



Town of Oak Bluffs
Community Preservation Committee
P.O. Box 1327
Oak Bluffs, MA 02557

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Cover Sheet

- 1. Name and Date of Proposal**
- 2. Amount Requested; Total Cost of Proposed Project**
- 3. Name of Sponsor**
- 4. Co-Sponsor(s)**
- 5. Contact Name (& Title)**
- 6. Mailing Address**
- 7. Daytime Telephone and E-mail**
- 8. CPA Category** (include all that apply): Open Space, Recreation, Affordable Housing, Historic Preservation
- 9. Address of Proposal** (or map & lot #)

Project Description: Please answer the following questions in the order listed below, keeping answers brief and referring to page 2, Guidelines for Submission. Include supporting material as necessary.

- 10. Goals and Objectives:** What are the goals and objectives of the proposed project? How do they relate to goals of the CPA (see #4 of Guidelines for Submission)?
- 11. Community Need:** Why is this project needed? How does it benefit the public?
- 12. Community Support:** What is the nature and level of support? Include letters of support and any petitions. Which Town boards, committees, or departments have you consulted and/or collaborated with?
- 13. Timeline:** What is the schedule for project implementation, including timeline for milestones?
- 14. Success factors:** How will the success of the project be measured? Please be specific.
- 15. Credentials:** How will the experience of the applicant contribute to the success of the project? What are prior project accomplishments (with or without CPA funding)? Who will be responsible for implementing the project and what related experience does this person have?
- 16. Budget:** What is the total budget, and how will the CPA funds be spent? All items of expenditure must be clearly identified and justified. Provide written estimate(s) and quote(s) to substantiate proposed costs. Detail time and costs required to complete project. Include annual cost/revenue to town once project is operational, and/or how the project will be secured after the grant.
- 17. Other Funding:** What additional funding sources are available, committed, or under active consideration, including in-kind? Include copies of commitment or rejection letters, if available, and description of other attempts to secure funding.

Oak Bluffs Community Preservation Act

Guidelines for Submission

General Information and submission requirements:

1. Applications for funding will be accepted in person at the Town Hall, Community Preservation Committee office (in the Conservation/CPC Office), 56 School Street, or by mail to: Community Preservation Committee, P.O. Box 1327, Oak Bluffs, MA 02557. E-mail address: mknight@oakbluffsma.gov. (Telephone number: 508-693-3554 x 131) The **deadline** for receipt of proposals is **4:00 p.m., Friday, October 28, 2016**. Any proposals received after that date will be returned to the applicant. **Ten (10) copies are required, plus a digital file** (preferably as an email attachment.)

2. Funds will be available after July 1, 2017. Funds may only be spent on items listed on the budget submitted with the application. All changes to the budget must be approved by the CPC in advance, otherwise funding may not be distributed.

3. The CPC reserves the right to reject any and all applications, or to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.

4. The Oak Bluffs CPC mission statement is: “to preserve our heritage, provide for our families and protect our future.” Projects should meet the requirements from one or more of the following Community Preservation Act allowable spending categories. **Include restrictions or letters when applicable:**

Open Space/Recreation: Acquisition, creation, and preservation of open space/recreation (*with conservation restriction, if applicable*). Rehabilitation/restoration of recreational land; rehabilitation/restoration of open space land if acquired with CPA funds.

Historical Resources: Acquisition, preservation, or rehabilitation/restoration of historic resources. (*with preservation restriction, if applicable, and a letter from a local, state, or federal agency declaring historical significance* of the resource.)

Community Housing: Acquisition, creation, preservation, or support of housing for the community (*with community housing restriction, if applicable*). Rehabilitation/restoration if acquired with CPA funds.

5. Successful applicants will need to sign a **Letter of Agreement** with the Community Preservation Committee. The Agreement includes the applicant’s responsibilities, assigns a CPC project liaison, and outlines project implementation procedures. A copy of the LoA is available to be reviewed prior to project approval.

6. The CPC will not be responsible for any expenses incurred in preparing and submitting responses. CPC funds may be used for expenses incurred in the preparation and delivery of deed restrictions, if applicable. All proposals, including all plans, specifications, and other documents submitted in connection with an RFP shall become the property of the Town of Oak Bluffs.

Unless specifically exempt under the Massachusetts public records law, the Town has the right to disclose information contained in proposals.

7. This RFP, and any subsequent contract for services, is hereby issued in accordance with Massachusetts General Laws, Chapter 30B. All successful applicants will be required by the CPC to provide **three bids for contract work**, according to the law.

8. Purchases by the Town of Oak Bluffs are exempt from federal, state, and municipal sales and/or excise taxes.

9. Unexpected closures: If the Town Hall or access to CPC office, located in the Conservation/CPC office at 56 School Street, is closed on the deadline date, due to uncontrollable circumstances, the submission deadline will be postponed until 4:00 p.m. on the next normal business day.

10. The Town of Oak Bluffs is an Affirmative Action/Equal Opportunity Employer. The Town encourages proposals from qualified MBE/DBE/WBE firms.

11. Proposals must be prepared according to the guidelines set forth herein. Selection of the successful applicants will be based on an evaluation and analysis of the information and materials required under the RFP.

12. Applicant should acknowledge the CPC as a funding source for their project in any written publicity put out by applicant.