

West Bridgewater Community Preservation Committee

Community Preservation Act (CPA) Application Process

The West Bridgewater Community Preservation Committee (CPC) looks forward to working with members of the community in the development of projects – small and large – to enhance our town with CPA funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting www.communitypreservation.org. On this website, the documents “Potential Uses of CPA Funds” and “Community Preservation Fund, Budgeting and Finance Issues” are especially useful.

Pre-Application

If you are unsure if your project is eligible for CPA funding, prepare and submit the pre-application available on the CPC website. This initial document will introduce your proposal to the CPC so that it can determine the project’s eligibility and offer guidance. The CPC meets monthly from February to June to review project applications (or as needed).

Application for Funding

Once a determination is made that your proposal is eligible, complete the application for funding as soon as possible. The CPC will review both the pre-application (if applicable) and application for funding according to the guidelines set forth by the CPA.

Submit nine unbound copies and one electronic version of pre-applications or applications to the CPC. Pre-applications and applications should be sent to the CPC at the West Bridgewater Town Hall or emailed to Cheryl Cambria via wallaceway@verizon.net. The deadline for consideration at the June Town Meeting is February 15.

Review Process

Projects will be evaluated and prioritized using the criteria attached to the application form. The CPC will review all applications and schedule hearings to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. The CPC must vote to recommend proposals before they can be placed on the warrant for Town Meeting.

Town Meeting Approval

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

Project Implementation

Funds for approved projects will be available by July 1, the start of the next fiscal year, subject to the satisfaction of any conditions or procedures established by the CPC.

Payment

Applicants should keep in mind that CPA funding is provided on reimbursement basis only. Applicants are expected to have funding available to make initial payments to contractors or consultants, which can then be submitted for reimbursement with CPA funds. Reimbursements can be made at any time during the project by submitting a copy of the paid invoice and the canceled check (or bank statement showing that the payment has been received) to the CPC for processing. Please note that processing of reimbursements may take approximately two weeks.

Special Exceptions

Special circumstances sometimes arise that make it unfeasible to adhere to the application deadlines. For example, priority open space unexpectedly comes on the market just past the application deadline or an historic resource requires immediate attention. The CPC may waive the deadlines in limited circumstances.