

## 12. CPC RESPONSE SHEET

The following is a layout of the response sheet used by each CPC member during the evaluation of each application to assist in the application selection decision process.

Date \_\_\_\_\_ Name \_\_\_\_\_

Application Number #2023 - \_\_\_\_\_

### 12.1 Primary Qualifications

#### 12.1.1 Two-Page summary Eligibility

Eligibility: The following questions must be answered “Yes” to evaluate the proposals eligibility for final approval:

1. Project Summary was submitted using the “Summary Project Form” \_\_\_\_
2. Project Summary was received by deadline date. \_\_\_\_
3. Project fits CPA Allowable Spending Chart criteria (see Figure 7 CPA Allowable Spending Chart) . \_\_\_\_

#### 12.1.2 CPA Project Application Criteria

1. Project Application (Application) was submitted using the “CPA Project Application Form” . \_\_\_\_
2. Application was received by deadline date. \_\_\_\_
3. Project fits CPA Allowable Spending Chart criteria (see Figure 7 CPA Allowable Spending Chart) . \_\_\_\_
4. If a Historic Preservation project, has written approval from Groton Historical Commission. \* \_\_\_\_  
*\* As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state’s registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.*
5. The applicant has site control or the written consent of the property owner to submit an application. \_\_\_\_
6. A detailed management plan includes schedule, key milestones, project manager, list of consultants. \_\_\_\_
7. Application includes a minimum of one professional quote. \_\_\_\_
8. Application involving non-CPA funds (supplemental funding) includes a statement of commitment with the amount clearly stated from an authorized party. \_\_\_\_

### 12.2 Scoring

Each major criterion will be rated on a scale of 1-5 (1=lowest and 5=highest).

#### 12.2.1 Function:

1. Meets goals and objectives laid out in current Master Plan and Open Space and Recreation Plan 1 = Project not included in a Town plan. 5 = Project explicitly called out in a Town plan. \_\_\_\_
2. Multiple funding sources: 1 = No non-Groton CPA funding, 3 = 25% non-Groton CPA funding, 5 = 50 % or more non-Groton CPA funding. \_\_\_\_

## 12.2.2 Value:

Subjective and time dependent criteria

1. Overall application quality. 1 = no rush- can do it at any time 3 = the sooner the better, 5 = Once-in a generation opportunity. \_\_\_\_\_ add values
2. Degree of urgency. 1 = no rush- can do it at any time 3 = the sooner the better, 5 = Once-in a generation opportunity. \_\_\_\_\_
3. Community support. 1 = none, 3 = only individuals or organizations, 5 = Broad and strong community support. \_\_\_\_\_
4. Ease of execution. 1 = complicated, e.g. major construction project, 5 = easy e.g. research documentation only. \_\_\_\_\_
5. Level of risk. 1= Strong probability of issues related to Geology, legal situation, susceptible to scope creep or environmental issues or the like, 3 = average, 5 = Research Report, engineering study, or other paperwork project. \_\_\_\_\_
6. Applicant active in process participation. 1 missed appointments, unresponsive to Liaison or CPC concerns, 3 = attended at least one or more meetings, responded to concerns. 5 = proactive, communicative, quick response to issues, effective. \_\_\_\_\_

**Total Score = Function + Value = \_\_\_\_\_**