

Town of Canton Community Preservation Committee CPA Application Process

The application process for the next round of Community Preservation Act (CPA) funding is now open! The instructions that follow explain the two-stage application process that project proponents must follow in order to have their proposal considered by the Canton Community Preservation Committee (CCPC) as well as the additional steps that go into reviewing, recommending and funding CPA projects. If you have any questions about the process or about whether a project you are considering might be eligible, please contact the CPA Administrator at ccpc@town.canton.ma.us or by phone at (339) 502-5729. If you would like a general CPA overview, helpful information and technical assistance articles can be found at www.communitypreservation.org.

STEP 1: CPA PRE-APPLICATION

The preliminary application form will introduce your proposal to the CCPC and will allow the Committee to determine the project's eligibility. Beyond the question of whether a project is eligible for funding under the CPA statute, the details provided in the pre-application allow the CCPC to offer feedback/guidance and to assign a project liaison in advance of completing the full CPA application.

Pre-Applications should be e-mailed by the close of business on Friday, October, 8, 2021 to:
ccpc@town.canton.ma.us

Alternatively, a hard copy may be submitted to the CCPC at 801 Washington Street, Canton, MA 02021. Please note that Town Hall closes at noon on Fridays, thus hard-copies of CPA pre-applications must be received (not post-marked) by 12:00 p.m. on Friday, October 8, 2021. The CCPC will respond within 5 business days to all applicants who submit the preliminary application by the deadline noted above with a finding as to project eligibility.

STEP 2: CPA FULL APPLICATION

Upon receipt of acknowledgment of project eligibility (as determined through the pre-application process), project proponents should complete the full application for CPA funding.

Full Applications should be e-mailed by the close of business on Friday, November 19, 2021 to:
ccpc@town.canton.ma.us

Alternatively, a hard copy of the full application may be submitted to the CCPC at 801 Washington Street, Canton, MA 02021. Please note that Town Hall closes at noon on Fridays, thus hard-copies of full applications must be received (not post-marked) by 12:00 p.m. on Friday, November 19,

2021. In rare circumstances and at its discretion, the CCPC may vote to extend the deadline due to special circumstances or for compelling reasons.

STEP 3: CCPC REVIEW PROCESS

The CCPC will review applications submitted by the deadline to determine if they are:

1. Supported by the property owner/controlling authority (as appropriate)
2. Consistent with the goals set forth in the most recent version of the Community Preservation Plan.
3. Sufficiently developed in terms of their work plan and budget, and are ripe for consideration for the coming fiscal year; and
4. Supported by the community as evidenced by co-sponsorship or letters of support.

The CCPC will schedule public meetings to discuss each proposal in an open forum with applicants. These meetings are typically held in December each year. These discussions may lead to the need for additional information or proposal revisions. The CCPC must vote to recommend proposals before they can be placed on the Annual Town Meeting warrant.

STEP 4: CCPC RECOMMENDATIONS

The CCPC must vote to recommend proposals before they can be placed on the Annual Town Meeting warrant. The Committee may recommend projects for approval as presented or may include detailed scopes, conditions or other specifications, as appropriate, to ensure compliance with the CPA statute. A favorable vote may also include modifications to the proposed project; partial funding or phasing provisions.

STEP 5: TOWN MEETING VOTE

The CCPC will present its recommendations to Annual Town Meeting for discussion and vote. Town Meeting has the final authority to award funds from Canton's Community Preservation Fund. Town Meeting can approve, reduce, or reject recommended amounts for a project. A simple majority vote is required to approve funding; a two-thirds vote is required for borrowing.

STEP 6: PROJECT EXECUTION

Funds for approved projects will be available July 1, the start of next fiscal year, and are subject to conditions or procedures established by the CCPC. CPA monies are public funds raised from dedicated Canton 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. Invoices for work completed or for funds allocated to grantees on approved projects should be submitted to the CCPC.

For more information visit www.town.canton.ma.us/CCPC/CCPC.htm