



**Town of Dartmouth  
Community Preservation Committee**

**Application for Community Preservation Funding  
Project APPLICATION**

[Use the tab key to move between form fields to fill-in]

**A. COVER SHEET**

1. PROJECT NAME \_\_\_\_\_

2. APPLICANT INFORMATION

Project Sponsor or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Property Owner (if different from Applicant)

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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: \_\_\_\_\_

Dartmouth Assessors Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Brief Project Description:

4. AMOUNT OF CPA FUNDING REQUESTED: \_\_\_\_\_

**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 Committee FY2012 Needs Assessment, 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:** If ongoing maintenance is required for the project, indicate how it will be funded.
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.

- 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 Dartmouth Historic Commission [“DHC”] that the historic resource is locally significant. The applicant must also obtain a letter from the DHC indicating the DHC has reviewed and endorsed the proposal. The applicant should submit a draft project proposal to the DHC in order to be reviewed at a monthly DHC meeting prior to submission to CPC.

Under CPA, all work on historic resources must comply with the United States Secretary of the Interior’s Standards for Rehabilitation. The Dartmouth CPC requires historic preservation projects to obtain a Preservation Restriction, in order to protect the Town’s investment should the property change hands or become subject to additional development pressures. The Massachusetts Historical Commission must approve Preservation Restrictions.

- 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.)

Name of Permit	Filed (Y/N)	Date Filed	Date Obtained

**C. PROJECT BUDGET, FUNDING, & TIMELINE**

**1. Project Budget:** State the total budget for this project, and how CPA funds will be spent. Applicants should review the attached Dartmouth Community Preservation Fund Appropriation Payment, Accounting & Procurement Policy and 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. Applicants should note the signage requirements in the Grant Agreement and include these costs in the project budget. For Historic Preservation projects, the project budget should include an allocation for a historic preservation endowment that will fund the costs associated with due diligence and enforcement to ensure that historic preservation restriction conditions are maintained.

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>
<b>TOTAL</b>			

**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.

Use table below or include as a separate attachment.

<b>Sources of Funds Other than CPA</b>	<b>Amount</b>	<b>Funding Requested (Y/N)</b>	<b>Funding Secured (Y/N)</b>



**D. SUPPORTING DOCUMENTS & APPLICANT CERTIFICATION**

**1. Supporting Documents:** Check off all attachments included:

**A. Minimum Submission Requirements**

**All Projects**

- Support letters [three or more]
- Names and addresses of project architects, contractors, and/or consultants
- For projects on Town property: Letter of approval from Town Executive Administrator or appropriate department head
- Non-CPA funding commitment letters

**Historic Preservation Projects**

- For Historic Preservation Projects:
  - Evidence property/site is on State Register of Historic Places or is eligible for the State Register, OR
  - Dartmouth Historic Commission (DHC) letter of certification of significant historical, archeological, architectural, and/or cultural value.
  - Letter from the DHC indicating the project proposal has been reviewed and endorsed by the DHC.

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

- Evidence of Site Control [Purchase and Sales Agreement, Option, Deed, License, Lease, etc.]
- Appraisal [for acquisitions]
- Assessor’s map showing location of the project
- Permits already obtained

**B. Additional Supporting Documents**

- Photographs, renderings, or design plans, if applicable
- Preliminary architectural plans and specifications for new construction or rehabilitation, if applicable
- Historic structure report or existing condition reports
- Other information or documents. Please list.

**2. Applicant Certification**

I hereby certify that the foregoing and attached information is true and accurate to the best of my knowledge. I further certify that I have reviewed the attached Community Preservation Fund Appropriation Payment, Accounting & Procurement Policy and for non-government applicants, the attached draft Grant Agreement and hereby affirm that if the foregoing application is funded, the applicant is prepared to execute and abide by the terms of these documents.

\_\_\_\_\_  
Applicant’s Name  
By

\_\_\_\_\_  
Authorized Representative

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

**E. CERTIFICATE OF AUTHORITY &  
LIST OF OFFICERS AND DIRECTORS**

**GRANT AGREEMENT #:  
APPLICANT:**

I hereby certify that I am the Clerk/Secretary of:

\_\_\_\_\_ ; and that  
*(Print Name of Corporation)*

\_\_\_\_\_ is the  
*(Print name of Officer who signs the Grant Agreement)*

duly elected \_\_\_\_\_ of said corporation;  
*(Print title of Officer who signs the Grant Agreement)*

and that on \_\_\_\_\_ at a duly authorized meeting of the Board of Directors  
*(date of Meeting)*

of said Corporation, at which a duly authorized quorum of the Directors were present and acting, or waived notice, that \_\_\_\_\_  
*(Print name and title of Officer signing Grant Agreement)*

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix it Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

Attest: \_\_\_\_\_  
*(Signature of Clerk/Secretary)*

Name: \_\_\_\_\_  
*(Printed or typed name of Clerk/Secretary)*

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

NOTE: THE DATE OF THE VOTE AUTHORIZING OFFICER TO SIGN GRANT AGREEMENT MUST BE BEFORE THE DATE THE OFFICER ACTUALLY SIGNS THE GRANT AGREEMENT. THIS CERTIFICATE MUST ALSO BE EXECUTED BEFORE THE OFFICER SIGNS THE GRANT AGREEMENT. PLEASE ATTACH A LIST OF OFFICER AND DIRECTORS OF THE CORPORATION

This Form is to be used by corporations, trusts and associations who are applying for CPA Funds.

**F. STATE TAX CERTIFICATION**

**GRANT AGREEMENT #:**  
**APPLICANT:**

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that \_\_\_\_\_,  
*(name of Recipient receiving the Grant)*

to the best of my knowledge and belief, has filed all Massachusetts tax returns and paid all Massachusetts and Town of Dartmouth Taxes and Fees as required under law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Recipient

\_\_\_\_\_  
Federal Tax ID # or Social Security #

\_\_\_\_\_  
Date



**G. AFFIDAVIT**

**GRANT AGREEMENT #:**  
**APPLICANT:**

I, \_\_\_\_\_, under the penalties of perjury do hereby state and affirm that:

1. On \_\_\_\_\_, I signed the attached Project Submission & Application For Funding (hereinafter “the Application”) seeking funding from the Town of Dartmouth’s Community Preservation Fund as the Authorized  
  
Representative of \_\_\_\_\_ (hereinafter “the Applicant” ); and
2. Neither I, nor the Applicant, nor any person or entity who would receive funding as a result of the Application has ever been convicted of:
  - (a) a crime involving the willful and malicious setting of a fire, or
  - (b) a crime involving the aiding, counseling, or procuring of a willful and malicious setting of a fire, or
  - (c) a crime involving the fraudulent filing of a claim for fire insurance; and
3. Neither I, nor the Applicant, as of this date, owe the Town of Dartmouth any monies in the form of previously incurred real estate taxes, water/sewer charges, motor vehicle excise taxes, personal property taxes, parking tickets or any other indebtedness, or
4. I owe \$\_\_\_\_\_, (please state dollar amount and source of indebtedness - if nothing owed insert \$0.00), and if delinquent,
  - ( ) I have filed in good faith, an application for an abatement of such amount which is pending, or
  - ( ) a petition before the Appellate Tax Board or County Commissioners is pending, or
  - ( ) an Installment Payment Agreement with the treasurer of the Town which is current and not in default; and
5. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding of the project described in the Application, has ever been convicted of violating any code, statute or bylaw regarding conditions of human habitation within the last three (3) years; and
6. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application, has ever been the owner of any property in the Town of Dartmouth for which the Town has foreclosed the right of redemption as a result of failure to pay real estate taxes, water/sewer charges or any other indebtedness.

7. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application nor any person who would gain equity in the project described in the Application, is employed by the Town, or a member of a Board or Commission of the Town of Dartmouth or if so:

(a) In what capacity? \_\_\_\_\_

(b) In what department? \_\_\_\_\_

I understand that in the event any of the foregoing statements are untrue, all CPA funding of the project described in the attached Project Submission & Funding Request will be forfeited and if any monies have been distributed pursuant to Town Meeting approval of this Funding request, then all such sums shall be immediately due and payable to the Town of Dartmouth.

The undersigned swears under the penalties of perjuries that this Affidavit is complete and accurate in all respects.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE #

\_\_\_\_\_  
WITNESS

This Affidavit must be signed by the individual(s) or organizations(s) applying for Community Preservation Funding. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized representative of that corporation or legal entity.