

## Application to Request CPA Funds

# APPLICANT'S CHECKLIST

*The purpose of this checklist is to help applicants keep track of items that have been submitted, and items still pending. All application forms are available on the link to Application Forms on the CPC webpage, at:*

<https://www.stoughton.org/413/CPA-Fund-Application-Forms>

- ☐ Submit a **Pre-Application** for your project to the CPC (Community Preservation Committee) **before August 15**. Send to CPC Program Administrator Barry Kassler at [bkassler@stoughton-ma.gov](mailto:bkassler@stoughton-ma.gov)
- ☐ If your project requires review beyond the deadline for submission, you must also complete and submit an **Application for Urgent Review**. This will be voted on before the CPC considers your application.
- ☐ You will receive an invitation to attend the next CPC meeting to determine eligibility for CPA funds and a discussion of funding priorities, and, if applicable, your request for Urgent Review. The CPC generally meets on the first Wednesday of the month.
- ☐ If your project is found to be eligible for funding, begin filling out the **Full Application**.
- ☐ Provide **Assessor's Map & Lot #** for the property location (if applicable), available at the Board of Assessors web page at: <https://www.stoughton.org/162/property-assessment-data>
- ☐ Fill in the application's Project Cost grid to the best of your ability.
- ☐ Submit a pdf via email of the **Full Application** with all attachments **by September 15**.

### **Project Narrative for Full Application:**

- ☐ *Project Narrative Item #1:* Detailed description of the project.
- ☐ *Narrative Item #2:* Description of how this project enhances or preserves Stoughton's community character.
- ☐ *Item #3:* Description of the community need for the project.
- ☐ *Item #4:* Description of how this project will achieve town goals and objectives. Include specific information citing documents and page numbers relating to each goal/objective.
- ☐ *Item #5:* Other fundraising sources.

## *Applicant's Checklist*

- ☐ *Item #6:* Letters of support.
- ☐ *Item #7:* List of permits needed.
- ☐ *Item #8:* Detailed budget.
- ☐ *Item #9:* Basis for these project costs.
- ☐ *Item #10:* Maintenance responsibilities
- ☐ *Item #11:* Project Schedule
- ☐ *Item #12:* Project Sponsor and Project Manager's qualifications
  
- ☐ If your project requires immediate attention that doesn't meet the CPA timeline schedule, you must submit an **Application for Urgent Review**. (Item #13)
  
- ☐ Other items requested by the CPC:


### **Required Attachments:**

#### *Required for **All** Proposals:*

- ☐ 1 to 3 **photos of project site**
  - ☐ **Map of project site** showing major roads or intersections.  
(Assessor's map with parcel outlined is acceptable)
- Also provide **Locus Map** from GIS showing location within Stoughton.  
Go to: [https://www.mapsonline.net/stoughtonma/new\\_public\\_site.html](https://www.mapsonline.net/stoughtonma/new_public_site.html)
- ☐ Demonstrated **notice to all project abutters** regarding the nature of the project, and any letters of abutter support.
  - ☐ **Letters of support from the relevant Town boards (see below) are required for all projects.**

## *Applicant's Checklist*

### **Required for Historic Preservation Proposals:**

- ☐ Statement of support from the Historical Commission. Please meet with the Historical Commission before filing this application.
- ☐ 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.
- ☐ 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 Section 2 of MGL Chapter 44B 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 support from the Open Space Committee. Please meet with the Open Space Committee before filing this application.

### **Required for Recreation Proposals:**

- ☐ Statement of support from the Recreation Director. Please meet with Recreation before filing this application.

### **Required for Community Housing Proposals:**

- ☐ Statement of Support from the Stoughton Housing Authority. Please meet with the Housing Authority before filing this application.

### **Required for Proposals Involving Real Property:**

- ☐ **For town-owned property:** Submit a letter of support from the head of the town department that has custody or jurisdiction of the project site.
- ☐ **For other property:** Submit a copy of a legally binding option to acquire, purchase and sale agreement, or a registered deed. In cases having neither an option nor a purchase and sale agreement in place, the application must include a letter of authorization from the property owner to submit the CPA application. If property owner 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.)

## *Applicant's Checklist*

### **Required for Proposals Involving Design and Construction:**

- ☐ Development pro-forma document and 10-year operating budget for planned use of site.
- ☐ Site Plans, both Existing and Proposed. Floor Plans and Elevations.
- ☐ If sustainable materials and/or techniques and/or energy reduction measures will be used, please highlight them and estimate net costs/benefits over the life of the project where possible.
- ☐ Demonstrate compliance with all relevant building codes, zoning, accessibility requirements and all other applicable laws and regulations.
- ☐ If you plan to use Town Engineering services, arrange with the Engineering Office to ensure they have the capacity to assist with your project. Include the cost of outside engineering as a separate line item in your budget in case Town services are not available.

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

1. Letters of support from neighborhood groups/organizations, 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)