

Town of Stoughton, Massachusetts  
Community Preservation Committee

## Full Application to Request CPA Funds

**IMPORTANT:** Before filling out this application, please submit the pre-application of your project to the Community Preservation Committee (CPC) via Program Administrator Barry Kassler at [bKassler@Stoughton-MA.gov](mailto:bKassler@Stoughton-MA.gov) to determine its eligibility for Community Preservation Act (CPA) funds. Submit the pre-application **by August 15\*\***, and at least 7 days prior to the next meeting of the CPC. The applicant will be invited to a CPC meeting for a review of the project summary, and, if eligible, to give a full presentation on the project.

Please email a pdf of the full application with all supporting documents to [bKassler@Stoughton-MA.gov](mailto:bKassler@Stoughton-MA.gov) **at least 7 days prior to your CPC presentation**. Applications received via email **by September 15\*\*** will be eligible for recommendation at the next Annual Town Meeting in the spring.

*(\*\*Late applicants may apply for "Urgent Review" if outside these deadlines, subject to CPC approval. See Item 13 of the Project Narrative on the next page.)*

**Check one or more Project Categories as applicable:**

Community Housing       Historic Preservation       Open Space       Recreation

**Project Name:** \_\_\_\_\_

**Project Location: Street Address:** \_\_\_\_\_

**Assessor's Map & Lot #:** \_\_\_\_\_

**Legal Property Owner of Record:** \_\_\_\_\_

**Project Sponsor(s)/Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Telephones:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

**Project Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROJECT COST:** (Note: If projected budget is for more than three years, describe further in Project Narrative)

	First FY	Second FY	Third FY	Total
<b>Total Project Cost</b>				
<b>Amount of Other Funding</b>				
<b>Sources of Other Funding</b>				
<b>CPA Funds Requested:</b>				

**Is this request contingent on other funding?**  Yes       No

(If yes, explain in response to Question 5 below)

## PROJECT NARRATIVE

**Please provide the following information:**

1. A detailed description of the project: What is the purpose and scope of the project?
2. How does the project preserve or enhance Stoughton's community character?
3. Demonstrate the community need for the project.
4. How does the project achieve Town goals and objectives as laid out in the Community Preservation Plan, Affordable Housing Plan, Open Space and Recreation Plan, Community Development Plan, and any other relevant Town planning documents? Please be specific, citing document and page of each goal/object quoted. All plans are available at:  
<https://www.stoughton.org/413/CPA-Fund-Application-Forms>
5. How will this project leverage funds from other sources? Will there be an in-kind contributions, donations, or volunteer labor? Are there fundraising plans? If seeking grants/loans from other funding sources please include commitment letters from funders or letters of inquiry to funders.
6. What is the nature and level of community support for this project? Please describe support in narrative and also attached letters of support.
7. Will your project need any permits? Please describe the nature of permits and inspections required and schedule of reviews, if possible.
8. Detailed budget: Identify all sources and uses of funds; Clearly distinguish among costs to be paid from CPA funds versus other sources of funding; Identify hard and soft costs, contingencies, and project management time (from contracted managers or existing staff). If you plan to use Town Engineering: a) ensure that the Engineering Office has the capacity to take on your project, and b) include the cost of outside engineering as a budget line item in case Town staff is not available.
9. What are your project costs based on? Obtain written quotes for project costs whenever possible. (NOTE: For any acquisition of an interest in real estate, property value will need to be established by the Town through procedures "customarily accepted by the appraising profession as valid", per Section 5 (f) of MGL Chapter 44B. CPA funds may be requested to pay for the appraisal. Appraisals must be commissioned by the Town to comply with the statute.)
10. What maintenance responsibilities will be required to sufficiently maintain the resource? How much will annual and long-term maintenance cost? What entity will be responsible for these responsibilities and costs? How will this revenue be generated?
11. Provide a project schedule showing all major project milestones and supporting information and/or explanation for the project's estimated timeline. Applicant and Program Administrator will prepare and file a **Project Close-Out** at the conclusion of the project.
12. Provide a financial statement of your organization's income and expenses for the past three years.
13. What are the qualifications/experience of the project's sponsoring organization? Provide mission statement, experience of the project manager, track record with summary of similar projects completed by the project manager and by the sponsoring organization.
14. If your project requires more immediate action than the normal deadlines would allow, you must file an **Application for Urgent Review**. Urgent Review will be subject to a separate CPC vote.

**ATTACHMENTS: Please include the following with your application, if relevant:**

**Required for All Proposals:**

1. Photographs of project site (typically, 1 to 3 are enough)
2. Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate), and Locus Map showing location within Stoughton from Stoughton GIS at: [https://www.mapsonline.net/stoughtonma/new\\_public\\_site.html](https://www.mapsonline.net/stoughtonma/new_public_site.html)
3. Letters of support/comment from any and all relevant Town departments, Town officials, and Town boards and commissions
4. Demonstrated notice to all direct project abutters regarding the nature of the proposal, and any letters of project support

**Required for Historic Preservation Proposals:**

1. Statement of project support from the Historical Commission. *Please meet with the Historical Commission before filing this application.*
2. If your project site is not one of the two properties listed on the State Register of Historic Places in Stoughton (Lucius Clapp Memorial Library and the Stoughton Railroad Station), then the application must include a letter from the Historical Commission designating the property as locally significant "in the history, archeology, architecture, or culture" of Stoughton.
3. Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards\* for the Treatment of Historic Properties, as required by MGL Chapter 44B, Sec. 2, under the definition of "rehabilitation".

\*Official versions of these Standards may be accessed from the following link:

<https://www.nps.gov/tps/standards.htm>

**Required for Open Space Proposals:**

Statement of project support from the Open Space Committee. *Please meet with the Open Space Committee before filing this application.*

**Required for Recreation Proposals:**

Statement of project support from the Director of Recreation. *Please meet with Recreation before filing this application.*

**Required for Community Housing Proposals:**

Statement of project support from the Housing Authority. *Please meet with the Housing Authority before filing this application.*

**Required for Proposals Involving Design & Construction:**

1. Development pro forma document and 10-year operating budget for the planned use of the site
2. Site Plans, both existing and proposed; Floor Plans and Elevations
3. Please highlight any sustainable materials and/or techniques and/or energy reduction measures that will be used, and estimate net costs/benefits over the life of the project where possible.
4. Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.

**Required for Proposals Involving Real Property:**

Demonstrate site control/ownership:

1. For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site.
2. For property the applicant anticipates owning: Submit a copy of a legally-binding option, purchase and sale agreement, or deed. In cases having neither an option nor a purchase and sale agreement in place, the application must include a letter from the current property owner authorizing submission of

- the CPA application.
3. On proposals involving construction upon, or alteration or use of land not owned by the applicant, or for which there is any additional property interest other than the applicant's, written authorization for submission of the CPA application is required from each holder of said interest. If the proposal will be constructed upon, or will alter, or require the use of land subject to any easement or deed restriction, such as but not limited to: utility easements, conservation restrictions, historic preservation restrictions and the like, written authorization for submission of the CPA application shall be required from the holder of any such property interest.
  4. If the property owner or interest holder is an organization or corporation, the letter of authorization must provide documentation of appropriate authorization by entity's executive body and copy of relevant section of governing bylaw that establishes this authority. (In case of taking by eminent domain, this requirement may be waived.)

**Town Meeting Article Submission:**

The CPC and the Applicant will work together to ensure that the warrant article is submitted in a timely manner for Town Meeting.

**Submission under Multiple Categories:**

You may submit an application for a project that pertains to more than one CPA category (for example, Open Space and Historical) *if each category is applicable to your project*. However, be sure to meet all the prerequisites *for each category*. Also, separate out the dollar amounts applicable to each category in your application and provide detail sufficient to justify that categorization.

**Recognition of CPA Fund Contribution:**

A **permanent sign** recognizing the Stoughton CPA Fund's financial contribution to the project shall be posted on site wherever practicable, and may be included as a project expense. Use the CPC's template, which includes the CPC logo and motto, and the words: **"This project was funded by a grant from the Town of Stoughton Community Preservation Fund"**. Templates are available from the CPC Program Administrator.

**Periodic Review:**

Project representatives for projects in progress will be asked to report back to the CPC on a regular basis with status updates.

**Priority Will Be Given to Proposals that Include:**

1. Letters of support from neighborhood groups, civic organizations, residents, businesses, etc.
2. Letters of support from direct project abutters, or explanation of why support is not demonstrated.
3. Accommodations for disabled people, including measures which address the provisions and promote the aims of the Americans with Disabilities Act (ADA).
4. Environmentally sustainable components and practices, and features which will be resilient to the adverse impacts of climate change.

Visit the **CPC's webpage** for more information:

<https://www.stoughton.org/410/Community-Preservation-Committee-CPC>

If you have questions, please email Community Preservation Program Administrator Barry Kassler at  
[bKassler@Stoughton-MA.gov](mailto:bKassler@Stoughton-MA.gov)