

City of Newton



Ruthanne Fuller
Mayor

Newton Community Preservation Program

PROPOSAL & PROJECT HANDBOOK

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This *Handbook* is designed for use with Newton's current [Community Preservation Plan](#). Please read the *Plan* and this *Handbook* before requesting an initial project meeting with staff. This *Handbook* contains:

- **Proposal & Project Process** (diagram)
- **Instructions** — for pre-proposals, full proposals and funded projects
- **Sample Form** — for pre-proposals and full proposals (online forms are read-only samples; staff will customize the form for your project)

PLEASE NOTE: Proposals for **Historic Resources** and **Community Housing** require additional, separate instructions and forms. Please ask staff for assistance.

The first step in the process is to meet with staff. This meeting can be in-person, virtual, or by phone and provides an opportunity for staff to answer any questions about the funding process and requirements. After the meeting, staff will customize the fillable pre-proposal form for your specific project.

The second step is to submit the pre-proposal, on your customized form, for discussion at any of the Community Preservation Committee (CPC)'s regular public meetings. The CPC will use this to decide whether and when it will consider a full proposal for your project.

If the CPC agrees to consider your full proposal, **the third step is to submit the full proposal with all attachments to the CPC for review at a future public hearing.** Submission deadlines will depend on the date of the next available CPC meeting and public hearing notice requirements:

- ◆ **A draft of the proposal with all attachments** is due to staff for a "completeness review" **at least 5 weeks before your requested public hearing date.**
- ◆ If staff confirms that your draft includes all required information, **the completed proposal is due at least 1 month before your requested public hearing date.**

Contact Us

Lara Kritzer, Community Preservation Program Manager
Planning & Development Department, Newton City Hall
1000 Commonwealth Avenue, Newton, MA 02459
Email: lkritzer@newtonma.gov, Phone: 617-796-1144
CPA Program Website: www.newtonma.gov/cpa

CPA FUNDING PROPOSAL REVIEW & PROJECT PROCESS

Orientation Meeting

- Meeting with CPC staff to review requirements & customize pre-proposal form
- Discuss whether other City Committee or Department reviews or approvals are needed such as: Purchasing Dept. (confirmation of bidding & contracting requirements for projects managed by private nonprofits), Development Review Team (for zoning, site or design reviews), Conservation Commission, Historical Commission, Parks and Recreation Commission, etc.

Draft and Submit Pre-Proposal

- Including all available attachments and Letters of Support

Community Preservation Committee Review of Pre-Proposal

- Scheduled discussion to be held at regular CPC public meeting
- CPC may vote at that time or at a future meeting on whether to invite the applicant to submit a full proposal for the project

Full Proposal Submitted for Review

- Generally, 30 day period between submission of Full Proposal and scheduled Public Hearing to allow time for project review and public notice

CPC Public Hearing on Proposal

- Scheduled Public Hearing will include presentation by applicants followed by questions from the Committee and the public
- CPC may vote to approve the project following the public hearing or schedule it for further review at one or more working sessions

City Council Review

- Once the CPC has voted to recommend a project, the project recommendation is sent to the City Council for review
- Project will be reviewed at one or more public meetings of at least 2 City Council committees (Finance Committee and a second committee based on proposal topic)
- City Council Committee reviews are followed with a funding vote by the full City Council

Project and Funding Management

- Convene "kickoff" meeting with the Project Manager, any relevant City staff or departments, nonprofit or neighborhood sponsors, and CPC staff to finalize timeline and review project requirements and responsibilities
- Re-confirm and address any bidding/contracting requirements (if applicable)
- For non-municipal projects, staff will draft a grant agreement which must be executed prior to the release of CPA funding

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.

Stewardship for Completed Projects

- Maintain funded site or resources, respond to inquiries, and host site tours
- Share site and project updates through program website

Newton Community Preservation Program PROPOSAL & PROJECT INSTRUCTIONS ORIENTATION MEETING & PRE-PROPOSAL INFORMATION

Contact Staff for an in-person or virtual meeting as soon as possible. Program Manager Lara Kritzer can best be reached at lkritzer@newtonma.gov. This discussion is a chance for staff to answer any questions about the funding process and to review the CPA funding requirements. After the meeting, staff will provide a **fillable form customized for your project**. Submit both the pre- and full proposal on this form.

Pre-proposals are accepted on a rolling basis. For deadlines, see www.newtonma.gov/cpa or contact staff. Pre-proposals are intended to be short: the 3-page form, plus one or two attachments. **The pre-proposal can be submitted to staff by email.**

Citing Community Plans - The form asks the applicant to show how the project will address community needs recognized in at least two existing City-wide plans listed on the CPC's [CPA Funding Process](#) page under "Community Plans and Surveys." Ask staff for help in identifying the plans most relevant to your project.

Pre-Proposal review with the CPC - The CPC will review the pre-proposal at a public meeting to:

- Offer suggestions to strengthen the future full proposal
- Clarify any expectations for additional information, such as any non-CPA matching funds for the project
- Determine whether and when the Committee will consider a full proposal for the project
- Discourage a full proposal if the CPC feels the project is not eligible, practical, or compelling

Seeking Other Sources of Funds - The CPC expects most projects to include at least some non-CPA funding. Because pre-proposals are short, they can often be used as the "letter of inquiry" required by many potential funders.

If your project is on property owned and managed by a City Department – The City Department that manages the property *must* be the primary sponsor of the proposal, and the project must be listed as a priority for CPA funding in the City's [Capital Improvement Plan](#). This ensures that City proposals to the CPC reflect the City's overall, interdepartmental priorities. Neighborhood and "friends" groups are always welcome to assist projects by raising non-CPA matching funds or providing other forms of support and assistance.

If your project involves property alterations or construction – Also submit your pre-proposal as early as possible to the City's interdepartmental Development Review Team (DRT) for discussion of zoning, permitting, or other requirements. Contact Jennifer Caira, Chief of Long-Range Planning, at jcaira@newtonma.gov to schedule these meetings. The DRT will usually ask to see maps, site plans and/or floor plans at this meeting.

In general, the CPC recommends construction funding only on the basis of completed professional designs and cost estimates – This applies to both building and landscape construction projects. If professional designs and estimates are not yet available for the project, applicants may consider beginning with a pre-proposal for CPA funding to complete the necessary plans or studies.

Additional information is required for Community Housing and Historic Resource Projects - Separate instructions for these attachments are available on the [CPA Funding Process](#) webpage. Please contact staff with any questions on this or any other part of the CPA funding application process.

Newton Community Preservation Program PROPOSAL & PROJECT INSTRUCTIONS FULL PROPOSAL REVIEW INFORMATION

Full proposals will be accepted only after the CPC has reviewed the pre-proposal and voted to invite the applicant to submit a Full Proposal for the project. Pre-proposals should be revised in response to the CPC's comments for Full Proposal submissions and all necessary attachments must be included in the full proposal submission. Staff may also provide an updated customized attachments checklist noting any additional materials required following the pre-proposal discussion.

Staff is available to review drafts of both proposals and attachments at any time prior to its official submittal. Whenever possible, drafts should be submitted at least 5 weeks before the anticipated public hearing date to allow enough time for the draft to be reviewed and revised before the meeting's agenda deadline. Completed and finalized full proposals may be submitted by email at lkritzer@newtonma.gov.

Public Information & Presentations - All pre- and full proposals are available for review on the CPC's webpage under [Proposals & Projects](#). At all public discussions of the project, **the primary presenter should be the project manager** – the person responsible for project bidding, supervision, billing, and reporting. This allows the CPC and City Council to judge the project manager's availability, skills, and command of the project. Other project supporters and co-applicants are welcome to attend the public hearing and other public meetings on the project, but please note that attendees are only guaranteed an opportunity to speak at the project's public hearing.

CPC Reviews and Recommendations Process - The CPC will hold a public hearing on the full proposal at the next available CPC meeting. The CPC prefers to hold public hearings four weeks after posting the proposal online to allow for as much public review of the proposal as possible before the hearing. The public hearing begins with a brief project presentation from the applicant, after which CPC members have an opportunity to ask questions about the project before the hearing is opened to public for comments.

The CPC may vote on the project at the close of the public hearing or may wish to continue the project discussion at one or more working sessions to be held at later CPC meetings. The CPC may commission additional specialized reviews of the project proposal, request additional information, or ask for changes in the proposal. Whenever possible, the CPC will work with applicants to resolve major issues before recommending a project for funding. However, the CPC's recommendations to the City Council may also acknowledge unresolved concerns.

City Council Review and Approval Process - Once the CPC recommends a proposal for funding, a project recommendation is docketed with the City Council for their approval. The City Council's policy is to refer CPA funding recommendations to two City Council committees (Finance and a second committee based on the project topic), each of which will discuss the proposal at one or more public meetings.

At the City Council reviews, the CPC is responsible for preparing a presentation on the project and funding recommendation. Project Manager(s) should plan to attend committee meetings, however, to address any in-depth questions on the project and proposal. CPC Staff is also responsible for sending the proposal and recommendation materials to the City Council in advance of these meetings and will work with applicants to review the process and confirm the best materials to be used for the discussion. City Councilors may also request additional project information or ask that the proposal be revised. If the Council requests significant changes, then the proposal may need to return to the CPC for reconsideration.

Once City Council committees have completed their reviews, the project is sent back to the full City Council for a vote on the CPA funding recommendation. While most projects can be approved by a simple majority vote, municipal real estate acquisition projects and/or debt financing (bonding/borrowing authority) must be approved by a two-thirds majority (at least sixteen of the Council's twenty-four members)

Newton Community Preservation Program FUNDED PROJECT

CPA Funds become available 20 days after the Mayor signs the City Council order appropriating funds. However, the release of funds to private grantees is governed by detailed grant agreements written by CPA staff in consultation with the City's Law Department. No funding can be released until the grant agreement has been signed by all parties. Additional conditions may also be placed on the project by the CPC or City Council which must be met before any funding is released.

The project manager is responsible for completing the funded work on time and on budget, providing regular updates, and presenting a final report on the completed work to the CPC. As soon as possible after funds are appropriated, the project manager should convene a "project kickoff meeting" with key participants (City departments, neighborhood or nonprofit sponsors, CPC staff) to confirm the budget, schedule, and each participant's responsibilities. This project manager should also re-confirm and/or begin implementing advertising, bidding and contracting procedures in accordance with the CPA funding procurement policy.

CPA funding is released on a reimbursement basis. Project managers must submit copies of all invoices and documentation of payment (canceled checks, bank statements, etc.) before funding will be released. Project managers should document all approved costs, including project costs paid for by other funding sources, and provide a budget updates over the course of the project.

While it is understood that projects often require changes and adjustments, the CPC must approve any significant changes in the design of the project or the use of its CPA funding. The project manager should notify CPC staff of potential changes well before they are made. Changes in the "key outcomes" listed in the CPC recommendation may require pre-approval by the City Council as well as the CPC. Project managers may also be invited by the CPC or City Council to explain project changes or delays at one or more of their public meetings.

As a condition for the final release of project funds, the manager must present both in person and in writing a final, written report to the CPC on the project's successes and surprises, including a document comparing the estimated full budget with the actual project costs. Every project has some surprises, and these should be noted in the final report as well to assist the CPC in reviewing similar projects in the future.

Lastly, the CPC and its staff continues to monitor completed projects indefinitely, in part to learn whether they are being maintained adequately as CPA funds cannot be used for maintenance. After the project is completed, the CPC may ask applicants to welcome visitors, provide written updates, respond to inquiries from the press or City Council, or advise new proposal sponsors and project managers.



Ruthanne Fuller
Mayor

**Newton, Massachusetts Community Preservation Program
FUNDING REQUEST**

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

PRE-PROPOSAL

PROPOSAL

Please submit this completed file directly – do not convert to PDF or other formats.

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

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
lkritzer@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

| | | | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------|
| Project TITLE | | | |
| Project LOCATION | Full street address (with zip code), or other precise location. | | |
| Project CONTACTS | Name & title or organization | Email | Phone |
| Project Manager | | | |
| Other Contacts | | | |
| Project FUNDING | A. CPA funds requested: | B. Other funds to be used: | C. Total project cost (A+B): |
| Project SUMMARY | Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments. | | |

Read-only

SAMPLE FORM.

**CPC staff will provide a fillable form
customized for your project.**

| | | | | | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------|-------------------|--------------------------|
| Project TITLE | | | | | |
| USE of CPA FUNDS | | HISTORIC RESOURCES | OPEN SPACE | RECREATION | COMMUNITY HOUSING |
| (To be completed by CPC staff.) | Acquire | | | | |
| | Create | Not Applicable | | | |
| | Preserve | | | | |
| | Rehabilitate/Restore | | | | |
| | Support | Not Applicable | Not Applicable | Not Applicable | |
| COMMUNITY NEEDS | From each of at least 2 plans linked to the Guidelines & Forms page of www.newtonma.gov/cpa , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan. | | | | |

Read-only

SAMPLE FORM.

CPC staff will provide a fillable form customized for your project.

| | | | | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|------------------------|
| COMMUNITY CONTACTS | List at least 3 Newton residents or organizations willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal. | | | |
| | Name & title or organization | Email | Phone | Mailing address |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Project TITLE | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ↓ Check off submitted attachments here. | | | |
| REQUIRED. | PHOTOS | of existing site or resource conditions (2-3 photos may be enough) | |
| | MAPS | City-wide map with site highlighted, close up map with site in relation to nearest major road(s), and birds-eye aerial view (See following page for additional information and directions) | |
| Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED. | PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds | | |
| | development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed) operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance) | | |
| | non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions purchasing of goods & services: briefly summarize sponsor’s understanding of applicable state statutes and City policies | | |
| Pre-proposals: recommended.. Full proposals: REQUIRED. | HISTORIC SIGNIFICANCE | For all historic resource projects, see separate instructions for 3 attachments analyzing historic significance and significant features, and showing how project meets national preservation standards | |
| REQUIRED for all full proposals. | SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT | | |
| | for sponsoring department or organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.) for project manager: relevant training & track record of managing similar projects | | |
| REQUIRED for all full proposals involving City govt., incl. land acquisition. | CAPITAL IMPROVEMENT PLAN | current listing/ranking & risk factors for this project | |
| | COVER LETTER | from head of City department, board or commission confirming current custody, or willingness to accept custody, of the resource and commitment of staff time for project management | |
| REQUIRED for all full proposals involving real estate acquisition, construction or other building/landscape improvements. | SITE CONTROL, VALUE & DEED RESTRICTIONS | | |
| | legally binding option, purchase & sale agreement or deed | | |
| | appraisal by an independent, certified real estate appraiser (the CPC may also commission its own, separate appraisal) | | |
| | owner’s agreement to a permanent deed restriction for affordability, historic preservation, open space conservation or public recreational use | | |
| | ZONING & PERMITTING | | |
| | short email confirming review by the Development Review Team (DRT) | | |
| | brief property history: at least the last 30 years of ownership & use (ask CPC staff for assistance with sources) | | |
| | environmental mitigation plans: incl. lead paint, asbestos, underground tanks | | |
| | zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit | | |
| | other approvals required: Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc. | | |
| OPTIONAL for all proposals. | DESIGN & CONSTRUCTION | | |
| | professional design & cost estimates: include site plan, floor plans & elevations | | |
| | materials & finishes; highlight “green” or sustainable features & materials | | |
| | LETTERS of SUPPORT | from Newton residents, organizations, or businesses | |

Newton Community Preservation Program Pre-Proposals and Full Proposal Instructions for Preparing Project Maps and Aerial Views

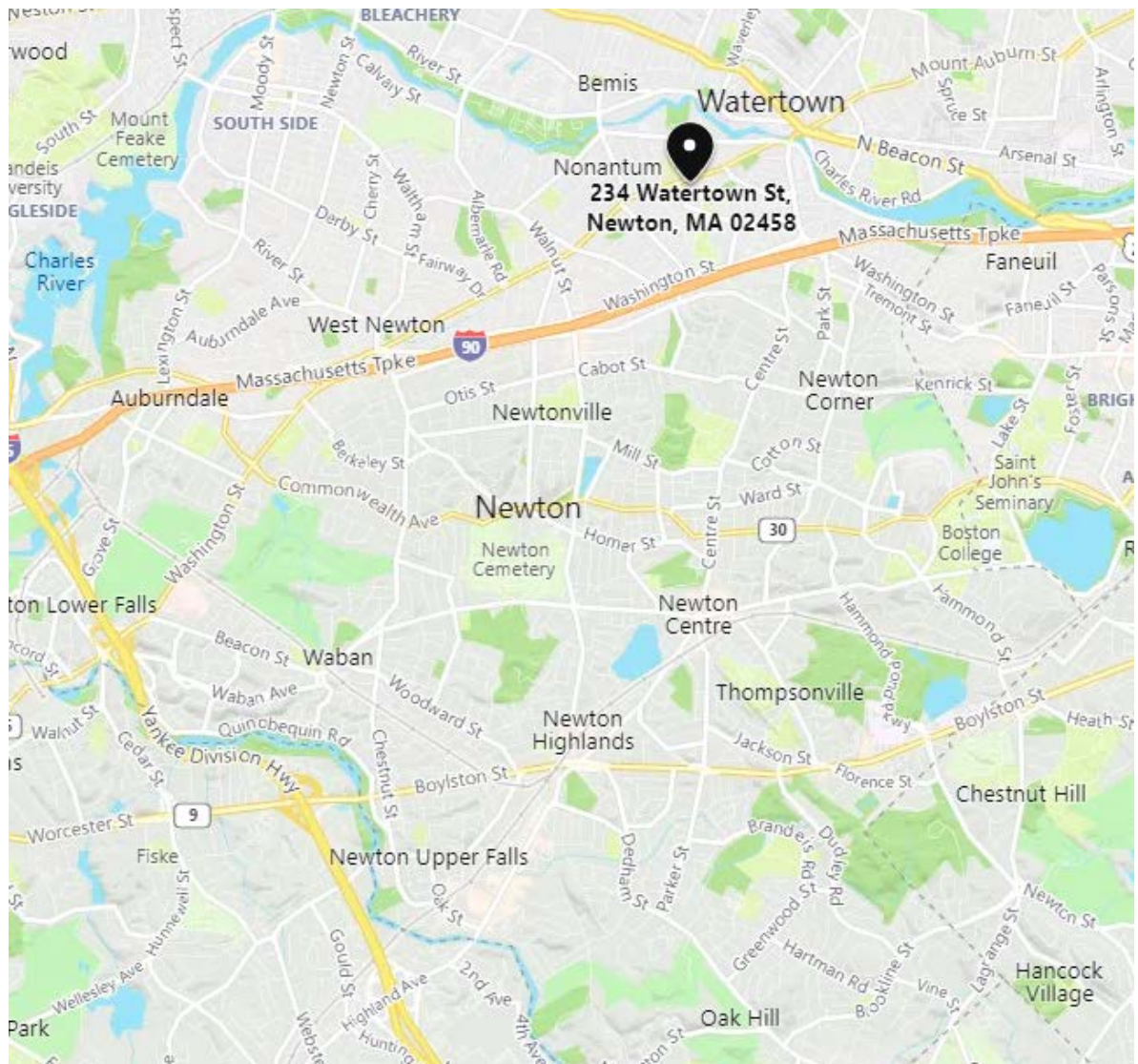
Each pre- and full proposal for projects with physical addresses should include following:

1. City-wide map showing the location
2. Close-up map from the [Assessor's Database](#) showing the outline of the parcel(s) involved.
3. Close-up bird's-eye aerial photo from Bing Maps or a similar source showing the property at maximum magnification.
4. Bird's-eye aerial photo showing the property in the context of the neighborhood.

Examples of each, with instructions on how to produce them, are listed below.

1. City-wide map

Any mapping software can be used. This example is from Bing Maps (<https://www.bing.com/maps>)

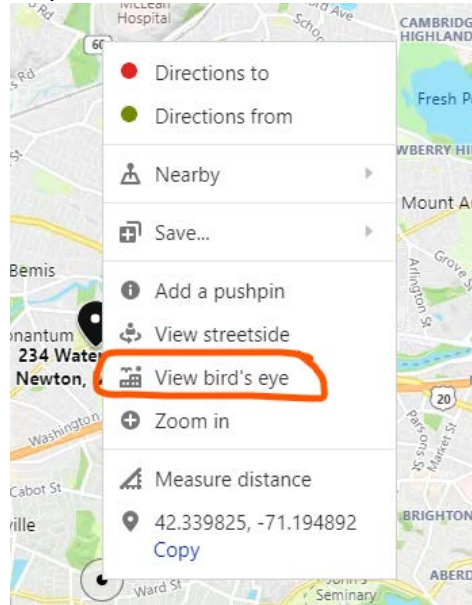


2. Close-up map from the Assessor's Database

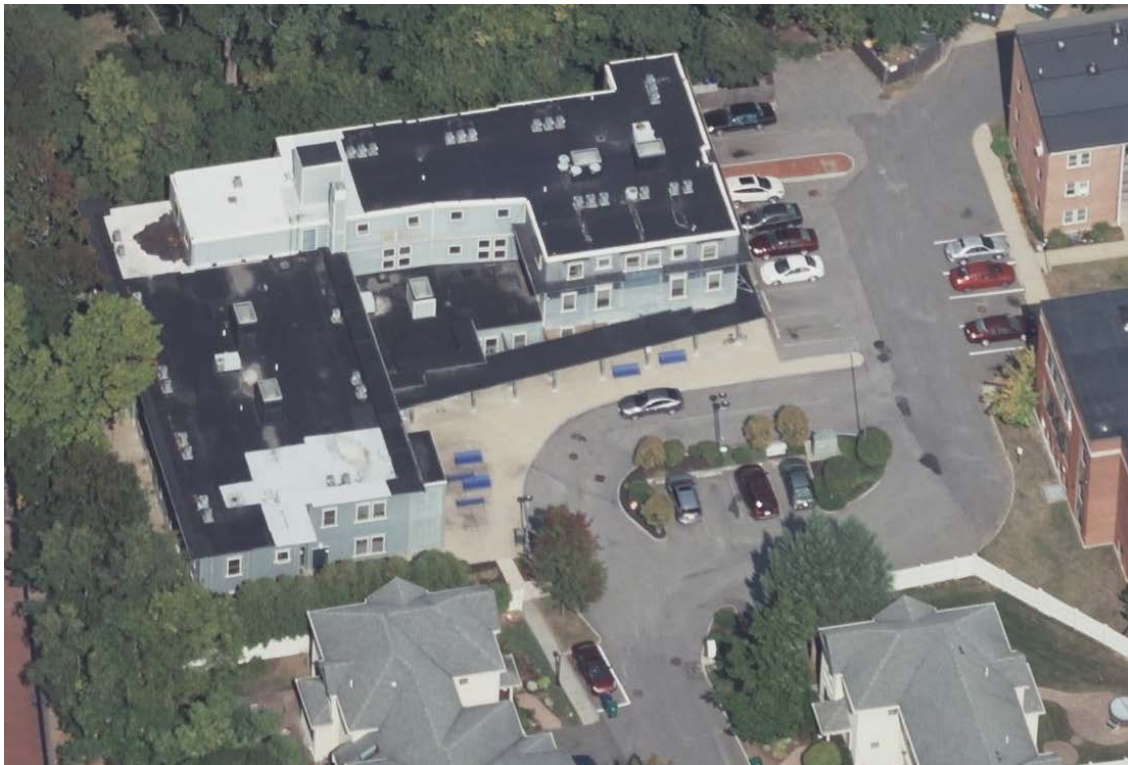
Open the Assessor's Database: <https://newtonma.mapgeo.io/> Navigate to the property, and click on it to outline it in blue. Copy the URL and include it with the map in the pre-proposal. For example: <https://newtonma.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=42.362597%2C-71.196963&previewId=11012%200020A&zoom=18>



3. Close-up bird's-eye aerial photo from Bing Maps or a similar source showing the property at maximum magnification. After finding the property in Bing Maps, right-click anywhere on the map and select "View bird's-eye" from the drop-down menu:



Zoom in to maximum magnification.



If a view from a different direction would show the property more clearly, click one or more times on one of the rotation arrows near the right edge of the view.



4. Bird's-eye aerial photo showing the property in the context of the neighborhood.

In Bird's eye view, zoom out to show more of the neighborhood.



Note: Google Maps offers a 3D aerial photo view option. However, the “3D” aerial photo view in Google Maps uses computer-generated images rather than the actual aerial photos shown in Bing Maps.