

Minutes of the  
Sixty-Fourth Meeting of the  
Maryland Heritage Areas Authority  
July 10, 2014

The sixty-fourth meeting of the Maryland Heritage Areas Authority was held at the MD Department of Housing and Community Development, 100 Community Place, Crownsville MD on July 10, 2014.

**Authority Members/Designees Present:** Amanda Stakem Conn, Deputy Secretary, MD Department of Planning (representing MD Department of Planning Secretary Richard E. Hall); Hannah Byron (representing MD Department of Business & Economic Development Secretary Dominick Murray); John Wilson (representing MD Department of Natural Resources Secretary Joseph P. Gill); Marty Baker (representing MD Department of Transportation Secretary James T. Smith, Jr.); Amy Seitz (representing MD Department of Housing and Community Development Secretary Raymond A. Skinner); Lee Towers (representing MD Higher Education Commission Secretary Danette Gerald Howard); Donna Dudley (Governor's Appointee for Heritage Tourism); Burton Kummerow (recommended by the President of the Senate); Peter Leshner (MD Municipal League Representative); Wayne E. Clark (recommended by the President of the Senate); John Fieseler (MD Tourism Development Board representative); Donna Ware (recommended by the Speaker of the House); Robert D. Campbell (Governor's Appointee for Historic Preservation); Ann M. Fligsten (recommended by the Speaker of the House)

**Authority Members/Designees Absent** J. Rodney Little (State Historic Preservation Officer); Amy Owsley (Representative for MD Greenways); Rowland Agbede (representing MD Department of Agriculture Secretary Earl Hance); Vacant (representing MD State Department of Education Secretary Lillian M. Lowery); Vacant (MD Association of Counties representative)

**Staff Present:** Bernadette P. Pruitt, Jennifer Ruffner, Richard Hughes, Paul Cucuzzella

**Heritage Area Directors/Staff Present:** Roz Racanello (Chair, Maryland Coalition of Heritage Areas and Executive Director of Southern MD Heritage Area); Carol Benson and Christina Csaszar (Four Rivers Heritage Area); Jeff Buchheit (Baltimore National Heritage Area); Dawn M. Hein (Mountain Maryland Gateway to the West Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Jay Parker and Lisa Ludwig (Lower Eastern Shore Heritage Area); Deidra L. Ritchie (Canal Place Heritage Area); Sarah Rogers (Montgomery County Heritage Area); Liz Shatto (Heart of the Civil War Heritage Area); Aaron Marcavitch (Maryland Milestones/Anacostia Trails Heritage Area); Brigitte Carty (Lower Susquehanna Heritage Greenway); Ceres Bainbridge (Heart of Chesapeake Country Heritage Area)

**Heritage Area Directors/Staff Absent:** None.

**Others Present:** Marci Ross and Elizabeth de Mozenette (MHAA Technical Advisory Committee Members); Laura Lutkefedder, Intern, Office of the Attorney General

**CALL TO ORDER/INTRODUCTIONS**

Ms. Conn called the meeting to order at approximately 9:40 a.m.

**MHAA CHAIRPERSON REPORT & UPDATES** (Amanda Conn)

**Introductions**

Ms. Conn announced that Ms. Ann Fligsten would be resigning from the MHAA due to other obligations and thanked her for her service on the Authority.

Ms. Fligsten stated that she has enjoyed being on the MHAA but must let some things go due to other commitments.

**Appointment of MHAA Vice Chair as required by Article V, Section 2 of MHAA Bylaws**

The Chairman called for nominations for Vice Chair of the MHAA. Ms. Dudley nominated Ms. Byron for Vice Chair. There were no more nominations and the nominations were closed by Mr. Clark. The motion was seconded by Mr. Fieseler and approved unanimously.

**MHAA Chairperson's Report & Updates** (Amanda Conn)

**Canal Place Heritage Area – Legislative Budget Committee report (Update)**

The legislature's Joint Chairmen's Report for the Senate and House budget committees recommended that MHAA and the Department of General Services (DGS), in consultation with the Canal Place Preservation and Development Authority (CPPDA) and local officials, prepare a report on alternatives to State ownership of CPPDA's property submitted to the Governor's office by December 31, 2014.

Ms. Conn asked MHAA members to volunteer to provide guidance in developing the report. In addition to Ms. Conn and Ms. Byron, Mr. Fieseler, Mr. Clark and Ms. Dudley volunteered to work with staff.

**Opportunity for Heritage Area Directors to inform MHAA about key recent activities and projects** (Proposal that Directors who chose to may submit a bulleted list of key activities/projects for distribution to MHAA members prior to the meeting; MHAA members may then ask follow-up questions at the meeting)

The item was deferred until the next meeting. Prior to the next MHAA meeting, the Maryland Coalition of Heritage Areas will meet, discuss and make recommendations.

**Budget Update**

The Department of Budget and Fiscal Management made \$76 million in budget cuts from all State agencies. MHAA had \$209,784.92 in its financial fund due to projects that were cancelled or completed under budget. DBM was looking for unexpended balances, and MDP offered those funds. Even though the funds were previously allocated, MHAA could not have spent those

funds without approval from the Department of Budget Management and the General Assembly, which would not have been given.

A few members indicated what budget cuts were made in their agencies.

Mr. Clark inquired about funding for 2015 emergency grants and encouraged heritage area directors who are aware of any projects that require emergency to encourage them to apply as soon as possible.

Ms. Conn informed the heritage area directors that the processing of FY 2014 grant agreements was slow due to changes in the grant agreements. The attorneys have already reviewed the FY 2015 scopes of work and this should not happen in the future. She thanked the heritage areas for their patience.

#### **APPROVAL OF MINUTES FOR April 24, 2014**

Mr. Leshar offered the following motion:

**RESOLVED**, that the Maryland Heritage Area Authority approves the April 24, 2014 minutes as presented.

The motion was seconded by Ms. Byron and approved unanimously.

#### **MANAGEMENT REPORT**

##### **Maryland Heritage Areas Authority Financing Fund Report (R. Hughes)**

Mr. Hughes reported that the MHAA Financing Fund balance June 30 was \$209,784.92 however it was returned to the DBM. The budget for FY2015 is \$2.8 million which includes an additional \$100,000.00 for emergency grants.

**Status of statewide Heritage Area certification efforts and proposed boundary/management plan amendments:**

**Patapsco Heritage Greenway Certification - Status Report (R. Hughes)**

Mr. Hughes mentioned that the Patapsco Heritage Greenway Heritage Area should now be referred to as Patapsco Heritage Area which consists of Howard and Baltimore counties. Mr. Hughes received a draft of the management plan that will be distributed to the MHAA Technical Advisory Committee for review.

The Howard County Planning Commission acted on the heritage area management plan and recommended approval. The legislation has been introduced the County Council. A public hearing will be held on July 21<sup>st</sup> and the Howard County Council will act on July 25th.

Mr. Hughes was unable to reach Mr. John Slater to get the scheduled for Baltimore County but will share the information when he receives it. However, he is under the impression that they will be moving forward later this month with their planning board and hope for final action in August.

MHAA is required by statute to hold a public hearing before taking action. It's not a requirement but normally, a tour of the sights in the heritage is given. An invitation was extended to MHAA members to attend the tour and upcoming public hearing.

Mr. Wilson has played a big role in working with Mr. Hughes, the Patapsco Heritage Area and the Sierra Club in eliminating concerns about park development.

**MHAA Strategic Plan Implementation**

**Performance Measures Working Group – Status Update (R. Hughes)**

The Working Group (Richard Hughes, Marci Ross, Roz Racanello, Amanda Fenstermaker, Aaron Marcavitch, John Wilson, John Fieseler and Jeff Buchheit) was charged with formulating recommendations to MHAA for implementation of a system of Heritage Area performance measures to evaluate: 1) local Heritage Area management entity performance; and 2) overall Heritage Area Program impact.

Mr. Hughes reported that the working group last met in May. They finalized the draft of the heritage area performance measures and are working on the overall program impact metrics. The group is making good progress. There have been very good discussions and the group is taking it very seriously. It will be useful in showing that the program is having an impact on communities. It will create a process to work together and show that the program is on track, doing a good job and to accurately report on the progress of the program.

**MHAA Minority Business Enterprise Policy (J. Ruffner)**

At the January MHAA meeting, Ms. Conn mentioned that the MHAA needed to adopt a MBE policy as required by regulation. MHAA staff researched the policies of other state agencies and worked with legal counsel to draft a policy for MHAA's consideration. The draft policy was created and presented to MHAA members prior to the meeting. The Maryland MBE program is to ensure that socially and economically disadvantaged small businesses are included in the state's procurement and contracting opportunities. The draft policy is attached. The policy focuses on best efforts to identify MBE vendors rather than the specific percentage target hired. It applies only to capital projects receiving grants of \$90,000 or more.

Mr. Clark offered the following motion:

**RESOLVED, that the Authority approves the Maryland Heritage Areas Authority Minority Business Enterprise Policy, as may be amended from time to time, effective for all capital grants or loans made by the Authority after June 30, 2014.**

The motion was seconded by Ms. Fligsten and approved unanimously.

**Funding Requests: FY 2015 Maryland Heritage Areas Authority Grants**

Ms. Conn and Ms. Bryon thanked the MHAA Technical Advisory Committee for all of their work in evaluating the grants and thanked the Heritage Area Directors in moving applications through the process and getting them to the MHAA for consideration. Mr. Hughes thanked Ms. Ruffner for all of her work with the successful new online grants software.

Staff summarized the grant recommendations and the grant chart for MHAA members.

Mr. Clark offered the following motion:

**RESOLVED that, except for grants approved by a separate resolution, the Maryland Heritage Area Authority approves a series of grants for the management of Certified Heritage Areas, and for projects and activities located within the Anacostia Trails Heritage Area, Annapolis, London Town and South County Heritage Area, Baltimore National Heritage Area, Canal Place Heritage Area, Mountain Maryland Gateway to the West Heritage Area, Heart of Chesapeake Country Heritage Area, Heart of the Civil War Heritage Area, Lower Eastern Shore Heritage Area, Lower Susquehanna Heritage Greenway Heritage Area, Montgomery County Heritage Area, Southern Maryland Heritage Area, and Stories of the Chesapeake Heritage Area, under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.”**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon grant recipients (Grantees) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grants in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Fligsten and approved unanimously.

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to Historic Annapolis, Inc. for the “Website Redesign and Mobile Walking Tour Application” project.

Mr. Clark offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to Historic Annapolis, Inc. for the Website Redesign and Mobile Walking Tour Application project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: FY 2015.”**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Fligsten and approved unanimously. (Recused - Ms. Ware)

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to Historic Annapolis, Inc. for “Capital Repairs to 43 Pinkney Street” project.

Mr. Clark offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to Historic Annapolis, Inc. for the Capital Repairs to 43 Pinkney Street project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: FY 2015.”**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority's statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled "Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015." Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Fligsten and approved unanimously. (Recused - Ms. Ware)

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to the Galesville Community Center Organization, Inc. for the "Field of Dreams: Homegrown History" project.

Mr. Clark offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to Galesville Community Center Organization, Inc. for the Field of Dreams: Homegrown History project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled "Maryland Heritage Areas Authority Grant Requests: FY 2015."**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority's statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**



**AND BE IT FURTHER RESOLVED**, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.

The motion was seconded by Ms. Dudley and approved unanimously. (Recused - Ms. Byron)

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to the Maryland Historical Society for the “Digital Learning Initiative Phase II: Virtual Forum for Maryland History” project.

Ms. Byron offered the following motion:

**RESOLVED**, that the Maryland Heritage Area Authority approves a grant to the Maryland Historical Society for the Digital Learning Initiative Phase II: Virtual Forum for Maryland History project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: FY 2015.”

**AND BE IT FURTHER RESOLVED**, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.

**AND BE IT FURTHER RESOLVED**, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.

**AND BE IT FURTHER RESOLVED**, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.

The motion was seconded by Mr. Wilson and approved unanimously. (Recused - Mr. Kummerow)

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to the Tourism Council of Frederick County, Inc. for the 2015 Management Grant for the Heart of the Civil War Heritage Area.

Mr. Clark offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Tourism Council of Frederick County, Inc. for the 2015 Management Grant for the Heart of the Civil War Heritage Area under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: FY 2015.”**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Byron and approved unanimously. (Recused - Mr. Fieseler)

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to the Tourism Council of Frederick County, Inc. for the “Frederick Under the Flag & Home of the Brave Commemorative Events” project.

Mr. Clark offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Tourism Council of Frederick County, Inc. for the Frederick Under the Flag & Home of the Brave Commemorative Events project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: FY 2015.”**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority's statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled "Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015." Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Byron and approved unanimously. (Recused - Ms. Fieseler)

Funding Request: FY 2015 Maryland Heritage Areas Authority Grant to the Chesapeake Bay Maritime Museum, Inc. for the "Traditional Marine Railway Restoration" project.

Dr. Baker offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Chesapeake Bay Maritime Museum, Inc. for the Traditional Marine Railway Restoration project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled "Maryland Heritage Areas Authority Grant Requests: FY 2015."**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority's statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash**

**matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Mr. Fieseler and approved unanimously. (Mr. Leshner recused himself by leaving the room prior to the discussion and vote)

Funding Request: FY 2015 Maryland Heritage Areas Authority Multi-Heritage Area Grant to the Baltimore Heritage Area Association, Inc. for the “Showcasing Maryland’s Heritage Areas through the Star-Spangled Banner ” project.

Ms. Byron offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Baltimore Heritage Area Association, Inc. for the “Showcasing Maryland’s Heritage Areas through the Star-Spangled Banner ” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: FY 2015.”**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the grant recipient (Grantee) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the Grant in conformance with the terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2015.” Staff is further authorized to make adjustments to the scope of work, timetable, and budget, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not appreciably**

**alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Dudley and approved unanimously. (Recused - Mr. Kummerow and Mr. Fieseler)

**Maryland Coalition of Heritage Areas Report (R. Racanello)**

Ms. Racanello reported that the Coalition did not meet last quarter because of the grants review meetings, but shared that the Coalition participated in the Maryland Municipal League conference, and will also be attending the Maryland Association of Counties conference. She noted that Lieutenant Governor Anthony Brown stopped at the Heritage Areas booth to talk about the program, and the Coalition wrote a letter thanking him afterwards.

**New Business**

There was discussion about the incoming administration and how the legislative body is informed about MHAA. There are new delegates and will be new committees. Heritage Areas can possibly offer a freshman legislative tour or committee site visit, create a questionnaire, look at and update a previous transition report and partner with the Department of Tourism to promote the program.

**Adjourn**

Ms. Conn called for a motion to adjourn the meeting. The motion was seconded by Ms. Dudley and approved unanimously. The meeting adjourned at approximately 11:40 p.m.