

FY23 Historic Applicant Workflow for CPC Funding

(Please note: all dates are subject to change)

July 2022	Eligibility application is available online.
September 2022	<ul style="list-style-type: none"> ● Applicant completes the eligibility application by September 1, 2022 ● Applicant confirms eligibility with CPC Admin by September 30, 2022
October 2022	<p>Attend the October 6, 2022 Historic Commission meeting to:</p> <ul style="list-style-type: none"> ● Share the historic significance of the property or items in question ● Share the scope of the work, including detailed planning documents <p>In a letter, the Historic Commission reports back to the CPC their feedback concerning the scope of the work, including the property's historical significance, their recommendation on whether a Preservation Restriction (PR) would be required, and the likelihood of a PR's approval by Mass Historic.</p>
November 2022	<ul style="list-style-type: none"> ● If a PR is required, the Applicant attends a meeting with the Chairs of the CPC and Historic Commission and the CPC Admin to name the terms of the PR. This is included in the Full Application. Legal representation from both City and Applicant are encouraged to attend this meeting. This is to ensure that the Applicant understands the ramifications of a PR. *City properties are not required to hold a PR.
December 2022	<ul style="list-style-type: none"> ● The Applicant turns in Full Application by mid-December deadline
January 2023	<ul style="list-style-type: none"> ● The Applicant presents their project with other historic applicants at a public meeting January 11, 2023
February - April 2023	<ul style="list-style-type: none"> ● The CPC votes on funding applications and communicates suggestions for funding to the City Council, which then votes to approve, approve and decrease, or reject the CPC's suggestions for funding. ● The CPC's Contracts Sub-Committee determines contract terms and conditions and sends them to the full CPC for their approval. ● The CPC Admin drafts contracts and sends them to the City Solicitor for review. ● The legal representation of the Applicant and/or the City Solicitor drafts a Preservation Restriction in collaboration with the City Solicitor and sends it to Mass Historic for review. Review can take 30-90 days and can involve back-and-forth. *Applicants are allowed to build in the cost of this legal work into their grant application. ● Once Mass Historic has given their initial review and no changes are required, the PR is signed by all parties (the grant recipient and the Historic Commission) and then sent back to Mass Historic for their signature. It must be notarized. Once all parties have signed, including Mass Historic,, the PR is recorded with the Register

	of Deeds. It is then upheld by the Historic Commission for the City of Holyoke.
May and Beyond - 2023	Grant recipients follow the processes named in their contracts to submit invoices for payment, display CPC signage, and submit official reports.