

**Town of Middleborough  
Community Preservation Committee  
Application for Community Preservation Funding**

Welcome to the Town of Middleborough Community Preservation Committee (CPC) funding application process. The Community Preservation Act (CPA) provides a special funding source that is dedicated to community preservation needs related to community housing, historic resources, open space, and recreation. In general the goals of the CPA are to:

1. Acquire, Create, and Preserve Open Space (*plus* Rehabilitate and Restore Open Space *if* the Open Space was acquired with CPA funds)
2. Acquire, Create, and Preserve Land for Recreational Use (*plus* Rehabilitate or Restore Land for Recreational Use *if* the Recreational Land was acquired with CPA funds)
3. Acquire, Create, Rehabilitate, Restore, and Preserve Historic Resources
4. Acquire, Create, Preserve, and Support Community Housing

This application packet contains the following:

**Guidelines**

A. Definitions and Allowable Purposes	2
B. Project Evaluation Criteria	3
C. Use of Funds and Leveraging Other Support	4
D. Application Process	5

**Application for Community Preservation Eligibility**

A. Application Form	8
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**Application for Community Preservation Funding**

A. Cover Sheet	9
B. Project Narrative	10
C. Project Budget, Funding, & Timeline	12
D. Supporting Documents and Applicant Certification	14
E. Certificate of Authority & List of Officers and Directors	15
F. State Tax Certification	16
G. Affidavit	17
H. Memorandum of Understanding	19

In addition, all applicants should be aware that projects may be required to adhere to the Commonwealth of Massachusetts Procurement Requirements, and non-government applicants also should review the attached draft Grant Agreement.

Please read through all of the Guidelines and Application instructions. Applications must be complete including supporting documents. Note the emphasis on community need, the importance of broad community support, and the significance of securing other funding commitments in addition to the requested CPA funds. The CPC appreciates your participation and looks forward to reviewing your project application for Community Preservation Funding.

**Town of Middleborough Community Preservation Committee  
Application for Community Preservation Funding**

**GUIDELINES A. Definitions and Allowable Purposes**

<b>Community Preservation Funds</b>	<b>Open Space</b>	<b>Recreational Land</b>	<b>Historic Resources</b>	<b>Affordable Housing</b>
<b>Definition:</b>	Land to protect existing & future well fields, aquifers & recharge areas, watershed or agricultural land, grass-lands, fields, forest, fresh & salt water marshes & other wetlands, ocean, river, stream, lake & pond frontage, costal lands, lands to protect scenic vistas, wildlife, nature preserve, & for recreational use.	Land for active or passive recreation including, but not limited to, the use of land for community gardens, trails, & noncommercial youth & adult sports, & the use of land as a park, playground or athletic field. Does not include horse or dog racing or the use of land for a stadium, gym, or similar structure.	Building, structure, vessel, document, artifact, or real property listed or eligible for listing on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture, or culture of the city or town.	Housing for low & moderate income individuals & families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income.
<b>Purpose:</b>				
ACQUIRE	Yes	Yes	Yes	Yes
CREATE	Yes	Yes	No	Yes
PRESERVE Protect from injury, harm or destruction [not maintenance].	Yes	Yes	Yes	Yes
SUPPORT	No	No	No	Yes, includes funding for town's affordable housing trust
REHABILITATE/RESTORE Remodel, reconstruct, or repair [not maintenance] to make property functional for intended use, including improvements to comply with federal, state, or local building or access codes or with federal standards for rehab of historic properties.	Yes, if acquired or created with Community Preservation funds	Yes, if acquired or created with Community Preservation funds	Yes	Yes, if acquired or created with Community Preservation funds

Source: Chart adapted from a document prepared by the Massachusetts Department of Revenue, 2007

**Town of Middleborough  
Community Preservation Committee**

**Application for Community Preservation Funding**

**GUIDELINES**

**B. Project Evaluation Criteria**

All applications will be evaluated according to the following criteria. Listed criteria is not necessarily relevant to every project:

1. All proposed projects must be eligible for CPA funding according to the requirements described in Community Preservation Act (MGL Chapter 44B);
2. Proposal is both thorough and comprehensive;
3. Proposal is consistent with the Town of Middleborough's Community Preservation Plan, Master Plan, Open Space & Recreation Plan, Affordable Housing Plan, Historic Preservation Plan and other planning documents that have received wide scrutiny and input;
4. Proposal is feasible with the expectation that all federal, state, and municipal approvals and permits necessary for successful project implementation are reasonably attainable within the project timeframe;
5. Project has support of immediate abutters (property owners of contiguous properties);
6. CPA funding for the project is urgent; a delay in funding will result in the failure to address an important Town need;
7. Project serves multiple needs and populations;
8. Project serves a currently under-served population;
9. Project has strong community support;
10. Project is consistent with recent Town Meeting actions and does not seek to contradict or overturn any Town Meeting policy decision;
11. Project advances preservation of currently owned Town assets;
12. Historic preservation project has Middleborough Historical Commission certification and project approval;
13. Project on Town property has certification from appropriate department head(s);
14. Project facilitates acquisition of threatened resources;
15. Project is cost effective;
16. Funding will leverage other sources of funding;
17. Proposal identifies resources to continue maintenance of project once completed.
18. Sponsor's past performance with managing CPA grants has been satisfactory.

If you would like more information about the CPA, the following websites may be useful:

Middleborough Community Preservation

[middleborocpa.org](http://middleborocpa.org)

Community Preservation Coalition

[www.communitypreservation.org](http://www.communitypreservation.org)

MA Executive Office of Energy & Environmental Affairs

[www.mass.gov/eea](http://www.mass.gov/eea)

MA Department of Revenue

[www.dls.state.ma.us/dor2.htm](http://www.dls.state.ma.us/dor2.htm)

**Town of Middleborough  
Community Preservation Committee**

**Application for Community Preservation Funding**

**GUIDELINES**

**C. Use of Funds and Leveraging Other Support**

1. The Community Preservation Act is statewide enabling legislation to allow cities and towns to exercise control over local planning decisions. CPA monies are public funds raised from dedicated Middleborough tax revenues and State subsidies to the Town. Projects financed with CPA funds must comply with all applicable State and Town requirements, including the Commonwealth's procurement laws, which require special procedures for the selection of products, vendors, services, and consultants. Contracts for goods and services must be awarded to the lowest qualified bidder. Project purchases cannot be split to avoid State procurement laws.
2. CPA funds may not be used to cover ongoing applicant costs of operations and salaries that are typically supported by the applicant's annual operating revenue. Such costs for activities directly associated with the proposed project may be listed in the budget as in-kind services.
3. CPA funds may not be used for maintenance.
4. Funds may be spent only on items listed in the submitted proposal budget. All changes to budgets must first be approved by the CPC.

CPA funds may not be used to supplant current spending or previously approved funding commitments, including but not limited to municipal capital improvement funds, general operating funds, bonds, grants, and loans.

5. Based on the availability of funds, proposals that may otherwise merit full funding may be recommended for lesser amounts. Under such circumstances, the CPC will give higher priority to funding fully those proposals that include significant funds from other public and private sources. Proposals identified for lesser funding will be considered for recommendation to Town Meeting if the project sponsors demonstrate a willingness and ability to raise the additional funds from other sources within a reasonable period.

**Town of Middleborough  
Community Preservation Committee**

**Application for Community Preservation Funding**

**GUIDELINES**

**D. Application Process**

**STEP 1: APPLICATION FOR COMMUNITY PRESERVATION ELIGIBILITY**

- The application process is a **two step** process. **Step 1** - The Application for Community Preservation Eligibility will introduce your proposal to the CPC so that it can determine the project's eligibility and offer guidance.
- If the CPC agrees that your proposal is eligible, an Application for Community Preservation Funding (Step 2) must be completed.
- The Application for **Community Preservation Eligibility** ( Step 1) may be submitted at any time during the year but must be received by the CPC by **noon July 1<sup>st</sup> of each year, or if on a weekend, the first business day thereafter** in order to be considered for the next funding round.

**STEP 2: APPLICATION PREPARATION**

- Applications should be typed using the attached application form. Applicants are encouraged to download the application at [www.middleboroughcpa.org](http://www.middleboroughcpa.org). In addition, applications may be available at the Town Clerk's Office and at the Public Library.
- If you are in doubt about your project's eligibility or have other questions, you may submit a letter or e-mail well in advance of the due date describing the project and the proposed use of funds. Please address your inquiry to:

Jane Lopes, Chair  
Community Preservation Committee  
Middleborough Town Hall Annex  
20 Center Street  
Middleborough, MA 02346  
Or: [cpc@middleborocpa.org](mailto:cpc@middleborocpa.org)

All responses will be sent via regular mail and/or e-mail.

- **PLEASE NOTE: Only complete applications will be considered for funding. Please answer all questions and furnish all requested information, supporting documents, and certifications.**

**STEP 3: APPLICATION SUBMISSION**

- Submit nine (9) copies plus one (1) electronic copy [PDF or Word Document] of the completed application and all supporting documents. Electronic copy can be via email or on a compact disc to:

Community Preservation Committee  
Middleborough Town Hall Annex  
20 Center Street  
Middleborough, MA 02346

Email: [cpc@middleborocpa.org](mailto:cpc@middleborocpa.org)

- The Application for **Community Preservation Funding** deadline is **November 1<sup>st</sup> each year, if on a weekend, the first business day thereafter, no later than 12:00 p.m.** The CPC may accept late applications after this deadline for emergency or other appropriate reasons, solely at the Committee's discretion.
- If Town Hall is closed on the submission due date due to uncontrolled events, the submission deadline will be postponed until 12:00 p.m. on the next business day.
- Applicant will be notified of receipt of application by email.
- The CPC will not be responsible for any expenses incurred in preparing and submitting applications. All submittals shall become the property of the Town of Middleborough. Unless specifically exempt under Massachusetts public records law, the Town has the right to disclose information contained in proposals.

#### **STEP 4: CPC REVIEW, PUBLIC HEARING & RECOMMENDATION**

##### a. Application Review:

The CPC will review the submitted application to determine whether:

- Application is complete;
- Proposed project is eligible for CPA funding;
- Proposed project meets the Evaluation Criteria requirements; and
- Proposed project is sufficiently developed in terms of the work plan and merits further consideration.

The applicant will be notified if additional information is required. Failure to respond in a timely manner will eliminate the proposal from consideration. The CPC may ask to meet with the applicant or its authorized representative at a CPC meeting. It also may request a site visit.

The applicant's successful selection will be based upon an evaluation of the information and materials submitted.

The CPC reserves the right to recommend funding of a project, in full or in part, and to impose specific conditions and restrictions. It reserves the right to reject any and all proposals if it believes that such rejection is in the best interests of the Town of Middleborough.

##### b. Changes or Withdrawal:

A submission may be modified, corrected, or withdrawn only by written notice and received by the CPC at least 7 days prior to the public hearing held before the upcoming Town Meeting. The notice must reference the original proposal.

##### c. Public Hearing:

Applicants chosen for consideration will be given an opportunity at a public hearing to present the project and respond to questions from the CPC and the public. Applicants or their representatives must be present.

##### d. Final Recommendation:

Following the public hearing, CPC will notify the applicant in writing if its project is to be recommended to the next Town Meeting. The recommendation will be contingent upon satisfaction of any grant conditions that have been identified by the CPC and in accordance with the Grant Disbursement Schedule as submitted by the applicant and approved by the CPC. The CPC will draft

an appropriate warrant article; the applicant should expect to assist the CPC in preparing project information and the presentation.

The CPC will make its final funding recommendations in the form of the warrant articles to be voted on at Town Meeting.

Final recommendations for Town Meeting are expected to be completed **by February 1<sup>st</sup> of each year**. Although the CPC makes recommendations, Town Meeting must approve the appropriation for a project to receive funding. All applicants will be notified in writing as to the status of their applications by **February 15<sup>th</sup> of each year**.

#### **STEP 5: TOWN MEETING APPROVAL**

Town Meeting has the final authority to award funds from Middleborough's Community Preservation Fund. A majority vote is required to approve funding; a two-thirds vote is required for borrowing. An applicant or its authorized representative of a project being recommended will be required to attend Town Meeting to respond to questions and/or present information.

#### **STEP 6: FUNDING AWARD**

Applicants will be notified in writing as to the status of their application within 2 weeks after the end of the Town Meeting.

Funding for approved projects will be available following completion of the annual town meeting and subject to satisfaction of all conditions for funding established by the CPC in a Grant Award Letter and Grant Agreement.

Funds are awarded on a disbursement basis according to the Town of Middleborough's Purchasing/ Procurement Policy, the Award Letter, and the Grant Agreement. CPA funds may not be used to reimburse a successful applicant for any expenses incurred before the date of the Award Letter. All plans, specifications, and other documents resulting from this contract shall become the property of the Town of Middleborough.

Project milestones will be established for all approved projects and will guide the release of funds. Periodic Status Reports will be required according to a schedule set forth in the Grant Agreement.

A Final Narrative and Financial Report will be required to be submitted and approved by CPC prior to the final disbursement. A report shall be submitted identifying resources for continued maintenance of the project.





# STEP 2

## Town of Middleborough Community Preservation Committee Application for Community Preservation Funding

### A. COVER SHEET

1. PROJECT NAME \_\_\_\_\_

#### 2. APPLICANT INFORMATION

Project Sponsor or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: State: Zip: \_\_\_\_\_

Daytime Phone: Fax: \_\_\_\_\_

E-mail: Website: \_\_\_\_\_

Property Owner (if different from Applicant) \_\_\_\_\_

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

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

City: State: Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 3. PROJECT INFORMATION

CPA Category (Please check all that apply):

\_\_\_\_ Open Space # of acres \_\_\_\_

\_\_\_\_ Historic Preservation

\_\_\_\_ Recreation # of acres \_\_\_\_

\_\_\_\_ Affordable Housing # of units \_\_\_\_

Project Location/Address: \_\_\_\_\_

Middleborough Assessors Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Brief Project Description:

4. AMOUNT OF CPA FUNDING REQUESTED: \$ \_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_

CPA AS PERCENTAGE OF TOTAL PROJECT COST: \_\_\_\_\_

#### For CPC Use

Date Received \_\_\_\_\_

Funding Recommendation \_\_\_\_\_

Date Application Deemed Complete \_\_\_\_\_

Public Hearing \_\_\_\_\_

## B. PROJECT NARRATIVE

To assist the CPC in reviewing your application in a fair, equitable, and efficient manner, please provide a thorough project description, addressing each of the following points in the order indicated. Use separate sheets as needed and number each point to correspond with the section headings below.

- 1. Goals and Description:** Provide a detailed project description, including but not limited to:
  - a. Project goals;
  - b. Description of project activities and outcomes and the property involved and its proposed use;
  - c. Indication of how the project is eligible for CPA funding;
  - d. Description of the project applicant and any project partners.
- 2. Community Need:** Indicate what community need(s) the project will address and how these are consistent with Town policy and plans. Refer specifically to the Community Preservation Plan, existing Town plans, and/or other publicly vetted priority-setting planning documents. Describe the ways that the project will benefit the Town.
- 3. Community Support and Outreach:** Describe the nature and level of support for this project. Show how the project will foster long-term stewardship and generate a community ethic through citizen involvement. Provide information on the methods that will be used to disseminate information on the project and how it will endeavor to encourage and/or serve as a model for other local projects. Submit at least 3 letters, petitions, or other documentations of support.
- 4. Credentials:** Identify the members of the project team and their roles, qualifications, and technical expertise. Explain how the project applicant and any partners are qualified to conduct the scope and scale of the proposed project and indicate prior experience with similar projects. Identify the professional standards that will be followed if construction, restoration, or rehabilitation is proposed. Note that historic preservation proposals must include the services of a qualified credentialed preservation professional to oversee all preservation and restoration activity and ensure compliance with Massachusetts Historic Commission standards.
- 5. Maintenance and Ongoing Costs:** If ongoing maintenance or other ongoing costs are required for the project, indicate how it will be funded. If no costs are anticipated, the application should include this information
- 6. Success Factors:** Describe how the project's success will be measured. Indicate the specific method(s) that will be used to evaluate each project outcome. Identify any significant barriers to complete the projected outcomes and specify how these would be addressed.
- 7. Project Permits & Approvals:** Provide documentation as required:
  - a. Control of Site: Provide documentation that the applicant has control over the site, such as a Purchase and Sales Agreement, option, or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity. If the applicant is not, or will not be, the owner of record, submit a certification of project approval by the owner.
  - b. Deed Restrictions: Identify the present owner and attach a copy of the deed up to present owner. In addition, identify the entity that will be holding rights to enforce the restriction. In order for a project's funding to be distributed fully, an applicant must have filed with the CPC a copy of the appropriate deed restriction
  - c. Hazardous Materials: Provide evidence that the proposed project site is free of known hazardous materials, or if there are known hazardous materials please indicate the proposed plan for remediation. 3

- d. Environmental Concerns: Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the project boundaries.
- e. Evidence of Historic Significance [for historic preservation projects]: An applicant must provide evidence that the historic resource is listed or eligible for listing on the Massachusetts State Register of Historic Places or obtain a letter from the Middleborough Historic Commission [“MHC”] that the historic resource is locally significant. The applicant must also obtain a letter from the MHC indicating the MHC has reviewed and endorsed the proposal. The applicant should submit a draft project proposal to the MHC in order to be reviewed at a monthly MHC meeting prior to submission to CPC.
- f. Permitting: Indicate any further actions that will be required to complete the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, and any other known barriers to moving forward. Present evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations and that the project will expeditiously meet environmental and other permitting requirements, so that on-the-ground activities will begin within the first 12 months after the project’s start date. Evidence of consultation with the Conservation Commission, DPW, Park Dept., Planning Board, Historical Commission, Select Board, etc. where applicable, is strongly recommended.

List below any permits needed for the project. Provide copies of permits already acquired. (Applicants are responsible for all costs associated with permitting, including, but not limited to abutter mailings and advertising.)

Name of Permit	Filed (Y/N)	Date Filed	Date Obtained
_____			
_____			
_____			
_____			
_____			
_____			

**C. PROJECT BUDGET, FUNDING, & TIMELINE**

- 1. Project Budget:** State the total budget for this project, and how CPA funds will be spent. Applicants are reminded that they must adhere to the Commonwealth of Massachusetts’s Procurement Policy. All non government applicants should review the draft Grant Agreement to ensure that all potential project costs are eligible for CPA funding, e.g. CPA funds may not be used for maintenance.

Provide a detailed itemization of all project expenses, such as personnel, consultants, contracted services, equipment, and supplies. For each item, specify in parentheses how the expense was calculated, e.g. (# of hrs. x cost/hr.) Applicants should obtain quotes for project costs when possible; if not, indicate where cost estimates have been used. For each item, identify whether CPA funds or other funding will be used, and note where applicant and/or partner in-kind contributions will cover non-CPA fundable expenses such as administration.

Use table below or include as a separate attachment.

Expense Item	Total	CPA	Other
TOTAL			

- 2. Other Funding:** Describe efforts to secure other funding. Indicate what additional funding sources are available, committed or pending. Include commitment letters, if available. Complete the table below and include applicant and/or partner in-kind contributions.

Source of other funds	Amount	Funding requested (Y/N)	Funding secured (Y/N)

**3. Total Project Funding:**

If the proposal is part of a multi-phase project, please indicate below the projected project costs and funding sources for the additional phases to completion.

<b>Fiscal Year</b>	<b>Total Project Cost</b>	<b>CPA Funds to be Requested</b>	<b>Other Funding</b>
2013	_____	_____	_____
2014	_____	_____	_____
2015	_____	_____	_____
2016	_____	_____	_____
TOTAL	_____	_____	_____

**4. Timeline and Grant Disbursement Schedule:** Provide a detailed schedule for project implementation, including all activities and key milestones. Indicate the total funding as well as CPA and other funding that will be required to complete each activity or milestone.

Project start date: \_\_\_\_\_

Use table below or include as a separate attachment.

<b>Activity</b>	<b>Date Completed</b>	<b>Total Funding</b>	<b>CPA</b>	<b>Other</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**D. SUPPORTING DOCUMENTS & APPLICANT CERTIFICATION**

**1. Supporting Documents:** Check off all attachments included:

**A. Minimum Submission Requirements**

**All Projects**

- Support letters [three or more]
- Names and addresses of project architects, contractors, and/or consultants
- For projects on Town property: Letter of approval from Town Manager and/or appropriate department head
- Non-CPA funding commitment letters

**Historic Preservation Projects**

For Historic Preservation Projects:

- Evidence property/site is on State Register of Historic Places or is eligible for the State Register, OR
- Middleborough Historic Commission (MHC) letter of certification of significant historical, archeological, architectural, and/or cultural value.
- Letter from the MHC indicating the project proposal has been reviewed and endorsed by the MHC.

**Projects that include acquisition and/or rehabilitation of land, buildings, and other real property**

- Evidence of Site Control [Purchase and Sales Agreement, Option, Deed, License, Lease, etc.]
- Appraisal [for acquisitions]
- Assessor’s map showing location of the project
- Permits already obtained

**B. Additional Supporting Documents**

- Photographs, renderings, or design plans, if applicable
- Preliminary architectural plans and specifications for new construction or rehabilitation, if applicable
- Historic structure report or existing condition reports
- Other information or documents. Please list.

**2. Applicant Certification**

I hereby certify that the foregoing and attached information is true and accurate to the best of my knowledge. I further certify that I have reviewed the attached Community Preservation Fund Appropriation Payment, Accounting & Procurement Policy and for non-government applicants, the attached draft Grant Agreement and hereby affirm that if the foregoing application is funded, the applicant is prepared to execute and abide by the terms of these documents.

Applicant’s Name \_\_\_\_\_

By Authorized Representative \_\_\_\_\_

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

**E. CERTIFICATE OF AUTHORITY& LIST OF OFFICERS AND DIRECTORS**

**GRANT AGREEMENT #:**

**APPLICANT:**

I hereby certify that I am the Clerk/Secretary of: \_\_\_\_\_  
(Print Name of Corporation)

and that \_\_\_\_\_ is the  
(Print name of Officer who signs the Grant Agreement)

duly elected of said corporation; \_\_\_\_\_  
(Print title of Officer who signs the Grant Agreement)

and that \_\_\_\_\_ on at a duly authorized meeting of the Board of Directors  
(date of Meeting)  
of said Corporation, at which a duly authorized quorum of the Directors were present and acting, or waived notice, that \_\_\_\_\_  
(Print name and title of Officer signing Grant Agreement)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix it Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

Attest: \_\_\_\_\_  
(Signature of Clerk/Secretary)

Name: \_\_\_\_\_  
(Printed or typed name of Clerk/Secretary)

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

NOTE: THE DATE OF THE VOTE AUTHORIZING OFFICER TO SIGN GRANT AGREEMENT MUST BE BEFORE THE DATE THE OFFICER ACTUALLY SIGNS THE GRANT AGREEMENT. THIS CERTIFICATE MUST ALSO BE EXECUTED BEFORE THE OFFICER SIGNS THE GRANT AGREEMENT. PLEASE ATTACH A LIST OF OFFICER AND DIRECTORS OF THE CORPORATION

- This Form is to be used by corporations, trusts and associations who are applying for CPA Funds.

**F. STATE TAX CERTIFICATION**

**GRANT AGREEMENT #:**

**APPLICANT:**

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that, \_\_\_\_\_  
*(name of Recipient receiving the Grant)*

to the best of my knowledge and belief, has filed all Massachusetts tax returns and paid all Massachusetts and Town of Middleborough Taxes and Fees as required under law.

Signature: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Federal Tax ID # or Social Security #: \_\_\_\_\_

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



**G. AFFADAVIT**

**GRANT AGREEMENT #:**

**APPLICANT:**

I, \_\_\_\_\_, under the penalties of perjury do hereby state and affirm that:

1. On \_\_\_\_\_, I signed the attached Project Submission & Application For Funding (hereinafter “the Application”) seeking funding from the Town of Middleborough’s Community Preservation Fund as the Authorized Representative of \_\_\_\_\_ (hereinafter “the Applicant” ); and
2. Neither I, nor the Applicant, nor any person or entity who would receive funding as a result of the Application has ever been convicted of:
  - (a) a crime involving the willful and malicious setting of a fire, or
  - (b) a crime involving the aiding, counseling, or procuring of a willful and malicious setting of a fire, or
  - (c) a crime involving the fraudulent filing of a claim for fire insurance; and
3. Neither I, nor the Applicant, as of this date, owe the Town of Middleborough any monies in the form of previously incurred real estate taxes, water/sewer charges, motor vehicle excise taxes, personal property taxes, parking tickets or any other indebtedness, or
4. I owe \$ \_\_\_\_\_, (please state dollar amount and source of indebtedness - if nothing owed insert \$0.00), and if delinquent,
  - \_\_\_\_\_ I have filed in good faith, an application for an abatement of such amount which is pending, or
  - \_\_\_\_\_ a petition before the Appellate Tax Board is pending, or
  - \_\_\_\_\_ an Installment Payment Agreement with the treasurer of the Town which is current and not in default; and
5. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding of the project described in the Application, has ever been convicted of violating any code, statute or bylaw regarding conditions of human habitation within the last three (3) years; and
6. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application, has ever been the owner of any property in the Town of Middleborough for which the Town has foreclosed the right of redemption as a result of failure to pay real estate taxes, water/sewer charges or any other indebtedness
7. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application nor any person who would gain equity in the project described in the Application, is employed by the Town, or a member of a Board or Commission of the Town of Middleborough or if so:
  - (a) In what capacity?
  - (b) In what department?

I understand that in the event any of the foregoing statements are untrue, all CPA funding of the project described in the attached Project Submission & Funding Request will be forfeited and if any monies have been distributed pursuant to Town Meeting approval of this Funding request, then all such sums shall be immediately due and payable to the Town of Middleborough.

The undersigned swears under the penalties of perjuries that this Affidavit is complete and accurate in all respects.

SIGNATURE \_\_\_\_\_

PRINT OR TYPE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

WITNESS \_\_\_\_\_

- This Affidavit must be signed by the individual(s) or organizations(s) applying for Community Preservation Funding. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized representative of that corporation or legal entity.

## H. MEMORANDUM OF UNDERSTANDING

**GRANT AGREEMENT #:**

**APPLICANT:**

I understand that there are certain conditions and responsibilities involved in receiving CPA funding.

My signature below indicates that I have read the following conditions and agree to follow them if my application is recommended to and approved by Town Meeting:

1. I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this places certain restrictions on how payments may be made.
2. In order to acknowledge the Community Preservation Act, and thus the contributions of the Middleborough taxpayers, I will:
  - Order, pay for and place a temporary “Community Preservation Works” sign or banner in front of the project. The Community Preservation Committee will provide the approved design. Approximate cost for the banner is generally \$250 - \$300.
  - Acknowledge the contributions of the Community Preservation Act in all press releases, newsletters, and other publicity.
  - Include recognition of the Community Preservation Act if a permanent plaque or sign is placed on the project.
3. If requested, I will supply the Community Preservation Committee with quarterly financial up-dates on the project.
4. I acknowledge that a deed restriction may be required. If needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.

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Print Name

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Signature

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Date