

# CPA Project Application, Evaluation, & Selection

## FY23 Project Application and Evaluation Schedule

August 5, 2022	Eligibility Screening and Application process opens
September 26, 2022	Deadline for submission of Eligibility Screening requests
October 31, 2022	Deadline for submission of Project Applications
October to December 2022	CPC evaluation of complete applications
December 2022	CPC short-lists potential projects
January 2023	CPC votes recommended projects and submits package to City Council for review and appropriations

## Who Can Apply for CPA Funding?

Any of the following entities can submit Project Applications and be awarded CPA grants:

- City departments, boards and commissions
- Public agencies and authorities
- State-certified non-profit organizations, for example: historical societies, environmental organizations, park and recreation associations, neighborhood, community, and affordable housing organizations
- Affordable housing developers, and developers of community or neighborhood assets
- Private individuals and organizations serving a public purpose or benefit

While applicants are usually from the private non-profit or public sector, private entities or individuals could be directly awarded a grant under limited circumstances, as allowed under the CPA. Be advised that state law limits the distribution of public funds to private parties, such that they must serve a public purpose or create a public benefit. This might entail the municipality acquiring a deed restriction, or providing public access to the property where there was none before, or some other public benefit. While the Community Preservation Act does not prohibit the ultimate use of CPA funds for projects on privately owned property, the “public benefit” being created must be explicitly protected and preserved.

## Project Applications

The CPC uses a two-step application process. The first step is for the Applicant to complete and submit the CPA Project Eligibility Form. The second step, once a project is confirmed as eligible, is for the Applicant to submit a Full Application. Both the Project Eligibility Form and Full Application Form are among the Plan’s Appendices

### *Project Eligibility Form*

This Form is used to help determine if the proposed project meets the CPA requirements. In addition to requesting a description of the project and contact information from the Applicant, it asks who controls or owns the property where a project is proposed and if the project has the owner's support; which CPA project categories and activities the proposed project addresses; and what public benefits the project would create.

As described in Chapter 2, the Community Preservation Fund can only support projects that are eligible for funding under Massachusetts CPA legislation guidelines to advance Community Housing, Outdoor Recreation, Open Space protection, and/or Historic Resources preservation, and are limited to specific types of project activities in each of the four project categories, as described more fully in that Chapter.

Within 15 business days of receiving the Eligibility Form, the CPC will notify an Applicant whether or not the proposal is eligible. In cases where a proposed project is determined to not be eligible, the CPC will provide an explanation.

### *Full Application*

Applicants whose projects are eligible will be invited to submit the Full Application, which asks the Applicant to provide all relevant project details that the Committee will need to understand the relative merits of their proposed project, and its likelihood of success. It also asks: how the proposed project addresses the Community Preservation Plan's priorities and criteria; who supports the project; whether the request of project funding is time-sensitive; how the project will be implemented and by whom; the project timeline; and the total budget proposed, including the amount of CPA funding requested and all other funding sources.

The CPC will use this information to evaluate each proposed project, in order to choose which projects and at what CPA funding level it will recommend to the City Council.

### **Project Evaluation Criteria**

The Framingham Community Preservation Committee (CPC) has developed the following criteria to evaluate the relative merits of project proposals and their likelihood of success and, ultimately, to rank the proposals and make recommendations for funding to the City Council. The Committee recognizes that not all of these criteria will be applicable to all project applications. Taken as a whole, these criteria represent the Committee's priorities.

CPC identifies two "types" of criteria:

**General Criteria**, which reflect the overarching goals of Framingham's Community Preservation program (*below*).

**Category-Specific Criteria**, which reflect the needs, opportunities, and priorities identified for each of Framingham's four CPA use categories, as described in Chapters 3-6 (*end of chapters*).

The Committee recommends that Applicants address all relevant General and Category Specific Criteria as they prepare their project applications.

### *General Criteria*

Preference will be given to project proposals which address as many of the following General Criteria as possible, including these, to be consistent with community's needs and values:

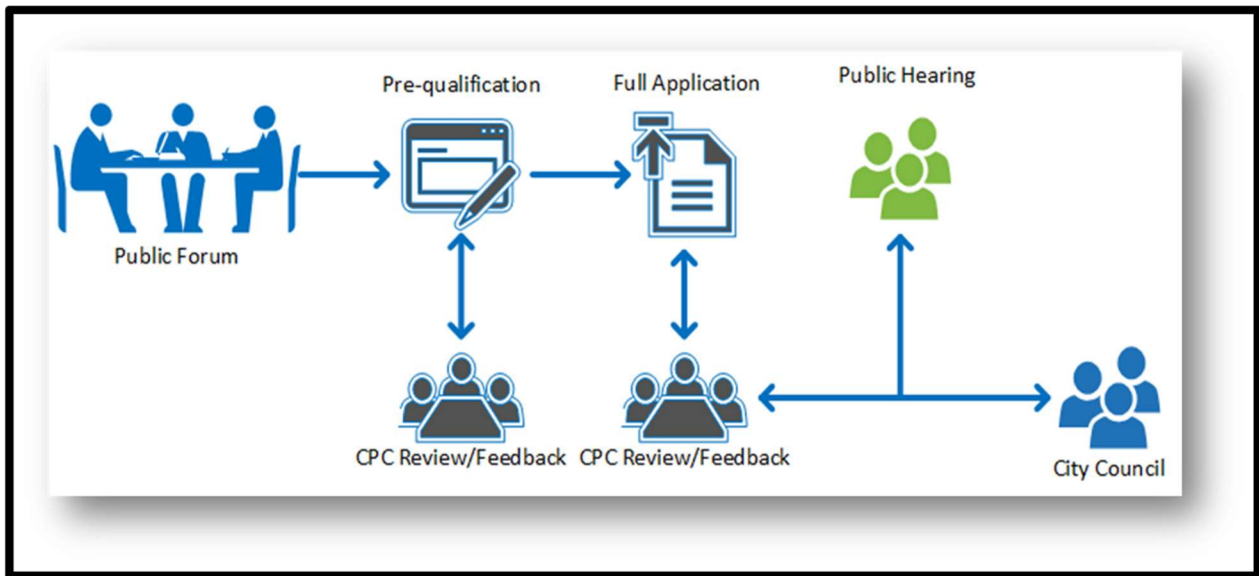
- Addresses identified needs, goals, and priorities consistent with the Community Preservation Plan and current city planning documents which have received wide-spread scrutiny, public input and have been adopted by the City;
- Has strong support from Framingham boards, commissions, departments, community groups and diverse resident populations;
- Is publicly visible, accessible, and generates broad benefits for our community;
- Benefits underserved geographic areas and populations;
- Supports the needs of Framingham's at-risk populations, i.e. low-income residents, veterans, older adults and people with disabilities;
- Saves valued resources that would otherwise be threatened or lost; and
- Protects the natural environment, deploys sustainable design practice and addresses climate resiliency needs;

and these, giving preference to proposals which use CPA funding strategically:

- Leverages the value of CPA capital through additional public or private funds, in-kind contributions, labor, materials, or other cost-saving measures;
- Addresses long-standing or urgent needs, or exceptional time-sensitive opportunities in the community;
- Demonstrates practicality and feasibility regarding project management and project team's expertise, a reasonable and informed project budget, a realistic project timeline with milestones, and a long-term maintenance plan;
- Either serves more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrates why serving multiple needs is not feasible; and
- Serves as catalysts for transformative change to enhance the aesthetics, connectivity, and quality of life in the community.

## Project Application, Evaluation, and Selection Process

The following process description provides the major milestones associated with Application submission and review.



### *STEP 1 Applicant submits CPA Project Eligibility Screening Form.*

CPC must confirm a proposed project's eligibility under CPA guidelines before an Applicant submits a Full Application. Massachusetts CPA eligible use guidelines are provided in Chapter 2.

Applicants can submit CPA Project Eligibility Forms from August 5 to September 26, 2022.

Email the completed Form to [CPC@framinghamma.gov](mailto:CPC@framinghamma.gov) or mail or hand deliver the Form to: **Framingham CPC, c/o Planning and Community Development Department, Memorial Building, 150 Concord St., Framingham, MA 01702.**

### *STEP 2 CPC determines project eligibility and invites Applicant to submit Full Application*

CPC will notify Applicant within 15 business days whether a proposed project, as described, is eligible for funding under CPA guidelines. CPC will invite Applicants with eligible projects to submit a full Project Application and will provide a Project Tracking Number to use on future submitted materials.

In cases where proposed projects are determined to not be eligible, CPC will indicate the reason. The CPC welcomes revised Eligibility Forms from Applicants through September 26, 2022.

*STEP 3 Applicant submits Full Application*

CPC recommends that Applicants submit complete Full Applications as early as possible in the Application window to ensure maximum consideration.

Applicant must submit two (2) hard copies and one (1) electronic copy of the signed Application and all additional supplemental documents requested by the CPC. Applicant may also include any additional information for the CPC to consider in evaluating the proposed project as part of their submission.

Applications shall be submitted to: **Framingham CPC, c/o Planning and Community Development Department, Memorial Building, 150 Concord St., Framingham, MA 01702.**

*STEP 4 CPC confirms receipt of Full Application. It will also inform Applicant if it is missing required information.*

CPC will notify Applicant in writing that Application is under review. If the application is incomplete, the CPC will notify the Applicant of what required information is missing and when it must be received in order to keep their Application active.

*STEP 5 CPC develops questions for Applicant about the project and requests additional information*

The CPC may make a written request to the Applicant for specific additional information and will include a timeline for when it must be received. CPC may also request that Applicant meet with CPC representatives to discuss the proposed project.

*STEP 6 Applicant with complete Application will be invited to attend a CPC meeting*

The CPC will invite an Applicant with complete application to a public meeting to discuss their application and to respond to questions about their proposal.

*STEP 7 CPC completes its review of project Applications based upon evaluation criteria, and develops a list of proposed project recommendations.*

Upon completion of its evaluation of Applications and funding requests, the CPC shall publish its proposed project recommendations and notice of a hearing in a newspaper of general circulation in the community and on a Municipal Bulletin Board for two consecutive weeks before the Committee takes a final vote on such recommendations to the Council.

*STEP 8 CPC votes on final recommendations and sends recommendation package to City Council*

CPC meets to vote on a list of projects to recommend to City Council for funding, with recommended funding amounts.

*STEP 9 City Council votes on recommendations and appropriations*

The Community Preservation Act requires the City's legislative body, in Framingham the City Council, to make final funding decisions on Community Preservation projects. They are only permitted to consider the CPA projects and budgets that the CPC has recommended.

The City Council has the authority to make these decisions:

1. Approve a CPC recommended project at the CPC recommended budget level.
2. Approve the CPC recommended project but with a reduced budget. (The City Council may not increase the budget level.)
3. Reject the CPC recommended project outright.