

Town of Deerfield Massachusetts  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**

**INTRODUCTION**

The Deerfield Community Preservation Committee is pleased to offer residents of Deerfield the opportunity to apply for Community Preservation Act funds. The Community Preservation Act (CPA) was adopted by Deerfield voters at the 2007 Annual Election. The CPA authorizes a surcharge on property tax bills, with certain exemptions. The funds must be segregated from the Town operating budget and used for purposes specified by State Law.

10% of CPA Funds must be used (or reserved) for each of three purposes: Open Space and Recreation, Historical Resources, and Community Housing. 5% of CPA Funds may be used for administrative purposes, such as appraisals, surveys, presentation materials and staffing. The remainder of the funds may be used in any combination for the three purposes eligible for funding. CPA funds may not be used for routine maintenance or to replace operating budgets. Deerfield Town Meeting authorizes all expenditures of CPA funds at the recommendation of the Community Preservation Committee whose members are appointed.

**Deerfield Community Preservation Committee:**

<b>Name</b>	<b>Appointing Authority</b>	<b>Email Address</b>
Brian Dejnak	Conservation Commission	
Rachel Blain	Board of Selectmen	<a href="mailto:rblain@eaglebrook.org">rblain@eaglebrook.org</a>
Marilyn McArthur	Historical Commission	<a href="mailto:marilyn.mcarthur@comcast.net">marilyn.mcarthur@comcast.net</a>
Roger Sadoski, Jr.	Planning Board	
Bruce St. Peters	Board of Assessors	<a href="mailto:brucestp100@yahoo.com">brucestp100@yahoo.com</a>
Alan Swedlund	Open Space Committee	<a href="mailto:a_swedlund@comcast.net">a_swedlund@comcast.net</a>
Daniel F. Graves	Moderator	<a href="mailto:dgraves@cccglaw.com">dgraves@cccglaw.com</a>
Steve Gochinski	Recreation Committee	<a href="mailto:sgochinski@yahoo.com">sgochinski@yahoo.com</a>
<i>Vacancy</i>	Regional Housing Authority	

*Questions about the application process may be directed to any member of the Committee.*

Deerfield Town Meeting will vote on the Committee's recommendations in Spring 2012.

**2012 CPA Funding Cycle Schedule**

	Information Session on CPA Program and CPA Fund Application
<b>March 1, 2012</b>	Applications Due
<b>April 12, 2012</b>	Information Session on CPA Proposals
<b>April 30, 2012</b>	Committee presents Recommendations to Spring Town Meeting

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*Applications Due: March 1, 2012*

**APPLICATION PROCESS**

**CPA Funding Application**

The CPA Funding Application is designed to be easy to complete while ensuring that the Committee has sufficient information to assess the merits of each proposal. The Application consists of four components:

- ◆ Application Form (one page)
- ◆ General Questionnaire (extra pages as needed)
- ◆ Category Questionnaire (extra pages as needed)
- ◆ Supporting Documentation (as relevant)

**Guidelines for Completing an Application**

Please read all materials in the Application Packet before completing it. Fill out the Application Form and General Questionnaire, and the appropriate Category Questionnaire, and compile all necessary Supporting Documentation. The use of maps, photos, visual aids and other supplemental information is encouraged. Obtain quotes for proposal costs whenever possible and explain estimates fully. Applicants will be encouraged to attend the Information Session on **April 12, 2012** in order to discuss their funding requests with members of the community.

**Submitting an Application**

Applications may be submitted by hand or U.S. Postal Service on or before **March 1, 2012** to: Deerfield Community Preservation Committee, Municipal Offices, 8 Conway Street, Deerfield, MA 01373.

*In order to allow adequate time for full consideration of each proposal, the due date will not be waived.*

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**PERMITTED USE OF CPA FUNDS**

- ❑ **Acquisition, creation and preservation of open space.** Open space includes land protecting scenic vistas; forested land; land protecting wells; aquifers and recharge areas, and land for active or passive recreation use, including playgrounds, trails, parks, and community gardens. CPA funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions.
- ❑ **Acquisition, preservation, rehabilitation and restoration of “historic resources.”** “Historic resources” are defined as a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the Historical Commission to be significant in the history, archeology, architecture or culture of Deerfield. CPA funds may be used for the preservation, restoration and rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation restriction and must provide public benefit. Funds can be used to repair churches and cemeteries that are “historic resources.”
- ❑ **Creation, preservation and support of “community housing”** defined as low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Last available figures are \$48,400 for a family of 4 and \$36,400 for singles. Proposals can be designated for current Deerfield seniors. CPA funds may be used for low interest loan programs to income-eligible first-time home buyers, for financial assistance to income-eligible home-owners; for gap funding for non-profit community development corporations or for-profit developers; to match state or federal low-income housing grants; or for other “support” of community housing. Deerfield’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

There are legal limitations on the use of CPA funds. Extensive information from the statewide Community Preservation Coalition is at their website: [www.communitypreservation.org](http://www.communitypreservation.org). This includes proposals in other towns and sample deed restrictions. If you are in doubt about your proposal’s eligibility, you are encouraged to talk with members of the Deerfield Community Preservation Committee before you submit an application.

**NOTE:** The Deerfield Community Preservation Committee will give full consideration to all applications. The Committee may not recommend all proposals to Town Meeting and, in some cases, may advise resubmission of an application for a future funding cycle. The Committee will be guided by the visions and goals set out in the Town's Master Plan and Open Space Plan and by opportunities to leverage CPA Funds for maximum benefit to the community when making its recommendations to Town Meeting. The Committee will set short-term and long-term goals which will allow the majority of the applications to be funded in whole or part during the next few years.

The Committee seeks to promote an open and full discussion of ways to expend CPA Funds that will ensure consideration of the wishes of all segments of the community and maximum participation of Deerfield residents.

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*Applications Due:      March 12, 2012*

**APPLICATION FORM**

**Title of proposal** \_\_\_\_\_

**Name and address of individual or organization submitting application** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact person** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone(s)** \_\_\_\_\_ **Email** \_\_\_\_\_

**Category** (check all that apply)    \_\_ Open Space/ \_\_ Recreation    \_\_ Community Housing    \_\_ Historic Preservation

**Summary of proposal** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supporting documentation** (list number each attachment):

- Property location, including Assessor's Map and Lot#, assessed value and current owner
- Description of property
- Additional sources of committed funding with percentage and type (grant, donation, in-kind services).
- Budget (projected revenues; purchase price, construction costs)
- Relevant maps
- Variances, special permits, legal agreements
- Time line with major milestones
- If proposal is expected to continue beyond Fiscal Year 2012, attach a phasing schedule for each year
- Statements of support from Abutters
- Endorsements from Deerfield Boards or Committees

**CPA Funds requested \$** \_\_\_\_\_

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*Applications Due:        March 1, 2012*

***NOTE:** Respond to ALL questions, and expand as necessary with attached pages. Do not delete any questions in this Questionnaire or the Category Questionnaire.*

**GENERAL QUESTIONNAIRE**

1. How would your proposal realize visions and goals set out in our Master Plan and Open Space Plan?
2. How would your proposal preserve the character of Deerfield?
3. Explain what other sources of funding you are pursuing to match the CPA Funds you are requesting.
4. If your proposal requires urgent action, explain why.
5. If your proposal serves a currently under-served population, explain how.
6. If your proposal preserves a threatened resource, explain how.
7. Does your proposal fit within the current zoning, environmental, building, and other regulations?
8. If your proposal would require ongoing support for upkeep, explain the projected means to provide maintenance once CPA funds have been spent.
9. If your proposal involves currently-owned Town assets, explain which ones.
10. What community support does your proposal have?
11. If any Town boards or committees support your proposal, provide written endorsements.
12. How would the proposal meet all requirements for disability accessibility?
13. If your proposal will reclaim abandoned or previously developed resources, please explain.
14. If there is a volunteer component to your proposal, which could offset the need for CPA funds, what volunteer activities have been completed or pledged and by whom?
15. How will this proposal conserve energy or other resources?
16. What considerations does your proposal include for vehicle and bicycle parking?
17. What considerations does it include for public transportation?

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*Applications Due: March 1, 2012*

**QUESTIONNAIRE:**  
*Category One - A: OPEN SPACE*

1. Does your proposal address land within a delineated wellhead protection area?
2. Would your proposal enhance protection of a public water supply?
3. Is wetland protection a consideration?
4. Is vernal pool protection a consideration?
5. Is stream and bank protection an issue?
6. Does your proposal involve land in a Natural Heritage Endangered Zone?
7. If your proposal would contribute to the establishment or preservation of forested land:
  - a) What is the current status of the forest?
  - b) When was the most recent logging?
  - c) How will be the management plan for the forest?
8. If your proposal would preserve farmland, how is the land currently being used?
9. Would your proposal protect other parcels of land?
10. Does your proposal address land which abuts protected land?
11. Does it address land which supports a significant wildlife habitat?
12. Does it address land that is at risk for development or is it listed for sale?
13. Did this land have a past proposal for development?
14. What is the historic significance of the land addressed in your proposal?
15. Are there any old building foundations located on the land?
16. Does the land addressed in your proposal have any old roads, trails, cart paths, or scenic vistas?
17. Are there any active or passive recreation possibilities associated with this land?
18. Is the land addressed in your proposal suitable for a community garden or farm?
19. Is it suitable for nature observation and educational programs?

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**QUESTIONNAIRE**

*Category One - B: RECREATION*

1. What age groups would benefit from your proposal?
2. How many people could use the recreation resource at once?
3. Could the proposed recreation facility be used for more than one activity (multi-use)?
4. Could the recreation facility be used by young people who are unsupervised by an adult?
5. In what ways would the proposed facility protect and/or endanger Deerfield's natural resources?
6. What town resources (Highway Department, for example) would be needed for maintenance?
7. In what ways might the proposed recreation facility increase appreciation for Deerfield's resources?
8. During what times of the year could the recreation facility be used?
9. How would the proposed recreation facility match the character of the surrounding areas?
10. How would you ensure that all safety considerations are addressed?
11. Does the proposed recreation facility meet all building and safety codes?
12. Does the proposal take advantage of connections to other recreation resources?

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**QUESTIONNAIRE**

*Category Two: HISTORIC PRESERVATION*

1. Does your proposal address property that is already listed, or eligible for listing, on the National Register of Historic Places?
2. Is the property already listed, or eligible for listing, on the State Historic Register?
3. Please explain the situation if the property is in danger of being demolished.
4. Are there potential archaeological artifacts at the site?
5. Has the property been noted in published histories of the town or county?
6. Could the property be converted for a new use while retaining its historic quality?
7. Is the owner also interested in preserving the historic integrity of the property?
8. What are the important historic aspects of the property?
9. Was a known architect of the era involved in the design of the property?
10. Did the property ever play a documented role in the history of the town?

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**QUESTIONNAIRE**

*Category Three: COMMUNITY HOUSING*

1. Will your proposal involve the renovation of an existing building? If so,
  - a) Is the building structurally sound?
  - b) Is the building free of lead paint? (This would be necessary if children are to live there.)
  - c) Is the building free of asbestos, pollutants, and other hazards?
  - d) Is the septic system in compliance with Title 5?
  - e) Does the building comply with building and sanitary codes?
  - f) Is the building handicap accessible?
  - g) Is this a conversion of market rate to affordable housing?
  - h) Is this a tax title property?
2. Does your proposal involve the building of a new structure? If so,
  - a) Will the structure be built on tax title property?
  - b) Will the structure be built on Town owned land?
  - c) Will the structure be built on donated land?
  - d) Are there other programs involved, such as Habitat for Humanity?
  - e) Will the structure be built on a previously developed site?
3. Does your proposal provide housing that is similar in design and scale with the surrounding community?
4. What income level(s) will your proposal serve?
5. What age group(s) will your proposal serve?
6. Will your proposal provide housing located near conveniences?
7. Will your proposal involve multiple housing units?
8. How will long term affordability be assured?
9. Will priority be given to: \_\_local residents? \_\_municipal employees? \_\_employees of local businesses?