



MASSACHUSETTS
HISTORICAL COMMISSION
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

MASSACHUSETTS
PRESERVATION
PROJECTS
FUND

APPLICATION
INSTRUCTIONS

Round 27

Due Date: March 19, 2021

MASSACHUSETTS PRESERVATION PROJECTS FUND APPLICATION INSTRUCTIONS

Table of Contents

INTRODUCTION AND GENERAL INFORMATION	1
SCHEDULE	3
GENERAL INFORMATION	5
Guidelines	5
A. Eligible Applicants/Properties.....	5
B. Eligible Activities/Scope of Proposed Work.....	5
C. Amount of Grant Request.....	6
D. Funding Options.....	6
E. Preservation Restriction	6
F. Project Evaluation	7
INSTRUCTIONS	9
APPLICATION SUBMISSION INFORMATION	9
SECTION I PROJECT OVERVIEW.....	11
A. Property Information	11
B. Applicant and Owner Information.....	12
SECTION II PROJECT AUTHORIZATION AND SUPPORT.....	15
A. Authorization	15
B. Certificate of Authorization for MHC Contract.....	15
C. Certificate of Authorization for Preservation Restriction	15
D. Preservation Restriction Information	15
E. Letters of Support	17
F. Assurance of Compliance.....	18
SECTION III GRANT REQUEST	21
A. Proposed Scope of Work	21
B. Grant Request	22
C. Matching Share Source(s)	23
D. Procurement Requirements	24

Massachusetts Preservation Projects Fund ♦ Application Instructions

E. Administrative and Financial Management Capabilities	25
F. Statement of Financial Need	25
SECTION IV PROJECT DESCRIPTION and technical planning	27
PRE-DEVELOPMENT PROJECTS	27
A. Brief Overview Statement	27
B. Property Summary	27
C. Conditions Assessment	27
D. Project Scope	28
E. Draft RFP	28
DEVELOPMENT PROJECTS	29
A. Brief Overview Statement	29
B. Property Summary	29
C. Conditions Assessment	29
D. Project Scope	31
E. Outline Plans and Specifications	32
ACQUISITION PROJECTS	33
A. Brief Overview Statement	33
B. Property Summary	33
C. Conditions Assessment	33
D. Project Scope	34
E. Real Estate Appraisal	34
APPENDICES	35
APPENDIX A. STATE REGISTER OF HISTORIC PLACES SUMMARY	37
APPENDIX B. THE SECRETARY OF THE INTERIOR’S STANDARDS	39
APPENDIX C. STANDARDS FOR AWARDED MPPF GRANTS	47
APPENDIX D. PRESERVATION RESTRICTION AGREEMENT SAMPLE	51
APPENDIX E. CERTIFICATE OF AUTHORIZATION EXAMPLES	61
APPENDIX F. UNIFORM CONSTRUCTION INDEX	65

The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

MASSACHUSETTS PRESERVATION PROJECTS FUND APPLICATION INSTRUCTIONS

INTRODUCTION AND GENERAL INFORMATION

The Massachusetts Preservation Projects Fund (MPPF) is a 50% matching grant reimbursement program established for the preservation of historic properties, landscapes, and sites (cultural resources) that are listed in the State Register of Historic Places. Properties must be in municipal or nonprofit ownership to qualify for funding.

The MPPF program has been a continual source of matching preservation dollars since its re-establishment in August 1994. It is anticipated that funding for Round 27 will be in the range of the previous grant round which was funded at \$800,000. Round 27 Applications are due March 19, 2021 and grant awards will be announced June 9, 2021. The end date for project completion will be June 30, 2022. **Please note that grant disbursement is subject to reauthorization of the capital accounts and the availability of sufficient allocated funds.**

Applications chosen for funding will be those that best meet the selection criteria, appear to be able to accomplish the scope of work within the MPPF time schedule, and demonstrate the ability to fund the grant match. The attached material explains the application process and program requirements. Applications and Instructions are available for download from the MHC website. A hardcopy version of the Application and Instructions will be made available upon request and at each of the workshops currently scheduled which applicants are encouraged to attend. Applicants with questions not covered in this material should contact the MHC at (617) 727-8470 or by email. The following staff are members of the grants division:

Paul A. Holtz, Co-Director/Historical Architect, paul.holtz@sec.state.ma.us
Nancy Maida, Co-Director/Fiscal Manager, nancy.maida@sec.state.ma.us
Ross Dekle, Preservation Planner, ross.dekle@sec.state.ma.us
Tracey A. Fortier, Preservation Planner, tracey.fortier@sec.state.ma.us

Applications for Round 27 are due March 19, 2021.
Postmarks of that date will be acceptable.

NO FAXED SUBMISSIONS WILL BE ACCEPTED.

MAIL TO:

Paul Holtz, Grants Co-Director & Historical Architect
Massachusetts Historical Commission
220 Morrissey Boulevard, Boston, Massachusetts 02125
Phone (617) 727-8470; Fax (617) 727-5128
Website: <http://www.sec.state.ma.us/mhc/>

MPPF ROUND 27 SCHEDULE

March 19, 2021	Applications due at Massachusetts Historical Commission. Postmark of this date is acceptable. (Municipalities must allow adequate time for Designer Selection procedures under M.G.L. Chapter 7C, §§44-57 in order to meet this deadline.) NOTE: If awarded a grant, project personnel must attend the July 8, 2021 (Thursday) LPC workshop meeting listed below. Please plan accordingly.
May 17, 2021	Town Meeting vote deadline for Preservation Restriction and funding, if applicable.
June 9, 2021	Funding allocations made by Massachusetts Historical Commission. Written notification regarding award status will follow.
July 8, 2021	Deadline for awardee acceptance letters.
July 8, 2021	LPC Workshop - Recipients meet with MHC Grants staff to discuss program requirements and material needed to execute a contract with MHC. Project architect attendance is highly recommended.
July 9 – 30, 2021	Recipients meet with MHC grant staff to establish final project scope of work.
July 9 – Aug. 31, 2021	Architects prepare bid-level construction documents. Pre-Development grant Recipients finalize Request for Proposals (RFP).
August 31, 2021	Deadline for submission of final approved construction documents (or RFP for pre-development projects).
Sept. 1 – Nov.17, 2021	Project bid/advertisement period.
October 29, 2021	All recipients should be under contract with MHC by October 31, 2021. Development Projects: deadline for completion of procurement process and selection of construction contractor. Pre-Development Projects: deadline for consultant selection.
November 2021	Targeted construction/pre-development planning work for all projects to commence by this date including the placement of project sign. The project sign must remain in place until the project is closed out.
June 30, 2022	Deadline for completion of all MHC-funded project work.
July 31, 2022	Deadline for submission of printed Project Completion Report. Provide 2 copies including financial documentation and final payment request.
July – August 2022	State Accounts Payable period ends.

State funds may be released in two payments. The first payment is contingent on expenditure of 50% of the total project budget (contract) and the procurement documentation, financial documentation, and Preservation Restriction being in place and on file at the MHC. Final payment will be released upon submission and approval of the Completion Report and final payment financial documentation.

GENERAL INFORMATION

GUIDELINES

A. Eligible Applicants/Properties

Nonprofit organizations and municipalities who own or have a long-term interest in the property (at least a 25 – 30 year lease) are eligible to apply for funds.

The property for which assistance is being requested must be listed in the State Register of Historic Places. If you are unsure about your property's State Register status, you should contact the Massachusetts Historical Commission or your local historical commission before applying for grant funds. Please see the Appendix: State Register of Historic Places, for more information.

B. Eligible Activities/Scope of Proposed Work

1. PRE-DEVELOPMENT PROJECTS:

Requests may be submitted to conduct studies necessary to enable future development or protection of a State Register-listed property including: the preparation of an historic structures report, feasibility studies, conditions assessments, and archaeological investigations. With planning projects, the architectural/engineering fees to conduct such studies are eligible for reimbursement, as are costs associated with the project sign, and legal ads.

2. DEVELOPMENT PROJECTS:

Requests may be submitted for construction activities including stabilization, protection, rehabilitation, and restoration. Grant funding (grant plus matching share) can only be used to cover costs of materials and construction labor necessary to ensure the preservation, safety, and accessibility of historic cultural resources. Development of universal access is allowable only as part of a larger project (ideally, no more than 30% of the grant project costs).

Allowable costs: Overall building preservation, building code compliance, barrier-free access where historic fabric is directly involved, the project sign, photography, recording of the Preservation Restriction, and legal ads. Eligible interior work will generally be limited to restoration based upon documented historic evidence.

Non-allowable costs: Project work involving routine maintenance, upgrading of mechanical systems (i.e., heating, ventilation, air conditioning, electrical, plumbing, fire suppression), renovation of non-historic spaces, moving of historic buildings, or construction of additions are NOT eligible. For buildings actively used for religious purposes, projects involving the interior of buildings, stained glass windows or other religious symbols are generally not considered eligible. Associated architectural/engineering fees are not eligible for funding nor can they be used as matching share.

Please contact Grants Division staff to review your scope of work or individual work items if you are unsure about eligibility.

3. ACQUISITION:

Requests may be submitted to acquire State Register listed properties that are imminently threatened by inappropriate alteration or destruction.

C. Amount of Grant Request

1. PRE-DEVELOPMENT:

The minimum grant request is \$5,000, resulting in a total project cost of at least \$10,000. The maximum request is \$30,000, resulting in a total project cost of at least \$60,000.

2. DEVELOPMENT AND ACQUISITION:

The minimum grant request is \$7,500, resulting in a total project cost of at least \$15,000. The maximum grant request is \$100,000, resulting in a total project cost of at least \$200,000.

NOTE: Grant requests are often higher than the grant amount actually awarded. Matching share capability is a critical determinant in grant funding. Many MPPF projects have been funded with a grantee's share greater than 50% match of the grant allocation.

D. Funding Options

1. 50% MATCHING SHARE GRANT:

Applicants must provide a 50% match (dollar for dollar) to the grant amount requested.

Allowable match: Matching funds shall consist of cash only. Massachusetts Community Preservation Act (MCPA) funds ARE eligible as matching share.

Non-allowable match: Other state funds, as well as in-kind services or volunteer time, ARE NOT eligible as matching share. Uncollected pledges will not be considered.

NOTE: Due to the reimbursement nature of the program, in order to have an adequate cash flow for the needs of the project during research or construction, matching funds equal to or greater than 75% of the estimated total project cost for the grant-assisted portion of the project must be in place at the time the Application is submitted.

2. ENDOWMENT OPTION FOR DEVELOPMENT PROJECTS ONLY:

The applicant may request that 75% of the total project cost be funded by an MPPF grant and if awarded, agrees to set aside an additional amount equivalent to 25% of the total project cost in an endowment fund. The interest from the fund would be limited to use for the physical maintenance of the grant-assisted property. The final decision on which option—50% matching or endowment—will be made by the MHC, with consideration given to the funding level of the MPPF and scope of work proposed.

NOTE: Due to current limited funding, the endowment option is unlikely to be available for funding.

E. Preservation Restriction

As a condition of funding, grant applicants must agree to execute and record an interior and exterior MHC Preservation Restriction and maintenance agreement on the property's deeded parcel of land (i.e.,

restriction will cover the interior and exterior of the resource as well as the parcel of land associated with the resource). For pre-development projects, the duration will depend on the amount of the grant award (see Section II). For development and acquisition projects, the Preservation Restriction will run in perpetuity with the deed.

F. Project Evaluation

Applications are evaluated according to the Selection Criteria listed below. Underlined text indicates text taken from the “Standards for Awarding of a Matching Grant Pursuant to the Massachusetts Preservation Projects Fund,” 950 CMR 73.00: Office of the Secretary of the Commonwealth (please see the Appendices) Criteria G, I, J, and K, marked with an asterisk (*), are determined and provided by MHC.

a. Level of Significance

Level of significance with preference given to those [properties] with state or national level significance. (See Section I, A, 2 in the Application Instructions and Application)

b. Potential for Loss or Destruction

Potential for loss or destruction of the property, or a significant portion thereof. Priority will be given to those properties, which are under immediate threat of loss, or partial or complete destruction. (See Section IV, C, 4 of the appropriate application type, in the Application Instructions and Application)

c. Administrative and Financial Management Capabilities

Administrative and Financial Management Capabilities evidenced through a clearly articulated and organized Application including commitment letters, compliance and authorization forms and willingness to enter into a Preservation Restriction with the MHC. (See Section III, E in the Application Instructions and Application)

d. Appropriateness of Proposed Work

Appropriateness of Proposed Work consisting of technical information, including a project description, budgetary breakdown, clearly established set of priorities, and compliance with Secretary of the Interior’s Standards shall be demonstrated in all applications. The Application shall also require outline plans and specifications.

(See Section IV, D, 2, for Pre-Development & Development projects only, in the Application Instructions and Application)

e. Statement of [Financial] Need

Statement of need encompassing an explanation of financial circumstances including extent of financial hardship, fund-raising efforts and demonstration of the importance of receipt of grant to the successful completion of the project. (See Section III, F in the Application Instructions and Application)

f. Extent and Nature of Public Support

Extent and nature of public support including support from appropriate users, community leaders, public officials, etc. and evidence that the applicant has approached the local historical commission (and local historic district commission, if applicable) for comment and consideration. (See Section II, E in the Application Instructions and Application)

g. Consistency with Preservation and Revitalization Plans*

Consistency with Preservation and Revitalization Plans and priorities for development and protection on the state and local levels.

MHC will evaluate how the grant property impacts, or is impacted by, priorities for development or protection as established in existing local or state preservation planning documents. MHC will also consider how the grant property complements other federal, state, or regional planning and revitalization efforts that focus on preservation, conservation, recreation, or cultural activities. MHC will apply this criterion only to projects which are in close proximity to properties or areas subject to state revitalization efforts.

h. Use of Traditional Materials (For Development projects only)

Use of traditional materials and historically appropriate building techniques. (See Section IV, D, 3, for Development projects only, in the Application Instructions and Application)

i. Compliance with Relevant State Laws and Executive Orders*

Compliance with relevant state laws and executive orders, including Local House Policies and State Development Assistance (E.O. 215) and Affirmative Action (E. O. 227) when awarding funds to cities and towns.

j. Geographic Distribution*

Geographic distribution with consideration given to the size of the project, as well as the city or town.

k. First Time Grants*

First time grants in a community will be given additional consideration.

INSTRUCTIONS

APPLICATION SUBMISSION INFORMATION

- Applications for Round 27 are due at the Massachusetts Historical Commission on **March 19, 2021**. Applications postmarked by this date are acceptable.
- Mail Application to:
Paul Holtz, Grants Co-Director and Historical Architect
Massachusetts Historical Commission
Massachusetts Archives Building
220 Morrissey Boulevard, Boston, MA 02125
- A complete application includes:
 1. a printed copy of this application form and all required attachments in a simple three ring binder. **All required signatures must be live and in blue pen.**
 2. a USB flash drive containing digital photographs requested in Section I (each elevation of the resource and details of proposed project areas)
- You may download a PDF of the Application from the MHC website:
<https://www.sec.state.ma.us/mhc/mhcmppf/mppfidx.htm>
- Enter your information into the form fields of the PDF, save the file onto your computer, and print the application for inclusion in your application binder. Adobe Reader privileges have been extended so that the completed form may be saved for additional editing and/or future reference; however, you must have Adobe Reader v 8.0 or higher.
- Please follow the enclosed line-by-line instructions carefully while filling out the application. For each item of the application, there is a corresponding instruction section.

<http://www.sec.state.ma.us/mhc/>

SECTION I PROJECT OVERVIEW

A. Property Information

1. PROPERTY NAME & LOCATION

Please provide the correct historic name and address as listed in either the State or National Register of Historic Places. If different, provide the common name, also. Please check with your local historical commission on the accuracy of the information.

2. LEVEL OF SIGNIFICANCE

Level of significance will be defined by the level of significance noted on the National Register nomination or through the MHC evaluation process. Please indicate whether the property is individually listed on the National Register or is part of an historic district. This information can be found by searching the Massachusetts Cultural Resource Information System (MACRIS) found here: <http://mhc-macris.net/index.htm>.

Preference will be given to those properties with state or national level significance.

3. PROPERTY USE

- a. Check all appropriate boxes to identify the present and future proposed use of the resource.
- b. Describe the current and future proposed use. Identify any ways that the history of the building is promoted through guided tours, access to the general public for self-guided tours, activity-based programs celebrating the history of the property and how the resource is important in the history of the community. Detail how outside groups benefit from the use of the building for meeting space or other examples of community engagement.
- c. Identify the status of barrier-free access for the property in the application and include a discussion on the status in the property use summary. For the purposes of the MPPF program, the Massachusetts Architectural Access Board (MAAB) regulations are in effect. Barrier-free access is defined as building and facilities accessible to and functioning for persons with disabilities. Please note that integration of creative and responsive solutions to barrier-free access is an allowable grant cost.

4. SUPPORTING DOCUMENTATION

- a. Color Images: Printed and Digital
 - Provide color images of at least each elevation of the resource AND detailed images of the proposed project area.
 - Include a printed copy of each photograph on high quality photo paper, at least 4 x 6 in size, in your application binder. Label all photos with project name and address. Please do not place labels on the front side of photographs.
 - Include digital copies of the photographs on a USB flash drive with your application binder.
- b. Currently Existing MHC Inventory Form
 - Submit a photocopy of the existing MHC Inventory Form for your historic resource, if one exists. Please check with your local historical commission to see if the form is on file with them and search MACRIS for your property here: <http://mhc-macris.net/index.htm>
 - You may also contact the grants division staff to determine if a form exists.

- c. Location Map
 - Provide a copy of a location map at street level
- d. Directions
 - Provide written directions to the resource from MHC offices.

B. Applicant and Owner Information

1. APPLICANT

Indicate your organization's status: nonprofit or municipality. The applicant is the entity that will be the grant recipient and/or manage the grant-assisted project.

For nonprofits: the president, executive director, or treasurer is usually designated as the fiduciary representative. For municipalities: the signer must be the designated legal authority (usually the current Mayor, Town Manager, or Board of Selectmen Chair).

2. PROPERTY OWNER(S)

For nonprofits: the president, executive director, or treasurer is usually designated as the fiduciary representative. For municipalities: the signer must be the designated legal authority (usually the current Mayor, Town Manager, or Board of Selectmen Chair).

In cases where the applicant is not the owner, the property owner must indicate his/her authorization of the Application and the applicant must provide documentation of a long-term interest in the property, such as a 25-30 year lease. The property owner is defined as the Owner of Record.

3. PROJECT PARTICIPANTS

a. Local Project Coordinator (LPC):

The LPC is responsible for submitting the Application and must be able to answer questions about it. MHC recommends that the LPC prepare Sections I - III of the Application and that the architect/engineer or preservation consultant prepare Section IV (for development projects only). Section IV must be submitted with the rest of the Application.

The LPC (assign one person only) will be the person authorized to assume responsibility for the administration of the project including: the preparation and submission of financial documentation, Project Completion Report, and other information. All correspondence and questions regarding either the Application or, if funded, the project itself, will be directed to the LPC. With development projects, the LPC will also act as the liaison between the architect, engineer or consultant (see below), and MHC.

- b. Architect or Landscape Architect,
- c. Engineer,
- d. Other (i.e., preservation consultant)

For Pre-Development Projects:

- Project participants are limited solely to the LPC. Only if funded, will these projects require architects, engineers, or consultants on your team. Design professionals cannot be pre-selected for pre-development projects. Potential design professionals should play no role in shaping the Application to avoid conflict of interest.

For Development Projects:

- The applicant must retain an architect, landscape architect, or engineer to prepare outline plans and specifications for the proposed project work. If funded, development projects will continue to require a design professional—preferably the same person—to prepare bid-level (full) construction documents by August 31, 2021 and to supervise the grant- assisted work. List the contact information for all of the primary and secondary professionals that will be involved with your proposed project.
- You must identify whether or not the lead architect/engineer that you’ve listed is currently, or will be, under contract to provide professional services starting immediately in July 2021, if grant is awarded.
- MHC recommends applicants consider a design professional with previous experience with historic buildings or buildings listed in the National Register of Historic Places and the Secretary of the Interior’s Standards for the Treatment of Historic Properties (and, if appropriate, with Guidelines for the Treatment of Cultural Landscapes or the Standards for Treatment of Historic Vessels). The design professional will be responsible for seeing that the contractor carries out all work satisfactorily.
- The contractor is the professional, along with his or her co-workers and employees, who performs the actual grant-assisted work. Unlike the architect, the contractor becomes involved AFTER the grant allocation is made and cannot be pre-selected. The contractor must be chosen competitively, in accordance with competitive procurement requirements, and preferably be experienced in historic preservation projects. Municipalities must select a contractor pursuant to M.G.L. Chapter 149, M.G.L. Chapter 30B, and M.G.L. Chapter 30, §39M and who complies with all other applicable local and state regulations. The contractor works under contract for the grant recipient, and has no formal involvement with MHC.

For BOTH Pre-Development and Development Projects:

- The applicant must NOT advertise, bid out, or begin project work prior to or during MHC’s application review period, nor, before grant allocations or if funded, the applicant is under contract with the MHC. Funding for any of these activities cannot be applied retroactively. Eligible work performed outside of the MHC contract period of performance will NOT be eligible for grant funding.

4. NONPROFIT SUPPORTING DOCUMENTATION

For NONPROFITS only, you must submit:

- a. a copy of your 501(c) 3 IRS determination letter (or equivalent),
- b. a copy of your operating budget,
- c. a separate sheet stating if your organization has any existing endowments and if so, what they are used for and how (and if) they are restricted, and
- d. the completed Massachusetts Request for Taxpayer Identification Number and Certification Form MA- W-9 (Rev. April 2009) from the Appendices with the original, live signature in blue pen of the person qualified to represent your organization and has signature authority. Faxes or stamped signatures will not be accepted.

SECTION II PROJECT AUTHORIZATION AND SUPPORT

A. Authorization

Indicate who is authorized to oversee and report on procurement, enter into contracts for project work, administer and disburse funds for project, prepare progress and completion reports, and arrange for grant funding acknowledgment including the project sign.

B. Certificate of Authorization for MHC Contract

Complete the Certificate of Authorization form as shown. **Do not modify.** This document certifies that the people designated are authorized to enter into a contract with MHC. The nonprofit organization or municipality must hold a recent vote to designate this authority. Please see Appendices for Certificate of Authorization samples.

For those municipalities with a mayoral form of government, the date that your mayor was elected to office may be inserted in lieu of a new, recent vote date. This form must be completed in order to process the MHC contract with the grantee.

NOTE: Individuals designated as a contract signer may NOT be the same person who attests in the Certificate of Authorization.

C. Certificate of Authorization for Preservation Restriction

Complete the Certificate of Authorization form as shown. **Do not modify.** This document certifies that the people designated are authorized to sign the Preservation Restriction on behalf of their organization. The nonprofit organization or municipality must hold a recent vote to designate this authority. Please see Appendices for Certificate of Authorization samples.

If the subject property is owned by a municipality, then only one signer is required. If the subject property is owned by a non-profit organization, then two signers will be required – 1) the president or vice president of the organization, AND 2) the treasurer or assistant treasurer, or the equivalents thereof.

In the case where the applicant is not the owner of record, only the owner can vote to designate the authorized signer of the preservation restriction.

For those municipalities with a mayoral form of government, the date that your mayor was elected to office may be inserted in lieu of a new, recent vote date. This form must be completed in order to process the MHC contract with the grantee.

NOTE: Individuals designated as a preservation restriction signer may NOT be the same person who attests in the Certificate of Authorization.

D. Preservation Restriction Information

As a condition of funding, grant applicants must agree to execute and record an interior and exterior MHC Preservation Restriction and maintenance agreement (PR) on the property's deeded parcel of land (i.e., **restriction will cover the interior and exterior of the resource as well as the parcel of**

land associated w/the resource). The PR will be tailored to your resource; however, the terms are fixed.

The owner of a property funded for a **development project** must enter into and record a Preservation Restriction and maintenance agreement in perpetuity under the provisions of M.G.L. Chapter 184, Sections 31-33.

Owners of properties funded for **pre-development projects** must enter into and record a Preservation Restriction and maintenance agreement of the following duration, depending on the grant amount awarded:

- 5 years - grant amount of \$0 - \$14,999
- 10 years - grant amount of \$15,000 - \$30,000

A copy of the standard Preservation Restriction is included in the Appendices and should be reviewed carefully by the applicant, owner(s), and owner's attorney *prior* to submission of the Application.

After a grant award is made, MHC will prepare the Restriction and mail it to the recipient. It is the responsibility of the recipient to sign and record the Preservation Restriction with the local Registry of Deeds.

The Preservation Restriction does not prevent an owner from transferring or selling the property. A Preservation Restriction runs with the land and is binding on present and future owners for the term of the Restriction.

If an active MHC Preservation Restriction in perpetuity DOES currently exist on the property, the following items must be submitted in order for your Application to be complete:

1. A copy of the currently existing legally recorded MHC Preservation Restriction.
2. A copy of the current Assessor's map and copies of any/all legally recorded plot plans or surveys that may exist.

An active MHC PR will state "...between the *COMMONWEALTH OF MASSACHUSETTS* by and through the *MASSACHUSETTS HISTORICAL COMMISSION*..." at the top of page 1 of the PR agreement.

If an active MHC Preservation Restriction in perpetuity DOES NOT currently exist, or an organization other than MHC holds a PR on the property, the following items must be submitted in order for your Application to be complete:

1. A copy of the deed, with the owner's deed citation for the transfer of property from previous owner (i.e., registry, book and page number, and date the deed was recorded).
2. A copy of any existing restrictions on the property.
3. A copy of the current Assessor's map and copies of any/all legally recorded plot plans or surveys that may exist.
4. **LETTER OF INTENT:**
A statement or letter of intent to execute and record the required Preservation Restriction, if selected for a grant, signed by the owner(s) and those with interest in the property, including mortgagees, if any, must be included in the Application. In the case that one entity owns the

resource and another owns the land, letters of intent from both parties must be submitted.

The Preservation Restriction itself does not have to be executed until the project is underway, but the ability of the applicant to comply with this requirement must be established before any grant allocations can be made. Recording an MHC Preservation Restriction is a requirement which must be met before any grant funds are disbursed.

5. CERTIFIED COPY OF VOTE TO ENTER INTO PR

Provide a certified copy of your organization's vote to enter into a Preservation Restriction with the MHC.

If the agreement to sign the Preservation Restriction has to be ratified by a committee or Town Vote, be sure to schedule such activity well before the Application deadline. Please attach a certified copy of the vote (this will be recorded with the restriction). Municipalities should check with their legal counsel to see if a town meeting vote is required or a Board of Selectman vote will suffice. See the Appendices for an example of a certified copy of vote attached to the standard restriction.

NOTE: For municipalities, if entering into the Preservation Restriction is dependent upon a Town Meeting vote that will not occur until after the March 19, 2021 application deadline, please include a copy of the warrant article and state when the meeting is scheduled to occur. The Town Meeting vote results must be provided no later than May 17, 2021.

6. LEGAL OPINION - prepared by your attorney, which states or includes:

- a. The legal boundary description.
- b. Assurance that a deed restriction for the property can be recorded in the Registry of Deeds.
- c. Assurance that this Preservation Restriction will not be subordinate to any other restrictions, which may already be on the property.
- d. List the correct names of the owners, and the correct names of all those who have an interest in the property who should be signatories to the Preservation Restriction, including mortgagees, if any.

NOTE: If a grant is awarded, you may need to have the parcel professionally surveyed to establish property boundaries, if a plan and deed on the property do not exist. Confer with your attorney.

E. Letters of Support

1. PUBLIC SUPPORT:

Attach **current** letters of support for your project. Preference will be given to projects that demonstrate public benefit and support from users, professional or historical organizations, local businesses, and community leaders. Letters of support from public officials are also accepted.

2. HISTORICAL COMMISSION SUPPORT (required):

Applications **must** include a Recommendation from the **local historical commission** of the community in which the property is located, if your community has a local historical commission, and the local **historic district commission** (if applicable), or evidence that the applicant requested a recommendation.

NOTE: Outdated letters of support or letters written to other funding sources will not be accepted. Please include all letters of support with the application. Do not send separately.

F. Assurance of Compliance

In order to be considered for grant funding, the Applicant must agree to comply with the twenty program items listed on the form found in Section II of the grant application. The Assurance of Compliance must be carefully reviewed by the authorized signatory prior to signing (in **blue pen**) and submission with the Application.

Many of the items on the form are self-explanatory; however, for those items requiring further explanation, please see the selected item explanations below:

3. Financial Management/Record-Keeping:

MHC requires that applicants maintain adequate financial management and record keeping systems. If necessary, applicants should plan to set up a separate account within existing bookkeeping systems for the grant project. MHC requires auditable records (itemized invoices and copies of both sides of cancelled checks or itemized bank statement report) for the cost of each grant project. Cash receipts will not be accepted. Project costs which are not supported by acceptable, auditable records will not be considered allowable costs. Municipalities may submit city or town warrants as proof of payment.

7. Preservation Restriction:

The applicant will record an interior & exterior Preservation Restriction and maintenance agreement in perpetuity under the provisions of M.G.L. chapter 184, sections 31-33, except that Pre-Development grant recipient organizations shall agree to a specific duration based on the amount of funds provided. If applicant is not the sole owner, written consent must be obtained from all owners/mortgagees and included with the Application.

8. Contracts:

The LPC coordinates the signing of contracts. Every project selected will involve a standard state contract between MHC and the grant recipient before work is bid or begun. The major provisions of the agreement are that the grant recipient agrees to:

- a. Carry out work specified in the approved plans and specifications or RFP, which will be incorporated into the contract directly or by reference;
- b. Carry out work within the approved project period in accordance with applicable laws, regulations and program requirements;
- c. Record the MHC Preservation Restriction on the property;
- d. Allow MHC to inspect the project work and records;
- e. Submit acceptable evidence of actual project costs; and
- f. Report on the project progress and submit a report at the completion of the project.

MHC also requires grant recipients to execute appropriate contracts with their contractors/consultants, to provide copies of these contracts to MHC, and to ensure adequate contract administration and compliance. Funds will be transferred from MHC to the grant recipient on the basis of contract compliance.

10. Project Sign: All grant recipients must acknowledge state assistance by means of a temporary but prominently displayed project sign. The sign should be at least 4' x 4' and must be erected within 30 days of an executed contract with MHC and remain in place until the project is completed and funds disbursed. Project signs are an eligible project cost and may be included in the budget. MHC suggests \$500 as an estimate figure. Details on the required wording of the project sign are available from the MHC. The MHC will require a photograph of the sign as evidence of compliance with this requirement.

11. Monitoring/Site Visits/Progress Reporting:

Grant projects must adhere to the Project Schedule as outlined in the first section of these instructions.

During the course of the project, the LPC should report on progress at designated stages and arrange for site visits with MHC staff. The LPC should either produce, or make arrangements for, in-progress project notes, meeting minutes, and photographs.

12. Completion Report:

At the completion of project work, the LPC submits a Completion Report, according to MHC's format. The Completion Report is often written by the architect or consultant and submitted to the LPC. After a final site visit by MHC staff and acceptance of the work, final matching funds are disbursed and the project is closed out. Any work accomplished outside the MHC contract project period **will not be eligible for matching funds**.

15. & 16. Procurement Requirements:

The Application should indicate the proposed method of selecting the contractor for project work and the type of contract which is intended to be used. MHC procurement standards must be met.

Procurement procedures will differ for nonprofit projects where the total project cost is more than \$100,000 (i.e., grant award greater than \$50,000).

The intent of these requirements is to ensure that all procurement transactions are conducted in a manner that provides open and free competition regardless of the dollar value. In all circumstances, MHC will require evidence that acceptable procurement standards have been met.

19. Notification of Local Historical Commission/Local Historic District Commission:

MHC requires that local historical commissions/local historic district commissions be notified of MPPF grant applications for properties within their municipalities **before applications are submitted. Local historical commission and local historic district commission (if applicable) approval must be obtained in writing and included with the Application.**

If you do not know whether your community has a local historical commission, contact your City or Town Hall. If the project is in a local historic district, then you must file an application for a certificate of appropriateness for the work with the local historic district commission.

SECTION III GRANT REQUEST

A. Proposed Scope of Work

1. TYPE OF PROJECT

Identify whether your project is a Pre-Development, Development, or Acquisition project. Check only one.

2. PROJECT DESCRIPTION

Briefly describe the proposed work in order of priority with a short explanation of what the work is and why it is being proposed.

3. GROUND DISTURBANCE

The MHC is required to consider the possible impact on significant archaeological deposits adjacent to State Register properties resulting from grant-assisted activities or from non-grant activities which will occur during the period of grant assistance. Any work which will involve ground disturbance (i.e., foundation reinforcement, drainage systems, landscaping) might affect archaeological resources. In order to help the Commission's staff archaeologist evaluate archaeological potential for projects potentially involving ground disturbance, please indicate whether or not your project will include any Ground Disturbance. If so, provide the following information:

- a. a description of the potential (or proposed) ground disturbance
- b. a detailed plan showing the exact location of potential (or proposed) ground disturbance
- c. a description of the extent of previous ground disturbance in the area, if known

Applicants should be aware that ground disturbance in areas determined to be of potential archaeological significance by the MHC staff archaeologist may require an archaeological survey in order to assess the project's impact on archaeological resources. These surveys are an eligible project cost. A permit from the State Archaeologist will be required for such a survey.

4. GRANT PROJECT COST ESTIMATE

The cost estimate for each grant project should clearly indicate the total estimated cost of the proposed project, including both construction and non-construction components. MHC advises you to obtain costs based on informed estimates. This could be from an architect or preservation consultant, estimator, or contractor. Only allowable costs associated with the grant project scope of work should be included. If funded, documentation in the form of invoices and cancelled checks (or an itemized bank statement report) must be provided in order to claim matching funds.

a. Pre-Development Projects:

Since pre-development projects are very diverse, please consult MHC staff to discuss how best to develop the Application, scope of work, and project cost estimates. Applicants for pre-development projects may not use the endowment option.

Sample categories for cost estimates for Pre-Development projects include:

Consultant/Architect fees (which include travel, photography, printing):

List estimated fee for consultant services.

Other:

List other allowable costs necessary to the project (i.e., publication costs, recording of Preservation Restriction, legal ads, and project sign).

b. Development Projects:

The costs listed in this section are for the MHC-eligible preservation/construction work items comprising your grant project. Designer fees and contingency costs for construction projects are not eligible for reimbursement and should not be included in the estimated project cost listed.

- Photography: Visual documentation in the form of prints is required. These costs are eligible grant costs.
- Project sign: This is a grant requirement and an eligible grant cost.
- Recording of the Preservation Restriction (typically \$75.00)
- Construction: The construction work should be broken down into the proper division categories by type or trade, such as Div. 1 – General Requirements, Div. 4– Masonry, Div. 7 – Roofing, Div. 9 - Painting, etc. Follow the sections of the Uniform Construction Index as applicable to your project. Please see the Appendices.

c. Acquisition Projects:

The cost of the acquired property must be based on an appraisal by an independent professional appraiser. Appraisal reports must conform to “Data Documentation and Appraised Reporting Standards” which will include analysis of highest and best use, and value estimate by comparative market approach.

5. PROJECT PERIOD

Please refer to the MPPF Round 26 Project Schedule for allowed project duration. Keep in mind that applicants must NOT advertise, bid out, nor begin project work prior to or during MHC’s application review period; nor before grant allocations; nor until the applicant is under contract with the MHC if awarded a grant. Funding for any of these activities cannot be applied retroactively.

NOTE: Eligible work performed outside of the MHC contract period of performance will NOT be eligible for grant funding.

B. Grant Request

Please select the funding option—50% match or Endowment—and indicate the exact amount of your request and matching share (do not include ranges). The total project cost is the sum of the two (grant plus match). If your grant project is a part of a larger project, please indicate the overall project cost.

1. 50% MATCHING SHARE

Grant recipients must provide a 50% match (dollar for dollar) to the grant amount. For both pre-development and development projects, matching funds shall consist of cash only.

Due to the reimbursement nature of the program, in order to have an adequate cash flow for the needs of the project during research or construction, matching funds equal to or greater than 75% of the estimated total project cost (50% Applicant Share + 25% Cash Flow) for the grant-assisted portion of the project must be in place at the time the Application is submitted.

2. ENDOWMENT OPTION

NOTE: Due to current limited funding, the endowment option is unlikely to be available for this MPPF round of funding. Make certain to complete the 50% option in the Application.

C. Matching Share Source(s)

MATCHING SHARE SOURCE(S):

- Applicants must list the Source, Amount, Kind, and Date Available for their Matching Funds on their MPPF Application.
- The Amounts listed must total 75% of the estimated Total Project Cost in order to have an adequate cash flow for the needs of the project.

COMMITMENT LETTER(S):

- Applicants must also attach a signed commitment letter(s) certifying the sources, kinds and amounts of matching funds (the non-state share of the grant project) as well as the date these funds will be available. The letter(s) must be signed by the person legally authorized to certify and commit applicant funds. Applications which do not provide clear and accurate information on matching share will be considered incomplete and will not be considered for grant allocations.

NOTE: For municipalities, if the matching funds are dependent upon a Town Meeting vote that will not occur until after the March 19, 2021 application deadline, please include a copy of the warrant article and state when the meeting is scheduled to occur. The Town Meeting vote results must be provided no later than May 17, 2021.

ELIGIBLE MATCHING FUNDS:

- Matching funds must consist of cash only
- Massachusetts Community Preservation Act (MCPA) funds are considered local funds and may be used as matching share, provided the municipality's Community Preservation Committee recommends such a purpose as required by M.G.L. Chapter 44B, Section 14. Applicants must provide written documentation of the recommendation and approval of the local Community Preservation Committee as part of their application.
- If matching funds come from a third party, applicants must provide evidence of pledges received at the time the Application is submitted. Uncollected private individual pledges may not be considered a firm commitment or part of the available project funds. Firm and binding letters of award, however, from corporations, private foundations, and public agencies (other than state agencies) for work that will be completed within a specified timeframe are acceptable.

INELIGIBLE MATCHING FUNDS:

- Other state funds, in-kind services, and volunteer time are not eligible as matching share.
- Letters of intent to "consider" a loan application are not acceptable as a firm commitment and therefore are ineligible as a matching share.

NOTE: Please refer any questions on matching share requirements to grants division staff before submitting your Application.

REIMBURSEMENT AND CASH FLOW:

- Keep in mind that the Massachusetts Preservation Projects Fund is a matching share and reimbursement program. Grants are usually disbursed in two payments and four weeks may be

required to process payments once proper documentation has been received by the MHC. Applicants must be prepared, therefore, to have funds available greater than their share for adequate cash flow to support the project until MPPF payment is processed.

- Due to the reimbursement nature of the program, in order to have an adequate cash flow for the needs of the project during research or construction, matching funds equal to or greater than 75% of the estimated total project cost for the grant-assisted portion of the project must be in place at the time the Application is submitted; these funds must be identified in the application.

Matching share summary examples are provided below:

Example I Source: City of Anywhere, Community Development Block Grant Funds
Kind: Cash
Amount: \$20,000
Date Available: May 1, 2021
Commitment: Attached is a letter of commitment from Mayor Smith.

Example II Source: First National Bank of Someplace
Kind: Construction Loan (cash) Amount: \$20,000
Date Available: March 1, 2021
Commitment: Attached is a letter from the First National Bank certifying a firm loan commitment.

D. Procurement Requirements

It is the mandate of the MHC to promote open and free competition in the selection of qualified contractors. Applicants should indicate the method of procurement best designed to meet their projects goals and the goal of open competition.

Municipal Bidding

Cities and Towns must be in compliance with state mandated procurement procedures, M.G.L. Chapter 149, M.G.L. Chapter 30B and M.G.L. Chapter 30-39M. Procurement charts can be found on-line that provide a breakdown of the required procurement procedures, based on the estimated contract amount or project budget, for the proposed restoration and repair work.

Grantees must coordinate with the municipality's designated procurement officer in the bidding process and work closely with the architect/engineer and MHC in developing the bidding and contractor qualification requirements—specific to your project—for the legal ad and construction documents.

Small Purchase and Competitive Bids

Nonprofit organizations are required to use procurement procedures that have been patterned after state requirements for municipalities. If awarded, grantees should consult with MHC and the project architect/engineer in determining the best method of procurement and must obtain approval from MHC before starting the bidding process.

Acquisition Projects

The procurement process does not apply to Acquisition projects; please enter N/A on the MPPF Application.

E. Administrative and Financial Management Capabilities

Your organization's capabilities should be evidenced through a clearly articulated and organized Application including commitment letters, compliance and authorization forms and willingness to enter into a Preservation Restriction with the MHC. Describe your capabilities to administer the funds and the grant project to ensure completion in a timely and effective manner. Assessment of capabilities will be based on:

- Is LPC data and Assignees complete?
- Has the applicant hired a preservation architect/consultant yet? (for development projects only)
- Are Matching Share and Commitment Letters included with the Application?
- Preservation Restriction: Is the legal opinion, statement of intent letter, and copy of the deed for the property included with the Application?
- Are the Compliance and Authorization forms included with the Application?
- Nonprofits: has the 501 (c) (3) IRS letter (or equivalent), operating budget, and Massachusetts "Request for Taxpayer Identification Number and Certification" Form MA- W-9 (Rev. April 2009) been submitted?

F. Statement of Financial Need

Please provide an explanation of financial circumstances including the extent of financial hardship, fund-raising efforts and demonstration of the importance of receipt of grant to the successful completion of the project.

Describe:

- The circumstances that led to the present physical condition of the property;
- The extent and nature of fundraising efforts for the project; and
- How grant funds will enable preservation work to proceed that could not otherwise be accomplished by the applicant.
- Be sure to state if you are applying for or have received. for the property for which you are applying for MPPF funds 1) federal and/or state historic preservation tax credits (now and/or any time in the past), 2) Community Preservation Act funds, and/or 3) any other type of state or federal funding (e.g., Community Development Block Grant, Massachusetts Cultural Council grant, etc.).

SECTION IV PROJECT DESCRIPTION AND TECHNICAL PLANNING

Include Section IV as separate attachments in your application binder.

The information required for this section will depend upon the type of grant for which you are applying; please complete Section IV for one of the following types of projects:

- Pre-Development
- Development
- Acquisition

PRE-DEVELOPMENT PROJECTS:

The purpose of this section is to provide a clear overview of the property's history and significance, to analyze its present physical condition, to develop a clear plan for its management and repair/restoration, and to present and justify the proposed grant work. With pre-development projects, the property summary, conditions assessment, and project scope **should not** be developed by a design professional. If awarded a grant, the grant will be helping to pay a design professional.

A. Brief Overview Statement

Briefly explain the purpose of the proposed work with reference to how it relates to both the history of the property, its physical needs, and its present and future use.

B. Property Summary

1. Brief Property Description
Provide a general description of the property including type, materials, style, and major alterations.
2. History
Provide a brief history of the property including use, associations with individuals or groups, and its relationship to local historical trends and events.
3. Significance
Describe the architectural and historical significance of the property.

C. Conditions Assessment

The applicant should use the Assessment components of the Application to help determine the most important and necessary work to be included in the grant Application. These sections are intended to be tools which will assist both the applicants and the MHC to make the choices which give proper recognition to the unique qualities of the property and address its most crucial needs in a prioritized order. The MHC and the applicant will use this material as the basis for any enlargement or reduction of the scope of the grant project work on accepted applications, depending on actual available levels of funding from both parties.

1. Survey of Physical Conditions
The MHC understands that the pre-development project applicant is seeking funding assistance to hire a qualified preservation professional to conduct the actual historical research for and conditions

assessment of the resource. We need to know, however, how much information has been gathered so far and the general condition of your resource in order to evaluate the scope of your proposed planning project.

For pre-development project applicants, therefore, please provide any historical research information, photos, previous studies, maintenance information, etc. you may have on hand and photo document, as best you can, the current condition of the resource (exterior and interior).

2. Photographic Documentation

Provide photographs to document the condition of the structure and illustrate important parts of the building. Photographs must be numbered and keyed to a sketch plan or other means to identify location of the photo and please provide a list of all photographs.

Printed photographs must include:

- each elevation of the resource
- detailed photographs of significant materials
- deteriorated conditions
- major alterations
- examples of interior spaces sufficient to convey the property's integrity

3. Prioritized Needs

Using the information gained from the Survey above, please list the property's research, assessment, and planning needs.

4. Potential for Loss or Destruction

Preference will be given to projects involving buildings, landscapes or sites under immediate threat of loss that would be severely damaged, altered or destroyed without grant assistance. The degree of threat to the property must be documented by photographs, structural analysis reports, and/or reports which document vandalism or other threats.

D. Project Scope

1. Proposed Project Scope of Work

List the projects that your organization intends to complete if awarded grant funding.

2. Appropriateness of Proposed Work

- Describe the proposed work and the justification for each item. Reference the Secretary of the Interior's Standards for the Treatment of Historic Properties (and, if appropriate, with Guidelines for the Treatment of Cultural Landscapes or the Standards for Treatment of Historic Vessels. See the Appendices).
- Explain the appropriateness of funding by the MPPF program. Is the proposed scope and associated budget realistic, reflecting eligible costs?
- Is there a clearly established sense of priorities?

E. Draft RFP

Request for Qualifications (RFQ) /Request for Proposals (RFP):

Submit a **PRELIMINARY DRAFT Request for Qualifications/Proposals** for architectural/engineering design services that include an introduction and overview with phases, goals, tasks, and

products of each phase. Examples of RFQs & RFPs for previous MPPF projects are available electronically upon request for use as a template. Minimum and Comparative Evaluation Criteria should be included. Municipalities should consult with their procurement officer or purchasing department to develop the draft RFQ.

DEVELOPMENT PROJECTS:

For development project applications, this section of the Application is generally prepared or arranged by the architect/engineer or consultant and is submitted to the Local Project Coordinator so that the budget figures may be integrated into Section III. A complete Application package must be assembled for submission to the MHC. Please do not submit Section IV separately.

The scope and quality of all aspects of proposed work in a development project Application will be reviewed and are subject to the approval of the MHC. The basis for evaluation will be the Secretary of the Interior's Standards for the Treatment of Historic Properties (and, if appropriate, with Guidelines for the Treatment of Cultural Landscapes or the Standards for Treatment of Historic Vessels).

Be certain that you and your design professional have read these standards and these instructions carefully before you begin to prepare your Application. In situations where the grant project work may be only a part of a larger project, the MHC will expect to review and approve plans and specifications for the larger project. The MHC is responsible for ensuring that no part of the total project in which they are involved has an adverse effect on historic resources.

The purpose of this section is to provide a clear overview of the property's history and development, to analyze its present physical condition, to develop a clear plan for its management and repair/restoration, and to present and justify the proposed grant work. All applicants must retain a qualified architect or consultant to assist in the preparation of this section.

A. Brief Overview Statement

Briefly explain the purpose of the proposed work with reference to how it relates to both the history of the property, its physical needs, and its present and future use.

B. Property Summary

1. **Brief Property Description**
Provide a general description of the property including type, materials, style, major alterations.
2. **History**
Provide a brief history of the property including use, associations with individuals or groups, and its relationship to local historical trends and events.
3. **Significance**
Describe the architectural and historical significance of the property.

C. Conditions Assessment

1. **Survey of Physical Conditions**

The purpose of the survey is to provide basic information about the current physical condition of the building (exterior AND interior), a chronology of change or alteration, and the documentation that will serve as the basis for the interior/exterior MHC Preservation Restriction on the entire resource.

An individual who is knowledgeable about the resource and the preservation treatment options, such as an architect/engineer or landscape architect, should prepare the Survey of Physical Condition for development projects. The survey should include each significant element, documenting its existing condition through photographs. Please indicate the name and title of survey preparer, date of building construction and original architect. Previously prepared surveys older than 3 years will need to be updated.

Examining the resource from top to bottom, inside and out, the surveyor may consult the Building Elements Checklist below to organize the survey. For each element, please identify:

- **Historical integrity:** Identify whether the element is original, has experienced minimal alteration, or has been significantly changed.
- **Material:** Identify the current materials and the original, if known.
- **Condition:** Describe the current condition. If the proposed project is not a building (for example, an historical landscape, vessel, monument, or bridge), provide a survey appropriate to the resource type.

NOTE: The information provided here, along with photographs, will be a major component of the evaluation of the merits of this project and the appropriateness and severity of need.

BUILDING ELEMENTS CHECKLIST - The following list is meant to serve as a guideline for a comprehensive survey of physical condition:

Exterior:

Gutters & Downspouts	Porches
Flashings	Paint coating
Chimney	Caulking and sealants
Siding	Structural frame
Cornices	Foundation
Decorative trim	Site drainage
Windows	Evidence of settlement or structural distress
Blinds	Evidence of extensive moisture damage
Doors	Evidence of pest infestation
Roofing	

Interior:

Floor plan: original, major alterations, minor changes.
Briefly describe which features preserve historic material:
Staircases
Doors
Trim
Plaster
Walls: wallpaper and paint
Paneling

Fireplaces
Other:

Mechanical systems:
Heating Electrical
Security and fire detection
Plumbing

Landscapes:
Outbuildings
Garden structures
Fences, walls, or gates
Water features
Monuments or sculptures Circulation systems
Lighting
Site furnishings
Potential Archaeological features such as well, privy hole, trash pits, root cellars, former buildings.
If artifacts have ever been discovered during site or yard work, please describe.

2. Photographic Documentation

Provide photographs to document the condition of the structure and illustrate important parts of the building. Photographs must be numbered and keyed to a sketch plan or other means to identify location of the photo and please provide a list of all photographs on an attached sheet.

Printed photographs must include:

- each elevation of the resource
- detailed photographs of significant materials
- deteriorated conditions
- major alterations
- examples of interior spaces sufficient to convey the property's integrity

3. Prioritized Needs

Using the information gained from the Survey above, the design professional should list the repairs required for the property, prioritizing them according to need.

4. Potential for Loss or Destruction

The degree of threat to the property must be documented by photographs, structural analysis reports, and/or reports which document vandalism or other threats. For example, is the property facing serious structural or water penetration problems?

NOTE: Preference will be given to projects involving buildings, landscapes or sites under immediate threat of loss that would be severely damaged, altered or destroyed without grant assistance.

D. Project Scope

1. Proposed Project Scope of Work

List the project work that your organization intends to complete if awarded grant funding.

2. Appropriateness of Proposed Work

Describe the proposed work and the justification for each item. Reference the Secretary of the Interior's Standards for the Treatment of Historic Properties (and, if appropriate, with Guidelines for the Treatment of Cultural Landscapes or the Standards for Treatment of Historic Vessels. See the Appendices).

- Explain the appropriateness of funding by the MPPF program.
- Is the proposed scope and associated budget realistic, reflecting eligible costs?
- Is there a clearly established sense of priorities?

3. Use of Traditional Materials

Describe how the proposed work program uses appropriate traditional materials and technologies through repair or in-kind replacement of historic building fabric.

E. Outline Plans and Specifications

At a minimum, applicants must submit detailed outline plans and specifications, developed by a design professional/preservation consultant for work items to be accomplished under the proposed grant. These work items should be based upon Parts II and III above and must follow the format of the Uniform Construction Index of 16 divisions (see the Appendices). The specifications must include a clear initial statement of the scope of work covered and must describe the quality and type of materials, construction techniques, and level of workmanship required.

It is not necessary to submit general and special conditions, invitations to bid, and other “boilerplate” parts of the contract documents with the Application. These documents will be required of successful applicants when the project is put out to bid.

NOTE: Contractor or conservator bid estimates or quotes may NOT be substituted for clear, professionally written outline plans and specifications.

Bid-level documents, including full specifications and construction drawings, will be required of grant applicants immediately after notification of grant award. For applicants selected for grant awards, final bid-level plans and specifications will form the basis of the contract agreement between the applicant and the MHC. Work must also be certified by the architect or consultant and approved by MHC staff through on-site project inspection.

MHC requires that the following statement be included in the specifications:

This property is listed in the State Register of Historic Places or is a contributing property within an historic district listed in the National/State Registers of Historic Places. All work performed must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties (and/or Guidelines for the Treatment of Cultural Landscapes or the Standards for Treatment of Historic Vessels, as applicable).

NOTE: For non-building-type restoration projects (e.g. monument restoration), applicants may submit a draft Request for Proposals (RFP) for conservation services in lieu of outline plans and specifications developed by an architect.

You may consult with the MHC staff to determine the level of research as well as the scope and quality of work necessary for the Application.

NOTE: *Some types of work may require specific additional analysis reports on such items as historic paint or mortar. Usually, such work will not be done prior to the start of the project. In such cases, a statement describing the applicant's intention to have the analysis conducted should be included and provisions made in the plans and specifications to address this issue.*

ACQUISITION PROJECTS:

A. Brief Overview Statement

Applicants must document that acquisition is the only way to assure the preservation of this historic resource. Discuss alternative preservation methods that were pursued prior to this current request.

B. Property Summary

1. **Brief Property Description**
Provide a general description of the property including type, materials, style, and major alterations.
2. **History**
Provide a brief history of the property including use, associations with individuals or groups, and its relationship to local historical trends and events.
3. **Significance**
Describe the architectural and historical significance of the property.

C. Conditions Assessment

1. **Survey of Physical Conditions**
For Acquisition project Applicants, please provide any historical research information, photos, previous studies, maintenance information, etc. you may have on hand and photo document, as best you can, the current condition of the resource (exterior and interior).
2. **Photographic Documentation.**
Provide photographs to document the condition of the structure and illustrate important parts of the building. Printed photographs must include:
 - each elevation of the resource
 - detailed photographs of significant materials
 - deteriorated conditions
 - major alterations
 - examples of interior spaces sufficient to convey the property's integrity

High-quality digital images should be printed out onto photo-quality paper. Please indicate property name, photographer, and date of photography on all photographs submitted. Photographs must be numbered and keyed to a sketch plan or other means to identify location of the photo. Provide a list of all photographs on an attached sheet.

3. **Prioritized Needs**
Not applicable to acquisition projects.

4. Potential for Loss or Destruction

Priority will be given to those properties, which are under immediate threat of partial or complete destruction. Preference will be given to projects involving buildings, landscapes or sites that would be severely damaged, altered or destroyed without grant assistance. The degree of threat to the property must be documented by photographs, structural analysis reports, and/or reports which document vandalism or other threats.

- Is the property facing serious structural or water penetration problems?
- Is the property actually under threat of loss or destruction, including demolition or inappropriate adaptive use without MHC intervention?

In cases where funds are requested to acquire property in order to prevent demolition or destruction, the applicant must demonstrate that it is the developer of last resort.

D. Project Scope

Proposed Project Scope:

The Applicant should explain what purpose their organization has in making this acquisition. What purpose do they foresee for this property and how does that purpose further their organization's mission.

E. Real Estate Appraisal

Provide MHC with a copy of an appraisal for this property, by an independent professional appraiser. Appraisal reports must conform to "Data Documentation and Appraisal Reporting Standards," which will include analysis of highest and best use, and value estimate by comparative market approach.

APPENDICES

- A. The State Register of Historic Places Summary**
- B. The Secretary of the Interior's Standards for the Treatment of Historic Properties
(abridged)**
- C. 950 CMR 73.00 Standards for the Awarding of Matching Grant Pursuant to the MPPF**
- D. Preservation Restriction Agreement and Restriction Guidelines, Sample Letters, & Vote**
- E. Certificate of Authorization Examples**
- F. Uniform Construction Index**

APPENDIX A. STATE REGISTER OF HISTORIC PLACES SUMMARY

STATE REGISTER OF HISTORIC PLACES SUMMARY

The State Register of Historic Places was established in 1982 as a comprehensive listing of the buildings, structures, objects, and sites that have received local, state, or national designations based on their historical or archaeological significance. Since its establishment, the State Register has added listings for over 60,000 properties in 312 cities and towns. The State Register of Historic Places is published once a year by the Massachusetts Historical Commission. The State Register of Historic Places is available at the [State Bookstore](#).

The State Register is a compilation of local, state, and federal designations including: National, State and Local Historic Landmarks; properties individually listed on the National Register; properties included within National Register Historic Districts, properties included in Local Historic Districts, properties for which there is an MHC or Ch. 184 Preservation Restriction, and MA State Archaeological Landmarks.

MPPF ELIGIBILITY AND STATE REGISTER STATUS

The property for which assistance is being requested must be listed in the State Register of Historic Places. If you are unsure, applicants should search their property using MACRIS (<http://mhc-macris.net/>), contact the Massachusetts Historical Commission, or contact their local historical commission to ascertain State Register status of the property *before* applying for grant funds. **Note: Properties included in MACRIS are not necessarily listed on the State Register.**

PROPERTIES NOT CURRENTLY LISTED IN THE STATE REGISTER

If your property is NOT listed on the State Register, and you wish to pursue listing, you should contact the Preservation Planning Division of MHC.

The largest single category on the State Register is from National Register designations. Generally, the MHC can only accept National Register nominations from communities that have completed a comprehensive survey of their historic properties. To find out if your community has a comprehensive survey or to initiate the process of evaluating a property for listing on the National Register, contact the Preservation Planning Division of the MHC.

Applicants of unlisted properties may be encouraged to seek an eligibility opinion **from MHC staff** for listing in the National Register of Historic Places in order to be eligible for an MPPF grant. MHC will check to see if there is an updated inventory form already on file for the property in question, and if not, will instruct you on how to submit a new or amended MHC inventory form (and possibly including additional photos of significant interior and exterior features and spaces). MHC staff will use the National Register criteria and evaluation procedures specified in the National Register regulations to make this determination of eligibility. Forms are available through the MHC website at: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

NOTE: *National Register listing involves substantial lead-time and therefore the National Register evaluation and nomination processes should be initiated well in advance of the MPPF Application submittal deadline. If the property is found eligible for listing in the National Register by MHC, applicants would need to submit a National Register nomination to MHC and have it reviewed, edited, and considered complete by MHC National Register staff by the grant application deadline.*

APPENDIX B. THE SECRETARY OF THE INTERIOR'S STANDARDS

September 1995

The Secretary of the Interior's Standards for the Treatment of Historic Properties(abridged) 1995

**U. S. Department of the Interior
National Park Service
National Center for Cultural Stewardship
& Partnership Programs
Heritage Preservation Services
Washington, D.C.**

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed in or eligible for the National Register of Historic Places.

Treatments

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties-- Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.) **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

In summary, the simplification and sharpened focus of these revised sets of treatment Standards is intended to assist users in making sound historic preservation decisions. Choosing an appropriate treatment for a historic property, whether preservation, rehabilitation, restoration, or reconstruction is critical. This choice always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.

2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.

6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.

7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

10. Designs that were never executed historically will not be constructed.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

Preservation as a Treatment. When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed

Rehabilitation as a Treatment. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Restoration as a Treatment. When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

Reconstruction as a Treatment. When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation

exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment. Prior to undertaking work, a documentation plan for Reconstruction should be developed.

The Secretary of the Interior's *Standards for the Treatment of Historic Properties* may be applied to one historic resource type or a variety of historic resource types; for example, a project may include a complex of buildings such as a house, garage, and barn; the site, with a designed landscape, natural features, and archeological components; structures such as a system of roadways and paths or a bridge; and objects such as fountains and statuary.

Historic Resource Types & Examples

Building: houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, hotels, theaters, stationary mobile homes, schools, stores, and churches.

Site: habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, ruins, gardens, grounds, battlefields, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.

Structure: bridges, tunnels, gold dredges, fire towers, canals, turbines, dams, power plants, corn-cribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.

Object: sculpture, monuments, boundary markers, statuary, and fountains.

District: college campuses, central business districts, residential areas, commercial areas, large forts, industrial complexes, civic centers, rural villages, canal systems, collections of habitation and limited activity sites, irrigation systems, large farms, ranches, estates, or plantations, transportation networks, and large landscaped parks.

The Technical Preservation Services Branch (TPS), Heritage Preservation Services Division, prepares illustrated guidelines to assist property owners and others in applying the treatment Standards to specific property types, such as historic buildings and landscapes. Guidelines establish a model process to follow when planning for treatment, providing technical and design recommendations within a consistent philosophical context. Please write: Technical Preservation Services, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127 for further information as well as order forms.

TPS publishes other educational information on preserving, rehabilitating, and restoring historic buildings and landscapes. Many TPS publications, such as the *Preservation Briefs* series, are available from the Superintendent of Documents, Government Printing Office. Write to TPS at the above address for a free copy of the current *Catalog of Historic Preservation Publications*, which includes stock numbers, prices, and a convenient order form.



Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for Preserving, Rehabilitating, Restoring, & Reconstructing Historic Buildings

Agency Publisher: Interior Dept., National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services

USA List Price: **\$29.50** [Display International Price](#)

Availability: **In Stock**

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[The Secretary](#)

Description

Publication measures 9 x 11 in. Provides guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to treatment of historic buildings. L.C. card 95-23913.

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The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for the Treatment of Cultural Landscapes

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Provides guidance to cultural landscape owners, stewards and managers, landscape architects, preservation planners, architects, contractors and project reviewers prior to and during the planning and implementation of cultural landscape Historic Preservation Projects. Part of the Secretary of Interior's Standards for the Treatment of Historic Properties which addresses the 4 treatments of historic properties: preservation, rehabilitation, restoration and reconstruction. This set of Guidelines illustrate how to apply these four treatments to cultural landscapes in a way that meets the Standards.

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APPENDIX C. STANDARDS FOR AWARDING MPPF GRANTS

950 CMR 73.00: STANDARDS FOR THE AWARDING OF A MATCHING GRANT PURSUANT TO THE
MASSACHUSETTS PRESERVATION PROJECTS FUND

Section

73.01: Purpose
73.02: Administration
73.03: Definitions
73.04: Disbursement of Funds
73.05: Application Process
73.06: Selection Criteria
73.07: Project Agreements
73.08: Emergency Funds

73.01: Purpose

The Massachusetts Preservation Projects Fund provides matching funds and emergency funds for the preservation of historic properties, landscapes and sites listed or eligible to be listed in the State Register of Historic Places. The Massachusetts Historical Commission will award grant matching funds to those projects that best meet the selection criteria and can accomplish the scope of work within the time schedule for project completion. The Secretary is authorized to distribute emergency funds.

73.02: Administration

The Massachusetts Historical Commission is under the supervision of the Secretary of the Commonwealth. The Secretary may make, amend and rescind such rules, forms, applications, and orders as are contemplated by the provisions of the General Law and 950 CMR 73.00. Where good cause appears and waiver is not contrary to statute, and/or if applicable, the Secretary of the Interiors Standards For Historic Preservation Projects, the Secretary may permit deviation from 950 CMR 73.00.

73.03: Definitions

Allowable Costs shall mean the applicant's costs associated with pre-development, construction, and acquisition activities, where historic fabric is directly involved. The computation of these costs will be the basis of the grant request.

Application shall be the form provided by the Massachusetts Historical Commission, from which final selections are made for funding. The application sets forth the scope of the proposed project, as well as conditions of funding, and will provide details of the project and its implementation. The Massachusetts Historical Commission will provide the applicant with published guidelines and instructions relative to the completion and evaluation of an application.

Eligible Applicants shall include any non-profit organization and municipality which owns or has an interest in property, a landscape or a site and which is listed or eligible to be listed as further defined in application guidelines in the State Register of Historic Places.

Eligible Projects shall consist of pre-development, which may include the conducting of studies necessary to enable future development or protection of a State Register property, such as historic structures report, feasibility studies and certain archaeological investigations; development, which may include preservation, stabilization, protection, rehabilitation and restoration of endangered historic properties; and, acquisition which encompasses a request to acquire State Register properties that are imminently threatened with inappropriate treatment, alteration or destruction.

73.03: continued

Endowment Option is available for development projects only. The applicant may request that 75% of the total project cost be funded by a Massachusetts Preservation Projects Fund grant. The recipient agrees to set aside an additional amount equivalent to 25% of the total project cost in an endowment fund, the interest from which would be limited to use for maintenance of the grant assisted property. Endowment funds must be established with new cash only.

Grant shall include matching share and endowment option monies awarded by vote of the MHC to eligible applicants in accordance with procedures described herein. This shall not include emergency funds, which are to be distributed solely by the Secretary.

Ineligible Costs shall mean that projects consisting primarily of routine maintenance, replacement of mechanical systems, renovation of non-historic spaces, or construction of additions, will generally not be considered. Architectural/engineering fees are not eligible for funding.

MHC shall mean, unless the context otherwise requires, the Massachusetts Historical Commission, a division within the Office of the Secretary of the Commonwealth, and its staff, as established pursuant to M.G. L. c. 9, § 26. Notices of MHC meetings are posted as required by M.G. L. c. 30A, § 11A½ and are open to the public.

MPPF shall mean the Massachusetts Preservation Projects Fund established and funded pursuant to St. 1994, c. 85, § 2. Matching Share unless otherwise defined, shall mean that each applicant must provide a 50% dollar to dollar match to the amount of the grant. Other state funds may not be used as part of the matching share.

Preservation Restriction shall mean the instrument executed by or on behalf of the owner of the property which mandates maintenance of the property and disallows or limits acts or uses detrimental to appropriate preservation of the structure or site as described in M.G.L. c. 184, § 31. Said preservation restriction, which will be defined by the MHC, must be recorded at the appropriate Registry of Deeds before any funds will be released to a recipient. In the case of emergency funds, preservation restrictions must be filed with the appropriate Registry of Deeds and recorded within year, before the release of funds.

Secretary shall mean the Secretary of the Commonwealth, who, pursuant to M.G.L. c. 9, § 26 is the designated chairman of the MHC.

Secretary of the Interior's Standards shall mean the United States Secretary of the Interior's Standards for Historic Preservation Projects, as set forth in 36 C.F.R Part 68. This reference is available for inspection and copying at the offices of the MHC.

State Register shall mean the State Register of Historic Places which is maintained pursuant to M.G.L. c. 9, § 26C. The State Register shall contain the following properties:

- (a) all districts, sites, buildings, or objects determined eligible for listing or listed in the National Register of Historic Places. These include properties listed in the National Register under provisions outlined in 36 C.F.R. Part 60, or properties formally determined eligible for listing in the National Register by the Secretary of the Interior under provisions outlined in 36 C.F.R. Part 63;
- (b) all local historic districts established pursuant to M.G.L. c. 40C, or special legislation;
- (c) all landmarks designated under local ordinances or by-laws;
- (d) all structures and sites subject to preservation easements approved or held by the MHC pursuant to M.G.L. c. 184, §§ 31 and 32;
- (e) all historical or archaeological landmarks certified pursuant to M.G.L. c. 9, § 27; and,
- (f) all properties listed by the MHC pursuant to M.G.L. c. 9, § 26D.

73.04: Disbursement of Funds

- (1) Grants will be awarded by the MHC in cycles established by the MHC staff. Said grant cycles will be published in the Central Register and press releases will be distributed to newspapers of general and regional circulation, as well as being sent to all local historical commissions, local historic district commissions and interested parties, and will be available for inspection and copying at the offices of the MHC.
- (2) Consistent with the number of applications and qualified projects, the MHC may, at its discretion, limit the maximum amount of money which may be made available for any one project or project type. This amount shall be published with the grants cycle.
- (3) Funds will be released by the MHC once a grant recipient has expended the total project costs associated with the project and has submitted the required documentation, including evidence of a recorded preservation restriction.

73.05: Application Process

- (1) The grant program will be extremely competitive and each eligible applicant applying for a matching grant from the MPPF for allowable costs associated with eligible activities must successfully complete the following two part application process:
Applicant will submit to the MHC an application with supporting documentation, as described in guidelines published by the MHC staff, by a date specified in the published grant cycle. Applications will be reviewed, using the selection criteria set forth in 950 CMR 73.05, by the MHC staff and an ad-hoc subcommittee, to be formed from the full Commission.
- (2) The MHC staff and ad-hoc subcommittee will present those projects with the highest overall ratings to the MHC for consideration and discussion during a scheduled public meeting of the MHC.
- (3) The MHC will make the final decision on whether a matching or endowment grant will be made, with consideration given to the funding level of the MPPF and scope of the proposed work.
- (4) The MHC will decide, by a majority vote in open session, which qualified applicants will be awarded a grant.

73.06: Selection Criteria

- (1) The application will be reviewed by the MHC staff and assigned a numerical value for satisfying the following criteria:
 - (a) Level of Significance, with preference given to those projects with state and national significance;
 - (b) Potential for Loss or Destruction of the property, or a significant portion thereof. Priority will be given to those properties which are under immediate threat of loss or partial or complete destruction;
 - (c) Administrative and Financial Management Capabilities evidenced through a clearly articulated and organized application including commitment letters, compliance and authorization forms and willingness to enter into a preservation restriction with the MHC;
 - (d) Appropriateness of Proposed Work consisting of technical information, including a project description, budgetary breakdown, clearly established set of priorities and compliance with Secretary of the Interior's Standards shall be demonstrated in all applications. The application shall also require outline plans and specifications;
 - (e) Statement of Need encompassing an explanation of financial circumstances including extent of financial hardship, fund-raising efforts and demonstration of the importance of receipt of grant to the successful completion of the project;

73.06: continued

- (f) Extent and Nature of Public Support including support from appropriate users and community leaders as well as evidence that the applicant has approached the local historical commission for comment and consideration;
- (g) Consistency with Preservation and Revitalization Plans and priorities for development and protection on the state and local levels;
- (h) Use of Traditional Materials and historically appropriate building techniques;
- (i) Compliance with Relevant State Laws and Executive Orders, including Local Housing Policies and State Development Assistance (E.O. 215) and Affirmative Action (E.O. 227) when awarding funds to cities and towns;
- (j) Geographic distribution with consideration given to the size of the project, as well as the city or town; and,
- (k) First Time Grants in a community will be given additional consideration.

73.07: Project Agreements

- (1) Each grant recipient shall enter into a project agreement with the MHC for the funding of the project. Such project agreement shall contain provisions which shall include, but not be limited to, the following:
 - (a) MHC approved scope of work;
 - (b) a preservation project schedule with targeted deadlines for the completion of various stages of the project;
 - (c) an agreement that the grant recipient will erect a sign prescribed by the MHC, at the project site indicating that it has received matching state funds for the project;
 - (d) scheduled periodic site visits by MHC to inspect the progress of the project, including final inspection upon completion of the work; and,
 - (e) for any total project cost in excess of \$100,000, non-profit organizations may only award construction contracts to those contractors and subcontractors that make payments to hospitalization and medical benefits for all their employees employed on the project, make contributions to a retirement plan, and supplementary unemployment benefit plans for their employees; however, this requirement shall not apply where the service being contracted for is of such a specialized nature that only a limited number of sources for the service exist, and the non-profit organization has provided documentation to MHC that sources of such services is extremely limited and MHC has made the determination that the services are of a specialized nature; and,
 - (f) an assurance that required documentation will be submitted upon completion of the work
 - (g) where no bids have been received from contractors that satisfy both the requirements of 950 CMR 73.07(e) and the historic preservation quality assurance requirements, the Secretary of the Commonwealth may waive the requirements of 950 CMR 73.07(e) where it has been demonstrated to his satisfaction that no qualified bids have been received.
- (2) Failure to comply with the terms established in the project contract may result in loss of the grant award.
 - (a) The project agreement will set forth the notice requirements which must be met prior to loss of an award.
 - (b) A grant award may only be revoked upon majority vote of the MHC at a scheduled public meeting.

73.08: Emergency Funds

- (1) The Secretary, as Chairman of MHC, will set aside a separate pool of emergency funds of a minimum of \$200,000.00 for each grant cycle, to be distributed by the Secretary. Any money not used in a given cycle will remain in the emergency fund, until the last year of the grant cycle, at which time all funds must be expended.
- (2) The pool of funds will be maintained for distribution by the Secretary to applicants seeking money immediately to stabilize listed properties, or properties evaluated eligible for listing, which are considered by the Secretary to be in imminent danger. Money will not be released from the emergency fund for properties which are partially destroyed through fault of the owner, because of improper maintenance of the property.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH
- (3) Applicants must demonstrate the ability to match the grant award within three years of receipt of the emergency grant.
- (4) When the total amount of emergency funds has been expended in a grant cycle, the Secretary in his/her discretion may utilize funds available in the next grant cycle.

REGULATORY AUTHORITY

950 CMR 73.00: St. 1994, c. 85, § 2; M.G.L. c. 9, § 2.

APPENDIX D. PRESERVATION RESTRICTION AGREEMENT SAMPLE

PRESERVATION RESTRICTION AGREEMENT
between the COMMONWEALTH OF MASSACHUSETTS
by and through the MASSACHUSETTS HISTORICAL COMMISSION
and the

The parties to this Agreement are the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission located at the Massachusetts Archives Building, 220 Morrissey Boulevard, Boston, Massachusetts 02125, hereinafter referred to as the Commission, and the (Grantor of the PR and their address), hereinafter referred to as the Grantor.

WHEREAS, the Grantor is the owner in fee simple of certain real property with improvements known as (the Property name) thereon as described in a deed dated _____, from _____ to _____, recorded with the _____ Registry of Deeds, Book _____, Page _____. and which is located at (physical address of the property), hereinafter referred to as the Premises. The Premises is also described in Exhibit A (full legal boundary description from deed cited above or Registry copy of deed cited above and legal plot plan referenced as an additional Exhibit) attached hereto and incorporated herein by reference; and

WHEREAS, the Premises includes, but is not limited to, the following (brief description of building(s), structure(s), and other features present on the Premises); and is also shown as Parcel _____ on the Assessor's Map attached as Exhibit B hereto and incorporated herein by reference.

WHEREAS, the Grantor wishes to impose certain restrictions, obligations and duties upon it as the owner of the Premises and on the successors to its right, title and interest therein, with respect to maintenance, protection, and preservation of the Premises in order to protect the architectural, archaeological and historical integrity thereof; and

WHEREAS, the Premises is significant for its architecture, archaeology and/or associations, and was listed in the State and National Registers of Historic Places on (date listed) as a contributing resource to the _____ District, and therefore qualifies for a preservation restriction under M.G.L., Chapter 184, section 32; and

WHEREAS, the preservation of the Premises is important to the public for the enjoyment and appreciation of its architectural, archaeological and historical heritage and will serve the public interest in a manner consistent with the purposes of M.G.L. Chapter 184, sections 31, 32, and 33 hereinafter referred to as the Act; and

WHEREAS, the Commission is a government body organized under the laws of the Commonwealth of Massachusetts and is authorized to accept these preservation restrictions under the Act;

NOW, THEREFORE, for good and valuable consideration, the Grantor conveys to the Commission the following preservation restrictions, which shall apply (in/for the period of the restriction) to the Premises.

PURPOSE

It is the Purpose of these preservation restrictions to ensure the preservation of those characteristics which contribute to the architectural, archaeological and historical integrity of the Premises which have been listed in the National and/or State Registers of Historic Places, under applicable integrity of the Premises include, but are not limited to, the artifacts, features, materials, appearance, and workmanship of the Premises, including those characteristics which originally qualified the Premises for listing in the National and/or State Registers of Historic Places.

TERMS

The terms of the Agreement are as follows:

1. **Maintenance of Premises:** The Grantor agrees to assume the total cost of continued maintenance, repair and administration of the Premises so as to preserve the characteristics which contribute to the architectural, archaeological and historical integrity of the Premises in a manner satisfactory of the Commission according to the Secretary of the Interior's "Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings" (36 CFR 67 and 68), as these may be amended from time to time. The Grantor may seek financial assistance from any source available to it. The Commission does not assume any obligation for maintaining, repairing or administering the Premises.
2. **Inspection:** The Grantor agrees that the Commission may inspect the Premises from time to time upon reasonable notice to determine whether the Grantor is in compliance with the terms of this Agreement.
3. **Alterations:** The Grantor agrees that no alterations shall be made to the Premises, including the alteration of any interior, unless (a) clearly of minor nature and not affecting the characteristics which contribute to the architectural, archaeological or historical integrity of the Premises, or (b) the Commission has previously determined that it will not impair such characteristics after reviewing plans and specifications submitted by the Grantor, or (c) required by casualty or other emergency promptly reported to the Commission. Ordinary maintenance and repair of the Premises may be made without the written permission of the Commission. For purposes of this section, interpretation of what constitutes alterations of a minor nature and ordinary maintenance and repair is governed by the Restriction Guidelines which are attached to this Agreement and hereby incorporated by reference.
4. **Notice and Approval:** Whenever approval by the Commission is required under this restriction, Grantor shall request specific approval by the Commission not less than (30) days prior to the date Grantor intends to undertake the activity in question. A request for such approval by the grantor shall be reasonably sufficient as a basis for the Commission to approve or disapprove the request. The notice shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity in sufficient detail to permit the Commission to make an informed judgment as to its consistency with the purposes of this Preservation Restriction. Within (30) days of receipt of Grantor's reasonably sufficient request for said approval, the Commission shall, in writing, grant or withhold its approval, or request additional information relevant to the request and necessary to provide a basis for its decision. However, should the Commission determine that additional time is necessary in order to make its decision the Commission shall notify the Grantor. The Commission's approval shall not be unreasonably withheld, and shall be granted upon a reasonable showing that the proposed activity shall not materially impair the Purpose of this Agreement. Failure of the Commission to make a decision within sixty (60) days from the date on which the request is accepted by the Commission or notice of a time extension is received by the Grantor shall be deemed to constitute approval of the request as submitted, so long as the request sets forth the provisions of this section relating to deemed approval after the passage of time.
5. **Assignment:** The Commission may assign this Agreement to another governmental body or to any charitable corporation or trust among the purposes of which is the maintenance and preservation of historic properties only in the event that the Commission should cease to function in its present capacity.
6. **Validity and Severability:** The invalidity of M.G.L. c. 184 or any part thereof shall not affect the validity and enforceability of this Agreement according to its terms. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
7. **Recording:** The Grantor agrees to record this Agreement with the appropriate Registry of Deeds and file a copy of such recorded instrument with the Commission.

8. Archaeological Activities: The conduct of archaeological activities on the Premises, including without limitation, survey, excavation and artifact retrieval, may occur only following the submission of an archaeological field investigation plan prepared by the Grantor and approved in writing by the State Archaeologist of the Massachusetts Historical Commission (M.G.L. Ch.9, Section 27C, 950 CMR 70.00).

9. Enforcement: The Commission shall have the right to prevent and correct violations of the terms of this preservation restriction. If the Commission, upon inspection of the Premises, finds what appears to be a violation, it may exercise its discretion to seek injunctive relief in a court having jurisdiction. Except where the Commission determines that an ongoing or imminent violation will irreversibly diminish or impair the cultural, historical and/ or architectural importance of the Premises, the Commission shall give the Grantor written notice of the violation and allow thirty (30) calendar days to correct the violation before taking any formal action, including, but not limited to, legal action. If a court, having jurisdiction, determines that a violation exists or has occurred, the Commission may seek to obtain an injunction to stop the violation, temporarily or permanently. A court may also issue a mandatory injunction requiring the Grantor to restore the Premises to a condition that would be consistent with the preservation purposes of the grant from the Massachusetts Preservation Projects Fund and the Massachusetts Historical Commission. In any case where a court finds that a violation has occurred, the court may require the Grantor to reimburse the Commission and the Commonwealth's Attorney General for all the Commonwealth's expenses incurred in stopping, preventing, and/ or correcting the violation, including, but not limited to, reasonable attorney's fees. The failure of the Commission to discover a violation or to take immediate action to correct a violation shall not bar it from doing so at a later time.

10. Other Provisions: None applicable.
The burden of these restrictions enumerated in paragraphs 1 through 10, inclusive, shall run with the land and is binding upon future owners of an interest therein.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20__.

TITLE OF ORGANIZATION

By: _____

Name:

Title:

COMMONWEALTH OF MASSACHUSETTS

_____, SS.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was (a current driver's license) (a current U.S. passport) (my personal knowledge of the identity of the principal), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that s/he signed it voluntarily for its stated purposes.

Notary Public

My Commission Expires _____

APPROVAL BY THE MASSACHUSETTS HISTORICAL COMMISSION

The undersigned hereby certifies that the foregoing preservation restrictions have been approved pursuant to Massachusetts General Laws, Chapter 184, section 32.

MASSACHUSETTS HISTORICAL COMMISSION

By _____
Brona Simon
Executive Director and Clerk
Massachusetts Historical Commission

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared Brona Simon, proved to me through satisfactory evidence of identification, which was (~~a current driver's license~~) (~~a current U.S. passport~~) (my personal knowledge of the identity of the principal), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purposes.

Notary Public

My Commission Expires _____

RESTRICTION GUIDELINES

The purpose of the Restriction Guidelines is to clarify Paragraph Three of the Terms of the Preservation Restriction Agreement, which deals with alterations to the Premises. Under this Paragraph, prior permission from the Massachusetts Historical Commission is required for any major alteration. Alterations of a minor nature, which are part of ordinary maintenance and repair, do not require the Commission's prior review.

In an effort to explain what constitutes a minor alteration and what constitutes a major change, which must be reviewed by the Commission, the following list has been developed. By no means is this list comprehensive: it is only a sampling of some of the more common alterations, which may be contemplated by building owners.

PAINT

Minor - Exterior or interior hand scraping and repainting of non-decorative and non-significant surfaces as part of periodic maintenance.

Major - Painting or fully stripping decorative surfaces or distinctive stylistic features including murals, stenciling, wallpaper, ornamental woodwork, stone, decorative or significant original plaster.

WINDOWS AND DOORS

Minor - Regular maintenance including caulking, painting and necessary reglazing. Repair or in-kind replacement of existing individual decayed window parts.

Major - Wholesale replacement of units; change in fenestration or materials; alteration of profile or setback of windows as well as any level of stained glass window conservation/restoration. The addition of storm windows is also considered a major change; however, with notification it is commonly acceptable.

EXTERIOR

Minor - Spot repair of existing cladding and roofing including in-kind replacement of clapboards, shingles, slates, etc.

Major - Large-scale repair or replacement of cladding or roofing. Change involving inappropriate removal or addition of materials or building elements (i.e., removal of chimneys or cornice detailing; installation of architectural detail which does not have a historical basis); altering or demolishing building additions; spot repointing of masonry. Structural stabilization of the Premises is also considered a major alteration.

LANDSCAPE/OUTBUILDINGS

Minor - Routine maintenance of outbuildings and landscape including lawn mowing, pruning, planting, painting, and repair.

Major - Moving or subdividing buildings or Premises; altering of Premises; altering or removing significant landscape features such as gardens, vistas, walks, plantings; ground disturbance affecting archaeological resources.

WALLS/PARTITIONS

Minor - Making fully reversible changes (i.e., sealing off doors in situ, leaving doors and door openings fully exposed) to the spatial arrangement of a non-significant portion of the building.

Major - Creating new openings in walls or permanently sealing off existing openings; adding permanent partitions which obscure significant original room arrangement; demolishing existing walls; removing or altering stylistic features; altering primary staircases.

HEATING/AIR CONDITIONING/ELECTRICAL/PLUMBING SYSTEMS

Minor - Repair of existing systems.

Major - Installing or upgrading systems which will result in major appearance changes (i.e., dropped ceilings, disfigured walls or floors, exposed wiring, ducts, and piping); the removal of substantial quantities of original plaster or other materials in the course of construction.

Changes classified as major alterations are not necessarily unacceptable. Under the Preservation Restriction, such changes must be reviewed by the Commission and their impact on the historic integrity of the Premises assessed.

It is the responsibility of the owner of the Premises (Grantor) to notify the Commission in writing when any major alterations are contemplated. Substantial alterations may necessitate review of plans and specifications.

The intent of the Preservation Restriction is to enable the Commission to review proposed alterations and assess their impact on the integrity of the Premises, not to preclude future change. Commission staff will attempt to work with Grantors to develop mutually satisfactory solutions, which are in the best interests of the Premises.

Sample Form of Letter Of Intent and Legal Opinion
Re: Preservation Restriction:

LETTER OF INTENT

[Date]

Dear:

On behalf of [owner of record of property], I by this letter confirm our intention to record a permanent Preservation Restriction and maintenance agreement on the [property name] in [town], should [applicant] be awarded a grant from the Massachusetts Preservation Project Fund. The Preservation Restriction shall be recorded under the provisions of M.G.L., Chapter 184, sections 31-33. There is no mortgage on the property.

[If others have an interest in the property, (i.e., mortgagees), attach or include their intent to sign the Preservation Restriction.]

Sincerely,
[Authorized Signer]

[Attach copies of the following:]

- a. A copy of the deed, with the owner's deed citation for the transfer of property from previous owner (i.e., registry, book and page number, and date the deed was recorded).
- b. The legal boundary description.
- c. Any legally recorded plot plans or surveys that might exist.
- d. A copy of the current Assessor's map.
- e. A copy of any existing restrictions.
- f. List the correct names of the owners, and the correct names of all those who have an interest in the property who should be signatories to the Preservation Restriction, including mortgagees, if any.

Bk 24684 Pg 257 #35053

Town of Provincetown



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Facsimile (508) 487-9560
Telephone (508) 487-7000

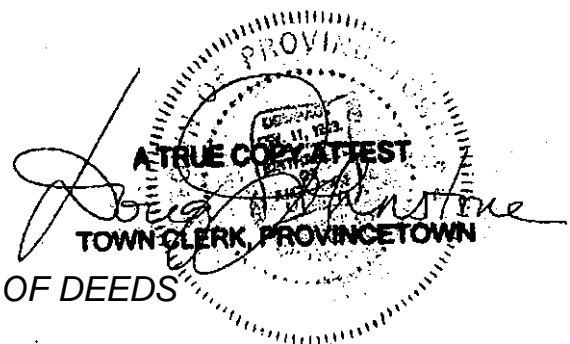
Article 12. Town Hall Historic Preservation Restriction To see if the Town will vote to transfer the care, custody, management and control of the Town Hall land, located at 260 Commercial Street, Provincetown, and having an assessor's parcel identification number of 11-3-81-0-E, from the Board of Selectmen for the purpose of a town hall, to the Board of Selectmen for the purpose of a town hall and for the purpose of conveying a perpetual historic preservation restriction therein, and to authorize the Board of Selectmen to convey a perpetual historic preservation restriction encumbering said Town Hall land and building to the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission, on such terms and conditions, and for such consideration, as the Board of Selectmen deems appropriate, or to take any other action relative thereto.

[Requested by the Board of Selectmen and the Town Manager]

BOARD OF SELECTMEN RECOMMENDS: 5-0-0
FINANCE COMMITTEE HAS NO RECOMMENDATION.

Austin Knight moved that the Town vote to approve Article 12 as printed in the warrant.

Motion Passed,(2/3'd's Vote Declared)



BARNSTABLE REGISTRY OF DEEDS

APPENDIX E. CERTIFICATE OF AUTHORIZATION EXAMPLES

Non-Profit Organizations

B. Certificate of Authorization for MHC Contract

The Directors of the Bedford Falls Historical Society, on
Name of Corporation/Organization/Municipality
2/14/2020
Date of vote or election at which a quorum was present, the following resolution was adopted:

VOTED: That
George Bailey

Name of Contract Signer
President

His/Her Title

of this corporation is hereby authorized to execute a contract with MHC.

A true copy. ATTEST:

I hereby certify that I am the Clerk/Secretary of the Bedford Falls Historical Society, that
Name of Corporation/Organization/Municipality

George Bailey
Name of Contract Signer is the duly elected

President
His/Her Title of said corporation, and that the above vote has not

been amended or rescinded and remains in full force and effect as of the date of this application.

Clarence Odbody (in blue pen)
Signature of Clerk/Secretary of Corporation/Organization/Municipality

Clarence Odbody
Printed name of Clerk/Secretary of Corporation/Organization/Municipality

Clerk
His/Her Title

99 Bell Street, Bedford Falls, MA 02111

Address

2/14/2020

Signing Date

C. Certificate of Authorization for Preservation Restriction

Note: If subject property is owned by a Municipality, then only one signer is required. If subject property is owned by a Non-Profit, then two signers will need to be identified - the president or vice president AND treasurer or assistant treasurer, or equivalents.

The Directors of the Bedford Falls Historical Society, on
Name of Corporation/Organization/Municipality

2/14/2020 at which a quorum was present, the following resolution was adopted:
Date of vote or election

VOTED: That
George Bailey
Name of First Signer
President _____ and
His/Her Title
Lionel Potter
Name of Second Signer
Treasurer _____
His/Her Title

of this corporation are hereby authorized to execute a preservation restriction with MHC.

A true copy. ATTEST:

I hereby certify that I am the Clerk/Secretary of the Bedford Falls Historical Society, that
Name of Corporation/Organization/Municipality
George Bailey is the duly elected

Name of First Signer
President _____ of said corporation, and that
His/Her Title
Lionel Potter _____ is the duly elected
Name of Second Signer
Treasurer _____

_____ of said corporation, and that the above vote has not
His/Her Title

been amended or rescinded and remains in full force and effect as of the date of this application.

Clarence Odbody (in blue pen)
Signature of Clerk/Secretary of Corporation/Organization/Municipality

Clarence Odbody
Printed name of Clerk/Secretary of Corporation/Organization/Municipality
Clerk

His/Her Title
99 Bell Street, Bedford Falls, MA 02111

Address
2/14/2020

Signing Date

Municipalities

B. Certificate of Authorization for MHC Contract

The Directors of the City of New London, on
Name of Corporation/Organization/Municipality
11/15,2018
Date of vote or election at which a quorum was present, the following resolution was adopted:

VOTED: That
Dick Whittington

Name of Contract Signer
Mayor

His/Her Title

of this corporation is hereby authorized to execute a contract with MHC.

A true copy. ATTEST:

I hereby certify that I am the Clerk/Secretary of the City of New London, that
Name of Corporation/Organization/Municipality

Dick Whittington
Name of Contract Signer is the duly elected

Mayor

Mayor
His/Her Title of said corporation, and that the above vote has not

been amended or rescinded and remains in full force and effect as of the date of this application.

Thomas T. Catt (in blue pen)

Signature of Clerk/Secretary of Corporation/Organization/Municipality

Thomas T. Catt

Printed name of Clerk/Secretary of Corporation/Organization/Municipality

Clerk

His/Her Title

66 Bell Street, New London, MA 02111

Address

2/25/2020

Signing Date

C. Certificate of Authorization for Preservation Restriction

Note: If subject property is owned by a Municipality, then only one signer is required. If subject property is owned by a Non-Profit, then two signers will need to be identified - the president or vice president AND treasurer or assistant treasurer, or equivalents.

The Directors of the City of New London, on
Name of Corporation/Organization/Municipality

11/15/2018 at which a quorum was present, the following resolution was adopted:

Date of vote or election

VOTED: That

Dick Whittington

Name of First Signer

Mayor

and

His/Her Title

Ebenezer F. Scrooge

Name of Second Signer

Treasurer

His/Her Title

of this corporation are hereby authorized to execute a preservation restriction with MHC.

A true copy. ATTEST:

I hereby certify that I am the Clerk/Secretary of the City of New London, that
Name of Corporation/Organization/Municipality

Dick Whittington

is the duly elected

Name of First Signer

Mayor

of said corporation, and that

His/Her Title

Ebenezer F. Scrooge

is the duly elected

Name of Second Signer

Treasurer

of said corporation, and that the above vote has not

His/Her Title

been amended or rescinded and remains in full force and effect as of the date of this application.

Thomas T. Catt (in blue pen)
Signature of Clerk/Secretary of Corporation/Organization/Municipality

Thomas T. Catt

Printed name of Clerk/Secretary of Corporation/Organization/Municipality

Clerk

His/Her Title

66 Bell Street, New London, MA 02111

Address

2/25/2020

Signing Date

APPENDIX F. UNIFORM CONSTRUCTION INDEX

(Construction Specifications Institute (CSI)'s MasterFormat Division Codes)

01000 Division 1 – General Requirements 01200 Price & Payment Procedures 01400 Quality Control: Testing & Surveying 01500 Temporary Facilities & Controls 01800 Facility Operation / Maintenance 02000 Division 2 – Site Construction 02050 Basic Site Materials 02100 Site Remediation/Demolition/Abatement 02200 Site Preparation 02300 Earthwork 02400 Tunneling, Boring & Jacking 02450 Foundation & Load-bearing Elements 02500 Utility Services 02600 Drainage & Containment 02700 Bases, Ballasts, Pavements & Appurtenances 02800 Site Improvements & Amenities 02900 Landscaping / Irrigation 03000 Division 3 – Concrete 03050 Basic Concrete Materials 03100 Concrete Forms & Accessories 03200 Concrete Reinforcement 03300 Cast-in-Place Concrete 03400 Precast Concrete 03500 Cementitious Decks & Underlayment 03600 Grouts 03900 Concrete Restoration & Cleaning 04000 Division 4 – Masonry 04050 Basic Masonry Materials 04400 Stone 04800 Masonry Assemblies 05000 Division 5 – Metals 05050 Basic Metal Materials 05100 Structural Metal Framing 05200 Metal Joists 05300 Metal Deck 05400 Cold-Formed Metal Framing 05500 Metal Fabrications 05700 Ornamental Metal 05800 Expansion Control 05900 Metal Restoration 06000 Division 6 – Wood & Plastics 06050 Basic Wood & Plaster 06100 Rough Carpentry 06200 Finish Carpentry 06400 Architectural Woodwork 06600 Plastic Fabrications 07000 Division 7– Thermal & Moisture Control 07050 Basic Thermal & Moisture Protection Mat 07100 Dampproofing & Waterproofing 07200 Thermal Protection 07300 Shingles, Roof Tiles & Roof Coverings 07400 Roofing & Siding Panels 07500 Membrane Roofing 07600 Flashing & Sheet Metal 07700 Roof Specialties & Accessories 07800 Fire & Smoke Protection 07900 Joint Sealers	08000 Division 8 – Doors & Windows 08050 Basic Door & Window Materials 08100 Metal Doors & Frames 08200 Wood & Plastic Doors 08300 Specialty Doors 08400 Entrances & Storefronts 08500 Windows 08600 Skylights 08700 Hardware 08800 Glazing 08900 Glazed Curtain Wall 09000 Division 9 – Finishes 09050 Basic Finish Materials 09100 Metal Support Assemblies 09200 Plaster Gypsum Board 09300 Tile 09400 Terrazzo 09500 Ceilings 09600 Flooring 09700 Wall Finishes 09800 Acoustical Treatment 09900 Paints & Coatings 10000 Division 10 – Specialties 10100 Visual Display Boards 10150 Compartments & Cubicles 10200 Louvers & Vents 10240 Grilles & Screens 10260 Wall & Corner Guards 10270 Access Flooring 10290 Pest Control 10300 Fireplaces & Stoves 10340 Manufactured Exterior Specialties 10350 Flagpoles 10400 Identification Devices 10450 Pedestrian Control Devices 10500 Lockers 10520 Fire Protection Specialties 10550 Postal Specialties 10600 Partitions 10670 Storage Shelving 10700 Exterior Protection 10750 Telephone Specialties 10800 Toilet, Bath & Laundry Accessories 10900 Wardrobe & Closet Specialties
11000 Division 11 – Equipment	13000 Division 13 – Speci

11010 Maintenance Equipment	al Construction
11020 Security & Vault Equipment	13010 Air-Supported Structures
11030 Teller & Service Equipment	13020 Building Modules
11040 Ecclesiastical Equipment	13030 Special Purpose Rooms
11050 Library Equipment	13080 Sound, Vibration & Seismic Control
11060 Theater & Stage Equipment	13090 Radiation Protection
11070 Instrumental Equipment	13100 Lightning Protection
11080 Registration Equipment	13110 Cathodic Protection
11090 Checkroom Equipment	13120 Pre-Engineered Structures
11100 Mercantile Equipment	13150 Swimming Pools
11110 Commercial Laundry & Dry Cleaning Equipment	13160 Aquariums
11120 Vending Equipment	13165 Aquatic Park Facilities
11130 Audio Visual Equipment	13170 Tubs & Pools
11140 Vehicle Service Equipment	13175 Ice Rinks
11150 Parking Control Equipment	13185 Kennels & Animal Shelters
11160 Loading Dock Equipment	13190 Site-Constructed Incinerators
11170 Solid Waste Handling Equipment	13200 Storage Tanks
11190 Detention Equipment	13220 Filter Underdrains & Media
11200 Water Supply & Treatment Equipment	13230 Digester Covers & Appurtenances
11280 Hydraulic Gates & Valves	13240 Oxygenation Systems
11300 Fluid Waste Treatment & Disposal Equipment	13260 Sludge Conditioning Systems
11400 Food Service Equipment	13280 Hazardous Material Remediation
11450 Residential Equipment	13400 Measurement & Control Instrumentation
11460 Unit Kitchens	13500 Recording Instrumentation
11470 Darkroom Equipment	13550 Transportation Control Instrumentation
11480 Athletic, Recreational & Therapeutic Equipment	13600 Solar & Wind Energy Equipment
11500 Industrial & Process Equipment	13700 Security Access & Surveillance
11600 Laboratory Equipment	13800 Building Automation & Control
11650 Planetarium Equipment	13850 Detection & Alarm
11660 Observatory Equipment	13900 Fire Suppression
11680 Office Equipment	
11700 Medical Equipment	14000 Division 14 – Conveying Systems
11780 Mortuary Equipment	14100 Dumbwaiters
11850 Navigation Equipment	14200 Elevators
11870 Agricultural Equipment	14300 Escalators & Moving Walks
11900 Exhibit Equipment	14400 Lifts
	14500 Material Handling
12000 Division 12 – Furnishings	14600 Hoists & Cranes
12050 Fabrics	14700 Turntables
12100 Art	14800 Scaffolding
12300 Manufactured Casework	14900 Transportation
12400 Furnishings & Accessories	
12500 Furniture	1500 Division 15 – Mechanical
12600 Multiple Seating	15050 Basic Mechanical Materials
12700 Systems Furniture	15100 Building Services Piping
12700 systems Furniture	15200 Process Piping
12800 Interior Plants & Planters	15300 Fire Protection Piping
12900 Furnishings Repair & Restoration	15400 Plumbing Fixtures & Equipment
	15500 Heat-Generation Equipment
	15600 Refrigeration Equipment
	15700 Heating, Ventilating & Air Conditioning Equipment
	15800 Air Distribution
	15900 HVAC Instrumentation & Controls
	15950 Testing, Adjusting & Balancing
	16000 Division 16
	– Electrical
	16050 Basic Electrical Materials
	16100 Wiring Methods
	16200 Electrical Power
	16300 Transmission & Distribution
	16400 Low-Voltage Distribution
	16500 Lighting
	16700 Communications
	16800 Sound & Video