

**Community Preservation Act Funding
Application Guide
For fiscal Year 2014**

Overview

The Community Preservation act was enacted as M.G. L. Chapter 267 of the Acts of 2000 and amended in 2012. It is a smart growth tool that helps cities and towns create and preserve open space, historic sites, affordable housing and outdoor recreational facilities. Communities establish a Community Preservation Fund when their citizens vote to approve a surcharge of no more than 3% on the annual property tax assessed on real property in the town. Hopkinton has established a 2% surcharge. In addition to the local revenue, disbursements are made each October from a state Community Preservation Trust Fund. The trust is funded from fees charged at the state registries of deeds. The percentage of state disbursements (state “matches”) changes from year to year based on the amount in the Community Preservation Trust Fund. The 2012 amendment to Chapter 267 added \$25 Million to this fund. The availability of funds depends on two major factors – the number of deeds registered that year and the number of communities competing for CPF dollars.

Hopkinton adopted the Community Preservation Act in 2001. Among the projects partially or wholly funded with CPA money are the Fruit Street Athletic Fields, the Mayhew Court Affordable Housing Complex, the Center Trail (part of the continuing Rails-to-Trails initiative), preservation of Town Hall, preservation of Town and Library records and the acquisition of several open space parcels to name a few. Item 6 on the funding application describes the allowed uses of CPA money which are prescribed by statute. CPA funds cannot be used for routine maintenance of existing facilities. More detail on potential uses of CPA funds can be found on the Community Preservation Coalition website, www.communitypreservation.org.

It is helpful to establish support for a project from the Town board, committee or citizen advocacy group that deals with the related subject matter. This includes discussing how the proposed project would fit within the existing framework of what the group is already doing or plans to do. If your project is approved by the Community Preservation Committee for CPA funding, the board, committee or advocacy group can be helpful in guiding the project forward. The Community Preservation Committee recommends that this discussion begin prior to the submission of an application for funding.

Important Dates

Projects will not be considered unless a completed application is submitted to the Community Preservation Committee by Friday, October 26, 2012. Completed applications may be mailed or delivered to Town Hall, 18 Main Street, or emailed to Elizabeth Aghababian at eaghababian@hopkintonma.gov. Public hearings on project proposals will be conducted on Thursday, October 18 and Thursday, November 15 at 7:00PM in Room 211 at Town Hall. Applicants will be notified in December of the approval or rejection of project proposals. The Board of Selectmen will open the 2013 Town Meeting Warrant in early January of 2013 and will close the Warrant on March 7, 2013, 60 days before the Annual Town Meeting on Monday, May 6, 2013. All CPA project proposals will be reviewed by the Appropriations Committee and the Board of selectmen prior to Town Meeting. Approved proposals are presented under one article on the Town Meeting Warrant.

Applicants who require guidance in filling out the application can contact Elizabeth Aghababian at (508) 497-9745 or use the above email address. This overview was prepared using excerpts from the Community Preservation Coalition guidelines and the [Hopkinton Guide for Citizen Petitioners: Getting to and through Town Meeting](#).

