

Aquinnah Community Preservation Committee Policy

September 2019

Unfinished CPC Grant Projects

If your CPC project is not finished one year after grant funds were approved at Town Meeting:

* Grantee will be required to provide a brief written update of the project including current status of the project and timeline for project completion.
* Written update will be reviewed by CPC. Failure to provide the written update can result in funds being withdrawn from the project.

Deadline for one-year update (if project not completed):

* Information due to CPC Chair July 1 of the year following approval at Town Meeting.

If CPC project is not finished two years after grant funds were approved at Town Meeting:

* Grantees will be required to apply in writing for an extension for the project. The extension request should include:
	+ Current status of project including any work that has been completed.
	+ Reasons for delays in completing the project.
	+ Reasons why an extension should be granted.
* Failure to provide the written request for an extension can result in funds being withdrawn from project.
* CPC will vote to determine whether or not to extend the grant for one additional year.

Deadline for two-year re-application/extension request:

* For projects approve at a May Town meeting Grantee must apply for an extension by March 1st of the second year following approval of CPC funding.

Unexpended CPC funds:

Per Massachusetts CPC legislation, unused project funds can be re-designated by Town Meeting vote, provided those funds are re-allocated into the CPC category from which it was taken, i.e. housing project funds into housing reserve; historic project funds into historic reserve; conservation/recreation funds into conservation/recreation reserves.

COMMUNITY PRESERVATION FUNDS

REQUIRED INVOICE FORM

**Must be attached to invoice(s) for payment with CPC funds**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project name with unique identifier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Is this part of an ACC Grant match? \_\_\_\_\_\_*

*Is this part of a PARC Grant match? \_\_\_\_\_\_*

*Is this a part of the $300K CPC Aquinnah Circle Fund? \_\_\_\_\_\_*

Project applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_

If this invoice is not for the full amount, what portion of the project does it cover?

Amount on invoice(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of funds remaining in Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

For Office Use Only

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved for Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Derrill Bazzy

Comments:

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Date of Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_