

# AFRICAN AMERICAN HERITAGE PRESERVATION PROGRAM

FISCAL YEAR 2019

## GRANT GUIDELINES

*completed grant applications  
must be submitted ONLINE by  
July 1, 2018 at 11:59 p.m.*

***Access the online grant application from:***

***<http://mht.maryland.gov/grants.shtml>***

**Maryland Commission on  
African American History and Culture**  
84 Franklin Street  
Annapolis, MD 21401  
[www.africanamerican.maryland.gov](http://www.africanamerican.maryland.gov)

**Maryland Historical Trust**  
100 Community Place  
Crownsville, MD 21032-2023  
[www.mht.maryland.gov](http://www.mht.maryland.gov)



The **African American Heritage Preservation Grant Program** (or the "Program") was created by the General Assembly in 2010 as a vehicle to encourage the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland. Administered as a joint partnership of the Maryland Commission on African American History and Culture (MCAAHC) and the Maryland Historical Trust (MHT), the Program offers assistance to non-profit organizations, local jurisdictions, business entities and private citizens in their sponsorship of successful acquisition, construction, or improvement of African American heritage properties.

**Grant awards range from a suggested minimum of \$10,000 to a maximum of \$100,000.**

### **THE MARYLAND COMMISSION ON AFRICAN AMERICAN HISTORY AND CULTURE MISSION STATEMENT**

*The mission of the Maryland Commission on African American History and Culture (MCAAHC) is to interpret, document, preserve, and promote Maryland's African American heritage; to provide technical assistance to institutions and groups with similar objectives; and to educate Maryland's citizens and visitors about the significance of the African American experience in Maryland and the nation. MCAAHC is housed within the Governor's Office of Community Initiatives.*

### **MARYLAND HISTORICAL TRUST MISSION STATEMENT**

*The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.*

*The Maryland Historical Trust is a unit of the Maryland Department of Planning (MDP).*

# General Information

**Application Deadline (online submission):  
11:59 pm on July 1, 2018**

**LATE APPLICATIONS CANNOT BE ACCEPTED.**

**Access the online grant application from:  
<http://mht.maryland.gov/grants.shtml>**

The **African American Heritage Preservation Grant Program** (the Program) encourages the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland. The program is administered as a joint partnership of the Maryland Commission on African American History and Culture (MCAAHC) and the Maryland Historical Trust (MHT).

## **Please read the following instructions before beginning your application:**

- This grant application is for capital projects, i.e. projects relating to construction activities, with significance to African American history and culture in the State of Maryland. Funding for this application round will be available no sooner than December 1, 2018.
- Please review these **program guidelines (this document)** available here: [https://mht.maryland.gov/documents/PDF/grants/Grants\\_AfricanAmerican\\_Guidelines.pdf](https://mht.maryland.gov/documents/PDF/grants/Grants_AfricanAmerican_Guidelines.pdf) before beginning your grant application. These guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline. Exhibit 2 is the Application Evaluation & Grant Administration Schedule and Exhibit 5 contains the Selection Criteria.
- We strongly recommend that you **contact MHT and MCAAHC staff before applying** to be sure your project is eligible and to obtain appropriate guidance.
  - For assistance in the development of project purpose and scope, please contact Chanel Compton, MCAAHC Director, at [chanel.compton@maryland.gov](mailto:chanel.compton@maryland.gov) or 410-216-6190.
  - For assistance in the development of capital project or technical preservation assistance, please contact Charlotte Lake, Ph.D., MHT Capital Grants and Loans Administrator, at [charlotte.lake@maryland.gov](mailto:charlotte.lake@maryland.gov) or 410-697-9559.
- **Workshops** about this grant program will be held across the state in March and April 2018. Workshops will include information about the new online application. For more information and to RSVP, please search for "AAHPP Grant Workshop" on <https://www.brownpapertickets.com> or contact Charlotte Lake, Ph.D., MHT Capital Grants and Loans Administrator, at [charlotte.lake@maryland.gov](mailto:charlotte.lake@maryland.gov) or 410-697-9559.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on July 1, 2018**. Please note that all questions with a **red asterisk (\*)** require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents. The online system will not allow late submissions. When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail. It is not necessary to submit a hard copy of your application or attachments.

# Completing the Application

- Please review the "Quick Start" guide available here <https://mht.maryland.gov/documents/PDF/grants/Quick-Start.pdf> before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact Charlotte Lake, Ph.D., MHT Capital Grants and Loans Administrator, at [charlotte.lake@maryland.gov](mailto:charlotte.lake@maryland.gov) or 410-697-9559.
- The application is organized in tabs within the online portal. Information about each tab is detailed in the guidelines below.

## “Overview” Tab

The AAHPP is a **CAPITAL** grant program, which means that only construction-related projects are eligible. The property for which you are seeking funding must be identified, whether it is an existing building or a site for new construction. The property does not have to be “historic.”

If you are unsure if your proposed project / scope of work is eligible, please read below under “Project Design’ Tab.”

# “Project Design” Tab

On this tab you will detail the proposed project.

Please ensure that the proposed project is an **eligible project**.

- Grants awarded through this Program may be used only to support **capital projects, i.e. acquisition, construction, and capital improvement of buildings, sites, or communities of historical or cultural importance to the African American experience in Maryland** with an expected useful life of at least 15 years.
- Applicants also may receive funding for **pre-development costs as part of an acquisition, rehabilitation, or construction project**. Such pre-development costs may cover historic structure reports and studies, plans and specifications, archaeological investigations necessary for the conduct of a capital project, and reasonable fees for architectural, design, engineering, and other special services excluding legal fees, insurance premiums, appraisal fees, and other costs not directly associated with project acquisition or construction activities. However, master planning and feasibility studies are NOT eligible.
- Projects for which funding has been received from the Program may seek funding again in subsequent fiscal years provided that funding is sought for a different phase of the overall project. Funding of any phase of a project does not guarantee funding in any future phase of the project.
- **Please note that grant funds may not be used for ANY work that is already underway or complete.**
- Projects involving historic properties, i.e. properties listed on or determined eligible for listing on the Maryland Register of Historic Properties, must adhere to the **Secretary of the Interior’s Standards for the Treatment of Historic Properties** (36CFR Part68). The Standards are available on the National Park Service website: <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> **If your application describes a project involving a historic property which does not substantially conform to the Secretary’s Standards, your application will be deemed ineligible and not evaluated for funding.** If unsure whether your property is listed on or eligible for listing on the Maryland Register of Historic Properties, please contact Charlotte Lake at MHT.
- Please note that if the project property is currently protected by a perpetual preservation easement held by MHT, you should contact MHT's easement program staff member Kate Bolasky at [kate.bolasky@maryland.gov](mailto:kate.bolasky@maryland.gov) to discuss your project prior to applying for this grant.
- **Structures used for religious purposes** may be eligible for grant assistance generally for exterior work only and will be reviewed for eligibility by MHT on a case by case basis. Spaces or objects used primarily for religious purposes are not eligible for funding.
- **Cemeteries** may be eligible for grant assistance; however, generally they are not ranked highly for funding unless their exceptional significance is clearly demonstrated, i.e. association with significant individuals, distinctive design features, association with historic events, or importance of the information they impart. The applicant must make

a compelling case for the exceptional significance of the cemetery. See National Park Service guidance: <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb41.pdf> Applicants with cemetery related projects should ensure that the owner(s) of the cemetery can be identified and will express their support of the project in the letter required under the "Property & Regulations" tab. Also, applicants with cemetery related projects should pay special attention to MHT's easement requirement, which may be a condition of the grant award. Often the easement requirement cannot be met if individual burial plots are individually owned. If unsure what qualifies as capital expenses for a cemetery project, please contact Charlotte Lake at MHT.

### Ineligible projects

- Acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction work that is already underway or completed. (You may, however, apply for funds for an **upcoming phase** of a larger, phased rehabilitation project that is already underway.)
- Master planning and feasibility studies.
- For projects involving historic properties, projects that do not conform to the *Secretary of the Interior's Standards for Treatment of Historic Properties* (36 CFR Part 68) are not eligible for funding. Copies of the Standards may be obtained from the National Park Service website: <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> **If your application describes a project involving a historic property which does not substantially conform to the Secretary's Standards, your application will be deemed ineligible and not evaluated for funding.**
- Expenditures that are not "capital" expenditures, such as employee salaries, legal fees, educational programming, research which is not directly necessary for the capital project, etc. Many of these ineligible costs are defined in **Exhibit 4**.

### Timeline

- You will need to demonstrate that you will be able to complete the project within the two-year window for the grant.
- The application system will not allow you to enter a start date earlier than December 1, 2018 or an end date later than December 1, 2020.
- **See Exhibit 2 for the grant evaluation and administration schedule.** This document will help you understand an approximate time frame for your grant but should not be used as an exact basis for your project-specific timeline.
- Please enter your timeline in the space provided on the application, using list form rather than narrative form. **See Exhibit 3 for a sample timeline.**

### Scoring criteria applicable to this section:

- **PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation of the resource or of Maryland's culture and heritage? Does the project provide concrete action to protect the resource(s)? Does the project address the most pressing needs and assure continued viability of the resource(s)? Will the project provide a complete product? (If one phase of a multi-year project, this

refers to the completeness of this year's phase alone.) Will this be the final phase of a project that is nearing completion? Will the project design minimize long-term maintenance costs?

- **PROJECT SCHEDULE:** Can the project begin when indicated, i.e. does the applicant reflect an awareness of when grant funding will be available (December 1, 2018 at the earliest)? Can the work be completed within 2 years (i.e. by December 2020)? Has a realistic sequence with appropriate work steps been developed?

# “Budget” Tab

On this tab, you will be asked to download a budget form as a spreadsheet and fill it in with the details of your project.

## Project Budget

- Individual grant awards are expected to range from a minimum of \$10,000 to a maximum of \$100,000.
- Grant requests should be in an even increment of \$1,000.
- **See the downloadable budget spreadsheet for a sample project budget.**

## Matching Funds

- **All Grant recipients, except for non-profit organizations, are required to match the grant **dollar-for-dollar** in cash and/or an equivalent dollar value of in-kind services.**
- In general, the presence of matching funds improves the chances of a project being awarded grant funds. Although non-profit organizations are exempt from matching requirements, strong cash and/or in-kind commitment is recommended and will enhance the competitiveness of the application. Please also note that some expenses that may be incurred by the grantee in the course of the grant project (insurance; utility bills; some permit fees; legal fees; etc.) CANNOT be reimbursed out of the grant funds. **See Exhibit 4 for a table which describes eligible and ineligible costs.**
- Proposed matching funds must be in hand at the time of application. *Failure to provide all proposed matching funds may result in a reduction or forfeiture of grant award funding.* **Note:** Projects are judged by their readiness to proceed.
- The cost to acquire a property that is the subject of the grant project may not be considered as matching funds unless the grant project is exclusively for acquisition purposes.
- A grantee may use more than one source of state funds on a single project as long as the scope of work is divided and the funds do not overlap. Other state funds may not be used as match for this grant.
- If you are using volunteer time or donated services:
  - The value of unpaid volunteer time can be valued at the current rate of volunteer time set for the state of Maryland by the organization Independent Sector: [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)
  - Please note that all members of your organization’s board must use the hourly rate for volunteer time even if they are providing professional services (i.e. a lawyer on your organization’s board, if providing pro bono legal services, can only value her time at the volunteer’s hourly rate, not a lawyer’s hourly rate).
  - Donated professional or construction services may count as in-kind match and should be calculated based on the individual’s customary hourly rate.
  - Volunteer hours are not reimbursable.
- Any project match must:
  - Not have been used as match for any other state or federally assisted program;



- Be necessary and reasonable for proper and efficient accomplishment of the grant project;
- Be eligible expenses per the tables in **Exhibit 4**;
- Be verifiable;
- Be incurred and contributed within the grant period, as defined by the Grant Agreement;
- Be provided for in the scope of work of the Grant Agreement.
- Match documentation may consist of one or more of the following. If you have any questions or situations which are not covered here, please contact Charlotte Lake at MHT:
  - A bank statement or treasurer's report showing cash in hand.
  - Letters from donors or potential donors; the letter needs to show clearly that the intended donation may be used toward the grant project.
  - Award letters for non-state grants; documentation must be included to demonstrate that the grant may be used toward the AAHPP grant project.
  - Loan commitment letters; documentation must be included to demonstrate that the loan proceeds may be used toward the AAHPP grant project.
  - For volunteered time or donated services, a signed statement from the donor stating the number of hours expected to be donated, the hourly rate, and the total amount of the donation as well as a description of the services to be provided.
  - For donated materials, a signed statement or receipt / invoice from the donor attesting to the value of the materials.
  - For a government entity, a budget document showing the line item(s) from which match is committed.

**Scoring criteria applicable to this section:**

- **PROJECT BUDGET:** Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible?
- **FINANCIAL CAPABILITY:** Does the sponsoring group provide any other documented (i.e. accompanied by commitment letter, bank statement, etc.) project funding? How much cash and/or in-kind commitment is being offered by the sponsor? [Note: Projects sponsored by local jurisdictions, business entities, and individuals **must** provide a full 1:1 cash match.] Has the applicant documented that the full cash and/or in-kind commitment will be in hand when the grant is awarded? Is the in-kind match eligible per grant requirements?

# “Urgency & Significance” Tab

**On this tab you will describe the urgency and significance of the project.**

How you describe the **significance** of the project depends on the nature of your specific project. If your application involves a site or building that is, in itself, of significance to African American history (for example, the rehabilitation of a Rosenwald school), then you should address the history and importance of the building itself. On the other hand, if your project is new construction of a museum related to African American culture, your response should focus on the significance of the museum project and collection to African American heritage.

- You will be asked, “Is the property historically designated, or in a designated area? If yes, please list all known designations.” If you are not sure, you may leave this response blank.

## **Scoring criteria applicable to this section:**

- **URGENCY:** Is the resource imminently endangered (i.e., by development pressures, erosion, neglect) or is there a unique window of opportunity to complete the proposed project?
- **SIGNIFICANCE OF THE PROJECT:** To what extent will the project identify and preserve buildings, sites, resources, or communities of historical or cultural importance to the African American experience in Maryland?

# “Public Benefit & Impact” Tab

On this tab you will discuss the public access, public benefit, and educational value of your project. You will also describe how you will share information about your project, engage in partnerships, and leverage local support to increase the impact of this project.

- "Special Programs and Initiatives": Each year MCAAHC, at its discretion, selects a special initiative which may be addressed by applicants. In the space provided, describe how that initiative or theme is related to your project. If the special initiative does not relate to your project, you may leave this section blank. While a response may strengthen your application, it is not required.

## Scoring criteria applicable to this section:

- **PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Commission on African American History and Culture and the Maryland Historical Trust?
- **PUBLIC BENEFIT:** What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided? How will information about the project be made available to the public? Will the project be accessible to individuals with disabilities?
- **EDUCATIONAL & DEMONSTRATION VALUE:** How permanent and far reaching is the educational component of the project? Does the project offer interpretation of the site, heritage, or resource? What opportunities are available for participation of or benefit especially to African Americans? Does the project have the potential to be a model or an innovator?
- **LEVERAGE:** Will the project stimulate or prompt other preservation projects or programs throughout the community and/or professional preservation support?
- **SPECIAL INITIATIVES:** How does this project contribute to understanding the initiative, criterion, or theme indicated?
- **[GEOGRAPHIC DISTRIBUTION:** This is completed by MHT staff and compares:
  - each county's share of MHT grant funds awarded to African American heritage projects, based on MHT grants from FY2006-FY2016  
--to--
  - a mathematically equitable distribution of available funds to all counties.]

# “Support” Tab

On this tab you will provide the legislative districts in which the **project property** is located. You will also provide a list of individuals from whom you have solicited letters of support for the project, including your State Delegate, State Senator, and other local representatives or community leaders.

- Letters of support may be sent directly to MHT or, if you have a copy, you may upload them in the online application.
- Letters of support should be addressed to:

Charlotte Lake, Ph.D.  
Capital Grants and Loans Administrator  
Maryland Historical Trust  
100 Community Place  
Crownsville MD 21032

## **Scoring criteria applicable to this section:**

- **LOCAL COMMITMENT:** Is the project supported by Legislative, County, and local government representatives?

# “Project Management” Tab

**On this tab you will address the ability of your organization to administer projects and grants of this type.**

Also on this tab, you will address the qualifications of any architects, engineers, consultants, or contractors who you consulted in developing this grant application (for example, an architect who assisted you in creating the scope of work, or a contractor who provided a cost estimate) or who are involved in an ongoing phase of the project.

*Please note that once a grant is awarded, all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded.*

## **Scoring criteria applicable to this section:**

- **ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures? Does the project sponsor have the capability to maintain the project over time?
- **PROFESSIONAL CAPABILITY:** Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

# “Applicant” Tab

On this tab you will enter information about the **organization** that is applying for the AAHPP grant. This information helps us evaluate the organization’s eligibility to receive a grant.

- You will be asked to upload this organization’s organizational documents as filed with SDAT.
- You will be asked to assign a “project contact.” Typically you will enter your own information as the project contact. Once you fill in this information, the system will pre-fill this information on your future applications.
- If you have previously filled out ANY grant application using MHT’s online grant application system, the information that you previously entered about the organization will be automatically filled in on your application form. If you are submitting applications for multiple organizations, you will need to create separate user accounts.
- If someone other than the project contact wrote the grant application, fill in the “grant writer” section.

Please ensure that the organization is an **eligible applicant**.

- **Non-profit organizations** (state and federal government entities may apply as nonprofits) and **local jurisdictions**, as defined in COMAR 34.04.09, are eligible to apply for Program funding. **Private individuals** and **business entities** may also sponsor grants, however, they should be aware that the selection criteria typically favor the selection of projects and properties owned or sponsored by non-profit organizations and local jurisdictions. In order to be competitive, projects sponsored by private individuals and for-profit business entities must involve a predominantly “public purpose” use, rather than a private benefit.

Non-profit organizations and business entities must be in good standing with the State Department of Assessments and Taxation, qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved in the African American Heritage Preservation Grant Program. Please see **Exhibit 1: Guidance for Non-Profit and Business Entities**. **Note:** The State Comptroller’s Office will apply any grant award to offset any outstanding State taxes and disburse a check for the balance.

## “Property & Regulations” Tab

On this tab you will enter information about the **property** for which you are seeking AAHPP grant assistance.

- You will be asked to identify the owner of the property for which you are seeking AAHPP grant assistance. Whether or not the property owner and grant applicant are the same, you **MUST** provide a letter from the legal property owner granting consent to the project and to the conveyance of a preservation easement on the property to MHT. MHT may, at its sole discretion, determine that an easement is required as a result of funding. Information about MHT’s easements may be found here: <http://mht.maryland.gov/easement.shtml>.
  - **If your application does not identify the correct legal owner for the property, or if the legal owner of the property has not provided the above-referenced letter by the grant application deadline, your application will be deemed ineligible and not evaluated for funding.**
  - A sample letter from the property owner, and additional information about this requirement, can be found in Exhibit 6 of this document.
  - **If you cannot determine the legal owner of the property, please contact Charlotte Lake at MHT for guidance.**

## “Release & Consent” Tab

This tab includes disclosures for your response as well as an electronic "signature". If you have any questions about the content of this tab, please contact Charlotte Lake at MHT.

## “Attachments” Tab

This tab allows you to upload documents in support of your application.

- Instructions on how to upload documents are included near the bottom of the tab.
- Photographs and photograph descriptions are **REQUIRED**.
- Other documentation is **OPTIONAL** but may strengthen your application.
- Please limit the size of uploads as much as possible.
- Please only include documents which are referenced on the "Attachments" tab and which are directly relevant to the grant application.

# Grant Terms and Conditions

All applicants awarded grants through the Program will be required to enter into a Grant Agreement with MHT, which generally contains the following standard terms and conditions:

- Easement
  - An easement must be conveyed to MHT on any historic real property awarded a grant through this program. A preservation agreement must be conveyed to MHT on any historic property OTHER THAN real property that is awarded a grant through this program.
  - For more information, see "Property Owner Consent to Project and Consent to Easement" which is available to download from within the online grant application in the "Property" tab.
- Grant Disbursements
  - Grant funds will not be disbursed "up front." Disbursements will be made as the project progresses, proportionate with expenditure of matching funds and other project funding.
  - Grant disbursement will occur based upon Requests for Payment submitted by the grant recipient in a form satisfactory to the Trust and upon fulfillment of the other requirements of the grant as provided in the Grants Manual.
  - Please note that all contractors, architects, craftspeople, etc. whose services are to be paid for (or partially paid for) with State funds will need to be selected by a process approved by the Trust. This requires those services to be publicly advertised or widely solicited. *It is not expected that grant applicants have already conducted competitive procurement at the time of application.*
  - Contact Charlotte Lake, Capital Grants and Loans Administrator at MHT, with questions: [charlotte.lake@maryland.gov](mailto:charlotte.lake@maryland.gov) or 410-697-9559.
- Insurance
  - The Grant recipient will be required to insure the assisted property against loss or damage by fire, flood, or other hazards, casualties, and contingencies as may be required by MHT, in amounts satisfactory to MHT and with MHT as named additional insured. Similarly, General Liability Insurance will be required for all construction efforts.
- **Standing with SDAT**

Your organization must maintain good standing with the State Department of Assessments and Taxation before MHT will execute a grant agreement, and must maintain good standing throughout the course of the project. To verify your organization's standing, please check here: <https://egov.maryland.gov/BusinessExpress/EntitySearch>



# Exhibit 1: Guidance Based on Applicant Entity

On the "Applicant" tab of the online grant application, you are asked to enter information about the "Applicant Organization".

The grant applicant may be a non-profit organization (state and federal government entities may apply as non-profits), a business entity, a local government, or an individual.

In order to receive grant funds from the Maryland Historical Trust, the applicant entity must meet the following requirements.

## **If the applicant entity is a non-profit organization:**

- Must submit organizational documents to MHT as part of the application.
  - Typically both (a) articles of incorporation and (b) bylaws must be submitted.
  - If you do not have these, they will need to be drawn up either by your organization or by your organization's attorney. Examples or templates may be found online and adapted to your organization's specific needs, if appropriate.
- Must submit IRS letter of determination of non-profit status, which includes an Employer Identification Number (EIN), to MHT as part of the application.
  - See <http://www.irs.gov/Charities-&-Non-Profits> for instructions if your organization is not already registered. You can search the IRS database at <http://www.irs.gov/Charities-&-Non-Profits/Search-for-Charities> to see if your organization is already registered.
  - If your affiliated organization's tax-exempt status derives from the tax exemption of a parent organization, you may provide an "umbrella" IRS determination letter, such as for the governing body of a religious organization. However, this must be accompanied by evidence of the grant applicant's inclusion under a group exemption letter, such as the grant applicant's annual information return (i.e. IRS Form 990) showing the governing body's group exemption ID number.
- Must be registered to do business with the Maryland State Department of Assessments and Taxation.
  - If you are unsure if your organization has already registered, you can search for registered organizations here: <https://egov.maryland.gov/BusinessExpress/EntitySearch>, then search for your organization by name. You should search using both the full name of the organization and, if you do not find it, also search using parts of the name (i.e. search under Asbury United Methodist Church AND search under Asbury). Clicking on the "Department ID" next to any of the results will show you additional information about the entity. If you are not sure if your entity is the one you see listed, you should contact SDAT.

- If your organization is not already registered, contact SDAT to register, allowing time to ensure the registration process can be completed before the AAHPP application deadline. This process will require you, among other things, to file articles of incorporation, to pay an initial filing fee, to file annual reports/personal property returns, and pay annual filing fees.
- Must be in good standing with the Maryland State Department of Assessments and Taxation. To check if your entity is in good standing:
  - Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>, then search for your organization by name.
- On the next screen (search results), locate your organization. Click on the “Department ID” next to the name of your organization.
- The next page will show contact information and status for your organization. If the status column reads “Active”, “Revived”, or “Incorporated”, your organization is in good standing. If the status column reads “Forfeited” or “Dissolved”, or if the information shown on the “General Info” page is not up-to-date (including “Resident Agent”), you must contact SDAT to resolve any outstanding issues and revisit the SDAT website to ensure the status is updated to “Active”, “Revived”, or “Incorporated”.
- MHT will require the applicant / grantee organization to be in good standing at the time a grant agreement is signed by MHT.
- Non-profit organizations may be required to register with the State of Maryland’s charitable registry. To find out if this requirement applies to you, go to the Secretary of State charitable registry website at <http://sos.maryland.gov/Charity/Pages/Registering-Charity.aspx>

**If the applicant is a business entity:**

- Must submit organizational documents such as articles of incorporation or articles of organization, as well as bylaws or operating agreements, to MHT as part of the application.
- Must be registered to do business with the Maryland State Department of Assessments and Taxation.
  - If you are unsure if your organization has already registered, you can search for registered organizations here: <https://egov.maryland.gov/BusinessExpress/EntitySearch>, then search for your organization by name. You should search using both the full name of the organization and, if you do not find it, also search using parts of the name (i.e. search under Asbury United Methodist Church AND search under Asbury). Clicking on “General Info” next to any of the results will show you additional information about the entity. If you are not sure if your entity is the one you see listed, you should contact SDAT.

- If your business is not already registered, information about how to register is available from SDAT at <https://egov.maryland.gov/businessexpress>. The registration process will require you, among other things, to file articles of incorporation or articles of organization, to pay an initial filing fee, to file annual reports/personal property returns, and to pay annual filing fees.
- Must be in good standing with the Maryland State Department of Assessments and Taxation. To check if your entity is in good standing:
  - Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>, then search for your organization by name.
  - On the next screen (search results), locate your organization. Click on the “Department ID” next to the name of your organization.
  - The next page will show contact information and status for your organization. If the status column reads “Active”, “Revived”, or “Incorporated”, your organization is in good standing. If the status column reads “Forfeited” or “Dissolved”, or if the information shown on the “General Info” page is not up-to-date (including “Resident Agent”), you must contact SDAT to resolve any outstanding issues and revisit the SDAT website to ensure the status is updated to “Active”, “Revived”, or “Incorporated”.
  - MHT will require the applicant / grantee organization to be in good standing at the time a grant agreement is signed by MHT.

**If the applicant is a local government:**

- None of the above apply; fill in your EIN where requested on the application.

**If the applicant is an individual:**

- None of the above apply; fill in your Social Security number where an EIN is requested on the application.

**What other documents will your organization need to provide if you receive a grant?**

For nonprofit organizations and business entities only:

Corporate resolution (form to be provided by MHT – MHT will notify you when you should submit)

# Exhibit 2: Application Evaluation & Grant Administration Schedule

**\*\*\*All dates are approximate\*\*\***

**The application and selection process will follow a prescribed schedule, outlined below. Please be sure to take this schedule into consideration when developing your schedule for the grant application.**

**Early Spring 2018** Official announcement of Grant Application availability and workshop schedule. MCAAHC and MHT staff assistance is available for help completing applications, for project planning, and for identifying sources of alternate and matching funding.

**July 1, 2018** Full Grant Application must be submitted ONLINE by 11:59 p.m. Submission must include a completed application and all required attachments.

**August 2018 – November 2018** Application Evaluation and Scoring: After an initial "threshold" review (for application completeness and project and applicant eligibility) conducted by MHT staff, the MCAAHC will evaluate, rank, and recommend funding levels for eligible applicants. The Commission will then transmit to the MHT Board of Trustees eligible application summaries, rankings, and funding levels recommended by the Commission. The MHT Board of Trustees will review each grant award recommended by the Commission. *Please note that MHT and MCAAHC cannot discuss the evaluation of your grant application, or disclose whether or not your project will be funded, until the approval process is complete.* See **Exhibit 5: Scoring Criteria**.

**By December 1, 2018** Grant reservation announcements: MHT will provide grant management guidelines to assist successful applicants, schedule an Organizational Meeting, and distribute the Program Grant Manual (outlining all required steps of the process before funds may be drawn-down).

**December 2018-April 2019** Execution of Grant Agreements: Legal Documentation is submitted by grant applicant for review by MHT staff. Grant Agreements are executed. Grant agreements are submitted to the Board of Public Works for approval.

**June 2018** Deed of Perpetual Preservation Easement or Preservation Agreement for the property, *if required*, is recorded, or Preservation Agreement signed, completing the final step in the award process.

**December 1, 2020** Deadline for completion of project. If a time extension is needed, the grantee must obtain an extension of the grant from MHT before this date or the grant will automatically expire.

## Exhibit 3: Sample Timeline

The text below is a sample of the kind of project timeline you might enter into the appropriate box in the "Project Design" tab on the application. Please note that while the AAHPP-funded work must not begin until December 1, 2018, and must be complete by December 1, 2020, your timeline may include project benchmarks before and after those dates, particularly if you have a complex, multi-phase project. Please show dates outside of the two-year project period or outside the scope of this grant request in [brackets] for clarity. Not all of the work steps shown in this example will necessarily apply to your project.

- [October 1, 2018: scheduled date for settlement on purchase of the Smith County Rosenwald School]
- [October - December 2018: Phase One: Replace roof on the school using our own funds]
- December 2018: Notification from MHT regarding grant award
- December 2018-February 2019: Review MHT-provided grant agreement and provide necessary grant and easement documentation to MHT.]
- January - May 2019: Phase Two: Hire an architect to develop plans and specifications for the work to be funded from the potential AAHPP grant. The architectural services will be paid out of a grant from the Smith County Preservation Society. Submit architectural plans and specifications to MHT for review. Submit architectural plans and specifications to County for review by Historic Preservation Commission.
- July 2019: Apply for AAHPP funding for next phase of project.
- July - October 2019: Conduct RFP for contractor to undertake the work. Submit plans and specifications for building permits.
- October 2019: Record easement and submit final documentation to MHT. Contractor begins work on Phase Two: Exterior Rehabilitation to be funded through this AAHPP grant.
- October 2019 - February 2020: Phase Two construction is ongoing and AAHPP grant funds are being drawn down.
- March 2020: Phase Two construction is completed. Submit final report to MHT and close out the current grant.
- [March - December 2020: Continue into Phase Three: Interior Rehabilitation if funds are available.]

[December 2020: Target date for completion of rehabilitation project and grand opening of the Smith County Rosenwald School Museum.]

## Exhibit 4: Eligible Expenditures for Grant & Match

Grant Funds CANNOT be used to pay for:	Items which CANNOT be counted as match:
<ul style="list-style-type: none"> <li>Expenditures outside the grant period as defined in the grant agreement</li> </ul>	<ul style="list-style-type: none"> <li>Expenditures outside the grant period as defined in the grant agreement</li> </ul>
<ul style="list-style-type: none"> <li>Expenditures outside the scope of the grant agreement</li> </ul>	<ul style="list-style-type: none"> <li>Expenditures outside the scope of the grant agreement</li> </ul>
<ul style="list-style-type: none"> <li>Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project</li> </ul>	<ul style="list-style-type: none"> <li>Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project</li> </ul>
<ul style="list-style-type: none"> <li>Insurance</li> </ul>	<ul style="list-style-type: none"> <li>Insurance</li> </ul>
<ul style="list-style-type: none"> <li>Appraisals</li> </ul>	<ul style="list-style-type: none"> <li>Appraisals</li> </ul>
<ul style="list-style-type: none"> <li>Equipment that is not inherent to the capital project</li> </ul>	<ul style="list-style-type: none"> <li>Equipment that is not inherent to the capital project</li> </ul>
<ul style="list-style-type: none"> <li>Indoor or outdoor exhibits with an expected useful life of less than 15 years</li> </ul>	<ul style="list-style-type: none"> <li>Indoor or outdoor exhibits with an expected useful life of less than 15 years</li> </ul>
<ul style="list-style-type: none"> <li>Employee salaries</li> </ul>	<ul style="list-style-type: none"> <li>Employee salaries</li> </ul>
<ul style="list-style-type: none"> <li>Project / grant management, if it can be reasonably included in staff job duties</li> </ul>	<ul style="list-style-type: none"> <li>Project / grant management, if it can be reasonably included in staff job duties</li> </ul>
<ul style="list-style-type: none"> <li>Meetings (venue rentals, food, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Meetings (venue rentals, food, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance</li> </ul>
<ul style="list-style-type: none"> <li>Landscaping that is not related to necessary work scope</li> </ul>	<ul style="list-style-type: none"> <li>Landscaping that is not related to necessary work scope</li> </ul>
<ul style="list-style-type: none"> <li>General office expenses</li> </ul>	<ul style="list-style-type: none"> <li>General office expenses</li> </ul>
<ul style="list-style-type: none"> <li>Accounting or audit costs</li> </ul>	<ul style="list-style-type: none"> <li>Accounting or audit costs</li> </ul>
<ul style="list-style-type: none"> <li>Property tax or personal property tax</li> </ul>	<ul style="list-style-type: none"> <li>Property tax or personal property tax</li> </ul>
<ul style="list-style-type: none"> <li>Legal fees, including legal fees involved in conveying an easement to MHT</li> </ul>	<ul style="list-style-type: none"> <li>Other state funds (bond bill, etc) – see note above</li> </ul>
<ul style="list-style-type: none"> <li>Work to any area of a site or building, or a building element, that is used for religious purposes (i.e. interior of worship space, Sunday School classroom), unless the work is required to make repairs to the building structure</li> </ul>	<ul style="list-style-type: none"> <li>Funds which have been used as match for any other state or federally assisted program – see explanation above</li> </ul>
<ul style="list-style-type: none"> <li>Any work that is not properly bid (see separate information on procurement process for design and construction services). <b>Contracts to be paid out of grant funds CANNOT be sole-sourced.</b></li> </ul>	<ul style="list-style-type: none"> <li>Costs to acquire a property, unless the grant is for acquisition</li> </ul>
<ul style="list-style-type: none"> <li>Some permit or approval fees</li> </ul>	
<ul style="list-style-type: none"> <li>Reimbursing volunteer time</li> </ul>	

Items which CAN be counted as Match:	Items which CAN be counted as In-Kind Match:
<ul style="list-style-type: none"> <li>Expenditures within the grant period as defined in the grant agreement</li> </ul>	<ul style="list-style-type: none"> <li>Expenditures within the grant period as defined in the grant agreement</li> </ul>
<ul style="list-style-type: none"> <li>Expenditures within the scope of the grant agreement</li> </ul>	<ul style="list-style-type: none"> <li>Expenditures within the scope of the grant agreement</li> </ul>
<ul style="list-style-type: none"> <li>Cash</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer time (with documentation) calculated at the current rate of volunteer time set by the organization Independent Sector (see "Project Design" section)</li> </ul>
<ul style="list-style-type: none"> <li>Cash purchases such as materials</li> </ul>	<ul style="list-style-type: none"> <li>Donated professional or construction services (with documentation) calculated based on the individual's customary hourly rate (see "Project Design" section)</li> </ul>
<ul style="list-style-type: none"> <li>Funding from a loan that is NOT from the state government</li> </ul>	<ul style="list-style-type: none"> <li>Donated materials (with documentation) (see "Project Design" section)</li> </ul>
<ul style="list-style-type: none"> <li>Services which have not been bid through the appropriate procurement process</li> </ul>	<ul style="list-style-type: none"> <li>Discounted materials (clear breakdown of market price and applicable discount must be provided)</li> </ul>
<ul style="list-style-type: none"> <li>Permits</li> </ul>	
<ul style="list-style-type: none"> <li>Legal fees which are directly related to the grant or the requirements of the grant (i.e. easement)</li> </ul>	

# Exhibit 5: Selection Criteria

- In accordance with the Project Selection Criteria, as provided for in COMAR 34.04.09.06, grant proposals will be reviewed using criteria outlined under five general headings listed below. For the process and timetable of application evaluation, please [see Exhibit 2: Application Evaluation & Grant Administration Schedule](#).
- [The selection criteria correspond to the "tabs" on the online application. These criteria are also listed in this guidelines document along with the guidance for each "tab".](#)

## SCORING CRITERIA

### I. SIGNIFICANCE & NEED

**A. SIGNIFICANCE OF THE PROJECT:** To what extent will the project identify and preserve buildings, sites, resources, or communities of historical or cultural importance to the African American experience in Maryland?

**B. URGENCY:** Is the resource imminently endangered (i.e., by development pressures, erosion, neglect) or is there a unique window of opportunity to complete the proposed project?

### II. PROJECT DESIGN

**A. PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation of the resource or of Maryland's culture and heritage? Does the project provide concrete action to protect the resource(s)? Does the project address the most pressing needs and assure continued viability of the resource(s)? Will the project provide a complete product? (If one phase of a multi-year project, this refers to the completeness of this year's phase alone.) Will this be the final phase of a project that is nearing completion? Will the project design minimize long-term maintenance costs?

**B. PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Commission on African American History and Culture and the Maryland Historical Trust?

**C. PROJECT BUDGET:** Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible?

**D. FINANCIAL CAPABILITY:** Does the sponsoring group provide any other documented (i.e. accompanied by commitment letter, bank statement, etc.) project funding? How much cash and/or in-kind commitment is being offered by the sponsor? [Note: Projects sponsored by local jurisdictions, business entities, and individuals must provide a full 1:1 cash match.] Has the applicant documented that the full cash and/or in-kind commitment will be in hand when the grant is awarded? Is the in-kind match eligible per grant requirements?

**E. PROJECT SCHEDULE:** Can the project begin when indicated, i.e. does the applicant reflect an awareness of when grant funding will be available? Can the work be completed within 2 years? Has a realistic sequence with appropriate work steps been developed?

### III. PROJECT MANAGEMENT



**A. ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures? Does the project sponsor have the capability to maintain the project over time?

**B. PROFESSIONAL CAPABILITY:** Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

#### **IV. PUBLIC BENEFIT, IMPACT, & LOCAL COMMITMENT**

**A. PUBLIC BENEFIT:** What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided? How will information about the project be made available to the public? Will the project be accessible to individuals with disabilities?

**B. EDUCATIONAL & DEMONSTRATION VALUE:** How permanent and far reaching is the educational component of the project? Does the project offer interpretation of the site, heritage, or resource? What opportunities are available for participation of or benefit especially to African Americans? Does the project have the potential to be a model or an innovator?

**C. LOCAL COMMITMENT:** Is the project supported by Legislative, County, and local government representatives?

**D. LEVERAGE:** Will the project stimulate or prompt other preservation projects or programs throughout the community and/or professional preservation support?

#### **V. SPECIAL INITIATIVES**

**A. ASALH Theme:** Will the project address the annual Association for the Study of African American Life and History (ASALH) theme?

**B. GEOGRAPHIC DISTRIBUTION:** This is completed by MHT staff and compares:

each county's share of MHT grant funds awarded to African American heritage projects, based on MHT grants from FY2006-FY2017 --to-- a mathematically equitable distribution of available funds to all counties.

# Exhibit 6: Property Owner Consent to Project and Consent to Easement

## Background Information, Instructions, and Sample Letter from Property Owner

- **Owner consent to the project and commitment to a perpetual preservation easement or preservation/maintenance agreement is required for the project to be eligible for a grant. Failure to submit the required letter using the required language will result in your application being ineligible for funding.** Using the sample text provided on the following page, attach a letter indicating the willingness of the property owner(s) to support the project and to convey to MHT a perpetual preservation easement or a preservation agreement on the project property.
- If MHT already holds an easement on the property, you must still attach a letter confirming willingness to execute a modification to the existing deed of easement if one is necessary, as required by MHT.
- The Grant recipient will be required to provide to MHT certain legal documents per MHT's request. The costs incurred by the Grant recipient in providing these documents are typically not eligible for reimbursement out of grant funds. The required documents may include a boundary survey, metes and bounds description, and Title Insurance or Certificate of Title acceptable to MHT, certifying the owner's title to the easement real property. In addition, an update of the title work will be due after the recordation of the Deed of Perpetual Preservation Easement but prior to the disbursement of funds.
- **The easement / agreement is executed between the owner of the property and MHT and must be completed before capital improvements begin and before any grant funds can be released.**
- A perpetual preservation easement is a binding legal document that is recorded in the local land records for a particular property. It covers not just the buildings on that property, but the entire area of land that is included within the easement boundaries (this could include parking areas, gardens, etc.). The easement generally covers both the interior and exterior of all buildings on the property. The easement protects historic buildings, structures, and associated archaeological resources, and it confers approval authority to MHT for any changes to the property.
- The easement or preservation agreement must be in form and substance acceptable to MHT and the extent of the interest to be encumbered by the easement must be acceptable to MHT.
- The easement imposes obligations upon the owner and a legal encumbrance/ lien upon the easement property. Once the easement is in place, the owner (and all subsequent owners, in perpetuity) must submit to MHT for review and approval all proposed changes that go beyond routine or general maintenance. The easement also requires that land and improvements covered by an easement be maintained in good condition.
- A preservation agreement carries the same terms and obligations as an easement but applies only to properties which are personal property, not real property (e.g. ships). Since the subject property is not real property, the preservation agreement cannot be recorded in land records, so the preservation agreement is a contract between MHT and the current property owner only.
- Approximately 800 historic properties in Maryland are protected by easements or preservation agreements held by the Trust. The staff of the Trust is available to owners of easement properties to offer technical preservation expertise in the maintenance and upkeep of these historic resources.
- A sample easement is available at [http://mht.maryland.gov/documents/PDF/Easement\\_Sample\\_Deed.pdf](http://mht.maryland.gov/documents/PDF/Easement_Sample_Deed.pdf).
- More information about MHT's easements is found here: <http://mht.maryland.gov/easement.shtml>

Sample Letter from Property Owner

**Johnnytown Historical Society  
P.O. Box 1  
Johnnytown, MD 00000**

April 1, 2018

Charlotte Lake, Ph.D.  
Capital Grants and Loans Administrator  
Maryland Historical Trust  
100 Community Place  
Crownsville MD 21032

Dear Dr. Lake,

[The following paragraph MUST be included in the owner's correspondence:]

As the owner(s) of the property for which an MHT Capital Grant is being sought, I/we confirm my/our willingness to support the project and convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement or easement modification on the property or enter into a preservation/maintenance agreement. I/we understand that my/our confirmation is a requirement of the grant application and that the perpetual preservation easement or preservation/maintenance agreement imposes a financial obligation upon the property owner(s) and a legal encumbrance/lien upon the easement property.

[The letter must also identify all less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property. Your letter MUST include ONE of the two paragraphs below:]

I/we hereby confirm that there are no less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property.

OR

I/we hereby confirm the following less-than-fee simple interests in the property:

- Loan from Bank of Johnnytown, \$5,000
- Lease agreement with Johnnytown Toy Museum

[The letter must be signed by an authorized officer of the property owner organization.]

Sincerely,

Johnny Q. Johns  
President, Board of Trustees  
Johnnytown Historical Society