



TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE
 141 KEYES ROAD, CONCORD, MA 01742
 TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPC Funding

Due no later than 12:00 noon on Friday, September 8, 2023

Applicant*: Town of Concord
 Federal Tax Id. No.*: 046-001-121
 Co-Applicant (if applicable): _____

Project Name*: CPA Staff and Technical Services (CPA Administration)

Project Location/Address (if applicable): 141 Keyes Road, Concord, MA

Purpose*: (Select all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget*:

Amount of CPC Funds Requested:	\$ <u>46,500</u>
Amount from Other Funding Sources:	\$ _____
Total Project Budget:	\$ <u>46,500</u>

(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> One Paragraph Project Summary * | _____ Architectural plans, site plans, photographs (if appropriate) |
| _____ Map (if applicable) | _____ Copy of IRS determination letter (Non-profit Organizations only)* |
| <input checked="" type="checkbox"/> Narrative * | _____ Copy of Audit or most recent Financial Information (<u>Non-profit Organizations only</u>)* |
| _____ Selection Criteria and Needs Assessment | _____ Letters of Support (if any) |
| <input checked="" type="checkbox"/> Detailed Project Budget * | |
| _____ Feasibility Assessment | |
| _____ Statement of Sustainability (if applicable) | |
| _____ Timeline * | |

Project Contact Person*: Ann Clifford, Senior Planner

Project Contact Address*: 141 Keyes Road, Concord, MA 01742

Project Contact Phone*: (978) 318-3290 Email*: aclifford@concordma.gov

Authorized Signature of Applicant*: _____

Authorized Signature of Property Owner* (if different): Kerry J. Fyfe

* Required

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for and execution of this project must meet these standards.

Brief Project Summary:

The Town of Concord requests funding to support the Community Preservation Act (CPA) in Concord by providing staff support from the Planning Division; legal, technical, and consulting assistance for the CPA and Town CPA-funded projects; annual membership dues for the Community Preservation Coalition; supplies and associated administrative requirements including legal ads, copying, etc.; and funding to purchase CPA signage.

Narrative

In order to fund the work of the local Community Preservation Committee (CPC), the CPA statute allows for 5% of Total Annual Revenue to be used for administrative purposes, such as employee salaries, office expenses and contractual services as described above. In Concord where the budget is nearly \$2 million, nearly \$100,000 may be used for administrative purposes.

In recent years the annual requests to CPC for administrative support have been \$40,000, with \$30,420 or 12.5 hours per week for staff support. These funds do not reflect the true costs of CPA administration to the Town. In all municipalities with over \$1,500,000 in CPA funding, Concord is the only town with a staff position funded for less than 19 hours per week. However, the frequency of meetings in Concord (17 per year) far exceeds those of most other municipalities surveyed which typically meet 12 times annually.

Staff support includes but is not limited to the following:

1. Provides administrative assistance to the CPC; prepares for meetings, posts agendas for distribution to CPC committee and Town Clerk. Attends CPC meetings, prepares meeting minutes, and provides follow up for meetings. Prepares correspondence and reports; and maintains records for office. Give presentations and input as needed.
2. Provides information and assistance to the public; responds to inquiries, requests, and complaints; explains departmental programs and policies; and refers individuals to other resources as deemed appropriate.
3. Processes and assists in evaluation of funding applications as to eligibility, completeness and compliance with CPA provisions, rules and policies.
4. Performs administrative duties of office.
5. Processes all CPA invoices and reimbursement requests (check for accuracy, obtain CPC treasurer's signature, copy deliver to accounting department, field status calls from vendors).
6. Researches, retrieves and maintains information in CPC project files or other resources to assist board in its deliberations.
7. Maintains and keeps current all information on the CPC home page of the Town website and social media.

8. Prepares and updates education materials.
9. Maintains inventories of project applications and project status reports; along with preparing legally required annual CPA filings to the Commonwealth of Massachusetts.
10. Assists in preparation of CPA marketing materials and in preparation for annual CPA report and presentations to Town Meeting, Public Hearings, and Informational Sessions.
11. Schedules and arranges hearings and site visits as needed and informs individuals of meeting information.

In addition to routine business described above, the past year (FY23) involved the review of sixty-one (61) open projects associated with seventy-nine (79) open accounts, all of which will need to be updated in FY24 to align with a new municipal accounting system. Updates to the Community Preservation Plan and a new Procedures Manual helped clarify expectations for grant applicants and recipients and streamline procedures. The past year also involved the drafting of additional Warrant Articles to address the redistribution of funds formerly allocated to the defunct Junction Village project, and the establishment of a formal relationship between the CPC and the new Concord Municipal Affordable Housing Trust (CMAFT). In FY23, the cost of CPC consulting services born by the Town (not the CPC) was about \$6500.

FY25 Budget:

1. Staff Salary:	\$32,000
2. Community Preservation Coalition Annual Membership Dues:	\$ 4,500
3. Other legal, technical, consulting services:	\$ 7,000
4. Supplies (CPA Signage)	<u>\$ 3,000</u>
TOTAL	\$46,500