

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