

FUNDING TIMELINE

Although proposals vary substantially from one project to another, the funding timeline remains consistent for all appropriated projects. When the Community Preservation Committee recommends the project to the Town Council with support from the Town Manager, the funding process begins and is further outlined below.

1. Town Council Vote to appropriate Community Preservation Act funds.
***The appropriation vote is subject to a 30 day holding period where funds can not be accessed or released.*

After 30 Day Holding Period

2. The Community Preservation Committee Project Coordinator requests the Project Account to be set up by the Finance Department.
3. After all parties have agreed and signed the Conservation, Historic Preservation or Housing Restriction, the Restriction must be recorded at the Registry of Deeds by the applicant, prior to the release of CPA funds.
*** Please note, this process has taken up to two years or more to complete.
** If there is no restriction, proceed to number 7*
4. Once the recorded documents are received by the CPC, the Grantee is notified and the Project Coordinator provides the Grantee with a Funding Request Form.
5. The Grantee submits the Funding Request Form to the Project Coordinator requesting the release of funds.
6. The Project Coordinator submits the original Funding Request Form, along with necessary attachments, to the Finance Department requesting the release of funds from the Project Account.
7. The Finance Department will forward all project checks to the CPA Project Coordinator unless otherwise directed.
8. The Grantee is notified when the check is ready, generally within 30 days of the request and arrangements will be made to have the check mailed out or allow the Grantee to pick up at Town Hall.