

# CPA PROJECT APPLICATION COVER SHEET

## TOWN OF NORTHFIELD - COMMUNITY PRESERVATION COMMITTEE

Fill out the CPA Project Application Cover Sheet (p.1) and then **attach a detailed narrative** that addresses the general guidelines and applicable project specific guidelines (p.3-5).

Please supply nine (9) printed copies of the entire application. Due in the Town Hall by Jan 16<sup>th</sup>, 2024.

Project Name:

CPA Funding Requested:

Total Project Cost:

Multi-year Project: ☐ Yes ☐ No

Applicant:

Submission Date:

Sponsoring Organization:

Applicant address:

Purpose: *(please select all that apply)*

☐ Open Space

☐ Historic Preservation

☐ Affordable Housing

☐ Recreation

Applicant phone:

Applicant e-mail:

Town Committee: *(if applicable)*

Brief Summary:

Project Location/ Address:

Does the applicant own the property involved in the project? ☐ Yes ☐ No

If no, who does own the property and does the applicant have permission of the property owner?

# Project Application Guidelines

## Application Requirements

Applications **must** be submitted by **January 16<sup>th</sup>** at the Northfield Town Hall to be considered for recommendation at the spring annual Town Meeting. Applications may be delivered to the Town Clerk, placed in the secure Drop Box located outside the back door of the Town Hall, or mailed to: Community Preservation Committee, 69 Main Street, Northfield MA 01360.

## General Guidelines

- Each project must be submitted to the Community Preservation Committee using the Project Application Form as a cover sheet. **A detailed narrative** that addresses the general guidelines and applicable project specific guidelines as outlined within the Community Preservation Plan **must be attached** to the cover sheet.
- Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project. Letters of support for the project from community organizations or other sources may also be submitted.
- The Community Preservation Committee may require additional (or more detailed) information to further clarify the submitted application.
- Applicants should provide two quotes and/or estimates for project costs that are dated within the past 2 years of the time of the application submission.
- If the request is part of a multi-year project the total project costs and allocations should be included.
- Applicants that have multiple project requests should prioritize projects.
- Applicants should pursue matching or supplemental funds from state, federal and/or private sources when appropriate and available.
- Applicants should detail who will be responsible for project implementation and management. Their relevant experience should be included in the narrative. Please be sure that project management costs have been included in the overall project budget.
- Project funding should be planned to be completed within 3 years of the approval of the application. A short update will be required each year. Extensions may be granted but must be submitted to the committee for approval.
- Please note: State CPA legislation prohibits reimbursing work that has already been funded, started, or completed on municipal assets.
- Northfield CPA project applications requesting additional funding/reimbursement of work that has already been completed on private property will be considered only under the following conditions: 1. The reimbursement proposal must be for work done as part of a previously approved Northfield CPA project in which the project ran into unexpected, unforeseen, and emergency problems. 2. The already completed work must have been done within one year of the start of the previously approved proposal work. 3. The Northfield CPC must be notified within 30 days of when the unexpected need for more funds has been discovered. Financial documentation and a description of why the overage should be considered for additional funding/reimbursement will be required at this time.

# Evaluation Criteria for the Detailed Narrative

In the detailed narrative of the project application be sure to answer all applicable questions from the General Criteria list **and** all applicable questions from the Specific Criteria lists for either Open Space, Recreation, Historic, and/or Affordable Housing.

## General Criteria

1. Does the project fit the criteria and spirit of the Community Preservation Act?
2. Is the project consistent with Northfield's Open Space and Recreation Plan, and other planning documents that have received wide input and scrutiny?
3. Is the project feasible?
4. Does the project require urgent attention?
5. Is the project affordable?
6. Does the project serve a currently underserved population?
7. Does the project serve multiple needs and populations?
8. Is the project consistent with recent town meeting actions?
9. Does the project help with the preservation of currently owned town assets?
10. Does the project involve the acquisition of threatened resources?
11. Does the project have multiple sources of funding?
12. Does the project promote the use of local contractors when possible?
13. Does the project comply with current or proposed zoning regulations?
14. Does the project have a means of support for maintenance and upkeep?
15. Does the project have community support and provide a positive impact to the community?
16. Does the project have sufficient supporting documentation?
17. Does the project have support from another Northfield town board or committee?
18. Does the project have the support of the majority of immediate abutters?
19. Is the project in the best interest of the town of Northfield?

### **Specific Criteria for Open Space Projects**

1. Does the project permanently protect important wildlife habitat including areas that are of local significance for biodiversity?
2. Does the project provide opportunities for passive recreation and environmental education?
3. Does the project protect or enhance wildlife corridors (i.e., promote connectivity of habitat and/or prevent fragmentation of habitats)?
4. Does the project provide connections between existing trails or create trail linkages?
5. Does the project preserve scenic views that border a scenic road?
6. Does the project protect drinking water quantity and quality?
7. Does the project provide flood control/water storage?
8. Does the project preserve important surface water bodies including wetlands, vernal pools, or riparian zones?
9. Does the project preserve primary or secondary priority parcels listed in the Northfield Open Space and Recreation Plan?
10. Does the property have historic significance such as old foundations, stonewalls, old roads, trails, cart paths, or scenic vistas?

### **Specific Criteria for Recreation Projects**

1. Does the project support multiple active and passive recreation use?
2. Does the project serve a significant number of residents of all ages, gender, and ability?
3. Does the project expand the range of both active and passive recreational opportunities available to Northfield residents through acquisition of appropriate parcels, acquisition of permanent conservation easements, or development of recreational resources on existing Town-owned land, including trail connections, playing fields and play area, open space, and parks?
4. Does the project jointly benefit Conservation Commission and Recreation Commission initiatives by promoting a variety of recreational activities?
5. Does the project maximize the utility of land already owned by Northfield?
6. Does the project further broaden the diversity of Recreation Commission-administered programs to include activities beyond traditional “sports and games”?
7. Does the project promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities?

### **Specific Criteria for Historic Preservation Projects**

1. If the project application is asking for Historic Category funds, then the application must be accompanied by a letter from the Historical Commission stating that the project is officially recognized as Historic to the Town of Northfield.
2. What is the historical/cultural significance to the Town of the proposed project?
3. What is the public benefit?
4. What is the appropriateness and professionalism of the proposed work? (Rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.)
5. What are the additional financial or in-kind services beyond CPA funds committed to the project?
6. What are the administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner and that the historic resource can be maintained for continued public benefit?
7. What is the potential loss or destruction of the resource if proposed action is not taken?
8. Does the project protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features, artifacts, documents, or resources of historical significance?
9. Does the project protect, preserve, enhance, restore and/or rehabilitate the historic function of a property or site?

### **Specific Criteria for Affordable Housing Projects**

1. Does the project promote the goal of having 10 percent of Northfield's housing stock considered affordable?
2. Does the project ensure long-term affordability?
3. Does the project promote the use of existing buildings or construction on town-owned land?
4. Does the project attract matching funds or grant opportunities to complete construction?
5. Does the project convert market-rate housing to affordable housing?
6. Does the project intermingle affordable and market-rate housing?
7. Does the project require limited management by the Town of Northfield?
8. Does the project have less impact on town or natural resources than market-rate housing on the same site?
9. Does the project provide housing that is harmonious in design and style with the surrounding neighborhood?
10. Does the project promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion, and age?

11. Does the project give priority to local residents, town employees, and employees of local businesses?

## The Project Application Process

In a typical year, the Community Preservation Committee will conduct an application process as follows:

CPA Public Informational Forum	November
Completed Applications Due	Mid-January
Meeting with Applicants	February
Application Approval Notification	March
Final Vote of Approval	May (Annual Town Meeting)

Committee recommendations of projects eligible for CPA funding are reviewed by the Board of Selectman and approved by the residents of Northfield at the Annual Town Meeting (typically held on the first Monday in May). The committee may, under highly extraordinary circumstances, vote to accept applications that, because of market opportunities or other deadlines, require consideration outside of the normal funding cycles. Potential applicants who believe that their circumstances call for such unusual action may contact the committee chairs to discuss the possible submission of an off-cycle submission. In these cases, it must be remembered that it will still require the vote at a Town Meeting to be finally approved.

The committee also recognizes that, in some cases, preliminary work must be undertaken in order to complete a viable application. When this is the case, the CPC will consider applications for study grants that can be used to test feasibility and develop work plans that would result in a stronger CPA project.

Finally, applicants should be aware that not all projects will be funded, even if funds are available, and that in a given year funds may be carried over to subsequent years for future projects.

### Applications

- Application forms will be available at the town hall, library, and online at the CPC website (<https://www.northfieldma.gov/community-preservation-committee>).
- Starting in November, the CPC will advertise on the town's web site and in a local publication that there will be a CPA Informational Forum open to all who are interested. The deadline for submitting project applications will be announced on the town's website and advertised locally.
- Submitted applications in January will be for consideration for the following spring annual town meeting.

## **Time Sensitive Applications**

- At the discretion of the CPC, applications for time sensitive projects which cannot wait for the usual winter submission window may be submitted and reviewed by the CPC at any time of year.
- These applications will be considered as described below (“CPC Consideration”), and if deemed appropriate and necessary, considered for possible referral to the annual town meeting or a special town meeting for approval.

## **CPC Consideration**

- After the close of the application period, the CPC will review all proposed projects and determine which applications should be declined and which ones should go on for more extensive review.
- For those applications that have been chosen for further review, the CPC will invite the applicant to come to a public meeting and present their case as to how the project benefits the town and why it should be funded.
- The CPC will also solicit input from any appropriate town committee or department regarding a specific proposal.
- After the extended review process is completed, the CPC will vote in open session as to which proposals it will recommend be included on the town meeting warrant.
- The accepted proposals will be included in a town meeting article that will be presented to the Selectboard prior to the close of the warrant for inclusion on the Town Meeting Warrant.

## **Town Meeting**

- At the annual or special town meeting a member of the CPC will only read the warrant article for the proposed project’s CPA funding - it is the responsibility of the proposal’s applicant to present and defend their projects need for CPA funds to the Town residents.