

COMMUNITY PRESERVATION ACT (CPA)

COMMUNITY PRESERVATION COMMITTEE (CPC)



DRAFT GUIDELINES FOR SUBMISSION OF PROJECTS TO CPC

1. Each project must be submitted on the Community Preservation Committee Project Submission Sheet. Please review Questions and Answers for CPC projects and the DOR eligibility table carefully before submission. All 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 FY12-FY16.
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 three 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 if possible.
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. Submissions must be received and approved by CPC by March each year to be considered for recommendations at the Spring Annual Town Meeting. An advertised public hearing will be held prior to Town Meeting for all approved projects. Information regarding CPC projects for Special Town Meetings will be provided in a special announcement.
10. A representative must be identified in the application who will report quarterly about the project status and give a final report to the CPC.
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
February 11, 2011