



Framingham Community Preservation Committee

City of Framingham, 150 Concord Street, Framingham, MA 01702

www.framinghamma.gov/3286/Community-Preservation-Committee

Email: CPC@framinghamma.gov; Tel: 508-532-5683

CPA PROJECT CLOSEOUT REPORT

A CPA Project Closeout Form must be submitted to the Community Preservation Committee upon project completion and prior to the final disbursement request.

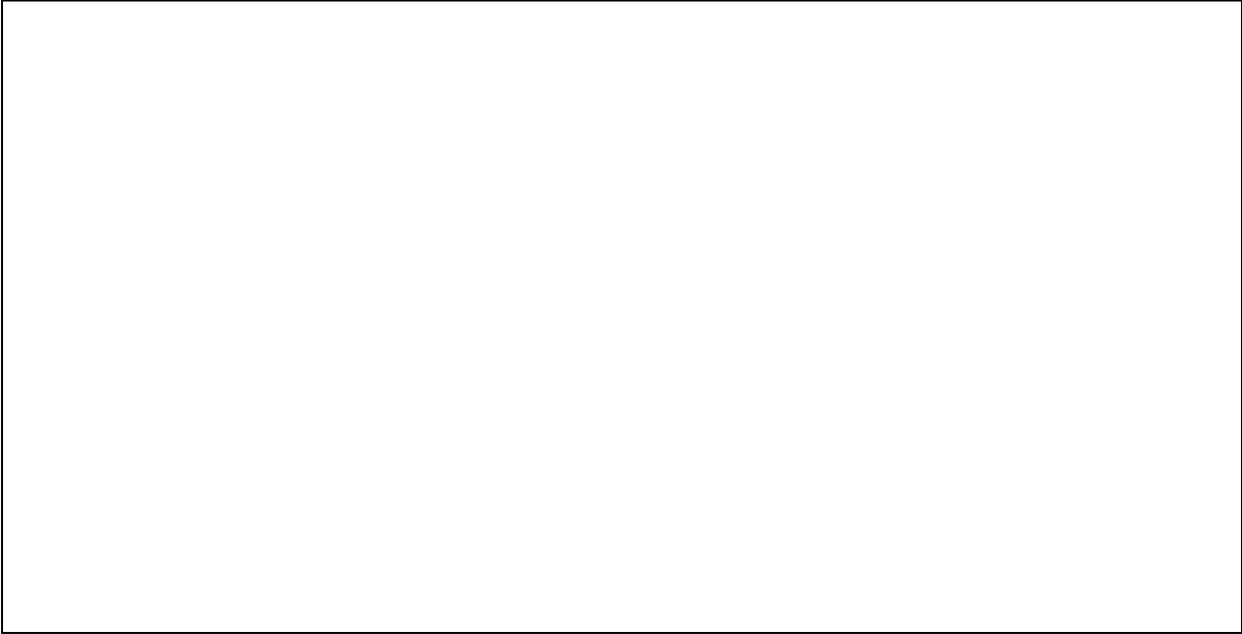
1: CPA Project Status Information

| | | |
|--|--|--|
| Project Title: | | |
| Grant Application Number: | | |
| Grantee Name: | | |
| Grantee Contact: | | |
| Grantee Address: | | |
| Grantee Email and Phone Number: | | |

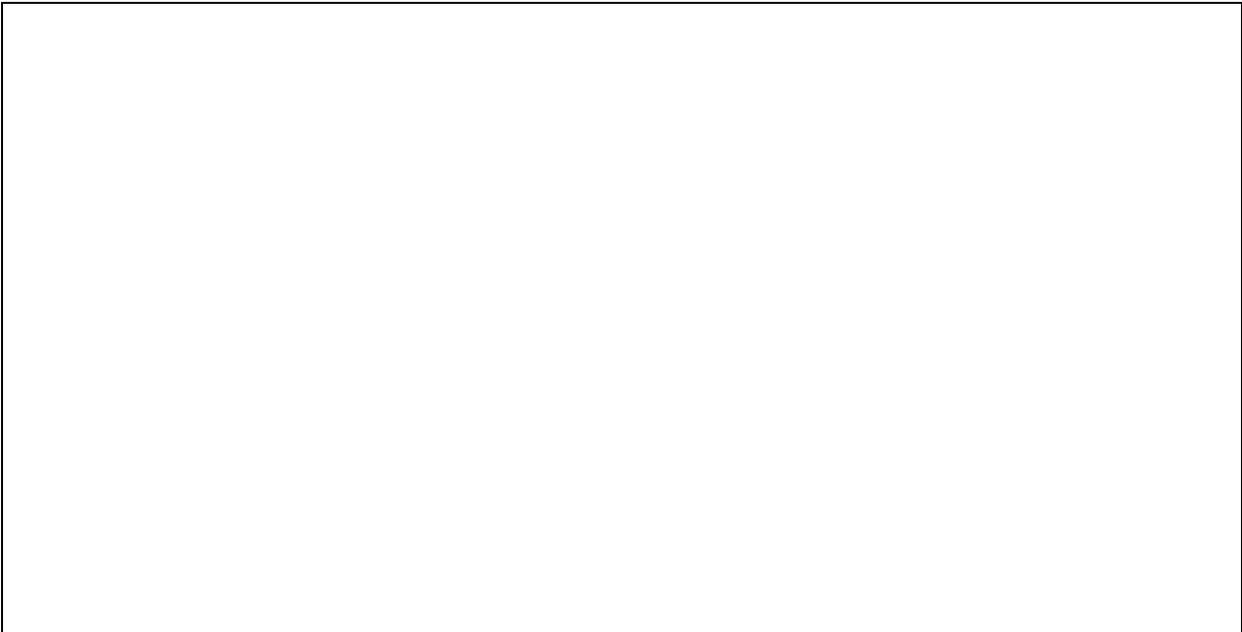
2. Narrative Report

A. Describe the goals and objectives of the project

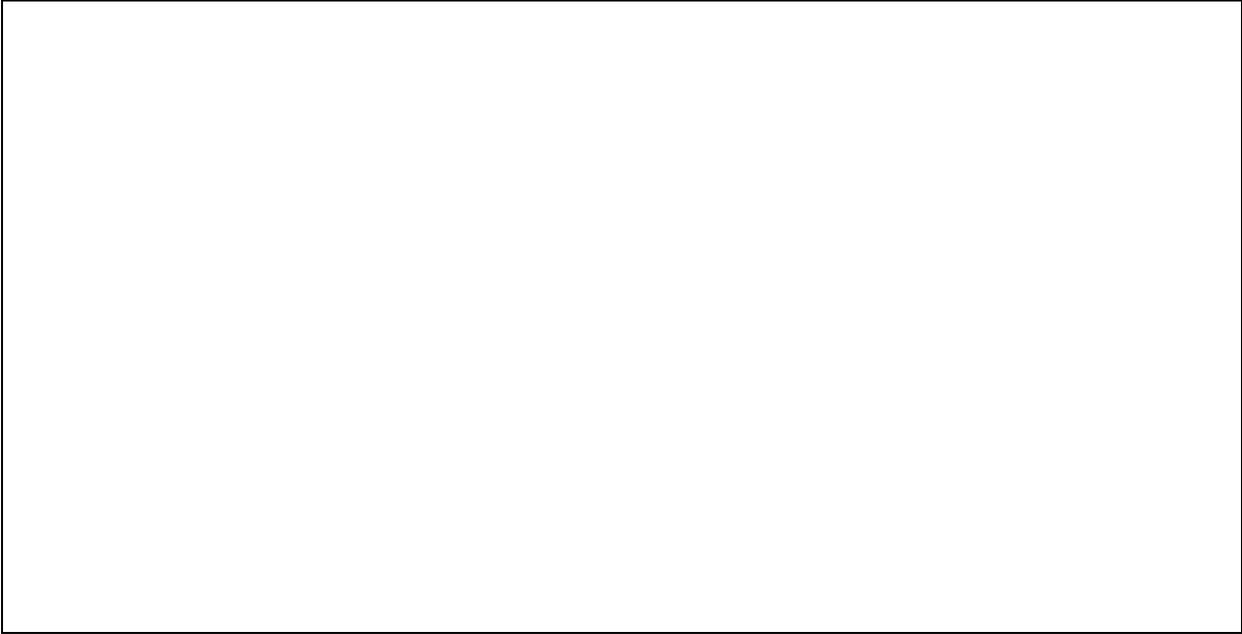
B. Describe the CPA activities and community needs the project addressed

A large, empty rectangular box with a thin black border, intended for the user to describe the CPA activities and community needs the project addressed.

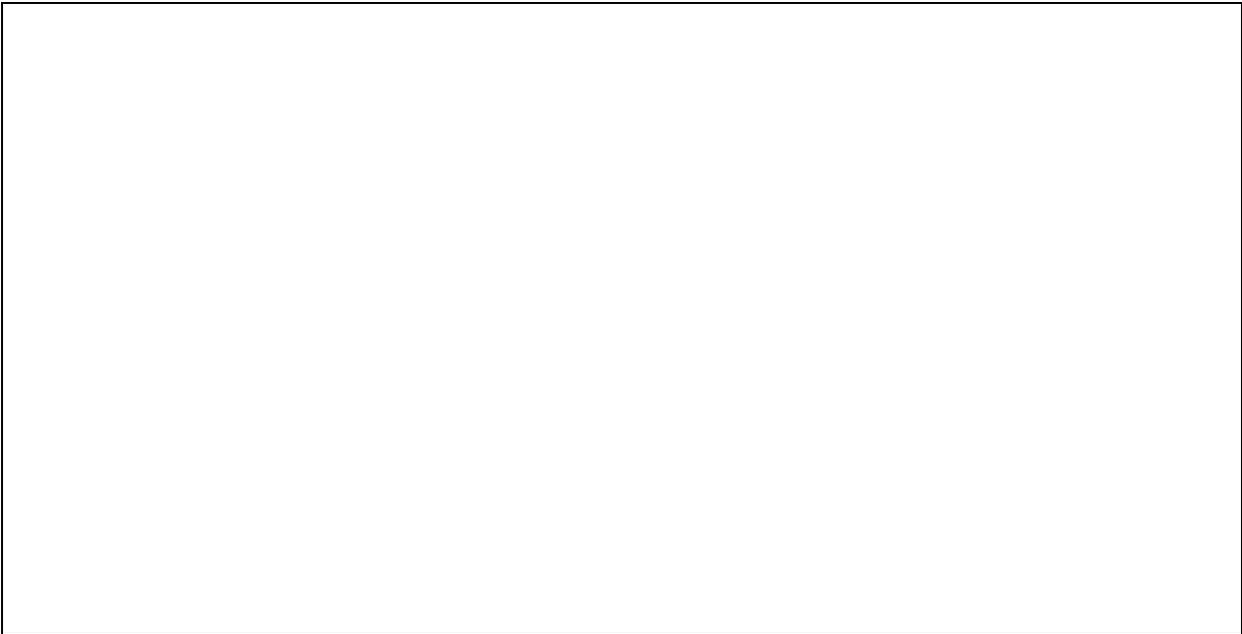
C. Describe the existing conditions prior to project implementation

A large, empty rectangular box with a thin black border, intended for the user to describe the existing conditions prior to project implementation.

D. Describe the project outcome relative to the project purpose

A large, empty rectangular box with a thin black border, intended for the user to describe the project outcome relative to the project purpose.

E. How did the project preserve and/or enhance valuable assets in the City of Framingham?

A large, empty rectangular box with a thin black border, intended for the user to describe how the project preserved and/or enhanced valuable assets in the City of Framingham.

3. Timeline

Complete the Project schedule, indicating when milestones were achieved

| Project Schedule | | |
|--------------------|----------|------|
| Project Phase | Activity | Date |
| Project Start | | |
| Milestone #1 | | |
| Milestone #2 | | |
| Milestone #3 | | |
| Milestone #4 | | |
| Project Completion | | |

4. Summary of Funding Sources

Please list all sources of funding which contributed to the Project.

| Summary of Funding Sources | | | | | |
|----------------------------|----------|-------------|-------------|----------------|-------|
| Funding Source | Expenses | | | | |
| Framingham CPA | Study | Soft Costs* | Acquisition | Construction** | Total |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Project Costs | | | | | |

*Soft costs include design, professional services, permitting fees, closing costs, legal, ect.
 **Construction refers to new construction, rehabilitation, preservation, restoration work, and/or accessibility related expenses

5. CPA Project Expenses

Please list the project expenses paid or reimbursed by CPA funds

| CPA Project Expenses | |
|----------------------|----------------|
| Expense Description | Expense Amount |
| | |
| | |
| | |
| | |
| Total | |

5. Sign and Date

| | | |
|--|------------------|--------------|
| I certify this information is accurate: | Signature | Date |
| | Name | Title |

To be completed by the CPA Coordinator:

| | |
|------------------------------------|--|
| Date Received: | |
| Purchase Order # | |
| Notes | |
| Invoice Approval: | |
| Heather O'Donnell, CPA Coordinator | |

The CPA Project Closeout Form along with copies of all expenditure documents notes should be sent to the CPA Coordinator, Heather O'Donnell at hodonnell@framinghamma.gov or City of Framingham Memorial Building, 150 Concord Street, Framingham, MA 01702.