



Town of Watertown
Community Preservation Committee
Administration Building
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Committee Members
Elodia Thomas, Chair
Jonathan Bockian
Jason Cohen
Bob DiRico
Dennis J. Duff
Mark Krackiewicz
Allen Gallagher
Maria Rose
Susan Steele

Meeting Minutes: Thursday, October 29, 2020, Remote Zoom Meeting, 7:00 PM

Committee Members Present: Elodia Thomas, Chair; Jason Cohen; Jon Bockian; Mark Krackiewicz; Dennis Duff; Allen Gallagher; Bob DiRico; Maria Rose and Susan Steele.

Others Present: Lanae Handy, CPC Coordinator; Michele Waldman

1. Call to Order

Elodia Thomas called the meeting to order at 7PM and presented information about the governor's order to suspend some provisions of public meeting law, allowing remote meetings. Lanae Handy called the roll and all committee members were present.

2. Acceptance of 9-24-20 Meeting Minutes

Motion: Dennis Duff moved to accept the minutes, with the following change: list the yea and nay votes of committee members for acceptance of the 8-31-20 meeting minutes. Jason Cohen seconded.

Vote: Committee members voted unanimously to accept the minutes with the change.

3. Update on Plan Revisions

Elodia gave an update on her work on the opening chapter of the CPA plan, noting that Lanae was overseeing the Application Manual. She also acknowledged the challenges of the project and the need to ultimately blend the writing of each chapter into one document. Maria remarked that she had made comments on the Open Space section draft. Leo stated her comments were incorporated. Elodia and Lanae are making comments to the draft of the Housing chapter prepared by Mark. Susan and Lanae are working together on the Historic Preservation chapter.

4. Review and Discussion of Draft Application Manual-revised-10-26-20

Lanae outlined her approach to organizing the application manual into two sections. The first section containing application guidelines and the second containing forms with instructions. She attempted to include information missing from the original draft and asked for feedback from the committee on the current draft. She asked committee members to consider the addition of a conflict of interest form. Lanae also asked the CPC to consider the development of a standard design for temporary signage to brand CPA projects under construction or in progress.

The highlights of the discussion on the draft plan and topics for consideration follow.

Document Appearance: Jason thought there should be graphic consistency between the CPA Plan and Application Manual related to headings and fonts.

Comments on the Content: A number of committee members thought there was too much focus on the project manager qualifications as opposed to the entire project team. The document should be edited to reflect that change throughout. The ideas of having a conflict of interest form and a standard sign design were well-liked. Elodia spoke with Mark Sideris about the conflict of interest issue and further discussion will take place with the Town attorney.

Mark noted the reference to the CPA category goals although the plan has not been finalized. Lanae was apprehensive about changing goals after the committee had agreed upon the wording. Elodia declared a lot of thought had gone into developing the goals and that this may be addressed in the public hearing.

Review: Mark wanted to ensure the document does not give the impression the Eligibility Form is simply a yes or a no decision and that there may be some give and take. Dennis thought applicants may make mistakes and there should be an appeal process. Jon replied that a formal appeal process was not needed. Allen stated applicants should be allowed to supply missing information to the committee and Lanae could screen applications. Jason inquired whether there should be an appeal process for applicants that are denied funding. Most members thought it was not necessary because there would be a record and rationale for why a project was approved or not and applicants could apply again in the next cycle.

Susan asked if Lanae would handle the eligibility review and Elodia asked Jason about the Planning Board process. Jason stated that the Planning staff worked closely with applicants to get proposals in shape and assumed the same advance work would fall on Lanae. He and Susan worried that if there were a number of applications it could be overwhelming.

Dennis remarked on Jason's point that we might have a lot of applications and emphasized money is a limiting factor. Elodia thought there probably wouldn't be more than 4 or 5 applications.

Jon noted there is one important distinction between the Planning Board and CPA projects in that applicants will be competing with each other. He also emphasized while the Planning Board process relies heavily on staff recommendations, the CPC wants to be the decision makers. Jon also thought the project presentations should strictly involve oral testimony from the proponents to allow time for questions from committee members.

Process: Mark objected to the statement that the CPC does not initiate projects. He gave the examples of the Committee commissioning a report by a historic landscape historian to study the Commander's Mansion landscape or having a design competition for a playground rehabilitation project. Maria shared that she met with Alice Ingerson, a CPA manager from Newton who mentioned a CPC member was doing things behind the scenes. Given that, she thought it would be inappropriate for the CPC to initiate projects. Susan and Elodia agreed. Elodia was firm in her statement that the CPC are not initiators of projects, but the facilitators.

Timeline: Maria said she hoped the CPC could get some projects approved in FY2021 and then begin another cycle in the fall as well.

Next steps: Comments on the draft Application Manual should be submitted to Lanae by November 6th. Next the committee will need to develop a process for the public hearing.

In closing, Elodia asked whether committee members wanted to meet at an earlier time. As a result, the November 19th meeting was moved up by a half hour to 6:30pm.

5. Adjournment

Motion: Dennis Duff moved to adjourn and Jason Cohen seconded.

Vote: Committees members voted unanimously to adjourn the meeting at 8:42pm.

INTRODUCTION

Welcome to the Watertown Community Preservation Act (CPA) funding process! We look forward to receiving your CPA project proposals and providing assistance each step of the way.

This manual contains instructions and all of the application forms required to request CPA funds. All of the required forms should accompany a narrative submission. Guidelines for the narrative are provided in the CPA Funding Application packet.

If you have questions or need advice, contact Community Preservation Coordinator, Lanae Handy at lhandy@watertown-ma.gov or 617-715-8620. For additional information visit <https://www.watertown-ma.gov/952/Community-PreservationCommittee>

Annual Application Cycle

The Community Preservation Committee (CPC) considers funding requests annually through a two-phase application process. To offer guidance and answer questions, the CPC will hold an application workshop each year.

Applicants may submit a simple Eligibility Form by the deadline to receive an official determination from the CPC whether or not their proposal appears eligible for review of a full Funding Application. Interpreting eligibility for CPA funding can be a complex process and the eligibility form provides applicants with valuable guidance that may save time and effort before preparing the full application.

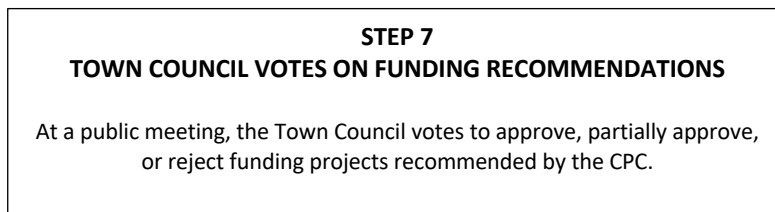
Full Funding Applications are due [redacted]. This submission requires details about the project timeline, budget and cost estimates, project management and maintenance plan, and other essential information to inform the CPC's consideration and to ensure compliance with all laws, regulations, and best practices.

The full application cycle is summarized in the chart that follows and is described in more detail in the instruction section of this manual.

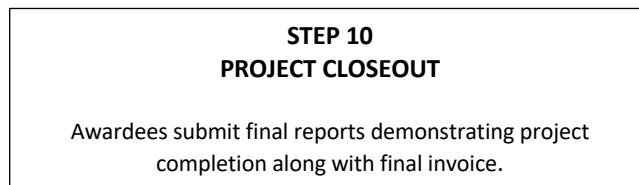
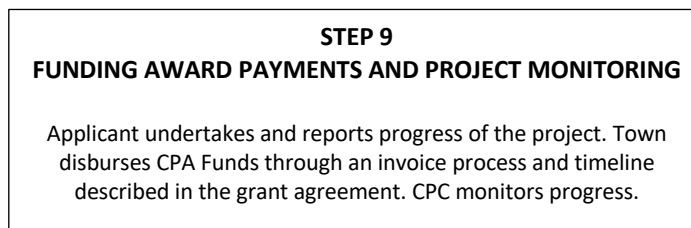
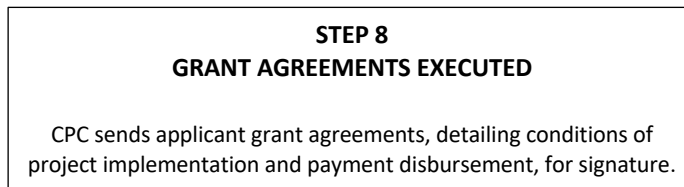
(Please note: all dates indicated in the manual are tentative, and subject to change based on the evolving COVID-19 situation and its impact on the scheduling of public meetings.)

Timeline

	Step	Timeline/Deadline
1	Read CPA Plan and Attend Application Workshop	
2	Submit Project Eligibility Form	
3	Eligibility Form Review CPC notifies applicants of eligibility	
4	CPA Full Application Due	
5	Application Review, Public Hearings, Project Presentations	
6	CPC Deliberates and Votes on Funding Recommendations	
7	Town Council Votes on Funding Recommendations	
8	Grant Agreements Executed	
9	Funding Award Payments and Project Monitoring	
10	Project Closeout	



Town Council does not approve funding the project.



Exceptions in Time-Sensitive Circumstances

The CPC will accept applications outside the established annual application cycle only under exceptional extenuating circumstances where specific time-sensitivity is demonstrated, for example a project proposed in response to a natural disaster or a critical property coming onto the market. In such circumstances, applicants should contact the Community Preservation Coordinator. Applicants will be required to document why the project is time-sensitive and deserving of out-of-cycle consideration. The CPC will strive to accommodate time-sensitive requests to the best of its ability but cannot guarantee acceptance of an application out of cycle, an expedited process, or approval of funding.

STEP 1
LEARN ABOUT CPA/ATTEND APPLICATION WORKSHOP

Learn more about the CPA application process through reading CPA Plan and town planning documents. Share project ideas, and ask questions at the CPA Application Workshop.

STEP 2
COMPLETE AND SUBMIT PROJECT ELIGIBILITY FORM

Put project ideas on paper in the initial phase of two-phase process

STEP 3
ELIGIBILITY REVIEW AND NOTIFICATION

After review by CPC coordinator and committee receive notification whether to submit a full application.



Project is not eligible



Project is potentially eligible – More information is needed to determine project eligibility. CPC notifies applicant of additional information needed to make a determination. Submit additional information.

STEP 4
SUBMIT A CPA FULL APPLICATION

After notification of eligibility, prepare and submit a full proposal. Follow detailed instructions and checklist found in this manual to ensure application is complete and includes all required attachments.

STEP 5
APPLICATION REVIEW, PUBLIC HEARING, AND PROJECT PRESENTATIONS

CPC holds public hearing with applicants where questions from the CPC about projects may be addressed. Written comments will be accepted from the public. Where appropriate, CPC will conduct site visits.

STEP 6
CPC DELIBERATES AND VOTES TO RECOMMEND PROJECT FUNDING

CPC conducts final application review and submits funding recommendations to Town



Project is not recommended for funding



Consider revisions and resubmission in next funding cycle.

THINGS TO CONSIDER BEFORE APPLYING

Is the project eligible for CPA funding?	Use the Eligibility Matrix -Appendix A, to determine whether the project is eligible; some elements of the project may be eligible while others may not.
Is the project on Town property or owned by the applicant?	If the project is on Town property, the Town must be a co-applicant. If the applicant does not own the property the applicant must have the written permission of the private property owner and the owner must also be a signatory on grant agreement documents.
Does the project address the needs, goals and/or priorities in local planning documents and the Community Preservation Plan?	The Community Preservation Committee's (CPC) priorities for CPA funding are detailed in the Community Preservation Plan. The plan can be found here. INSERT URL The Community Preservation Plan draws from Town documents such as the Watertown Comprehensive Plan and Open Space and Recreation Plan.
Does the project have support from Watertown boards, commissions, departments, community groups and/or a range of public voices?	Seek input and support from appropriate Town boards, commissions, departments, community groups, and the public at large.
What third-party (non-CPC) approvals will be needed to implement the project?	Seek guidance from the Department of Community Development and Planning.
Does the project demonstrate feasibility with regard to: • project management and expertise, • realistic budget and timeline • long-term maintenance plan and budget?	• Is there a clear plan for how to manage the project, including staff and/or volunteers with necessary expertise and time available to hire contractors, oversee work, comply with reporting requirements, etc.? • If there is a co-applicant? Each organization involved should have a clear understanding about which party or organization is responsible for which aspect of the project. • Carefully estimate costs and project implementation time. • Is there a plan and identified non-CPA funding source for project maintenance.
Are there other sources of funding for the project, including in-kind contributions or other cost-saving measures?	Search for non-CPA grant opportunities and consider all forms of in-kind resources and cost savings to supplement CPA funding.
Will your project require a property restriction?	The four restrictions used in CPA projects are:

Restrictions are legal documents that place limitations on the use of a property in perpetuity in many cases. These restrictions apply to all future owners of the property and can't be removed or easily changed by subsequent owners.	• Open Space Conservation and Outdoor Recreation Projects: Conservation Restrictions subject to approval by the MA Executive Office of Energy and Environmental Affairs (EOEEA) • Community Housing Projects: Affordable Housing Restrictions subject to approval by the MA Department of Housing and Community Development (DHCD) • Open Space Agricultural Projects: Agricultural Preservation Restrictions subject to approval by the MA Dept. of Agricultural Resources (DAR) • Historic Projects: Preservation Restrictions subject to approval by the Massachusetts Historical Commission
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DECISION GUIDELINES USED BY CPC

All Proposals Must Be:

- Complete
- Eligible for funding under the Community Preservation Act
- Feasible within a reasonable timeframe
- In compliance with legal, zoning, and other applicable Town board or committee requirements
- Provide a community benefit
- “Stand alone” and not commit the CPC to future initiatives

The Committee Reviews Each Project Using the Following Criteria

1. The CPC will prioritize projects that are collectively consistent with the community’s needs and values:

- a. Are highly visible, accessible, and generate broad benefits for Watertown.
- b. Incorporate sustainable practices and design.
- c. Demonstrate consideration and support from municipal government, community groups, and/or a range of public voices.
- d. Are generally supported by identified needs, goals, and priorities in local planning documents and the Community Preservation Plan.

2. The CPC will prioritize projects that use CPA funding strategically:

- a. Leverage CPA funds through additional public or private funds, in-kind contributions, labor, materials, or other cost-saving measures.
- b. Address long-standing or urgent needs, or exceptional time-sensitive opportunities in the community.
- c. Demonstrate feasibility regarding project management, project budget, and a long-term maintenance/operations plan and budget for the resource.
- d. Address two or more of the CPA focus areas (i.e., blended projects).
- e. Serve as catalysts for transformative change to enhance the aesthetics, connectivity, and quality of life in the community.

Specific Category Project Review Criteria

Open Space

- Expand, preserve and restore existing open space throughout the community for improved benefit and use, particularly along current and future trails and paths, the Charles River, conservation land and ponds.
- Capitalize on opportunities to create new public open spaces through restoration and green conversion.
- Increase and improve access to and connectivity between current and future open spaces.

- Preserve or restore wild and natural areas, native species and wildlife habitats.
- Expand natural resources to mitigate the effects of climate change.

Outdoor Recreation

- Improve connectivity, access, safety and function of recreational resources throughout the community that serve residents of all ages, interests and needs.
- Create and expand bike and pedestrian paths to connect neighborhoods with recreational and community resources.
- Create more community gardens, pocket parks, gathering spaces, playing fields and other recreation areas.
- Create recreational opportunities along the Charles River.
- Upgrade parks to promote accessibility and construct creative play spaces.

Community Housing

- Create community housing based on documented community needs.
- Preserve long-term affordability of existing income-restricted housing units.
- Support housing initiatives that include a local preference.
- Support the creation of affordable units through adaptive reuse.
- Support programs that provide direct housing assistance for eligible community households.

Historic Preservation

- Preserve and rehabilitate Town-owned historic resources, including buildings, landscapes, monuments, documents and artifacts.
- Support the preservation of privately-owned historic resources that demonstrate public benefit.
- Acquire and preserve underutilized, threatened or abandoned privately-owned historic resources.
- Enhance public access to historic resources, including ADA accessibility improvements.

APPLICATION STEPS AND REVIEW PROCESS

Step 1 – Read Community Preservation Plan (CP Plan) and Attend Application Workshop:

Clarify the proposal and understand the application process.

Before undertaking the application process, applicants should read the entire application manual and review the CP plan to learn more about the CPA, the Watertown CPC's values, guiding principles and project criteria, and the application process. Also, applicants should review the Eligibility Matrix in Appendix A. To answer questions about eligibility and the application process, the CPC will hold an annual application workshop, on [REDACTED]. For further information, the Community Preservation Coalition webpage is a general resource and includes many technical assistance articles that explain eligibility requirements and inform through case studies: <https://www.communitypreservation.org>

Note: The CPC does not initiate or manage projects. The CPC's role is limited to reviewing applications and recommending funding allocations to the Town Council for consideration. It is the responsibility of the applicant and other relevant project entities to initiate and oversee projects funded through CPA.

Step 2 – Complete and Submit Eligibility Form

As part of a two-phase application process applicants must submit a pre-application form to review project eligibility. The CPC may provide initial feedback and guidance on the proposed project so that applicants learn if their project idea is eligible for full review before preparing the more detailed application.

Step 3 – CPC Eligibility Review and Notification

The CPC and staff will review Eligibility Forms submitted and the Community Preservation Coordinator will contact applicants with one of three determinations:

- ❖ **Project is eligible** – Applicant can move forward with next steps. (This is not a final legal determination of eligibility for CPA funds and does not indicate whether the project is likely to be recommended for funding.)
- ❖ **Project is potentially eligible but requires more information** – In some cases, the CPC may decide that additional information is needed in order to determine the project's eligibility. The CPC will notify applicants of any additional information they must provide.
- ❖ **Project is not eligible** – Applicant cannot continue with their request for CPA funding as the project does not meet the necessary requirements and regulations. A revised

version of the project may be submitted. The committee may offer suggestions on how to alter the project to better align with eligibility requirements.

Step 4 – Prepare and Submit a Funding Application

Applicants may submit a full funding application after receiving notice of eligibility to submit. Gathering some of this information will likely take many weeks, so applicants should plan accordingly.

The Funding Application Form (Appendix D) includes detailed instructions and a checklist to help ensure that the application is complete and includes all required attachments.

CPA Funding Application Forms are due

Step 5 – Application Review, Public Hearing, and Project Presentations

Application review - The CPC will review project applications for completeness. The CPC may request additional information from the applicant prior to the public presentation session. Applications will be posted online to allow for public review and comment about applications

Public presentation session - The CPC will also hold at least one public hearing to gather additional information on proposed projects. The Community Preservation Coordinator/CPC will notify applicants about their hearing date where applicants will have the opportunity to give a **brief** presentation on their proposed project. CPC members will have an opportunity to ask questions and accept additional written comments from the public. If possible, all essential individuals involved in the project should be present at the hearing, such as project managers, property owner(s), project partners, or professionals who will work on the project. At any time in this process, the Community Preservation Coordinator or the CPC may request additional information from the applicant. If appropriate, the CPC may schedule a site visit. (The applicant or an agent of the applicant must be present if the site visit is on privately-owned property without public access). *Note: All projects involving Town-owned property must comply with public procurement regulations and sound business practices.*

Step 6 – CPC Deliberation and Project Recommendations

At a subsequent public meeting, after all applications in a funding cycle have been reviewed, the CPC will deliberate and vote on CPA funding recommendations to the Town Council for that annual cycle. The CPC may:

- a) recommend funding for the project at the amount requested in the application (possibly with one or more conditions);

- b) recommend a lower amount of funding for the project (possibly with one or more conditions); or
- c) choose not to recommend funding for the project.

During the review process, CPC members will assess each application individually using the Application Evaluation Matrix (Appendix B). The CPC will recommend projects based on how well the individual proposals and the set of projects recommended, taken as a whole, carry out the CPC's Values, general Guiding Principles, and Goals for each CPA funding category. The Committee will discuss their evaluations and come to a collective decision

The CPC may choose to recommend that a proposed project should be broken into phases and only recommend funding of one phase at a time. Later phases would be considered for funding upon receipt of a new application in a later funding round.

Step 7 - Town Council Votes on Funding Recommendations

The CPC will submit funding recommendations to Town Council. At a public meeting, Town Council will consider the recommended CPA funding appropriations.

By state law, Town Council may only:

- a) approve CPA funding at the full amount recommended by the CPC;
- b) approve CPA funding at a lower amount than recommended by the CPC; or
- c) reject CPA funding for a project recommended by the CPC.

Town Council cannot approve CPA funding for projects that do not receive a CPA recommendation or recommend funding at a higher amount than recommended by the CPC.

Note: In accordance with the Watertown Home Rule Charter, if one or more members of the Town Council object to taking up a vote on any recommendation, the vote will be postponed until the next scheduled Town Council meeting.

Step 8 – Grant Agreements Executed

The Community Preservation Coordinator will distribute award letters and grant agreements to grantees (templates are provided in Appendices G and H). The grant agreement is with the Town, not the CPC. Grantees must return their signed award letter or grant agreement before accessing the CPA funds.

Project managers are required to complete and submit the Project Reporting Form (Appendix I) to the Community Preservation Coordinator on agreed upon project milestones throughout the

project and may be asked to provide additional information at the discretion of the Coordinator.

If there are any significant changes proposed to the scope of work or project budget, the project manager must contact the Community Preservation Coordinator immediately. For work funded through CPA, the applicant must request and receive prior written CPC approval for significant changes to the scope of work. Additional CPA funding will only be available through an additional formal application process.

Step 9 - Funding Award Payments and Project Monitoring

CPA funds are distributed by the Town, through an invoice system, administered by the CPC. The grant agreement or award letter details the conditions and schedule of payments. For all direct labor costs, invoices should first be submitted to and reviewed by the project manager prior to submitting invoices to the Community Preservation Coordinator. For all other project expenses, the project manager should submit an invoice to the Community Preservation Coordinator, outlining the specific expenses undertaken in that timeframe and associated with key project milestones. All invoices must include:

- ❖ Grantee name and contact information
- ❖ Remit address
- ❖ Invoice date and number
- ❖ Invoice amount (in dollars and as a percentage of the total grant amount)
- ❖ Amount previously dispersed (in dollars and as a percentage of the total grant amount)
- ❖ Short description of items covered by current disbursement request, update on progress related to milestones.

The Community Preservation Coordinator will forward approved invoices to the Town Auditor for processing. Keep in mind that the CPC may reserve the final 10 percent of the grant amount for final disbursement once the project is complete as stipulated in the award letter/grant agreement. For recordkeeping, the project manager should retain copies of all invoices, which must be accompany the Closeout Report.

Step 10 - Project Closeout

Using the Project Closeout Form (Appendix J), the grantee or project manager must submit final notice and documentation of the project's completion. Closeout Forms should be submitted as soon as possible once the project is complete, including the final invoice – which will be paid

APPENDIX A

CPA Eligibility Matrix

Definitions	Open Space	Recreational Land	Historic Resources	Community Housing
	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.	Land for 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. Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the Watertown Historical Commission to be significant in the history, archeology, architecture or culture of the city or town.	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.	Yes	Yes	Yes	Yes
Creation To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008)	Yes	Yes	No	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
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 CPA funds	Yes	Yes	Yes, if acquired or created with CPA funds

B – Application Evaluation Matrix Form

The CPC will prioritize projects that are collectively consistent with the community's needs and values. The numeric values below will serve only as rough guides for project evaluation.

Narrative	Criterion	Excellent	Good	Fair	Inadequate	Rating
Basic Criteria	Completeness	Thorough and complete; contains all required documentation.	Relatively thorough, requires some clarification and/or more information.	Application is relatively complete, requires significant clarification and/or more information.	Incomplete, lacks significant information.	
	Eligibility	Clearly meets all eligibility requirements	Meets eligibility requirements; require some clarification	Some project aspects may not be eligible	Significant project aspects not eligible	
	Supports Goals in the Community Preservation Plan	Clearly aligns with more than one CPA Plan goal	Clearly aligns with one CPA Plan goal	Somewhat aligns with one or more CPA Plan goals	Does not align with any CPA Plan goals	
Quality of Application	Supports identified needs in local planning documents	References and aligns with 3-5 needs, goals, or priorities in planning documents	References and aligns with 2-3 needs, goals, or priorities in planning documents	References and aligns with 1 need, goal, or priority in planning documents	Neither references nor aligns with any need, goal, or priority in planning documents	
	Addresses long-standing, urgent or exceptional time-sensitive opportunities	Clearly demonstrates opportunities, long-standing or urgent needs or if appropriate an exceptional, time-sensitive need.	Addresses needs or opportunities	Somewhat addresses needs or opportunities; or time sensitivity may not be exceptional	Does not address needs or opportunities; not exceptionally time sensitive.	
	Demonstrates high visibility, accessibility, and generation of broad community benefits	High visibility, demonstrates significant community benefit, and public access and accessibility (ADA) of entire project	Somewhat high visibility, demonstrates community benefit and somewhat limits public access and/or accessibility (ADA).	Limited community benefit and public access and accessibility (ADA), and is low visibility or impact.	Does not demonstrate high visibility, community benefit and public access or accessibility (ADA).	
	Demonstrates broad support: municipal, community groups, and/or range of public voices.	Demonstrates significant evidence of outreach/consultation efforts, with many letters of support.	Demonstrates evidence of outreach/consultation efforts, with some letters of support.	Demonstrates some evidence of limited outreach/consultation efforts, with few letters of support.	Demonstrates little evidence of or no support.	

	Incorporates sustainable design practices for long-term maintenance and lifespan.	Clearly incorporates design, materials and operations or practices that will ensure project environmental sustainability and physical longevity.	Some effort to incorporate sustainable design practices to ensure environmental sustainability and physical longevity.	Limited effort to incorporate sustainable design practices to ensure environmental sustainability and physical longevity; no compelling evidence.	Does not incorporate sustainable design practices to ensure environmental sustainability and physical longevity,	
	Addresses two or more CPA categories	Fulfills this principle	Fulfills this principle	Fulfills this principle	Does not fulfill this principle	
	Serves as a catalyst for transformative change	Demonstrates the project will lead to significant or multiplier beneficial change to the community beyond the project itself, with compelling evidence.	Somewhat demonstrates the project will lead to significant or multiplier beneficial change to the community beyond the project itself, with some evidence.	Does not demonstrate the project will lead to significant or multiplier beneficial change to the community beyond the project or makes the case with no evidence.	Does not claim the project will lead to significant or multiplier beneficial change to the community beyond the project.	
Capacity & Experience	Demonstrates feasibility regarding project management	Clearly documents project manager capacity (time), qualifications, and experience as evidenced by track record of successful projects. Application includes a thorough and detailed project schedule.	Project manager has satisfactory capacity (time), qualifications and experience as evidenced by track record. Application includes a detailed project schedule.	Project manager has minimal qualifications and lacks the experience to manage the project or has limited capacity (time to oversee project. Application includes a project schedule of some concern.	Project manager has neither the required qualifications nor experience -OR- the CPC has previously determined the project manager did not adequately fulfill this role for a different CPA-funded project. No project schedule	
	Demonstrates feasibility regarding realistic timeline and milestones	Timeline is logical and detailed with clear and specific milestones. The timeline and project schedule are realistic for the project proposed.	Timeline has relatively clear milestones. The timeline and project schedule are somewhat realistic for the project proposed.	Timeline is generic and possible unrealistic, lacks detail and requires further clarification.	Timeline does not demonstrate understanding of project requirements, timing and organization.	
	Demonstrates feasibility regarding long-term maintenance budget and operations plan	Maintenance plan is detailed and realistic, displaying sufficient and reliable resources to fund future maintenance.	Maintenance plan is feasible and identifies some resources to fund future maintenance.	Maintenance plan lacks thoroughness, supporting information, or reliable funding.	No maintenance plan included or the information provided is insufficient, identifying no reliable funding.	
Financial Administration	Demonstrates feasibility regarding a reasonable and informed budget	Budget is logical, realistic, and well-detailed, including substantiated cost assumptions and/or professional cost estimates or quotes.	Budget is logical, including cost assumptions, estimates, and quotes.	Budget lacks clarity and documentation such as cost assumptions and quotes.	Budget is illogical, incomplete or ill-informed, lacking clarity and documentation	
	Leverages additional funding sources including in-kind contributions	Significant additional sources of funding available, evidenced by award letters, commitment letters, or evidence of in-kind resource and cost-savings	Some additional sources of funding available, evidenced by award letters, commitment letters, or evidence of in-kind resource and cost-savings	Minimal additional sources of funding available or no evidence of commitments.	No additional sources of funding available for the project costs.	

C - Project Eligibility Form

Please email an electronic (fillable form available at [INSERT URL](#)) to lhandy@watertown-ma.gov or mail a print version of the completed form to the Lanae Handy, Attn: Lanae Handy, Community Preservation Coordinator, Department of Community Planning and Development, 149 Main Street Watertown, MA 02472. no later than **4 pm on the deadline** or **postmarked by the deadline**

This first step helps to clarify whether or not your project is eligible for CPA funding under stipulations of the statute (MGL c. 44B).

Project Name	
Project Location (Provide exact address)	
Applicant(s) Name / Organization	
☐ Town Department ☐ Town Commission. ☐ Non-profit ☐ Private Group or Individual	
Contact Person	
Mailing Address	
Phone Number	
Email Address	

Is the property owner the applicant? ☐ Yes ☐ No *Please provide deed registry information.*

Book	Page	Or Certificate of Title
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South Middlesex Registry of Deeds book & page numbers of the most recent property deed, or the Certificate of Title number of registered property. See:
[https://www.masslandrecords.com/MiddlesexSouth/\(X\(1\)S\(vk0m4545rnnwtav45ko0i1k45\)\)/Default.aspx?AspxAutoDetectCookieSupport=1](https://www.masslandrecords.com/MiddlesexSouth/(X(1)S(vk0m4545rnnwtav45ko0i1k45))/Default.aspx?AspxAutoDetectCookieSupport=1) for information.)

If applicant is not the property owner, does the applicant have site control or written consent of owner? Attach documentation verifying consent. Note: If you do not have consent, your project will be deemed ineligible.

Project Activity Eligibility: *Check at least one of the boxes below.* See CPA Eligibility Matrix – Appendix A

Add URL for CPC	Open Space	Outdoor Recreation	Community Housing	Historic Preservation
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/Restoration	If acquired or created with CPA Funds		If acquired or created with CPA Funds	

For historic properties, is the resource deemed significant by the local historic commission, in a local historic district and/or listed on the State Registry of Historic Places? ☐ Yes ☐ No
(Check designation at MHC-Macris.net.)

Additional Information:

Have you reviewed Watertown's Community Preservation Plan and Application Manual?
☐ Yes ☐ No

Have you attended a Watertown CPA application workshop? ☐ Yes ☐ No

Have you identified a qualified project manager? If so, please provide the name.

Has the project been reviewed to determine which governmental permits or approvals, if any, the project will require? ☐ Yes ☐ Not Yet

Please attach a list of all governmental permits and approval the applicant is aware the project may require.

Project Summary: Please provide a brief description of the project and how it will provide public benefit

For CPC Use Only

Date Received: / /	Date Reviewed: / /	Date Applicant Notified: / /	Eligible	Potentially Eligible	Not Eligible
More Information Needed _____	Description of Information Requested	Comments			

- e. **Project Budget:** Complete the project summary form and provide a detailed project budget including a detailed breakdown of both hard *and* soft costs for this project, such as professional services, equipment or supplies, permitting, oversight, management, and other costs. Include how each component will be funded (CPA, other sources, donation/in-kind, etc.). See the sample budget provided in the Application Manual for reference. Whenever possible, please provide three written quotes as attachments. If not possible, provide a reasonable explanation of cost estimates. **Vendor/Procurement issues – Procurement requirements and list of approved vendors on Town property.**
- f. **Project Management & Coordination:** Describe the project manager background, experience, qualifications and capacity to successfully manage this project. Provide information about how much time the project manager will allocate to this project. Describe the roles and responsibilities of others involved in the management of the project. Please include references for the project manager.
- g. **Project Maintenance Plan:** Provide a detailed maintenance plan for the project, including who will be responsible for property or project maintenance after the project is completed and the sources of funding secured or how funding will be secured/generated to meet those needs.
- h. **Provide information as to whether and how the project incorporate sustainable practices and/or design to ensure environmental sustainability and the physical longevity of the resource.**
- i. **Photos, Plans, Survey and Other Visual Documentation**
- j. **Provide additional information you would like to share about how this project will provide transformational improvements to the community's aesthetic character, connectivity, and quality of life.**

CPA Full Application Instructions

1. Read entire application packet and Community Preservation Plan, as well as relevant Town planning documents.
2. Visit Watertown Community Preservation Committee website to learn more and download application materials. Attend or view application workshop _____ insert date and URL for video
3. Submission
 - a. Applications are due no later than _____ on _____ ; mail printed copy or email to:
Lanae Handy, Community Preservation Coordinator
Department of Community Planning and Development, 149 Main Street
Watertown, MA 02472
-OR -
lhandy@watertown-ma.gov
 - b. Use Submission Requirements Checklist to ensure all required materials are included in your application. Incomplete applications may be delayed or denied funding. The checklist is part of this Application Forms packet.
 - c. Applicants must use digital versions of the Application Cover Page, Submission Requirements Checklist, and Budget Summary contained in the CPA Application Forms Packet. Digital versions will be distributed to applicants along with notification of project eligibility. Instruction sheets should be removed in the final submission to the CPC.
 - d. Applicants must submit ____ double-sided copies and one digital copy (by email) of all application materials. The digital submission must include: 1) a single PDF file with all items included in the application and 2) high-resolution copies of all pictures submitted as part of the application. [Contact the Community Preservation Coordinator if you do not have access to a computer or email.]
4. Information about the project
 - a. **Project Description:** Provide a detailed project description, describing what will be accomplished and how it will be accomplished. Why is this project needed and what are the public benefits? Who will be served by this project—a particular demographic population or geographic area?
 - b. **Project Alignment with CPC and Town Planning Goals and Priorities:** Which Community Preservation Plan goals does the project address and how does the project meet those goals? Illustrate how this project is supported by or compatible with needs, goals, and priorities identified in local planning documents; or explain why divergence from them is warranted and necessary. How and from whom have you sought input or support for this project? Attach no more than 3 letters of support by individuals. There is no limit on the number of signatures on support letters.
 - c. **Relevant Experience of Applicant:** Please indicate qualifications and experience of relevant project professionals, such as project managers, design professionals, and applicable consultants.
 - d. **Project Timeline:** Outline project schedule, including the milestones and key steps necessary to successfully complete the project. (*Note CPA funding disbursements and project reporting may correspond to these milestones*) List and explain the process for obtaining required elements such as permits, variances, environmental assessments, or other legal assurances in a timely fashion.

Maintenance Budget (if required) *Reminder: CPC cannot fund the maintenance costs for any CPC projects. Please identify the source of maintenance funding, if required or how funds will be generated.*

Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

Identify source of funding for maintenance:

For Community Housing Projects

	Area Median Income Limits	# OF UNITS
Affordability	☐ <50%	
	☐ <65%	
	☐ <80%	
	☐ 80 – 100%	

Does this project have a target population? If so, which group? _____

Signatures

I (we) certify that all information provided in this entire submission is true and correct to the best of my (our) knowledge and that no information which might reasonably affect funding has been excluded. I (we) authorize the Community Preservation Committee and/or the Town of Watertown to obtain verification from any source provided.

Applicant Name (printed) _____ Signature _____ Date _____

Co-Applicant Name (printed) _____ Signature _____ Date _____

For CPC Use Only

Date Received	Date Reviewed	Date Applicant Notified
____ Approved for Recommendation to Town Council	Amount Recommended	\$
____ Approved for Recommendation to Town Council with conditions		\$
Conditions		
More Information Needed	Description of Information Requested	Comments

D - CPA Funding Application Cover Page

Project Information

Project Name	
Project Location (Provide exact address)	
Project Acreage	
Legal Property Owner of Record	
Project Description (one sentence)	

	Open Space	Outdoor Recreation	Community Housing	Historic Preservation		
Acquisition					Estimated Start Date:	/ /
Creation					Estimated Completion Date:	/ /
Preservation						
Support					CPA Funding Request:	\$
Rehabilitation/Restoration*					Total Budget for Project:	\$

**Open Space and Community Housing projects must be acquired or created using CPA funds.*

Applicant Information

Applicant Name / Organization	
☐ Town Department ☐ Town Commission. ☐ Non-profit ☐ Private Group or Individual	
Co-Applicant(s) Name / Organization	
☐ Town Department ☐ Town Commission. ☐ Non-profit ☐ Private Group or Individual	
Primary Contact Person	
Mailing Address	
Phone Number	
Email Address	
Project Manager	
Mailing Address	
Phone Number	
Email Address	

E - Submission Requirements Checklist

GENERAL

- ☐ Application Coversheet (form provided)
- ☐ Submission Requirements (this form)
- ☐ Narrative (prompts provided in instructions)
- ☐ Project Timeline (include in the narrative)
- ☐ Conflict of Interest Disclosure Form (form provided)

FINANCIAL

- ☐ Budget Summary (form provided)
- ☐ Itemized Budget (Include all project costs and proposed sources of funding and attach)
- ☐ Written quotes for project costs. If quotes cannot be secured, include detailed cost estimate with a thorough explanation of assumptions used to estimate costs
- ☐ Proof of secured funding (commitment letters, award letters or bank statements) If providing bank statements please redact identifying information such as account numbers
- ☐ Most recent fiscal year profit and loss statement and IRS Form 990, if operating as a federally tax-exempt non-profit
- ☐ If a non-profit group without federal tax exempt status, attach a commitment from a federally tax-exempt that would serve as fiscal agent for this project.

VISUAL

- ☐ Map of project showing all features pertinent to project
- ☐ Survey
- ☐ Photos of site (no more than 4 views per site including digital copies)

OWNERSHIP

- ☐ Documentation of site control or written consent if applicant is not the property owner
- ☐ Town has signed on as co-applicant if project is on Town-owned land
- ☐ 501(c)(3) IRS letter, if operating as a non-profit
- ☐ Certificate of good-standing from the Secretary of the Commonwealth, if operating as corporation, LLP or LLC
- ☐ Signed Purchase and Sale Agreement or copy of current recorded deed, if applicable

COMMUNITY SUPPORT

- ☐ Letters of support from residents; community groups; Town boards, commissions, departments; or Town, State or Federal officials or departments (Include no more than 3 letters from individuals, there is no limit on the number of signatures).

HISTORIC PRESERVATION PROJECTS

- ☐ Documentation that project is listed on State Registry of Historic Places or written determination of historic significance from Watertown Historic Preservation Commission/Historical Society?
- ☐ Statement ensuring and explaining how project will comply with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. *See MGL c. 44B §. 2, and www.nps.gov/tpslstandards.*
- ☐ Photos documenting historic resource condition, as appropriate
- ☐ Report or assessment of condition by a qualified professional describing current condition and needs, if available

F – Budget Summary

Project Name	
Project Applicant	

SUMMARY OF PROJECT COSTS

Proposed Source	Expenses					
	Study	Soft Costs*	Acquisition	Construction**	Total	% of Total Budget***
Watertown CPA						
List other sources						
Total Project Costs						

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.

** Construction costs include new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses.

*** For each source proposed, calculate its percentage of the total project budget.

STATUS OF FUNDING SOURCES

Please include documentation of funding in this application

Source	Application Date	Amount	Type (cash, in-kind)	Status of Funding			
				Proposal to be Submitted	Pending	Received Commitment	Funds on Hand

Please include an itemized budget at a level of detail commensurate with the project complexity.

WILL INSERT THE BETTER EXAMPLE YOU FOUND HERE

Category	Item	Estimated Cost	How Estimated	Funding Source
Professional Fees		\$10,000	Quote from contractor (provide name)	CPA
Labor		\$5,000	Estimate from building supply company catalog	In-kind Donation from XYZ Corporation
Materials		\$30,000	Quote from professional	CPA
TOTAL BUDGET		\$		

CONSTRUCTION PROJECTS

PLANS AND REPORTS (If available, submit digital copies only)

___ All necessary documentation to demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.

___ Renderings, site plans, floor plans, elevations, engineering plans, designs, bidding plans, or specifications

___ Applicable reports (e.g. 21-E, survey plans, feasibility studies, historic structure reports)

PROJECTS INVOLVING ACQUISITION OF REAL PROPERTY OR PROPERTY INTERESTS

___ Documentation of encumbrances (e.g. mortgages, liens, deed restriction), if applicable. If none, understand a deed restriction will be required and agree to cover all costs and responsibilities associated with securing the appropriate restriction.

___ Documentation of mortgage or lien on the property

___ If the project will result in a new mortgage, documentation of mortgage holder consent to a deed restriction.

G - CPA Award Letter Template

[Date]

Grant #: [grant number]

[Name of Applicant]

[Department or organization if applicable]

[Address of Applicant]

CC: Town Council

Re: 20XX CPA Funding – [Project Title]

Dear [Name of Applicant],

Congratulations on being a recipient of the Town of Watertown Community Preservation Act funds (CPA funds) for [Funding Cycle Year]. Your effort and cooperation during the project selection process helped secure the support by Town Council for the Community Preservation Committee's (CPC) recommendation.

Your CPA contact person is the Community Preservation Coordinator, Lanae Handy. All necessary documentation or communication with the CPC regarding this project, as well as project invoices, shall be directed to her at lhandy@watertown-ma.gov or (617) 715-8620.

CPA funding for your project is available per Town Council certification letter dated [Date], therefore, CPA funding for your project is available immediately following execution of this award letter, per the conditions below.

Appropriation. CPA funds in an amount not to exceed \$[total funding], are to be expended under the direction of the [City/Town Department Name] for the purpose of [project description] at [parcel name], located [project location], Lots XX, XX, and XX on Assessor's Map XX. Funds may be used as matching funds for any public or private grant funds as applicable.

1. Work. Recipient shall complete all of the work on the Project as described in the approved Project Application by [project deadline], unless the CPC grants an extension of the completion date for good cause and in writing. The CPC shall not be required to grant any extension.
2. [Additional Requirements or Stipulation of Award as Needed. This will depend on the type of project. For example, it could specify historic preservation standards that must be met, detail the terms of conservation or deed restrictions, or outline ownership stipulations.]

PROJECT NAME:

PROJECT LOCATION: [Parcel Site Name]
[Address]
Assessors Map Block XX Lot XX

PROJECT DESCRIPTION: [Brief Project Description]. This project meets the eligibility requirements of the Community Preservation Act "[category name]" category. The Town of Watertown Community Preservation funds approved for this project are [approved project budget].

This Grant Agreement (the "Agreement") made this ____ day of ____ in the year 20[XX] by and between the Town of Watertown a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at Town Hall, 149 Main Street Watertown MA, 02472, (hereinafter referred to as the "Town") acting by and through its Community Preservation Committee (hereinafter referred to as the "CPC") and the [Organization/Applicant Name] with an address of [Organization Address], (hereinafter referred to as the "Recipient").

THE TOWN AND RECIPIENT AGREE AS FOLLOWS:

1. Award. Subject to the terms of this agreement, the Town hereby awards the Recipient the amount of [approved project budget] (“Grant Award”) for the purposes as set forth in the Project Application and described above.
2. Project Application. The Project Application dated ([date of application]) as approved by CPC is incorporated in this Agreement by reference and attached hereto.
3. Work. Recipient shall complete all of the work on the Project as described in the approved Project Application and this Agreement. Recipient shall complete all of the work on the Project for which funds are hereby

3. Amendments. Any significant changes to the project as limited herein shall require prior review and approval by CPC before implementation. Please contact the Community Preservation Coordinator to help determine what change is significant, and if necessary, to schedule an appointment with the CPC.
4. Completion. Upon full completion of the project, you must certify completion in writing, using the Project Closeout Form. Once your certification is received, your project account will be closed and no further funds shall be available for this project.
5. Funds Remaining. Any CPA funds awarded to this project and not used for the purposes stated herein upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by City Council for other projects.
6. Sign and Acknowledgement. The grant recipient shall credit the source of funding in written materials and other communications about the project. Grantees are required to place a sign in front of the project crediting the Watertown Community Preservation Act Program both during and after the project. The grant recipient is responsible to pay for said required signage.
7. Reporting. The grant recipient shall periodically provide the CPC with a complete Project Reporting Form which shall be due in accordance with the Project's key milestones as agreed upon by the CPC and recipient prior to the commencement of work on the Project.
8. Compliance. Verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met. Verification that all required applicable permits and approvals for construction and occupancy of the project have been obtained and the project is in compliance.
9. Confirmation of Terms. The Community Preservation Coordinator shall verify that the conditions of this award letter have been met.

For general questions, please contact Watertown's Community Preservation Coordinator, Lanae Handy. Finally, please sign and return this acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

[Name of CPC Chair]
Chair

I, [Name of Applicant], as the [Department Title], agree to the terms as stated above as a recipient of the Town of Watertown Community Preservation funds (CPA funds) for [Funding Cycle Date].

[Name of Applicant]

Date

awarded by [project deadline] (“completion date”), unless the CPC grants an extension of the completion date for good cause and in writing. The CPC shall not be required to grant any extension.

4. **Budget.** Prior to the commencement of the work on the Project, the Recipient shall submit to CPC a complete Project budget that accounts for the expenditure of all funds awarded under this Agreement and all other sources of funding, if necessary, to complete the Project as described.
5. **Disbursement of Funds.** Invoices shall be submitted to the Community Preservation Coordinator in accordance with Project’s key milestones as agreed upon by the CPC and Recipient prior to the commencement of work on the Project. A minimum of 10 percent of the grant amount shall be held for final disbursement to the Recipient after the Project is completed in accordance with the Agreement and the CPC has approved the work on the Project after its completion. Recipient shall maintain the improvements, which are the subject of this Grant Agreement, in good condition for a period of ten (10) years from the date the Recipient signs the Grant Agreement. If Recipient fails to maintain the improvements in good condition during the ten-year period, and such failure persists for a period of six (6) months after written notice from the Town to Recipient of such failure, the Recipient shall pay to the Town a sum of money equal to the amount of grant funds paid by the Town under this Grant Agreement within seven (7) months after the date of said written notice of failure by the Town to Recipient. The Town may take all reasonable and necessary action to recover said sum of money including bringing a legal action against the Recipient.
6. **Reports.** Recipient shall periodically provide the CPC with a complete Project Reporting Form, which shall be due in accordance with Project’s key milestones as agreed upon by the CPC and Recipient prior to the commencement of work on the Project. Recipient shall also provide CPC with a Project Closeout Form, including digital photos and other documentation of the Project where appropriate, within 30 days after the completion date. The complete Project Closeout Form shall be to the satisfaction of the CPC. All documents, including but not limited to reports, photographs, or videos submitted to the CPC by Recipient shall become the property of the Town of Watertown and shall be available for use by the Town and available to the public under the Massachusetts Public Records Law.
7. **Project Liaison.** The Community Preservation Coordinator will serve as liaison for the Project being funded by this Agreement. The Recipient shall cooperate with the Project Liaison, including providing access to the Project site at reasonable times and with reasonable notice. The Project Liaison shall serve as the agent of the CPC for the purpose of monitoring Project compliance with the terms of this Agreement and shall periodically report to the CPC at its regularly scheduled meetings.
8. **Records.** Recipient shall maintain such records with respect to the Project work for which grant funds were awarded under the Agreement, and such records shall be available for inspection by the CPC during Recipient’s normal business hours. Recipient shall provide copies to CPC of all such Recipient records which CPC requests.
9. **Compliance with Laws and Agreement/Easements.** Recipient understands and agrees that projects funded through this Award are made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. Recipient agrees to comply with all requirements and conditions of this grant including the following condition(s) from the CPC:
 - a. [Additional Requirements or Stipulation of Award as Needed. This will depend on the type of project. For example, it could specify historic preservation standards that must be met, detail the terms of conservation or deed restrictions, or outline ownership stipulations.]

10. Permits and Licenses. It is the obligation of the Recipient to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived in connection with the work related to the Project.
11. Liability. By making this award, the Town and the CPC do not accept any liability whatsoever for any acts, omissions or errors associated with the Project. Nothing in this Agreement shall be construed to render the Town, any elected or appointed official, or any member of the CPC, personally liable for any obligation under this Agreement. Recipient shall indemnify, defend and hold the Town harmless from all claims, suits or demands, costs and expenses, including attorney's fees resulting, arising from or related to implementation of the Project.
12. Signage. Upon commencement of the Project, Recipient shall post, in an appropriate location mutually acceptable to the parties, a temporary sign stating that the Project was funded in whole or in part through the Town of Watertown Community Preservation Act program. Recipient shall also identify that the Project was funded through the CPA in its written materials about the Project, including press releases and brochures. Upon completion of the Project, the Recipient shall post a permanent sign at the Project location stating the Town's contribution through the CPA.
13. No Assignment. This Agreement may not be assigned to another party by the Recipient without prior written permission from the CPC.
14. Notice. Any notices or other communications to a party required or permitted under this Agreement, shall be in writing and delivered in hand or mailed by certified mail, return receipt requested or by other reputable delivery service to the address for the party set forth above on page 1.
15. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality and enforceability of the remaining terms and conditions of this Grant Agreement shall not be affected thereby.
16. Governing Law. This Agreement constitutes the entire agreement between the parties hereto and may be amended only in writing executed by the Town through the CPC and the Recipient. The person signing the Agreement for Recipient acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the Recipient.

Signed and sealed by the undersigned parties.

RECIPIENT

NAME: [Organization or Individual Name]

BY: _____
(print name and office/position)

SIGNATURE: _____

DATE SIGNED: _____

CITY OF WATERTOWN

COMMUNITY PRESERVATION COMMITTEE

BY: [NAME], CHAIR

SIGNATURE _____

DATE SIGNED: _____

BY: Town signatory(ies)

SIGNATURE _____

DATE SIGNED: _____

I – CPA Project Reporting Form

Report Number:		Out of:		Date of Submission:	
Project Name:					
Project Applicant:					
Project Manager:					
Telephone Number:				Email:	
CPA Award Amount:	\$		Percentage Received To Date:		%

Is your project on schedule? ____ Yes ____ No
If not, please explain.

Describe the work accomplished since the last report, indicating how the project has met this milestone. Please attach at least 3 photos, as applicable and/or other documentation as applicable to support your description.

Have there been any challenges or setbacks that will affect your project's timeline? ____ Yes ____ No
If so, please explain.

I, _____ (grantee) certify that all information provided in this report to the Watertown Community Preservation Committee is accurate and complete under all stipulations of the grant agreement executed on _____.

Signature: _____

Date: _____

J - CPA Project Closeout Form

Date of Submission:		Date of Last Report:	
Project Name:			
Project Applicant:			
Project Manager			
Telephone:		Email:	
CPA Award Amount:			
CPA Award Amount Disbursed:			

Project Outcomes

No. of Housing Units	Created:		Supported:	
Acres Acquired For	Housing:		Recreation:	

Is there a permanent restriction recorded on the property?

☐ Conservation Restriction on conservation land/open space ☐ Housing Restriction
☐ Conservation Restriction on recreation land ☐ Historic Preservation Restriction

For Conservation Restriction

Entity Holding Restriction:	
Date Recorded:	
Book/Page:	

1. Describe other positive outcomes of your project, both expected and unexpected.
2. What were the challenges or obstacles faced implementing the project, if any? Were there any major changes to the scope, outcomes, or timeline?
3. What advice would you give to future applicants, if any?
4. Please provide high quality digital photos to illustrate before and after conditions of the resource or property. Provide copies of other relevant documents, such property deed or title (acquisition projects), deed restrictions, reports from specialists who performed work on projects, news media articles pertaining to the project, and/or other materials. Provide copies of all invoices submitted to the CPC.
5. Confirm the resource maintenance plan by providing updated information on the continued management and maintenance for the resource. Attach an operating budget, commitment letter from funding source, and/or documentation of how future maintenance will be funded. If the property owner is not the applicant, attach a certification and agreement to the continuing maintenance and management plan.

I, _____ (grantee) certify that all information provided to Watertown Community Preservation Committee is accurate and complete; and the identified project is complete under all stipulations of the grant agreement executed on _____.

Signature: _____

Date: _____