2019-20 APPLICATION INSTRUCTIONS & PROCESS

APPLICATION & REVIEW SCHEDULE

In 2019-2020 the Community Preservation Committee (CPC) will follow the schedule below:

- Project Pre-Application Determination of Eligibility Form Due Friday November 8, 2019 on or before Noon.
- *For historic preservation projects NOT previously reviewed by the HDC: A Determination of Historical Significance made by the Beverly Historic District Commission (HDC) must be submitted to the CPC no later than Noon, November 20, 2019. The HDC’s application deadlines for Historical Significance Determinations are: October 15, 2019 by close of business day to be considered at the October 24, 2019 meeting.
- CPC announces eligible projects and invites full application no later than December 6, 2019.
- Project Funding (Full) Application Due Friday, January 10, 2020 on or before Noon.
- Estimated Date of Project Award April/May 2020

APPLICATION & REVIEW PROCESS

See CPA Application Flowchart amongst the list of documents on the Community Preservation Committee’s page on the City of Beverly’s website for illustration of the application process.

The following includes application instructions and a description of the CPC’s procedure for reviewing and recommending proposals. The CPC strongly encourages applicants to review the Community Preservation Act MGL c. 44B § 1 et. seq., Beverly’s CPA Ordinance, the Committee’s Project Evaluation Criteria and the Department of Revenue’s (DOR) Allowable Uses Chart before beginning the application process.

Step 1 – Annual Informational Meeting & Hearing

The CPC will hold an informational meeting and public hearing on Thursday, October 10, 2019. This meeting will provide the CPC with an opportunity to hear from the public about their ideas as to the needs, possibilities and resources of Beverly regarding community preservation. The CPC will provide an update on the CPA Plan for Beverly. The CPC will review the 2019-20 application schedule and field questions from potential applicants. In addition to consultation with Planning Department staff, the CPC provides time at the beginning of each regular meeting for applicants to ask questions and obtain guidance as to CPA criteria and application process.

Step 2 – Determine Project Eligibility

All applicants must begin the application process by submitting a one-page Pre-Application Project Eligibility Determination form. The CPC requires that historic preservation projects receive a Determination of Historical Significance from the Beverly Historic District Commission (HDC). The HDC’s Determination of Historical Significance must be submitted to the CPC no later than November 20, 2019.

This pre-application will introduce your proposal to the CPC so that it can determine the project’s eligibility for funding and offer further guidance.

Please submit one typed paper copy of the Pre-Application with an original signature no later than Friday, November 8, 2019 @ Noon. Submit materials to:
The CPC will announce eligible projects and invite full applications no later than December 6, 2019.

**Step 3 – Submit Project Funding Application**

Please review the Project Funding Application and associated forms and be sure to include all information and materials as requested and appropriate. The application cover page must be signed and dated by the applicant/organization’s designated representative and the owner if different from the applicant.

Please submit 10 double-sided paper copies and one electronic copy in PDF format of the application and supporting materials no later than Friday, January 10, 2020 @ Noon or before to:

Community Preservation Committee  
c/o Planning Department  
City Hall, 191 Cabot Street  
Beverly, MA 01915  
Attn: Denise Deschamps

Please do not use plastic covers, binders, spines and sleeves to package the application and supporting materials. Staples or simple binder clips will be sufficient.

**Step 4 – CPC Review & Public Comment**

The CPC will post project proposal abstracts on its website and invites written public comment through February 3, 2020.

In mid-January 2020, the CPC will begin reviewing the project applications. The CPC will examine project proposals based on the General and Category Specific Evaluation Criteria and the DOR’s Allowable Uses Chart. The CPC will perform its due diligence and may request additional or more detailed information to be submitted in order to fully evaluate the project’s merits.

**Step 5 – CPC Recommendations & City Council Vote**

The CPC intends to submit its project funding recommendations to the City Council in early to mid-April. The CPC reserves the right to attach conditions and require additional agreements and/or protections as part of its recommendations. The CPC may also recommend only funding a portion or phase of the project, or partial funding of the project. The CPC recommendations may include detailed project scopes, conditions and other specifications, as deemed appropriate to ensure CPA compliance and project performance.

The City Council has the final authority to award funds from Beverly’s CPA Fund. The only actions the Council may take are: approve as recommended, approve with a lower level of funding or reject the recommendation.

**Step 6 – Award Letter**

Subject to City Council action, the CPC will inform successful recipients of approved projects in May/June 2020, with information on the funding amount and funding conditions. Projects receiving CPA funding will be required to credit this source of funding in promotional materials (e.g. website, press releases, brochures, etc.) and at the project location. A temporary sign indicating CPA funding support will be provided by the CPC for display at the project site. Depending upon the nature of the project the CPC may work with the project proponent to
incorporate permanent signage acknowledging support received from the Beverly Community Preservation Act, if appropriate.

Step 7 – Fund Disbursement & Project Monitoring
Before receiving funds, the award recipient must agree to and sign a Grant Agreement/Memorandum of Understanding, which describes project implementation, conditions of approval, fund disbursement and reporting requirements.