

APPLICATION EVALUATION MATRIX: This evaluation matrix will be used as a guide by the CPC in its decision-making process.

Criterion	Excellent	Good	Fair	Inadequate	Not Applicable
Application Completeness					
Responses and Documents	All answers and required documentation are provided	A question is unanswered or a document missing	Some questions are unanswered or some documents missing	Multiple documents missing, questions unanswered, or significant further information required	
Guiding Principles and & Priorities					
Community Needs and Values					
Project visibility, community benefits, and appropriate public access	High visibility	Good visibility	Low visibility	Not visible to the public	
	Broad segments of the community will benefit	Selected populations will benefit	Limited community benefit	No community benefit	
	Unrestricted public access	Some public access	Limited public access	No public access	
Sustainable environmental design and practices for long-term maintenance	Strongly incorporates such elements	Some effort to incorporate such elements	Limited effort to incorporate such elements	Does not incorporate such elements	
Support from municipal, community groups, and/or range of public voices	Multiple letters of support and positive comments from broad community representation	Some letters of support and positive comments from limited community representation	Mixed public comments, but majority are favorable	No letters of support. Most public comments opposed to project	
Alignment with specific goals in Community Preservation Plan and consistency with priorities in other town plans	Strong alignment and consistency	General alignment and consistency	Weak alignment	No alignment	
Universal design principles and ADA and MAAB accessibility regulations	Strongly incorporates such elements	Some effort to incorporate such elements	Limited effort to incorporate such elements	Does not incorporate universal design principles and/or comply with ADA/MAAB regulations	
Strategic Funding					
Leverage funding sources including in-kind contributions	Significant additional sources of funding committed and/or in-kind contributions	Some additional sources of funding committed and/or in-kind contributions	Minimal additional sources of funding and/or in-kind contributions	No additional sources of funding or in-kind contributions	

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Strategic Funding					
Addresses long-standing urgent needs or exceptional time-sensitive opportunities	Clearly addresses	Addresses	Somewhat addresses	Does not address	
Feasibility regarding project management and team expertise	Clearly documents project manager and team capacity (time dedicated to project, qualifications, and track record)	Some documentation of project manager and team capacity (time dedicated to project, qualifications, and track record)	Project manager and team have minimal qualifications, experience, or track record, or there are concerns about time dedicated to project	Project manager and team have neither the required qualifications nor experience. Or project manager or team did not adequately perform on different CPA project	
Feasibility regarding timeline and milestones	Timeline is logical, detailed with clear and specific milestones, and schedule is realistic for proposed project	Timeline has relatively clear milestones, and schedule is likely realistic for proposed project	Timeline is generic, possibly unrealistic, lacks detail and/or requires clarification	Timeline does not demonstrate an understanding of project requirements or organization	
Feasibility regarding long-term maintenance plan and budget	Maintenance plan is detailed and realistic, displaying sufficient and reliable resources to fund future maintenance	Maintenance plan is feasible and identifies some resources to fund future maintenance	Maintenance plan lacks thoroughness, supporting information, or reliable funding for future maintenance	Maintenance plan is insufficient, and/or has no reliable funding for future maintenance	
Budget feasibility	Budget is realistic and well-detailed including professional cost estimates or quotes	Budget is realistic and includes professional cost estimates or quotes	Budget lacks clarity and documentations such as cost assumptions, estimates, or quotes	Budget is unrealistic, incomplete, and/or lacks clarity and cost estimates or quotes	
Addresses two or more CPA categories	Yes			No	
Catalyst for transformative change to enhance aesthetics, connectivity, and/or quality of life beyond the project	Demonstrates with compelling evidence	Demonstrates with some evidence	Does not demonstrate or makes the case without evidence	Does not claim the project will lead to significant change to the community beyond the project	