



David B. Cohen
Mayor

City of Newton, Massachusetts Community Preservation Committee



MEMORANDUM

DATE: 21 October 2009
TO: Mayor Cohen, the Honorable Board of Aldermen,
and future proposal sponsors
FROM: Community Preservation Committee
ABOUT: **process for considering supplemental funding requests**

At its 21 October 2009 meeting, the Committee unanimously approved the following process for considering supplemental funding - additional funds for projects previously recommended by the CPC and funded by the Board of Aldermen.

The Community Preservation Committee will apply this process optionally, on a case-by-case basis, and reserves the rights: (1) not to consider specific supplemental requests, (2) not to consider full proposals that seem premature or vague, and therefore likely to require completion or correction through later supplemental requests, and (3) to apply the full, regular proposal process to any supplemental request that in the CPC's judgment significantly alters the scope, cost, or both of a previously recommended and funded project.

1. The Community Preservation Committee will consider supplemental requests only at the beginning of each regular annual funding round, so that the Committee may evaluate the combined impact of supplemental requests on the funds available for new proposals.

AT LEAST 3 MONTHS BEFORE THE CPC'S ANNUAL FUNDING DEADLINE, sponsors should ask the CPC for a determination about whether the Committee will apply either this supplemental process, or the regular proposal process, to their request. This gives sponsors time to prepare and submit a full proposal, if the Committee decides to apply the regular process.

2. If the Committee agrees to apply the supplemental request process, the funding request may refer to, rather than repeat, most work done for the original full proposal, including submission of full proposal form with all required attachments, Law Dept. review of funding eligibility, sponsor presentation at formal public hearing, and CPC recommendation.
3. *BY THE CPC'S ANNUAL FUNDING DEADLINE*, the sponsor of a supplemental request must submit a one-page justification for the requested funding, showing how these funds would be used for purposes allowable under the Community Preservation Act; and must then present that justification at a public working session with the CPC.
4. If the Committee votes to recommend supplemental funding, it will forward a short supplemental recommendation to the Board, referencing its original recommendation for the project as a whole.
5. These supplemental CPC recommendations will then be subject to: the regular CP appropriations process used by the Board of Aldermen, including referral to any appropriate Board committees; and to a full Board appropriations vote, as required by the Community Preservation Act.

Supplemental requests process diagram on page 2. →

CONTACT: Alice E. Ingerson, Community Preservation Program Manager,
aingerson@newtonma.gov, 617.796.1144

Newton Community Preservation Program

User's Guide to SUPPLEMENTAL REQUESTS PROCESS

Other than proposal deadline, dates are approximate.
 With prior written approval of the Community Preservation Committee, shaded steps may be omitted for SUPPLEMENTAL REQUESTS only.

