



## APPLICATION GUIDELINES

*The Hanson Community Preservation Committee consists of up to nine members. Five representatives are drawn from the Housing Authority, Conservation Commission, Historical Commission, Parks & Fields and the Planning Board. The remaining seats are citizens-at-large positions appointed by the Board of Selectmen.*

Applicants must review these guidelines and acknowledge such review on the application.

1. **Goals:** The Community Preservation Committee shall make recommendations to the Town Meeting for the following:
  - a. For the acquisition, creation and preservation of open space;
  - b. For the acquisition, preservation, rehabilitation and restoration of historic resources
  - c. For the acquisition, creation and preservation of land for recreational use;
  - d. For the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
  - e. For affordable housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

Town of Hanson, By-laws Article 2-20, Community Preservation Committee.

All CPC recommended proposals will require a majority vote of support from Town Meeting and certification by the Massachusetts Attorney General and Department of Revenue.

2. **Pre-Application:** All proposal proponents must submit a pre-application and meet with designees of the CPC or its full committee before a full application will be reviewed.
3. **Resources for Full Application:** Applicants are encouraged to review Appendices A-E

| Appendix   | Page | Reason for applicants to review   |
|--|------|---|
| A: CPA Definitions   |      | Provides detail on definitions applicable to CPA taken from Chapter 44B of Massachusetts Gen. Laws                    |
| B: CPA Allowable Spending Purposes   |      | Explains how funds can be used under the provisions of the law.   |
| C: Project Requirements & Selection/Scoring Criteria                                   |      | States minimum project requirements and a scoring guideline for applications  |
| D: Deed Restrictions   |      | Explains in more detail what is involved with a deed restriction and the documents needed as part of the application. |
| E: Procedural Steps for Private Organizations and Historical Preservation Restrictions |      | Explains historical preservation restriction process.   |

4. **Evaluation of Proposals:** Proposals will be recommended for funding following an evaluation of the merits of both 1) the proposal, and 2) its proposed costs. Further evaluation will occur if there are multiple project proposals submitted in the same funding cycle; such projects will be compared with one another in order to determine which projects, if any, would earn CPC recommendation. The CPC may use the scoring criteria defined in Appendix C to rate the proposals before the CPC. Proposals that include the following characteristics will be given strong consideration:

- a. more than one CPA eligible purpose;
- b. leverage additional funding;
- c. involve collaboration with other entities;
- d. that present a thorough description of the project;
- e. have support from other town Boards/Committees; and
- f. present a comprehensive, well described and reasonable budget

5. **Budget Preparation:** Budget requests must be accurate because there will not be an opportunity to change the budget amount after approval by the CPC.

6. **Special Note for Private or Non-Profit Applications:** All applications must also demonstrate in the application how the project will add "public value" to Hanson.



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**7. Securing Letters of Support:** It is the responsibility of the applicant to gather support letters and Memoranda of Agreement (MOA's) if applicable and submit them with the application..

A. **Electronic submissions** must include MOA's or letters of support on electronic letterhead from the originating Board/Committee. Electronically submitted letters of support or MOA's may be submitted unsigned if the applicant is not able to scan them for submission.

B. **Letters/MOA's** must explain why the proposal is considered beneficial to that specific board/committee or commission and should also address the board/commission's financial commitment to the project.

C. **Historic Preservation Proposals** must include a statement from the Historical Commission giving grounds, beyond age, for the significance of the proposed action. Include copies of applications for or existing documents certifying state or federal historical recognition.

**8. Requirements for Document Verification:** Before a final award is granted, the project proponent will be required to verify that the information is true and correct. Supporting documentation, such as attested copies of recorded deeds or restrictions or corporate papers, may be required at the discretion of CPC.

A. **Deed Restriction:** If your organization is a non-governmental, privately owned or non-profit entity, there will be a deed restriction placed on your property as a condition of accepting CPA funding for preservation or reconstruction. A deed restriction will limit your future use of the property in perpetuity, e.g., the façade of a building must remain and be maintained according to historic preservation regulations, open space may not be developed for commercial use. If you have questions about a deed restriction, you are welcome to call the Committee Chair for further explanation or discussion before submitting an application for funding. (See Appendix D)

B. The Hanson Community Preservation Committee requires that a historic preservation restriction be placed on buildings, other structures or land in which the CPA makes a funding investment. Therefore, after the town meeting has voted to award CPA funds to a private organization or entity, the following process will take place before funds are awarded. (See Appendix E)

C. In the event that an application involves a public/private collaboration, applicants will be asked to describe and document the official, legal arrangements made between both parties. Specifically explain which entity will be responsible for the CPA funded portion of any such arrangement.

**9. Prompt Action on Approved Projects:** Projects are expected to begin within 6 months of receipt of funding (after town meeting certification by the Attorney General). If a project has shown no action within 12 months after town meeting certification, and if the applicant has made little or no effort to communicate the reasons for the delays with the CPC, the award will be considered void and another application must be made to receive CPA funding.



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### Appendix A: CPA Definitions

*Community housing:* low and moderate income housing for individuals and families, including low or moderate income senior housing.

*Historic resources:* a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture or culture of a city or town.

*Low income housing:* housing for those persons and families whose annual income is less than 80 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development

*Low or moderate senior housing:* housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

*Moderate income housing:* housing for those persons and families whose annual income is less than 100 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.

*Open space:* shall include, but not be limited to, 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 frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

*Preservation:* protection of personal and real property from injury, harm or destruction, but not including maintenance.

*Maintenance:* the upkeep of real or personal property.

*Real property:* land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

*Real property interest:* a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein. (This is more specifically defined in the CPA law.)

*Recreational use:* active or passive recreational use including, but not limited to, 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. Recreational use shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

*Rehabilitation:* the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 CFR Part 68.

**Note: Taken from Chapter 44B of the Massachusetts General Laws, Community Preservation.**



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### APPENDIX B: COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

| Spending Purpose          | Definition  | Funds used to acquire | Funds used to create | Funds used to preserve | Funds used to support                               | Funds used to rehabilitate/restore*       |
|---------------------------|---|-----------------------|----------------------|------------------------|---|---|
| <b>Open Space</b>         | shall include, but not be limited to, 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 frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use. | Yes                   | Yes                  | Yes                    |   | Yes if acquired or created with CPA funds |
| <b>Historic Resources</b> | a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture or culture of a city or town.   | Yes                   |                      | Yes                    |   | Yes                                       |
| <b>Recreational Land</b>  | active or passive recreational use including, but not limited to, 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. Recreational use shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.  | Yes                   | Yes                  | Yes                    |   | Yes if acquired or created with CPA funds |
| <b>Community Housing</b>  | low and moderate income housing for individuals and families, including low or moderate income senior housing. Moderate income is less than 100% of U.S. HUD Area Wide Median Income and low income is less than 80% of U.S. HUD Area Wide Median Income  | Yes                   | Yes                  | Yes                    | Yes. Includes funding for community's housing trust | Yes if acquired or created with CPA funds |

*\*\*Rehabilitation/restore means remodel, reconstruct or repair (extraordinary, not maintenance) to make the property functional for intended use, including improvements to comply with federal, state, or local building or access codes or with federal standards for rehabilitation of historic properties.*



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### Appendix C: Project Requirements & Selection/Scoring Criteria

When a proposal meets the statutory requirements, the CPC may rate projects using the following factors. The final decision of the CPC on a project is based on the vote of the committee, and such score criteria are a guide for the committee in its decision making:

| Narrative   | Excellent (4)   | Good (3)   | Fair (2)  | Poor (1 or 0)   | Weight | Points |
|---|---|--|---|---|--------|--------|
| <b>Complete application</b>                               | All answers are provided and all required documentation provided                                    | 1 question or 1 document is missing                                      | A few questions or documents missing.   | Multiple documents or questions missing   | x 3    |        |
| <b>Alignment with CPC principles</b>                      | Strong alignment with 2 or more CPA principles  | Strong alignment with 1 CPA principle                                    | Alignment with CPA principles is weak   | There is no alignment with CPA principles   | x 3    |        |
| <b>Support of outside groups and relevant town boards</b> | At least 2 letters of financial or in-kind commitment are provided                                  | Multiple letters provided, (one with a financial or in-kind commitment). | At least 1 letter of support provided. No financial or in-kind support offered. | No letter(s) of support, or letter(s) is not strongly supporting the project.           | x 3    |        |
| <b>Consistency with town plan(s)</b>                      | Aligns with Master Plan, Open Space & Recr. Plan and other relevant town plans                      | Clear alignment with 1 town plan   | Loosely aligned with 1 town plan  | Not aligned with any town plans   | x 2    |        |
| <b>Project type</b>                                       | Project clearly restores, preserves or repairs existing resources                                   | New development project  |   |   | x 2    |        |
| <b>Benefit to the town</b>                                | Strong, immediate benefit to the town that improves quality of life                                 | Benefit likely to be realized in the future                              | Benefit may not be realized by many people                                      | The argument for benefit is not convincing  | x 2    |        |
| Budget  | Excellent (4)   | Good (3)   | Fair (2)  | Poor (1 or 0)   | Weight | Points |
| <b>Return on Investment (ROI)</b>                         | The ROI will be considerable and is worth the investment of funds.                                  | There will be a good ROI with this project given the budgeted costs      | Benefit to the town is not clear and/or project costs are significant.          | This project does provide any ROI to the town.  | x 2    |        |
| <b>Due Process</b>  | Applicant has done exceptional due diligence to obtain estimates and provide a detailed explanation | Due process is clear and documentation is adequate.                      | Due process information provided is not clear or is lacking detail.             | Budget funds are not backed up by any credible detail or due process is not documented. | x 2    |        |
| <b>Non-burden to the town</b>                             | The project will very likely have no burden on the town   | There may be limited burden to the town                                  | Risk of burden to the town  | Considerable burden to town   | x 2    |        |
| <b>Leveraging of other funds</b>                          | Commitments from 2 or more parties to provide funds for the project                                 | Applicant has 1 third party source for funding                           | Applicant relying solely on CPC funds   |   | x 3    |        |

**Total Points Earned:** \_\_\_\_\_



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### Appendix D: Deed Restrictions

If your organization is non-governmental, privately owned or non-profit, there will be a deed restriction placed on your property as a condition of accepting CPA funding for preservation or reconstruction. A deed restriction will limit your future use of the property in perpetuity, e.g., the façade of a building must remain and be maintained according to historic preservation regulations, open space may not be developed for commercial use. If you have questions about a deed restriction, you are welcome to call the Committee Chair for further explanation or discussion before submitting an application for funding.

The following information is necessary for the deed restriction and will need to be submitted to the CPC before a deed restriction is completed. This information is NOT required with the funding application but will be required if the proposed project is accepted by the Town of Hanson to receive CPA funds:

1. A copy of your organization's by-law [or other legal documentation] setting forth who is authorized to deal with property, i.e., execute deeds, mortgages, easements, restrictions, vote, etc.
2. A full and complete description of the building [or property] as to what it is made of, what it consists of, size, shape, who designed it, when it was constructed, etc.
3. A full description of what makes the building [or property] historical and why it is so designated.
4. A copy of the deed---book and page where recorded. [Deeds are available at the Registry of Deeds in Plymouth]
5. Exterior photographs of the building [or property].
6. A copy of the Hanson Assessor's map showing your property.
7. Copies of As-Built plot plan and As-Built drawings of the building if they exist.
8. Insurance Certificate
9. Documentation of any prior restrictions, historical or otherwise on the building [or property].

***The following is an example of answers to #'s 1, 2 and 3 above from a Preservation Restriction Agreement with the Unity Church of North Easton, Unitarian Universalists***

**1. Authority to sign.**

*The Preservation Restriction Agreement with the Easton Historical Commission was granted by the building trustees of the Unity Church of North Easton, Unitarian Universalists. Apparently, the Trustees have the authority to deal with real estate.*

**2. Description of the Building.**

*As an example, the above church was described as follows: The building is a granite, gothic revival church with a stone bell tower that has a stone roof. The balance of the building has a decorative slate roof, topped with iron cresting at its peak. The building contains world-renowned stained glass windows. The building was designed by John Ames Mitchell (1845-1918) and constructed in 1875 with funding from Oliver Ames, Jr. (1807-1877). The building serves as a church for Unity Church of North Easton Unitarian Universalist.*

**3. Historical significance.**

*As an example, the same church was described as follows: The historical significance of the building emanates from its construction in 1875, its location within the North Easton National Register Historic District (designated November 3, 1972) and its architectural and artistic design and numerous significant contents including stained glass windows by John Lafarge, windows which have worldwide artistic significance and interior woodwork by Johann Kirchmayer. Additionally, the building is listed as a contributing property to the North Easton National Register Historic District and is important to the public enjoyment and appreciation of its architectural and historical heritage.*





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### Appendix E: PROCEDURAL STEPS TO BE TAKEN RE: PRIVATE ORGANIZATIONS AND INDIVIDUALS AND HISTORICAL PRESERVATION RESTRICTIONS

The Hanson Community Preservation Committee requires that a historic preservation restriction be placed on buildings, other structures or land in which the CPA makes a funding investment. Therefore, after the town meeting has voted to award CPA funds to a private organization or entity, the following process will take place before funds are awarded.

1. Drafting of the Preservation Restriction Agreement by the Hanson Town Counsel at the applicant's expense.
2. Review of and final approval draft Preservation Restriction Agreement by the Community Preservation Committee (CPC).
3. Review of its individual Preservation Restriction Agreement by the organization that will be signing the same as a contingency of receiving CPA funding.
4. Submission of "Items Required", i.e., historical information; description of what makes the building or property historical; a copy of the property's deed; a copy of the Assessor's Map; as-built plot plans and as-built drawings of the building if in existence, by the organization seeking to receive CPA funds and:
  - a. A copy of the organization's by-law setting forth who is authorized to deal with and execute a Preservation Restriction Agreement on the organization-owned property.
  - b. A copy of the organization's legal document defining who is currently authorized to vote for the organization.
5. Once the Agreement is prepared and in final form for signatures, it must be executed by the organization receiving CPA funding, forwarded to the Massachusetts Historical Commission for approval and upon return from the Mass. Historical Commission it must be approved by both the Hanson CPC and the Hanson Board of Selectmen.
6. After approval by all entities, the fully executed Agreement must be recorded in the Plymouth County Registry of Deeds.
7. Presuming that the Hanson CPC has seen and reviewed the plans, drawings, specifications, etc. for the project, that it has recommended the project for funding and that the Town of Hanson through its town meeting has voted to approve such funding, CPA funds may after the approval and recording of the deed restriction, be released for the project.