

**TOWN OF ASHLAND COMMUNITY PRESERVATION COMMITTEE
PROJECT SUBMISSION FORM**

Submitted By:		Date:	
Submitters Address:		Phone #:	
Email Address:			

CPA PURPOSE (Select all that apply):

Open Space		Community Housing		Historic		Recreation		Administrative	
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PROJECT NAME:	
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PROJECT DESCRIPTION (attach additional pages if necessary):

COSTS:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources

HOW DOES THIS PROJECT MEET THE GENERAL CRITERIA AND CATEGORY SPECIFIC CRITERIA FOR CPC PROJECTS (see reverse side for Guidelines and attach additional pages if necessary):

FOR CPC USE:

Form Received On:		Determination:	
Project Presented to CPC On:		Funding Category(s):	
Bravacos	Cashman	Gemperline	Ladd

Rubertone	Saul	Van Lancker	Whitham	
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IV. General Criteria

The Ashland Community Preservation Committee will give preference to proposals that meet the following general criteria:

- Are eligible for CPA funding according to the requirements described in the CPA legislation and any subsequent revisions
- Preserves the essential character of the town
- Saves resources that would otherwise be threatened and/or serve a currently under-served population
- Serves more than one CPA purpose (especially in linking open space, recreation, historic preservation and community housing) or demonstrates why serving multiple needs is not feasible
- Demonstrates practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget
- Produces an advantageous cost/benefit value
- Leverages additional public and/or private funds
- Preserves or utilize currently owned town assets
- Preserve the essential character of the town as described in the latest revision of the Comprehensive Plan
- Receive endorsement by other municipal boards or departments

Each community preservation project will also be judged based on the category specific criteria listed in each area.

VI. Guidelines for Project Submission

- 1) A meeting to review potential project proposals with the CPC is required. Please arrange with CPC Secretary, Ro Porter, to be placed on an upcoming meeting agenda.
- 2) Only after the pre-meeting, will submissions be accepted according to the following schedule.
- 3) Timeline for project submissions is as follows:
 - a. For Spring Town Meeting: Submission must be received no later than January 31st
 - b. For Fall Town Meeting: Submissions must be received no later than June 30th
 - c. Exceptions may be considered by a vote of the committee
- 4) Each project request must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in eight (8) multiple copies.
- 5) Requests must include a statement of need and be documented with appropriate support information as detailed. The use of maps, visual aids and other supplemental information is encouraged.
- 6) Obtain quotes for project costs per MGL 30B guidelines. A meeting with the Town's procurement officer may be required.
- 7) If the request is part of a multi-year project, include the total project cost and allocations.
- 8) For applicants that have multiple project requests, please prioritize projects.
- 9) Applicants (or a designee) must be present at a CPC meeting to answer questions.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA can be found at <http://communitypreservation.org>. If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to attend a CPC meeting to discuss your proposal with the Committee.

Only after meeting with the CPC, can your application be submitted. Please submit the Project Submission Form and accompanying documentation to:

Community Preservation Committee
101 Main Street
Ashland, MA 01721

