



TOWN OF LENOX

COMMUNITY PRESERVATION COMMITTEE

APPLICATION FOR CPA FUNDING

This year, the Community Preservation Committee is conducting a one-step application process. **To apply for CPA funding in the Town of Lenox, an applicant must submit a complete application request no later than October 23d at 4 p.m.** Interested applicants are encouraged to discuss project ideas with the Town Planner and/or CPC 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 October 23rd 2023 to gmler@townoflenox.com. It is your responsibility to ensure the application is formatted and sized for e-mail transmittal. Two (2) paper 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 Lenox 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, though extensions may be granted by the CPC upon request.

Prior to submitting an application, applicants should familiarize themselves with the Lenox CPA Bylaw (Chapter 23), the Community Preservation Master Plan (available on

the CPC page at www.townoflenox.com). Additional information is available on the Community Preservation Coalition website at www.communitypreservation.org.

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 goals, timeline, funding request, additional funding sources, and how the project fits in with other community goals as defined in existing planning documents such as the 2015 Open Space and Recreation Plan and the 2021 Master Plan¹.

All applications 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, and
10. Any other factors that may be relevant to a specific project.

After review, the Committee will recommend projects to Town Meeting for funding. Applicants, the Board of Selectmen and the Finance Committee will be notified of the decisions no later than March 8, 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 into a contract with the Town of Lenox 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 permits and approvals are in place. The Committee may also require performance or completion bonds and may withhold funds for nonperformance.

In special cases, the CPC may vote to accept applications requiring consideration outside of the normal funding cycle. Potential applicants who believe their specific

¹ Available from the Town Planner's office.

circumstance call for this action may contact the Town Planner and CPC Chair to discuss the potential submission of an off-cycle application.

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Date Received (office use only) _____

Applicant Name: _____

Project Name: _____

Project Address: _____

Contact Person: Title: _____

Phone No.: _____ E-Mail: _____

Brief Project Description (Attach up to 1 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 (if different from applicant)

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.

Allowable Uses Chart Check applicable category to the right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
Definitions (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.
ACQUISITION 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
CREATION To bring into being or cause to exist. <i>Sedeman v. City of Newton</i> , 452 Mass. 472 *200*)	YES	NO	YES	YES
PRESERVATION Protect personal or real property from injury, harm or destruction.	YES	YES	YES	YES
SUPPORT 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.
REHABILITATION AND RESTORATION 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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Date Received (for 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.)

Project Category	Community Housing	Historic Preservation	Open Space	Recreation	
	Y1	Y2	Y3	Y4	Y5
Source Name					
Amount					
% of Total					
Used for					
Committed?					
Total Project Budget:					
CPC Request:					

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, additional 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 significant of the project to Lenox's history, culture, architecture or archeology.

Funding Considerations

(All applicants must fill out this section)

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)

14) Please explain how this community housing project meets CPC goals, and goals expressed in other community planning documents:

15) 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 _____

16) 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 community services (such as schools or transportation) etc. and how your project will address these:

17) Community housing projects should provide a letter of support from the Lenox Housing Trust and Committee indicating support of the project.

Historic Preservation Projects

(Only Historic Preservation projects must fill out this section)

Applicants should note: All CPA-funded historic preservation projects must comply with the US Secretary of the Interior's standards for the treatment of historic properties.

18) Clearly describe how the project meets Historic Preservation goals of the Community Preservation Plan and the 2021 Master Plan:

19) Describe any other relevant information about the project and the site.

20) Historic preservation projects 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)

21) Clearly describe how the project meets the Open Space and Recreation goals of the Community Preservation Plan and the 2015 Open Space and Recreation Plan.

22) Explain the long-term maintenance and operating plan for the project upon completion.

23) Explain how the site will be marked or signed to indicate it is a public resource.

Certification

24) This application was prepared, reviewed, submitted by:

Name: _____

Phone No.: _____

E-Mail: _____

I hereby certify that all of 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 into a Contract with the Town of Lenox, including liens, deed restrictions and other means of security to govern the use and expenditure of CPA funds.]

Signature: _____

Date: _____