



TOWN OF NORTHFIELD

COMMUNITY PRESERVATION COMMITTEE

CPA PROJECT SUBMISSION COVER SHEET

Please complete this sheet and attach a detailed narrative that addresses the general guidelines and applicable project specific guidelines outlined within the Community Preservation Plan.
Please supply nine (9) printed copies of the entire application.

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)*

Project Name:

CPA Funding Requested:

Multi-year Project: Yes No

Total Project Cost:

Brief Summary:

How does this project help preserve Northfield's character?

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?

For Community Preservation Committee Use

Received on:

Reviewed on:

Determination:

The Funding Process

Applications

- Application forms will be available at the town hall, library, and on line at the CPC website.
- Starting in November, the CPC will advertise on the town's web site and in a local publication the fact that it will be accepting applications for proposed projects through January 15th.
- Submitted applications 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 autumn 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 proposals 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 include on the town meeting warrant.
- The accepted proposals will be included in a town meeting article that will be presented to the Board of Selectmen prior to the close of the warrant for inclusion on the Town Meeting Warrant.

Town Meeting

- At the annual or special town meeting as well as the annual public hearing, it is the responsibility of the proposal's applicant to present and defend their proposal to the Town residents.
- The CPC will only present its reasons for referring the proposals to town meeting.

Project Submission Guidelines

Submission Requirements

Applications **must** be received by **January 15th** to be considered for recommendation at the spring annual Town Meeting. Applicants need to complete the Project Submission Cover Sheet and attach a detailed narrative that addresses the general guidelines and applicable project specific guidelines outlined below.

General Guidelines

- Each project must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Requests must include a statement of need and be documented with appropriate support information.
- 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 a submitted application.
- Applicants should provide two quotes and/or estimates for project costs that are dated within the past 2 years of 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.
- If the project application is asking for Historic Category funds then the application must be accompanied with a letter from the Historical Commission stating that the project is officially recognized as Historic to the Town of Northfield.

Evaluation Criteria

Proposals submitted to the CPC will be evaluated under two sets of criteria. The first will be general criteria and the second will be project-type specific.

General Criteria

- Does the project fit the criteria and spirit of the Community Preservation Act?
- Is the project consistent with Northfield's Open Space and Recreation Plan, and other planning documents that have received wide input and scrutiny?
- Is the project feasible?
- Does the project require urgent attention?
- Is the project affordable?
- Does the project serve a currently under-served population?
- Does the project serve multiple needs and populations?
- Is the project consistent with recent town meeting actions?
- Does the project help with the preservation of currently owned town assets?
- Does the project involve the acquisition of threatened resources?
- Does the project have multiple sources of funding?
- Does the project promote the use of local contractors when possible?
- Does the project comply with current or proposed zoning regulations?
- Does the project have a means of support for maintenance and upkeep?
- Does the project have community support and provide a positive impact to the community?
- Does the project have sufficient supporting documentation?
- Does the project have support from another Northfield town board or committee?
- Does the project have the support of the majority of immediate abutters?
- Is the project in the best interest of the town of Northfield?

Specific Criteria for Open Space Projects

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

Specific Criteria for Historic Preservation Projects

- What is the historical/cultural significance to the Town of the proposed project?
- What is the public benefit?
- What is the appropriateness and professionalism of 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.)
- What is the additional financial or in-kind services beyond CPA funds committed to the project?
- 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?
- What is the potential loss or destruction of the resource if proposed action is not taken?
- Does the project protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features, artifacts, documents, or resources of historical significance?
- Does the project protect, preserve, enhance, restore and/or rehabilitate the historic function of a property or site?

Specific Criteria for Affordable Housing Projects

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

Specific Criteria for Recreation Projects

- Does the project support multiple active and passive recreation use?
- Does the project serve a significant number of residents of all ages, gender, and ability?
- 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?
- Does the project jointly benefit Conservation Commission and Recreation Commission initiatives by promoting a variety of recreational activities?
- Does the project maximize the utility of land already owned by Northfield?
- Does the project further broaden the diversity of Recreation Commission-administered programs to include activities beyond traditional "sports and games"?
- Does the project promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities?