

**Parkland Acquisitions and Renovations for Communities (PARC) Grant Program  
Application Form FY 2018**

*Please do not reformat this form – use the fillable pdf form*

*Please print double-sided*

*Please fasten application package with a binder clip, no three-ring or plastic binders!*

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1. **Municipality:** \_\_\_\_\_

**Population:** \_\_\_\_\_

2. **Project Name:** \_\_\_\_\_

Type of Project:

☐ Acquisition – acreage \_\_\_\_\_ ☐ New development ☐ Renovation of existing park

Project address: \_\_\_\_\_

Project acreage: \_\_\_\_\_

Project registry information: Registry of Deeds street address: \_\_\_\_\_

Book: \_\_\_\_\_ Page: \_\_\_\_\_

3. **Contact Person:** \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note: the contact person is the official representative for this project as authorized under item #15(b) of this application, usually not the chief municipal officer.**

4. **Briefly describe the project on TWO attached pages.** Use the PARC Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your project.

a.) Acquisition Projects:

- site location – directly serves Environmental Justice population and/or site's distance to the nearest park
- rare species (include letter from NHESP) (to determine if NHESP must approve site plans)
- historic or archaeological resource (include letter from MHC) (to determine if MHC must approve site plans)

b.) Development or Renovation Projects:

- describe facilities being developed (please note projects that require a significant amount of tree removal will not be looked at favorably)
- describe community needs, including park equity/need in this neighborhood
- new acres dedicated as parkland

c.) All Projects:

- directly serves an Environmental Justice population or area of the community that lacks park resources (show on map)
- how many seasons the site is available, the number of age groups that are able to use site
- how the needs of people with disabilities have been incorporated into the project's design (projects that have gone above and beyond to incorporate these needs will be reviewed most favorably)
- water-based recreation (include linear footage of bordering water resource)
- how the project's design incorporates climate resiliency, including the number of trees that will be planted at the park
- fiscal or future maintenance cooperation with any other governmental agency (state, federal, county), private nonprofit, local business, etc.

- consistency with any nearby State Priority Development or Preservation Areas as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, 495/ MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan
- environmental education/interpretive services planned for site
- regional or statewide facility (communities applying in these categories should submit a Usage Report)
  - accessible via public transportation (within a 1/2-mile walk)
  - parking for 100 (or more) vehicles

### 5. Proposed Funding:

The PARC program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid by the municipality. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are ineligible, **including design costs.** Force account labor, volunteer hours, and donations are also ineligible. Refer to PARC regulations (Section 5.07) for eligible cost details. Sample budget can be found in Attachment E.

Total Eligible Project Cost: \$ \_\_\_\_\_

PARC Request: \$ \_\_\_\_\_  
(52-70% of total project cost based on Equalized Valuation Per Capita, can be found on DCS web page, maximum of \$400,000)

Municipal Share: \$ \_\_\_\_\_  
(Community Development Block Grant via federal or local government sources, Community Preservation Act, etc., please specify in narrative)

Other: \$ \_\_\_\_\_  
(i.e. private donation to community, fund raising, etc. Note that any donations for the project must be put into a municipal account earmarked for the project as EEA can only reimburse on a canceled municipal check.)

(PARC Request + Municipal Share + Other = Total Eligible Project Cost)

### Attach a one page description of the proposed project budget including:

The source of all local funding including donations and Community Preservation Act (CPA) funds.

- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.
- Budget should be broken into two distinct fiscal years for renovation and development projects – FY 18 costs associated with design, FY 19 costs associated with construction. Please note that PARC grants cannot reimburse municipalities for design costs only.

**6. Project Type:** Please indicate type of project, refer to the program's regulations for definitions (Sec 5:03) and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

☐ Your municipality is an urban population center (city of any size or town with 35,000 or more residents)

☐ Your project qualifies as a regional or statewide project (town with 35,000 or less residents whose proposed project has public transportation access and/or over 100 car parking) (submit a Usage Report)

☐ Your project qualifies as a "small town" project (town with 35,000 or less residents) – please note that these applications will be competing amongst themselves in a separate pool for \$250,000

☐ Your municipality is on Cape Cod or the Islands (eligible for \$400,000 grant award maximum)

## 7. Community Preservation Act

Has your community passed the Community Preservation Act?

☐ Yes

☐ No

If "yes", please note that successful grant applicants that have purchased real property interests for open space or recreational purposes using money from the Community Preservation Fund must have all conservation restrictions required by Section 12 of Chapter 44B approved by the Secretary of Energy and Environmental Affairs and recorded prior to receipt of final project reimbursement from the Executive Office of Energy and Environmental Affairs. Also, any communities that have acquired land through the Cape Cod Land Bank must show CRs as well (for file records only).

8. Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclosed copy of the same (for file records only).

9. Is the property **permanently dedicated for park, playground, or recreation purposes** (MGL Chapter 45, Section 3 or 14)? If not, please submit draft dedication language for DCS review as all PARC projects must be dedicated for park, playground, or recreation purposes.

☐ Yes

☐ No

10. Are **fees currently charged or proposed** for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the PARC regulations (for file records only).

☐ Yes (copy attached)

☐ No

## 11. Municipal Open Space and Recreation Plan

Describe how your project meets the recommendations in your current Open Space and Recreation Plan. To receive points in this category, you must cite specific goals, objectives, and/or actions from the Action Plan and the associated page number references. If we already have a copy of your plan, there is no need to submit another copy.

	Goal, objective, or action plan item from current OSRP	Page #
1		
2		
3		
4		
5		
6		

## 12. Statewide Comprehensive Outdoor Recreation Plan

Describe how your project advances the Goals and Objectives (Chapter 5) in the Statewide Comprehensive Outdoor Recreation Plan. It can be found online at <http://www.mass.gov/eea/docs/eea/dcs/scorp-2012-final.pdf>.

### 13. Enhanced Outreach to Environmental Justice Populations

Describe how Environmental Justice populations in your community (or neighboring communities) were able to participate in the public design process. Please include any flyers, mailings, etc. that were distributed to the community and list here where they were distributed.

#### 14. Check the following if applicable to project (for file records only):

- ☐ Yes ☐ No Prime agricultural lands (see Ex. Order #193)  
☐ Yes ☐ No Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470  
☐ Yes ☐ No Endangered species habitat: Contact MA Natural Heritage Program (508) 389-6300  
☐ Yes ☐ No Environmental intrusion, i.e. **overhead power lines (must be buried)**, safety hazards  
☐ Yes ☐ No Brownfield – 21E evaluation  
☐ Yes ☐ No Located in the State Priority Preservation Area as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, or the 495/MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan  
☐ Yes ☐ No Environmental Justice population (see EJ data viewer at [http://maps.massgis.state.ma.us/map\\_ol/ej.php](http://maps.massgis.state.ma.us/map_ol/ej.php))

#### Acquisition projects only

- ☐ Yes ☐ No Acquisition involving relocation of residents, tenants, or businesses

Do you have a Purchase and Sales Agreement or Agreed Price?

☐ Yes ☐ No

If yes, amount:

\$ \_\_\_\_\_

Is Clear Title available?

☐ Yes ☐ No

If no, is an eminent domain taking anticipated?

☐ Yes ☐ No

If yes, proposed pro tanto award amount:

\$ \_\_\_\_\_

Note that if clear title is not available, the community may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

#### Appraisal Report #1

Valuation: \$ \_\_\_\_\_

Appraiser: \_\_\_\_\_

Valuation Date: \_\_\_\_\_

#### Appraisal Report #2 (if needed) (see section 2B for details)

Valuation: \$ \_\_\_\_\_

Appraiser: \_\_\_\_\_

Valuation Date: \_\_\_\_\_

#### 15. Check if the following permits are required (for file records only):

- ☐ Yes ☐ No U.S. Army Corps of Engineers (404 or Rivers and Waterways)  
☐ Yes ☐ No MA DEP Division of Wetlands & Waterways (617) 292-5518  
☐ Yes ☐ No U.S. Coast Guard  
☐ Yes ☐ No U.S. Dept. of Agriculture (Zoos)  
☐ Yes ☐ No C. 131 s. 40 Wetlands (municipal conservation commission)  
☐ Yes ☐ No MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020

### IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

16. Attach certification of:

- a. The **Chief Executive Officer's legal authorization to execute contracts**. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body that authorizes the filing of the applications, including all understandings and assurances contained therein by the signatory, usually a page from the town/city charter will satisfy this requirement (this is not a DCS form to be completed); and
- b. Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6)).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Municipal Officer

\_\_\_\_\_  
Name and Title (Typed)

\_\_\_\_\_  
Duration of Term

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_