

The Funding and Application Process

The CPC's role is to inform members of the community of the opportunities that exist and the availability of funds. The CPC acts as a catalyst and information resource to those wishing to submit proposals. The CPC is a funder, not a developer. **It is the responsibility of each applicant to initiate, oversee and sustain projects funded through CPA.**

Town entities (including Boards and Commissions), community organizations, non-profits and residents may bring proposals for funding to the CPC. However, if the project proposed is on town-owned land, the Town department with jurisdiction over the site must be the co-applicant.

The CPC will review all projects and funding requests for completion, for conformance with State funding requirements in MGL Chapter 44B, and to confirm that they are needed in the Town of Boylston. The CPC will not automatically forward every legal project to Town Meeting; it will recommend projects that will have a positive, significant impact on the town.

Before beginning the application process, applicants are advised to read the entire CPC Plan, paying particular attention to the Allowable Spending Purposes Chart and the CPA section relevant to the project.

Also consider viewing Town documents relevant to your project such as the Master Plan, Open Space and Recreation Plan and Housing Production Plan.

The instructions that follow explain the two-step application process that project proponents must follow in order to have their proposal considered by the Boylston Community Preservation Committee (CPC) as well as the additional steps that go into reviewing, recommending and funding CPA projects.

1. Determination of Eligibility (required)

The first step asks potential applicants to submit a brief project description to allow the CPC to determine if the project is eligible for CPA funding and to offer guidance. This avoids applicants having to prepare a detailed submission for a project that can't be funded. **The applicant submits a Funding application only after a project is determined to be eligible.**

- Review The Allowable Uses Chart on page 9 of the Boylston Community Preservation Plan to make you're your project is potentially eligible.
- Get a general estimate of work to be completed. An official quote is not needed yet.

- Complete the **Determination of Eligibility** as soon as possible. The CPC will review Eligibility Forms at their next regular meeting.
- Eligibility forms should be submitted by email to cpc@boylston-ma.gov or submitted to Town Clerk's Office.

Deadline: 2:00 pm on Thursday, November 9, 2023 for consideration at the May 2024 Town Meeting.

2. Application for Funding

- Once you have been notified that your project is approved as eligible, complete the **"Application for Funding"** with all required documentation as soon as possible.
- If the project is on town-owned real estate, either the applicant or co-applicant must be the Town Board or Department in control of the land.
- The Application must include 3 official quotes from businesses that typically perform that type of work.
- To accommodate for potential increases in costs, it is suggested that a 10% contingency be added to your requested amount. This contingency would come back to the CPA fund if it's not needed.
- The Application narrative must be provided as a word processing document. Please send one copy of the application form and narrative electronically to cpc@boylston-ma.gov and deliver nine (9) hard copies of the complete application with narrative and all supporting documentation to the Town Clerk's Office.
- **Deadline: 2:00 pm on Monday, January 29, 2024 for consideration at the May 2024 Town Meeting.**

3. Project Review

- Applicants will be invited to attend the February CPC meeting to discuss their project and to answer questions. The Committee will review all applications and discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. Members of the public may attend and speak at all meetings. Applicants are especially encouraged to invite their supporters to attend this session and speak on behalf of their applications.
- Projects will be evaluated and prioritized using the Project Scoring Form which rates how each project meets the Selection and category specific criteria.
- The CPC will evaluate each project carefully, balancing a number of factors, including available funding, priority, public benefit and category needs.
- The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project.

- If approved, the Committee will make its final recommendations for funding as a warrant article to be presented and voted on at Town Meeting
- The CPC may also choose to recommend to Town Meeting that some or all of CPA funds be “banked” or reserved for significant projects and opportunities in the future.
- The CPC may receive a variety of projects annually and depending on the volume and category, not all projects can be approved every year.

4. Town Meeting

- Each project must be approved at Town Meeting to receive CPA funds.
- The Town Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote.

5. Project Implementation

- Funds for approved projects will be available July 1, the start of next fiscal year, subject to the satisfaction of any conditions or procedures established by the CPC.
- Most grants will require that a Community Preservation Act Grant Agreement be signed before funds are released
- CPA monies are public funds raised from dedicated Boylston tax revenues and from State subsidies to the Town. Projects financed with CPA funds and carried out on public property or by a public entity must comply with all applicable State and municipal requirements, including the State Procurement law, which requires special procedures for the selection of products, vendors, services and consultants. For questions about procurements and other financial requirements and procedures applicants should contact the Town Administrator.
- Status reports (e.g. percent completion, schedule or cost issues, budget vs. actual) must be submitted by November 1 and April 1 and every six (6) months thereafter. This is required for every approved project.
- Applicants must note the CPA as funding source for their project. This notation must appear on any materials involving this project (i.e. press releases, brochures etc.). In order for Boylston citizens to see the result of their surcharge funding, a CPA banner or sign may be required by the CPC.

6. Requesting Payment

- Funding will not be provided in advance of work nor provided as a reimbursement. Awardees must submit invoices, in a timely matter, for work, materials and/or services related to the approved project to the Community Preservation Committee for review. The CPC will submit approved invoices to the town for direct payment to vendor(s).

- Because CPC approval is needed for all invoices, payment can take anywhere from two weeks to two months to be processed. It is best to inform vendors of this prior to work beginning.
- If the project is not complete within two years, applicants will need to return to the CPC to request an extension. The CPC has the right to return the funds into the CPA fund after the allotted time if there is no progress or response.