Newton, Massachusetts Community Preservation Program PROPOSAL & PROJECT PROCESS

last updated June 2019

See separate process for housing development projects.

Orientation Meeting & Pre-proposal

in-person meeting with CPC staff to confirm requirements & customize form

TYPICAL SCHEDULE

City of Newton Purchasing Dept. confirmation of bidding & contracting requirements, incl. for projects managed by private nonprofits; City of Newton Development Review Team review of zoning, permitting, site, design & accessibility; Newton Historical Commission review of historic significance; etc.

YEAR 1

Winter

7 5

Community Preservation Committee

discussion of pre-proposal at public meeting

Spring

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Full Proposal (12 printed copies, 1 electronic copy)

Summer

Fall

7

Community Preservation Committee

public hearing, followed by 1 or more working sessions & funding vote

YEAR 2



City Council

1 or more **public meetings** of at least 2 Council committees (one chosen by topic of proposal, plus Finance), followed by full Council funding vote

Winter



Spring

Management of Funded Projects

Convene "kickoff" mtg with the project manager, City depts., nonprofit or neighborhood sponsors & CPC staff to finalize timeline & responsibilities.

Re-confirm & begin meeting bidding/contracting requirements.

For private projects, draft & execute grant agreement.

Summer

Fall



Reporting for Funded Projects

Respond to CPC staff requests for brief monthly project updates. Final release of funds requires written & in-person final report to the CPC. Organize & publicize opening or other celebration for the community at large.

YEAR 3

Winter

Spring

Stewardship for Completed Projects

Maintain funded site or resources; respond to inquiries, host site tours, share updates through program website; advise new project managers ...

Summer