

Community Preservation Committee Town of Pelham Submission of Project Proposals

Proposals for Community Preservation funding must be submitted by downloading or using the attached application form. All relevant information requested on the application form must be included with the proposal. Please refer to the Community Preservation Criteria Guidelines.

Applications must be typewritten or provided as a word processing document using a minimum font size of 11. **Ten copies of the application and all supporting documentation must be submitted to:**

Community Preservation Committee Town of Pelham, Town Offices 351 Amherst Road Pelham, MA 01002-9779

The schedule for drafting and legal review of Town Meeting warrants, requires that completed applications must be submitted by January 31 for proposals to be considered at the May Town Meeting. Consult with the Committee well in advance of this date to ensure that your application is complete. The Committee meets the third Thursday of every month in the Pelham Public Library and we will be pleased to discuss the process with any applicant..

Review by the Community Preservation Committee

Each application will be acknowledged when it is received. It will be reviewed for completeness and the applicant will be notified if additional information or an interview is required.

Schedule for Solicitation for CPA Project Proposals

CPA Committee issues call for proposals	November 1 or earlier
Period for Receipt of Proposals	Dec 1 – Jan 31
Proposal Review Period	Dec 1 - Feb 15
Period for Public Meeting to Receive Comments	Feb 15 – Last day in Feb
Selection of Proposals to Go to Town Meeting	By end of first week in March
File Warrant Articles with Selectmen	Third Friday in March
Town Meeting	First Saturday in May

Town Meeting makes the final funding decisions. Town Meeting can vote to approve, reject, or approve with a reduced budget for each project majority vote. A two-thirds majority vote is needed if the project proposes to issue bonds or exercise an eminent domain land taking.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

Pelham Town Offices
351 Amherst Road
Pelham, Massachusetts 01002-9779

Name of Applicant/Contact Person:	
Sponsoring Organization, if applicable:	
Mailing Address:	
Daytime Phone:	
Evening Phone:	
Email:	
Name of Proposal	
Date	

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$	%

Assessor's Map and Lot Numbers		Deed Book and Page Numbers	
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Attach separate sheet if more than one lot/parcel/deed book/deed page number

Attach a copy of the Assessor's Map(s) and Registry of Deed Maps (if available) with the project parcel outlined (if appropriate for your project)

CPA Category (*YOU MUST CHECK OFF A MINIMUM OF ONE CATEGORY*, but may identify more than one category, if applicable to your project)

- **Open Space/Recreation**
- **Historic Preservation**
- **Community Housing**

PROJECT DESCRIPTION:

- **All of the following MUST be answered. If additional space is needed, attach one additional sheet per section.**
- Applications will be returned as incomplete if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- Please refer to the *Pelham Guidelines for Project Eligibility* before and while completing this application.

1. Describe the project.

2. Goals:

a. What are the goals of the proposed project?

b. Who will benefit and why?

c. How will success be measured?

3. Community Preservation Committee Criteria:

How does the project fulfill the General and Specific Criteria of the *Pelham Guidelines for Project Eligibility*? (Refer to the specifications in the Guidelines)

4. Community Need:

a. How does the community benefit from this project?

b. If applicable, explain how this project addresses needs identified in existing Town plans? (Such as the Open Space and Recreation Plan, Community Plan, etc)

4. Community Support:

- a. What is the nature and level of support? Attach letters of support from any Town boards or community groups that have endorsed the project.

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5. Budget:

Budget Summary

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$	%

Equipment is generally defined as an item with a useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering or remodeling.

Budget Categories (Leave any category blank if not applicable to your project)

	CPA FUNDS	OTHER FUNDS (cost share)	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Note: CPA Projects must meet state procurement requirements. In preparing your budget you need to base costs on at least two written estimates from potential vendors of goods or services. Competitive bidding will determine the selection of who gets the award to do the work.

Budget Cost Sharing

Identify the amount of any cost sharing for this project. Sources include private, federal, state or local government sources.

Organization	Item	Amount	Type (cash, in-kind, etc.)

6. Funding Commitments:

- b. Attach commitment letters from any organization providing a cost share contribution listed in the table above.

c. Describe any other attempts (including unsuccessful) to secure funding for this project.

d. Are any "Other Funds" in the budget in-kind? If yes, describe how the value of the in-kind contribution was derived. (In-kind contributions can be defined as a contribution of services or property, donated equipment, buildings or land, or donated supplies)

7. Timeline:

Provide a schedule for project implementation, including a timeline for starting and ending major tasks and project completion.

8. Implementation:

a. Project Manager Contact Information

Who will be the Project manager	
Daytime Phone:	
Evening Phone:	
Email:	
Cell Phone:	

9. Maintenance: (LEAVE BLANK IF NOT APPLICABLE TO YOUR PROJECT)

a. If ongoing maintenance is required, who will be responsible for it?

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b. How will it be funded? **CPA funds cannot be used for maintenance.**

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Maintenance Budget

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
\$	\$	\$	\$	\$

10. Site Documentation: (Submit 3 copies only)

Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed.

ADDITIONAL INFORMATION: (NOT REQUIRED BUT RECOMMENDED IF APPLICABLE)

11. Project Documentation: (Submit 3 copies only)

Attach any applicable engineering plans, architectural drawings, site plans, any other renderings, relevant studies or material.

12. Other Information: Any additional information that might benefit the CPC in consideration of this project.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Authorized Representative	
First Name	Last Name
Title	Telephone Number
Email:	Cell Number:
Fax Number:	
Signature of Authorized Representative:	Date Signed