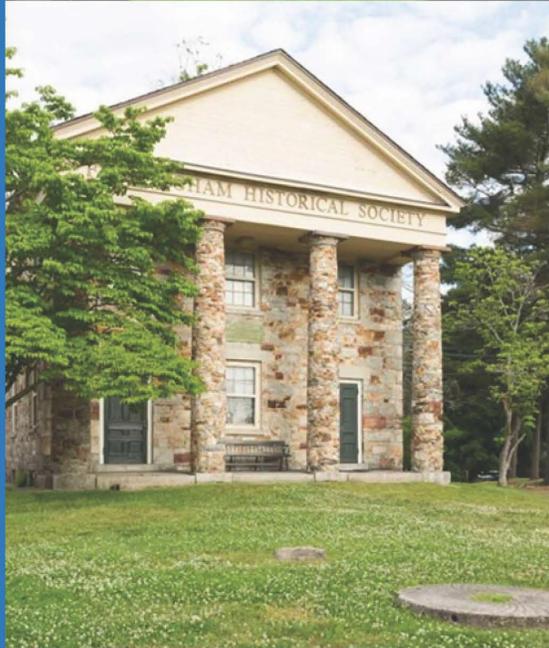




SEPTEMBER, 2025

COMMUNITY PRESERVATION PLAN UPDATE FY 2026



City of Framingham
150 Concord Street
Framingham, MA 01702

Table of Contents

<i>About the Community Preservation Act</i>	4
<i>CPA in Framingham</i>	5
<i>Framingham’s Community Preservation Plan</i>	6
<i>Community Preservation Program for FY2026</i>	7
<i>Public Hearing, Outreach and Community Participation</i>	8
<i>Who Can Apply for CPA Funding?</i>	10
<i>Project Application, Evaluation, and Selection Process</i>	10
<i>CPA Project Eligibility Guidance</i>	13
<i>CPA Project - Full Application Guidance</i>	15
<i>Project Evaluation Criteria</i>	15
<i>Community Preservation Act Funding</i>	19
<i>CPA Fund Sources - Where Does CPA Funding Come From?</i>	19
<i>Framingham CPA Funding History</i>	19
<i>CPA Project Map</i>	23
<i>CPA Fiscal Year 2026 Anticipated Funding</i>	24
<i>Appendices</i>	31
<i>Appendix A: CPA FY26 Project Eligibility Form</i>	32
<i>Appendix B: CPA Project - Full Application Instructions</i>	36
<i>Appendix C: CPA Project – Full Application FY2026</i>	39
<i>Appendix D: Budget Summary Form</i>	45
<i>Appendix E: Applicant Signature Page</i>	46
<i>Appendix F: Appendices Electronic Submission Form</i>	47
<i>Appendix G: CPC Application Evaluation Matrix (Draft)</i>	49





Introduction

About the Community Preservation Act

The Community Preservation Act (CPA) is a Massachusetts statute enacted in 2000 that allows participating cities and towns to adopt a real estate tax surcharge of up to 3% to create a local Community Preservation Fund for four community preservation categories: open space protection, historic preservation, community housing, and outdoor recreation.

In addition to the local tax surcharge, the Commonwealth of Massachusetts provides matching funds that are not less than 5% and not more than 100% of the funds raised by the community. The actual percentage varies from year to year depending on the health of the Commonwealth's Community Preservation Trust Fund, via a surcharge on Registry of Deeds transactions.

As of 2025:

- 201 Communities have adopted CPA (57% of the state's cities and towns)
- Over \$3.4 billion has been raised for community preservation funding statewide
- 17,491 CPA projects have been approved by local legislative bodies
- 36,098 acres of open space have been preserved
- Over 4,000 outdoor recreation projects have been initiated
- Over 7,600 appropriations have been made for historic preservation projects
- More than 13,300 affordable housing units have been created with an additional 19,400 units supported.

CPA in Framingham

Background Information

In the Fall of 2020, by popular vote, the citizens of the City of Framingham overwhelmingly adopted the Community Preservation Act (CPA) with a 1% CPA surcharge on property taxes to be spent in accordance with Massachusetts General Law Chapter 44B, the Community Preservation Act. This law exempts the first \$100,000 of residential and commercial property value from the surcharge, and offers an additional exemption for “low-income households”, as defined by Section 2 of the Community Preservation Act. This dedicated fund, when combined with matching funds from the Massachusetts Community Preservation Trust Fund, helps cities and towns support community housing, create and rehabilitate parks and playgrounds, protect open space resources, and preserve historic buildings and resources.

Community Preservation Committee

Each community that adopts the Community Preservation Act must establish a Community Preservation Committee (CPC) to administer the program, oversee its CPA funds, and make recommendations regarding allocation of these funds to its legislative body.

Framingham’s CPC was created in 2021 by City Ordinance.

Framingham’s nine-member committee is made up of representatives from these five boards: Historic Commission, Conservation Commission, Parks & Recreation Commission, Planning Board, and Housing Authority, as required under State statute, plus four “at-large” members, appointed by the Framingham City Council.



Community Preservation Committee Members

Name	Position	Appointing Authority
Thomas Mahoney	Chair	City Council
Karen Margolis	Vice Chair	City Council
Judith Grove	Clerk	City Council
Mary-Anne Tratchel	Member	City Council
Steven DeNicola	Member	Conservation Commission
Dave Gudejko	Member	Parks & Recreation Commission
Robert Merusi	Member	Housing Authority
Kevin Swope	Member	Historical Commission
Ted Cosgrove	Member	Planning Board

Framingham Community Preservation Committee's Mission and Functions

The Community Preservation Act requires that a municipality adopting the statute must establish a Community Preservation Committee (CPC) to oversee its Community Preservation Fund.

The CPC has two important functions:

1. The CPC is required to study the “needs, possibilities, and resources” for community preservation and establish priorities for how CPA funding should be spent.
2. The CPC is responsible for making recommendations to the City Council on projects to receive CPA funding, which cannot be appropriated or spent without the recommendation of the CPC and the subsequent approval by the City Council.

In administering the CPA program, the CPC strives to uphold a process, from development of its application process to solicitation of proposals, to in-depth project evaluations, to well-thought-out and detailed final recommendations to the City Council, which are accessible, ethical, transparent, and fulfill the goals and needs that the CPC has identified in its Plan. The CPC strives to communicate its mission and goals to the general public. The CPC is a catalyst for projects, not an initiator.

In deciding how to allocate CPA revenue, the CPC will strive to ensure that the needs of the community in all its various geographic areas are addressed in a fair, transparent, and equitable manner.

Framingham's Community Preservation Plan

The CPC prepared its initial Community Preservation Plan on September 6, 2022. It is updated annually to reflect changes in its goals and priorities, to document the projects approved in prior years, and to update the CPA Funding and Budget.

Chapters 3-6 of the initial Community Preservation Plan provide important information regarding the needs, resources, opportunities, and goals for the four target areas of: Community Housing, Open Space, Outdoor Recreation, and Historic Preservation regarding potential project funding.

Each year, at least one informational public hearing is held to obtain current input on the community's needs and opportunities. The CPC's work is done in consultation with other municipal committees, departments, and staff, and by referencing relevant City plans.

The Plan outlines the processes and criteria by which the Committee solicits, reviews, and recommends project proposals for CPA funding to the City Council. The CPC revised the Evaluation Criteria this year. To determine which projects should be considered for funding, the CPC established an evaluation process whereby grants are distributed to projects that fulfill its goals and needs and meet the criteria that the CPC has identified. **The Community Preservation Plan remains an active document and important reference.**



Community Preservation Program for FY2026

FY2026 Project Application and Evaluation Schedule

June 16, 2025	Public Hearing- Annual Community Forum
July 7, 2025	Eligibility Screening and Application Process Opens
September 8, 2025	Deadline for Submission of Project Eligibility Forms
November 17, 2025	Deadline for Submission of CPA Project- Full Applications
November 2025 to February 2026	CPC Evaluation of Complete Applications
February 2026 to March 2026	Application Presentations of Proposals
March 2026	Public Hearing on Project Recommendations for FY2026 and submission of package to the City Council for review and appropriations
April 2026	City Council Vote on CPC package

Public Hearing, Outreach and Community Participation

The CPC's annual **Public Hearing**, held on **June 16, 2025**, was an opportunity to solicit feedback regarding the community's needs and priorities, thus kicking off the planning for the current round of projects. Feedback from the Public Hearing, CPC meeting discussions, and other community outreach is incorporated into this Update. The comments from the public included:

Housing

- At the Public Hearing, the Committee heard from *Paul Landers*, Executive Director of the Framingham Housing Authority, who stated that he sees a need for accessible, affordable housing units for families. Slab homes could be purchased and then rehabilitated to make them accessible. He suggested an earmark for the purchase of homes that could be converted for accessibility.
- *Renee Vogel*, Prevention Outreach Specialist from the Framingham Department of Public Health, shared that there is a need for housing for those with a history of substance abuse. There is a gap between sober housing and market-rate housing. Those coming out of sober housing cannot work full-time because of their required attendance at recovery programs. Many of the individuals in recovery want to remain in Framingham due to the supportive network they have developed. The CPC could potentially partner with the Public Health Department, using Opioid Settlement Funds to assist this population.
- *Lino Covarrubias*, Executive Director of JFS of MetroWest, stated that there is a housing crisis in Framingham. He shared statistics about homelessness, waitlists for affordable housing and high housing costs in Massachusetts. Homelessness has been increasing in the past five years. A 2021 study done by Boston University found that 40-60 individuals are homeless in Framingham on any given day. Older adults are the fastest-growing group of homeless individuals in Framingham. The lack of affordable housing is a crisis that affects every aspect of life in the City. The home-share program created by JFS of MetroWest is one option to increase housing. Accessory dwelling units are a huge opportunity for both homeowners and those in need of housing. Older adults could move into accessory dwelling units and rent out their homes.

Historic Preservation

- A commenter noted that CPA cannot cover the digitization of historic documents. The Framingham History Center houses thousands of documents. The thoughts and ideas on paper are what are significant about these historic documents. If the CPC could advocate changes to the state law to allow the digitization of historic documents, that would be helpful.
- *Rick McKenna*, current staff at the City of Framingham Planning and Community Development Division and incoming Executive Director for the Framingham Economic Development Corporation (EDC), stated that the EDC is interested in doing a project at 322 Salem End Road. This site is the old Superintendent's Point property with three buildings on the National Historic Register. The EDC is interested in restoring the front house and converting it into office space for the EDC, MetroWest Chamber of Commerce and possibly the MetroWest

Visitors Bureau. There is a cottage on the site which could be used for an artist-in-residence studio. There is a large barn which could be used as a boathouse. DCR plans to build a boat ramp on the site, allowing access to the reservoir. The boathouse and ramp could be used for kayaking, canoeing, paddle boarding and crew. The project would include outdoor recreation and historic preservation.

Open Space and Recreation

- One commenter spoke about the need to prioritize economic justice communities. Projects generated from those neighborhoods themselves deserve special consideration. It is important to build collaboration and increase trust.
- One commenter stated that the senior population in Framingham would benefit from learning about the CPC directly. The Callahan Senior Center has events with good in-person attendance. The CPC could present at such an event to spread awareness for seniors. The CPA could fund an outdoor recreation project, access to Simpson’s Park. This is possible now that the city has purchased a home at 299 Central Street, which has direct access to the park.
- One commenter stated being in support of the establishment of an affordable housing trust.
- One commenter described the need to fund the completion of the Carol Getchell Nature Trail. The CPC approved the funding for the design of the middle section in FY2025. An application for a MassTrails Grant has been submitted for the construction of the middle section, but CPA funds may be needed as well.
- One commenter stated that a potential project could be an accessible dock at Farm Pond or the end of Little Farms Road on the Sudbury River. Another project could be an accessible floating boardwalk on Farm Pond. This will involve collaboration with the Parks and Recreation Department and other departments. The parking lot for the Juvenile Justice Center has two handicapped spots. Residents can walk for one mile to the Sudbury Aqueduct that crosses Farm Pond. That section near Farm Pond could include an accessible trail. There are three parking lots abutting that section of the trail that have disabled parking.
- One commenter expressed concern about the dwindling number of projects since 2023, perhaps because of the requirement to submit an eligibility form before submitting a full application. The schedule is quite compressed. Perhaps the ability to submit an eligibility at any time could help some departments. In terms of projects, the Waushakum Dock project is in limbo. It was not submitted by Parks and Recreation. An alternative site for an accessible dock could be chosen. The City Clerk had at one point requested whether funds could be allocated for historic document preservation, but nothing has occurred with that.

Who Can Apply for CPA Funding?

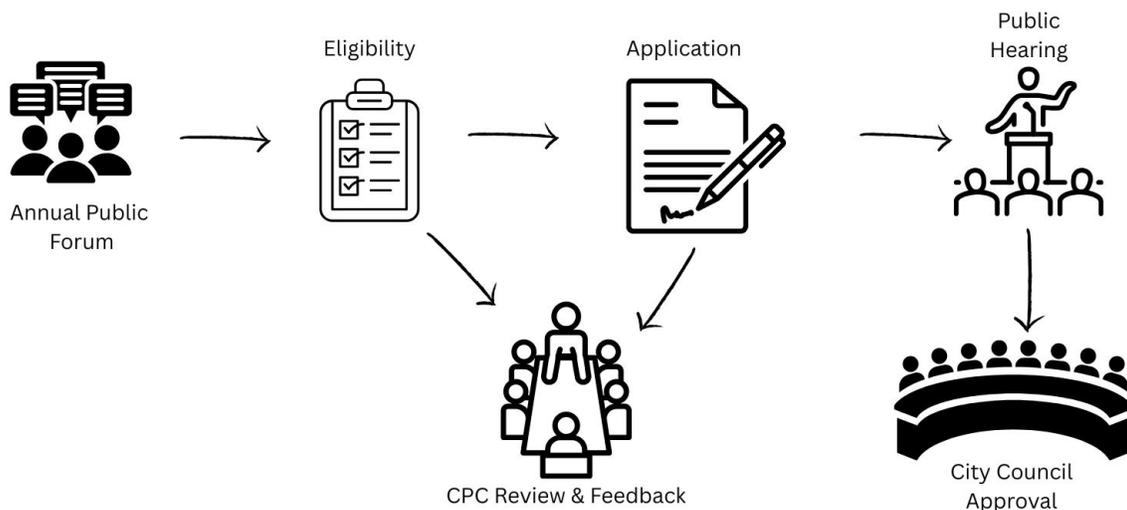
At least one of the applicants or co-applicants for each project requesting CPA funding must fall into one of these categories:

- City of Framingham departments, divisions, boards and commissions
- Public agencies and authorities
- Massachusetts state-certified non-profit organizations, for example: historical societies, environmental organizations, park and recreation associations, neighborhood, community, and affordable housing organizations
- Affordable housing developers, and developers of community or neighborhood assets
- Private individuals and organizations serving a clear public purpose or benefit*

**The Community Preservation Act, Chapter 44B, limits the distribution of public funds to private parties. However, private entities or individuals could be directly awarded a grant if they serve a public purpose or create a public benefit. Deed restrictions, enhanced public access to the private property, or other public benefit may be required for a proposal to advance. While the CPA does not prohibit the use of CPA funds for projects on privately owned property, the “public benefit” being created must be explicitly protected and preserved.*

Project Application, Evaluation, and Selection Process

The following process description provides the major milestones associated with Application submission and review.



STEP 1: Applicant submits the CPA Project Eligibility Form

The CPC must confirm a proposed project's eligibility under CPA guidelines before an Applicant submits a Full Application.

Applicants can submit CPA Project Eligibility Forms from July 7, 2025, to September 8, 2025.

CPA Project Eligibility Forms must be submitted electronically from the CPC's web page.

STEP 2: CPC determines project eligibility and invites Applicant to submit Full Application

The CPC will notify each Applicant whether a proposed project is eligible for funding under CPA guidelines. The CPC will invite Applicants with eligible projects to submit a CPA Project Full Application and will provide a Project Tracking Number to use on all future materials submitted to the CPC.

In cases where proposed projects are determined to be ineligible, the CPC will explain the reason. The CPC will accept new Eligibility Form submissions through September 8, 2025. The CPC encourages early submission of Eligibility Forms to allow potential applicants whose projects are found to be ineligible the ability to submit a new Eligibility Form before the deadline. If a delay in response by the CPC precludes the Applicant's ability to meet the deadline, the CPC will send a response extending the timeframe for submission of a new Eligibility Form.

STEP 3: Applicant submits Full Application

Applicants must submit a CPA Project – Full Application, a fillable Electronic Form, which is available on the CPC's webpage. Hard copies of the Application will not be required for submission. All required Appendices, including the Declaration Page signed by all Applicants and Co-Applicants, and the Budget Summary Form, must be uploaded into the Application Appendices Electronic Form. Applicants should keep answers within the visible portion of the boxes. Should additional space be needed, the Applicant must provide the complete answer in Appendix O. This Appendix may also be used for inclusion of any additional information they would like the CPC to consider.

Electronic submissions of the Application to the CPC must use the **Full Application Electronic Submission Form** on the CPC webpage. Electronic submission of the Appendices must use a separate **Appendices Electronic Submission Form**. The Deadline for Submission of all materials is November 17, 2025.

STEP 4: CPC confirms receipt of Full Application

The CPC will notify the Applicant via email that their Application has been received and is under review. If the Application is incomplete, the CPC will notify the Applicant of what required information is missing and when it must be received in order to keep their Application active.

STEP 5: Request for additional information

The CPC will review the Applications and may request in writing additional information, with a deadline given for when it must be received. The CPC may also request that Applicants meet with CPC representatives to discuss their proposed project.

STEP 6: Applicant with complete Application will be invited to attend a CPC meeting

The CPC will invite Applicants to a public meeting to discuss their Application and to respond to questions from the CPC.

STEP 7: CPC completes its review of all project Applications based upon its evaluation criteria, and develops a preliminary list of proposed project recommendations

Upon completion of its evaluation of Applications and funding requests, the CPC shall publish its proposed project recommendations and a Notice of a Public Hearing in a newspaper of general circulation in the community and on the Municipal Bulletin Board for two consecutive weeks before the Committee takes their final vote for their recommendations to the City Council.

STEP 8: CPC holds a Public Hearing, votes on final project recommendations, and sends their recommendation package with funding amounts to the City Council**STEP 9: City Council votes on recommendations and appropriations**

The Community Preservation Act requires the City's legislative body, in Framingham the City Council, to make final funding decisions on Community Preservation projects. The City Council is only permitted to consider the CPA projects and budgets that the CPC has recommended to them. They may not change the project scope or conditions.

The City Council has the authority to make only the following decisions:

1. Approve the CPC recommended project at the CPC recommended budget level.
2. Approve the CPC recommended project but with a reduced budget. (The City Council may not increase the budget level.)
3. Reject the CPC recommended project outright.

CPA Project Eligibility Guidance

The first step in the Application process for CPA funding is the submission of a CPA Project Eligibility Form, which must be completed electronically via the Framingham CPC web page. Review of this Form will allow the CPC to determine if a project is eligible for CPA funding, as defined in the Community Preservation Act, M.G.L. c. 44B. If the CPC determines that a proposed project is eligible under this law, the applicant will be invited to submit a Full Application.

Eligible CPA Activities

Under the Community Preservation Act, funding can only be used for specific types of activities in the program areas of historic resources, open space, outdoor recreation, and community housing. Additionally, as required under the Anti-aid Amendment to the Massachusetts Constitution, any expenditure of public funds must be used to advance a public purpose and must demonstrate a clear public benefit. The following table summarizes the type of activities allowed within each program area. A more comprehensive discussion of the four program areas and the types of eligible activities follows the table.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No <small>(unless acquired or created with CPA \$\$)</small>	Yes	Yes	No <small>(unless acquired or created with CPA \$\$)</small>

5

The following guidelines identify the primary activities of each program area, as permitted under the Community Preservation Act. Also provided below are important CPA defined terms which must be adhered to.

Fund monies may be spent to undertake the following community preservation purposes:

The acquisition, creation and preservation of open space. Open space, as defined by the CPA, “shall include, but not be 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.” Under the CPA law, funds may also be used for **the rehabilitation or restoration of open space only if it is acquired or created with CPA funds**. A permanent deed restriction is required for all real property interests acquired under CPA.

The acquisition, creation, preservation, rehabilitation and restoration of land for recreational use.

Recreational use is defined in the CPA as “active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field.” “‘Recreational use’ shall not include horse or dog racing or the use of land for a stadium, artificial turf field, gymnasium or similar structure.” The CPA also adds “that with respect to land for recreational use, ‘rehabilitation’ shall include the replacement of playground equipment and other **capital improvements** to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use”. Recreational uses under CPA must take place on land dedicated to recreation.

The acquisition, preservation, rehabilitation and restoration of historic resources. Historic resources are “historical structures and landscapes” including “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 Historical Commission to be significant in the history, archeology, architecture or culture of a city or town.” Creation of something new is not eligible in this category.

The acquisition, creation, preservation and support of community housing. The CPA defines community housing as “low and moderate income housing for individuals and families, including low and moderate income seniors.” Under the CPA law, CPA funds may also be used for **the rehabilitation or restoration of such housing only if it is acquired or created with CPA funds**. Community housing under CPA must be affordable for individuals and families making less than 100% of area median income as determined by the United States Department of Housing and Urban Development (HUD). The CPA requires that whenever possible, preference be given to the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

CPA Defined Terms:

ACQUISITION: Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B. Resources that are acquired using CPA funds must be protected with a permanent deed restriction that ensures they will continue to be used for the purpose for which they were acquired.

CREATION: To bring into being or cause to exist.

PRESERVATION: Protect personal or real property from injury, harm or destruction.

SUPPORT: Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable.

REHABILITATION AND RESTORATION: Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties.

CAPITAL IMPROVEMENT: Reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

Ineligible Activities

CPA funds cannot be used for maintenance, operations, programming, community events, and other uses not permitted under CPA. While CPA funds can augment municipal funds, they may not replace existing funds to pay for project costs that have already been appropriated from another source. Additional guidance may be found on the Community Preservation Coalition's website. Alternative funding sources should be sought for activities that do not meet these criteria.

CPA Project - Full Application Guidance

Applicants whose projects are deemed eligible will be invited to submit the Full Application.

Detailed Instructions are provided in Appendix B of this document.

Careful attention should be paid to include all required Application **Appendices**

Project Evaluation Criteria

The CPC has developed the following criteria to evaluate the relative merits of project proposals and their likelihood of success and, ultimately, to rank the proposals and make recommendations for funding to the City Council. The CPC recognizes that not all of these criteria will be applicable to every project application. Taken as a whole, these criteria represent the Committee's priorities. The Committee recommends that Applicants address all relevant General and Category Specific Criteria as they prepare their project applications. The Committee members may use the Evaluation Matrix tool provided in **Appendix G** to assist them in their review of projects and in determining which ones are the strongest proposals for funding.

General Criteria

Preference will be given to project proposals which address as many of the following General Criteria as possible to be consistent with community's needs and values:

- Addresses identified needs, goals, and priorities consistent with the Community Preservation Plan and relevant City planning documents which have received wide-spread scrutiny, public input; and have been adopted by the City,
- Has strong support from relevant Framingham boards, commissions, departments, community groups and diverse resident populations,
- Is open to the public, is publicly visible, and generates broad long-term benefits for our community,
- Benefits underserved geographic areas and populations,
- Supports the needs of Framingham's at-risk populations, i.e., low-income residents, veterans, older adults and people with disabilities,
- Saves valued resources that would otherwise be threatened or lost, and
- Protects the natural environment, deploys sustainable design practice and addresses climate resiliency needs.

Preference will also be given to proposals which use CPA funding strategically:

- Leverages the value of CPA capital through additional public or private funds, in-kind contributions, labor, materials, or other cost-saving measures,
- Addresses long-standing or urgent needs, or exceptional time-sensitive opportunities in the community,
- Demonstrates practicality and feasibility regarding project management and project team's expertise, a reasonable and informed project budget, a realistic project timeline with milestones, and a long-term maintenance plan,
- Addresses more than one purpose of the CPA legislation: housing, historic preservation, open space, or recreation, and
- Serves as catalysts for transformative change to enhance the aesthetics, connectivity, and quality of life in the community.

Category Specific Criteria

A. Community Housing Evaluation Criteria:

Community Housing proposals which address as many of the following criteria as possible will receive preference:

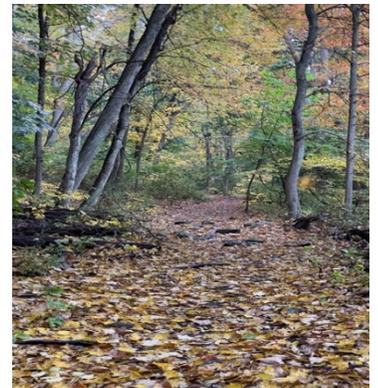
- Add housing units affordable to very low (50% AMI) income households
- Contribute to the supply of affordable housing by adding affordable units that would be eligible for the City's Subsidized Housing Inventory (80% AMI)
- Leverage funds available for affordable housing through the utilization of state, federal and other funding sources
- Provide long-term affordability in perpetuity
- Promote reuse of existing buildings or construction on previously developed sites
- Convert market rate units to affordable units
- Provide housing that is harmonious in design and scale with the surrounding community



B. Outdoor Recreation Evaluation Criteria

Recreational proposals which address as many of the following criteria as possible will receive preference:

- Provide multiple active and passive recreation uses
- Serve a significant number of residents
- Expand the range of recreational opportunities available to Framingham residents of all ages and abilities
- Maximize utilization of land already owned by Framingham
- Provide ADA accessibility
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation



C. Open Space Evaluation Criteria

Open Space proposals that address as many of the following specific criteria as possible will receive preference:

- Provide Environmental Equity by creating more access to open space in underserved areas
- Permanently protect important wildlife habitat, including areas that:
 - a. are of local significance for biodiversity
 - b. contain a variety of habitats, with a diversity of geologic features and types of vegetation
 - c. contain a habitat type that is in danger of vanishing from Framingham, or

-
- d. preserve habitats for threatened or endangered species of plants or animals
 - Protect or enhance wildlife corridors, promote connectivity of habitat, or prevent fragmentation of habitats
 - Provide opportunities for passive recreation
 - Provide opportunities for connections with existing trails
 - Preserve scenic and historic views
 - Provide flood control/storage
 - Preserve important surface water bodies, including wetlands, vernal pools, or riparian zones
 - Preserve active agricultural use

D. Historic Resources Evaluation Criteria:

Historical proposals which address as many of the following criteria as possible will receive preference:

- Address a need or objective expressed in the City’s Historic Preservation Plan
- Protect, preserve, restore and/or rehabilitate historic, cultural, architectural, and archeological resources of significance, especially those that are threatened
- Protect, preserve, restore and/or rehabilitate City owned properties, documents, artifacts, or other resources of historical significance
- Protect, preserve, restore and/or rehabilitate the historical function of a property or site
- Support the adaptive reuse of historic properties
- Returns a historically significant building that is abandoned, unused, or damaged, back to public use



Community Preservation Act Funding

CPA Fund Sources - Where Does CPA Funding Come From?

CPA Funds come from two primary sources:

Local Revenue – In Framingham, this is via a 1% surcharge on local property taxes, with various exemptions, as adopted by Framingham voters. This modest surcharge would result in an annual additional tax of \$59.70 on a Framingham home with an assessed value of \$600,000.

Commonwealth of Massachusetts – The State distributes funds from their **Community Preservation Trust Fund** as a state match to local revenues. These state funds are collected through surcharges at the Registry of Deeds on all real estate transactions across the Commonwealth. The State match varies each year, depending on how much revenue came into the state Trust Fund in relation to the local revenues of communities participating in the CPA. The state match has been decreasing over the past four years. In FY2025, the match was 18.06%. For budgeting purposes, the FY26 Budget estimates a Trust Fund match of 15.9%, which takes into account guidance from the State.

In addition, Framingham CPA Funds are augmented by **Interest and Earnings on Investment** on the various CPA accounts. These earnings are added to the total revenue which is reported to the State Department of Revenue each year.

The CPA legislation also allows communities to leverage their CPA revenue via the issuance of **bonds** against the community's future CPA revenue stream. Framingham has not yet utilized this option.

Framingham CPA Funding History

Framingham voters adopted the Community Preservation Act in 2020, with a 1% property tax surcharge. The City Council created the Community Preservation Committee in 2021 to administer the program, as per the CPA legislation and City Ordinance. The City allocated CPA project funding for the first time in FY2023. In April 2025, Framingham completed its third year of funding. CPA funding is facilitating significant investments in the City.

Framingham CPA Revenue History:

Between FY2022 and FY2025, the City generated \$6,915,308.75 in local surcharge revenue plus \$1,285,688 in distributions from the state's Community Preservation Trust Fund, for a total of \$8,200,996.75. When including other miscellaneous earnings, the combined funds generated for CPA from FY2022 through FY2025 totaled \$8,637,087.07.

CPA Revenue History by Source (Actual)

	Local Revenues	State Match	Other (Earnings, Interest, etc.)	Total
FY2022	\$1,567,128.71		\$664.29	\$1,567,793.00
FY2023	\$1,734,610.92	\$611,588.00	\$10,481.69	\$2,356,680.61
FY2024	\$1,785,353.00	\$352,931.00	\$190,564.00	\$2,328,848.00
FY2025	\$1,828,216.12	\$321,169.00	234,380.34	\$2,383,765.46
Total	\$6,915,308.75	\$1,285,688.00	\$436,090.32	\$8,637,087.07

Framingham CPA Project Funding Commitments:

Over the first three years of CPA funding, Framingham has committed \$6,462,250 to 31 Community Preservation projects. In FY2023, the City committed \$1,549,000 to ten projects. In FY2024, the City committed \$3,023,250 to 13 projects. In FY2025, the City committed \$1,890,000 to eight projects.

A funding commitment of \$500,000 toward CPA24-013 Reardon Park Construction was withdrawn in FY2025, and reallocated back to the original CPA funding accounts by the City Council. Therefore, total funding commitments over the first three years of funding now totals \$5,962,250 toward 30 projects.

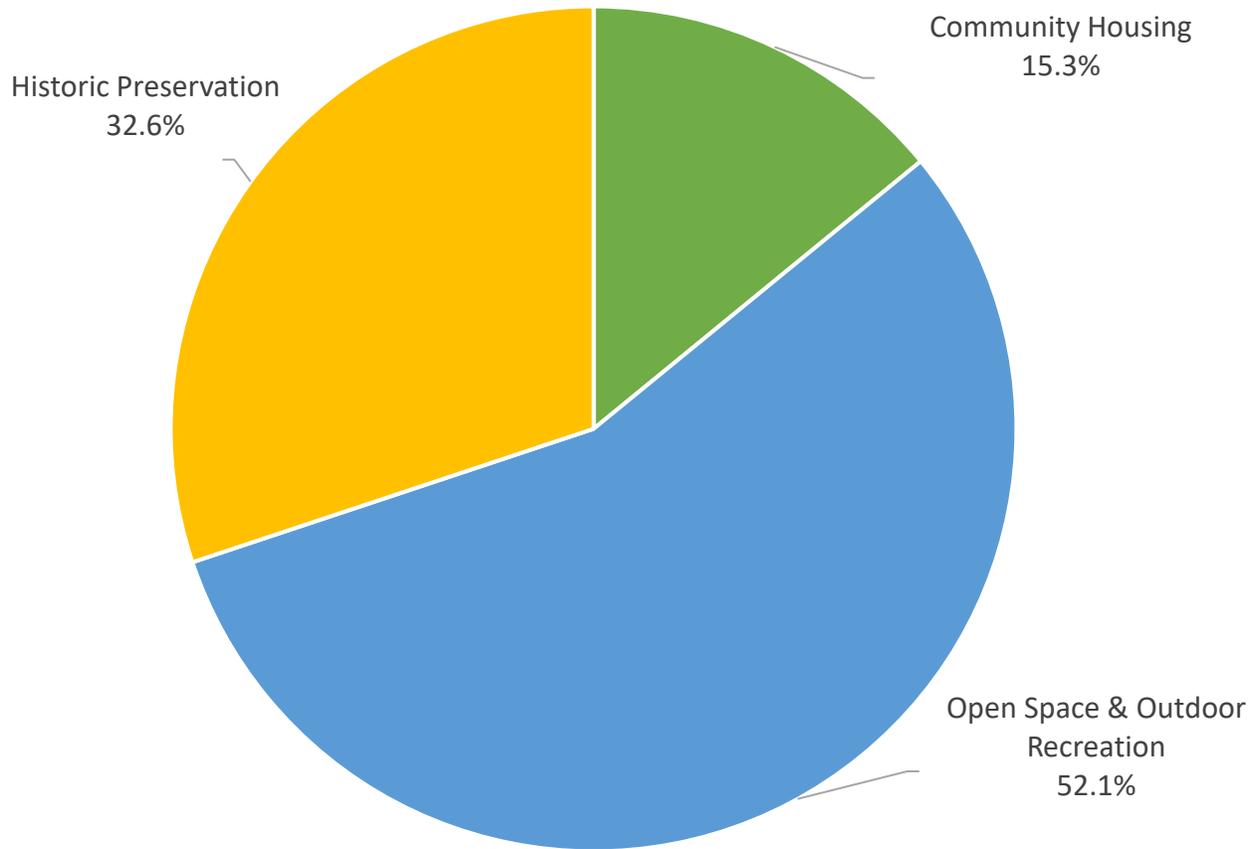
Each year, the CPC may choose not to commit all its available funding in order to build reserves for future needs. The amount of such set-aside is not based upon a formula, but is determined by the CPC each year, balancing current priorities with potential future opportunities.

The Tables below lists the approved CPA projects over the three years during which the City has funded projects, and the funding committed to each. To date, \$910,000 has been committed to Community Housing projects (15.26%), \$3,106,250 to Open Space and Recreation projects (52.10%), and \$1,946,000 to Historic Preservation projects (32.64%). Please note, funds to pay for approved CPA projects are set aside each year in a dedicated CPA Special Purpose account until expended on approved project expenses.

CPA Category Funding Commitments (2023-2025)

Funding Category	Funding Amount
Total Community Housing Funding	\$910,000
Total Open Space & Outdoor Recreation Funding	\$3,106,250
Total Historic Preservation Funding	\$1,946,000
CPA Funding Commitments TOTAL	\$5,962,250

Total CPA Funding by Category (FY2023-2025)



Community Housing Funding Commitments (2023-2025)

Project ID	Project Description	CPA Funding Commitment
CPA24-008	City of Framingham Rental Subsidy Program	\$120,000
CPA24-024	Rental Subsidies for Low-Income Families	\$90,000
CPA25-002	JFS of Metrowest Rental Subsidies Initiative 2025	\$100,000
CPA25-003	Carlson Crossing East- Type II Accessible Units	\$600,000
Total Community Housing Funding		\$910,000

Open Space & Outdoor Recreation Commitments (2023-2025)		
Project ID	Project Description	CPA Funding Commitment
CPA23-002	Framingham Accessible Dock (Waushakum)	\$110,000
CPA23-003	Universally Accessible Walking Trail with Scenic Viewing Platforms- Carol Getchell Nature Trail	\$250,000
CPA23-005	Arlington Street Construction	\$500,000
CPA23-006	Chris Walsh Memorial Trail Design	\$31,000
CPA23-008	103 Guild Road (Acquisition 11 Acres)	\$250,000
CPA23-016	Temple Street Park Improvements	\$34,000
CPA23-019	Design Study for New Community Gardens in Framingham	\$40,000
CPA24-004	Walsh/Dunning Softball Field Complex Improvements	\$35,000
CPA24-005	Accessible Boardwalk Construction, Carol Getchell South	\$650,000
CPA24-012	Pratt Street Community Garden Fencing and Storage	\$45,500
CPA24-013	*Reardon Park Construction	\$500,000
CPA24-017	Ecological Restoration on the Cochituate Rail Trail	\$39,500
CPA24-023	Waushakum Lake Rehabilitation/Preservation	\$51,250
CPA25-007	Splash Pad at Cushing Park	\$500,000
CPA25-009	Carol Getchell Middle Section Design	\$105,000
CPA25-014	Creating & Improving Recreational Opportunities on Framingham Trails	\$315,000
CPA25-019	Universally Accessible Walking Trail with Scenic Viewing Platforms- Carol Getchell Nature Trail	\$150,000
Subtotal Open Space & Outdoor Recreation Funding		\$3,606,250
CPA24-013	Reallocation of Funds- Reardon Park Construction	(\$500,000)
Total Open Space & Outdoor Recreation Funding		\$3,106,250

* Approval of funding CPA24-013 Reardon Park was conditional on the City appropriating City funds to cover the remaining expected cost of the Reardon Park playground renovation in the City's Fiscal Year 2025 budget. As the project was not included in the City's Capital Improvement Program, in FY2025 the City Council voted to reallocate the \$500,000 in CPA project funds back to the original CPA funding accounts for future projects.

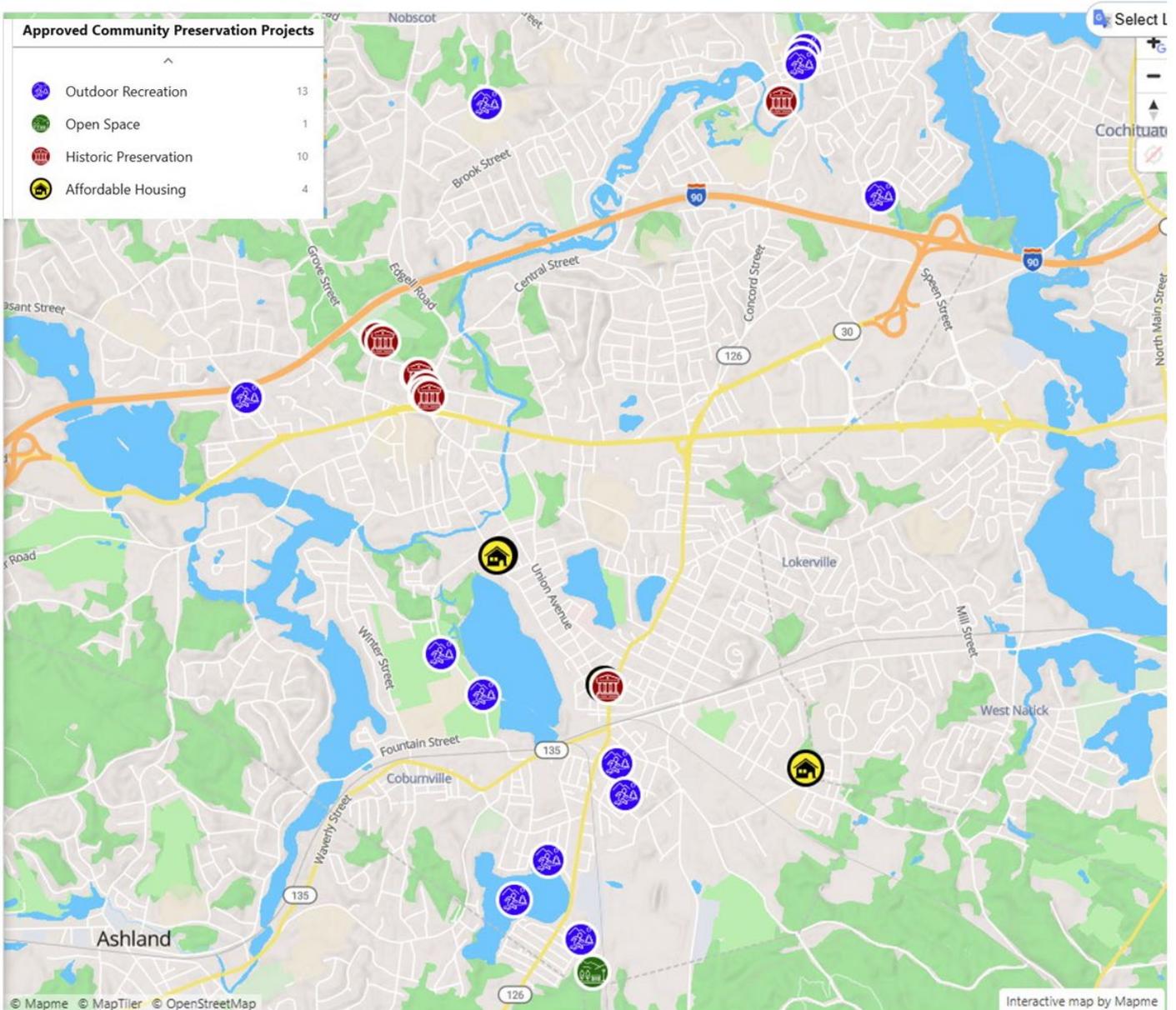
Historic Preservation Commitments (2023-2025)		
Project ID	Project Description	CPA Funding Commitment
CPA23-009	Edgell Grove Cemetery Tomb House- Emergency Roof Repair	\$225,000
CPA23-013	Framingham History Center- The Academy Preservation & Accessibility	\$39,000
CPA23-014	Framingham History Center- Edgell Memorial Library- Preservation & Restoration	\$70,000
CPA24-011	Athenaeum Preservation/Reuse	\$500,000
CPA24-014	Framingham History Center- The Academy Accessibility & Restoration	\$260,000
CPA24-015	Framingham History Center- Village Hall South Wall Restoration	\$132,000
CPA24-019	Historic Preservation of Memorial Building	\$200,000
CPA24-020	Edgell Grove Cemetery Tomb House Phase 2	\$400,000
CPA25-011	Framingham History Center- Edgell Memorial Library Woodwork Restoration	\$30,000
CPA25-012	Framingham History Center- The Academy Fire Alarm	\$90,000
Total Historic Preservation Funding		\$1,946,000

CPA Project Map

In FY2025, Framingham launched a new interactive map on its website. The map shows the locations of all projects funded through CPA in the City. The map can be viewed by using this link:

<https://www.framinghamma.gov/3944/Interactive-Project-Map>.

Interactive Project Map

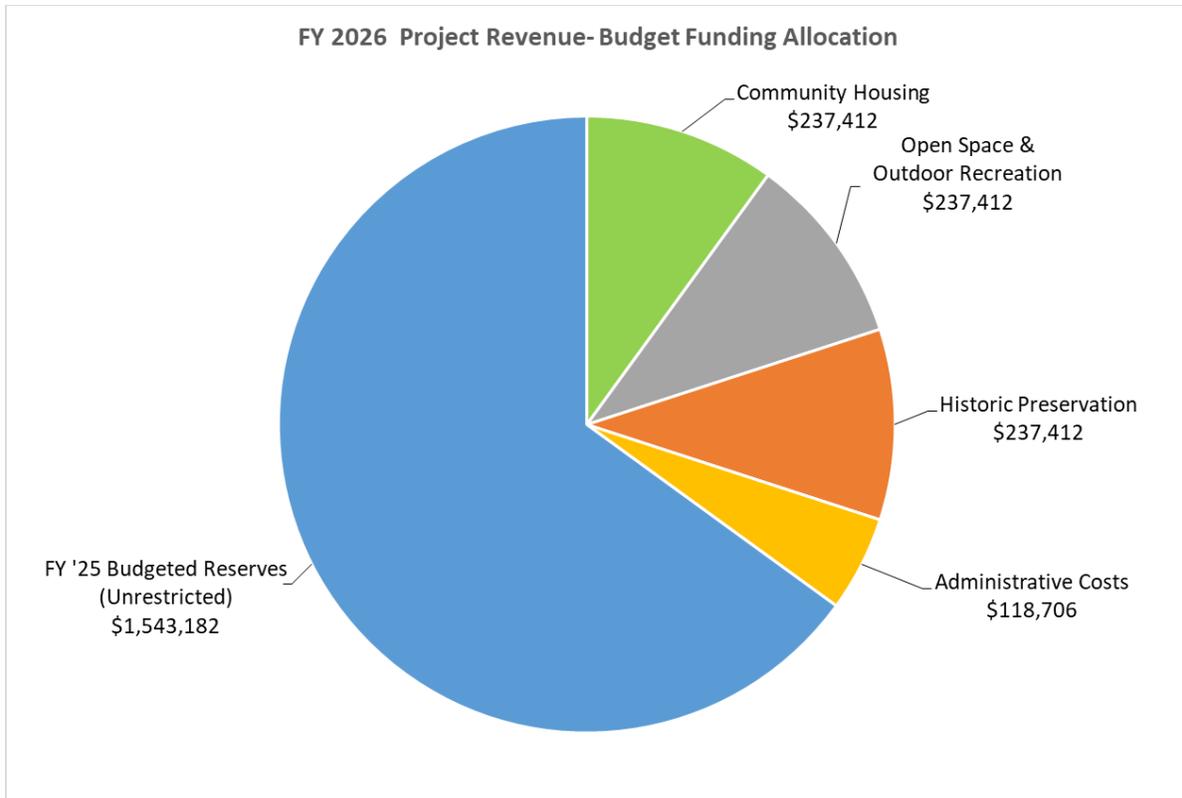


CPA Fiscal Year 2026 Anticipated Funding and Budget Allocation

Projected Available FY 2026 Revenues

In FY2026, Framingham anticipated generating about **\$2,374,124** in CPA revenue, including revenues/receipts from both the local surcharge and the State match, as well as other earnings, such as interest. This projection assumed an increase in Local CPA revenues of 2.5% over the actual revenues received in FY2025, an expected State Match of 15.9% (which would be 15.9% of the actual FY2025 local revenues), and other earnings equal to the account earnings received in FY2025.

CPA FY2026 Projected Revenue by Source	
	FY 2026 (Projected)*
Local Revenues	\$1,874,647
State match - Nov 2025 (projected 15.9%)	\$299,930
Other (Earnings, Interest, etc.)	\$199,547
Total	\$2,374,124



The Community Preservation Act requires that communities spend, or set aside for future spending, a minimum of 10% of annual CPA receipts each for Community Housing, Historic Preservation and Open Space/Outdoor Recreation. Up to 5% of annual revenues can be spent on the administrative and operating expenses of the Community Preservation Committee. The remaining funds may be allocated to any eligible Community Preservation use at the discretion of the CPC, subject to the approval of the City Council. The FY2026 budget allocation of the anticipated 2026 CPA revenues includes 5% going to the administrative budget and 10% allocated to each of the three specific dedicated project spending categories. The balance of the FY2026 projected revenues has been allocated to the Budgeted Reserve for any eligible Community Preservation use.

Projected Total Available CPA Funds

In addition to the expected annual revenue from FY2026 budget for the coming program year, noted above, available funds for projects in FY2026 also include uncommitted funds from prior years. Funds in the three dedicated reserve accounts that were not spent in previous funding years remain in those accounts and are added to the current year's 10% allocation budgeted to each of the three dedicated funding categories.

Also available are the funds that were reallocated from the prior year projects cancelled in FY2025. In all, Framingham has an available CPA Fund Balance account with \$1,275,064 collected in prior years, which has not been committed to approved projects or used to pay for the past year's administrative expenses, and includes the reallocated funds from the Reardon Park Construction project. CPA Fund Balance money may be committed to future approved CPA projects, without

restriction to project category. The FY2026 Budgeted Reserve Funds can also be used for any project without such restriction.

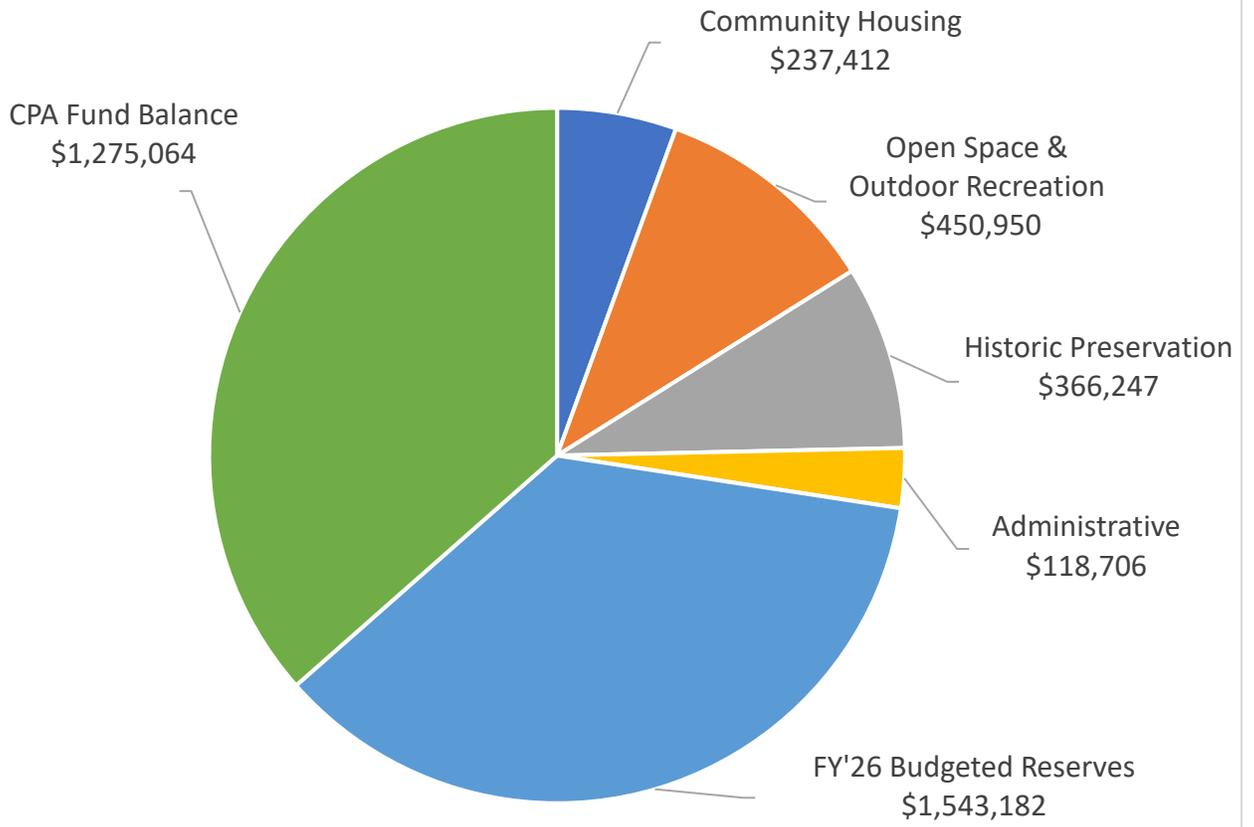
\$1,617,437 in total uncommitted funds is available from all CPA funds collected in prior years, which includes the reallocated funds. When added to the projected \$2,374,124 in revenue to be allocated in FY2026, the total CPA funds that could be committed in the FY2026 funding round are projected to be approximately \$3,991,561. This figure includes funds for the CPC’s Administration Account.

A limited amount of the administrative funds may be made available on a case-by-case basis to support the Community Preservation Committee’s due diligence or project feasibility for projects that are eligible for CPA funding but need additional information before the project can be recommended for funding. The use of administrative funds for this purpose is subject to the availability and approval of the CPC.

FY'26 CPA Available Funds Account Summary

CPA Fund Accounts	FY'25 & Prior Year	Reallocation in FY'25 from Prior Year Projects	FY'26 Approved Funding Allocation	Total Funds Available For FY'26
Category Reserve - Community Housing	\$0		\$237,412	\$237,412
Category Reserve - Open Space/Outdoor Recreation	\$0	\$213,538	\$237,412	\$450,950
Category Reserve - Historic Preservation	\$128,835		\$237,412	\$366,247
Administrative Account			\$118,706	\$118,706
FY'26 Budgeted Reserves			\$1,543,182	\$1,543,182
CPA Fund Balance	\$988,602	\$286,462		\$1,275,064
Totals	\$1,117,437	\$500,000	\$2,374,124	\$3,991,561

CPA Fund Availability FY2026





Appendices

Appendix A: CPA FY26 Project Eligibility Form
(Representation of Electronic Form)

	<p>CPA FY26 Project Eligibility Form</p>
<p align="center">Refer to the CPA FY26 Project Eligibility Process and Instructions</p>	

Project Title:	
Project Street Address or Location:	
Name and Title of Authorized Representative or Contact Person:	
Applicant(s) and Sponsoring Entities:	
Mailing Address:	
Phone:	
Email:	
Property Owner, if different from Applicant:	
Property Owner's phone number:	
Property Owner's email:	

CPA PROJECT DESCRIPTION

1. **There are four principal CPA Program Areas eligible for CPA funding: Open Space, Historic Resources, Outdoor Recreation, and Community Housing. Mark the area that best applies to your project.** You may mark more than one Program Area, as applicable under the CPA definitions, but this is less common.

- Open Space** – Land for wildlife or nature preserve, fields, forest land, wetlands, river, stream, lake and pond frontage, land to protect scenic vistas, watershed land, land to protect existing or future well fields, aquifers, and recharge areas, and land for recreational use. This category relates to natural resources.
- Historic Resources** – Buildings, structures, real property (a parcel of land and everything that is permanently attached), vessels, documents, or artifacts listed on the MA Register of Historic Places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town.
- Outdoor Recreation** – Land for active or passive recreational use, including, but not limited to, the use of land for community gardens, trails, parks, playgrounds, athletic fields, or land for non-commercial youth and adult sports. Includes recreation equipment and related amenities on recreation land. **Note:** Does **not** include indoor recreation, such as land for a stadium, gymnasium, or similar structure.
- Community Housing** – Housing for low and moderate-income individuals, families, and seniors. Moderate income is less than 100% and low income is less than 80% of the U.S. HUD (Housing and Urban Development) Area-wide Median Income (AMI).

AFTER you have identified your CPA Program Area, please select as many of the following Eligible Program Area ACTIVITIES which apply to your proposed use of CPA funding:

- Acquisition** refers to obtaining property interest by purchase, gift, devise grant, rental, rental purchase, lease or otherwise. (It only includes eminent domain taking as provided by G.L. c. 44B.)
- Creation** – To bring into being or cause to exist. Creation activity is **NOT allowed** for the **Historic Resources Program Area**. For example, historic interpretation, education or heightening awareness of history, the making of a video on the history of Framingham, oral histories, or digitizing historic documents would not be allowed because this is creating something new.
- Preservation** – Protect personal or real property from injury, harm, or destruction.
- Support** – is **ONLY allowed** for the **Community Housing Program Area** which can provide grants, loans, rental assistance, security deposits, interest-rate write downs, or other forms of assistance directly to individuals and families who are eligible for community housing, or to the

entity that owns, operates, or manages such housing, for the purpose of making housing affordable.

- Rehabilitation and/or Restoration** – Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state, or local building or access codes or federal standards for rehabilitation of historic properties. Historic rehabilitation/ restoration work must comply with the U.S. Secretary of the Interior’s Standards for Rehabilitation. **Note:** For **Open Space** and **Community Housing**, this Activity **ONLY applies if the property was acquired or created with CPA funds**. Maintenance activities are **NOT eligible** for CPA funding.

2. Provide a brief overview of your project. Describe the specific Eligible Activities for which you are requesting CPA funding. Identify any other project activities to be funded from other sources. (250 words or less)

3. Is your project located on city owned land, or a resource or asset owned, operated or under the control of a city entity?

Yes City Entity:

No

4. Is your project located on other public land or a resource or asset owned, operated or under the control of a non-city government entity?

Yes Government Entity:

No

5. Is your project on private land that is not owned by the Applicant?

Yes Private Entity:

No

6. Briefly describe the benefits your project will provide for the community.

(200 words or less)

7. Provide estimated budget information, if available.

CPA Funds Requested	Total Project Cost
\$	\$

Appendix B: CPA Project - Full Application Instructions



CPA Project - Full Application Instructions FY 2026

Submission deadline is **November 17, 2025**.

1. A Full Application will be accepted ONLY after the Community Preservation Committee has reviewed and approved the Applicant's CPA Project Eligibility Form and issued a Project Tracking Number for the Applicant to use on the Full Application and in future correspondence.
2. All applicable questions in the Full Application should be answered fully, and answers to the specific question asked should be clear responses. The CPC will consider an application incomplete if requested information is missing. An Application missing critical information could lead to rejection of the application.
3. Applications will not be accepted until all necessary application materials are received, including both the Full Application and the Appendices via Online Forms. The date of submission will be noted as the date that all required materials are in the possession of the CPC.
4. Supplemental information which does not directly respond to a specific question, but which the Applicant wishes to include in the submission, may be provided in Appendix O: Additional Materials. Appendix O must be used to submit the complete answer to a question if a complete answer to a given question exceeds the space offered.
5. **Applications to the CPC must be submitted via the CPA Project – Full Application, which is an Online Form** available on the Community Preservation Committee Webpage. **The CPC will only accept Applications electronically.**
 - a. The Full Application must include required Project and Application Information and complete responses to all Questions. (*Questions Not Applicable to your project may be answered with N/A.*)
 - b. Please draft all of your responses completely and only upload the answers to questions after you have finalized your responses and are ready to submit the entire Application.
 - c. Answers in the Online Form cannot be saved, except when the completed document has been submitted electronically.
 - d. Be sure to include an email address at the end of the Form in order to receive a copy of your submission, via email.
6. **Submit all required Appendices electronically via the separate CPA Full Application Appendices Electronic Submission Form.** It provides for uploading of Appendix documents.
 - a. Use the **CPA Full Application Electronic Submission Form** to upload Application Appendices files, in Portable Document Format (PDF) or other commonly used file formats.
 - b. The CPC encourages Applicants to upload all Appendices as a single document, in the order of the Appendix letters. If it is not practical to include one or more of the Appendices in the combined Appendix Document (such as an environmental study comprising many

pages or Architectural Plans) then upload them separately. The PDF with all or most Appendices should be named “CPA26-0xx Appendices”. If some Appendices are uploaded separately, name the document with “CPA26-0xx Appendix___”, which identifies the Appendix by letter.

c. Appendices Not Applicable to your project may be answered with N/A.)

7. Applications will not be accepted until Electronic Submission of all application materials is complete, including both the Electronic Submission of the Full Application, and the separate Electronic Submission of the Appendices. The date of submission will be noted as the date that both the Electronic Application and the Appendices are in the possession of the CPC.

Additional Application Submission Guidelines

1. To answer **Question 1- Project Overview**, a clearly defined scope of work for the proposed project to be undertaken with this funding request is required in the first paragraph. Identify the CPA use category for the project. Include whether the scope of the proposed request is an acquisition project, or a project to create something new, or to preserve, or to rehabilitate or restore an existing resource. Further, the scope should clearly indicate whether FY2026 CPA funding is proposed to be used for planning/design work, construction, or both; or whether the project is a housing services proposal. Proposed use of FY2026 CPA funding and aspects of the project to be paid for with other funding sources should also be clarified. The location of the project site, including the entity with care, custody and control of the site must be clearly identified.
2. To answer **Question 2.** of the Full Application regarding **Community Benefits and Local Needs**, review the **Community Preservation Plan**. This Plan will provide you with information on community needs and goals.
3. To answer **Question 3.** of the Full Application regarding **Meeting Priorities in the Community Preservation Plan**, review the **Community Preservation Plan Update**. This Plan Update will provide you with information on the CPC’s revised priorities as identified in the General Criteria and CPA Program Criteria.
4. Existing conditions and restrictions (deed, historic preservation, conservation, or other) must be clearly identified.
5. **Appendix A. Applicant Declaration Signature Page(s)** must be hand signed and dated by all Applicants and Co-Applicants. This form will be provided by the CPC Coordinator. The public entity that controls a public site must be either an Applicant or Co-Applicant.
6. **Appendix E. Budget Summary Form** should be organized by proposed source of funds in the left column. Include design and administrative expenses (architecture, engineering, permitting, closing costs, registering the deed, legal notices, etc.) associated with the project in “Soft Costs”. Projects involving hard “Construction Costs” should include any contingency added to those costs on the Form. **Housing Service Projects Only:** Indicate budget for direct financial support under the heading “Study” for purposes of this application. This form will be provided by the CPC Coordinator.
7. Include itemized budget details as well as a detailed explanation of how the budget was derived. Applicants should obtain professionally prepared estimates on vendor or estimator’s letterhead for the purpose of estimating project costs. If formal estimates are not provided, a well-documented cost estimate must be provided. Include in **Appendices F. Cost Estimates** and **Appendix G. Funding Sources**, as appropriate.

-
8. Per CPA legislation, city departments and organizations cannot be reimbursed for their general overhead expenses such as staff time, copies, shipping, travel costs, etc. Only expenses directly associated with an eligible CPA activity and not covered under an existing funding source may be included in a project budget as a CPA covered expense.
 9. Supplemental information, such as related or previously funded projects and background information which may be useful for consideration, may be provided in **Appendix O**.

Other Project Requirements

1. **City property:** If the Applicant is proposing a project on City-owned property, either the Applicant or Co-Applicant **must** be the public entity that has care, custody, and control of the land.
2. **Public procurement and prevailing wage laws.** Refer to the Community Preservation Coalition webpage about [procurement requirements](#) for CPA projects and whether procurement requirements might apply. The City's Procurement Officer in the Finance Department may be able to assist City Departments in determining such requirements.
3. **Appraisals:** The City cannot appropriate more than the appraised value to acquire a real property interest. If the requested funds are for acquisition of real property or an interest in it, an independent property appraisal at the Applicant's expense is required. No funding decisions will be made without an appraisal.
4. **Professional Standards:** Plans, appraisals and other professional reports must be prepared and include the professional stamps of project architects, landscape architects, engineers, or other certified professionals, licensed in the Commonwealth of Massachusetts.
5. **Historic projects:** Applicants of proposed historic-funded activities must refer to the Community Preservation Coalition webpage about [Historic projects](#) to ensure the applicant understands the requirement that the planning and execution of CPA funded historic activities must meet the [U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties](#) .
6. **Disbursements:** All CPA grant funds are provided on a reimbursement basis. As per Massachusetts General Law, Chapter 41 Section 56, goods and services must be received before grant funds are disbursed. City departments may submit for reimbursement upon receipt of the goods and/or services, accompanied by an invoice. Non-city departments (non-profits or private parties) must provide evidence that goods and/or services have been received and provide proof of payment for the goods and/or services to the CPC before being reimbursed.

Questions regarding the CPA Project – Full Application submission should be directed to:

*Heather O'Donnell, CPC Coordinator,
Framingham CPC, Room 205
150 Concord St., Framingham, MA 01702
508-532-5683, hodonnell@framinghamma.gov*

Appendix C: CPA Project – Full Application FY2026

CPA Project - Full Application Electronic Form and related forms can be found on the CPC webpage: <https://www.framinghamma.gov/3286/Community-Preservation-Committee>

	CPA PROJECT FULL APPLICATION FY2026 (REFERENCE DOCUMENT TO FY2026 E-FORM)
---	--

Note: Applications will be returned as incomplete unless all relevant requested information is answered and provided, including all applicable Appendix documentation. Please respond thoroughly to each of the questions below. It is strongly recommended that you draft your responses to the online form narrative prompts and then copy them into the online form when you are ready to submit it. DRAFTS OF ANSWERS TO QUESTIONS AND PROGRESS IN THE ONLINE FORM CANNOT BE SAVED. If an answer exceeds the space provided, please also submit complete question and answer in Appendix O.

Link to Application Instructions

A. Project Information

Project Title: _____

Project Location: _____

Project Tracking Number (assigned by CPC): _____

CPA Program Category: (indicate all that apply):

Open Space Historic Preservation Community Housing Outdoor Recreation

CPA Funding Request: _____ Total Project Budget: _____

B. Applicant Information

Applicant / Sponsoring Organization: _____

Co-Applicant / Sponsoring Organization: _____

Contact Information for: Applicant ___ Co-Applicant ___

Authorized Representative with Title and Affiliation:

Mailing Address: _____

Phone Number: _____ **E-Mail:** _____

C. CPA Full Application – Questions

1. Project Overview

Provide a detailed project description, including specifics of the project site. The scope of the project requested for FY2026 CPA funds must be clearly defined in the first paragraph. (See CPA Project – Full Application Instructions for guidance on what is expected.)

2. Community Benefits and Local Needs

- a) How does the project address local needs or goals identified in the Community Preservation Plan or other City Plans?
- b) How does the project benefit the community?
- c) What populations will the project serve?

3. Meeting Priorities in the Community Preservation Plan

- a) How does the project meet the **General Criteria** in the most recent Community Preservation Plan Update?
- b) How does the project meet the **CPA Program Category Criteria** found in the most recent Community Preservation Plan Update?
- c) Will your project incorporate Universal Design and other best design practices? If so, please describe. If the project falls under ADA and/or MAAB regulations, please explain how it will comply with those requirements.

4. Environmental Impact

- a) Does your project positively impact the natural environment? If so, please describe.
- b) Identify any sustainable design practices to be incorporated into the project.
- c) Does your project adversely impact the natural environment? If so, please describe.

d) What best environmental practices or measures will be taken to mitigate potential negative impacts?

5. Planning and Permitting

a) Are any planning, environmental studies, or assessments required to undertake this project? If so, please describe and include who will be responsible for these activities.

b) What is the expected cost and proposed source of funding for these activities?

c) Are City or State environmental permits, zoning, or other City or State regulatory permits or approvals necessary to implement this project? If so, please describe and include who will be responsible for these regulatory activities.

d) What will be the expected cost and source of funding for each required regulatory activity?

*Note: Provide current site and design plans in **Appendix I** and completed environmental studies in **Appendix L**. Be sure to include Planning and Permitting budget data in **Appendices E and F**, clearly showing the proposed source of funding for each, as applicable.*

6. Community Support

Demonstrate and describe the level of support for this project from the community and the City. Include signed letters of support in **Appendix B** of this application.

Note: Letters of support will be accepted after the application deadline and can be emailed to the CPC Coordinator.

7. Budget Information

- a. **Scope:** Provide a detailed description of the specific tasks that will be carried out using the requested CPA funds. If the project has multiple funding sources, identify each of the other funding sources, and describe the tasks that will be carried out with each.
- b. Attach a completed **Budget Summary Form**, under **Appendix E**. *Note: This is a separate fillable spreadsheet.*
- c. **Cost Estimate:** Explain how the total CPA funding request was determined. Attach documentation, including any cost estimates obtained from vendors, under **Appendix F**.

- d. Funding Sources:** Explain the **status** of each non-CPA funding source identified for this project in Appendix E, the Budget Summary Form, i.e., will submit application on X date, applied on X date, received award notification on X date, funds on hand, etc. For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in **Appendix G**.

STATUS OF FUNDING SOURCES			
	SOURCE	SECURED? (YES/NO)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			

- e.** Identify and describe any in-kind contributions (such as donations of equipment, property, or volunteer labor) which will contribute to completion of the project.
- f.** If the project proposal is for a community housing development or rehab project, submit three budgets as attachments: Development, Sources and Uses, and Operating Budgets, in **Appendix H**.

7. Timeline

Provide an expected timeline with **ALL major milestones**, including anticipated **project start date**, **planning and permitting**, **construction start date**, and expected **project completion date**. Explain how long each task will take.

Note: *Project activities funded in this Fiscal Year by CPA will need to be completed within three years of your CPA award.*

9. Historic Projects

a) Describe how the applicant will ensure compliance with the U.S. Secretary of the Interior’s Standards for Rehabilitation standards as the project is ongoing. Provide documentation of historic status of the property in **Appendix M**.

b) Does the Framingham Historical Commission support the project? If so, include their letter of support in **Appendix B**.

Application, and the status of authorization of such entity for this Application. Provide documentation of site control in **Appendix D** (i.e. Assessor’s Card, Title or Deed). Clearly delineate boundaries of ownership / site control in site plans provided in **Appendix I**.

11. Required Restrictions:

Please identify any existing deed restrictions and the parties who hold these restrictions. If a restriction will be required, identify the entity that will hold the restriction.

(Examples of restrictions include Conservation Restrictions or Preservation Restrictions)

12. Public Access:

a) If the project entails a privately-owned (including private non-profit) asset, describe how the public can enjoy the proposed CPA-funded improvements.

b) If the project includes historic preservation, are the improvements visible to the street?

c) How will public enjoyment of the historic resource be ensured? Please describe any proposed expansion of public access, if any.

Note, a public access agreement may be required as a condition of a grant.

13. Long Term Maintenance Plan (as applicable)

Identify which entity will be responsible for maintenance. Document how ongoing maintenance of the completed project will occur and how this maintenance will be funded.

Note: CPA Funds MAY NOT BE USED FOR MAINTENANCE.

Appendices

Notes: Provide ALL Appendices to your application, as a Single PDF Attachment.

If an Appendix is not applicable to your project, indicate it with N/A in the Online Form.

- **Appendix A: CPA APPLICANT DECLARATION SIGNATURE PAGE**, hand signed by All Applicants and Co-Applicants (including the entity with ownership or site control of the project site).
- **Appendix B: Letters of support** by community members or groups, and by municipal departments, divisions, boards, and commissions-
- **Appendix C: Visual project documentation** – To help explain the project, visually demonstrate the site by providing digital photographs, drawings of the proposed project site or historic resources, and aerial photographs, maps or sketches of the project in its neighborhood.
- **Appendix D: Project site control** – provide documentation that shows the Applicant or Co-Applicant has control over the site, such as: Assessor’s Card, Purchase and Sale Agreement/Option, Deed, or

other documented evidence of authorization from the property owner in order to proceed with the project.

- **Appendix E: Budget Summary Form** – Provide a completed Budget Summary Form, listing sources of funds in the left column.
- **Appendix F: Cost Estimates** – Provide cost estimates including any back-up documentation, i.e., itemized budget details, and other information to support proposed budgets.
- **Appendix G: Funding Sources Documentation** – Letters of commitment for funding and bank statements, as applicable, should be provided as back-up information to proposed budgets.
- **Appendix H: Community Housing Budgets** – Development, Sources and Uses, and Operating Budgets.
- **Appendix I: Site and Design Plans** – For projects involving construction, rehabilitation, site acquisition, easements, or other interests, provide floor plans and elevations, including the existing conditions and proposed site plan(s), as applicable. Professionals attesting to drawings, etc. must be licensed by the Commonwealth of Massachusetts.
- **Appendix J: Natural Resource limitations documentation**, e.g., wetlands maps and USGS maps.
- **Appendix K: Property Appraisal** – For acquisition of real property or an interest in it, provide a property appraisal, prepared by an independent professional appraiser, certified in Massachusetts. *Note: Acquisition of real property may not exceed the appraised value.*
- **Appendix L: Environmental documentation** that clearly demonstrates the proposed site is free of hazardous materials or that there is a plan in place for assessment and/or remediation. This can include 21E findings. Provide additional environmental studies or documentation, as relevant.
- **Appendix M: Historic Preservation projects** – provide record of easements, Massachusetts Historic Commission Historic Inventory sheet, or other evidence of the resource’s historic status. Also, include a Historic Structure Report or existing conditions reports, with photographs.
- **Appendix N: Non-Profit organizations** must include a copy of 501(c)(3) certification, and the most recent financial audit or most recent financial statement.
- **Appendix O: Additional Materials** – Materials the applicant deems useful for consideration of their application.

Appendix D: Budget Summary Form

Fillable Budget Summary Form can be downloaded from CPC webpage:

<https://www.framinghamma.gov/3286/Community-Preservation-Committee>

BUDGET SUMMARY FORM					
CPA FY26 FUNDING CYCLE					
CITY OF FRAMINGHAM, MASSACHUSETTS					
Summary of Project Costs					
Project Name:	project				
<p><i>Please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission. Budget should include cost of permanent CPA dedication sign if requesting acquisition or construction funds. (Leave any category blank if not applicable to your project. Use whole dollar amounts only.)</i></p>					
Proposed Source	Expenses				
	Study	Acquisition	Soft Costs*	Construction**	Total
1					
2					
3					\$ -
4					\$ -
5					\$ -
6					\$ -
Total Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -
<p>* Soft costs include site development costs, such as architecture, engineering, design, professional services, permitting fees, site analysis, closing costs, legal, etc. (not the actual construction)</p>					
<p>** Construction includes direct contractor labor and material cost for construction, preservation, rehabilitation, restoration, and/or accessibility work. A contingency of 15% is strongly recommended for Construction projects.</p>					

Appendix E: Applicant Signature Page

Applicant Signature Page can be downloaded from CPC webpage:
<https://www.framinghamma.gov/3286/Community-Preservation-Committee>



CPA APPLICANT DECLARATION SIGNATURE PAGE

I or my organization has approved this CPA Application submission to the Community Preservation Committee. To the best of my/our knowledge and belief, all information in this Application is true.

Project Title:

Applicant's Authorized Representative:

Organization:

Authorized Representative's Name:

Email:

Phone:

Signature of Authorized Representative and Title

Date Signed

Co-Applicant / Property Owner's Authorized Representative (if applicable):

Organization:

Authorized Representative's Name:

Email:

Phone:

Signature of Authorized Representative and Title

Date Signed

=====

For Historic Preservation Projects Only – Please check box to acknowledge:

I/We have read the [U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties](#) and understand that planning for and execution of this project must meet these standards.

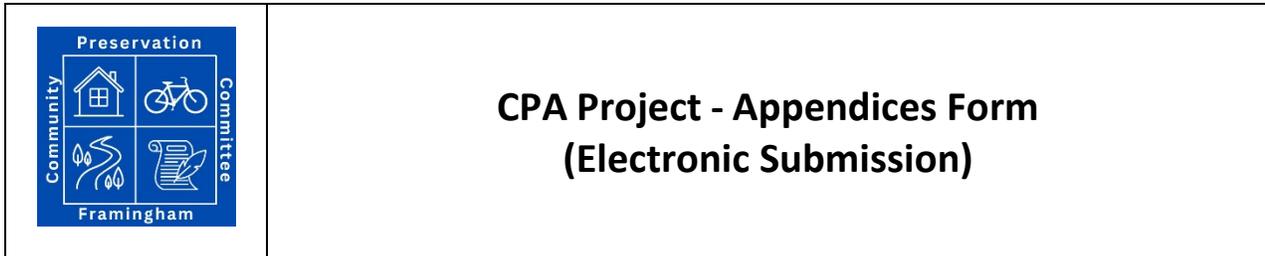
*Note: Applicant Declaration Page(s) signed by Applicant and Co-Applicant to be submitted as **Appendix A.***

Appendix F: Appendices Electronic Submission Form

Appendices Electronic Submission Form can be accessed via the CPC webpage:

<https://www.framinghamma.gov/3286/Community-Preservation-Committee>

Representation of Electronic Submission Form for Appendices



The applicant must complete the Full Application form and the Appendices Form by November 17, 2025, the application deadline.

Please read CPA Project – Full Application Instructions FY2026 carefully

PROJECT INFORMATION

Project Title:

Project Tracking Number:

Applicant / Sponsoring Organization:

Applicant's Contact Person:

Contact's E-Mail:

Notes (if needed):

Attach all Project Appendices in one document, as practical.

Attach large Appendix documents separately, as necessary.

(See CPA Project – Full Application Instructions FY2026 for info on naming these files)

Application Appendices Document

Additional Appendix Material

Additional Appendix Material

Additional Appendix Material



Receive an email copy of this form.

Email address

Appendix G: CPC Application Evaluation Matrix (Draft)

CPC APPLICATION EVALUATION MATRIX: 12/05/2022

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
Application Completeness					
Responses	All questions answered; all essential information provided	Some questions unanswered; all essential information provided		Many questions unanswered OR essential information is missing	
Documents	All requested documents provided	Some documents missing, but are not immediately essential for evaluation		Essential documents missing	
Project purpose, goals, community support					
1. Addresses needs, goals, and priorities in Community Preservation Plan (CPP)	Strongly addresses	Generally addresses	Weakly addresses	Does not address	
2. Consistent with priorities in other relevant City plans	Fully consistent	Generally consistent	Weakly consistent	Not consistent	
3. Supported by City Boards, Commissions, Departments	Strong support	Some support	Limited support	No apparent support	
4. Supported by community and diverse resident populations	Positive comments and letters of support from diverse populations	Positive comments and letters of support from community	Mix of positive and negative comments and letters	Most public comments oppose project; no letters of support	
Value created for Framingham					
5. Project visibility	High visibility	Good visibility	Low visibility	Not visible	N/A
6. Broad community benefits	Broad segments of City will benefit	Some segments of community will benefit	Limited benefits to community	No apparent community benefits	N/A
7. Public access to project	Excellent access	Good access	Limited access	No apparent access	N/A
8. Benefits underserved geographic areas / populations	Strongly benefits	Good benefits	Limited benefits	No apparent benefits	N/A

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
9. Supports needs of at risk populations (e.g. elderly, low income, veterans)	Significantly supports needs	Supports some needs	Limited support of needs	Does not support needs	N/A
10. Addresses accessibility and needs of people with disabilities	Includes comprehensive universal design or ADA/MAAB requirements	Includes some universal design and support for accessibility	Limited effort to support accessibility	No apparent effort to address accessibility	N/A
11. Saves valued resource(s) that would otherwise be threatened or lost	Valued resource will be lost without <u>immediate</u> intervention	Valued resource may be lost without <u>near-term</u> intervention			N/A
12. Protects natural environment	Significantly contributes to protection of natural environment	Contributes to protection of natural environment	Minimally contributes to protection of natural environment	Degrades natural environment	N/A
13. Deploys sustainable design practices and addresses climate resiliency needs	Significantly incorporates these practices; addresses climate resiliency needs	Deploys some of these practices; addresses some of these needs	Shows little effort to deploys these practices or address these needs	Shows no effort to deploys these practices or address these needs	N/A
Strategic considerations for CPA funding					
14. Leverages other public and/or private funding sources	Significant additional funding commitments secured	Some additional funding commitments secured	Seeking additional funding, but no commitments secured	No apparent effort to secure additional sources of funding	
15. Includes donated material and labor or in-kind contributions	Significant material/labor donations or in-kind contributions committed	Some material/labor donations or in-kind contributions committed	Potential donations or in-kind contributions identified; not secured	No donations or in-kind contributions identified	N/A
16. Addresses urgent or long-standing needs	Addresses <u>urgent</u> need	Addresses <u>long-standing need</u>			N/A
17. Addresses exceptional time-sensitive opportunities	Addresses <u>exceptional</u> time-sensitive opportunity	Addresses <u>time-sensitive</u> opportunity			N/A

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
18. Addresses two or more CPA categories	Addresses Open Space or Recreation, and Housing	Addresses any two or more CPA categories			
19. Catalyst for transformative change to enhance aesthetics, connectivity, and/or quality of life beyond the project	Compelling information provided demonstrating transformative change will result	Some information provided that transformative change may result			N/A
Likelihood of project success					
20. Project management expertise and availability (i.e., time dedicated to project)	Project manager named has <u>all</u> necessary skills and experience, and sufficient availability	Project manager named has <u>some</u> relevant skills and experience, and sufficient availability	Project manager named has <u>limited</u> qualifications or limited availability	Proposed manager not named or lacks needed qualifications or availability	
21. Project team qualifications	Team includes all disciplines and skills needed to ensure project success		Team appears to include all disciplines and skills needed to ensure project success	Team does <u>not</u> include all disciplines and skills to ensure success	
22. Project plans	All required plans provided with all needed details; plans stamped by qualified professional (as appropriate)	Required plans provided with sufficient details; plans stamped by qualified professional (as appropriate)	Plans provided, but lack needed details OR plans not prepared by a required qualified professional	Plans insufficient or not provided	N/A
23. Realistic and informed project budget	Budget is both realistic and fully documented, with professional cost estimates or firm quotes	Budget is realistic, though not fully documented with professional cost estimates or firm quotes		Budget lacks clarity and documentation or is unrealistic	
24. Realistic timeline and milestones	Timeline is realistic and logical with clear and specific milestones	Timeline appears realistic and has relatively clear milestones	Timeline is generic, lacks detail and/or requires clarification	Timeline does not reflect an understanding of project requirements	

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
25. Project permitting	All necessary permits approved	Needed permits identified and in process	Needed permits identified but process not begun	Need for permits not identified OR not likely to be secured	N/A
26. Long-term maintenance plan and budget	Maintenance plan is <u>detailed</u> , realistic, and <u>commits</u> funding and responsibility for ongoing maintenance	Maintenance plan is realistic and <u>identifies</u> <u>potential</u> funding sources and responsibility for ongoing maintenance		Maintenance plan insufficient or unrealistic	N/A