

**NEEDHAM COMMUNITY PRESERVATION COMMITTEE  
APPLICATION FOR FUNDING**

**COMMUNITY HOUSING FOLLOW-UP QUESTIONS**

**Submit to:** Cecilia Simchak [csimchak@needhamma.gov](mailto:csimchak@needhamma.gov)  
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**Due Date:**

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**Application No:**

**Project Title:**

**CPC Liaison(s):**

**APPLICANT INFORMATION:**

**Organization:**

**Contact  
Name(s):**

**Address:**

**Telephone No:**

**Email(s):**

*Please insert at least a brief narrative answer on all applicable subjects.(if a question is not relevant to the project, please list N/A.) If more space is needed, feel free to attach appendices and/or cross-reference other documents provided to the Community Preservation Committee.*

**PROJECT DETAILS**

**1. Summarize the scope and/or concept of the project:**

- a. **Provide all design specifications and/or architectural plans applicable to the project.**
- b. **List the names and addresses of project architects, contractors, and consultants.**
- c. **Provide a projected task plan and timeline.** *(Should you be awarded CPA funding, these tasks will be the basis of your Project Status Reports that will be due periodically until the project is complete).*
- d. **Describe any maintenance requirements and estimated yearly costs of maintenance for the completed project.**

**2. List the anticipated project cost:**

- a. **Provide a budget with line itemization, including any funding requested previously, as well as any possible future funding requests.**
- b. **Does this project leverage additional or multiple sources of public and/or private funding or assist in planning and development activities to facilitate such leverage? Please provide details.**
- c. **Indicate expenditures & funding (by municipal fiscal year):**

| <b>Fiscal Year</b> | <b>Total Project Estimated Expenditures</b> | <b>CPC Funds Requested</b> | <b>Other Funding Sources (Amount &amp; Source)</b> |
|--------------------|---------------------------------------------|----------------------------|----------------------------------------------------|
| FY '27             |                                             |                            |                                                    |
| FY '28             |                                             |                            |                                                    |
| FY '29             |                                             |                            |                                                    |
| FY '30             |                                             |                            |                                                    |
| FY '31             |                                             |                            |                                                    |
| <b>TOTAL:</b>      |                                             |                            |                                                    |

**3. Supply detailed Project Information:**

- a. **Provide the deed and recorded plans, and maps or renderings of the subject property.**
  - b. **Provide inspection reports, existing conditions reports, 21E reports, and other environmental assessment reports.**
  - c. **Provide details of any natural resource limitations (wetlands, flood plain, etc.) to which the property is subject.**
  - d. **Provide details of any zoning restrictions (i.e. district, dimensional, and use regulations as applicable to the property) to which the property is subject.**
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- e. **Is the proposed project on the Select Board's capital priority list?**
- f. **Is the proposed project on the capital priority list of the applicant?**
- g. **Is there an urgency related to the timing of the project (including scheduling factors not controlled by the applicant)? Provide details.**

**4. Address CPA Application Evaluation Criteria:**

- a. **Summarize how the proposed project utilizes, preserves, protects, increases, and/or enhances community housing resources in Needham.**
  - b. **Explain how this project meets the following General Factors for Consideration of the Needham Community Preservation Plan. Provide details:**
    - The project is consistent with the goals of the Town of Needham Community Preservation Plan.
    - The urgency of the project with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant.
    - The project is economically or otherwise reasonably feasible to implement and operate on a long-term basis.
    - The project satisfies federal, state and local laws to the extent applicable.
    - The project leverages additional or multiple sources of public and/or private funding or assists in planning and development activities to facilitate such leverage may possibly be preferred.
    - The project utilizes, preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets.
    - A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit.
    - Awarding funds for the project is consistent with prudent long-term management of CPA funds.
    - The project proponent has demonstrated to the reasonable satisfaction of The Committee the ability and competency to implement the project as proposed either by its record of successfully implementing similar projects or otherwise.
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- The applicant has site control, or the written consent by the property owner (or relevant Town agency or board) to submit an application.
- The Committee prefers to bring projects to the Annual Town Meeting in May, though under special extraordinary circumstances that affect the project negatively, a project may be considered to be presented at a Special Town Meeting.
- CPA funding will enable the project.

**c. Explain how the project addresses or supports the Community Housing Goals articulated in the 2023 Needham CPA Plan:**

- Seek to increase the supply of affordable housing units while seeking to preserve the existing pattern and density of Needham's established residential neighborhoods.
- Enable Needham to shape its own housing and development future and outcomes.
- Achieve progress towards the Town's responsibilities under Chapter 40B.
- Encourage the preservation and development of a diversity of housing resources that fosters a range of choices and housing options including affordable units to meet the Town's growing demand and current and future needs for affordable housing.

**d. Explain how this project addresses the Community Housing Factors for Consideration in the 2023 Needham CPA Plan:**

- Preserves the affordable component of existing “expiring use” affordable units.
- Supports scattered-site low-density affordable unit development and avoids concentrated or high-density development.
- Is consistent with and assures fair housing practices.
- Redevelops, utilizes, improves or expands existing housing structures and infrastructure for affordable housing use. Projects that redevelop existing structures will be preferred.
- Provides affordable housing opportunities on identified parcels of town owned land as set forth in the Town of Needham Open Space Report to the Board of Selectmen.

- Provides affordable housing opportunities in the business districts, including the Town Center, Needham Heights, and Chestnut Street Corridor, compatible with existing infrastructure. Serves an underserved population or populations by establishing affordability restriction in perpetuity.
- Considers the various development needs of the Town.
- Project proponent has satisfied the requirements of 40B (to the extent applicable).

**5. Supporting documents:**

- 1. Please attach letters, references, studies, maps, statistics or any other documents which support the merits of the application.**

**6. Project Specific Questions:**

- 1. [These are project specific questions of CPC members after the initial applications are received and aggregated/rationalized by the project's CPC Liaison(s).]*
- 2.
- 3.
- 4.
- 5.
- 6.