

TOWN OF NORWOOD
COMMUNITY PRESERVATION COMMITTEE
Guidelines for Project Submission
2018-2019

1. Each project request must be submitted to the Community Preservation Committee using the attached ***Project Application Summary Form*** as a cover sheet.
2. Applications should be submitted electronically and in paper format, with three copies.
3. Requests must include a narrative covering all applicable subjects outlined in the ***Project Information*** sheet and conform to both the ***General and Category Specific Criteria***.
4. Requests for consideration at the Annual Town Meeting will be excepted during the open application period of **October 1, 2018 – November 30, 2018**
5. Applicants will be asked to attend a CPC meeting to make a presentation on their project and to answer questions. They should also be prepared to attend a Public Hearing (if necessary), Town Meeting Members Association information session and the spring Annual Town Meeting.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found on the town's website at <http://www.norwoodma.gov/>. Click on the **Boards & Committees** tab on the home page and then on the **Community Preservation Committee** link. The Committee can be reached by email at pdeschenes@norwoodma.gov. If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit all aforementioned forms and any other accompanying documentation to:

Attn: Community Preservation Committee
Town of Norwood
566 Washington Street
P.O. Box 40
Norwood, MA 02062

TOWN OF NORWOOD
COMMUNITY PRESERVATION COMMITTEE
General Criteria

The Norwood Community Preservation Committee will only consider proposals that 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, preservation and rehabilitation/restoration of land for recreational use.
- The acquisition, 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.

General Criteria:

- Consistent with existing Town Plans.
- Preserve the essential character of the Town.
- Save resources that would otherwise be threatened and/or serve a currently under-served population.
- Serve more than one CPA purpose (Community Housing, Historic Preservation, Open Space, and Recreational Use of Land) or demonstrate why serving multiple needs is not feasible.
- Demonstrate practicality and feasibility, and demonstrate that the project 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.
- Receive endorsement by municipal boards or departments.
- Demonstrate long term sustainability with respect to operational and maintenance costs.

TOWN OF NORWOOD
COMMUNITY PRESERVATION COMMITTEE
Category Specific Criteria

Open Space Criteria:

- Permanently protect important wildlife habitats, 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 Norwood; or
 - preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Preserve and/or restore threatened or deteriorating public lands.
- 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.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Expand upon the area fo existing protected Conservation or Open Space land.

Historic Preservation Criteria:

- 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, buildings, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- Support the adaptive reuse of historic properties.
- Are eligible for placement on a State of National Historic register or on the Norwood Historical Commission's Cultural Resource Inventory.
- Demonstrate a public benefit.
- Demonstrate the ability to provide permanent protection for maintaining the historic resource.
- Educate the public on Norwood's history.

**TOWN OF NORWOOD
COMMUNITY PRESERVATION COMMITTEE
Category Specific Criteria**

Community Housing Criteria:

- Contribute to the goal of increasing the number of affordable housing units on the state Subsidized Housing Inventory to reach and maintain the 10% goal.
- Promote a socioeconomic environment that encourages diversity.
- Provide housing that is harmonious in design, scale, setting and materials with the surrounding community.
- Ensure long-term affordability.
- Promote use of existing buildings or construction on previously developed or Town-owned sites.
- Convert market rate to affordable units.
- Give priority to local residents, Town employees, and employees of local businesses.

Recreational Use of Land Criteria:

- Serve a significant number of residents.
- Expand the range of recreational opportunities available to Norwood residents of all ages.
- Maximize the utility of land already owned by Norwood.
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.
- Provide recreational opportunities for people with various types of disabilities.

COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

DEFINITIONS	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
ACQUIRE Means obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise	Land to protect existing and future well fields, aquifers and recharge areas, watershedland, agricultural land, grasslands, fields, forest land, fresh and salt water marshes, and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed or eligible for listing on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
CREATE Means protect from injury, harm or destruction, not maintenance	YES	NO	YES	YES
PRESERVE Means protect from injury, harm or destruction, not maintenance	YES	YES	YES	YES
SUPPORT	NO	NO	NO	YES
REHABILITATE/RESTORE Means remodel, reconstruct or extra ordinary repair (not maintenance) to make property functional for their intended use, including improvements to comply with federal, state or local building or access codes or work to comply with U.S. Secretary of the Interior's Standards for Rehabilitation (36 C.F.R. Part 68)	YES, if acquired or created with CPA funds	YES	YES (new 7/8/2012)	YES, if acquired or created with CPA funds

**TOWN OF NORWOOD
COMMUNITY PRESERVATION COMMITTEE
Project Information**

Project Name:

Please attach a narrative on all applicable subjects.

1. Project Description:

2. Project goal and objectives: (Indicate how the General & Specific Criteria for the CPA are met.)

3. Projected action plan and timeline: (List steps needed to complete project. These steps will be critical to completing Project Status Reports that will be due in time to report back to Town Meeting each year until the project is complete.)

4. Anticipated project cost: (Provide a budget with line itemization and attach written quotations to substantiate your request.)

5. Other funding sources, including grants, donation, and private/public/in-kind:

6. CPA funding request:

7. Budget justification: (provide an explanation for why each type of expense is needed.)

8. List and describe any comparable projects:

9. Relevance to community: (indicate how project is relevant to the current and/or future needs of Norwood.)

10. Supporting documents: (Provide letter of permission from current property owner, additional supporting letters, references, studies, maps, and statistics.)

11. Describe in detail how the project meets or exceeds the category specific criteria for each category.

**TOWN OF NORWOOD
COMMUNITY PRESERVATION COMMITTEE
Project Application Summary Form**

Project Title: _____

APPLICANT INFORMATION

Name of Applicant/Contact Person: _____

Title/Position: _____

Group or Committee Affiliation (if any): _____

Applicant/Contact Person's address, contact phone number, and email: _____

PROJECT INFORMATION

Purpose (please check all that apply) Open Space Historic Preservation Recreational Use of Land Community Housing

Brief Project Description: _____

Project Site Address: _____

Project Site Assessors Map/Parcel: _____

Project Site Deed Book/Page: _____

Current Owner: Yes No, (explain relationship to owner) _____

COSTS

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2019			
2020			
2021			
2022			
2023			
2024			
2025			
Total			

Signature of Applicant: _____

For Community Preservation Committee Use Only:

Application Received On: _____

Project Presented to CPC on: _____

Reviewed by: _____

Determination: _____

Please use this page to provide any additional information: