

Town of Stoughton, Massachusetts  
 Community Preservation Committee  
**Application to Request CPA Funds**

**\*\*IMPORTANT:** Before filling out this application, you may submit a one-page summary of your project to the CPC to determine eligibility for Community Preservation Act funds and discuss funding priorities. The CPC will invite you to a CPC meeting to review this pre-application project summary. Submit your project summary by November 30 to be at least 30 days in advance of the deadline for applications.

Please submit ten (10) hardcopies of application with all attachments to the Community Preservation Committee c/o Town Clerk, Town Hall, 10 Pearl Street, 1st Floor, and email a pdf of the full application to [barkas818@gmail.com](mailto:barkas818@gmail.com). Applications received by December 30 will be considered for recommendation at the next Annual Town Meeting. Note: The applicant is responsible to submit the warrant article for Town Meeting and to meet the necessary deadline requirements.

**Circle One or More Project Categories:**

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 Person**

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

**Telephone:** \_\_\_\_\_

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

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

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

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

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

**Do you anticipate your project may require bonding?**      Yes      No      Not sure

**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 on a separate page(s):**

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.
5. How will this project leverage funds from other sources? Will there be 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 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).
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 an appraisal. The appraisal 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/explanation for the project's estimated timeline.
12. 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.

**ATTACHMENTS: Please attach the following to your proposal if relevant:**

Required for All Proposals

1. Photographs of project site (1 to 3 may be enough)
2. Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate)
3. Draft warrant article for Town Meeting
4. Letters of support/comment from relevant Town departments, Town officials, and Town boards/commissions

Priority Will Be Given to Proposals that Include:

1. Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses, etc.
2. Demonstrated notice to all direct project abutters
3. Letters of support from all direct project abutters or explanation of why support is not demonstrated.

Required for Historic Preservation Proposals

1. Statement of project support from the Historical Commission
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 Rehabilitation" of Historic Properties, as required by Section 2 of MGL 44B under the definition of "rehabilitation."

\*\* Note: Official versions of these Standards may be found at the following links:

- Standards and Guidelines for the Treatment of Historic Properties, especially "Choosing an Appropriate Treatment":

[www.nps.gov/history/hps/tps/standguide/overview/choose\\_treat.htm](http://www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm)

- Guidelines for Cultural Landscapes (considered part of the Standards above):

[www.nps.gov/history/HPS/hli/landscape\\_guidelines/index.htm](http://www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm)

Required for Open Space Proposals

1. Statement of project support from the Open Space Committee.

Required for Recreation Proposals

1. Statement of project support from the Director of Recreation.

Required for Community Housing Proposals

1. Statement of project support from the Fair Housing Committee.

Required for Proposals Involving Real Property

1. Demonstrate site control/ownership:
  - 1.1. For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site.
  - 1.2. For other properties: 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 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.)

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. 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.
4. Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.

Visit the CPC's webpage for more information:

<https://www.stoughton.org/community-preservation-act-committee>

If you have questions, please email Community Preservation Program Administrator Barry Kassler at [barkas818@gmail.com](mailto:barkas818@gmail.com)