



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519

COMMUNITY PRESERVATION COMMITTEE

Guidelines for Project Submission

1. Project requests must be submitted via email to: duncanj@grafton-ma.gov or in writing (10 copies) to the Community Preservation Committee.
2. Requests must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.
3. Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
4. Requests must be received at least three months prior to the spring or fall semi-annual Town Meeting. Complex projects may need more advance time.
5. If the request is part of a multi- year project, include the total project cost and allocations.
6. For applicants that have multiple project requests, please prioritize projects.
7. Applicants must be present at a CPC meeting to answer questions. The CPC meets the second Tuesday of each month.

Please note that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found at www.communitypreservation.org. If you are in doubt about your project's eligibility you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the project proposal and accompanying documentation to:

Community Preservation Committee
Grafton Municipal Center
30 Providence Road
Grafton, MA 01519

General Criteria

The Grafton Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically:
 - The acquisition, creation, and preservation of open space.
 - The acquisition, preservation, rehabilitation, and restoration of historic resources.
 - The acquisition, creation, and preservation of land for recreational use.
 - The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
 - The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.
- Is consistent with the current Master Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently underserved population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

Category Specific Criteria

Open Space proposals which address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that:
 - are of local significance for biodiversity;
 - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - contain a habitat type that is in danger of vanishing from Grafton; or
 - preserve habitat for threatened or endangered species of plants or animals.
- Preserve Grafton's rural and agricultural character.
- Provide opportunities for passive recreation and environmental education.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical proposals which address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Project is within a Grafton Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Grafton Historic Properties Survey;
- Project demonstrates a public benefit; or
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource.

Affordable Housing proposals which address as many of the following criteria as possible will receive preference:

- Contribute to the goal of achieving 10% affordable housing;
- Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; or
- Give priority to local residents, Town employees, and employees of local businesses.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Grafton residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting a variety of recreational activities;
- Maximize the utility of land already owned by Grafton (e.g. school property); or
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

Funding Rating General Criteria

The project must meet all the legal criteria of the Community Preservation Act. The project must be well documented and provide sufficient information to be feasible. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project. In addition to filling out the Funding Rating General Criteria, there are individual category rating criteria.

Answer each line as it applies (Yes/ No):

- Y 1.) Does the project have other sources of funding?
If so, indicate percentage: 3% _____
- Y 2.) Does the project require urgent attention?
- Y 3.) Does the project serve a currently underserved population?
- Y 4.) Does the project preserve a threatened resource?
- Y 5.) Is the project consistent with existing Grafton Planning Documents such as the Master Plan or Open Space Plan?
- Y 6.) Does the project fit within the current or already proposed zoning regulations?
- Y 7.) Does the project have a means of support for maintenance and upkeep?
- N 8.) Does the project involve currently owned municipal assets?
- N 9.) Does the project have two other sources of funding?
- N 10.) Does the project have more than two other sources of funding?
- Y 11.) Does the project involve two core concerns of the CPA?
- Y 12.) Does the project involve all three-core concerns of the CPA?
- Y 13.) Does the project have community support?
- Y 14.) Does the project have sufficient supporting documentation?
- Y 15.) Does the project have support from another Board or Committee?
- Y 16.) Does the project provide a positive impact to the community?
- Y 17.) Does the project have the support of the majority of immediate abutters?
- N 18.) Does the project reclaim abandoned or previously developed lands?
- Y 19.) Does the project require special permitting?

Open Space Criteria for Parcel Selection

Answer each line as it applies to the parcel of land under consideration (Yes/ No):

- _____ 1.) Is it within a delineated wellhead protection area?
 If so, is it Zone I or Zone II? _____
- _____ 2.) Would it enhance protection of a wellhead area?
- _____ 3.) Is it within Grafton's water protection overlay system?
- _____ 4.) Is wetland protection a consideration?
- _____ 5.) Is vernal pool protection a consideration?
- _____ 6.) Is stream and bank protection an issue?
- _____ 7.) Is this an Area of Critical Environmental Concern?
- _____ 8.) Is this project within the Natural Heritage Endangered Zone?
- _____ 9.) Would this proposal contribute to a Greenway?
- _____ 10.) Would this proposal contribute to forested land?
- _____ 11.) Would this proposal enhance protection of any FEMA designated floodway?
- _____ 12.) Will this purchase protect other parcels?
- _____ 13.) Does this parcel abut protected land?
- _____ 14.) Does this parcel support a significant wildlife habitat?
- _____ 15.) Is this parcel at risk for development?
- _____ 16.) Is this parcel listed for sale?
- _____ 17.) Did this parcel have a past proposal for development?
- _____ 18.) Are grants available? If so has application been made?
- _____ 19.) Is there a historic significance to this parcel?
- _____ 20.) Are there any old foundations located in this parcel?
- _____ 21.) Are stone walls located within this parcel?
- _____ 22.) Does this parcel house any old roads, trails, cart paths, or scenic vistas?
- _____ 23.) Are there any active or passive recreation possibilities associated with this parcel?
- _____ 24.) Is this parcel suitable for a community garden or farm?
- _____ 25.) Is this parcel suitable for nature observation and educational programs?

Historic Preservation Selection Criteria

Answer each line as it applies (Yes/ No):

- _____ 1.) Is the building on the National Register of Historic Places?
- _____ 2.) Is the property eligible for listing on the National Register of Historic Places?
- _____ 3.) Is the property on the State Historic Register?
- _____ 4.) Is the property eligible for listing on the State Historic Register?
- _____ 5.) Has the property been included in the local Survey of Historic Properties?
- _____ 6.) Is the property in danger of being demolished?
- _____ 7.) Are there potential archeological artifacts at the site?
- _____ 8.) Has the property been noted in published histories of the town or county?
- _____ 9.) Is there a realistic chance of restoring the property?
- _____ 10.) Are there other potential uses for the property, which could benefit the town?
- _____ 11.) Could the building be converted for affordable housing use while still retaining its' historic quality?
- _____ 12.) Is the property part of an historic area or district in the town?
- _____ 13.) Is the owner also interested in preserving the historic integrity of the property?
- _____ 14.) Is there an opportunity for other matching funding to preserve the property?
- _____ Explain: _____
- _____ 15.) Are there any particularly important historic aspects about the property?
- _____ 16.) Was a known architect of the era involved in the design of the structure?
- _____ 17.) Did the property ever play a documented role in the history of the town?

Affordable Housing Selection Criteria

Answer each line as it applies (Yes/ No):

- _____ 1.) Will this involve the renovation of an existing building? If so,
_____ Is the building structurally sound?
_____ Is it free of lead paint? (This would be necessary if children are to live there).
_____ Is it free of asbestos, pollutants, and other hazards?
_____ Is there Town sewerage?
_____ Is the septic system in compliance with Title 5?
_____ Does the building comply with building and sanitary codes?
_____ Is it handicap accessible?
_____ Is this a conversion of market rate to affordable housing?
_____ Is this a tax title property?
- _____ 2.) Does this project involve the building of a new structure? If so,
_____ Will the structure be built on tax title property?
_____ Will it be built on Town-owned land?
_____ Will it be built on donated land?
_____ Are there other grants available to help fund this project?
_____ Explain: _____
_____ Are there other programs, such as Habitat for Humanity, involved?
_____ Will the project be built on a previously developed site?
- _____ 3.) Does the project provide housing that is similar in design and scale with the surrounding community?
- _____ 4.) Does this serve the 60% income level population?
- _____ 5.) Does this serve the 80% income level population?
- _____ 6.) Will this be geared to one age group?
- _____ 7.) Is this infill development?
- _____ 8.) Will there be more than two bedrooms?
- _____ 9.) Will it be located near conveniences (grocery, mass transit, etc.)?
- _____ 10.) Does this project fit with the Master Plan?
- _____ 11.) Will there be multiple units?
- _____ 12.) Is long-term affordability assured?
- _____ 13.) Will priority be given to local residents, Town employees, or employees of local businesses?

Recreation Criteria for Rating CPC Proposals

Answer each line as it applies (Yes/ No):

- Y 1.) Will the project be used by more than one age group?
- Y 2.) Can the project be used for more than one activity (multiuse)?
- Y 3.) Does the project require maintenance costs of less than \$1000 per year?
- Y 4.) Does the project require maintenance costs of less than \$500 per year?
- Y 5.) Would more than 12 participants normally use the project at once?
- Y 6.) Would more than 20 participants normally use the project at once?
- N 7.) Is this project the first of its kind in the town?
- N 8.) Is this project the first of its kind in the county?
- Y 9.) Can the project be used by the participants unsupervised by an adult?
- N 10.) Are grants available to help pay for the construction?
- N If so, has application been made for the grant? _____
- N 11.) Can at least 10% of the cost be done by "In Kind Services"?
- N 12.) Can at least 25% of the cost be done by "In Kind Services"?
- Y 13.) Does the project include considerations for additional parking?
- Y 14.) Can the project be used more than 1 of the 4 seasons per year?
- Y 15.) Does the project match the look of the surrounding areas?
- Y 16.) Does the project include all normal safety considerations?
- Y 17.) Does the project meet all building and safety codes?
- Y 18.) Is the project accessible by pedestrians? Y cars? Y _____
- Y 19.) Does the project take advantage of connections to other resources?