

For CPC use only: Date Received \_\_\_\_\_

**Town of Southborough Community Preservation Committee**  
17 Common Street; Southborough, MA 01772

**APPLICATION FOR FY 2027 COMMUNITY PRESERVATION FUNDING**  
**Application is due September 15, 2025**

Name of Proposal:

Date of Submission:

Name of Applicant or Board/Committee/Commission:

Contact Person:

Sponsoring Organization and/or Affiliations:

Mailing Address:

Daytime Phone Number:

Email Address:

CPA Funding Requested:

Total Cost of Project:

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

Open Space

Historic Preservation

Community Housing

Recreation

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.

	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.

**ELIGIBILITY:** Define how the project meets CPA requirements (please refer to the Community Preservation Coalition Chart on the last page)

**SUMMARY:** Brief description of the project, which will guide the project summary in the warrant article.

Before filling out this application, familiarize yourself with the Southborough CPC Application Handbook available on the CPC webpage:

<https://www.southboroughma.gov/424/Community-Preservation-Committee> .

As you are filling out the application, make sure you are in-line with the requirements as documented in the Southborough CPC Application Handbook.

I have read and understand the process and requirements detailed in the CPC application handbook.

Please submit the following application by September 15, 2025; for consideration at Annual Town Meeting in 2026. Please email your completed application to both: Lisa Braccio, CPC Chair at [lbraccio@southboroughma.com](mailto:lbraccio@southboroughma.com) and Frederica Gillespie, CPA Consultant at [fg.cpaconsulting@gmail.com](mailto:fg.cpaconsulting@gmail.com)

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION (use extra sheets, if needed)

## 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 OPEN PROJECTS:** Do you have any existing CPA funded projects? If so, are you up to date with your reporting? Please list them here.

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

**4 COMMUNITY NEED: Why is this project needed? Does it address needs identified existing Town plans - i.e. Recreation Plan/Master Plan/Housing Production Plan/Open Space Plan?**

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

**6. 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.**

**7 FUNDING:** Are you seeking alternative funding outside of the CPA? 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.

**8 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.

**9 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?

**10 MAINTENANCE:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.

**ADDITIONAL INFORMATION:** Please provide the following additional information.

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. **BY-LAW COMPLIANCE:** Evidence that the project is in compliance with 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. Have you determined if your project requires a Preservation Restriction, Conservation Restriction or Deed Restriction?

Yes \_\_\_\_\_ no \_\_\_\_\_ Unsure \_\_\_\_\_

6. OTHER INFORMATION: Any additional information that might benefit the CPC in their consideration of this project.



### **\*Question 3, Goals, continued**

housing they can afford; enhance local capacity to support affordable housing; maintain 40B Safe Harbor; and, invest in infrastructure to facilitate the development of housing in priority areas. The proposed transfer of CPA funds to the AHT would allow the AHT to continue making progress toward these goals to benefit the residents of Southborough through increased housing affordability and opportunity. Success will be measured as progress towards our HPP targets, described in detail under Question 4, Community Need.

### **\*\*Question 4, Community Need, continued**

concluded that Southborough needs an additional 255 homes built between 2025 and 2030 for a healthy housing market, including 28 affordable homes eligible for the statewide Subsidized Housing Inventory (SHI). The AHT is committed to meeting these targets by pursuing a variety of the strategies described in the HPP to provide the housing options the community needs.

### **\*\*\*Question 6, Budget, continued**

-Working with third parties to support qualified individuals and families for rental assistance or home buying (e.g. down payment, closing costs, other costs) assistance.

-Disposing of properties under the AHT's care in furtherance of the above goals.

b) Every six months until the Completion Date, the AHT shall provide the CPC with a written update on the progress toward completion of the Work. A final report, including digital photo documentation of the project where appropriate, is due within 30 days of the Completion Date.

c) Consistent with the provisions of M.G.L. c.44B §5(b)(2), under no circumstances shall the Funds be used to rehabilitate existing community housing units, unless such units have been acquired with CPA funds.

d) Consistent with the provisions of M.G.L. c.44B §5(b)(2), when creating community housing the AHT shall, wherever possible, reuse existing buildings or construct new buildings on previously developed sites.

e) Consistent with the provisions of M.G.L. c.44B §6, the Funds shall not replace existing TOWN operating funds nor reimburse the TOWN for services provided to the AHT.

f) If the Funds are the sole funding source for the acquisition of real property, the property shall only be used for Community housing as defined in M.G.L. c.44B §2. In all other cases, the Funds may be used to cover a share of the project expenses proportionate to the part of the project that will qualify as Community housing as defined in M.G.L. c.44B §2. The AHT shall track the cost of the allowable scope through a reasonable means of cost estimating and only use the Funds for the allowable portion of the project cost.

**A representative from the project will be required to present the project to the CPC. After the application deadline, you will be sent the presentation schedule.**

**Applicant requirements after CPC recommends project for Town Meeting:**

- To assist with fielding questions concerning the project, a Project Representative shall attend the Select Board 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 publicity shall include statement that the Southborough Community Preservation Act provided funding for the project.

# How to Determine CPA Eligibility for the Historic Preservation Category

