

Submission Requirements Checklist

FINANCIAL

- ☐ CPA Application Budget (Upload evidence of quotes and/or cost estimates)
- ☐ Check MA procurement and prevailing wage laws as applied to project costs and estimates.
- ☐ Evidence of secured funding (commitment letters, award letters or bank statements); if providing bank statements please redact identifying information such as account numbers
- ☐ 501(c)(3) IRS letter, if operating as a non-profit
- ☐ Certificate of good-standing from the Secretary of the Commonwealth, if operating as corporation, LLP, or LLC
- ☐ Most recent fiscal year profit and loss statement and IRS Form 990, if operating as a federally tax-exempt non-profit
- ☐ If a non-profit group without federal tax-exempt status, attach a commitment from a federally tax-exempt group that would serve as fiscal agent for this project.

VISUAL

- ☐ Map of project showing all features pertinent to project
- ☐ Land survey or certified plot plan as required
- ☐ Photos of site

OWNERSHIP

- ☐ Documentation of site control or written consent if applicant is not the property owner
- ☐ Signed Purchase and Sale Agreement or copy of current recorded deed, if applicable

COMMUNITY SUPPORT

- ☐ Letters of support from residents; community groups; town boards, commissions, departments; State or Federal officials or departments (Include no more than 3 letters from individuals, there is no limit on the number of signatures per letter)

HISTORIC PRESERVATION PROJECTS

- ☐ Documentation that project is listed on National Register of Historic Places, State Register of Historic Places or written determination of historic significance from Watertown Historical Commission
- ☐ Statement ensuring and explaining how the project will comply with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. See MGL c.44B §.2 nps.gov/subjects/historicpreservation/standards.htm
- ☐ Photos documenting historic resource condition, as appropriate
- ☐ Report or assessment of current condition by a qualified professional

CONSTRUCTION PROJECTS

- ☐ All necessary documentation to demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations
- ☐ Renderings, site plans, floor plans, elevations, engineering plans, designs, bidding plans, or specifications
- ☐ Natural resource limitations (wetland, flood plain, etc.); environmental assessments
- ☐ Feasibility studies
- ☐ Resumes and references of project architect, contractors, and consultants

PROJECTS INVOLVING ACQUISITION OF REAL PROPERTY OR PROPERTY INTERESTS

- ☐ Documentation of encumbrances (e.g. mortgages, liens, deed restrictions), if applicable. If a deed restriction is required, the applicant is responsible for obtaining the restriction and covering all costs.
- ☐ Documentation of mortgage or lien on the property
- ☐ If the project will require a deed restriction, consent of applicable lien holder(s)