

## **MEDFORD COMMUNITY PRESERVATION COMMITTEE**

### **Project Requirements & Selection/Scoring Criteria**

All proposed projects must be eligible for CPA funding according to the requirements set forth in the law before further consideration can be given.

#### **Requirements for all projects:**

1. Consistency with the Community Preservation Plan, Open Space and Recreation Plan, and other planning documents related to community preservation that have undergone a public planning process;
2. For projects on City property, an appropriate City department, board, or committee must be the applicant or co-applicant, and a staff liaison must be designated by the Mayor;
3. Open space or historic resources must be permanently protected, such as with a conservation restriction or historic preservation restriction;
4. Public access (if applicable to project);
5. For projects related to housing development or rehabilitation, CPA funds can only be used to support the creation of units that are affordable to income-eligible households.

#### **Comparative Evaluation Criteria**

- Projects will be recommended for funding following an evaluation of the merits of both the proposal and its proposed costs. If the requests for funding exceed the amount of funds available, projects will be compared with one another in order to determine which projects, if any, would earn CPC recommendation. All recommendations and actual awards are subject to the availability of CPA funds and approval by the City Council.
  - Proposals that address more than one CPA eligible purpose; leverage additional funding, involve collaboration of more than one agency, organizations, board or committee; or otherwise show a comprehensive, community centered, multidisciplinary approach, will be given highest consideration.
  - Applications that present a thorough description of the project with as many details as possible, have significant support from other City Boards/Committees, have gathered public input and endorsements, and present a comprehensive, well described and reasonable budget will have the greatest likelihood of success. Budget requests must be thorough because there will not be an opportunity to change the budget amount after the CPC makes its funding recommendation. For applications that take place on City property, substantive coordination with the City staff liaison and/or other departments who may be involved in the implementation of the project will help to ensure a complete application.
- ) When a proposal meets the statutory requirements, the CPC may rate projects using the following factors. The final decision of the CPC on a project is based on the vote of the committee, and such rating criteria are a guide for the committee in its decision making:

<b>Narrative</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>Complete application</b>	All answers are provided and all required documentation provided	1 question or 1 document is missing	A few questions or documents missing.	Multiple documents or questions missing
<b>Alignment with CPC goals and priorities</b>	Strong alignment with specific CPC goals and priorities	General alignment with CPC goals and priorities	Alignment with CPC goals and priorities is weak	There is no alignment with CPC goals and priorities
<b>Support of outside groups, relevant city boards, and public</b>	Multiple letters of support, positive public comment, and project planning involved broad public process.	Multiple letters of support and positive public comment but reflects limited public	At least one letter of support. Public comments are mixed but on balance supportive.	No letter(s) of support. More public comments opposing the project.
<b>Project type</b>	Project clearly restores, preserves or repairs existing resources	New development project		
<b>Benefit to the City</b>	Strong, immediate benefit to the city that improves quality of life, tax base	Benefit likely to be realized in the future	Benefit may not be realized by many people	The argument for benefit is not convincing
<b>Budget/Scope</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>Due Diligence</b>	Applicant has done exceptional due diligence to obtain estimates and provide a detailed explanation.	Due diligence is clear and documentation is adequate.	Due diligence information provided is not clear or is lacking detail.	Budget funds are not backed up by any credible detail or due diligence is not
<b>Project Feasibility</b>	The applicant demonstrates capacity, and has obtained the approvals, funding, or other resources so that with CPA funding the project is ready to proceed.	Resources, funding, and approvals are likely to be put in place after or as a result of CPC funding commitment.	It is not clear whether the applicant will be able to obtain the resources and approvals needed to complete the project.	It appears unlikely that the applicant has the resources or will be able to obtain the funding and approvals necessary to complete the project.
<b>Coordination</b>	Where applicable, application shows substantive coordination and planning involving City departments or other entities that will have involvement in the execution of the project.	Applicant notifies all City departments or other entities that will have involvement in the project but does not show evidence of coordination.	Applicant identifies applicable City departments or entities that will have involvement in the project but does not communicate with them.	Applicant does not identify applicable City departments or entities that will have involvement in the project.
<b>Non-burden to the city</b>	The project will very likely have no burden on the city	There may be limited burden to	Risk of burden to the city	Considerable burden to city
<b>Sources of funding</b>	CPA fills a partial funding gap or provides a local funding match that would not otherwise be available, enabling a project which leverages funds from other sources.	CPA funds enable a project for which other funding sources are not available.	CPA funds contribute toward a project for which other sources of funds are available and which utilizes funds from at least one other source	CPA is the sole source of funding for a project for which other sources of funds may be available.

- Additional criteria will be taken into consideration on a case-by-case basis, including project feasibility/readiness to proceed, lifetime cost or environmental impact, and the amount of funding requested relative to the CPA funds available.