



**Community  
Preservation  
Committee**

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**TOWN OF ACTON**

472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 929-6631  
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[cpc@acton-ma.gov](mailto:cpc@acton-ma.gov)  
[www.acton-ma.gov](http://www.acton-ma.gov)

May 10, 2012

Ms. Nancy Tavernier  
Chair  
Acton Community Housing Corporation  
472 Main Street  
Acton, MA 01720

**Re: 2012 CPA Project Funding – Acton Community Housing Corporation  
Regional Housing Services Program – up to \$40,000**

Dear Ms. Tavernier:

Congratulations to the Acton Community Housing Corporation on being a recipient of 2012 Community Preservation funds (CPA funds). The ACHC's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of all the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Roland Bartl, Planning Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.

- CPA funding for the Town's participation in the Regional Housing Services Program is available immediately following the release date of this letter and after
  - the execution by the Town of Acton of an Inter-Municipal Agreement with the other participating communities; and
  - the execution of a service agreement with the Regional Housing Services Office (RHSO) to the ACHC's satisfaction.
- The CPA funding shall buy RHSO services for two years.
- CPA funds shall be disbursed in accordance with the fee structure and payment procedures set forth in the Inter-Municipal Agreement.
- Any significant changes to the project or program from what was presented in the funding application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning Director (978-929-6631; [rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
- Upon conclusion of the 2-year service period and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.
- Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Upon completion, please submit a letter to the CPC detailing how the funds have benefited your project.

The Community Preservation Committee would appreciate a notice when participation under the Regional Housing Services Program has commenced, periodic updates on the program, and especially notification upon termination or completion. For updates or general questions please contact the CPC via email - [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov), or by calling the Planning Department at (978) 929-6631.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Walter Foster  
Chairman  
Community Preservation Committee

cc: Board of Selectmen  
Roland Bartl, Planning Director  
Joseph Tassone, Town Accountant

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**Re: 2012 CPA Project Funding – Acton Community Housing Corporation  
Regional Housing Services Program – up to \$40,000**

The Acton Community Housing Corporation accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: \_\_\_\_\_, 2012

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Ms. Nancy Tavernier  
Chair  
Acton Community Housing Corporation  
472 Main Street  
Acton, MA 01720

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