

TOWN OF EASTHAM • COMMUNITY PRESERVATION COMMITTEE
PROJECT APPLICATION and INFORMATION FORM for FY17 PROJECTS

PROJECT NARRATIVE - Please address the following questions:

1. Provide detailed description of the project: What is the purpose and scope of the project?
2. How does this project accomplish the CPC's guiding principles and goals as described in the Eastham Community Preservation Plan (FY15-FY19) and other relevant Town planning documents, including Eastham's Comprehensive Long Range Plan? Please be specific, citing document and page of each principle/goal quotes.
3. How does this project impact Eastham's citizens and address current community preservation need(s)?
4. Is this project a component of a broader and/or phased plan? If so, describe the scope and sequencing of the full project plan and how this project contributes. Do you expect to request additional CPC funds in future years for this project?
5. Provide a project schedule showing all major project milestones.
6. How will this project leverage funds from other sources? Will there be any in-kind contributions, donations, or volunteer labor?¹ Are there fundraising plans? If seeking grants/loans from other funding sources please include commitment letters from funders or letters of inquiry to funders.
7. Provide a detailed budget. Identify all sources and uses of funds. Clearly distinguish among costs to be paid from CPA funds versus other sources of funding. Identify hard and soft costs, contingencies, and project management time (from contracted managers or existing staff).
8. What are your project costs based on? Obtain three written quotes for project costs whenever possible.²
9. What maintenance responsibilities will be required to sufficiently maintain the resource? How much will annual and long-term maintenance cost? What entity will be responsible for these responsibilities and costs? How will this revenue be generated?
10. Are there any legal ramifications/impediments to this project? What permits/variances will be needed?
11. If this project entails work done on property owned/controlled by another entity, demonstrate authorization from the property owner.
12. What are the qualifications/experience of the project's sponsoring organization? Provide mission statement, experience of the project manager, track record with summary of similar projects completed by the project manager and by the sponsoring organization.

¹ Ability to use discounted or donated services, labor, and materials is limited for projects on municipal property due to public procurement laws. However, projects on private property may benefit from seeking such cost savings.

² For any acquisition of an interest in real estate, property value will need to be established by the Town through procedures "customarily accepted by the appraising profession as valid" per Section 5 (f) of MGL Chapter 44B. CPA funds may be requested to pay for a Town-commissioned appraisal.

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ATTACHMENTS CHECKLIST

Required for All Proposals

- Photographs of project site or resource (1-3 may be enough)
- Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate)
- Letters of support/comment from relevant Town departments, Town officials, Town boards/commissions,

Priority Will Be Given to Proposals that Include:

- Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses, etc
- Demonstrated notice to all direct project abutters
- Letters of support from all direct project abutters or explanation of why support is not demonstrated.

Required for Historic Preservation Proposals

- If your project site is not listed on the State Register of Historic Places then the application must include a letter from the Eastham Historical Commission designating the property or resource as locally significant "in the history, archeology, architecture, or culture" of Eastham. This is required by Section 2 of MGL c.44B.
- Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards, as required by Section 2 of MGL c.44B under the definition of "rehabilitation."
 - * Note: Official versions of these Standards may be found at the following links:
 - Standards and Guidelines for the Treatment of Historic Properties, especially "Choosing an Appropriate Treatment", www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm
 - Guidelines for Cultural Landscapes (considered part of the Standards above) www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm

Required for Proposals Involving Real Property

* Note: Funding requests by the Eastham Affordable Housing Trust are exempt from the requirements in this section.

- Demonstrate site control/ownership:
 - For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site.
 - For other properties: Submit a copy of a legally-binding option, purchase and sale agreement, or deed.
 - *Note: In cases with no option or p&s in place, the application must include a letter of authorization from the property owner to submit the CPA application. If property owner is an organization or corporation, then letter of authorization must provide documentation of appropriate authorization by entity's executive body and copy of relevant section of governing bylaw that establishes this authority. (In case of taking by eminent domain, this requirement may be waived.)

Required for Proposals Involving Design & Construction

- Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.
- Development pro-forma and operating budget for the planned use of the site (if applicable)
- Site Plans, both existing and proposed; floor plans and elevations (if applicable)
- Describe any sustainable materials and/or techniques and/or energy reduction measures that will be used and estimate net costs/benefits over the life of the project (if applicable)
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Check out the CPC's webpage for more information:

www.eastham-ma.gov/Public_Documents/EasthamMA_CommPreservation/index

If you have questions, please contact Peter Wade, CPC Chair by email at phwade@comcast.net or by phone at 508-255-6328.