

Town of Conway, Massachusetts  
COMMUNITY PRESERVATION COMMITTEE

**APPLICATION FOR COMMUNITY PRESERVATION FUNDING**

**Guidelines for Project Submission**

Please review all information in this packet before completing the Funding Request Form. Each project request should be submitted separately. The application documents should be submitted at the Town website [townofconway.com](http://townofconway.com) and at the Town Office. Completed forms may be e-mailed to committee members, but a printed copy must be submitted to the Chair or the Town Office.

The use of maps, photos, visual aids and other supplemental information is encouraged. Obtain quotes for project costs whenever possible. Otherwise, estimates should be fully explained. Applicants must be present at a public hearing, and a CPC meeting if requested, to answer questions.

A complete application consists of the Funding Request Form, Questionnaire, and accompanying documentation. These should be submitted in print by mail or hand-delivered to: Conway Community Preservation Committee, Town Office, P.O. Box 240, Conway, MA 01341. If possible, an electronic version should be emailed to the Chair, Jocelyn Forbush, at [jossf@yahoo.com](mailto:jossf@yahoo.com)

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## Permitted Uses of Community Preservation 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. Community preservation 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 Conway. Community Preservation 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.” Also available are the restoration of public archives and the placement of historic markers.
- ❑ **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. 2008 annual income limits for seniors (60 and older) are \$46,130 for one and \$52,720 for two. For non seniors the limits are \$36,904 for one, \$42,176 for two people and \$52,720 for a family of four. Proposals can be designated for current Conway seniors. Community Preservation 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. The Town’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

Please keep in mind that 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 projects in other towns and sample deed restrictions. If you are in doubt about your project’s eligibility, you are encouraged to talk with members of the Conway CPC and submit a short **Pre-Proposal Form** so that the CPC can determine eligibility.

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**Funding Request Form**

Project Title: \_\_\_\_\_

Full Name of Entity Submitting Application: \_\_\_\_\_

(If submitted on behalf of an organization, please include a statement from an officer of the organization certifying organization's approval.)

Contact Person: Name: \_\_\_\_\_

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

Telephone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: Please check all that apply  Open Space  Community Housing  
 Historic Preservation  Recreation

Full Description of Project: (Attach a separate sheet if necessary.)

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

**Requested Attachments:**

Property Address including Conway Assessor's Map, Lot and Parcel Number;

Name of Current Owner

Copy of deed to Current Owner, if available

Description of the property

Maps if relevant

Surveys, if available

Appraisals and Agreements, if available;

Budget detailing construction and maintenance costs, and funding and revenue sources, if any

Amount of Funding Requested: \$ \_\_\_\_\_

Time Line of Project:

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

If this project is expected to continue beyond next fiscal year, please provide a phasing schedule.

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**Funding Request Questionnaire**

Please respond to all relevant questions, and expand as necessary with attached pages, or by adding lines in this MS Word document. Do not delete any questions.

**General Questions**

- 1) How would the project preserve the character of Conway?
- 2) Does the project have other sources of funding? If so, indicate percentage and type (grant, donation, in-kind services)
- 3) Does the project require urgent attention?
- 4) Does the project serve a currently underserved population?
- 5) Does the project preserve a threatened resource?
- 6) Does the project fit within the current zoning, environmental, building, and other regulations?
- 7) Does the project have a means of support for maintenance and upkeep?
- 8) Does the project involve currently owned town assets?
- 9) What community support does the project have?
- 10) Does the project have support from another Board or Committee?
- 11) Does the project have the support of the majority of immediate abutters?
- 12) Does the project reclaim abandoned or previously developed resources?
- 13) Does the project require special permitting?
- 14) What volunteer possibilities exist?
- 15) What volunteer work has been completed or pledged?

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**Open Space Questions**

*Contact the Town's Conservation Commission for assistance determining responses to questions 1-7 below.  
Consult with the Town's Open Space Committee on other questions as appropriate.*

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

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**Historic Preservation Questions**

*Contact the Town's Historical Commission for assistance here if appropriate.*

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

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**Affordable Housing Questions**

1. Will this involve the renovation of an existing building? If so, plan must address the following:
  - \_\_\_ Structural soundness of the building
  - \_\_\_ Existence of lead paint (Removal required if children are to live there.)
  - \_\_\_ Existence of asbestos, pollutants, and other hazards?
  - \_\_\_ Septic system in compliance with Title 5
  - \_\_\_ Building and sanitary code compliance
  - \_\_\_ Handicap accessibly?
  - \_\_\_ 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. What income level(s) would the project serve?
  
5. What age group(s) will it serve?
  
6. Will it be located near conveniences?
  
7. Will there be multiple units?
  
8. Can long term affordability be assured?
  
9. Will priority be given to local residents, Town employees, or employees of local businesses?

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**Recreation Questions**

- 1.) What age groups would use the project?
- 2.) How many people could use the project at once?
- 3.) Can the project be used for more than one activity (multiuse)?
- 4.) In what ways would the project protect and endanger resources?
- 5.) What town resources (Highway Dept., etc.) would be needed for maintenance?
- 6.) In what ways might the project increase appreciation for Conway's resources?
- 7.) Could the project be used by young people unsupervised by an adult?
- 8.) Does the project include considerations for parking?
- 9.) During what times of the year could the project be used?
- 10.) Does the project match the surrounding area's character?
- 11.) What are the project's safety considerations?
- 12.) Does the project meet all building and safety codes?
- 13.) Would the project be handicap accessible?
- 14.) Does the project take advantage of connections to other resources?