



TOWN OF NORTHBRIDGE, MASSACHUSETTS

COMMUNITY PRESERVATION COMMITTEE

REQUEST FOR DISBURSEMENT OF AWARDED CPA FUNDS
Submitted to Community Preservation Commission

Northbridge Memorial Town Hall
7 Main Street, Whitinsville, MA 01588
Email: cpc@northbridgemass.org

Date: _____

Project Name: _____

Project Manager: _____

Federal Tax ID #: _____

Deed Restriction: [] Filed [] Pending [] Exempt [] Not Applicable

Project Representative:

Contact Person

Address Phone # & Email

Description of Request /Project Phase:

Project Schedule:

Table with 3 columns: Activity, Date. Rows include Project Start, Project Milestone, 50% Completion Stage, Project Milestone, Project Completion.

Project Issues /Comments /Concerns:

CPA Funds Awarded: \$ _____ Amount Request for CPA Disbursement: \$ _____
Cost Share Expended: \$ _____ Remaining Balance of CPA Funds Awarded: \$ _____

I hereby certify that I am the Owner of Record/Project Representative for the above noted CPA Project and attest to the information provided to be true to the best of my knowledge and belief.

Name Signature Date

For ALL awarded projects, recipients must provide progress reports to the Community Preservation Committee on a quarterly basis (15th January, April, July, & October) and for any milestones identified. Recipients shall also provide a 50% status report & Completion Report before disbursement of funds.

Please be advised, CPA funds (disbursement check) may not be available for up to 3 to 4 weeks depending on timing of Request for Funds and the Town's Bill Schedule Warrant Calendar.