

# STEP 2

## Town of Middleborough

### Community Preservation Committee Application for Community Preservation Funding

#### A. COVER SHEET

1.PROJECT NAME \_Soule Homestead Building Restoration

#### 2.APPLICANT INFORMATION

Project Sponsor or Organization: Soule Homestead Education Center

Contact Person: \_Frank Albani, Bertha Terhune, Jeff Stevens

Address: \_46 Soule St.

City: State: Zip: \_Middleborough, MA 02346

Daytime Phone: 508 947 6744 Fax: 508 946 8559

E-mail: Website: info@soulehomestead.org www.soulehomestead.org

Property Owner (if different from Applicant) Town of Middleborough

Contact Name: Charles Cristello, Town Manager

Address: Town Hall 20 Nickerson Ave.

City: State: Zip: Middleborough, MA 02346

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: \_\_\_\_\_46 Soule St.

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

Map R14 Parcel 20-1, Map R07 Parcel 16, Map R14 Parcel 20, Map R07 Parcel 17

Plympton Assessors Map 0 Parcel 5590

Brief Project Description:

Partial exterior restoration of farmhouse and barn

4. AMOUNT OF CPA FUNDING REQUESTED: \$57,171

TOTAL PROJECT COST: \$57,171 (Not including administration and permits)

CPA AS PERCENTAGE OF TOTAL PROJECT COST: **100%**

#### 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

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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.)

<b>Name of Permit Filed (Y/N)</b>	<b>Date Filed</b>	<b>Date Obtained</b>
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____None filed to date		

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### 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.

<b>Expense Item</b>	<b>Total</b>	<b>CPA</b>	<b>Other</b>
<hr/>			
_See Attached_____			
<hr/>			
-			
<hr/>			
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 Funding secured**

**(Y/N) (Y/N)**

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Soule Homestead will pay for permitting and administrative costs.

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**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.

**Fiscal Year Total Project Cost CPA Funds to be Requested Other Funding**

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: \_\_\_A S A P\_\_\_\_\_

Use table below or include as a separate attachment.

**Activity Date Completed Total Funding CPA Other**

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If proposal is accepted, we will immediately schedule contractors to begin work. (Weather permitting, this is not a winter project)

The project should only take a few months to complete.

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