



TOWN OF FRANKLIN
COMMUNITY PRESERVATION COMMITTEE
355 EAST CENTRAL STREET, FRANKLIN, MA 02038

The Community Preservation Act was passed in 2000 to help communities empower themselves to raise a dedicated revenue source for the purposes of open space preservation, historic preservation, affordable housing and recreation. The Town of Franklin approved the Community Preservation Act by local ballot November 2020. Please continue to stay in touch with the Committee's work at <https://www.franklinma.gov/community-preservation-committee>

APPLICATION & GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPA funding.

1. Each project funding application must be submitted using the Town of Franklin Community Preservation Committee Application for CPA Funding form. The Online application can be found [HERE](#) or by copying this link into your internet browser:
<https://franklinma.viewpointcloud.com/categories/1097>
2. Requests must include a statement of need and be documented with appropriate supporting information. This information should include a project scope containing detailed descriptions of each item or step of the project and its estimated cost. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted. The use of maps, visual aids and other supplemental information is encouraged. All of these submission criteria can be found on our online application.
3. Each application must include a very brief summary of the project stating the funding category, project goals, key steps to be taken to reach this goal, and a budget summary.
4. 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. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc) associated with the project. Such expenses may account for up to 10% of the total budget.
5. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year period. Fiscal years should align with the Town's working calendar, running from July 1st to June 30th.
6. For applicants with multiple applications, it is important to prioritize projects.

7. Applications for Funding are taken on a rolling basis.
8. Applicants should review the [State CPA legislation](#) prior to submitting any applications for CPA Funding. Please keep in mind that there are legal limitations on the use of CPA funds. Additional information regarding the CPC & CPA can be found at the following links:
 - a. [Community Preservation Coalition](#)
 - b. [MA State Legislator - Community Preservation](#)

STANDARD APPLICATION PROCESS

The Franklin Community Preservation Committee invites proposals for CPA funding. The CPC is responsible for reviewing all applications and making recommendations as to which applications should be funded.

STANDARD APPLICATION PROCESS

1. Attending at least one pre-proposal public informational meeting is highly advised.
2. Work with the Community Preservation Committee through the Review and Public Comment process. This process includes the following steps:
 - a. Each application is reviewed by the CPC and staff to determine its CPA eligibility, whether the project is sufficiently developed in terms of work plan and timing, whether it is consistent with the goals set forth in this Plan, and to confirm that it is signed by the property owner.
 - b. Meetings are held with applicants to review the proposals and address any questions. Where appropriate, a site visit will also be scheduled.
 - c. Notification is sent to applicants of the funding recommendation decisions. A recommendation for a grant may be made conditional upon an applicant's receipt of matching funds in a specific amount or upon any other matter the CPC deems appropriate. The CPC may also ask for additional information at this time.
 - d. A public forum is held to allow the CPC to receive public input on the proposed projects before final recommendations are made.
 - e. The CPC provides the project funding recommendations to the Town Council. Final recommendations will be voted on at a Town Council Meeting. The CPC may recommend a project as proposed by the applicant, may modify the project, or may recommend partial funding or funding for only a portion or phase of the proposed project. The CPC's recommendation to the Town Council may include detailed project scopes, conditions, and other specifications as the CPC, in its sole discretion, deems appropriate to ensure CPA compliance and project performance. Please note that the CPC recommendation may be modified at any time prior to the Town Council Meeting, especially following the Finance Committee public hearing. Thus, the

CPC can alter or withdraw its Town Council Meeting project recommendations as additional information becomes available or as the scope of the project changes.

3. Attend public hearings on the proposed projects prior to the scheduled Town Council Meeting.
4. Attend the Town Council Meeting which will determine whether to accept, reduce or reject the CPC recommendations.

The CPC strongly recommends that by the time of the Town Council Meeting all projects which have shown to the CPC that there will be matching funds have commitments for such funds from other private and/or public funding sources.

SPECIAL APPLICATION PROCESS

There are some special situations, such as the imminent placing of land on the market or an indication of an intention to do so, that the CPC will consider outside of the normal schedule outlined in this document. The general principle warranting serious consideration of an exception for land acquisitions is that they often present unique opportunities that, if missed, are likely to make the land unavailable for future acquisition for the purposes that the CPA serves.

APPLICATION REQUIREMENTS AND ATTACHMENTS

[The Online Application can be found HERE](#)

All requirements summarized below can be found in the online application

1. Brief Project Summary: Introduce the project with a brief summary which notes the category, goals, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.
2. Map: Indicate the location of the project using the [Town GIS map](#). Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.
3. Narrative: Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to the CPA. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why the CPC should support it. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.
4. Budget: Outline the total budget for the project and how CPA funds will be spent. Break the project down by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be ascribed to each of the four CPA purposes. Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments,

bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to 10% of the budget. Please Note: Non Profit Organizations should also include a current financial statement.

5. Feasibility: Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation.
6. Statement of Sustainability: If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials.
7. Timeline: Describe the major milestones and when the project will be completed. Include an estimate of when the CPA funds requested will be needed.
8. Architectural plans, site plans & photographs, if appropriate.
9. Letters of Support are welcome from the public or other appropriate organizations.
10. Town Boards or Commission Reviews. The Committee will identify for the applicant which Town Boards or Commissions need to review and make recommendations for the project.

Note: If the CPC recommends the project, additional documentation may be required such as verification of ownership, plans, title verification, purchase and sale agreements and zoning compliance information. If this is readily available, it may be attached at any stage.