



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

**COMMUNITY PRESERVATION COMMITTEE**

**Application Instructions for Community Preservation Funding**

This packet contains all of the information an applicant needs to apply for Grafton’s Community Preservation Act (CPA) funding, including:

1. An explanation of the annual timeline for the Community Preservation Committee
2. Scoring Criteria
3. Instructions for submitting a full application

**Timeline**

The Community Preservation Committee (CPC) will make recommendations for funding both at Annual Town Meeting which occurs in May, as well as Semi-Annual Town Meeting, which typically occurs in October. While applications are accepted throughout the year, the following timeline provides deadlines by which applications must be received and presented to the CPC in order to be included in each Town Meeting.

Timeline	
Step	Approx. Timeline/Deadline
Optional Grantwriting Workshop	Annually on First Thursday of November
Applications must be received for Spring Town Meeting	On or by February 1
Applications presented to CPC	Annually on Fourth Thursday of March
Optional Grantwriting Workshop	Annually on Fourth Thursday of April
<b>Annual Town Meeting</b>	<b>Annually on Second Monday in May</b>
CPC Annual Hearing on Community Needs and Priorities	Annually on Fourth Thursday of June
Applications must be received for Semi-Annual TM	On or by July 1
Applications presented to CPC	Annually on Fourth Thursday of August
<b>Semi-Annual Town Meeting</b>	<b>Annually on Third Monday in October</b>

Applicants are encouraged, but not required to attend a Grantwriting Workshop in the fall or spring to assist in preparing applications for the following Town Meeting. Applicants may also request a meeting with the CPC at any time to ask questions or obtain input on projects for which they would like to seek funding.

Depending on the complexity of the project and the point in the annual timeline, the CPC may conduct a preliminary review of each application that is received, upon which additional information may be requested of applicants if needed. (Applicants are encouraged to provide more time for planning and review of more complex projects.) The CPC may conduct a preliminary review of each application that is received, upon which additional information may be requested of applicants if needed. Applications will be posted on the CPC’s website, and applicants will be invited to present their projects at a CPC



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meeting. At the Presentation the CPC will accept public comment, and will then deliberate and vote on recommending funding for each project after the application is presented.

Each year the CPC holds a public hearing in June (after the Annual Town Meeting) to gather input on the needs and priorities of the community with respect to the CPA program areas.

If project funding is successfully approved at Town Meeting, grant recipients will subsequently enter a Grant Agreement or Memorandum of Understanding with the CPC, and will be required to submit regular project reports and photographs to the designated CPC representative.

### Guidelines for Project Submission

1. Project requests must be submitted via the online form which can be found on the Community Preservation Committee's web page at [addresshere].
2. Requests must be documented with appropriate supporting information. The use of photos, 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. More advance time is recommended for complex projects. See the Timeline for submission dates.
5. For applicants that have multiple project requests, please prioritize projects.
6. Applicants must be present at a CPC meeting to answer questions. The CPC meets the fourth Thursday 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](http://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 use the online application form to submit a proposal. Accompanying documentation may be submitted via the form, electronically via email to [coordinator's address], or by hard copy (original and 9 copies) to:

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



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#### Project Requirements & Evaluation Criteria

All proposed projects must be eligible for CPA funding according to the requirements set forth in the law before further consideration can be given.

##### Requirements for all projects:

1. Projects must fit the description of eligible assets and activities, as shown on Chart 1.
2. For projects on Town-owned property, an appropriate Town department, board, or committee must be the applicant or co-applicant.
3. For projects that entail privately-owned assets, public access (as appropriate) and/or public benefit must be ensured.
4. Permanent or commensurate protection of assets for their intended use (affordable housing, conservation, or historic preservation) must be provided for as required under Chapter 44B and the Anti-Aid Amendment to the Massachusetts Constitution.
5. For projects related to housing development or rehabilitation, CPA funds can only be used to support the creation of units that are affordable to income-eligible households.
6. CPA funds cannot replace funding previously committed from the Town budget or other sources.

##### Comparative Evaluation Criteria

Applications that present a thorough description of the project with as many details as possible, have significant support from other Town Boards/Committees, have gathered public input and endorsements, and present a comprehensive, well described and reasonable budget will have the greatest likelihood of success. Budget requests must be thorough because there will not be an opportunity to change the budget amount after the CPC makes its funding recommendation. For applications that take place on Town property, consultation with the Development Team and coordination with other Town staff who may be involved in the implementation of the project will help to ensure a complete application.

All recommendations and award amounts are subject to the availability of CPA funds and approval by Town Meeting. Projects must meet all the legal criteria of the Community Preservation Act. However, meeting all of the criteria does not guarantee CPC support. The Grafton Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Consistency with Grafton's Community Preservation Plan Goals and Priorities, Open Space and Recreation Plan, Housing Production Plan, and other local and regional planning documents related to community preservation that have undergone a public planning process;
- Projects should be highly visible and accessible, generating broad benefits to the community.
- Priority is given to projects that are part of a coordinated, connecting vision for area improvements.



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- Priority is given to projects that preserve resources that would otherwise be threatened and/or serve a currently underserved population.
- Priority is given to projects that leverage funding from other sources and/or fill a gap where other sources are not available.
- Projects should demonstrate cost-sensitivity both in the short-term use of CPA funds, and the long-term maintenance or lifespan of the resource for which the funds are used.

#### **Category Specific Criteria**

Proposals which address as many of the following criteria as possible within the appropriate program area category(s) will receive preference:

#### **Open Space and Recreation**

Meets one or more of the following goals (Score 1-5 for each goal):

- Promote the preservation of open spaces and natural resources including wildlife habitat, water quality and watershed protection, working farms and forests.
- Expand and improve recreation facilities to serve Grafton residents of all ages and abilities.
- Create connected systems of trails for walking and biking, as well as greenways to protect habitats and natural resources. (Not every facility serves the needs of every resident. CPA funds should support a range of offerings so that residents have access to a variety of passive- and active recreational offerings.)

Fits under the following priorities (Select one priority level, score 1-3 for Second Priority or 4-5 for First Priority):

- First Priority: Protect water resources, critical habitats, and historic open space features.
- Second Priority: Preserve heritage landscapes and expand opportunities for active and passive recreation.

#### **Historical**

Meets one or more of the following goals (Score 1-5 for each goal):

- Preserve assets that are significant to Grafton's history and contribute to the town's unique sense of place.
- Improve public access to historic assets and increase awareness of the Town's history.

Fits under the following priorities (Select one priority level, score 1 for Third Priority, 2-3 for Second Priority, or 4-5 for First Priority):

- First Priority: Prevent the loss of historic buildings or other threatened assets
- Second Priority: Create or expand community engagement with Grafton History
- Third Priority: Preserve or enhance curb appeal of Grafton villages and neighborhoods



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**Affordable Housing**

Meets one or more of the following goals (Score 1-5 for each goal):

- Meet Grafton's needs for appropriate housing options affordable to low and moderate income residents, including workforce housing.
- Promote the creation and preservation of affordable housing through the adaptation of existing buildings and redevelopment sites.
- Support low and moderate income households in accessing housing that they can afford.

Fits under the following priorities (Select one priority level, score 1 for Third Priority, 2-3 for Second Priority, or 4-5 for First Priority):

- First Priority: Create or preserve SHI-eligible affordable housing units (up to 80% AMI)
- Second Priority: Provide support for households to access affordable housing or prevent displacement
- Third Priority: Create or preserve units affordable to moderate income households (80-100% AMI)

CPA APPLICATION (USE ONLINE FORM)

Part 1: COVER PAGE

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

CoAPPLICANT NAME (if applicable): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

SITE INFORMATION

PROJECT NAME: \_\_\_\_\_

Project Location: \_\_\_\_\_  
\_\_\_\_\_

ASSESSOR'S MAP \_\_\_\_\_ LOT# \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

Deed recorded in the Worcester District Registry of Deeds in Book: \_\_\_\_\_ Page: \_\_\_\_\_

Brief Project Summary (a detailed description will be required with your supporting information)  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

CPA CATEGORY (check most appropriate)

Open Space \_\_\_\_\_ Historic Preservation \_\_\_\_\_ Recreation \_\_\_\_\_ Community Housing \_\_\_\_\_

Total Project Cost \_\_\_\_\_ CPA Funding Request \_\_\_\_\_

## CPA APPLICATION (USE ONLINE FORM)

### Part 2: Project Narrative

Please provide narrative responses to all relevant questions. Answers are required for questions marked with \*.

\* Describe the project, including location and the property involved:

\* **Consistency with CPA Objectives:** How does the project meet the general evaluation criteria and the priorities identified for the applicable program area? How does the project meet the specific criteria in the Community Preservation Act Funding Allowable Uses Table?

\* **Need met by the Project:** How does the project benefit the public? Does the project preserve a threatened resource? What populations will it serve? Has there been a public process, plan, or site evaluation to document the goals for this project? Is there demonstrated community support for the project?

**Feasibility:** Identify any assessments or approvals that have been received or will be required for this project (i.e., Zoning, Conservation, Historical Commission, Historic District Commission, etc.), and any known barriers or potential impediments to project completion. Does the project meet ADA requirements, if applicable?

**Coordination:** Identify partner organizations or entities that will be involved in the implementation of this project. Has the proponent consulted with the Development Team, relevant boards and committees, community partners, and immediate abutters? Have there been meetings or other initiatives to gather public input and support for this project? If the project is for open space or historic preservation acquisition, a Conservation Restriction (CR) or Preservation Restriction (PR) is required. A third party holder of the CR or PR must be identified.

**Project Timing:** Is the timing of this project essential to preserve a threatened resource or to leverage an opportunity to create an asset?

\* **Timeline:** Explain the steps of the project and the anticipated timeline for completion:

## CPA APPLICATION (USE ONLINE FORM)

The following narrative questions are to be completed only for the applicable program area:

### Open Space

**Natural Resource Value:** Describe how the project will protect natural resources such as water quality, wildlife habitat, drinking water resources, wetlands, vernal pools, or agricultural land. Indicate whether the project is located within or near an identified natural resource area such as a Wellhead Protection Area, Area of Critical Environmental Concern (ACEC), Natural Heritage & Endangered Species Program (NHESP)/BioMap2, or Scenic Landscape Inventory.

**Historic Open Space Resources:** Will the project protect open space with historic significance or that contains archeological resources, memorials, stone walls, old roads, or scenic vistas, or that is adjacent to a scenic road? Please explain:

**Connectivity:** Does this project expand the connection of open space parcels to protect natural resources, create a greenway, or enable development of a trail network? Does this project improve public access to natural or historic resources, or expand opportunities for recreation or educational programming? Please explain:

### Recreation

**Amenities:** Describe the amenities to be created or improved through this project, the types of programming that may be enabled, and the population that will be served.

**Access:** Does this project expand opportunities for outdoor recreation or improve access to recreation facilities for all or a segment of Grafton's population? Does the project incorporate connectivity to surrounding neighborhoods and resources?

### Historic Preservation

**Historical Significance:** Describe the significance of the historic asset that this project will protect or preserve. Indicate whether the asset has been identified in a local survey of historic properties, is located within a Local Historic District, or if it is eligible for listing on the National Register of Historic Places or State Historic Register.



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\* **Eligibility:** To be eligible under the category of Historic Preservation, projects must entail physical assets which are either listed on the National Register of Historic Places or State Historic Register, or have been determined by the Grafton Historical Commission to be of historical significance. Please attach documentation that the asset has received historic designation.

**Historic Preservation:** Describe how the project will prevent the loss or destruction of the historic asset. If applicable, how will the project comply with the U.S. Department of Interior's Standards for Historic Preservation? Will the project require approval from the Grafton Historic District Commission or from the holder of a Preservation Restriction?

**Public Benefit:** Describe how the project will ensure public access and/or enhance awareness of Grafton's history. Is the asset public or privately owned? How is the site or asset currently used, and will the project result in a change of use or accessibility?

## Affordable Housing

**Project Description:** Provide a project description or summary of action plan detailing how the requested funds will be used to create, preserve, or support affordable housing. List any involved public, private, or nonprofit partners.

**Housing Needs:** How does the project meet housing needs and preferences described in Grafton's Housing Production Plan? What population or income level will be assisted? (Note: CPA funds can assist households earning up to 100% of Area Median Income. In the case of mixed-income development, CPA funds can only be used for the affordable portion of a project.)

**Land Use Preferences:** Describe how the project aligns with goals articulated in Grafton's Master Plan or area strategic plans. Does the project entail historic preservation, adaptive reuse, or conversion of an existing building to affordable housing? Is a specific site located in an area served by water/sewer infrastructure, and/or convenient to public transit, retail, or other amenities?

CPA APPLICATION (USE ONLINE FORM)

**Part 3: Project Budget**

**Budget Summary**

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
\$	\$	\$	%

Equipment is generally defined as an item with a useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering or remodeling.

**Budget Categories** (Leave any category blank if not applicable to your project)

	CPA FUNDS	OTHER FUNDS	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Please attach quotes, estimates, or other supporting documents.

**Budget Other Funds**

Identify the amount of other (non-CPA) funds or resources to be contributed for this project. Sources include private, federal, state or local government, or any other sources.

Organization	Item	Amount	Type (cash, in-kind, etc.)

Is there an opportunity for other matching funding contingent upon the approval of CPA funds? If so, please explain.

Will the project require funding over multiple years? If so, please provide anticipated future funding requirements. The CPC cannot commit funding for future years. Requests for funding must be applied for each funding round.

**Lifetime Cost:** Is the project going to result in a requirement for ongoing maintenance? If yes, please explain how this will be managed.