

*Application Form*

**FY2023 APPLICATION FOR COMMUNITY PRESERVATION  
FUNDING**

**Submit one (1) unbound original and three (3) hard copies to:** *Plainville Community Preservation Committee, Room 255, Town Hall, 190 South St., Plainville, MA 02762*

**Submit one pdf electronic copy to:** [cyearworth@plainville.ma.us](mailto:cyearworth@plainville.ma.us)

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**Project Name**

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**Name of Applicant/Applicant Organization** (and co-applicant, if applicable)

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**Name of Property Owner, if different from applicant**  
(a signed affidavit from the Property Owner may be requested)

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**Contact Name / Authorized Representative**

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**Contact Mailing Street Address**

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**City, State, Zip**

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**Daytime Phone**

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**Email**

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**Signature of Authorized Representative of Applicant**

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**Address of Proposal (or Assessor's Parcel ID)**

**Category** (check all that apply):

- community housing**    **historic resources**    **open space**    **recreation**

**CPA funding requested: \$** \_\_\_\_\_

**Total cost of proposed project: \$** \_\_\_\_\_

**Project Description:** Answer the following questions in the order listed below. Refer to *Guidelines for CPA Funding Requests* while completing this application. Applications will be returned as incomplete if all information is not provided. Include supporting materials, as necessary.

**1. Goals:** What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act (see Addendum #1 below for information on the CPC's goals). Second, explain how the project advances the goals of Plainville's most recent open space, land use, affordable housing and historic preservation planning documents.

**2. Community Need and Public Benefit:** Why is this project needed? How does it benefit the public? Consider the following: people who will directly benefit from the completed project & resources that will be protected because of this project.

**3. Timeline:** What is the schedule for project implementation? Include a timeline for all milestones.

**4. Success Factors:** How will the success of this project be measured? Be as specific as possible.

**5. Credentials:** How will the experience of the applicant(s) and any contractors contribute to the successful implementation of this project?

**6. Other Funding:** What additional funding sources are available, committed, or under active consideration? Include copies of commitment letters or rejection letters and describe any other attempts to secure funding for this project.

**7. Maintenance:** If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future?

**Attachments:**

**Budget:** Applicants must provide accurate and detailed estimates of the total budget for the project and how CPA funds will be spent. All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. Applicants must provide accurate and detailed estimates from potential suppliers. Projects that require deed restrictions or other legal oversight should include these estimated expenses in their proposed budget. The CPC reserves the right to augment or adjust projected budgets for estimates associated with legal or other professional fees.

**Community Support:** Include any relevant letters of support for the project including demonstration of other funding sources.

**Historic preservation projects:** Please provide additional detailed project information as required in Addendum #2 — Supplemental Information for Historic Preservation Projects.

**Digital Photography:** Please be prepared to submit digital images of the project to the CPC Administrator for use in the Town Meeting presentation. Images will be requested once project is recommended for funding.

## **ADDENDUM #1: COMMUNITY PRESERVATION ACT and TOWN of Plainville GOALS and SELECTION CRITERIA**

### **Plainville Community Preservation Act Goals**

CPA provides a special funding source that is dedicated to community preservation needs related to community housing, historic resources, open space, and recreation. The CPA goals are to:

- o Acquire, Create, and Preserve **Open Space**
- o Acquire, Create, and Preserve **Land for Recreational Use** (*plus* Rehabilitate or Restore **Land for Recreational Use**)
- o Acquire, Rehabilitate, Restore, and Preserve **Historic Resources**
- o Acquire, Create, Preserve, and Support **Community Housing** (*plus* Rehabilitate **Community Housing** *if* the **Community Housing** was acquired or created with CPA funds)

### **Town of Plainville Goals**

All applications will be evaluated according to the following criteria:

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 goals outlined in the most recent Plainville Community Preservation Plan.
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. CPA funding for the project is urgent; a delay in funding will result in the failure to address an important Town need.
6. Project serves multiple needs and populations.

7. Project serves a currently under-served population.
8. Project has strong community support.
9. Project is consistent with recent Town Meeting actions and does not seek to contradict or overturn any Town Meeting policy decision.
10. Project advances preservation of currently owned Town assets.
11. Historic preservation project has Plainville Historical Commission certification and project endorsement and is in compliance with the U.S. Secretary of Interior's Standards for Rehabilitation.
12. Project on Town property has certification from appropriate department head.
13. Project facilitates acquisition of threatened resources.
14. Project is cost effective.
15. Funding will leverage other sources of funding.
16. Proposal identifies resources to continue maintenance of project once completed.
17. Sponsor's past performance with managing CPA grants has been satisfactory.

**ADDENDUM #2: SUPPLEMENTAL INFORMATION FOR HISTORIC PRESERVATION PROJECTS (required for proposals submitted under the CPA Historic Resources category)**

**Project Evaluation**

Community Preservation Act (CPA) funds can be used for the acquisition, restoration, rehabilitation, and preservation of historic resources. The CPA defines an historic resource as a 'building, structure, vessel, real property, document or artifact that is listed on the state Register of Historic Places or determined by the local Historical Commission to be significant in the history, archeology, architecture or culture of the town'. Before consideration, the CPC will determine whether or not the proposal is eligible for CPA historic preservation funds.

Please check all that apply below; this information will assist the CPC in its evaluation.

- Property is individually listed on the State or National Register of Historic Places (applicant must provide documentation from the State or National Register)
- Property has been determined by the Plainville Historical Commission to be significant in the history, culture, architecture or archeology of the town of Plainville (applicant must provide documentation to this effect from the Plainville Historical Commission)
- Property is located within a National Register Historic District and is considered a 'contributing structure' (applicant must provide documentation supporting the 'contributing structure' status).
- Property is located within a Historic District

**Secretary of the Interior's Standards for the Treatment of Historic Properties**

Historic preservation projects are required to comply with the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'. The CPC will review project plans for compliance with the Secretary's Standards. Applicants must provide complete construction drawings and specifications to the CPC for review before construction funds will be disbursed. CPA funds may also be used for design costs; design plans produced with CPA funds shall also be consistent with the Secretary's Standards. The Secretary of the Interior's Standards are published by the National Park Service and may be accessed online at: <http://www.nps.gov/history/hps/tps/standguide/>.

I, the undersigned, understand that CPA funded historic preservation projects are required to comply with the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'

X \_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**Deed restrictions**

The CPA requires an historic preservation deed restriction as a condition of funding for historic preservation projects, if the historic resource is being acquired by the town.

**Supplemental Information required for Historic Resources funding proposals**

*Unless waived by the CPC, this information is required in addition to the information requested in the funding application. If you would like to request a waiver, please submit your request in writing with your application*

Please provide detailed project information, **as applicable:**

**Building preservation, restoration, or rehabilitation projects:**

- Provide a copy of construction plans including both existing conditions and proposed alterations, and specifications including description of existing and proposed materials. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
  
- Provide a statement explaining how the project will comply with the 'Standards for Rehabilitation' published in the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'.

**Landscape preservation, restoration, or rehabilitation projects:**

- Provide a copy of project plans, including existing conditions and proposed alterations, and project specifications, including a description of existing and proposed materials, plus any additional supporting information demonstrating need for preservation, restoration, or rehabilitation. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
  
- Provide a statement explaining how the project will comply with the 'Standards for Rehabilitation' published in the 'Secretary of the Interior's Standards for the Treatment of Historic Properties' and the 'Guidelines for the Treatment of Cultural Landscapes'.

**Design services for the preservation, restoration, or rehabilitation of a landscape or building:**

- Provide a statement explaining the need for design services related to preservation, restoration, or rehabilitation.
  
- Provide credentials for architect/designer (specifically addressing historic preservation experience).