



TOWN OF SOUTHAMPTON COMMUNITY PRESERVATION ACT (CPA) PROJECTS

INSTRUCTIONS:

1. Determine Project Eligibility:

Please refer to the following Massachusetts Community Preservation Coalition resource to determine eligibility of your project: communitypreservation.org/allowable-uses

2. Submit your completed application via email or mail:

cpc@townofsouthampton.org

Community Preservation Committee
Southampton Town Hall
210 College Highway
Southampton, MA 01073

A complete application includes:

- I. Project Proposal Form - (below)
- II. Quotes or Other Substantiation of Costs - For projects involving contracted work, three itemized, comparable quotes should be provided.
- III. Supporting Documents - Photos, maps, renderings, design plans, etc

Deadlines:

Applicants are strongly encouraged to submit their projects a **minimum** of 60 days prior to the next scheduled Annual Town Meeting or Special Town Meeting. Submitting applications **well in advance** of a Town Meeting increases the likelihood, but does not guarantee, that the Community Preservation Committee will vote in time to advance the project to the next Town Meeting.

3. Present Project at Community Preservation Committee (CPC) Meeting:

Once the proposal is received, applicants will be invited to a CPC meeting to discuss the project. Visit mytowngovernment.org/01073 to see the next scheduled meeting. Applicants are encouraged to invite project partners and supporters to attend and speak on behalf of their applications. All CPC meetings are open to the public.

The committee may vote to recommend the requested funds, moving the project forward for Town Meeting vote. However, the committee may also:

- Recommend partial funding of the request
- Require more time to deliberate
- Require additional information and/or documentation
- Request modification of the project
- Not recommend the project at all

Criteria considered by the Southampton CPC when approving or rejecting proposals:

- Does the project meet eligibility requirements for CPA funding?



- Is the project consistent with the interests of the Town of Southamptton as defined by the Master Plan and other strategic plans such as Open Space, Land Use, Conservation, etc?
- Does this project contribute to the preservation of Southamptton's unique character, boost the vitality of the community, and enhance quality of life for residents?
- Does this project save (historical / open space) resources that would otherwise be threatened?
- Would this project serve multiple needs and populations and/or more than one CPA purpose?
- Does this project leverage additional public or private funds, or demonstrate that other funding sources are not readily available or sufficient?
- Does this project preserve or better utilize town-owned assets?
- Does this project demonstrate cooperation with other town boards, departments or groups?
- Is this project reasonably feasible to implement within budget?
- Does this project demonstrate a high benefit/cost value?
- Has the applicant team successfully implemented projects of similar type and scale, or has demonstrated the ability and competency to implement the project as proposed?
- Has the applicant demonstrated support from abutters and the neighborhood where the project is proposed, if applicable?
- Has the applicant planned and accounted for ongoing costs and other maintenance ramifications of the project?

Please note: Meeting several of these criteria will increase the chance that a project will be recommended for funding. It is not required that a project meets all of these criteria.

4. Town Meeting Vote:

If the majority of the CPC votes in favor of the project, it will be advanced for inclusion on the next Town Meeting Warrant. Southamptton's Annual Town Meeting is generally in May. Sometimes, a Special Town Meeting is scheduled in the Fall or Winter. The residents of the Town of Southamptton have the final authority to award Southamptton CPA funds. It is highly recommended that the applicant(s) attend the Town Meeting to speak in favor of the project and answer any questions. Members of the public may speak in favor of or against the project at Town Meeting.

5. Disbursement and Monitoring of Funds

CPA monies are public funds raised from dedicated Southamptton tax revenues and from State subsidies. Projects funded with CPA funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the Town of Southamptton according to city disbursement procedures.

Please note that [Chapter 30B of the Massachusetts General Laws, the Uniform Procurement Act](#), establishes uniform procedures for local governments to use when contracting for supplies, services, and real property. For questions about procurements and other financial requirements and procedures, please contact the Southamptton Chief Procurement Officer.



6. Progress Updates and Unused Funds:

The individuals leading the project are expected to keep the Community Preservation Committee updated (informally, via email) on their progress, including any delays, changes, and once the project is complete. This allows the CPC to maintain accurate accounting and fulfill reporting requirements with the town and the state. When the project is completed, all unused funds will be returned to the CPA account from which they were appropriated.

TOWN OF SOUTHAMPTON COMMUNITY PRESERVATION ACT (CPA) PROJECT PROPOSAL FORM

I: Applicant Information

Contact Person:

Organization (if applicable):

Mailing Address:

Phone #:

E-mail address:

Additional project partners / organizations involved (if applicable) :

2: Project Information

Project Title:

Project Description:

Describe the project in detail, including how it meets CPA funding criteria. Please specify who owns any properties involved. If using printed form, attach additional pages if necessary.

**Project Timeline:**

Explain the steps for the project, including estimated start date and completion date.

CPA Program Area (check 1 category that best applies):

(Visit communitypreservation.org/allowable-uses for definitions or feel free to contact the CPC at cpc@townofsouthampton.org)

☐ Open Space ☐ Recreation ☐ Historic Preservation ☐ Community Housing

Project Purpose (check 1 category that best applies):

☐ Acquisition ☐ Creation ☐ Preservation ☐ Support ☐ Rehabilitation/ Restoration

III: Project Budget

Total Estimated Cost of the Project: _____

Expense detail:

Please provide a detailed budget including cost estimates for all tasks and materials.

If ongoing maintenance is required, please explain how this will be accomplished, including estimated maintenance costs and funding sources:

Amount requested from CPA funds: _____

Total Funds Raised from Other Sources: _____

Funding Source Details and Amounts:



Applicant's Signature:

Date: