

**Parkland Acquisitions and Renovations for Communities (PARC) Grant Program
Application Form FY 2024**

Instructions:

- *The application must be submitted through [this online form](#) and a hard copy must be submitted separately. The Applicant will be asked to enter all the information in the table below directly into the form.*
 - *Please ensure that all files you upload are consistently labeled. Use the following file naming convention: [Name of municipality]_[Shorthand version of project title]_[Name of attachment from attachment checklist]_PARC*
 - *Upload files to the online form as PDFs if possible, unless otherwise specified*
 - *The application can be saved while working on it. Click “Save and Resume Later” at the bottom of the form and then click on “Save and Get Link.” A link to the application will be provided that must be copied and saved in order to return to the application. A good way to ensure that the link is not lost is to email it to yourself. Please note that this link is good for 30 days only.*
 - *Please note that all documents that been uploaded at the end of the application will not be saved if leaving the site before submitting the application. The files must be uploaded again upon re-entering the site and submitting the application.*
 - *Any appraisals should be emailed directly to [Melissa Cryan](#).*
 - *Total size of all documents attached to the online form cannot exceed 25 MB.*
-

1. **Municipality:** _____
Population: _____
2. **Project Name:** _____
Type of Project:
☐ Acquisition – acreage _____ ☐ New development ☐ Renovation of existing park
Project address: _____
Total park acreage: _____
3. **Registry of Deeds Information** (where the park’s deed is located – for development and renovation projects only):
Registry of Deeds Name: _____
Registry of Deeds Address: _____
Recording Information for Park: Book: _____ Page: _____
4. **Contact Person:** _____
Agency: _____
Address: _____

Zip: _____
Telephone: _____ Fax: _____
Email: _____
Please note: the contact person is the official representative for this project as authorized under item #20(b) of this application, usually not the chief municipal officer.
5. **Briefly describe the project on TWO attached pages.** Use the PARC Selection 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 – specifically include information on what grant funds will be used for (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) and how the project will increase recreational opportunities for residents in areas of the state that currently do not have sufficient access
- 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, if appropriate)
- how the project's design incorporates climate resiliency
- 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
- for towns with less than 35,000 and applying as a 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

6. Proposed Funding:

The PARC Grant 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 through a City Council or Town Meeting vote.** 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 \$500,000)

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 or wire transfer statement.)

(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 24 costs associated with design, FY 25 costs associated with construction. Please note that PARC grants cannot reimburse municipalities for design costs only.

7. 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 (within ½ mile of the proposed project) 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 of \$400,000 with a grant maximum of \$100,000
- ☐ Your municipality is on Cape Cod or the Islands (eligible for \$500,000 grant award maximum)

8. 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.

9. Describe outstanding leases, restrictions or other rights or interests held by others in the project site area and enclosed copy of the same.

10. 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 Grant Program projects must be dedicated for park, playground, or recreation purposes. If yes, highlight the park dedication language on the property deed.

- ☐ Yes ☐ No

11. 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 Grant Program regulations.

- ☐ Yes (copy attached) ☐ No

12. 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		

13. **Statewide Comprehensive Outdoor Recreation Plan**

Describe how your project advances the Outdoor Recreation Goals and Objectives (Chapter 5) in the [Statewide Comprehensive Outdoor Recreation Plan](#).

14. **Enhanced Outreach to Environmental Justice Populations**

In support of [EEA's EJ Policy](#), it is critical that EJ populations are able to participate in the project selection and design process **prior** to the submission of the grant application. Describe how EJ populations in your community (or neighboring communities) were able to participate. Also include any flyers, mailings, etc. that were distributed to the community and list here where they were distributed. Please note that the public participation must have occurred within the past year for the process to be considered in the project's rating.

15. **Community Compact**

Has your community signed a Community Compact?

☐ Yes

☐ No

If "yes", please list the Sustainable Development and Land Protection Best Practices included in it.

16. **Municipal Vulnerability Program**

Is your community an MVP Community?

☐ Yes

☐ No

If "yes", please describe how this application supports a priority implementation project within your MVP plan or how the plan includes other implementation project(s) relevant to parks and land conservation. Include the page(s) from your MVP plan that lists the relevant priority implementation project(s).

17. **Housing Choice Initiative Program**

Has your community been designed as a Housing Choice Community? For more information, please visit <https://www.mass.gov/housingchoice>.

☐ Yes

☐ No

18. Check the following if applicable to project:

☐ 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 and Endangered Species Program](#)

☐ Yes ☐ No Environmental intrusion, i.e. **overhead power lines (must be buried)**, safety hazards

☐ 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](#))

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.

Note: Appraisals must be emailed separately to melissa.cryan@mass.gov

Appraisal Report #1

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

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

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

19. Check if the following permits are required:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | U.S. Army Corps of Engineers (404 or Rivers and Waterways) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | MA DEP Division of Wetlands & Waterways (617) 292-5518 |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | U.S. Coast Guard |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | U.S. Dept. of Agriculture (Zoos) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | C. 131 s. 40 Wetlands (municipal conservation commission) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

20. 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, nor is it specific to this grant application); and
- b. Authorization for Application: Copy and paste this language into a letter and upload it as a part of this application:

Authorization for Application

The undersigned hereby certifies that they are authorized, by the bylaws or charter of _____ or otherwise by law, acting in their official capacity as the _____ of said municipality and on behalf of said municipality, to submit the foregoing application for a grant from the Executive Office of Energy & Environmental Affairs, and hereby authorizes the person designated below as project manager to collaborate with the Executive Office of Energy & Environmental Affairs on matters pertaining to the grant application.

Chief Executive Officer Signature: _____ **Printed Name:** _____ **Date:** _____

Authorized project manager: Name: _____ **Position:** _____

PLEASE LABEL ALL ATTACHMENTS

REQUIRED ATTACHMENTS (applications that are missing these items will not be accepted)

- ☐ **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to seven years of eligibility for DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, do not send another copy.)
- ☐ **Acquisition Projects – Appraisal report(s)** as required by DCS. See Section 2B for more details.

RECOMMENDED ATTACHMENTS (use as a checklist) (provides details to information requested and assists in project evaluation)

- ☐ **Project Description** (application item #5) and **Budget Details** (application item #6), including a breakdown of how much is needed for design costs in FY 24 and construction costs in FY 25. Please note that funds not used in FY 24 do not roll over into FY 25. A sample budget can be found in Attachment E.
- ☐ **Development & Renovation Projects – Site Development Plans and Cost Estimates.** Services of a professional design firm are recommended for renovation and development projects. Costs incurred prior to the signing of a state standard contract are NOT eligible for reimbursement. Site Development Plans and Cost Estimates should show the number of trees that will be planted at the site. Projects that propose removing significant numbers of trees will not be looked at favorably. Cost Estimates should be more detailed than the Budget Details.
- ☐ **Boundary Plan of Site** (Survey or Plot Plan with adequate metes and boundary descriptions). The boundary plan submitted with the project application becomes the permanent protected boundary for the site and must be legally sufficient to identify the land to be protected. A survey plan with deed references or assessor's map with block and lot number are acceptable. Any existing encroachments should be identified by the Applicant with detailed plans to resolve them prior to reimbursement.
- ☐ **USGS Locus Map** showing outline of project site, proximate Priority Development and 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, any adjacent or nearby public or quasi-public parkland, and EJ populations in project site area. Please include the park boundaries on the map (do not just use a point). See Attachment F for a sample.
- ☐ **Evidence of public meeting on proposed project to EJ population(s)** (copy of actual posted announcement) and list of where it was distributed (application item #14). Post notices with tenants' associations, in local grocery stores, or with Community Development Corporations in languages that are appropriate for the population. Please look at [EEA's Environmental Justice Policy](#) to ensure proper outreach procedures in EJ populations. Note that the outreach must be specifically for this project and not for the Open Space and Recreation Plan.
- ☐ **Usage Report** only if your project is Regional or Statewide (Attachment C).
- ☐ Certified copies of the following **municipal votes** (or draft warrant article or city council order, as necessary). Refer to the Sample Municipal Vote, which is included in the application package, for guidance. PARC Grant Program grant manager MUST review municipal vote prior to Town Meeting or City Council Meeting.
 - ☐ Copy of municipal vote accepting the Park Commission (M.G.L. c.45 s.2) **AND** a list of its current appointments (**do not include individual member's appointment letters**).
 - ☐ Municipal vote authorizing application; raising, borrowing or appropriating the total project cost (application item #6); and dedicating land to park, playground, or recreation purposes (application item #10).
- ☐ Copy of **property deed** confirming municipal ownership and dedication to park, playground, or recreation purposes. Highlight the park dedication language on the property deed. Note that an assessors card is not a deed.
- ☐ Page(s) from the Municipal Vulnerability Plan that lists the relevant priority implementation project(s) (application item #16).
- ☐ **Photos** of park, highlighting need for grant funding.
- ☐ **Other State Agency Review** – if it is not possible to include their response in the application package to DCS, attach a copy of your cover letter requesting their input.
 - ☐ All applicants must request comments from the Massachusetts Natural Heritage & Endangered Species Program (NHESP) on the presence or absence of rare species listed under the Massachusetts Endangered Species Act (MESA) on or near the proposed land acquisition or park project. To request comments, please send an email to NHESP at natural.heritage@mass.gov. The email's subject line should read "PARC comment letter request" and its body should include a brief description of the acquisition or project, and a shapefile or map of the acquisition or project location. There is no charge for this comment letter.
 - ☐ Massachusetts Historical Commission: Send the [MHC a PNF](#) with a copy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include

information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

ATTACH SUPPLEMENTARY DOCUMENTS IF APPLICABLE TO THE PROJECT

- ☐ Copies of current leases, restrictions, or other rights or interests held by others in the property (application item #9).
- ☐ Fee schedule (application item #11).
- ☐ Any necessary permits or applications for permits (application item #19).

If grant is awarded to the community, the following will be required of CPA communities:

Evidence of recorded Conservation Restriction(s) as required in Section 12 of Chapter 44B if applicant is a Community Preservation Act community.

Section 12 of the Chapter 44B Real property interest; deed restriction; management

(a) A real property interest that is acquired with monies from the Community Preservation Fund shall be bound by a permanent restriction, recorded as a separate instrument, that meets the requirements of sections 31 to 33, inclusive, of chapter 184 limiting the use of the interest to the purpose for which it was acquired. The permanent restriction shall run with the land and shall be enforceable by the city or town or the commonwealth. The permanent restriction may also run to the benefit of a nonprofit organization, charitable corporation or foundation selected by the city or town with the right to enforce the restriction. The legislative body may appropriate monies from the Community Preservation Fund to pay a non-profit organization created pursuant to chapter 180 to hold, monitor and enforce the deed restriction on the property.

(b) Real property interests acquired under this chapter shall be owned and managed by the city or town, but the legislative body may delegate management of such property to the conservation commission, the historical commission, the board of park commissioners or the housing authority, or, in the case of interests to acquire sites for future wellhead development by a water district, a water supply district or a fire district. The legislative body may also delegate management of such property to a nonprofit organization created under chapter 180 or chapter 203.