**STEP 2**

***Application for Community Preservation Funding***

***Town of Middleborough***

**Guidelines for Submission**

The Community Preservation Act Fund accepts applications for four categories of projects: Open Space, Recreation, Historic Preservation, and Community Housing. It is a capital fund that may be used to acquire or create a community asset, preserve it from harm, or in some cases undertake a major rehabilitation project, such as capital improvements. It may not be used for maintenance of an asset.

The Community Preservation Committee (CPC) sets priorities for how the fund is used, based on community input through public hearings, focus groups, surveys, and in accordance with Middleborough’s Community Preservation Plan. Only projects approved by the CPC can go to Town Meeting for final appropriation. The CPC gives strong preference to projects that can fund at least 2/3 of the total cost through other sources, such as federal, state, and private grants; town or organization budgets; private donations; fundraising; in-kind donations of materials or labor; and volunteer hours.

Applicants must first submit a Step One application to determine eligibility for CPA funding by **September 15.**

Eligible applications are invited to provide more detail in a Step Two application, due **November 1.** If approved, funding will be available starting July 1, at the beginning of the next fiscal year.

For more information, see Chapters 1 and 2 of Middleborough’s Community Preservation Plan FY21-25: <https://middleborocpa.org/wp-content/uploads/2021/04/MDB_plan-030921_spreads_for_digital.pdf>

Your Step Two application must include the information requested on the following pages:

* Applicant Information
* Funding Request
* Project Narrative
* Project Budget
* Timeline
* Permitting
* Supporting Documents
* Additional Project Information
* Applicant Affidavit

Provide an answer for each field on the application or write “Not Applicable.” You must provide dollar amounts. Do not write “To Be Determined.”

**STEP 2**

***Application for Community Preservation Funding***

**Town of Middleborough**

**Community Preservation Committee**

**Date:** Click or tap to enter a date.

**Project Name and Location:** Click or tap here to enter text.

**S*elect one primary CPA Category and one primary CPA Purpose for your project:***

**CPA Category:** Open Space **CPA Purpose:** Acquire

Recreation Create

Historic Preservation Preserve

Community Housing Support

Rehabilitation/Restore

**List any other CPA Categories:**Click or tap here to enter text.

**List any other CPA Purposes:** Click or tap here to enter text.

**APPLICANT INFORMATION**

**Project sponsor or organization**: Click or tap here to enter text.

**Contact person**: Click or tap here to enter text.

**Address of project sponsor**: Click or tap here to enter text.

**Phone numbers (work, home, mobile)**: Click or tap here to enter text.

**E-mail**: Click or tap here to enter text.

**Property owner and contact information (if different):** Click or tap here to enter text.

**FUNDING REQUEST**

**Amount of CPA funding requested**: Click or tap here to enter text.

**Sources and amounts of other funding.** List all possible additional funding you plan to apply for, fundraise, or provide from your own budget.

The CPC gives strong preference to projects that can fund at least two-thirds of the total cost through other sources, such as state and private grants, other town or organizational budgets, private donations, and volunteer contributions of materials and labor. Multiply estimated volunteer hours by minimum wage to obtain a dollar amount.

Click or tap here to enter text.

**Total project cost**: Click or tap here to enter text.

**CPA funding as a percentage of total project cost:** Click or tap here to enter text.

**PROJECT NARRATIVE**

* Expand on the summary provided in Step One with a more complete project description.
* Describe:

1. How the project fits the CPA categories and purposes (at least one of each).
2. How it fulfills the current Town of Middleborough Community Preservation Plan.
3. How it fulfills any other Town plans, such as the Open Space & Recreation, Housing Production, or Community Development Plans.

* State why Town Meeting should fund this project.
* Summarize your goals and final vision for the project and how and when the community will use and benefit from it.

Click or tap here to enter text.

**PROJECT BUDGET**

* Itemize the total project budget, listing all expenses, such as contractors, equipment, materials, supplies, personnel, consultants, volunteer hours, etc. Use the table below, adding lines if necessary, or a separate sheet.
* Specify how each expense was calculated, e.g. vendor pricelist; # of hours x cost/hour; in-kind donation; written estimate. Attach estimates and pricelists.
* In the last column, identify how the expense will be covered: by CPA or by which other funding. Note that CPA cannot fund administration expenses.
* Estimate volunteer hours, then multiply by minimum wage or the going rate of a skilled service to obtain a dollar amount.

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| **Expense** | **Cost** | **How calculated?** | **How funded?** |
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| **TOTAL BUDGET** |  |  |  |

Attach funding commitment letters, and/or list deadlines and award dates of grants, dates of planned fundraising events, etc.: Click or tap here to enter text.

***If the property or project has received CPA funding for previous phases:***

**CPA grant amounts awarded to date:** Click or tap here to enter text.

**List other funding leveraged by CPA funds (grants, other budgets, fundraising, donations, etc.):** Click or tap here to enter text.

**CPA funding as a percentage of project cost to date:** Click or tap here to enter text.

**Remember:** Town departments or other government applicants must comply with Commonwealth of Massachusetts Procurement Law. See<https://guides.masslibsystem.org/c.php?g=570348&p=3930925>

**TIMELINE**

* Are there any known barriers to starting the project next July 1, when funding becomes available, or to completing the project within a year? If so, explain. Click or tap here to enter text.
* Include an implementation plan with dates, listing the approvals needed, the start date, steps needed to complete the project, ending with the expected completion date. Use the table below or a separate sheet.

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| **Date** | **Steps to complete project** |
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**PERMITTING**

* Which of these will be needed to complete the project?Check all that apply.Provide copies of permits already acquired. See also Supporting Documents checklist.

Environmental assessment (e.g. stormwater, wetland)

Zoning or other approvals

Engineering/architect or other design plan

Conservation preservation restriction (required for Open Space acquisition)

Historic preservation restriction (required for Historic Preservation acquisition)

Housing affordability forms (e.g. deed restriction, regulatory agreement)

Other permits. Specify: Click or tap here to enter text.

* If a preservation or deed restriction is required, who will hold it and what is the cost? Include this cost in the budget. The Community Preservation Act requires a preservation restriction (e.g., conservation, historical, agricultural) on any “real property interest” acquired with CPA funds and a deed restriction on community housing acquired with CPA funds. See <https://www.communitypreservation.org/restrictions>.

Click or tap here to enter text.

* **For all Historic Preservation projects** (whether Historic Preservation is a primary or secondary CPA Category), answer these questions:

1. Designate who will be responsible for ensuring compliance with the Secretary of Interior’s Guidelines for Historic Preservation and provide contact information. See [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm).

Click or tap here to enter text.

1. Is the property listed on the Massachusetts State Register of Historic Places?

Click or tap here to enter text.

1. If the property is not listed on the State Register of Historic Places, has the Middleborough Historical Commission determined that it is “significant in the history, archeology, architecture or culture of the town”? Please indicate that you are including a letter from the Historical Commission determining local historical significance with your application, or enter your scheduled date on the Historical Commission agenda:

Click or tap here to enter text.

1. Is the property listed on the Massachusetts Cultural Resource Information System (MACRIS)? If so, please provide the Massachusetts Historic Commission (MHC) ID, which you can find here: <https://mhc-macris.net/>

Click or tap here to enter text.

**Strongly recommended for all projects:** Document any consultations you’ve had about the project with the Conservation Commission, Planning Board, Historical Commission, Parks Commission, Select Board, other Town boards or departments, or Regional, State, or Federal agencies(e.g. letters of support, email or other correspondence, or conversations notes/dates). Attach and/or describe:

Click or tap here to enter text.

**ADDITIONAL PROJECT INFORMATION**

* Provide the name of the individual and the department, agency, or organization who will manage the project.

Click or tap here to enter text.

* Provide the name of the individual and the department, agency, or organization who will maintain the asset when the project is complete.

Click or tap here to enter text.

* What continued maintenance is expected after the project is completed, what is the estimated annual cost, and how will it be funded (e.g. town or organizational budget, fund-raising, donations)?

Click or tap here to enter text.

* In addition to the required letters of support, describe any other community support the project has.

Click or tap here to enter text.

* What willthe applicants do to gain community support before and at Town Meeting (e.g., publicity, public open houses, site visits, presentations)?

Click or tap here to enter text.

* If the project is privately owned, state the public benefit it will offer (e.g. easement for public access, free community use, free community events offered by the applicant/property owner, publicity about availability, etc.)

Click or tap here to enter text.

**SUPPORTING DOCUMENTS**

Please check all that you are attaching to the application.

**All Projects**

Support letters (three or more)

Names and addresses of project manager, architects, contractors, and/or consultants

Estimates from contractors and/or vendor pricelists

Funding commitment letters from other grants or organizational budgets

Document outreach to abutters and include letters of support from them.

Document outreach to Town boards, departments, or other agencies.

**Historic Preservation Projects**

Evidence that the property/site is on the State Register of Historic Places or is in the process of applying for State Register status;

**OR**

Middleborough Historical Commission (MHC) letter of determination of significant local

historical, archeological, architectural, and/or cultural value, including a copy of the minutes of the meeting when the vote was taken.

*Note:* The same letter may count as one of your support letters, if it also states that the MHC supports the project. However, a letter of support by itself does not count as a determination of local historical significance, which is required for eligibility.

**Community Housing Projects**

Show how project will meet income guidelines for CPA community housing. See [www.communitypreservation.org/income-limits](http://www.communitypreservation.org/income-limits)

For new construction of community housing, copy of pro forma statement

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

Evidence of site control (e.g. purchase and sales agreement, option, deed, license, lease, letters from Town Manager or Department that owns/controls the property, etc.)

Appraisal (for acquisitions)

Assessor’s map showing location of the project

Copies of permits already obtained

**APPLICANT CERTIFICATION**

I hereby certify that the foregoing and attached information is true and accurate to the best of my knowledge.

I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this may restrict how payments may be made.

I agree to acknowledge the Community Preservation Act Fund and Middleborough taxpayers, as follows:

* Purchase and place a “Community Preservation Works” sign or banner while work on the project is in progress.
* Acknowledge Community Preservation Act Funding in any press releases and newsletters, on social media, at events, and in other publicity or communication.
* Recognize Community Preservation Act Funding in any permanent plaque or sign on the project.

I will supply the Community Preservation Committee with regular financial and progress updates.

I certify that I have reviewed the Community Preservation Fund Appropriation Payment, Accounting & Procurement Policy, and for nongovernment applicants, Grant Agreement.

I hereby affirm that if the foregoing application is funded, the applicant is prepared to execute and abide by the terms of these documents.

Applicant Name (print)

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By Authorized Representative (signature)

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