



**Community Preservation
Committee**

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6631
Fax (978) 929-6340
cpc@acton-ma.gov
www.acton-ma.gov

May 12, 2016

Mr. Steven Ledoux, Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

**Re: 2016 CPA Project Funding – Town of Acton
Regional Housing Services Program – One Year – up to \$23,488**

Dear Mr. Ledoux:

Congratulations to the Town of Acton on being a recipient of 2016 Community Preservation funds (CPA funds) in the amount of \$23,488. The Town's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of the Community Preservation Committee's (CPC) spending recommendation for this project. 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 Town's satisfaction.
- The CPA funding shall buy RHSO services for one year.
- 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) 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 1-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.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - 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,

Paula Goodwin
Vice Chairman
Community Preservation Committee

p:\cpc\2016\awards\Regional Housing Services.doc

cc: Board of Selectmen
Nancy Tavernier, ACHC
Lisa Krause, Town Accountant
Roland Bartl, Planning Director

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Regional Housing Services Program – One Year – up to \$23,488**

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: _____, 2016

Mr. Steven Ledoux, Town Manager
Town of Acton
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Acton, MA 01720