

**Town of Dunstable
Community Preservation Committee
CPA Funding Application Form**

Name of Applicant: _____

Mailing Address: _____

Name Of Property Owner (if applicable): _____

Name of Primary Contact: _____

Daytime Phone Number: _____

Email Address: _____

Project Title/Name: _____

Project Street Address: _____

Assessor's Parcel ID: _____ Registry book and page number: _____

CPA Funding Category (check all that apply):

Community Housing: _____ Historic resources/preservation: _____

Open Space: _____ Recreation: _____

Date of Application Submittal: _____

Signature of Property Owner: _____

CPA Funding Requested: _____ Total Project Cost: _____ Other funding: _____

For Community Preservation Committee Use Only:

Application Received on: _____ Project Presented to CPC on: _____

CPC Determination: _____ Approved by Town Meeting on: _____

Amount of Funding to Come From: Affordable Housing: _____ Historical: _____

Open Space: _____ Recreation: _____

Please detail the project cost, amount of CPC funding requested, and amount and sources of other project funding in the table below, for each Fiscal year:

Fiscal Year	Total Project Cost	CPC funding requested	Amount and Source(s) of Other Project Funding
2024			
2025			
2026			
2027			
2028			
TOTAL			

Information for Historic Preservation Projects

Please check all of the items below that apply to the proposed project:

- ☐ Property is individually listed on the State or National Register of Historic Places
- ☐ Property has been determined by the Dunstable Historical Commission to be significant in the history, culture, archaeology or architecture of the town (please provide documentation in the form of a letter or meeting minutes).
- ☐ Property is located in an existing or proposed National Register Historic District and is considered a "contributing structure"

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

Historic preservation projects are required to comply with *the Secretary of Interior Standards for the Treatment of Historic Properties*. Applicants must provide construction drawings and specifications for review prior to receiving disbursed construction funds. Please note, CPA funds can be used for design costs as long as design plans are consistent with the Secretary of Interior's standards. Please sign below to indicate that you understand and accept this requirement.

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

X _____ Date: _____
Applicant's Signature

Deed Restrictions for Historic Preservation Projects:

The Community Preservation Act and the Dunstable Community Preservation Committee require an historic preservation deed restriction as a condition of funding for historic preservation projects. Before final funding is disbursed for construction costs, a draft preservation restriction must be provided for the Committee's review.

Deed Restrictions for Land Acquisition Projects

Applicants for the acquisition of real property or real property interests in any of the four funding categories should be aware that a permanent deed restriction is required if all or a portion of the land is purchased with CPA funds, as specified in Section 12(a) of the Community Preservation Act. The type of restriction will vary depending on the funding category, and may require review of a State or other government entity. Applicants should identify the holder of the restriction as early in the process as possible.

Administrative Funding Requests

A very limited amount of funding is available each fiscal year for administrative expenses, such as staff time, updating the Community Preservation Plan, and due diligence work on proposed CPA projects. Given the limited nature of these funds, any request for administrative funding should include an explanation below detailing the extenuating or special circumstances that have prompted the request.

Nine (9) copies of the completed application with accompanying documentation must be submitted to the following address:

Community Preservation Committee
Chair Joan Simmons
P.O. Box 130
Dunstable, MA 01827

Project Description and Budget: On separate attached sheets of paper, please provide a detailed description of the proposed project that includes the following elements:

- An overview of the type of work or project proposed.
- A description of the need being addressed, or the public benefit that will be derived from the project.
- Information on how the project meets the goals outlined in the town's policy documents (Master Plan, Open Space and Recreation Plan, and Housing Production Plan). These goals are summarized in the Dunstable Community Preservation Plan which can be found on the Town website: <https://www.dunstable-ma.gov/community-preservation-committee/files/community-preservation-plan>
- An accurate and detailed budget for the project. Please include estimates for the work or project, and include labor, materials and permitting costs, if possible. Projects requiring deed restrictions or other legal instruments or actions, title searches, appraisals, or other transactional costs, should include such costs within the budget.
- If applicable, provide a description of the project's future maintenance needs, including an identified responsible party and estimated future maintenance costs and funding source.
- A project schedule or timeline for implementation.
- Please attach any relevant letters of support for the project, including those providing a commitment for any other funding sources.
- Please include copies of any available visual documentation such as photos, plans, drawings or maps.