

**Town of Canton  
Community Preservation Committee  
FY15 CPA Application Form  
Due date: November 17, 2014**

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**Submit one (1) unbound original and nine (9) copies to:**

Canton Community Preservation Committee

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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**

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**Signature of Authorized Representative of Applicant**

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**Mailing Address**

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**Daytime Phone, City, State, Zip**

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**Project Name**

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**Email**

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**Address of Proposal (or assessor's parcel ID)**

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**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 CCPA's goals). Second, explain how the project advances the goals of Canton'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 CCPC 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 CCPC 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 Canton**

### **GOALS and SELECTION CRITERIA**

#### **Canton 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 Canton Goals**

The CCPC will evaluate all eligible CPA funding proposals keeping in mind the relevant goals stated in Canton's most recent planning documents. Higher priority will be granted to projects that:

- o serve more than one community preservation principle;
- o are supported by one or more relevant town committees
- o leverage multiple funding sources;
- o preserve a threatened resource;
- o allow or promote public access (if applicable);
- o can be completed at a reasonable cost;
- o are consistent with preservation program priorities. (i.e. will not divert funding from higher priority project(s))

## **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 CCPA defines an historic resource as a 'building, structure, vessel, real property, document or artifact that is listed on the state or national 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 CCPC 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 CCPC in its evaluation.

- o Property is individually listed on the State or National Register of Historic Places (applicant must provide documentation from the State or National Register)
- o Property has been determined by the Canton Historical Commission to be significant in the history, culture, architecture or archeology of the town of Canton (applicant must provide documentation to this effect from the Canton Historical Commission)
- o Property is located within a National Register Historic District and is considered a 'contributing structure' (applicant must provide documentation supporting the 'contributing structure' status).
- o 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 CCPC will review project plans for compliance with the Secretary's Standards. Applicants must provide complete construction drawings and specifications to the CCPC 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 CCPC, 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).