

DEERFIELD COMMUNITY PRESERVATION COMMITTEE APPLICATION FOR FUNDS  
**Application Deadline: March 1, 2024**

**INTRODUCTION**

The Deerfield Community Preservation Committee is pleased to offer Applicants 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 which are then, in part, “matched” by the Commonwealth of Massachusetts.

By law, The Community Preservation Funds must be segregated from the Town operating budget and used for purposes specified by State Law. Not less than 10% of CPA Funds must be used (or reserved) for each of three categories: Open Space, Historical Resources, and Community Housing. In addition, 5% of CPA Annual Revenue 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 listed eligible categories and/or any eligible recreational projects. CPA funds may not be used for routine maintenance or to replace operating budgets.

Upon recommendation of the Community Preservation Committee, only voters at Deerfield Town Meeting can authorize any expenditures of CPA funds. 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. When making recommendations, 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. 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.

The current DEERFIELD COMMUNITY PRESERVATION Committee members and the appointing authority as authorized by Town Bylaws are as follows:

<u>Name</u>	<u>Appointing Authority</u>
Frank Leone, Chair	Assessors
Julie Caswell	Open Space Committee
Leslie Dwight, IT	Moderator
Ben Bensen,	Historical Commission
David Lawless	Selectboard
Sean Libbey	Conservation Committee
Sue Antonellis	Recreation
Kathy Sylvester	Planning Board

For questions, contact: Town Administrator Kayce Warren, [townadmin@town.deerfield.ma.us](mailto:townadmin@town.deerfield.ma.us) or 665-1400 ext. 105. Or, Frank Leone, Chair of the CPC: [fleone820@comcast.net](mailto:fleone820@comcast.net)

**2024 CPA Funding Cycle Schedule**

- March 1, 2024 Application Deadline (If delayed, see “Late Application Policy” on the CPC web page on the town website, and notify the Chair of the CPC via email)
- March 7, 2024 Check the Town website to verify your application has posted to the CPC page
- Mar. 13, 2024 Review of Submitted Proposals/Info. Session (Applicants encouraged to attend)
- Mar. 27, 2024 Final Recommendations and Approval (Applicants should attend)
- April 17, 2024 Provisional Meeting as needed (optional)
- April 28, 2024 Recommendations presented and voted at Town Meeting

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**

***Applications Due: March 1, 2024***

**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 necessary)

**Guidelines for Completing an Application**

Please read all materials in the Application Packet before completing it. Applicants should fill out the Application Form and General Questionnaire, and the appropriate Category Questionnaire that is relevant to their proposed project. Further, Applicants should submit any required and/or Supporting Documentation. The use of maps, photos, visual aids and other supplemental information is encouraged for the Committee's consideration.

Any request for funding should contain documented material for proposal costs whenever possible. The use of general estimates is discouraged.

Applicants can find FAQs and useful guidelines here: [CPA Project Reference Guide](#). Applicants are encouraged to speak with Committee members in order to discuss their funding requests.

The Deerfield Community Preservation Committee will give full consideration to all timely, eligible and fully completed applications.

**Submitting an Application**

**Applications must be submitted electronically via email by March 1, 2024**, to: the Administrative Assistant: [adminasst@town.deerfield.ma.us](mailto:adminasst@town.deerfield.ma.us)

Deerfield Community Preservation Committee  
Municipal Offices  
8 Conway Street  
South Deerfield, MA 01373

***In order to allow adequate time for full consideration of each proposal, the due date will not be waived unless there are documented extraordinary circumstances.***

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**

***Applications Due: March 1, 2024***

**PERMITTED USES OF CPA FUNDS**

(while a general summary of each category of permitted uses is provided here, eligibility is strictly controlled by statutorily permitted uses. Applicants are encouraged to speak with Committee members eligibility questions prior to submitting a complete application. While the Committee will make every attempt to determine eligibility, any award is subject to any final review or opinion by the Department of Revenue or the Town's Counsel. Permitted uses currently consist of four general categories:

**OPEN SPACE**

**CPA funds may be used for the 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.

**HISTORIC PRESERVATION**

**CPA funds may be used for the acquisition, preservation, rehabilitation and restoration of "historic resources."** "Historic resources" are defined as a building, structure, vessel or real property that is listed on the state register of historic places or that has been determined by the Local 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.

**COMMUNITY HOUSING**

**CPA funds may be used for the creation, preservation and support of "community housing"** defined as low income (less than 80% of the area-wide median (AMI)) and moderate income (less than 100% of the area-wide median which is \$92,200) housing for individuals and families, including low or moderate income senior housing. Last available figures of the AMI are \$\_\_75,300 (80%)\_\_\_\_\_ for a family of 4 and \$\_\_52,750 (80%)\_\_\_\_\_ for singles. ([link to HUD](#) data) 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.

**RECREATION**

Funds may be used for acquisition and capital improvements of lands for recreational use.

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**

***Applications Due: March 1, 2024***

**APPLICATION FORM**

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

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

**Contact Person:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**CPA Funds requested \$ \_\_\_\_\_** \* A detailed, documented proposal for costs including a budget and professional estimates should be included in order for application to be deemed complete.

**You have submitted the Capital Improvements Committee form required when you seek more than \$10,000.**

**Summary of Proposal**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting documentation (all may not apply, please list and number each attachment):**

- Property location, including Assessor's Map and Lot#, assessed value and current owner.
- Description of property.
- Verification of clear title of property. (liens, other restrictions, etc.)
- Statement by owner of willingness to convey any required restrictions or covenants.
- 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 current Fiscal Year, attach a phasing schedule for each year.
- Statements of support from abutters, residents, or other interested parties.
- Endorsements from Deerfield Boards or Committees.

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**  
***Applications Due: March 1, 2024***

**GENERAL QUESTIONNAIRE- ALL CATEGORIES**

***NOTE: Respond to ALL questions, and expand as necessary with attached pages. Do not delete any questions in this Questionnaire or the Category Questionnaire. Non-applicable questions should be answered with "N/A". Incomplete applications may result in ineligibility for consideration for the current cycle.***

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, if any, 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?

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**  
***Applications Due: March 1, 2024***

*Category: OPEN SPACE QUESTIONNAIRE*

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 and was it done subject to a forest management plan?
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?
20. Does the owner have clear title to the property?
21. Is the owner willing to have a permanent restriction attached the property?

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**  
***Applications Due: March 1, 2024***

Category: **RECREATION QUESTIONNAIRE**

**NOTE:** *If this recreation project is for land, please complete "Open Space" questionnaire also.*

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 project be used for more than one activity (multi-use)?
4. Could the recreation project be used by young people who are unsupervised by an adult?
5. In what ways would the proposed project protect and/or endanger Deerfield's natural resources?
6. What town resources (Highway Department, for example) would be needed for maintenance?
7. What are the anticipated costs for annual operations and maintenance for the project and what sources of funding would be utilized to fund those costs?
8. In what ways might the proposed recreation project increase appreciation for Deerfield's resources?
9. During what times of the year could the recreation project be used?
10. How would the proposed recreation project match the character of the surrounding areas?
11. How would you ensure that all safety considerations are addressed?
12. Does the proposed recreation project meet all building and safety codes?
13. Does the proposal take advantage of connections to other recreation resources?
14. Does the project include provisions and costs for parking and traffic control?

TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**

***Applications Due: March 1, 2024***

***Category: HISTORIC PRESERVATION QUESTIONNAIRE***

1. Does your proposal address property that is already listed, on the State Historic Register?
2. Has the property been determined by the Deerfield Historic Committee to be significant in the history, archeology, architecture or culture of the Town of Deerfield? If so, please provide verification from DHC.
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?
11. Is the owner willing to have a permanent restriction attached to the property? Please provide a statement of such.



TOWN OF DEERFIELD  
DEERFIELD COMMUNITY PRESERVATION COMMITTEE  
**CPA Funding Application**  
***Applications Due: March 1, 2024***

*Category:* **COMMUNITY HOUSING QUESTIONNAIRE**

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?
  - i) Does the property have clear title? (liens, covenants, etc.)

**NOTE:** Applicant should provide additional information about any adverse answer to any of the above questions

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) Does your proposal require the purchase of land for a new structure?
  - e) Are there other programs involved, such as Habitat for Humanity?
  - f) 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? \_\_\_ Seniors?

# Helpful Guideline

Chart 1  
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
<b>DEFINITIONS</b> (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, 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 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 <b>Does not</b> 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
<b>ACQUISITION</b> Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
<b>CREATION</b> To bring into being or cause to exist. <i>Soldeman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
<b>SUPPORT</b> Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
<b>REHABILITATION AND RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances

