

CPA FUNDING APPLICATION PROCESS

The Community Preservation Committee (CPC) is soliciting applications for Community Preservation funds for the upcoming round of funding. Proposals for funding may be made for one or more of the following four categories of projects, consistent with the Community Preservation Act (CPA):

- acquisition, preservation, rehabilitation, and restoration of Historic Resources
- creation, preservation, and support for Community Housing
- acquisition, creation, and preservation of Open Space
- acquisition, creation, and preservation of land for Recreational Use

The CPC will make its recommendations to Town Meeting, which has the authority to award funds from the town's CPA account. The application process is described below.

Submittal of Application

Step 1. The CPC will hold a Pre-Proposal Informational Workshop as part of its annual meeting in March at the Town Offices for those interested in applying. The meeting will provide the opportunity to ask questions and confirm the application's consistency with the CPA. General information regarding the application process may be obtained at any time from the Committee.

Step 2. **Applications must be received by 4 pm on 120 days prior to town meeting.** (The CPC may accept late applications after the deadline, for emergency or other appropriate reasons, according to the Committee's discretion.) Submit **10 copies** of completed application cover page and any supporting documentation to:

Community Preservation Committee
Town Offices
50 Billerica Road
Chelmsford, MA 01824

The Application Form, Requirements and Selection Criteria can be found on the Town of Chelmsford website at <http://www.townofchelmsford.us/Community-Preservation-Committee.cfm>.

Review of Application

Step 3. The CPC will review each application for the following:

- Eligibility for CPA funding
- Application completeness (the applicant will be notified if additional information is required – eligibility for the current funding round will be at the discretion of the CPC)
- Whether the proposal is sufficiently developed, in terms of plan of work and timing
- Consistency with the CPA plan goals and specified guidelines

Step 4. A proposal will be placed on the agenda of the next regularly scheduled CPC meeting, as long as the information is received by the Committee one week prior. This will provide an opportunity for the CPC to meet with Applicants to discuss their

applications. Also, the CPC will seek public comment on the applications. The Committee may request additional or more detailed information on the submitted applications.

Step 5. The CPC will vote on its recommendations for funding for Town Meeting Warrant articles no later than 60 days prior to Town Meeting. The CPC will request an article on the Town Meeting Warrant for all projects that have received final CPC approval. If a project has not received final approval in time, it will be considered for the following Town Meeting. Funding may be recommended for:

- The Project as proposed
 - A Modified version of application
 - Partial funding, including funding for a phase of the project
- The CPC vote may also include detailed project scopes conditions and other specifications to ensure compliance with the CPA and project performance. All Applicants will be notified of the CPC's decisions.

Town Meeting Vote

Step 6. Town Meeting will vote on the CPC warrant articles following a presentation by the CPC and discussion.

Funding Award and Project Execution

Step 7. An award letter will be sent by the CPC to those applicants whose proposals were approved by Town Meeting. The letter will state the terms of the funding, including any conditions, modifications to the proposal, and instructions. An acceptance form which will be included, agreeing to the terms and conditions of the award, must be completed and returned by the applicant. All non-municipal applicants are expected to enter into a Grant Agreement with the Town of Chelmsford to ensure that the funds are used for the intended purpose. All non-governmental applicants are required to grant the Town of Chelmsford a permanent restriction on their property before any funds are released.

Step 8. Projects are to be implemented in accordance with what was approved. Any changes must either be approved by the CPC or receive confirmation from the Director of Community Development that the changes are not significant. Project updates are to be sent to the CPC when the work commences, at least annually during the project, and at its completion. Any public notice or information on the project is to acknowledge CPA funding.

Step 9. Funds are released on a reimbursement basis of approved expenditures unless otherwise authorized by the CPC. Receipts shall be submitted to the CPC. The CPC will vote to authorize the release of funds from the appropriate CPA account. Unless there are compelling and documented reasons, projects or portions of the project for which

CPA funds have been made available that are not completed within 30 months following Town Meeting approval may be recommended by the Community Preservation Committee to a subsequent Town Meeting for rescission of the authorized CPA Funds.