

For CPC use only: Date Received:

Town of Southborough Community Preservation Committee
17 Common Street; Southborough, MA 01746

**COMMUNITY PRESERVATION ACT (CPA) APPLICATION FOR 2024
ANNUAL TOWN MEETING**

APPLICATION Due August 31, 2023

Name of Proposal:

Total CPA funds requested:

Date of Submission:

Name of Applicant:

Contact Person:

Mailing Address:

Daytime Phone Number:

Email Address:

CPA Funding Requested:

Sponsoring Organization and/or Affiliations:

Have you watched the CPC's Annual Public Forum recording on June 27, 2023 starting at 40 minutes and 17 seconds into the presentation? If this is a housing application, you need to watch the presentation by Shelly Goehring, Senior Program Manager at the Massachusetts Housing Partnership (MHP) that begins at the start of the CPC's Annual Public Forum. Link: <https://youtu.be/MlhQprxPsyY>

CPA Category (Check ALL that apply - refer to Coalition Chart on Last Page)

Open Space

Historic Preservation

Recreation

Community Housing

Please submit the following application by August 31, 2023; for consideration at Southborough Annual Town Meeting in 2024. Please email your completed application to both: Benjamin Smith, CPC Chair at bsmith@southboroughma.com and Frederica Gillespie, CPA Consultant at fg.cpaconsulting@gmail.com

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions. Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits, as necessary.

- 1 **Provide a Project Name** (as it will appear on warrant article)

- 2 **GOALS:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

- 3 **ELIGIBILITY:** Define how the project meets CPA requirements (please refer to the Allowable Use Chart on page 5)

- 4 **HISTORIC PROJECTS:** If this is a historic project make sure it complies with the attached Flow Chart, last page

- 5 **COMMUNITY NEED:** Why is this project needed? Does it address needs identified in existing Town plans?

- 6 **COMMUNITY SUPPORT:** What is the nature and level of support and/or opposition for this project?

- 7 **BUDGET:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified, and back-up documentation provided. Distinguish between hard and soft costs. Depending on your project, more than one estimate may be required (NOTE: CPA funds may NOT be used for maintenance). Attach a two to five-year budget, if appropriate.

- 8 **FUNDING:** What additional funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.

- 9 **TIMELINE:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.
- 10 **IMPLEMENTATION:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?
- 11 **MAINTENANCE:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.
- 12 **SUMMARY:** Brief description of the project to be printed as project summary in the warrant article.

ADDITIONAL INFORMATION: Please provide the following additional information, if applicable

1. **FURTHER DOCUMENTATION:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option to deed. (Letters of support from relevant town entities)
2. **FEASIBILITY REPORTS:** Any feasibility reports, renderings or other relevant studies and material.
3. **ZONING COMPLIANCE:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.
4. If a non-town government entity is the applicant, please list contact information for all relevant contacts for the project and if a non-profit list contact information of the board members.
5. **OTHER INFORMATION:** Any additional information that might benefit the CPC in their consideration of this project.

A representative from the project will be required to present the project to the CPC.

Applicant requirements after CPC recommends project for Town Meeting:

- The project applicant is required to sign a Memorandum of Understanding (MOU) with the CPC documenting all the agreements made during the application process.
- To assist with fielding questions concerning the project, a Project Representative shall attend the Board of Selectmen and Advisory Committee meetings with the CPC when the CPC warrant articles are reviewed.
- A Project Representative shall attend Town Meeting to answer questions. Any Project Presentation to be reviewed by CPC.
- All Town Meeting approved projects must submit a project schedule and proposed payment timeline. That schedule will be used to determine project completion deadline. The MOU must be signed prior to start of project.
- All Town Meeting approved projects shall present progress reports at 6-month intervals along with written reports to the CPC.
- All Town Meeting approved projects are required to include permanent signage stating that Southborough CPA provided funding for the project (wording shall be reviewed with the CPC prior to completion of the project).
- All project publicity shall include a statement that the Southborough Community Preservation Act provided funding for the project.

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. Projects are only eligible for CPA funding if they fit in a “Yes” box below.

All Historic Preservation projects need to meet with the Southborough Historical Commission to determine their historical significance. See flow chart included with this application.

Is Your Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding

COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

NOTE: The 7/8/2012 Legislation prohibits use of CPA funds to pay for Artificial Turf Fields.

Historical Projects need to review the historical chart below

Qualifying Historic Projects for CPA Funding

