



## Community Preservation Committee

Truro Town Hall  
P.O. Box 2030  
Truro, MA 02666

### **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 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.
  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 at a duly-noticed hearing to be held in January.
- 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 1.
- 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 the Annual 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 at the beginning of the fiscal year following Town Meeting (July 1st). CPA monies 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.<sup>1</sup>

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](mailto:dlmcc@ix.netcom.com), or to the Community Preservation Committee at Truro Town Hall, P.O. Box 2030, Truro, MA 02666. 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.

---

<sup>1</sup> 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 bidder, which may be someone other than any individual or entity who assisted the applicant with a project application. Project purchases cannot be split to avoid the State procurement laws.

## **GUIDELINES FOR SUBMISSION**

The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Comprehensive Plan goals, and in conjunction with the "Review and Recommendation Criteria" section of this Plan.

- Applications are to be submitted using the Community Preservation Plan "Project Application Form." Additional pages should be added as necessary.
- Applications must be received by November 1 to be considered at the Annual Town Meeting the following April.
- Applications should specify a completion period, which may be one to five years or longer.
- If a committee or other proponent is submitting multiple applications, projects should be submitted or otherwise identified in order of priority.
- Applicants should review the Community Preservation Act, the Truro Community Preservation Act Bylaw, and the Truro Local Comprehensive Plan prior to submitting CPA funding applications.
- Applicants should prepare itemized project proposals, with details describing each item and its estimated cost.
- If the funding application is part of a longer-term project, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under "Review and Recommendation Criteria":

### **Community Character:**

- a) preserve Truro's rural character
- b) promote diversity through affordable housing
- c) preserve historic resources and structures, including re-use of existing structures
- d) enhance and preserve coastal and water resources, wetlands and wildlife, and promote bio-diversity

- e) preserve/revitalize the two existing town centers
- f) be consistent with Town planning documents

**Community Impact/Needs:**

- a) meet multiple needs and populations
- b) protect environmental/water resources
- c) address community need/fill void in community
- d) increase/expand recreational facilities
- e) meet needs of under-served populations

**Fiscal Impact:**

- a) initial 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 execution

## **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 of 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 an application.

## PROJECT APPLICATION FORM

**Applicant** \_\_\_\_\_ **Submission Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Purpose:** (Select all that apply)

\_\_\_\_\_  
\_\_\_\_\_

- **Open Space**
- **Affordable Housing**
- **Historic Preservation**
- **Recreation**

Telephone: \_\_\_\_\_

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

**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:** \_\_\_\_\_

## **APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS**

**Submit 10 copies of the application (including all attachments).**

**Attach the following with all applications:**

- Narrative: A complete and detailed description of the project and, when applicable of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Truro and how the project is consistent with the Community Preservation Plan's "Guidelines for Submission" and "Review and recommendation Criteria: Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- 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.
- Project Scope: An itemized project scope, with details describing each item and its estimated cost.
- Cost Estimate: Applications must include detailed cost estimate with full explanation by line item and back-up material.
- Feasibility: List and explain all further actions 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.
- Maps:  
Assessor's map showing location of the project and site plan, with detail, if applicable.
- Photographs of the site, building, structure or other subject for which the application is made.

**Include the following, if applicable and available:**

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.)
- Zoning (district, dimensional and use regulations as applies to the land).
- Inspection reports.
- 21E reports and other environmental assessment reports.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.
- Historic inventory sheet

