

Oak Bluffs Community Preservation Committee
P.O. Box 3226
Oak Bluffs, MA.
02557 – 3226



Stephen Durkee, Chairman
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Joan Hughes
Harvey Beth
Cheryll Sashin
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Nancy Phillips

INSTRUCTIONS FOR APPLYING FOR COMMUNITY PRESERVATION ACT FUNDS

Dear Applicant:

We would like to thank you for requesting a copy of the Oak Bluffs Community Preservation Committee's (CPC) Request for Proposal Application for Fiscal Year 2011 (FY2012).

A wide range of projects will come before the CPC each year. Hard decisions must be made concerning how best to utilize funds. This application serves as a tool that the CPC uses to try to uniformly gauge projects on a year to year basis. Since this application also serves as an informational document about your project, it is frequently referenced by many individuals and organizations from the time of submission until the actual project is completed.

The document you create to inform the Committee about your project should be complete and submitted by the designated deadline. Any application received after the deadline date will be rejected. Please note that incomplete submissions may also be grounds for rejecting an application.

We have tried to supply you with as much information as possible to make our job and your application a successful affair. Should you need help and guidance during the assembly and submission process, please do not hesitate to contact Adam Wilson, the Administrative Assistant to the Committee (508) 693 – 3554, Ext.123 (awilson@oakbluffsma.gov). We have many resources available and are gladly willing to assist where we can.

We look forward to reviewing your application.

**OAK BLUFFS COMMUNITY PRESERVATION ACT
FISCAL YEAR 2010 FUNDING**

I. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS.

1. Request for Proposals (RFP's) will be accepted in person by the Community Preservation Committee (hereafter CPC), located at the Town Hall Zoning/Conservation Office, 56 School Street, Oak Bluffs. Proposals to be mailed are to be sent to:
Community Preservation Committee, P.O. Box 3226, Oak Bluffs MA 02557.
The deadline for the receipt of a proposal is 4:00 p.m. October 15, 2010.
Ten (10) copies of the proposal are required.

2. Award date. Funds will be available to Applicants after July 1, 2011 (Fiscal Year 2012).

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

4. The CPC will not be responsible for any expenses incurred in preparing and submitting responses. Furthermore, the CPC will not be responsible for any expenses incurred in the preparation and delivery of deed restrictions, if applicable. All proposals shall become the property of the Town of Oak Bluffs. 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.

5. The RFP, and any subsequent contract for the services, is hereby issued in accordance with Massachusetts General Laws - Chapter 30B.

6. Any proposals received after the deadline will be returned to the Applicant.

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

8. Unexpected closures. If the Town Hall, or access to the CPC's office, located in the Building Department at 56 School Street is closed on the deadline date, due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the date for project submissions will be postponed until 4:00 p.m. on the next normal business day. Projects will be accepted until that date and time.

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

10. Responses to the RFP must be prepared according to the guidelines set forth therein. Selection of the successful applicant(s) will be based upon an evaluation and analysis of the information and materials required under the RFP.

II. PROJECT OBJECTIVES.

Project proposals submitted to the CPC for potential funding and recommendation at our Annual Town Meeting should meet the requirements from one or more of the following areas:

- The acquisition, creation and preservation of open space (with appropriate conservation restriction);
- The acquisition and preservation of historic resources (with appropriate preservation restriction and letter from local, state, or federal agency declaring the resource is historically significant);
- Creation, preservation and support of housing for the community (with appropriate community housing restriction);
- Rehabilitation or restoration of such open space; historic resources; land for recreational use and community housing that is acquired or created with CPC funds

THE COMMUNITY PRESERVATION COMMITTEE

The CPC shall study the needs, possibilities and resources of the Town of Oak Bluffs. The CPC shall consult with various agencies, organizations and/or individuals, and particularly those represented on the Committee, in conducting such studies. In order to disseminate information and increase public awareness, the CPC will hold at least one or more public information sessions yearly as part of its annual review process.

The CPC shall make annual recommendations to Town Meeting for funding CPA acquisitions, initiatives and administration. The CPC may propose appropriations or reservations from fund financing sources for specific projects or categories of projects, or for other purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund.

III. PROPOSAL APPLICATION

The Applicant shall submit a proposal which shall be formatted in the order as shown below. The proposal shall include all details as listed that are considered applicable towards the project. All submitted pages must be numbered.

1. Project Title
2. Name of Organization
 - A. Contact Information (street & mailing address, phone, fax, e-mail & web site if available)
 - B. Contact Person(s) (Title, phone & E-Mail)
3. CPA Funding Category - 1. Historic Preservation, 2. Community Housing, 3. Open Space / Recreation (Please note that a project can qualify in more than one category)
4. CPC Funding Request (total dollar amount)
5. Timeline for project start up to projected completion date
6. Other funding sources (if any)
7. Prior project accomplishments (with or without CPA funding)

8. Project Synopsis

The project synopsis should be one page in length and should contain all or various parts of the following:

- A. Project Goal (list the broad goal(s) of the proposed project);
- B. Project Objectives (list the specific objectives for the project);
- C. Describe how the project accomplishes the goals and objectives of the CPA;
- D. Relevance to Community (indicate how the project is important and innovative. Also describe how this project is relevant to the current and/or future needs of the Oak Bluffs Community)

(The synopsis page is to be only 1 page in length and may be used by the CPC as a description page for various individuals or organizations, press release and/or a potential informational page for Annual Town Meeting).

If the Community Preservation Committee agrees that your proposed project meets the guidelines of the CPA and satisfies the committee's criteria for consideration, you will be invited to a public meeting to further present your project idea. At that meeting be prepared to answer questions pertaining to the proposed schedule, project budget, other funding sources, and operation and maintenance of the proposed project. Additional supporting documents may be requested such as:

- Proposed schedule (of work) for securing financing, facility design and permitting, construction, implementation of staffing and allocation of units (where applicable). The Applicant should include time-lines, projected required personnel and schedules for completing the project.
- A Financial plan, including project budgets, evidence of interest from potential lenders, statements indicating how CPA funds are to be used by the Applicant, how Applicant intends to bring proposed facility to completion, and a "sources and uses of funds" exhibit. The Applicant must detail the time and costs that will be required to complete the project.
- Line item Budget
- Briefly provide justifications of why each type of expense is needed and describe expected project costs (Personnel - existing and new); operating expenses (e.g. printing, telephone, postage, materials); other expenses)
- Other Funding Source(s), including private/public/in-kind
- Operation and maintenance plan for proposed project