



SPECIAL APPLICATION PROCESS POLICY

There are some special situations related to Applications for CPA funding which the CPC will consider outside of the normal annual application schedule.

Purpose

For any eligible use for CPA funding, under special circumstances as determined by the CPC, the CPC will consider a special application outside of the Standard Application Process if it meets the criteria listed below. **The principle warranting special consideration outside of the Standard Application Process is that a unique opportunity is presented that, if missed, is likely to remove or make unavailable to the City and its citizens a valuable resource within the City.**

For example, the most common of these circumstances might be the imminent placing of real property on the market, but they could include time-sensitive stabilization or restoration of an historic asset damaged by flood or fire, or other emergency situations.

Process

Determination that a proposal meets the Criteria below will be considered under this Special Application Process and will require a supermajority 2/3 vote of the CPC. In all such cases, the CPC will adhere to the procedures applicable under the Standard Application Process, except for the submission and hearing deadlines outlined in that process, and in all such cases, the CPC will hold a public hearing to review and deliberate on such an application. The CPC will consider such an application as expeditiously as possible.

Criteria

The CPC will consider a proposal under the Special Application Process only if the project meets the General Criteria and the relevant Category Specific Criteria for Community Housing, Open Space/Outdoor Recreation and Historic Preservation as provided in the Framingham Community Preservation Plan, and the all of the following additional criteria:

- The proponents were unaware of the opportunity to undertake the project; or the proponents did not have authority to identify such opportunity prior to the Standard Application deadline (for example, the potential sale was still confidential).
- The proponents have either: (a) a letter of intent signed by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement or legal title) of the real property.
- The project is supported by one or more City Boards with responsibility for projects of a similar nature.
- Failure to secure CPC funding will create a high likelihood that the project will not be able to be carried out for the benefit of the City, because the opportunity is of very short duration.
- Appropriation of CPC funding will contribute materially to the likelihood of success for the project.

- The project holds a high priority in the City's Open Space Plan, the Historic Preservation Plan, Housing Plans, the Community Preservation Plan or in other planning documents currently accepted and utilized by the City.