AFRICAN AMERICAN HERITAGE PRESERVATION PROGRAM

GRANT GUIDELINES

completed grant applications must be submitted ONLINE by June 30, 2025, at 11:59PM EST.

Access the online grant application at: bit.ly/AAHPP-MHT.

AFRICAN AMERICAN HERITAGE PRESERVATION GRANT PROGRAM

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.

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 the state agency dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation, and education, MHT assists the people of Maryland in understanding their historical and cultural heritage. Part of the Maryland Department of Planning, MHT serves as Maryland's State Historic Preservation Office pursuant to the National Historic Preservation Act of 1966.

Contents

General Information

The **African American Heritage Preservation 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).

Individual grant awards range from a suggested minimum of $10,000 to a maximum of $250,000. An applicant entity may only submit one application per property; however, each applicant entity may submit separate applications for properties on different parcels.

Getting Started / Contact Info

Before beginning your application, please review these guidelines, also available on the program webpage here: https://mht.maryland.gov/Pages/funding/grants-AAHPP.aspx

We strongly recommend that you contact MHT and MCAAHC staff before applying to confirm that your project is eligible and to obtain appropriate guidance.

- For assistance in developing project purpose, programming, and advice on site interpretation, please contact Chanel Compton-Johnson, Director of the MCAAHC, at chanel.compton@maryland.gov or 410-216-6190.
- For assistance with developing technical preservation, construction, and budget components of your project or with technical questions about the application, please contact Stacy Montgomery, MHT Capital Programs Administrator, at stacy.montgomery@maryland.gov or 410-697-9559 OR Taylor Means, Research Grant Specialist Lead, at taylor.means@maryland.gov or 443-510-0882.

Eligible Applicants

The following entity types are eligible for this program. To be competitive, the project must have a demonstrated public benefit.

- Nonprofits
- Local governments
- Business entities
- Individuals

State and federal government entities are eligible to apply as nonprofits. However, projects involving state and federally owned properties cannot comply with the requirement to convey a preservation easement to MHT.

See this document's "Applicant Tab" section for more information on applicant eligibility.

Eligible Projects

Construction-related projects are eligible for assistance. Projects must also have a strong public benefit in order to be competitive. Projects may include:

- Acquisition
- Rehabilitation/capital improvements
- New construction
- Predevelopment costs such as studies, surveys, plans and specifications, and architectural, engineering, or other special services directly related to a capital project

Work, or a discrete phase of work, that is already underway or completed is not eligible for grant funding. See Exhibit 3 of this document for a complete list of eligible and ineligible costs.

All projects funded through this program are subject to MHT review before project work commences and must comply with the Secretary of the Interior's Standards for Treatment of Historic Properties (36 CFR 68), found at https://www.nps.gov/articles/000/treatment-standardsrehabilitation.htm.

See the "Project Description Tab" section of this document for more information on eligible projects.

Eligible Properties

- Eligible properties include buildings, sites, or communities of historical and cultural importance to the African American experience in Maryland. They do not have to be historic properties.
- The property owner must provide written permission to undertake the project and willingness to convey the preservation easement.
    - The owner of a historic property that is either individually eligible or individually listed on the National Register of Historic Places may be required to convey a preservation easement to MHT. Visit

https://mht.maryland.gov/Pages/easement/easement.aspx for more information.

See the "Property Information Tab" section of this document for more information on property eligibility.

Application Process

Grant applications will be due at 11:59 pm on June 30th, 2025.

Access the program webpage here:

https://mht.maryland.gov/Pages/funding/grantsAAHPP.aspx

New for FY2026

- Organizations and Individuals will follow two separate application links, provided on the program website.
- Returning applicants will need to create a new user ID in the application system.
- Returning applicants can access previously submitted applications using the "My Grant Account" link and the username and password used for those applications.
- Guidance on using the new system and accessing old applications can be found on the MHT Grants Home Page: https://mht.maryland.gov/Pages/funding/grants.aspx

What to know about the online application:

- The application is organized into tabs by topic. These guidelines are organized into sections that correspond to the application tabs.
- All questions with a red asterisk (*) require answers. You will not be able to submit your application without answering these questions.
- When you have successfully submitted your application, you will see a confirmation message on the screen, and you will receive a confirmation e-mail.

Resources

The following materials are available on the program's Guidelines and Resources page.

- A sample application;

- A "Quick Start" guide that has instructions for using the online application system and uploading files;
- The scoring rubric for FY26, which provides detailed information on how each section of the application will be scored by reviewers.

"Overview" Tab

In this first section of the application, you will input some basic information about **your organization or yourself** as well as the **current and historical names** of the property for which you are requesting funding.

Applicant / Organization Name

- If you are applying as a nonprofit, business, or governmental / municipal entity, provide the full name of your organization as recorded by the State Department of Assessments and Taxation (SDAT). SDAT real property data can be accessed at: https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx.
- If you are applying as an individual owner of the property, provide your full legal name.

Property Name

- Provide the name of the property as it is currently known (i.e. the property business name, historic name, etc.).
- If the property is not known by a specific name, provide the physical address of the property as recorded by SDAT.

Other Property Name(s), if any

- If the property was historically known by any other name than the current Property Name, you can provide it here.
- As a public resource, MHT manages an online database of historic and historic-age properties, the Medusa Cultural Resource Information System (Medusa). Medusa allows you to look up your property by address and may contain information concerning your property's historic name as well as a historic context or architectural description of the property. Please note that your property may not have been surveyed yet and may not be found in the database. The Medusa system may be accessed at: https://mht.maryland.gov/Pages/research/medusa.aspx.

"Applicant" Tab

On this tab, you will enter information about the organization that is applying for the grant. MHT uses this information to confirm your organization's eligibility to receive a grant. Please be sure to provide all requested information to avoid delays in the review of your application.

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 projects and properties owned or sponsored by non-profit organizations and local jurisdictions. 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. For FY26, there is a separate application link for individuals and organizations. Please use the correct link as instructed.

Required Applicant Information

- **Legal Name** – Non-profit organizations and business entities must be registered to do business with the Maryland State Department of Assessments and Taxation (SDAT): https://egov.maryland.gov/BusinessExpress/EntitySearch
    - The name you provide MUST EXACTLY MATCH the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). Check your organization's legal name to confirm. If MHT cannot find your organization in SDAT, you may be deemed ineligible.
    - If your organization is not already registered, contact SDAT to register, allowing time to ensure the registration process can be completed before the application deadline.
    - Your organization must be in good standing with SDAT. When looking up your organization on the website, clicking on the "Department ID" next to your organization's name will show the status. "Active," "Revived," or "Incorporated" means your organization is in good standing. "Forfeited" or "Dissolved" means you must contact SDAT to resolve any outstanding issues.
    - Your SDAT information must be up to date. Please make sure the Resident Agent is correct in your SDAT listing.
- **Organization Type**
    - You will need to identify the organization type from the list provided.
- **TAX ID / Federal Employer Identification Number (EIN)**

- o Non-profits, businesses, and government agencies will have a 9-digit number.
    - o Individuals / private owners that do not have an EIN or other tax identifier, enter N/A. DO NOT ENTER A SOCIAL SECURITY NUMBER.
- **Proof of Non-Profit Status (if applicable)**
    - o Upload a copy of your IRS determination letter.
    - o If your tax-exempt status is through a larger organization, you will need what the IRS calls an umbrella letter that documents your permission to use the larger organization's status. This is particularly common for churches and fraternal organizations.
- **Organizational Documents** – non-profits and businesses MUST upload organizational documents including:
    - o Organizational Bylaws
    - o Articles of Incorporation.

  Please note: If you have applied for an MHT grant within the last 5 years, you do not need to submit these again unless they have changed.
- **Project Contact** – The project contact you designate in your application will receive ALL correspondence and notifications regarding the grant application and award status. Be sure to keep this information up to date with MHT. **You can identify multiple project contacts, but the person designated as the "primary contact" will receive all project correspondence.**

"Project Description" Tab

In this section, you will describe the **proposed construction project**. Please describe ONLY the construction project in this section. Other sections of the application will provide the opportunity for you to describe your organization, the history of the property, and how your property benefits the public.

Construction Project Description – Describe your overall construction project, including all phases of work that will be funded through other sources.

Grant Project Scope of Work – Provide a list that only includes work items that will be paid for with FY26 AAHPP grant funds.

Urgency – Describe the urgent needs of the property in order of priority. Will this project fund the most urgent needs, or will those needs be addressed in an earlier phase of work? Alternatively, does this project provide a unique, time-limited opportunity?

Key Steps and Timeline – Provide bullet points of the major steps in the project. Be sure to note which steps will be paid for with grant funds. Demonstrate that you can complete the project within the two-year grant window. See Exhibit 1 for the application and award schedule to inform your project timeline. See Exhibit 2 for a sample timeline.

Please contact grant program staff to ensure that the proposed grant project is eligible for funding.

To be eligible, work must consist of construction-related costs with an expected useful life of at least 15 years. Eligible projects include:

- Rehabilitation, restoration, or repair of a building.
- Construction of a new structure or addition.
- Acquisition of a property.
- Pre-development costs that are part of a construction project, for example:
    - Historic structure reports;
    - Architectural plans, specifications, and construction documents;
    - Archaeological investigations necessary for construction;
    - Cemetery conservation plans.

Examples of ineligible costs: Staff salaries, landscaping, legal fees, insurance premiums, appraisal fees, pest treatment, master planning, and feasibility studies. See Exhibit 3 for a more in-depth list of ineligible costs.

Work on historic properties must adhere to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36CFR Part 68). If your application does not and cannot meet the Standards, your application will not be considered for funding.

Grant funds may only be used for a new phase of work.

- Projects must meet MHT's competitive procurement process, so grant funds may not be used for work that is already underway or complete.
- Contact the MHT program administrator if you need help describing a discrete phase of work.

Special property types:
- **Religious properties**
    - Exterior and structural work is generally eligible;
    - Spaces primarily used for religious purposes are not eligible;

- o Interior work is only eligible in spaces that are not used for worship or religious purposes. These spaces include bathrooms, a sanctuary that has been converted to a secular use, or a fellowship hall mainly used for non-religious activities;
  - o Religious symbolism is not eligible for funding. Building elements that feature religious symbolism, such as stained-glass windows, can be divided by structural components or window sashes to eliminate ineligible parts.
  - o Eligibility is determined on a case-by-case basis. Please contact the MHT program administrator for more information.
- **Cemeteries** – Only capital expenses are eligible; make sure the owner(s) of the cemetery can be identified and will support the project.
  - o Cleaning or repair of grave markers;
  - o Repair or installation of cemetery features like paths or protective walls;
  - o Installation of new monuments or markers for unmarked burials;
  - o Pre-development that will lead to a capital project, like a cemetery conservation plan or ground-penetrating radar to identify unmarked burials.

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 ensure the 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?

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?

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? Is the project phased, if appropriate?

"Budget" Tab

On this tab, you will be asked to describe the **budget for your grant project** in detail. Make sure that the line items in your budget spreadsheet match the project narrative you described on the "Project Description" tab.

Project Budget Information You Will Provide:

- **Upload a budget spreadsheet using MHT's form.**
  - The spreadsheet can be downloaded within the application or from the MHT website in the "For Grant Applicants" menu at bit.ly/AAHPP-MHT.
  - The spreadsheet contains a sample budget, a blank form, and instructions for filling out the blank form.
  - **PLEASE UPLOAD THE BUDGET SPREADSHEET AS AN EXCEL FILE AND NOT A PDF**.
  - Please delete the sample budget and instructions before uploading.
- **Application questions:**
  - **Grant Funds Requested**
    - Grant requests should range from a minimum of $10,000 to a maximum of $250,000.
    - Grant requests should be in even increments of $1,000.
    - Use any estimates you receive as a basis for your requested budget.
    - Make sure all items in your grant request are eligible. For example, costs like insurance, utility bills, and legal fees are not eligible. See Exhibit 3 for a table that describes ineligible costs.
  - **Other Project Funds**
    - Document any non-state and state funds that are committed to the grant project. Identify the source and amount of these funds and also include them in the "Other Project Funds" and "Other State Funds (please specify source)," respectively, in the columns of the budget spreadsheet.
  - **Other Financial Components**
    - If you have received state funds that will be used for this grant project, describe them here. Some examples include MHAA grants, MHT Capital grants, CORE funds, or bond bill funds. It is important to make staff aware of other state funding for your project, as there are specific rules about how multiple sources of state funding can be used on a project.

- If you are actively seeking funds to pay for this phase of the project, describe your fundraising and needs here. This helps reviewers understand your efforts to complete the entire proposed phase of work.

Scoring Criteria Applicable to this Section

PROJECT BUDGET:

Is the overall Budget realistic for the proposed project? Are the costs reasonable and customary? Are all costs eligible? If the project is for a church, is expenditure on spaces used for religious activities excluded from the grant funding request? FINANCIAL

CAPABILITY:

Does the sponsoring group provide any other project funds for the project? How much other project funds are offered by the sponsor? Does the project have a projected useful life of more than 15 years? Does the Applicant demonstrate a financial commitment to the project over at least 15 years?

"Public Benefit" Tab

On this tab, you will discuss the public benefit, educational value, and public access of your property and project.

Property use

- Include a brief explanation of how the property is currently used.
- If the grant project will change the use of the site, please also briefly describe that here.
- If this is a religious site, please explain whether it is actively used for worship or has been converted for secular use. See the previous "Project Description Tab" section for information on project eligibility for religious sites.

What is the benefit of the property and/or project to the public and local community?

- Public benefit can be broadly defined, but special emphasis should be placed on benefits related to MCAAHC's and MHT's missions and African American heritage in Maryland.

How is the property used to educate the public?

- How does (or will) the site contribute to increasing public awareness and understanding of African American heritage in Maryland?

- How do the goals of the project relate to MCAAHC's and MHT's missions?
- How will this project and use of the site help protect the resource in the future?
- How will you ensure that the general public will learn about your property or project?

Public Access

- What provisions exist or will be made for physical or programmatic access by individuals with disabilities?
- When/how often is the property open to the public?

Scoring Criteria Applicable to this Section

PROJECT GOALS:

Are project goals and scope consistent with the mission and goals of the MCAAHC and MHT? Does the proposed work appear to conform to the Secretary of the Interior's Standards?

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 an 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?

"Significance & Impact" Tab

On this tab, you will describe the property, its history and significance, and the impact of the project.

Property Significance

- For properties that relate to African American history or culture in Maryland, explain this relationship and significance.
- For new construction or properties that do not have a historical association with the African American experience in Maryland, explain how your organization will relate the site to African American history or culture. For example, will this involve the construction of a new museum, or the conversion of an existing building to a museum? How is this project significant to African American heritage?

Impact

- Will this project use unique or innovative techniques that may be a model for other projects, particularly projects related to African American heritage?
- Does this site support community groups or is it used to promote unique partnerships or community opportunities?

Special Initiative

Please note: this question was not included in FY2026.

Each year, MCAAHC, at its discretion, selects a special initiative which may be addressed by applicants.

- The special initiative is ASALH's annual theme, which can be found here: https://asalh.org/black-history-themes
- If applicable, describe how that initiative or theme is related to your project.

Scoring Criteria Applicable to this Section

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?

LEVERAGE:

Will the project stimulate or prompt other preservation projects or programs throughout the community and/or professional preservation support?

ASALH Theme:

Will the project address the annual Association for the Study of African American Life and History (ASALH) theme? (Not included in FY2026)

"Property Information" Tab

On this tab, you will provide information about the assisted property and the property owner.

Required Information

- **Address of the project property**
  - This should be the physical address of the property where the grant project will be undertaken, NOT your organization's address. Please include the full street address and city/town.

- o If there is no street address, please attach a map showing the exact location of the property. Be sure there are identifying landmarks on the map, like street names.
- **History of Construction / Alterations** – If known, please provide the approximate date of construction of the property, as well as the dates of any significant alterations or additions completed in the past.
- **Property Owner Information***
  - o Provide the name and address of the property owner.
  - o Briefly describe the relationship between your organization and the property owner – are you a fiscal sponsor, a lessee of the property, or the property manager?
  - o **Property Owner Consent***
    - You MUST provide a letter of property owner consent, even if the owner and applicant are the same. This letter MUST include the language in the sample letter in Exhibit 5. You can download a template of this letter on the program webpage.
    - Without this letter indicating the property owner's willingness to allow the project and to convey a preservation easement to MHT, your application will NOT be considered for funding. MHT must be able to confirm that the individual or organization identified in the letter of property owner consent is the correct legal owner of the property, or your application will not be considered for funding.
  - o Photos of the Property
    - Please include 10 or more photographs. The best way to submit photos is to use the Photo Template available on the program's Guidelines and Resources page. Individual JPEG or JIFF files cannot be accepted. Please include brief photo captions or descriptions of photos.

*MHT will use the property listing in the Maryland State Department of Assessments and Taxation (SDAT) to confirm the name of the property owner. MHT will also compare this information with what is provided in the letter of property owner consent. If MHT cannot find your property on the SDAT website or the information does not match what you have provided, your application will not be considered for funding. Please check here to ensure there are no issues: https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx.

Scoring Criteria Applicable to this Section

GEOGRAPHIC DISTRIBUTION:

Compares each county's share of MHT grant funds awarded to African American heritage projects, based on MHT grants from FY2018 – FY2025, a mathematically equitable distribution of available funds to all counties.

"Project Management" Tab

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

- **Your organization's experience**
    - Have you successfully managed other grant projects or similar projects requiring reporting and financial documentation?
    - Has your organization successfully managed a construction or renovation project?
- **Future maintenance**: What are your plans for maintaining the site in the future?
- **Administrative capability**: Identify up to three individuals in your organization who will be involved in managing the project and provide either a short resume or narrative paragraph explaining their relevant expertise.
- **• Consultants and partners**
    - Are there professionals outside of your organization who have helped with developing your project? For example, architects, contractors, or archaeological consultants?
    - Optional: You can upload estimates in this section if an architect or contractor has provided you with information to help inform your project or budget.
    - *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 overtime?

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)?

"Support" Tab

On this tab, you will provide information about **letters of support** for your project.

Please submit or request the submission of at least two letters of support. One letter should be from an elected official from your project's local jurisdiction. Others may be from community leaders or state representatives.

- Electronic letters are preferred.
- If you have a **SIGNED** copy of a letter of support, you may upload it with your application (please do not upload unsigned letters, they will not be accepted).
- Your supporters may email **SIGNED** letters to: taylor.means@maryland.gov.
- Your supporters may mail **SIGNED** letters to:

> Taylor Means
> Research & Preservation Specialist Lead
> Maryland Commission on African American History and Culture
> c/o Maryland Historical Trust
> 100 Community Place, 3rd Floor
> Crownsville, MD 21032

Scoring Criteria Applicable to this Section

LOCAL COMMITMENT:

Is the project supported by Legislative, County, and local government representatives?

"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 the program administrator.

"Attachments" Tab

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

- Other documentation is OPTIONAL but may strengthen your application. Other documents may include structural reports, historic structures reports, archaeological reports, etc.
- Please only include documents that are referenced on the "Attachments" tab and that 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 / Preservation Agreement
  - 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 Exhibit 4.
- Project Scope & Budget
  - Award of grant funds does not mean automatic approval of your project scope and budget. MHT may adjust the scope of work after an award to ensure that only eligible expenses and eligible work are paid for through the grant. Do not commence work on this phase of the project without contacting your project monitor.
- Grant Disbursements
  - Grant funds will not be disbursed "up front." Disbursements will be made as the project progresses.

- o 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.
  - o 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.
- Insurance
  - o 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. Insurance coverages shall be provided by a company that is registered with the Maryland Insurance Agency and authorized to do business in the State.
- Standing with SDAT
  - o Your organization must maintain good standing with the State Department of Assessments and Taxation before MHT executes a grant agreement and must remain in good standing throughout the project. Verify your organization's standing here: egov.maryland.gov/BusinessExpress/EntitySearch.

Exhibit 1: 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.

Spring 2025: Official announcement of Grant Application availability and workshop schedule. MCAAHC and MHT staff assistance are available for help completing applications, for project planning, and for identifying sources of alternate funding.

June 30, 2025: Full Grant Application must be submitted ONLINE by 11:59 p.m. Submission must include a completed application and all required attachments.

July 2025 – October 2025: Application Evaluation and Scoring. After an initial "threshold" review (for application completeness and project and applicant eligibility) conducted by MHT and MCAAHC staff, the MCAAHC will evaluate, rank, and recommend funding levels for eligible applicants. The Commission will submit their recommended eligible application summaries, rankings, and funding levels to the MHT Board of Trustees. 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.*

November/December 2025: Once the Secretary of the Maryland Department of Planning approves the final funding recommendations, grant awards will be announced.

December 2025 – February 2026: 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).

January – April 2026: Execution of Grant Agreements. Legal Documentation is submitted by the grant applicant for review by MHT staff. Grant Agreements are executed. Grant agreements are submitted to the Board of Public Works for approval.

Summer 2026: The Deed of Preservation Easement or Preservation Agreement for the property, if required, is recorded, or the Preservation Agreement is signed, completing the final step in the award process.

July 2026: Scope of work reviewed by Easement Committee or RFP process begins.

August - September 2026: Review and approve bidders.

October 2026 - December 2026: Construction work begins; approve payments as work progresses.

December 2027- January 2028: 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 2: Sample Timeline

The text below is a sample of the kind of project timeline you might enter into the appropriate box in the "Project Description" tab on the application. Please note that while the AAHPP-funded work should be complete by December 2026, your timeline may include project benchmarks before and after those dates, particularly if you have a complex, multiphase 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 the work steps shown in this example will apply to your project.

- [October 1, 2025: Scheduled date for settlement on purchase of the Smith County Rosenwald School]
- [October - December 2025: Phase One: Replace roof on the school using our own funds]
- December 2025: Notification from MHT regarding grant award
- [January 2026- February 2026: Review MHT-provided grant agreement and (if easement is required) provide necessary grant and easement documentation to MHT.]
- January 2026 - May 2026: 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 the County for review by the Historic Preservation Commission.
- [July 2026: Apply for AAHPP funding for the next phase 3 of the project.]
- July 2026 - October 2026: Conduct RFP for contractor to undertake the work. Submit plans and specifications for building permits.
- October 2026: Record easement and submit final documentation to MHT. The contractor begins work on Phase Two: Exterior Rehabilitation to be funded through this AAHPP grant.
- October 2026- February 2027: Phase Two construction is ongoing and AAHPP grant funds are being drawn down. • March 2027: Phase Two construction is completed. Submit the final report to MHT and close out the current grant.
- [March 2027 - December 2027: Continue into Phase Three: Interior Rehabilitation if funds are available.]
- [December 2027 Target date for completion of rehabilitation project and grand opening of the Smith County Rosenwald School Museum.]

Exhibit 3: Ineligible Costs

Grant Funds CANNOT be used to pay for:

- Expenditures outside the grant period as defined in the grant agreement
- Expenditures outside the scope of the grant agreement
- Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project
- Insurance
- Appraisals
- Equipment that is not inherent to the capital project
- Indoor or outdoor exhibits with an expected useful life of less than 15 years
- Meetings (venue rentals, food, etc.)
- Maintenance
- Landscaping that is not related to the necessary work scope
- General office expenses
- Accounting or audit costs
- Property tax or personal property tax
- Employee salaries
- Project/grant management if it can be reasonably included in staff job duties
- Legal fees, including legal fees involved in conveying an easement to MHT
- 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
- Any work that is not properly bid (see separate information on procurement process for design and construction services). ***Contracts to be paid out of grant funds CANNOT be sole-sourced***.
- Some permit or approval fees
- Reimbursing volunteer time

Exhibit 4: Property Owner Consent Letter to Project and Possible Easement Template

Background Information and Instructions

- **Owner consent to the project and commitment to a preservation easement or preservation agreement (if applicable) is required for the project to be eligible for a grant.** Failure to submit the required letter using the required language will eliminate your application from consideration. 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 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 your 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 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 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 that 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.
- More information about MHT's easements, including a sample easement template, can be found here: https://mht.maryland.gov/Pages/easement/easement-howto.aspx.

A sample letter can be found here.

Exhibit 5: Maryland Department of Natural Resources Project Information Form

If your project will take place on land owned by the Maryland Department of Natural Resources (DNR) (regardless of your property management arrangement with DNR), you must obtain approval for your proposed project prior to submission of your application. The following information is required – see below for full instructions on completing this form, and how to submit it to the DNR. An electronic version of this form is available for download.

Form Details

Project Name:

Project Number:

Applicant Name:

Applicant Address:

Land Unit: County:

Region:

Project Lead:

Project Type:

Customer Type:

Request Type:

Critical Area:

Master Plan:

Date Prepared:

Prepared By:

Contact Phone:

Contact E-Mail:

Review Due:

Project Description:

General Site Conditions:

Project Considerations:

Detailed Instructions for Submitting Projects for Internal Review

Internal Project Review - Project Information Form: Applicants should fill out the highlighted areas on the Maryland Department of Natural Resources (DNR) application as indicated the DNR Project Information Form (PIF). The top part is information we need for the DNR electronic database. It allows us to generate reports and track our workload.

Project Description: This is the "who, what, where, when, why, and how" of the project. It should include information such as: How long the project will last? Where is the project located? How are you proposing to access the site, and how often? Who will be involved? Are there environmental impacts? Is the project temporary or permanent? Is a public right-

of-way or construction easement needed? And most importantly, why is the project needed?

General Site Conditions: Describe the existing physical features of the site, such as topography, soils, vegetation, drainage, etc. This will help our reviewers to get a "feel" for the site and surrounding area as well as locate it on our own mapping system in order to document land use changes. If there are known sensitive environmental areas (e.g., wetlands, floodplain, streams, creeks, rivers, etc.), please let us know on the form. Is the project site on (or eligible for) the National Register of Historic Places? Etc.

Project Considerations: Include anything else that a reviewer might need to know: Is there a special event planned and the project must be completed by a certain date? Is there a local official pushing for it or a "friends" group that is involved? Will an outside entity be doing the work (contractor), and if so, who is it? Is this project mandated (i.e., a consent order or other legal requirement to complete the project)?

Location Map or Vicinity Map: This should be a map of the general area or vicinity with some specific landmarks, such as major and minor roads and towns. It can be an ADC Map, a Google Map, a street map, with a circle on it, or map generated from a State GIS system such as MERLIN: http://dnrweb.dnr.state.md.us/MERLIN. We need to know how to get to the site from locations outside of the immediate property boundaries. Some reviewers may not be familiar with every DNR property, so please include a complete street address with zip code on the map or PIF. If there is no street address, provide a note and give the address of a nearby location.

Site Plan: This is a plan view drawing of the project showing the specific project site. It is very helpful if it is drawn to scale. It should match what is written in the PIF as far as dimensions, connections to other infrastructure, and impacts to the landscape as far as clearing, grading, etc. It should have a North arrow. It can include notes as needed to make things clear. If a researcher is setting up a net or trap structure, a drawing or photo of the equipment is helpful. If infrastructure work is planned, please include specifications.

The project review process generally takes 30 to 60 days. If you have questions regarding this process, contact Shane Johnston, Project Review Gatekeeper, at 410-260-8387 or by email at: Shane.Johnston@maryland.gov. Please submit all three documents to the appropriate manager of the Land Unit where the project will occur. Please copy Shane Johnston at Shane.Johnston@maryland.gov.

Exhibit 6: Sample Project Budget Spreadsheet

SAMPLE Budget
AAHPP Grant Application

Item #	Work Item (Description)	AAHPP Grant Funds Requested	Other State Funds (State Bond Bill)	Other Project Funds (non-state only)	Total Project Funds
1	ARCHITECTURAL & ENGINEERING SERVICES	$0.00	$12,000.00	$4,000.00	$4,000.00
2	MASONRY REPAIRS & REPOINTING (FOUNDATION)	$6,000.00		$1,000.00	$15,000.00
3	CARPENTRY (WINDOW REPAIR)	$8,000.00		$4,000.00	$12,000.00
4	ROOFING (DOWNSPOUTS & GUTTERS)	$2,000.00		$0.00	$2,000.00
5	ADA COMPLIANCE (ENTRANCE RAMP)	$2,000.00		$2,000.00	$4,000.00
6					
7					
8					
9					
	TOTALS	$18,000.00	$12,000.00	$11,000.00	$37,000.00

"AAHPP Funds Requested" Column/Eligible Scope of Work

- The total amount of AAHPP Grant funds requested should be in even $1,000 increments.
- The maximum grant award is $100,000. The suggested minimum grant request is $10,000.
- See Grant Guidelines for complete information about eligible costs.
- All grant funds must be spent on the scope of work you have defined in this budget.

"Other State Funds" Column

- Under this column, applicants should include any state funds committed to the project.

"Other Project Funds" Column

- Under this column, applicants should include any non-state funds the organization plans to commit to the project. This includes Bond Bills, MHAA grants, and other MHT grants.

"Total Project Funds" Column

- Under this column, applicants should total all funds dedicated to the project.

Other Budget Information

- Projects consisting solely of pre-development activities should also have an itemized budget.

Your budget must be specific to your project. Do not simply duplicate the line items in the provided sample budget for your project's budget, but use it as a guide.