

City of Newton



Setti D. Warren
Mayor

**City of Newton
Community Preservation Program**



PROPOSAL & PROJECT HANDBOOK

SUBMISSIONS & DEADLINES

Pre-proposals are required and are accepted on a rolling basis for discussion at every regular monthly meeting of the Community Preservation Committee. Pre-proposals should be submitted as far in advance as possible, to help the Committee reserve funds for worthwhile future projects, but the last possible date to submit a pre-proposal for the next regular funding round is **1 July 2012**.

This *Handbook* is designed for use with the *Newton Community Preservation Plan*, which consists of:

- ◆ current [Priorities](#) (revised every 2-3 years with community input)
- ◆ long-term [Guidelines](#) (revised as needed, but less often than priorities)

Please read both of these documents and this *Handbook* carefully before starting to prepare your required pre-proposal.

This *Handbook* contains:

- ◆ **Allowable Uses of Community Preservation Funds**
- ◆ **Summary of Newton Funding Guidelines & Priorities**
- ◆ **Proposal & Project Process** (diagram)
- ◆ **Proposal & Project Instructions**
- ◆ **Form for Pre-Proposals and Proposals** — online form is read-only, ask staff for computer-fillable versions

ADDITIONAL COPIES

of all funding guidelines & forms are available from
Alice E. Ingerson, Community Preservation Program Manager, aingerson@newtonma.gov,
617.796.1144, or online from www.newtonma.gov/cpa/program.htm

Newton, Massachusetts COMMUNITY PRESERVATION PROGRAM

ALLOWABLE SPENDING PURPOSES as defined in the Community Preservation Act

<p style="text-align: center;"><i>Newton Program Community Preservation Program website</i></p> <p style="text-align: center;">www.ci.newton.ma.us/cpa/</p> <p style="text-align: center;"><i>includes funding priorities & guidelines, proposal forms, reports on current status of proposals & projects, annual & cumulative reports, and more.</i></p>	Community Housing	Historic Resources	Open Space	Land for Recreational Use
	<i>housing for individuals and households with low (below 80% of area median, as defined by U.S. Dept. of Housing & Urban Development) and moderate (below 100% of area median, as defined by HUD) incomes, including housing for seniors</i>	<i>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</i>	<i>includes, but is not limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use</i>	<i>for active or passive recreational use including, but not limited to, community gardens, trails, noncommercial youth and adult sports; and use as a park, playground or athletic field but not for horse or dog racing or for a stadium, gymnasium or similar structure</i>
ACQUIRE obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise	YES	YES	YES	YES
CREATE	YES	NO	YES	YES *
PRESERVE protect from injury, harm, or destruction (... not maintenance)	YES	YES	YES	YES
SUPPORT	YES, including funds for an affordable housing trust	NO	NO	NO
REHABILITATE / RESTORE <ul style="list-style-type: none"> - remodeling - reconstruction - extraordinary repairs for the purpose of making [resources] functional for their intended use - including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes 	YES, IF acquired or created with CP funds	YES **	YES, IF acquired or created with CP funds	YES, IF acquired or created with CP funds

* From Supreme Judicial Court Ruling 10135, 24 October 2008: [CPA funds may be appropriated] ... for the creation of land for recreational use, not the creation of new recreational uses on existing land already devoted to that purpose. ... Land for recreational use is not being created where a municipality chooses simply to enhance or redevelop that which already exists as such. However, to the extent that a municipality chooses to convert land that had been used for a purpose other than recreational use, including blighted land, or land that, at some point in the past, ceased to exist for recreational purposes, that action ... would constitute the creation of land for recreational use, and CPA funds could be appropriated for the necessary costs of the project.

** For historic resources, proposals in Newton must comply with the *U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties* (www.nps.gov/history/hps/tps/standards_guidelines.htm), which include guidelines specifically for landscapes (www.nps.gov/hps/hli/landscape_guidelines).

This chart was DEVELOPED & ADAPTED FROM a handout prepared by the Massachusetts Department of Revenue for an April 2007 Community Preservation Coalition workshop on "Community Preservation Fund, Budgeting and Finance Issues." The original DoR handout is available on the Coalition's website: www.communitypreservation.org/DOR%20Guidelines.cfm

NEWTON COMMUNITY PRESERVATION PLAN

Proposal Review Criteria from the Funding Guidelines

Preserve Community Character ♦ Distribute Funds Fairly / Be Inclusive / Support Diversity

Make Projects Sustainable ♦ Use Funds Efficiently

Fiscal 2010-12 Funding Priorities

OVERALL

Newton should be proud of, and continue allocating funds relatively evenly across the four fundable resources: housing, historic resources, open space, and land for recreation; and encouraging projects that combine two or more fundable resources. In Fiscal 2010-12, the Community Preservation Committee will also

1. **Integrate Planning for CP Funds with Other Citywide Plans**, including the *Comprehensive Plan*, *Consolidated Plan* (housing & community development), *Open Space & Recreation Plan*, *Heritage Landscapes Report*, and *Capital Improvements Plan*.
2. **Give Priority to Projects That Use CP Funds to Leverage Other Funds**, especially projects that appear to benefit only a small area or a few residents, although the CPC will take into account that some neighborhoods have a greater capacity for fundraising than others.
3. **Require Pre-proposals** to help the CPC provide early advice that can strengthen full proposals; reserve funds for worthy future projects; and determine whether to accept full proposals off-cycle (outside a regular funding round).
4. **When Possible, Fund Programs Rather than Projects** Reviewing and funding multi-year, multi-site *programs* rather than single-site *projects* could improve the program's efficiency. Examples include the Newton Homebuyer Assistance Program or an affordable housing trust (mentioned in the CPA itself).
5. **Reserve Funds for Future Major Projects** The CPC aims to maintain a reserve of approximately one year's revenue (\$2 million) to reduce the need for future debt financing of major projects, especially open space acquisitions.
6. **Accessibility** For all fundable resources, the CPC will consider whether each proposed project can promote wider accessibility for people with disabilities.

COMMUNITY HOUSING

1. **Support Housing That Meets Goals in the *Comprehensive Plan***, for example, in mixed-use village centers and near transit. For sites in these locations, the CPC will consider proposals to cover predevelopment costs and planning, if the proposal sponsor can demonstrate clear site control.

HISTORIC RESOURCES

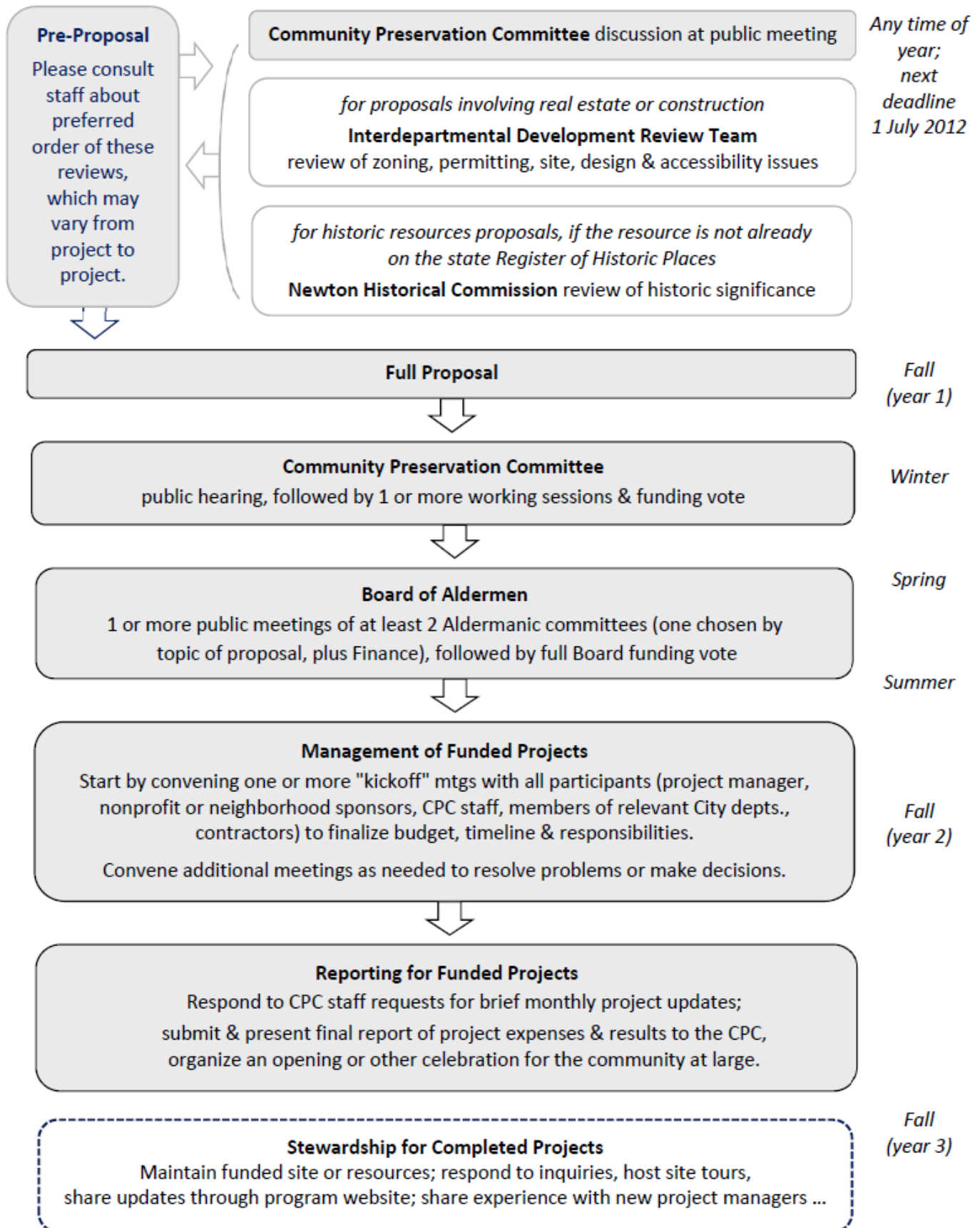
1. **Require compliance with federal standards.** See instructions at www.newtonma.gov/cpa/program.htm.

OPEN SPACE & LAND FOR RECREATIONAL USE

1. **Acquire Large Parcels, Especially Those With Habitat Value or Bordering Existing Open Space** Large, unfragmented parcels are of special value to wildlife and native vegetation; but small parcels can also be combined for larger impacts. The CPC will also encourage proposals that combine land and funding from Newton with land and funding from bordering CPA communities.
2. **Acquire Less Than Full Ownership of Land, or Land at Less Than Full Market Value** The CPC will encourage proposals in which property owners are willing to donate or sell land or conservation restrictions at below-market prices.
3. **Create or Preserve Linear Open Space and Paths** Ownership of corridors is often complex, so proposals must show clearly that proposed acquisitions do not involve land or property rights already in public ownership or otherwise protected; and must permanently protect any rights acquired with CP funds (usually by conservation restriction). Proposals for rehabilitation must show that they do not involve land already designated or used for public recreation.
4. **Create or Preserve Open Space and Parks Where They Are Currently Scarce** The CPC welcomes proposals for these resources in the city's most densely developed neighborhoods. *For discussion of special issues facing recreation projects, see the full version of these Priorities, online.*

Newton, Massachusetts Community Preservation Program PROPOSAL & PROJECT PROCESS

See separate process for housing proposals.



City of Newton

Fiscal 2012-13 Community Preservation Program

Pre-Proposal, Proposal & Project Instructions

The Community Preservation Act requires two bodies to agree on uses of CP funds. The Community Preservation Committee must assess community needs and recommend projects to the Board of Aldermen. The Board of Aldermen may appropriate up to the amount recommended by the CPC or may appropriate less (or no funding at all). The CPC may not appropriate funds directly; and the Board may only appropriate funding recommended by the CPC.

Public Information All major documents submitted for review of pre-proposals and proposals, or generated by funded projects, are made available to the public online from www.newtonma.gov/cpa/projects.htm. Full proposals are also made available at the Newton Free Library.

PRE-PROPOSALS

Contact Program Staff As soon as you have read through these instructions, contact Program Manager Alice Ingerson for an in-person walk-through of the guidelines & process: *phone* 617.796.1144, *email* aingerson@newtonma.gov.

If your project is for housing, start by contacting the City's Housing Planner Robert Muollo, Jr. (*phone* 617.796.1146, *email* rmuollo@newtonma.gov) **for the correct, separate form & instructions.** Housing pre-proposals use a separate process, which includes review by the Newton Housing Partnership.

Deadlines & Off-cycle Consideration Pre-proposals are accepted throughout the year. **The last date to submit a pre-proposal** for your full proposal to be considered in the next regular funding round is **1 July 2012**. Submit pre-proposals by email; no printed copies are required. If your project involves a unique opportunity that would be lost by waiting for the next funding round, ask the CPC about "off-cycle" consideration when you submit a pre-proposal.

Pre-Proposal Form Pre-proposals for historic resources, open space, and recreation land must be submitted on the attached form – essentially the proposal form minus most attachments. The online form is read-only, so ask staff for a computer-fillable version.

Citywide Plans The form asks you to cite existing plans such as the *Community Preservation Priorities & Funding Guidelines, Comprehensive Plan, Open Space & Recreation Plan, Consolidated Plan for Housing & Community Development*, or the *City's Capital Improvements Plan*. Most of these plans are linked online to www.newtonma.gov/cpa/program.htm. If you cannot find a relevant plan, ask staff for help.

Discussion with the CPC The CPC discusses pre-proposals at any of its public meetings, to:

- ◆ discourage proposals that cannot be made eligible, practical, or compelling, whether because of the project's characteristics or the sponsor's qualifications
- ◆ strengthen promising proposals that are premature, incomplete or poorly presented
- ◆ encourage the prompt submission of proposals that are ready for and deserve full review
- ◆ determine whether the CPC considers a proposal sufficiently time-sensitive to accept it "off-cycle," either before or after the next regular funding round
- ◆ determine whether the CPC will use the shorter, supplemental funding process for a particular request

Seek Other Sources of Funds & Broad Community Support Funding leverage increases the likelihood of being recommended for CP funds, and the CPC will not recommend certain types of proposals unless they have identified other sources of funding (see current CPC *Priorities* for details). You can use your pre-proposal as the "letter of inquiry" required by many private foundations before they will consider a full proposal. The proposal form also asks for 3 community contacts, as evidence of city-wide support for the proposal. No more than 1 of these contacts can be a Board member, supervisor, or employee of the project manager.

If your project involves real estate or construction, contact the City's interdepartmental Development Review Team (DRT) to schedule a required review of your pre-proposal (Eve Tapper, *phone* 617.796.1141, *email* etapper@newtonma.gov). Ask in advance what information they would like to see in addition to the standard pre-proposal. Weekly DRT meetings allow 40 minutes for discussion of each submitted project.

(pre-proposal instructions continue on next page →)

If your project involves historic resources that are not already listed on the state register of historic places, contact the Newton Historical Commission (Brian Lever, *phone* 617.796.1129, *email* blever@newtonma.gov) to schedule a required review of your pre-proposal and/or the 3 required historic resources attachments (see **F.** below). The CPC cannot recommend funding without the Commission's declaration that the resources involved are locally significant.

FULL PROPOSAL

Deadline & Copies Full proposals will not be accepted unless the CPC has first received and discussed a pre-proposal. The CPC will not consider late proposals, but see instructions above for using a pre-proposal to request off-cycle consideration. **For pre-proposals submitted by the 1 July 2012 deadline, the full proposal deadline is 4 pm, 3 November 2012.** 15 printed copies & 1 electronic copy (disk or email) of each full proposal must be received (not postmarked) by the deadline at: CP Program, Planning Dept., Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459.

Forms & Checklists Proposals for historic resources, open space, or recreation land must use the attached form and include attachments listed below. Online forms are read-only. Request computer-fillable versions from staff.

Historic resources proposals need additional attachments with separate instructions (**F.** below).

Housing proposals must use a separate form & instructions. To request these, contact Robert Muollo, Jr., Housing Planner, 617.796.1146, rmuollo@newtonma.gov.

Attachments Required for All Historic Resources, Open Space & Recreation Proposals

- A. Detailed Budget** Clearly identify all sources & uses of funds, distinguishing among
- ◆ total project cost
 - ◆ costs to be paid from CP vs. from other funds
 - ◆ hard vs. soft costs and contingencies
 - ◆ project management time (from contracted managers or existing staff)
- B. Photos** of existing site or resource conditions (2-3 may be enough) and MAP of project location in relation to nearest major roads or intersections (if a map seems irrelevant, confirm with staff that you can omit it)
- C. Project Team Qualifications/Experience**
- ◆ mission statement for sponsoring dept. or organization
 - ◆ finances: most recent annual operating budget (revenue & expenses) and annual financial statement (assets & liabilities) for sponsoring dept. or organization; include both public & private funding
 - ◆ track record: summary of similar projects completed by the project manager and by the dept. or organization
- D. Other Funding & Community Support:** commitment letters, letters of inquiry to other funders, fundraising plans, etc.; supportive letters, emails, petitions, etc. from residents, organizations, or businesses.
- E. Proposals for acquisition by the City, for investment in City-owned assets, or that involve City staff** (either as the project manager or in other roles) must:
- ◇ be listed in the City's *Capital Improvements Plan* as a priority for the year in which funds are requested
 - ◇ include a letter of support from the heads of the City department or commission that has or will take custody of the project site or in which the project manager is employed
 - ◇ City staff time to be paid for from the City's operating budget may be listed as an in-kind contribution, but if funds are requested to cover City staff time, that time must be shown clearly as a line item in the proposal budget.
 - ◇ The TIMELINE (p. 3 of the form) should list all work that to be done by City staff, regardless of who is sponsoring or managing the project. This includes bidding & procurement (state statutes MGL c. 30, 30B, and 149), permits or waivers, contracts, etc.
- F. Historic Resources Proposals** need special attachments to show compliance with the federal *Standards for the Treatment of Historic Properties*. See [separate instructions](#) from www.newtonma.gov/cpa/program.htm.

Attachments Required for All Proposals Involving Real Property or Construction

- G. Development Review Team (DRT)** review of site plans and preliminary designs. The CPC will not vote to recommend proposals in this category without DRT review. **See Pre-Proposal instructions above.**

(attachments checklist continues on next page →)

Attachments for real property or construction proposals, cont'd

H. Site Control & Ownership:

- ◆ Acquisition & development projects require permanent deed restrictions that must be approved by a state agency prior to release of CP funds. Examples include affordability restrictions for housing, historic preservation restrictions, & conservation restrictions. Consult staff for guidance.
- ◆ For property being acquired (either with CP funds or for a CPA-eligible use), a legally binding option, purchase & sale agreement, or deed; and a full appraisal by an independent, certified real estate appraiser.

I. Development Budget (Pro Forma) and 10-year Operating Budget

- J. Zoning & Permitting:** The required DRT review will help you identify relevant requirements. Include with your proposal site plans (existing and proposed); any zoning relief required; schedule for zoning review & permitting (both ordinary & special permits); written approval from or applications to any federal, state, or city agencies required to assist with or review the project; property history/environmental assessment, including prior owner and use/occupancy & plans/funding for remediating any hazards on the site (incl. but not limited to lead paint, asbestos, & underground storage tanks). Research on some aspects of property history can be done easily using Newton's online historic maps: www.newtonma.gov/MIS/GIS/maplist/HistoricMaps.htm

- K. Design & Construction:** floor plans, elevations, finishes, etc.; if sustainable or "green" materials and techniques will be used, please highlight them and estimate net costs/ benefits over the life of the project (energy, operation, disposal, replacement, etc.); evidence of compliance with building codes, accessibility requirements, and all other applicable laws & regulations.

FULL PROPOSAL REVIEW

The Community Preservation Committee

During the 6-9 months after you submit your full proposal, you should be prepared to attend a series of evening meetings with the CPC and the Aldermen, starting with:

- ◆ A CPC public hearing, to present your proposal and answer questions from the public and the CPC
- ◆ One or more CPC working sessions, to provide additional requested information or revise your proposal in response to suggestions by the CPC or any specialized advisors they wish to consult. The first working session will usually be on the same night as your public hearing, but the CPC may ask for additional working sessions.
- ◆ The project manager should be the primary presenter at all CPC and Board committee meetings. This allows the CPC and the Board to judge the manager's skills, commitment, and command of the project's challenges. You may bring as many additional supporters as you wish to these meetings.

The CPC uses due diligence at all stages of the process:

- ◆ For example, CP funds cannot be used for maintenance, yet inadequate maintenance can easily undermine the benefits created or preserved with CP funds. When reviewing a new proposal, the CPC takes into account the sponsor's and manager's past performance of both project management and maintenance.
- ◆ CPC funding recommendations identify key project outcomes that may only be changed with the explicit, written approval of the CPC or, for a few critical outcomes, with written approval from the Board of Aldermen. The CPC follows funded projects closely to ensure accountability for these outcomes.
- ◆ The CPC works with each proposal sponsor to resolve major concerns before recommending any project for funding, but the Committee's recommendation to the Board of Aldermen also acknowledges any remaining concerns or questions.

Board of Aldermen Committees

- ◆ If the CPC recommends your proposal, its recommendation will be referred to two or more Board committees. CPC members and program staff will attend these meetings, but the project manager will still be the primary presenter.

(proposal review process continues on next page →)

At each Aldermanic committee meeting, be prepared to:

- ◆ give a 5-minute proposal overview, answer questions, and provide extra copies of written materials (you may need to repeat some of this information at each meeting)
- ◆ provide additional requested information or revise your proposal in response to Board suggestions; note that major revisions during Board review may also require going back to the CPC for a new vote and revised recommendation

Full Board of Aldermen

Once all Board committees report out to the full Board of Aldermen, the full Board will vote on the CPC's funding recommendation. The acquisition of real property by the City of Newton and debt financing (borrowing authority) must be approved by 2/3 of the Board (at least 16 votes from the Board's total 24 members). Other decisions must be approved by a majority of the Aldermen present and voting.

Appropriated funds only become available when the City Clerk authorizes the Board Order, 20 days after a favorable Board vote.

MANAGEMENT & EVALUATION of FUNDED PROJECTS

Once your project is funded, you should convene a "project kickoff meeting" with all project advisors & participants, including City departments or community organizations, plus a CPC staff observer to:

- ◆ confirm the availability and responsibilities of the project manager and other key participants
The project manager bears the primary responsibility for completing the project on time and on budget. Grants are generally disbursed on a reimbursement basis. The project manager must submit reimbursement requests in a format that permits easy comparison of planned with actual expenditures for each major category.
- ◆ confirm major steps and schedule for completing the project
For projects involving construction or real property, this will often involve a second review by the City of Newton's Development Review Team (DRT), to double-check that the project's final budget and timeline include all required permits, approvals, waivers, etc.

The CPC recognizes that all projects evolve during their implementation:

- ◆ Project managers may adjust many aspects of a funded project as needed to solve problems or respond to new information, but should notify CPC staff of all significant changes, and should explain these changes in their regular updates and final report to the CPC.
- ◆ As noted above, changes that alter the "key outcomes" listed in the CPC recommendation require approval by the CPC, and may require approval by the Board of Aldermen.
- ◆ The CPC's regular reports to the community and the Board of Aldermen about funded projects, both at meetings and through the program website, include both progress and problems, such as delays caused by competing demands on the project manager's time.

Before the final payment is made for project services or materials, the manager must submit and present to the CPC a narrative final report on the project's successes and surprises, and a full record of actual vs. planned expenses.

The CPC and its staff monitor completed projects using site visits, interviews, and other tools, with the goal of learning which kinds of projects have provided the best long-term returns on initial investments of CP funds. The CPC may periodically ask you to:

- ◆ submit news and photos about your project's continuing benefits to the community (for example, the City of Newton monitors housing projects to make sure permanent affordability restrictions are honored)
- ◆ welcome visitors and respond to inquiries from the press or Board of Aldermen
- ◆ advise new proposal sponsors and project managers facing problems similar to those you solved
- ◆ suggest ways of improving the program



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program Fy12-13 FUNDING REQUEST

*(For staff use)
date rec'd:*

 PRE-PROPOSAL
 PROPOSAL

For full instructions, see www.newtonma.gov/cpa or contact:

Community Preservation Program Manager
Newton Planning and Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

You may adjust the space for each question, but do not use more than 1 page to answer all questions on this page.

Project CONTACTS	<i>Name, title, mailing address, email, phone, fax, & website if there is one.</i>		
	<i>MANAGER - will be responsible for budgets, deadlines & reports</i>	<i>OTHER CONTACT</i>	
Project TITLE			
Project LOCATION	<i>Full street address (with zip code) or other precise location.</i>		
Project BUDGET	<i>CP FUNDS TO BE REQUESTED:</i>	<i>OTHER FUNDS TO BE USED:</i>	<i>TOTAL PROJECT COST:</i>
SUMMARY	<i>Explain project goals & why funds are needed. For multi-project "programs," describe how individual projects were chosen & prioritized.</i>		

HOW WILL CP FUNDS BE USED?		HISTORIC RESOURCES	OPEN SPACE	RECREATION LAND	COMMUNITY HOUSING
Check all that apply.	acquire				Contact staff for separate form..
	create	not allowed			
	preserve				
	support	not allowed	not allowed	not allowed	
	rehabilitate/restore		allowed only if the resource was originally acquired or created with CP funds		

You may adjust the space for each question, but do not use more than 1 page to answer all questions on this page.

CITYWIDE PLANS: List plans by title, year & page(s) where each plan identifies this specific project or its general goals as a priority. See links to plans from: www.newtonma.gov/cpa/program.htm.

OTHER FUNDING: What non-CP funds will you use or are you pursuing? List names of other funders, amounts requested, & expected dates of funding decisions.

STEWARDSHIP: How will the project be maintained and funded once CP funds have been spent? (Hint for City-owned resources: "through the regular operating budget" is seldom a persuasive answer.)

COMMUNITY CONTACTS: List email addresses and/or phone numbers for at least 3 Newton residents or organizations that can provide feedback on the proposal and its manager's qualifications. No more than 1 should be a Board member, supervisor, or employee of the project manager.

TIMELINE				
Project or Program Title:				
Steps (for a project) or Projects (for a multi-project program) <i>For requests over \$300,000, show how funding could be phased over multiple years.</i>	Assistance Required <i>(fundraising, permits, etc.)</i>	Start <i>season/ year</i>	Finish <i>season/ year</i>	Cost <i>estimate</i>
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$

Attachments

ATTACHMENTS

The next page after this should be a “table of contents” listing all attachments.