



# Community Preservation Plan

## October 2023 Update



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## Introduction

### *About the Community Preservation Act (CPA)*

The Community Preservation Act (CPA) is a Massachusetts statute enacted in 2000 that allows participating cities and towns to adopt a real estate tax surcharge of up to 3% in order to create a local Community Preservation Fund for the four community preservation purposes of open space protection, historic preservation, community housing, and outdoor recreation.

In addition to the local tax surcharge, the state of Massachusetts provides matching funds that are not less than 5% and not more than 100% of the funds raised by the community. The actual percentage varies from year-to-year dependent on the health of the Commonwealth's community preservation trust fund, which is funded by a surcharge on Registry of Deeds transactions.

#### *As of Early 2023:*

- 195 communities have adopted CPA (55% of the state's cities and towns)
- Over \$3.15 billion has been raised for community preservation funding statewide
- 15,069 CPA projects have been approved by local legislative bodies
- 34,204 acres of open space have been preserved
- Over 3,300 outdoor recreation projects have been initiated
- Over 6,700 appropriations have been made for historic preservation projects
- More than 10,000 affordable housing units have been created with an additional 16,000 units supported.

## ***CPA in Framingham – Community Preservation Committee***

### ***Background Information***

In the Fall of 2020, by popular vote, the citizens of the City of Framingham overwhelmingly adopted the Community Preservation Act (CPA) with a 1% CPA surcharge on property taxes to be spent in accordance with Massachusetts General Law Chapter 44B, the Community Preservation Act. This law exempts the first \$100,000 of residential and commercial property value from the surcharge, and offers an additional exemption for “low-income households”, as defined by Section 2 of the Community Preservation Act. This dedicated fund, when combined with matching funds from the statewide Community Preservation Trust Fund, helps cities and towns to support community housing, create and rehabilitate parks and playgrounds, protect open space resources, and preserve historic buildings and resources.

Each community which adopts the Community Preservation Act must establish a Community Preservation Committee (CPC) to administer the program, oversee its CPA funds, and make recommendations regarding allocation of these funds to the City Council.

Framingham’s CPC was created in 2021 by City Ordinance. As directed by State statute, Framingham’s nine-member committee is made up of representatives from these boards: the Historic Commission, the Conservation Commission, the Parks & Recreation Commission, the Framingham Planning Board, and the Framingham Housing Authority, plus four “at-large” members, appointed by the Framingham City Council.

### ***Community Preservation Committee Members\****

<b>Name</b>	<b>Position</b>	<b>Appointing Authority</b>
Thomas Mahoney	Chair	City Council
Karen Margolis	Vice Chair	City Council
Judith Grove	Clerk	City Council
Fred Wallace	Member	Historical Commission
Mary-Anne Tratchel	Member	City Council
Dave Gudejko	Member	Parks & Rec Commission

\*As of October 1, 2023, the Community Preservation Committee had three vacancies – from the Conservation Commission, the Planning Board and the Framingham Housing Authority.

### ***Framingham Community Preservation Committee’s Mission and Functions***

The CPA Law requires a municipality adopting the CPA to establish a Community Preservation Committee (CPC) to oversee its Community Preservation Fund.

## What does the CPC do?

The CPC has two important functions:

1. The CPC is required to study the “needs, possibilities, and resources” for community preservation and establishes priorities for how CPA funding should be spent. This is reflected in the Community Preservation Plan, including Updates to the Plan. The CPC makes efforts to communicate its mission and goals to the general public.

2. The CPC is responsible for making recommendations on projects to receive CPA funding, which cannot be appropriated or spent without the recommendation of the CPC and subsequent approval by the City Council.

In administering the CPA program, the CPC strives to uphold a process, from development of its application process to solicitation of proposals, to in-depth project evaluations, to well thought out and detailed final recommendations to the City Council that are accessible, ethical, transparent, and which fulfills the goals and needs that the CPC has identified in its Plan.

***In deciding how to allocate CPA revenue, the CPC will make best efforts to ensure that the needs of the community as a whole, in all its various geographic areas, are addressed in a fair, transparent, and equitable manner.***

## ***Framingham’s Community Preservation Plan***

To carry out the first of these functions, the CPC prepared an initial Community Preservation Plan on September 6, 2022. It is updated annually to reflect changes in goals or emphasis, to document the projects approved in FY 2023, and to update the CPA Budget. The CP Plan seeks to capture Framingham’s needs and goals in the four CPA target areas of Historic Preservation, Community Housing, Open Space and Outdoor Recreation. This is done in consultation with other municipal committees and staff, referencing existing related City plans, and by gathering public input. Each year, at least one informational public hearing is held annually to obtain input on community needs and opportunities. Chapters 3 through 6 of the initial CP Plan continues to provide important information regarding the needs, resources, opportunities and goals for those four target areas of potential project funding.

To accomplish its second function, the CP Plan outlines the processes and criteria by which the Committee solicits, reviews, and recommends project proposals for CPA funding to the City Council. The CPC is a catalyst for projects, not an initiator. To determine which projects should be considered for funding, the CPC established an evaluation process whereby grants are distributed to projects that fulfill the goals and needs, and meet other criteria that the CPC has identified. **The Community Preservation Plan remains an active document and important reference.**

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## *Framingham Community Preservation Committee Milestones*

Since its formation in 2021, the CPC has worked tirelessly to develop a solid foundation for its future work in accordance with the requirements of the CPA legislation. Here is a timeline of CPC Milestones:

**Nov. 2020** – Framingham’s Voters Adopted the Community Preservation Act (MGL Chapter 44B)

**Feb. 2021** – Framingham City Council created the CPA Ordinance

**July 2021** – Community Preservation Committee was sworn in, and began meeting twice per month.

**June 22, 2022** -- The CPC held a **Public Forum** and incorporated the input it received into the Community Preservation Plan.

**September 6, 2022** – The completion of Framingham’s first **Community Preservation Plan** was a major undertaking and accomplishment. It included the creation of the Project Eligibility Form and the Full Application.

**August and September of 2022** – The CPC received 21 Eligibility Forms used to determine if projects were eligible, and invited the 13 eligible applicants to submit Full Applications.

**October and November of 2022** – Eleven (11) Full Applications were submitted.

**Fall and Winter 2022** – The CPC Working Groups reviewed applications, asked and answered questions for the applicants, conducted site visits, and reported findings back to the full CPC.

**February and March 2023** – Applicants were invited and made presentations to the full CPC. Using the criteria clearly defined in the CP Plan, the CPC began deliberating on which projects to recommend for funding to the City Council.

**March 27, 2023** – The CPC held a **Public Hearing** during which ten of the eleven CPA proposals received its unanimous support. The CPC’s recommendations to the City Council included project scopes, CPA funding amounts, and conditions of the awards.

**April 25, 2023** – The CPC presented their recommendations to the Framingham City Council, which approved all of the CPC’s project recommendations at this meeting. This was strong confirmation of the thorough work the CPC performed in bringing its first year to a very successful conclusion.

# Community Preservation Program for FY 2024

## *FY24 Project Application and Evaluation Schedule*

June 22, 2023	Public Hearing – Annual Community Forum
July 18, 2023	Eligibility Screening and Application process opens
September 5, 2023	Deadline for submission of Project Eligibility Forms
November 15, 2023	Deadline for submission of CPA Project - Full Applications
November 2023 to February 2024	CPC evaluation of complete applications
February to early March 2024	Applicant Presentations of Proposals
March 2024	Public Hearing on Project Recommendation for FY 2024 and submission of package to the City Council for review and appropriations

## *Public Forum and Outreach and Community Participation*

In FY 2023, the first year of funding CPA projects in Framingham, all of the Full Applications and approved projects were in the areas of Open Space, Outdoor Recreation, and Historic Preservation. There were no Community Housing Applications. The CPC made a commitment to reach out into the community; to the Framingham Housing Authority, the Planning and Community Development Division, the Callahan Center, and to area non-profit organizations with a housing mission or knowledge of problems our residents are facing, to seek input on housing needs and to encourage CPA Full Applications in the area of Community Housing.

The CPC’s **second annual Public Forum**, which was held **June 22, 2023**, was an opportunity to solicit feedback regarding the community’s needs and priorities, thus kicking off the planning for the current round of projects. Outreach to housing advocates led to various discussions and direct participation of housing advocates at the CPC’s Public Forum. Feedback from the Forum, CPC meeting discussions, and other community outreach is incorporated into this Update.

### *Housing*

- At the Forum, the Committee learned from a local non-profit about the financial stress on elderly residents with fixed income in Framingham, both renters who saw their rents rise 25% or more, as well as older adults living alone in their homes following the loss of a spouse, and having financial and other difficulties managing in their home.

- We learned from the Community Development department that our housing starts are not keeping up with the need, causing both rents and housing prices to increase quickly. Among renters in Framingham, 47.4% are experiencing housing cost burdens, and 28.6% of homeowners are experiencing housing cost burdens; defined as paying more than 30% toward housing costs. This points to the need for more affordable housing options.
- One speaker noted the needs of Veterans for affordable housing.
- Another expressed the need for affordable housing for families that are struggling.
- From other discussions in the community, we learned of various needs. Accessibility of housing for older adults was identified as a pressing need from the Director of the Framingham Housing Authority, as was the need for additional family housing.
- The Housing Authority might consider a proposal in the future acquire distressed or tax title properties, then renovate them into affordable housing.
- We also learned of the need for permanent affordable family housing to help families transition out of shelters from a local non-profit agency.

### *Historic Preservation*

- One commenter spoke of the wish that historic preservation projects could move forward in the CPA process more quickly and also sought clarification of the process.
- Successful historic preservation applicants from our first year of funding had previously expressed interest in funding future phases of their projects.
- City officials and community members expressed interest in pursuing historic renovation projects at the City Hall and also the Athenaeum and Firehouse in Saxonville.

### *Open Space and Recreation*

- One commenter spoke of the need for a softball complex on School property, complete with amenities to serve the needs of girls, who have nowhere in Framingham for tournament play; and the wish for equitable facilities to boys baseball.
- Another commenter spoke of the need for providing fully accessible trails and athletic facilities, not just improved access.
- Still others expressed interest in further opening up the Carol Getchell Trail to enhance community access to and enjoyment of the Sudbury River.
- The Housing Authority identified needs for recreation facilities at their properties.

**With this and other input received from the City and the larger community, the Community Preservation Committee affirmed its desire to keep the General and the Category Specific Criteria as was approved for the FY2023 program year.**

The General Criteria and the Category Specific Criteria established by the Framingham CPC for making award decisions, as noted in the Inaugural Community Preservation Plan, is provided in this document for convenience and clarity and to help applicants frame their proposals.

## *Who Can Apply for CPA Funding?*

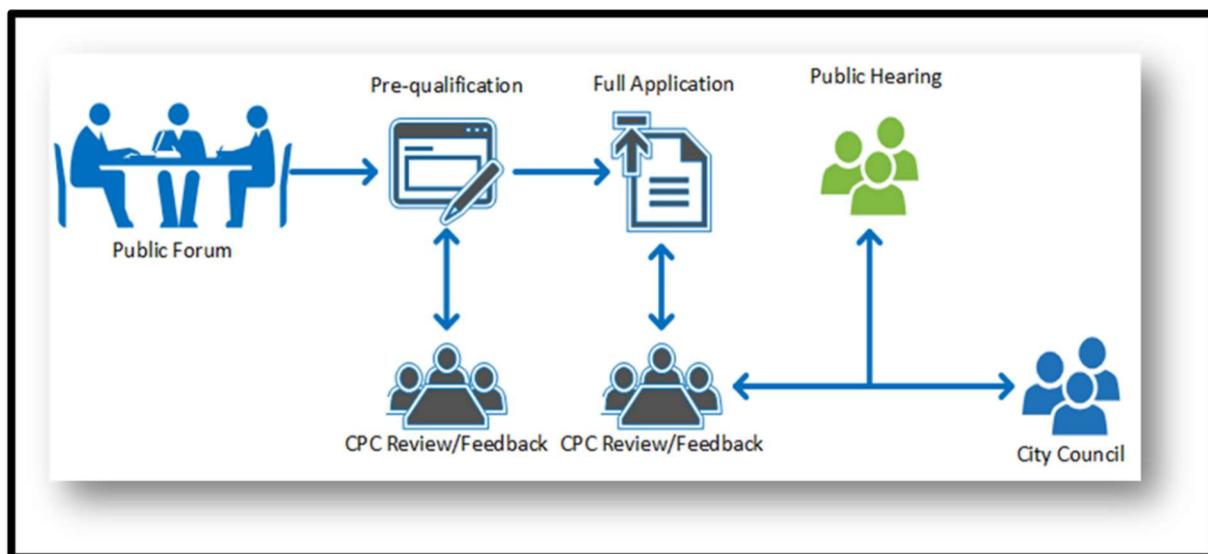
At least one of the applicants or co-applicants for each project requesting CPA funding must fall into one of these categories:

- City of Framingham departments, divisions, boards and commissions
- Public agencies and authorities
- Massachusetts 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 clear public purpose or benefit.\*

\*State law limits the distribution of public funds to private parties. However, private entities or individuals could be directly awarded a grant under limited circumstances, as allowed under CPA regulations, Chapter 44B, if they serve a public purpose or create a public benefit. Deed restrictions, enhanced public access to the private property, or other public benefit may be required for a proposal to advance. While the Community Preservation Act does not ultimately prohibit the use of CPA funds for projects on privately owned property, the “public benefit” being created must be explicitly protected and preserved.

## *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 Form.**

CPC must confirm a proposed project's eligibility under CPA guidelines before an Applicant submits a Full Application.

Applicants can submit CPA Project Eligibility Forms from July 18 to September 5, 2023.

CPA Project Eligibility Forms must be submitted electronically from the CP Committee's web page. Additional Information related to this process is provided later in this section.

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

CPC will notify Applicant whether a proposed project, as described, is eligible for funding under CPA guidelines. CPC will invite Applicants with eligible projects to submit a CPA Project Full 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, the CPC will indicate the reason. The CPC will accept new Eligibility Form submissions from all Applicants through September 5, 2023. The CPC had encouraged early submission of Eligibility Forms to allow potential applicants whose project are found to be ineligible, the ability to submit a new Eligibility Form for a project that may be eligible prior to the deadline. If delay in response by the CPC precluded that ability, though no fault of the applicant, the CPC shall extend the timeframe for submission of a new Eligibility Form for a related proposal, by allowing a week from the receipt of CPC Notification.

### **STEP 3: Applicant submits Full Application**

Applications in the format of a Fillable PDF document, which are available on the Community Preservation Committee webpage. Applicants must submit one (1) hard copy and one (1) electronic copy of the Full Application, and all Appendices, including the Declaration Page signed by all Applicants and Co-Applicants, the Budget Summary Form, and all additional documents requested by the CPC as Appendices. There is ample space provided in the boxes for answering these questions. Applicants should keep answers within the visible portion of the boxes. Should additional space be needed, rendering part of it not visible, the Applicant is recommended to also provide the complete answer in Appendix O. This Appendix may also be used for inclusion of any additional information for the CPC to consider in evaluating the proposed project as part of their submission.

Electronic submissions of the Application to the CPC must be uploaded using the **Full Application Electronic Submission Form** on the CPC webpage, which will facilitate the uploading of the Application and of the Appendices.

The hard copy of Applications shall be submitted to: ***Framingham CPC, c/o Planning and Community Development Division, Memorial Building, Room 121, 150 Concord St., Framingham, MA 01702.***

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**STEP 4: CPC confirms receipt of Full Application.**

CPC notifies the Applicant in writing that their 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: Request for additional information.**

CPC may develop specific questions for the Applicant about their project and request in writing additional information, with a deadline given for when it must be received. CPC may also request that Applicant meet with CPC representatives to discuss their proposed project.

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

The CPC will invite an Applicants with complete Applications 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 its 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 a 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 their final vote on such recommendations to the City Council.

**STEP 8: CPC votes on final project recommendations and sends their recommendation package with funding amounts to the City Council**

**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. The Council is only permitted to consider the CPA projects and budgets that the CPC has recommended.

The City Council has the authority to make only the following decisions:

1. Approve the 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.

## *Project Eligibility – Application Step 1*

The first step in the Application process for CPA funding is the submission of a CPA Project Eligibility Form, which must be completed electronically via the Framingham Community Preservation Committee web page. Review of this Form will allow the CPC to determine if project is eligible for Community Preservation Act funding, which can only be used for specific types of projects in the areas of historic resources, open space, outdoor recreation, and community housing. These projects also need to demonstrate a clear public benefit. If the CPC determines that a proposed project is eligible according to Community Preservation Act requirements, the applicant will be invited to proceed with the Full CPA Application.

Community Preservation Act Funds must be used for projects that serve a public purpose and where the benefits accrue to the public, and meet the minimum project eligibility requirements as defined in M.G.L. c. 44B. Only projects that are eligible under CPA may submit a Full Application. The following table summarizes the uses allowed within each program area.

	Open Space	Historic	Recreation	Housing
<b>Acquire</b>	Yes	Yes	Yes	Yes
<b>Create</b>	Yes	No	Yes	Yes
<b>Preserve</b>	Yes	Yes	Yes	Yes
<b>Support</b>	No	No	No	Yes
<b>Rehabilitate and/or Restore</b>	No <small>(unless acquired or created with CPA \$\$)</small>	Yes	Yes	No <small>(unless acquired or created with CPA \$\$)</small>

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CPA funds cannot be used for operations, maintenance, programming, community events, and other uses not permitted under CPA, as reflected in the chart above. While CPA funds can augment municipal funds, they may not replace existing funds to pay for project costs that have already been appropriated from another source. They also may not replace existing operating funds. The following guidelines help summarize the primary activities of each use category, which meet a public purpose, as permitted under the CPA, and provides important CPA defined terms to be adhered to. Additional guidance may be found on the Community Preservation Coalition’s website. Alternative funding sources should be sought for activities which do not meet these criteria.

**ACQUISITION:** 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. Resources that are acquired using CPA funds must be protected with a permanent deed restriction that ensures they will continue to be used for the purpose for which they were acquired.

**CREATION:** To bring into being or cause to exist.

**PRESERVATION:** Protect personal or real property from injury, harm or destruction.

**SUPPORT:** 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.

**REHABILITATION AND RESTORATION:** Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties.

### *Community Housing Projects*

**COMMUNITY HOUSING:** Low-and moderate-income housing for individuals and families, including low-or moderate-income senior housing.

Community housing under CPA must be affordable for individuals and families making less than 100% of area median income as determined by the United States Department of Housing and Urban Development (HUD). **Eligible Community Housing projects include acquisition, creation and preservation of community housing, as well as support for community housing. Funds cannot be used for the rehabilitation or restoration of community housing unless it has been acquired or created using CPA funds.** The CPA requires that whenever possible, preference be given to the adaptive reuse of existing buildings or construction of new buildings on previously developed sites. Support activities are allowed.

### *Outdoor Recreation Projects*

**RECREATIONAL LAND:** 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. “Recreational use” shall not include the use of land for a stadium, gymnasium, or similar structure, nor the creation of artificial turf fields.

**Eligible Recreation projects include acquisition, creation, preservation, rehabilitation and restoration of recreation land.** The CPA also adds “that with respect to land for recreational use, ‘rehabilitation’ shall include the replacement of playground equipment and other **capital improvements** to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use”.

**CAPITAL IMPROVEMENT:** Reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

## ***Open Space Projects***

**OPEN SPACE:** Shall include, but not be limited to, “Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh water marshes and other wetlands, river, stream, lake and pond frontage, lands to protect scenic vistas, and for wildlife or nature preserve, and land for recreational use” (*now a separate category*).

**Eligible Open Space projects include acquisition, creation and preservation of open spaces. Funds cannot be used for the rehabilitation or restoration of any open space unless it has been acquired or created using CPA funds.** It is important to note that a permanent deed restriction is required for all real property interests acquired under CPA.

## ***Historic Resources Projects***

**HISTORIC RESOURCES:** “Historical structures and landscapes,” including “a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the State register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture, or culture of a city or town.”

**Eligible Historic Resource projects include acquisition, preservation, rehabilitation and restoration of historic resources.** Framingham’s Historical Commission acts as the “local preservation commission” as described above.

## ***CPA Project Full Application – Application Step 2***

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 CPC will need to understand the relative merits of their proposed project, and its likelihood of success. Instructions for the Full Application, which included Guidance is provided in **Appendix B** of this Plan Update.

The Full Application includes a Cover Page to identify the proposed project and applicant information. Questions ask the applicant to fully describe the proposed project and exactly what is requested to be funded by the CPA. There are questions related to how the proposed project addresses community needs, as well as how the project will meet the Community Preservation Plan’s priorities and criteria. There are also questions about project design, planning and permitting, the administration and timing of the project, who supports the project and most important, the project budget.

The Applicant must also delineate the parts of the project for which CPA funds are requested and the parts to be funded by other funding sources. It should include all foreseeable expenses, such as legal expenses and permitting, as well as a hard cost contingency, for capital improvement and construction projects, to ensure that projects can be completed with the amount of the grant.

The CPC will use this information to evaluate each proposed project, 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 CPC recognizes that not all of these criteria will be applicable to every project application. Taken as a whole, these criteria represent the Committee’s priorities. The Committee recommends that Applicants address all relevant General and Category Specific Criteria as they prepare their project applications. The Committee members may use the Evaluation Matrix tool provided in **Appendix G** to assist them in their review of projects and in determining which ones are the strongest proposals for funding.

### *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.

***Preference will also be given 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.

## ***Category Specific Criteria***

### ***A. Community Housing Evaluation Criteria:***

***Community Housing proposals which address as many of the following criteria as possible will receive preference:***

- Contribute to the supply of affordable housing by adding affordable units that would be eligible for the City's Subsidized Housing Inventory
- Promote a socioeconomic environment that encourages a diversity of income, ethnicity, ability, and age
- Provide housing that is harmonious in design and scale with the surrounding community,
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units
- Ensure long-term affordability in perpetuity
- Promote use of existing buildings or construction on previously developed sites
- Convert market rate units to affordable units
- Add housing units affordable to very low (50% AMI) income households

### ***B. Outdoor Recreation Evaluation Criteria***

***Recreational proposals which address as many of the following criteria as possible will receive preference:***

- Provide multiple active and passive recreation uses
- Serve a significant number of residents
- Expand the range of recreational opportunities available to all Framingham residents of all ages and abilities
- Maximize utilization of land already owned by Framingham
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation

### ***C. Open Space Evaluation Criteria***

***Open Space proposals that address as many of the following specific criteria as possible will receive preference:***

- Provide Environmental Equity by creating an equal balance of access to open space across the entire city
- Provide ADA accessibility
- Permanently protect important wildlife habitat, including areas that:
  - a. are of local significance for biodiversity

- b. contain a variety of habitats, with a diversity of geologic features and types of vegetation
- c. contain a habitat type that is in danger of vanishing from Framingham, or
- d. preserve habitats for threatened or endangered species of plants or animals
- Provide opportunities for passive recreation and environmental education
- Protect or enhance wildlife corridors, promote connectivity of habitat, or prevent fragmentation of habitats
- Provide connections with existing trails or potential trail linkages
- Preserve scenic and historic views
- Provide flood control/storage
- Preserve important surface water bodies, including wetlands, vernal pools, or riparian zones
- Preserve active agricultural use

***D. Historic Resources Evaluation Criteria:***

***Historical proposals which address as many of the following criteria as possible will receive preference:***

- Address a need or objective expressed in the City’s Historic Preservation Plan (2016)
- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural, and archeological resources of significance, especially those that are threatened
- Protect, preserve, enhance, restore and/or rehabilitate City owned properties, documents, features, or resources of historical significance
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site
- Support the adaptive reuse of historic properties
- Is located within the City’s historic districts, on a State or National Historic Register, or eligible for placement on such registers, or on the City of Framingham’s Historic Commission’s Cultural Resource Inventory
- Increases the overall breadth of historical context of the item(s)
- Returns a historically significant building that is abandoned, unused, or damaged, back to public use

# Community Preservation Act Funding

## *CPA Fund Sources - Where Does CPA Funding Come From?*

CPA Funds come from two sources:

**Local Revenue** – via a 1% surcharge on local property taxes, as adopted by Framingham residents. As an example, this modest surcharge would result in an annual additional tax of \$65.45 on a Framingham home with an assessed value of \$600,000.

**Commonwealth of Massachusetts** – via distributions from its **Community Preservation Trust Fund**. This state match varies annually, depending upon the amount of revenue received by the statewide Community Preservation Trust Fund in any given year. This state match is provided by a formula, taking into account a percentage of these locally raised funds from the CPA Trust Fund. The amount of this State match varies each year, depending on how much was brought into the state Trust Fund and how many towns and cities are participating in the CPA. **Our FY24 Budget estimates a Trust Fund match of 20% for budgeting purposes.** This reflects guidance from the State, due to declines in fees at the Registry of Deeds; the result of fewer real estate transactions.

The CPA legislation also allows communities to leverage their CPA revenue by borrowing for eligible projects for which there is not currently sufficient funding, using future CPA revenue to pay the resulting debt service. This is done via the issuance of bonds against the community's future CPA revenue stream. Framingham has not yet utilized this option.

Many CPA applicants leverage additional funding from other sources to supplement the CPA grant funds which they are requesting in order to meet project expenses. In some cases, the CPA grant is requested to supplement another larger funding source for a project. Other funding sources may be utilized to meet project expenditures which may not be covered by the CPA grant funds. Such sources might include state and federal grant programs, other local funds, and funding by non-profit organizations, foundations or private entities.

## *CPA Funding History in Framingham*

CPA Funding is new in Framingham. Framingham adopted the Community Preservation Act in 2020 and created the Community Preservation Committee in 2021. The City was able to use CPA funding for the first time in FY2023. It will be used to facilitate significant investments in our City.

### *Framingham CPA Revenue History:*

FY'22 was the first year of local revenue, which raised \$1,567,128.71 for the CPA program in Framingham. The state match for each year is based upon the revenue as of the end of the previous fiscal year. As we had a \$0 local revenue balance as of June 30,2021, there would not be any state match for our first fiscal year.

Our second year of local revenue, FY 2023, raised \$1,734,610.92. Our first state match came at the end of 2022, when we received \$611,588. This match was 38.5% of our revenue generated the previous fiscal year.

The formal announcement of our state match for the coming year, FY2024, has not yet occurred. Projected CPA Revenue is expected to be significantly less than the previous year due to a significant decrease to the State match. The State match for FY2024 is expected to be 20%.

Between FY2022 and 2023, the City has generated \$3,301,739.63 in local surcharge revenue plus \$611,588 in distributions from the state’s Community Preservation Trust Fund, for a total of \$3,913,327.63. When including other miscellaneous earnings, the combined funds generated for CPA in FY 2022 and FY2023 totaled \$3,924,473.61.

<b>CPA Revenue History by Source (Actual)</b>			
	<b>FY 2022</b>	<b>FY 2023</b>	<b>TOTAL</b>
<b>Local Revenues</b>	\$1,567,128.71	\$1,734,610.92	\$3,301,739.63
<b>State match - Dec 2022 (actual 38.5%)</b>	\$0.00	\$611,588.00	\$611,588.00
<b>Other (Earnings, Interest, etc.)</b>	\$664.29	\$10,481.69	\$11,145.98
<b>Total</b>	<b>\$1,567,793.00</b>	<b>\$2,356,680.61</b>	<b>\$3,924,473.61</b>

### *Framingham CPA FY2023 Expenditures:*

FY2023 was the first year that the CPC reviewed applications for CPA funding. While ten (10) projects were approved for CPC funding in the Spring of 2023, these projects did not become active and no project funding for them was expended in FY2023. The CPC had actual expenditures of approximately \$20,000 in FY2023 for Administrative purposes. There were no expenditures for paid staff. The total CPA fund balance, in all CPA accounts, as of the end of FY2023 (June 30, 2023) was \$3,904,534.38.

### **Framingham CPA FY2023 Project Funding Commitments:**

In 2023, Framingham committed \$1,549,000 in CPA funds to ten Community Preservation projects. 78% of the funding for approved CPA projects was committed to Open Space and Recreation projects, and 22% was committed to Historic Preservation projects. In our inaugural year of funding, we had no applications for Community Housing projects. Funds to pay for these approved CPA projects are now set aside in a dedicated CPA Special Purpose account, until expended on approved project expenses.

<b>APPROVED FY'23 CPA WITH FUNDING</b>			
<b>Project ID</b>	<b>Project Title</b>	<b>Funding Source</b>	<b>Amount</b>
<b>CPA CATEGORY: OPEN SPACE / OUTDOOR RECREATION</b>			
CPA23-002	Framingham Accessible Dock (Waushakum)	CPA Fund Balance	\$ 110,000.00
CPA23-003	Universally Accessible Walking Trail with Scenic Viewing Platform - Carol Getchell Trail	CPA Fund Balance	\$ 250,000.00
CPA23-005	Arlington Street Park Construction	Open Space / Recreation Reserve Fund	\$ 382,755.00
		CPA Fund Balance	\$ 117,245.00
CPA23-006	Chris Walsh Memorial Trail Design	CPA Fund Balance	\$ 31,000.00
CPA23-008	103 Guild Road (Acquisition 11 Acres)	CPA Fund Balance	\$ 250,000.00
CPA23-016	Temple Street Park Improvements	CPA Fund Balance	\$ 34,000.00
CPA23-019	Design Study for New Community Gardens in Framingham	CPA Fund Balance	\$ 40,000.00
			\$ 1,215,000.00
<b>CPA CATEGORY: HISTORIC PRESERVATION</b>			
CPA23-009	Edgell Grove Cemetery Tomb House - Emergency Roof Repair	Historic Preservation Reserve Account	\$ 225,000.00
CPA23-013	Framingham History Center - The Academy Preservation and Accessibilty	Historic Preservation Reserve Account	\$ 39,000.00
CPA23-014	Framingham History Center - Edgell Memorial Library - Preservation and Restoration	Historic Preservation Reserve Account	\$ 70,000.00
			\$ 334,000.00
<b>Approved FY'23 Budget TOTAL</b>			<b>\$ 1,549,000.00</b>

### **CPA Fiscal Year 2024 Anticipated Funding**

#### **Projected Available New FY 2024 Revenues**

In FY 2024 Framingham anticipates generating about \$2,116,225 in CPA revenue, including revenues/receipts from both the local surcharge and the State match. This assumes an increase in Local CPA revenues of 2% over the actual revenues received in FY2023, and an expected State Match of 20% (which would be 20% of the actual FY2023 local revenues).

<b>CPA FY2024 Projected Revenue by Source</b>	
	<b>FY 2024 (Projected)*</b>
<b>Local Revenues (assumes 2% over FY2023)</b>	\$1,769,303
<b>State match - Nov 2023 (projected to be 20%)</b>	\$346,922
<b>Total</b>	<b>\$2,116,225</b>

The Community Preservation Act requires that communities spend, or set aside for future spending, a minimum of 10% of annual CPA receipts each for: Community Housing, Historic Preservation and Open Space/Outdoor Recreation. The remaining 70% of funds may be allocated to any eligible Community Preservation uses at the discretion of the CPC and subject to the approval of City Council. Up to 5% of annual revenues can be spent on administrative and operating expenses of the Community Preservation Committee. The FY2024 budget allocation of the anticipated 2024 CPA revenues includes 5% going to the administrative budget and 65% to the 2024 Budgeted Reserve for any eligible Community Preservation use, as well as 10% designated to each of the three specific spending categories, as required.

Figure 1 illustrates how the projected funds for 2024 will be allocated among the spending categories.

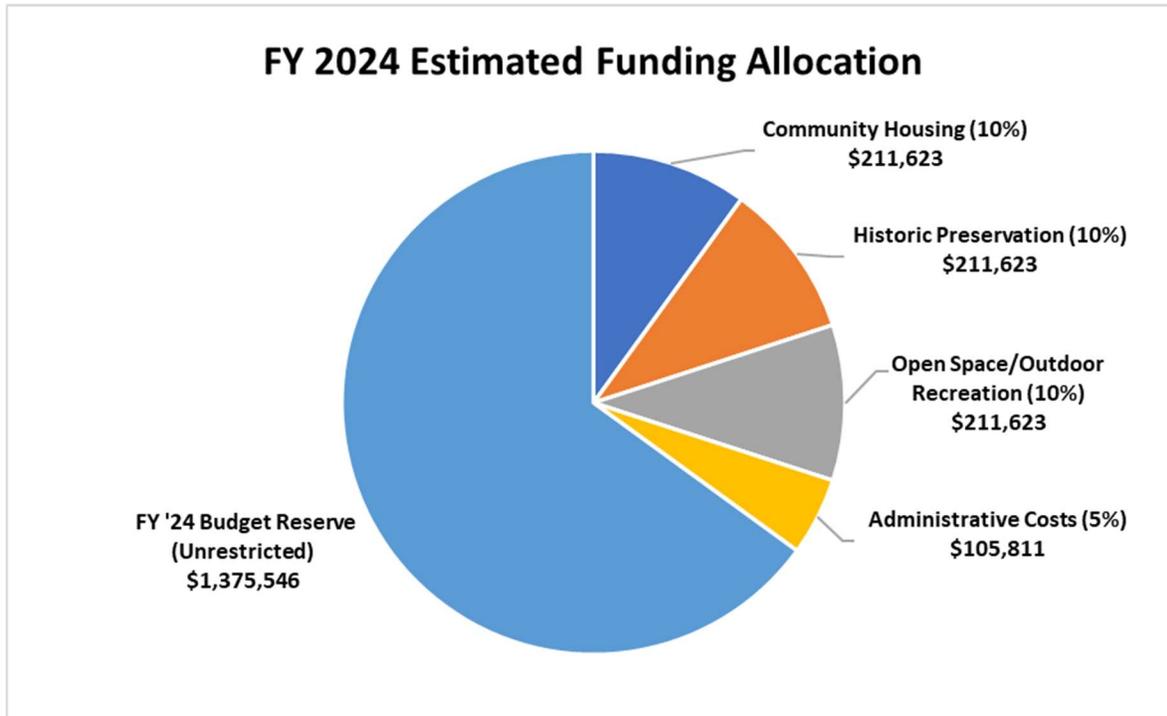


Figure 1 Anticipated Total FY24 Revenue Allocation

## Projected Available Revenues

In addition to the expected annual revenue for the coming program year, the available funds for projects in FY24 include dedicated Category Reserve Funds that remain uncommitted from prior years. Dedicated Category Reserve Funds carried over from FY2023 include \$48,755 reserved for Historic Resources, and \$382,755 reserved for Community Housing. In the future, Category Reserve Funds could also include funds that are returned after projects are completed under budget or if projects are cancelled. Funds in the three dedicated reserve accounts that were not spent in previous funding years, remain in those accounts and are added to the current year 10% allocation to each of the three dedicated funding categories. In addition, Framingham has a CPA Fund Balance account with \$1,924,024 collected in prior years that has not been committed to approved projects or used to pay for past year’s administrative expenses. Such CPA Fund Balance money collected from previous years may be committed to future approved CPA projects, without restriction.

\$2,355,534 in total is available from all CPA funds collected in prior years and which still remains uncommitted to existing projects. When added to the projected \$2,116,225 in revenue to be allocated in FY2024, the total CPA funds which could be committed in the FY24 funding round are projected to be approximately \$4,471,760.

A limited amount of administrative funds may also be made available on a case-by-case basis to support due diligence or project feasibility for projects that would be eligible for CPA funding but need additional information before the project can be recommended for funding. The use of administrative funds for this purpose is subject to availability and approval of the CPC.

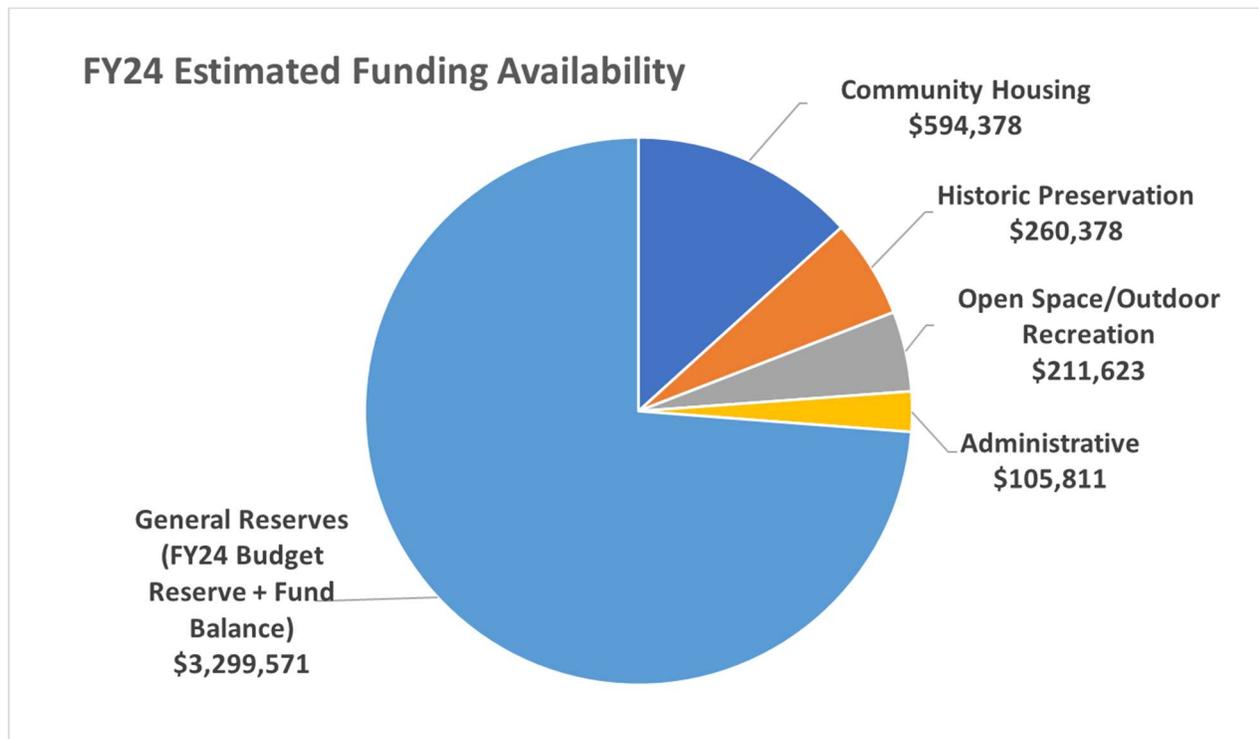


Figure 2 FY2024 Estimated Total Funding Available

### FY'24 CPA Account Summary

CPA Fund Accounts	FY'23 & Prior Year (Actuals)	FY'24 Estimated Budget	Total Available For FY'24
Community Housing	\$382,755	\$211,623	\$594,378
Historic Preservation	\$48,755	\$211,623	\$260,378
Open Space/Outdoor Recreation	\$0	\$211,623	\$211,623
Administrative		\$105,811	\$105,811
Budgeted Reserve		\$1,375,546	
CPA Fund Balance	\$1,924,024		
General Reserves (FY24 Budget Reserve + Fund Balance)			\$3,299,571
Totals	\$2,355,534	\$2,116,225	\$4,471,760

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# Appendices

## Appendix A: CPA FY24 Project Eligibility Form (Representation of Electronic Form)

	<h3 style="margin: 0;"><b>CPA FY24 Project Eligibility Form</b></h3>
<b>Refer to the CPA FY24 Project Eligibility Process and Instructions</b>	
Project Title:	
Project Street Address or Location:	
Name and Title of Authorized Representative or Contact Person:	
Applicant(s) and Sponsoring Entities:	
Mailing Address:	
Phone:	
Email:	
Property Owner, if different from Applicant:	
Property Owner's phone number:	
Property Owner's email:	

## CPA PROJECT DESCRIPTION

**1. There are four principal CPA Program Areas eligible for CPA funding: Open Space, Historic Resources, Outdoor Recreation, and Community Housing. Mark the area that best applies to your project.** You may mark more than one Program Area, as applicable under the CPA definitions, but this is less common.

- Open Space** – Land for wildlife or nature preserve, fields, forest land, wetlands, river, stream, lake and pond frontage, land to protect scenic vistas, watershed land, land to protect existing or future well fields, aquifers, and recharge areas, and land for recreational use. This category relates to natural resources.
- Historic Resources** – Buildings, structures, real property (a parcel of land and everything that is permanently attached), vessels, documents, or artifacts listed on the MA 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.
- Outdoor Recreation** – Land for active or passive recreational use, including, but not limited to, the use of land for community gardens, trails, parks, playgrounds, athletic fields, or land for non-commercial youth and adult sports. Includes recreation equipment and related amenities on recreation land. **Note:** Does **not** include indoor recreation, such as land for a stadium, gymnasium, or similar structure.
- Community Housing** – Housing for low and moderate-income individuals, families, and seniors. Moderate income is less than 100% and low income is less than 80% of the U.S. HUD (Housing and Urban Development) Area-wide Median Income (AMI).

**AFTER you have identified your CPA Program Area, please select as many of the following Eligible Program Area ACTIVITIES which apply to your proposed use of CPA funding:**

- Acquisition** refers to obtaining property interest by purchase, gift, devise grant, rental, rental purchase, lease or otherwise. (It only includes eminent domain taking as provided by G.L. c. 44B.)
- Creation** – To bring into being or cause to exist. Creation activity is **NOT allowed** for the **Historic Resources Program Area**. For example, historic interpretation, education or heightening awareness of history, the making of a video on the history of Framingham, oral histories, or digitizing historic documents would not be allowed because this is creating something new.
- Preservation** – Protect personal or real property from injury, harm, or destruction.
- Support** – is **ONLY allowed** for the **Community Housing Program Area** which can 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 the

entity that owns, operates, or manages such housing, for the purpose of making housing affordable.

- Rehabilitation and/or Restoration** – 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. Historic rehabilitation/ restoration work must comply with the U.S. Secretary of the Interior’s Standards for Rehabilitation. **Note:** For **Open Space** and **Community Housing**, this Activity **ONLY applies if the property was acquired or created with CPA funds**. Maintenance activities are **NOT eligible** for CPA funding.

**2. Provide a brief overview of your project. Describe the specific Eligible Activities for which you are requesting CPA funding. Identify any other project activities to be funded from other sources. (250 words or less)**

**3. Is your project located on city owned land, or a resource or asset owned, operated or under the control of a city entity?**

Yes City Entity:

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No

**4. Is your project located on other public land or a resource or asset owned, operated or under the control of a non-city government entity?**

Yes Government Entity:

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No

**5. Is your project on private land that is not owned by the Applicant?**

Yes Private Entity:

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No

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**6. Briefly describe the benefits your project will provide for the community.  
(200 words or less)**

**7. Provide estimated budget information, if available.**

<b>CPA Funds Requested</b>	<b>Total Project Cost</b>
\$	\$

## Appendix B: CPA Project Full Application Instructions

	<h3 style="margin: 0;">CPA Project - Full Application Instructions FY 2024</h3>
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1. A Full Application will be accepted ONLY after the Community Preservation Committee has reviewed and approved the Applicant's CPA Project Eligibility Form and issued a Project Tracking Number for the Applicant to use on the Full Application and in future correspondence.
2. All application questions must be answered fully. The CPC will consider an application incomplete if any of the requested information is missing. This could lead to rejection of the application.
3. Limit answers to the space provided, so they are fully viewable, without scrolling.
4. Submission deadline is **November 15, 2023**.
5. **Submit one (1) printed copy** (unbound for reproduction) of the **Full Application (Cover Page and Questions) and all Appendices to the CPC** (as provided below). Application must include:
  - a. Full Application Cover Page and complete responses to all Questions. (*Questions Not Applicable to your project may be answered with N/A.*)
  - b. All Appendices, in order, by Appendix letter and name, as listed in the CPA Full Application. (*Appendices Not Applicable to your project may be answered with N/A.*)
6. **Submit the Full Application and all Appendices ELECTRONICALLY.**
  - a. Use the **CPA Full Application Electronic Submission Form** to upload these Application materials: the Full Application and the Appendices files, preferably in Portable Document Format (PDF) or other commonly used file formats.
  - b. Applicants **MUST** submit the Full Application (Cover Page and Application Questions), which is a Fillable Form, as the first Electronic Document submission. This document should be saved as "CPA24-xxx \_\_\_\_\_ Application", where xxx is your assigned project number followed by a few words to delineate the site or topic of your proposal, followed by the word "Application". (*Example: CPA24-32 River Park Application*)
  - c. Applicants should upload all Appendices as a single document, in the order of the Appendix letters. If it is not practical to include one or more of the Appendices in the combined Appendix Document (such as an environmental study comprising many pages or Architectural Plans) then upload them separately. The PDF with all or most Appendices should be named "CPA24-xxx Appendices". If some Appendices are uploaded separately, name the document with "CPA24-xxx Appendix \_\_", which identifies the Appendix by letter.
  - d. Applications will not be accepted until Electronic Submission of all application materials is complete.
7. **Applicant Declaration Signature Page(s)** must be hand signed and dated by all Applicants and Co-Applicants. It should be provided as **Appendix A**. Link to **Applicant Signature Page** here.

**Deliver the hard copy of the CPA Project – Full Application submission to:**

*Framingham CPC, c/o Division of Planning and Community Development, Room 121  
150 Concord St., Framingham, MA 01702*

## Additional Application Submission Guidelines

1. A clearly defined scope of work for proposed project is required.
2. Existing conditions and restrictions (deed, preservation, conservation, or other) should be clearly identified.
3. **Budget Summary Form** should include administrative expenses (closing costs, registering the deed, legal notices, etc.) associated with the project in “Soft Costs”. Projects involving hard “Construction Costs” should also include a contingency added to those cost on the Form. **Housing Service Projects Only:** Indicate budget for direct financial support under the heading “Study” for purposes of this application. Form should be provided in **Appendix E**. Link to **Budget Summary Form** here.
4. Include itemized budget details as well as a detailed explanation of how the budget was derived. Applicants should obtain professionally prepared estimates on vendor letterhead for the purpose of estimating project costs. If formal estimates are not available, an explanation of why, and in their place, a “ballpark” cost estimate should be provided. Include in Appendices F and G, as appropriate.
5. Per CPA legislation, city departments and organizations cannot be reimbursed for their general overhead expenses such as staff time, copies, shipping, travel costs, etc. Only expenses directly associated with an eligible CPA activity and not covered under an existing funding source may be included in a project budget as a CPA covered expense.
6. Include all foreseeable expenses, such as permitting, and source of funding for each activity.
7. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year (begins July 1 and ends June 30).
8. The Application Signature page must be signed and dated by all Applicants and Co-Applicants. The public entity that controls a public site must be either an Applicant or Co-Applicant.
9. Supplemental information that is useful for consideration may be provided in Appendix O.

## Other Guidelines

1. **Community Preservation Plan.** In order to answer questions 2 and 3 of the Full Application, you must review the Community Preservation Plan and the Plan Update. This will provide you with information on community needs and goals, as well as the CPC’s priorities as identified in the General Criteria and CPA Program Criteria.
2. **City property:** If the Applicant is proposing a project on City-owned property, either the Applicant or Co-Applicant **must** be the public entity that has custody of the land.
3. **Public procurement and prevailing wage laws.** Refer to the Community Preservation Coalition webpage about [procurement requirements](#) for CPA projects and whether procurement requirements might apply. The City’s Procurement Officer in the Finance Department may be able to assist City Departments in determining such requirements.
4. **Appraisals:** The City cannot appropriate more than the appraised value to acquire a real property interest. If the requested funds are for acquisition of real property or an interest in it, an independent property appraisal at the Applicant’s expense is required. No funding decisions will be made without an appraisal.
5. **Professional Standards:** Plans, appraisals and other professional reports must be prepared and include the professional stamps of project architects, landscape architects, engineers, or other certified professionals, licensed in the Commonwealth of Massachusetts.
6. **Historic projects:** Applicants of proposed historic-funded activities must refer to the Community Preservation Coalition webpage about [Historic projects](#) to ensure the applicant understands the requirement that the planning and execution of CPA funded historic activities must meet the [U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties](#) .

## **Appendix C: CPA Project – Full Application FY2024**

Fillable Full Application and related forms can be downloaded from CPC webpage:  
<https://www.framinghamma.gov/3286/Community-Preservation-Committee>

	<p><b>CPA PROJECT</b></p> <p><b>FULL APPLICATION FY2024</b></p> <p><b>COVER PAGE</b></p>
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### **A. Project Information**

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

**Project Location:** \_\_\_\_\_

**Project Tracking Number (assigned by CPC):** \_\_\_\_\_

**CPA Program Category:** (indicate all that apply):

- Open Space   
  Historic Preservation   
  Community Housing   
  Outdoor Recreation

**CPA Funding Request:** \_\_\_\_\_ **Total Project Budget:** \_\_\_\_\_

### **B. Applicant Information**

**Authorized Representative with Title and Affiliation:**

\_\_\_\_\_

\_\_\_\_\_

**Applicant(s) / Sponsoring Organization(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Co-Applicant / Sponsoring Organization:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

## C. CPA Full Application – Questions

*Note: Applications will be returned as incomplete unless all relevant requested information is provided, including all applicable Appendix documentation. Please respond thoroughly to each of the questions below. It is recommended that you draft your responses to the narrative prompts and then copy them into the form when you are ready to submit it.*

### 1. Project Overview

Provide a detailed project description, including details of the project site.

### 2. Community Benefits and Local Needs

How does the project address local needs or goals identified in the Community Preservation Plan or other City Plans and how does it benefit the community? What populations will it serve?

### 3. Meeting Priorities in the Community Preservation Plan

- a) How does the project meet the **General Criteria**, and the **CPA Program Category Criteria** found in the Community Preservation Plan (CPP)?
- b) How will your project incorporate Universal Design and other best design practices? If the project falls under ADA and/or MAAB regulations, please explain how it will comply with those requirements.
- c) How might your project positively impact the natural environment, such as reduction to the carbon footprint? Identify any sustainable design practices to be incorporated into the project. How might your project adversely impact the natural environment, such as erosion or loss of biodiversity? What best environmental practices or measures will be taken to mitigate potential negative impacts?

### 4. Planning and Permitting

- a) What, if any, site or design planning, environmental studies, or assessments are required to undertake this project? Who will be responsible for these activities? What is the expected cost and proposed source of funding for these activities? Provide current site and design plans in **Appendix I** and completed environmental studies in **Appendix L**.
- b) What, if any, City or State environmental permits, zoning, or other City or State regulatory permits or approvals will be necessary to implement this project? Who will be responsible for securing each of them? What will be the expected cost and source of funding for each required regulatory activity?

*Note: Be sure to include Planning and Permitting budget data in **Appendices E and F**, clearly showing the proposed source of funding for each, as applicable.*

## 5. Community Support

What is the level of support for this project from the community and the City? Include letters of support in **Appendix B** of this application.

## 6. Budget Information

- a. **Scope:** Provide a detailed description of the specific tasks that will be carried out using CPA funds. If the project has multiple funding sources, identify each non-CPA funding source, and describe the tasks that will be carried out with each.
- b. Attach a completed **Budget Summary Form**, under **Appendix E**. *Note: This is a separate fillable spreadsheet.*
- c. **Cost Estimate:** Explain how the total CPA funding request was determined? Attach documentation, including any cost estimates obtained from vendors, under **Appendix F**.
- d. **Funding Sources:** Explain the **status** of each non-CPA funding source identified for this project in Appendix E, the Budget Summary Form, i.e., will submit application on X date, applied on X date, received award notification on X date, funds on hand, etc. For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in **Appendix G**.

STATUS OF FUNDING SOURCES			
	SOURCE	SECURED? (Yes/No)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			

- e. Identify and describe any in-kind contributions (such as donations of equipment, property, or volunteer labor) which will contribute to completion of the project.

- f. If the project proposal is for a community housing development or rehab project, submit three budgets as attachments: Development, Sources and Uses, and Operating Budgets, in **Appendix H**.
- g. For multi-year projects, detail the annual funding requirements.

## 7. Timeline

Provide a timeline with **all major milestones** including anticipated **project start date, planning and permitting, construction start date**, and expected **project completion date**. Note: *Project activities funded in this Fiscal Year by CPA will need to be completed within three years of your CPA award.*

## 8. Implementation

Provide Project Manager contact information if different from Applicant:

Name: \_\_\_\_\_

Title/Credentials: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

## 9. Historic Projects

Historic projects must comply with the U.S. Secretary of the Interior's Standards for Rehabilitation, as required by the CPA Legislation. Describe how the applicant will ensure compliance with these standards as the project is ongoing. Provide documentation of historic status of the property in **Appendix M**. Has the project been reviewed by the Framingham Historical Commission? Do they support the project? Include any letters of support in **Appendix B**.

## 10. Ownership and Control of Project Site

Identify the owner / legal controlling party or parties of the project site, and the status of projected changes to site control that are in process or as contemplated (as applicable). Identify role of owner(s) or controlling party(ies) in this Application, and status of authorization of such entity for this Application. Provide documentation of site control in **Appendix D**. Clearly delineate boundaries of ownership / site control in site plans provided in **Appendix I**.

### 11. Required Restrictions:

Please identify any existing deed restrictions and the parties who hold these restrictions. If a Conservation Restriction (CR) or Preservation Restriction (PR) or other deed restriction will be required, identify the entity who will hold the restriction.

**12. Public Access:** If the project entails a privately-owned (including private non-profit) asset, describe how the public can enjoy the proposed CPA-funded improvements. If historic preservation, are the improvements visible to the street? Can the public currently enter the building or property? Can public use be expanded or ensured? Note, a public access agreement may be required as a condition of a grant.

### 13. Long Term Maintenance Plan (as applicable)

How will ongoing maintenance of completed projects be funded and by whom? *Note: CPA Funds MAY NOT BE USED FOR MAINTENANCE.*

## Appendices

*Notes: Provide ALL Appendices to your application, as a Single PDF Attachment.*

*If an Appendix is not applicable to your project, indicate it with N/A, after the Appendix title.*

- **Appendix A: CPA APPLICANT DECLARATION SIGNATURE PAGE**, signed by All Applicants and Co-Applicants (including the entity with ownership or site control of the project site).
- **Appendix B: Letters of support** by community members or groups, and by municipal departments, divisions, boards, and commissions-
- **Appendix C: Visual project documentation** – To help explain the project, provide digital photographs or drawings of the proposed project site or historic resources, as applicable. Provide an aerial photograph, map or sketch of the project in its neighborhood.
- **Appendix D: Project site control** – provide documentation that shows the Applicant or Co-Applicant has control over the site, such as: Purchase and Sale Agreement, option, or deed, or other documented evidence of authorization from the property owner in order to proceed with the project.
- **Appendix E: Budget Summary Form** – Provide a copy of completed Budget Summary Form.
- **Appendix F: Cost Estimates** – Provide back-up documentation, i.e., itemized budget details, and other information to support proposed budgets.
- **Appendix G: Funding Sources Documentation** – Letters of commitment for funding and bank statements, as applicable, should be provided as back-up information to proposed budgets.

- **Appendix H: Community Housing Budgets**
- **Appendix I: Site and Design Plans** – For projects involving construction, rehabilitation, site acquisition, easements, or other interests, provide floor plans and elevations, including the existing conditions and proposed site plan(s), as applicable. Professionals attesting to drawings, etc. must be licensed by the Commonwealth of Massachusetts
- **Appendix J: Natural Resource limitations documentation**, e.g., wetlands maps and USGS maps.
- **Appendix K: Property Appraisal** – For acquisition of real property or an interest in it, provide a property appraisal, prepared by an independent professional appraiser, certified in Massachusetts.  
*Note: Acquisition of real property may not exceed the appraised value.*
- **Appendix L: Environmental documentation** that confirms proposed site is free of hazardous materials or that there is a plan in place for assessment and/or remediation. This can include 21E findings. Provide additional environmental studies or documentation, as relevant.
- **Appendix M: Historic Preservation projects** – provide record of easements, Massachusetts Historic Commission Historic Inventory sheet, or other evidence of the resource’s historic status. Also, include a Historic Structure Report or existing conditions reports, with photographs.
- **Appendix N: Non-Profit organizations** must include a copy of 501(c)(3) certification, and the most recent financial audit or most recent financial statement.
- **Appendix O: Additional Materials** – Materials the applicant deems useful for consideration of their application.

## Appendix D: Budget Summary Form

Fillable Budget Summary Form can be downloaded from CPC webpage:

<https://www.framinghamma.gov/3286/Community-Preservation-Committee>

<b>BUDGET SUMMARY FORM</b>					
CPA FY24 FUNDING CYCLE					
CITY OF FRAMINGHAM, MASSACHUSETTS					
Summary of Project Costs					
<b>Project Name:</b>					
<p><i>Please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission. Budget should include cost of permanent CPA dedication sign if requesting acquisition or construction funds. (Leave any category blank if not applicable to your project. Use whole dollar amounts only.)</i></p>					
Proposed Source	Expenses				
	Study	Acquisition	Soft Costs*	Construction**	Total
1 Framingham CPA					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
<b>Total Project Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<p>* Soft costs include site development costs, such as architecture, engineering, design, professional services, permitting fees, site analysis, closing costs, legal, etc. (not the actual construction)</p> <p>** Construction includes direct contractor labor and material cost for construction, preservation, rehabilitation, restoration, and/or accessibility work. A contingency of 15% is strongly recommended for Construction projects.</p>					

## Appendix E: Applicant Signature Page

Fillable Applicant Signature Page can be downloaded from CPC webpage:  
<https://www.framinghamma.gov/3286/Community-Preservation-Committee>



### CPA APPLICANT DECLARATION SIGNATURE PAGE

**I or my organization has approved this CPA Application submission to the Community Preservation Committee. To the best of my/our knowledge and belief, all information in this Application is true.**

**Project Title:**

**Applicant's Authorized Representative:**

Organization:

Authorized Representative's Name:

Email:

Phone:

\_\_\_\_\_  
Signature of Authorized Representative and Title

\_\_\_\_\_  
Date Signed

**Co-Applicant / Property Owner's Authorized Representative (if applicable):**

Organization:

Authorized Representative's Name:

Email:

Phone:

\_\_\_\_\_  
Signature of Authorized Representative and Title

\_\_\_\_\_  
Date Signed

=====

**For Historic Preservation Projects Only** – Please check box to acknowledge:

I/We have read the [U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties](#) and understand that planning for and execution of this project must meet these standards.

=====

*Note: Applicant Declaration Page(s) signed by Applicant and Co-Applicant to be submitted as **Appendix A**.*

## **Appendix F: Electronic Submission Form**

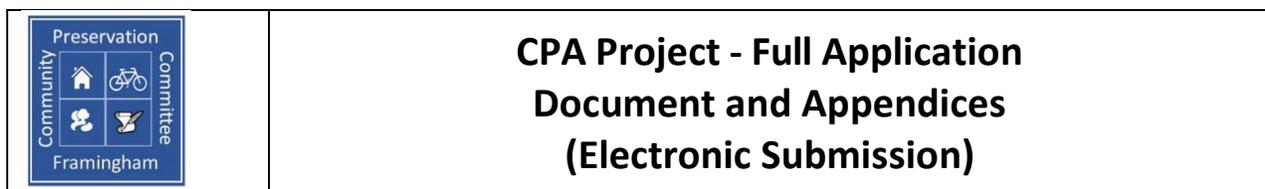
Electronic Submission Form can be accessed via the CPC webpage:

<https://www.framinghamma.gov/3286/Community-Preservation-Committee>

or the following link to the City’s Form Center:

<https://www.framinghamma.gov/FormCenter/CPC-32/CPA-Project-Full-Application-Document-an-115>

Representation of Electronic Submission Form for Full Application and Appendices



Applicant must provide an electronic version of the Full Application and the Appendices, preferably in Portable Document Format (PDF) or other commonly used file formats, by the Application deadline of November 15, 2023.

**Please read CPA Project – Full Application Instructions FY2024 carefully.**

**PROJECT INFORMATION**

Project Title:

Project Tracking Number:

Submission Date of one Hard Copy of Full Application and all Appendices:

Applicant / Sponsoring Organization:

Applicant’s Contact Person:

Contact’s E-Mail:

Notes (if needed):

**Attach CPA Project – Full Application FY 2024 (all pages) with the Application Cover Sheet filled in and with all Application Questions answered.**

**Attach all Project Appendices in one document, as practical.**

**Attach large Appendix documents separately, as necessary.**

(See CPA Project – Full Application Instructions FY2024 for info on naming these files)

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CPA Project – Full Application

Application Appendices Document

Additional Appendix Material

Receive an email copy of this form.

Email address

## *Appendix G: CPC Application Evaluation Matrix (Draft)*

### CPC APPLICATION EVALUATION MATRIX: 12/05/2022

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
<b>Application Completeness</b>					
<b>Responses</b>	All questions answered; all essential information provided	Some questions unanswered; all essential information provided		Many questions unanswered OR essential information is missing	
<b>Documents</b>	All requested documents provided	Some documents missing, but are not immediately essential for evaluation		Essential documents missing	
<b>Project purpose, goals, community support</b>					
<b>1. Addresses needs, goals, and priorities in Community Preservation Plan (CPP)</b>	Strongly addresses	Generally addresses	Weakly addresses	Does not address	
<b>2. Consistent with priorities in other relevant City plans</b>	Fully consistent	Generally consistent	Weakly consistent	Not consistent	
<b>3. Supported by City Boards, Commissions, Departments</b>	Strong support	Some support	Limited support	No apparent support	
<b>4. Supported by community and diverse resident populations</b>	Positive comments and letters of support from diverse populations	Positive comments and letters of support from community	Mix of positive and negative comments and letters	Most public comments oppose project; no letters of support	
<b>Value created for Framingham</b>					
<b>5. Project visibility</b>	High visibility	Good visibility	Low visibility	Not visible	N/A
<b>6. Broad community benefits</b>	Broad segments of City will benefit	Some segments of community will benefit	Limited benefits to community	No apparent community benefits	N/A
<b>7. Public access to project</b>	Excellent access	Good access	Limited access	No apparent access	N/A
<b>8. Benefits underserved geographic areas / populations</b>	Strongly benefits	Good benefits	Limited benefits	No apparent benefits	N/A

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
<b>9. Supports needs of at risk populations (e.g. elderly, low income, veterans)</b>	Significantly supports needs	Supports some needs	Limited support of needs	Does not support needs	N/A
<b>10. Addresses accessibility and needs of people with disabilities</b>	Includes comprehensive universal design or ADA/MAAB requirements	Includes some universal design and support for accessibility	Limited effort to support accessibility	No apparent effort to address accessibility	N/A
<b>11. Saves valued resource(s) that would otherwise be threatened or lost</b>	Valued resource will be lost without <u>immediate</u> intervention	Valued resource may be lost without <u>near-term</u> intervention			N/A
<b>12. Protects natural environment</b>	Significantly contributes to protection of natural environment	Contributes to protection of natural environment	Minimally contributes to protection of natural environment	Degrades natural environment	N/A
<b>13. Deploys sustainable design practices and addresses climate resiliency needs</b>	Significantly incorporates these practices; addresses climate resiliency needs	Deploys some of these practices; addresses some of these needs	Shows little effort to deploys these practices or address these needs	Shows no effort to deploys these practices or address these needs	N/A
<b>Strategic considerations for CPA funding</b>					
<b>14. Leverages other public and/or private funding sources</b>	Significant additional funding commitments secured	Some additional funding commitments secured	Seeking additional funding, but no commitments secured	No apparent effort to secure additional sources of funding	
<b>15. Includes donated material and labor or in-kind contributions</b>	Significant material/labor donations or in-kind contributions committed	Some material/labor donations or in-kind contributions committed	Potential donations or in-kind contributions identified; not secured	No donations or in-kind contributions identified	N/A
<b>16. Addresses urgent or long-standing needs</b>	Addresses <u>urgent</u> need	Addresses <u>long-standing need</u>			N/A
<b>17. Addresses exceptional time-sensitive opportunities</b>	Addresses <u>exceptional</u> time-sensitive opportunity	Addresses <u>time-sensitive</u> opportunity			N/A

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
<b>18. Addresses two or more CPA categories</b>	Addresses Open Space or Recreation, and Housing	Addresses any two or more CPA categories			
<b>19. Catalyst for transformative change to enhance aesthetics, connectivity, and/or quality of life beyond the project</b>	Compelling information provided demonstrating transformative change will result	Some information provided that transformative change may result			N/A
<b>Likelihood of project success</b>					
<b>20. Project management expertise and availability (i.e., time dedicated to project)</b>	Project manager named has <u>all</u> necessary skills and experience, and sufficient availability	Project manager named has <u>some</u> relevant skills and experience, and sufficient availability	Project manager named has <u>limited</u> qualifications or limited availability	Proposed manager not named or lacks needed qualifications or availability	
<b>21. Project team qualifications</b>	Team includes all disciplines and skills needed to ensure project success		Team appears to include all disciplines and skills needed to ensure project success	Team does <u>not</u> include all disciplines and skills to ensure success	
<b>22. Project plans</b>	All required plans provided with all needed details; plans stamped by qualified professional (as appropriate)	Required plans provided with sufficient details; plans stamped by qualified professional (as appropriate)	Plans provided, but lack needed details OR plans not prepared by a required qualified professional	Plans insufficient or not provided	N/A
<b>23. Realistic and informed project budget</b>	Budget is both realistic and fully documented, with professional cost estimates or firm quotes	Budget is realistic, though not fully documented with professional cost estimates or firm quotes		Budget lacks clarity and documentation or is unrealistic	
<b>24. Realistic timeline and milestones</b>	Timeline is realistic and logical with clear and specific milestones	Timeline appears realistic and has relatively clear milestones	Timeline is generic, lacks detail and/or requires clarification	Timeline does not reflect an understanding of project requirements	

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
<b>25. Project permitting</b>	All necessary permits approved	Needed permits identified and in process	Needed permits identified but process not begun	Need for permits not identified OR not likely to be secured	N/A
<b>26. Long-term maintenance plan and budget</b>	Maintenance plan is <u>detailed</u> , realistic, and <u>commits</u> funding and responsibility for ongoing maintenance	Maintenance plan is realistic and <u>identifies</u> <u>potential</u> funding sources and responsibility for ongoing maintenance		Maintenance plan insufficient or unrealistic	N/A