications to determine whether the proposed projects:

1. Are eligible for Community Preservation funding; and
2. Are sufficiently developed in terms of work plan and proposed timing to merit further consideration; and
3. Are consistent with the goals of the Truro Local Comprehensive Plan as adopted in April 2005; and
4. Are signed by project proponents and/or property owners; and
5. Are consistent with the criteria herein.

B. Meetings: The Committee encourages applicants to meet with the Committee or its representatives to discuss their applications, and may require that further or additional information be submitted to the Committee. Applications may be revised or modified as a result of such meeting and discussion.

C. Publication: The Committee will publish a list of those projects applying for funding, with a brief description of each proposed project on or before December 15 of each year.

D. Public Hearing: The committee will seek public comment on proposed projects as a duly-noticed hearing to be held in January. The Committee may also vote on the applications at a CPC meeting or at the public hearing.

E. Notification: The Committee will notify applicants of its decisions concerning project applications and will submit its recommendations for funding to the Board of Selectmen on or before February 15. The Committee chair and/or vice chair will make every effort to meet with the Board of Selectmen and the Finance committee to describe the projects to be presented to Town Meeting before the Warrant is printed.

F. Committee Recommendations: The Committee will make its final recommendations for funding in the form of one or more warrant articles to be voted on at the annual Town Meeting. The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. The committee may decide not to recommend a project. The Committee's recommendations to Town Meeting may include detailed specifications and conditions, and other limitations or additional requirements as the Committee deems appropriate to ensure CPA compliance and project performance.

Step 3. Town Meeting Vote

The Committee will present its recommendations to an Annual or Special Town Meeting for discussion and vote. Town Meeting has the final authority to appropriate funds from Truro's Community Preservation Act Fund. A simple majority vote is required to approve funding. A two-thirds vote is required for borrowing.

Step 4. Project Execution

Funding for approved projects will be available following town Meeting. CPA moies are public funds raised from dedicated Truro tax revenues and from matching funds from the Commonwealth to the Town. Therefore, projects financed with CPA funds must comply with all applicable State and municipal requirements, including the State procurement law, which requires special procedures for the selection of products, vendors, services and consultants.¹

All CPA funds are administered and disbursed by the Town of Truro, and project management, oversight, execution, and financial control will be under the control of the Board of Selectmen or their designee. All bid documents or requests for proposals must be approved by the Board of Selectmen before publication. All purchases of goods and services require a Town of Truro purchase order issued by the Board of Selectmen or their designee. Final decisions regarding the selection of goods and services are the responsibility of the Board of Selectmen. All contractual agreements with vendors or service providers must be approved and signed by the Board of Selectmen. Payments are made only after the receipt of goods or services. The Board may approve partial payments for partially completed service as may be specified in a Town-approved service contract or on a case by case basis at the Board's discretion.

General questions concerning the application process should be directed to Committee Chair Deborah L. McCutcheon at dlmcc@ix.netcom.com, or to Community Preservation Committee at Truro Town Hall. For questions about procurements and other financial requirements and procedures please contact the Chief Procurement Officer at Town Hall at 508-349-7004.

The Committee may request project status updates from Fund recipients. The purpose of such updates is to ensure compliance with the CPA and to aid the Committee in refining our Community Preservation Act implementation and plan and to identify issues that may assist future applicants.

¹ For example: Purchases over \$5,000 require the solicitation of at least three quotes. Purchases over \$25,000 require the publication of “invitations for bids” or “requests for proposals.” Contracts for goods and services must be awarded to the lowest qualified applicant with a project application. Project purchases cannot be split to avoid the State procurement laws

REVIEW AND RECOMMENDATION CRITERIA

It is the responsibility of the Committee to review all projects proposed for funding through the CPA fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded. In order to be considered eligible for review by the committee, a project must at a minimum meet the statutory requirements of the CPA.

A project submitted to and deemed eligible for consideration by the Committee will be evaluated in relation to the following “Review and Recommendation Criteria.” Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. The Committee will also give due consideration to the urgency of the project, with particular consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant.

- The project is consistent with the goals for the town of Truro Local Comprehensive Plan, as approved at Town Meeting.
- The project is economically and otherwise reasonably feasible to implement.
- The project serves multiple needs and populations and/or addresses more than one focus area of the CPA.
- The project leverages additional or multiple sources of public and/or private funding.
- The project utilizes preserves, protects or enhances currently Town-owned open space, recreation, historic and/or housing assets.
- The project is consistent with recent Town Meeting actions.
- The applicant/applicant team has successfully implemented projects of similar type and scale, or has demonstrated the ability and competency to implement the project as proposed.
- The applicant has site control, or the written consent by the property owner to submit the application.