



## COMMUNITY PRESERVATION COMMITTEE

### Guidelines for Project Submission

1. Each project application must be submitted to the Dracut Community Preservation Committee (CPC) using the **Project Funding Application**.
2. Applications may be submitted electronically and through hard copy (minimum 5 copies).
3. All requests must include a completed application before the committee can vote. Any changes or revisions to the original application must be documented, presented to the committee, and approved by the committee.
4. Requests for consideration at the spring Annual Town Meeting must be received by **December 1<sup>st</sup>**.
5. Applicants are asked to attend a CPC meeting to make a presentation on their project and to answer questions from the CPC. The applicants should be prepared to attend a Public Hearing (if necessary) and the Annual Town Meeting.
6. Late applications or requests for consideration at the fall Annual Town Meeting will be considered at the discretion of the CPC.
7. Not all aspects of the application will apply to every project.
8. For any questions, please contact the Community Development Director using the contact information below.

Additional information on the Community Preservation Act and the Dracut Community Preservation Committee can be found on the town's website at <https://www.dracutma.gov>. Click on **Boards & Commissions** tab on the home page and then on the **Community Preservation Committee** link. The Committee can be reached by email at [contact-community-preservation-committee@dracutma.gov](mailto:contact-community-preservation-committee@dracutma.gov). If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the **Project Funding Application** and accompanying documentation to:

Town of Dracut - Community Preservation Committee  
Attn: Community Development Director  
62 Arlington Street  
Dracut, MA 01826



## COMMUNITY PRESERVATION COMMITTEE

### GENERAL CRITERIA

The Dracut Community Preservation Committee (CPC) annually reviews applications for projects eligible for Community Preservation Act Funding. Proposals for funding may be made for one or more of the following project categories (Open Space, Historic Resources, Recreational Use, and Community Housing), consistent with the Community Preservation Act (CPA):

- acquisition, creation, and preservation of land for **Open Space**;
- acquisition, preservation, rehabilitation, and restoration of **Historic Resources**;
- acquisition, creation, preservation, rehabilitation/restoration of land for **Recreational Use**;
- acquisition, creation, preservation, and support for **Community Housing** (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply);
- rehabilitation and restoration of **Open Space** and **Community Housing** that is acquired or created using monies from the fund.

Projects are only eligible for CPA funding if they fit in a box with a green "Yes" in the chart below (chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012):

|                             | Open Space                                       | Historic | Recreation | Housing  |
|-----------------------------|--|----------|------------|--|
| Acquire                     | Yes  | Yes      | Yes        | Yes  |
| Create                      | Yes  | No       | Yes        | Yes  |
| Preserve                    | Yes  | Yes      | Yes        | Yes  |
| Support                     | No   | No       | No         | Yes  |
| Rehabilitate and/or Restore | No<br>(unless acquired or created with CPA \$\$) | Yes      | Yes        | No<br>(unless acquired or created with CPA \$\$) |

Source: [Department of Revenue Chart \(G.L. c. 44B, §5\)](#)

General information regarding the application process or project eligibility may be obtained from the CPC at any posted meeting or by contacting the Community Development Director.



## COMMUNITY PRESERVATION COMMITTEE

### PROJECT SUBMISSION PROCESS

**STEP 1 – ANNUAL PUBLIC HEARING:** In September, the CPC will hold an annual Public Hearing to obtain input on priorities from community members. The application process and timeline will be presented at this meeting. While attendance is not mandatory it is recommended for anyone considering a project application.

**STEP 2 – SUBMIT APPLICATION:** By December 1st, five hard copies and a digital copy of the completed project application must be received by the Community Development Director. Application materials and the current Community Preservation Plan can be found on the Town of Dracut website at <https://www.dracutma.gov/community-preservation-committee> (The CPC may, at their discretion, accept late applications or requests for Fall Town Meeting consideration.)

**STEP 3 – APPLICATION REVIEW:** At their December meeting; the CPC will be handed completed applications and review each application for the following:

- Eligibility for CPA funding
- Application completeness (incomplete applications may be deferred)
- Whether the proposal is sufficiently developed, in terms of plan of work and timing
- Consistency with the CPA plan goals and community priorities.

**STEP 4 – APPLICATION DISCUSSION:** At meetings in January and February each project proposal will be placed on the agenda so that the CPC can meet with Applicants to discuss their applications. Public Comments will be sought on each of the CPC applications through the Chair. The Committee may request additional or more detailed information on the submitted applications.

**STEP 5 – PROJECT RECOMMENDATIONS:** Typically at their March meeting, but at least 60 days prior to the Town Meeting, the CPC will vote on project funding recommendations. A recommendation may be made for the project as proposed, for the project as modified or conditioned or for partial or phased funding. The CPC will request an article on the Town Meeting Warrant for all projects that have received their recommendation. Any projects not receiving a recommendation from CPC may be reconsidered for a future Town Meeting. All Applicants will be notified of CPC recommendations.



## COMMUNITY PRESERVATION COMMITTEE

**STEP 6 – TOWN MEETING:** The community will vote on CPC warrant article(s) at Town Meeting following report from the CPC.

**STEP 7 – AWARD LETTER & AGREEMENT:** An award letter will be sent by the CPC through the Community Director to those applicants whose proposals were approved by Town Meeting. The letter will state the terms of the funding, including any conditions, modifications to the proposal, and instructions. All non-municipal applicants are expected to enter into a Grant Agreement with the Town of Dracut within 60 days of approval.

**STEP 8 – FINANCIAL MANAGEMENT:** Accounting and fund monitoring shall be completed by the Town of Dracut Finance Director. Funds are released on a reimbursement basis for approved expenditures upon submission of receipts and other required documentation.

**STEP 9 – PROJECT MANAGEMENT:** Projects are to be implemented in accordance with what was approved. Signs and public notices regarding an approved project must acknowledge CPA funding. Any significant changes to a funded project must be approved by the CPC; determination of significance shall be made by the Community Development Director. Project managers shall provide twice yearly updates to the CPC (typically in June and December) and a final report upon completion.

If project CPA funds have not been utilized as scheduled in the application package the CPC may recommend that the project be closed and funds be made available for future projects.



## COMMUNITY PRESERVATION COMMITTEE

### ANNUAL SCHEDULE OVERVIEW

|           |  |
|-----------|--|
| September | <ul style="list-style-type: none"><li>• Public Hearing to garner input on priorities</li></ul>   |
| October   | <ul style="list-style-type: none"><li>• Discussion of updates to Community Preservation Plan</li></ul>   |
| November  | <ul style="list-style-type: none"><li>• Vote to approve Community Preservation Plan</li><li>• Update on projects in progress</li></ul>                                     |
| December  | <ul style="list-style-type: none"><li>• 12/1 – applications due to Community Development Director</li><li>• Review applications for eligibility and completeness</li></ul> |
| January   | <ul style="list-style-type: none"><li>• Project discussions with applicants</li></ul>  |
| February  | <ul style="list-style-type: none"><li>• Project discussions with applicants</li></ul>  |
| March     | <ul style="list-style-type: none"><li>• Budget update &amp; staff input</li><li>• Vote on project recommendations &amp; closures</li></ul>                                 |
| April     | <ul style="list-style-type: none"><li>• Update on projects in progress</li></ul>   |
| May       | <ul style="list-style-type: none"><li>• Committee Reorganization</li><li>• Town Meeting Planning as needed</li></ul>   |
| June      | <ul style="list-style-type: none"><li>• Town Meeting w/ recommendations</li><li>• Final budget update following Town Meeting</li></ul>                                     |

July & August meetings are not scheduled, but may be held at the discretion of the CPC.