

Guidelines for Submission of Projects to CPC As of June, 2009

- 1. Each project must be submitted on the Community Preservation Committee Project Submission Sheet available on the Town Website or by request from the Selectmen's Office. Please review Questions and Answers for CPC projects and the DOR eligibility table carefully before submission. These documents are available on the website and in the Selectmen's Office.**
- 2. Please keep in mind that there are legal limitations on use of CPA funds. More information is available at:
<http://www.communitypreservation.org/index.cfm>**
- 3. Requests for funds should be within a 5-year period from FY 2011-FY 2015.**
- 4. Requests must include a detailed need for the project and be documented with appropriate support information. Some projects will require deed restrictions of some type to ensure the public purpose of the project.**
- 5. Applicants should obtain cost quotes for most projects. In some cases, cost estimates may be used provided the basis of the estimate is fully explained.**
- 6. If the request is part of a multiple year project, include the total project cost.**
- 7. Applicants with multiple project requests should prioritize projects.**
- 8. If funding for a study or assessment is required for a project, it is necessary that the longer term project be eligible for CPA funds. This longer term project must be explained fully. Costs should be estimated for all aspects of the project.**
- 9. Requests reviewed and accepted by CPC by March each year will be considered for recommendations at the Spring Annual Town Meeting. A public hearing will be held at the April meeting for all accepted projects. In general new projects will not be accepted after the February meeting.**
- 10. A representative must be identified in the application who will report quarterly about the project status.**
- 11. If you remain in doubt about the eligibility of your project, please submit it to the CPC for consideration.**

**Community Preservation Committee
Westport, Massachusetts
June 11, 2009**

