

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE

2016 PROPOSAL APPLICATION FOR THE 2017 ANNUAL TOWN MEETING

GUIDELINES FOR APPLICATION

1. Project applications must be received by **4 PM October 3, 2016** to be considered for Committee recommendations to the May, 2017 Annual Town Meeting.
2. Each formal project funding request must be submitted on the Community Preservation Committee's - **Community Preservation Act (CPA) Project Funding Request Application** - (found in this packet); include all attachments. Twelve (12) copies are to be submitted by the due date, to the Community Preservation Committee.
3. Obtain quotes for project costs whenever possible. If not, cost estimates may be used, provided the basis of the estimate is fully explained. Potential land acquisitions, by law, require an independent appraisal before a Purchase&Sale agreement is signed.
4. Projections of requests for funding may be for up to a 5-year period. If the initial request is, or subsequent requests are part of an extended project, include the total project cost. ***Be aware that only the 1st year's request will be considered by the CPC; future year's needs must be requested annually. CPC will view each year's request on its own merits.
5. For Applicants that submit multiple project requests, projects must be shown in priority order.
6. Project Applicants are required to make a presentation to the Committee.
7. Please indicate with which Town Committees, if any, this request has been discussed.
8. If the Application has missing information, it may delay consideration.
9. The Applicant shall identify in writing a **project manager** responsible for administration of the Project and a **second person**, authorized to act if the contact person is unavailable.
10. Entities or individuals that are not Town of Harwich departments, agencies or subdivisions shall have a contract executed with the Town of Harwich for purposes of implementing an approved project.
11. **FUNDS** shall be used solely for work included in the Project and within the scope of the Proposal. If the Town determines that funds have been spent on goods and/or services not included in the Project or within the scope of the Proposal, or otherwise not authorized under the Act, reimbursement may not be authorized.
12. The Applicant shall provide the Town, through the Community Preservation Committee, with **progress reports** annually, from the date this project is officially funded (in this case July 2017), for so long as the Funds remain un-expended, and with final notification within (30) days after the completion of the Project. The Town reserves the right to require supplementary information from the Applicant. The Town shall have the right, upon reasonable request, to inspect the work of the Applicant.

13. The Town shall disburse the awarded amount during the Project, and disbursements shall be apportioned based on the work done and paid only upon the presentment of detailed invoices from the Applicant or the Applicant's contractor, listing in detail the work performed and the cost thereof.
The Town shall have the right to ask for supplementary information, including documentation from the contractor confirming the extent of the work performed. Prior to any payment, the town shall have the right to inspect the work. No payment shall be made until the town reasonably determines that the work has been done in a good and workmanlike manner and substantially in compliance with the Contract documents. The applicant shall use the awarded amount only for the purpose of the Project, as described in the Contract documents. The cost of completing the Project in excess of the awarded amount shall be paid by the Applicant. Notwithstanding anything herein to the contrary, if the actual total cost of the Project is greater than the awarded amount (the difference between the 2 amounts referred to hereinafter as the Excess), the Town shall have no obligation to pay the Excess.
14. If the Applicant fails to fulfill all obligations under the terms of the agreed application and the agreed application is terminated, any Funds not expended shall be returned forthwith to the Town without further expenditure thereof. Moreover, if the purpose of agreed application is not accomplished, the Project is abandoned, destroyed or acquired by a private, for-profit entity, or if the Applicant fails to fulfill its obligations under the terms of the agreement as a result of negligent or intentional acts or omissions of the Applicant or its agents, employees, contractors or invitees, the Applicant shall be liable to repay the Town the entire amount of the Funds provided under this agreement, and the Town may take such steps as are necessary, including legal action, to recover such funds. Any Funds so returned or recovered shall be placed in the appropriate account of the Town's Community Preservation Fund. In the event that the Town takes legal action, the Applicant shall pay any and all costs, including reasonable attorney's fees, expended for the enforcement of this agreement.
15. The Applicant shall comply with all federal, state and local laws, rules, regulations and orders applicable to the Project, and shall be responsible for obtaining all necessary **licenses, permits, and approvals** in connection with this Project. No **local permit or license is waived** by the award of this project.
16. Upon completion of the Project, the Applicant shall identify that the Project was funded by the Town of Harwich through the Community Preservation Act in its written materials about the Project, including press releases, brochures and similar materials.
17. **This Application shall be signed by the Chief Executive Officer or Chief Administrative Officer or Board Chair who has overall administrative authority and responsibility for this project.**

Please keep in mind there are legal limitations on what CPA funds can be used for. A "**Community Preservation Act - Question and Answers**" page can be found at:

<http://www.communitypreservation.org>

If you are in doubt about your project's eligibility, please contact the CPC or a member, so we may have the opportunity to review it for eligibility.