

Worksheet for Potential CPA Projects



The first step in completing a successful application for Community Preservation Act (CPA) funding is to find a project that is needed by the community and meets the CPA funding requirements. CPA funding can be used to complete Affordable Housing, Historic Preservation, Recreation and Open Space projects that meet the allowed uses specified in the legislation. The chart below provides examples of projects that have been completed in each of the funding categories. An interactive map showing which projects have been completed and where in Newton is also available by scanning the QR code to the right.



CPA Funding Uses:	Open Space Project Examples	Historic Resource Project Examples	Recreation Project Examples	Affordable Housing Project Examples
Acquire	Purchase of Webster Woods and Kessler Woods Conservation areas	Purchase of Preservation and Landscape Restrictions at Durant Kenrick Museum	Purchases of former Angino Farm (Newton Community Farm), land surrounding Crystal Lake, and Waban Hill Reservoir	Assist the Newton Housing Authority to Acquire CANDO affordable housing portfolio
Create	Create new access to Flowed Meadow conservation area	Not Possible with CPA Funds	Create Kayla's Garden educational park space at Memorial-Spaulding School and an outdoor classroom space at Cabot School	Create 55 new senior housing units at the Newton Housing Authority's Haywood House
Preserve	Create a Recreation and Open Space plan for the City, fund monitoring and enforcement of conservation restrictions	Preserve and restore the WPA Mural at Newton North High School and City archival documents	Install erosion controls at Levingston Cove and irrigation systems at West Newton Common and Bowen ball field	Preserve 146 affordable senior housing units by replacing windows and repairing the roof and masonry at 2Life Communities' Coleman House
Support	Not Possible with CPA Funds	Not Possible with CPA Funds	Not Possible with CPA funds	Provide housing assistance to households negatively impacted by Covid-19
Rehabilitate and/or Restore	No Examples in Newton yet* <small>*Only possible on resources created or acquired with CPA funds.</small>	Restore the Nathaniel Allen House (Newton Cultural Alliance) and Repair damaged fencing at old burying grounds	Complete plans and studies to restore and rehabilitate Gath Pool and City Playing Fields, construction of Newton Highlands playground*	Replace the roof, HVAC system, and siding at Nonantum Village Place Senior Housing

What are some ideas you have for potential CPA projects?

Potential Project Ideas	What Category would this project fall under?			
	Open Space	Historic Resources	Recreation	Affordable Housing

Picking one of the ideas above, describe why this project would be good for your community:

Next, list a few of the steps that might be needed to complete your project:

Would this project:

- Create a Plan for Future Work? _____
- Construct something new? _____
- Preserve an existing resource? _____
- Restore/Rehabilitate an existing resource? _____
- Other? Please Describe: _____

Project Details to Consider

Below are a list of general questions to keep in mind as you develop your potential project. Not all of these questions will apply to every project - consult with CP Program Manager if you have any questions.

- Who owns the resource, land, or building? If it's the City, then the first step is to coordinate with those responsible for that resource. The CP Program Manager can help connect applicants with the right person or department.
- How will you the work be done? (Volunteers, City Staff, Friends Group, Hired contractors or consultants, etc.)
- What resources will you need to complete this work?
- Are there other potential funding sources that could partner on this project?
- How will you develop a budget for the project?
- How long will it take to complete the project?
- Who would be the project manager (Person or group in charge of project who oversees day to day work)?

What questions do you have about the CPA program and/or application process?

Next Steps

Once you have a plan and overall objectives for your project, the CP Program Manager can meet with you to go over the CPA program application and funding details. This meeting is also a chance to review the funding application and which attachments may be required. Attachments generally include the following:

- Background Information such as photos, maps, appraisals, etc.
- Budget and Financial Information such as development pro forma, capital budget, and operating budget
- Project Details including project scope, plans, and/or construction drawings, who will manage the project, how the work will be completed, and what materials if any will need to be purchased
- Other Project Requirements such as additional reviews or approvals, permits, zoning relief, and/or environmental mitigation plans
- Letters of Support from Newton residents, organizations, businesses, and/or City Departments

A copy of the CPA funding application is available online as part of the CPC's [Proposal and Project handbook](#). More information on current and previously funded projects can also be found on the [Community Preservation Program](#) webpage.

Examples of successful proposals can be found here:

Open Space Project: [Webster Woods and Cohen Conservation](#)

Historic Resource Project: [Grace Episcopal Church Tower Renovation](#)

Recreation Project: [Wellington Park](#)

Affordable Housing Project: [Nonantum Village Senior Housing Preservation](#)

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