



# Maryland Heritage Areas Authority Grants Program

## GRANTS MANUAL

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# Getting Started

## Project Summary Sheet

The first thing you need to do when you are notified that you have received a Maryland Heritage Areas Authority (MHAA) grant award is log in to your online grant account (go to <https://mht.maryland.gov> and click the “My Grant Account” button at the top of the left sidebar) and fill out the Project Summary Sheet, which you will find under the Requirements tab. Take a few minutes to review the information on the sheet to make sure it is still up to date and accurate.

Note who your project monitor is, as that is the person you will communicate with while working on your project.

Please pay special attention to the section titled “Special Conditions.” If it is blank, there are no conditions particular to your project; however, if there are conditions listed, you need to make sure you address those conditions. Some may have a deadline associated with them (for example, when you need to document your match); others must be completed before you begin work on the project.

You will also see the Project Start and End dates listed. The start date is the day you are allowed to begin incurring grant and match expenses and will be the same for every project that is funded in a given grant round. The end date is when you expect to finish your project. Any expenses incurred outside of those two dates are not eligible for inclusion, so if your timetable has changed, now is the time to let us know!

If you need to make changes to any of the information on the sheet, you can do so in the fields provided (or at the bottom of the form). There is an opportunity to upload documents as part of this form, if—for example—you would like to upload an updated version of your project budget. However, there is no need to upload documents.

You **MUST** submit the Project Summary Sheet, even if there are no changes, as without this form, we cannot begin to draft your grant agreement. The faster you complete this step, the sooner you’ll receive your grant agreement in the mail for signature.

## Grant Agreement and Legal Documents

Once you have completed your Project Summary Sheet online and any other outstanding requirements, MHT/MHAA staff will begin generating your Grant Agreement. As a result of the volume of grants that MHAA awards, please be aware that you may not receive your grant

agreement for signature until late fall or early in the new year.

The Grant Agreement is the legal contract between your organization and the State of Maryland. Be sure to review the entire document with your team, paying special attention to the Grant Budget, Scope of Work and Timeline.

The Grant Agreement must be signed by someone who is legally authorized to enter into contracts for your organization. If you are not sure who is legally authorized, check your organizational bylaws or corporate resolution.

You must be in good standing with the State Department of Assessment and Taxation (or qualified to do business in Maryland if your organization is located outside the state) in order to have your grant agreement executed. If you are not in good standing, it is usually an easy fix (and can sometimes be fixed online) but you will need to resolve the issue before we can issue your Grant Agreement. You can check your status at <http://www.dat.maryland.gov/> - click "Search Business Database" in the left sidebar.

### **Scope of Work**

This is what you have been approved to do as a part of this grant-funded project. If an activity is not included in the Scope of Work or Budget, you must get approval from your Project Monitor before including that work in the project. If you don't get approval, your risk not having those expenditures covered in the grant project.

### **Budget**

The budget shows the specific line items for expenses you are allowed to include in your project, for both the grant funds and your matching contribution. You will need to track and report on your project spending using the line items listed in the approved budget in your Grant Agreement, and not the budget that was in your application.

If you need to adjust line item amounts, you may do so without prior approval. If, however, you need to add or delete new line items, you must get approval from your Project Monitor before including that work in the project budget.

### **Grantee Contribution ("Match") Requirements**

The amount of support your organization is required to contribute to the project is detailed in the budget in your Grant Agreement. Your matching contribution, if required, must be documented in the same way as your grant fund expenses (see the **Financial Documentation** section).

## Timeline

The Timeline listed in your Grant Agreement includes a Project Start Date, which is the same for all grantees, report dates, which vary, and a Project Completion Date.

The Project Start Date is the date the grant was awarded and is the first day you can incur grant and matching contribution expenses. Even if your project will not start right away, your Project Start date stays the same.

The Project Completion Date is the last day you can incur grant and matching contribution expenses. Any expenses incurred after this date are ineligible. If at any point you think you will not be able to finish your project by the Project Completion Date, email your Project Monitor and request an extension.

## Other Legal Documents

If your organization is a nonprofit, and you have not received a grant from MHAA or the Maryland Historical Trust (MHT) in the last three years, you will be asked to complete a document called a **Corporate Resolution**. This document must include the signatures of at least two authorized signatories for your organization, including the person who signs your Grant Agreement. The Secretary of your organization, or another appropriate officer, must sign as a “witness.” Neither of the two authorized signatories are permitted to serve as the witness. The Corporate Resolution certifies that your organization approves receipt of the grant award and certifies who those authorized signatories are.

If your organization received a capital grant of \$90,000 or more, you will be required to complete a **Minority Business Enterprise Plan** when you sign your Grant Agreement. In this plan, you set a goal for your organization to make a best effort to hire a Minority Business Enterprise (MBE) firm to complete some or all of your project. There is no predetermined goal. You should simply consider your project and decide on a percentage of the work for which you would like to hire an MBE firm or multiple MBE firms. While you are not required to meet your goal – you must make your best effort to achieve the goal. If for some reason utilizing an MBE firm is not feasible for your project, you should contact your project monitor to discuss the circumstances. You may be eligible to request a waiver from the requirement.

## MHT Project Review

Any projects which receive Maryland state funding must be reviewed to assess the effect of the project on National Register and National Register-eligible historic properties, as required under *Sections 5A-325 and 5A-326 of the State Finance and Procurement Article* – see <https://mht.maryland.gov/projectreview.shtml>. Projects that take place on preservation easement properties, or for which a preservation easement is required, will be reviewed through the easement review process (see below).

All other projects will be initially reviewed by MHT Compliance staff prior to award of the grant. If MHT requires additional information in order to complete their review, that information is listed under “Special Conditions” on your Project Summary Sheet. If you make substantial changes to the scope of your project, you may need to have MHT Compliance staff review your project again.

If you need to provide MHT with additional information, you must do so prior to beginning work. If MHT staff have placed special conditions on your project as a result of the project review, you must adhere to those special conditions or risk forfeiting your grant award.

### **Easement Conveyance and Review**

If your project takes place on a property on which MHT holds a preservation easement, you must ensure that you have approval from the Director of MHT before starting the project and receiving your first grant disbursement. If you have not already done so, be sure to submit a Change/Alteration Form with as much detail as possible. The form is available on the MHT website ([https://mht.maryland.gov/easement\\_existing.shtml](https://mht.maryland.gov/easement_existing.shtml)).

If your project property does not currently have an easement on it, but a preservation easement is a condition of your grant award, you must convey the easement to MHT before receiving your final grant payment. In addition, you must seek approval from the MHT Director for all proposed work, prior to beginning that work, as if the easement were already in place.

If an easement is required for your project, you will receive a complete Easement Conveyance Packet from MHT easement staff.

See **Appendix A** for additional information on easement conveyance, review and related requirements.

# Policies

## Indirect Costs

Indirect costs are those operating costs that are for the joint benefit of both the grant project and your other organizational activities. Indirect costs are frequently referred to as overhead, operating, or administrative costs, and can include rent, utilities, salaries, personnel costs, and professional service fees.

Maryland law and MHAA's new policy regarding indirect costs allow non-profit organizations<sup>1</sup> who are completing MHAA Non-Capital projects are eligible to include indirect costs in their grant budgets. Indirect costs are limited to 10% or less of the total grant award amount, and the grantee must still be able to complete the entire project using the remaining funds. If you choose to include indirect costs in your budget, your grant amount will not change.

If your approved project budget does not currently include indirect costs and you would like to add them, please contact your Project Monitor to discuss a budget amendment.

Note that you are not required to provide documentation of the specific indirect costs when providing financial documentation – you only need to certify that you have indirect expenses equal to 10% of your grant.

## Procurement

You are expected to ensure that costs for goods and services obtained to carry out the project are reasonable and customary for the type of work performed and materials purchased. You must follow the procurement guidelines for your type of organization, as detailed below.

**Government agencies:** Government organizations should follow your normal procurement procedures and must be able to document that applicable procurement procedures were followed, if requested by MHAA staff.

**Non-profits:** Non-profit organizations should use a procurement process that allows you to obtain project goods and services at reasonable and customary prices, and if requested by MHAA staff, must be able to document that expenditures are reasonable and customary.

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<sup>1</sup> This does not include grants to heritage area management entities, or grants to nonprofit organizations that were awarded before October 2018. Alternatively, if a non-profit organization completing an MHAA Non-Capital has a negotiated federal rate, the organization can use that rate.

Procurements greater than \$500 and less than \$10,000: You are strongly encouraged to obtain written bids from two or more vendors for any goods and services for which costs are expected to be **greater than \$500 but not more than \$10,000**.

Procurements greater than \$10,000: If costs for goods or services from any one vendor are expected to **exceed \$10,000** written bids from at least 3 vendors must be obtained. You must be able to provide documentation that at least 3 written bids were obtained, if requested by MHAA staff.

When bids are obtained, grant recipients are not required to select the lowest bid, but must be able to provide documentation on why a vendor other than the low bidder was selected and what criteria other than the most favorable bid price were considered.

Sole-source procurement of goods and services should not be utilized unless there is a demonstrable and justifiable need and it can be demonstrated that competitive procurement is impractical because only one product or service vendor can meet specific project requirements. As with all procurements, expenditures must be reasonable and customary for the type of goods and services being obtained. If requested by the Grantor, grant recipients must be able to document project requirements that justified the sole source procurement and that expenditures are reasonable and customary for the goods and services obtained.

## **Recognition of Support**

It is important to acknowledge the support of MHAA when talking about your grant-funded project, and when producing materials that were supported by your grant. At a minimum, you should include either the MHAA logo, or the following statement:

*This Project has been financed in part with State Funds from the Maryland Heritage Areas Authority, an instrumentality of the State of Maryland. However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Heritage Areas Authority.*

MHAA's logo can be downloaded here:

[https://mht.maryland.gov/images/MHAA/MHAA\\_logo\\_New.jpg](https://mht.maryland.gov/images/MHAA/MHAA_logo_New.jpg)

Email your Project Monitor if you require a higher quality version.

If you aren't sure how to incorporate acknowledgement into your project, contact your Project Monitor to discuss your options.

Don't forget to also acknowledge the technical support of your local heritage area management entity by including their logo as well.

## Review of Draft Materials

Prior to producing materials funded as part of your grant project, you must obtain approval from your Project Monitor, who will be reviewing them to ensure the content is up to MHAA's standards, that you have properly acknowledged MHAA support, and that the materials are acceptable based on your approved Scope of Work. This includes drafts of brochures, wayside panels, web pages, video scripts, advertisements, press releases, and signage.

Be sure to give your Project Monitor plenty of time to review the materials. Do not send them for review an hour before you need to finalize them.

## Amendments and Extensions

You may find that your project does not play out in the way you had planned when you originally submitted your grant application. This is not unusual. If you find that you are getting off track with your timeline, budget or deliverables, reach out to your Project Monitor as soon as possible to discuss your options. If your Project Monitor determines that an amendment or extension is warranted, they will work with you to finalize the details of the changes that are needed and will work with you on an extension or an amendment to your grant.

If you simply need more time to complete your project, you can email your project monitor explaining the reasons for the need. See the list of information you should include in your email in the Amendment Request form in the **Forms** section. Once approved, your Project Monitor will send you an email granting your extension. You will have 10 days in which to reject the extension. After that, it is considered accepted. Note that if your Project Monitor has not heard from you and your Project Completion date is approaching, they may proactively implement an extension.

If changes to your scope or budget are needed, you will need a grant agreement amendment. This may include changes to your budget (adding or removing line items) or minor changes to the scope of work (adding or removing work items). In these cases, your Project Monitor will work with you on the changes and will send an email amending the grant. You will have 10 days in which to reject the amendment. After that, it is considered accepted.

If the changes needed are major changes to the project (adding major new elements to the scope of work or budget), approval of those changes will need to be approved by the Maryland Heritage Areas Authority directly. Your Project Monitor can help you with that process.

## Insurance

You are required to maintain certain levels of insurance coverage in relation to your grant-funded project. See **Appendix B** for details on those requirements. You must provide proof of insurance if requested by MHAA/MHT staff.

# Progress Reports and Requests for Disbursement

## Progress Reports

For most projects, you will be required to submit two reports through the online grants management system (visit <https://mht.maryland.gov> and click the “My Grant Account” button at the top of the left sidebar). In the online grants system, you will click on the “Requirements” tab, and then should see the available reports for your project. If you are having problems finding your report forms, please contact your Project Monitor, as the forms may be in another member of your organization’s online account.

A Mid-Project report must be submitted at roughly the mid-point of your project. Once the project is complete, and all work finished, you will also need to submit a Final, or Project Completion Report. The deadlines for both reports are listed in your Project Timetable in your grant agreement. If you are not able to complete a report on time, be sure to let your Project Monitor know, and request an extension if you are behind schedule.

In addition to answering the questions on the report forms, you will want to upload supporting materials for your reports, including photographs of the work, drafts and final versions of all work products, and other documentation that the project is underway at the mid-point, and completed at the end point.

## Requests for Disbursement

For most grants, you will receive three payments, or disbursements. After you have fulfilled all outstanding Special Conditions<sup>2</sup> and returned your signed Grant Agreement (and Corporate Resolution, if applicable) to MHT/MHAA staff, you should expect to receive your first disbursement within about 60 days. The amount of the disbursement is dependent on the payment schedule described in your grant agreement.

You must be in good standing with the Maryland State Department of Assessment and Taxation in order to receive a disbursement. If you are not in good standing, and owe the State of Maryland money, you risk having your grant payment recaptured, so it is a good idea to check your status every time you submit a request for disbursement.

The second and third disbursements are reimbursable, meaning you must certify that you have

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<sup>2</sup> Your first payment will not be disbursed until after you have successfully completed any MHT Preservation Easement review requirements, if applicable.

incurred expenses for both grant and match funds to request the second and third disbursements. At the time of your second disbursement, you should be able to certify that you have incurred approximately 50% of your total project costs (grant and matching funds combined). Your final disbursement will be the balance of funds available, based on your final expenditures, and will not be issued until all project expenses have been incurred and all work products are finished and approved by MHAA/MHT staff<sup>3</sup>.

MHAA reserves the right to withhold disbursement of grant funds if you have not incurred sufficient project expenditures by the date of the Request for Disbursement.

In order to receive your 2<sup>nd</sup> or 3<sup>rd</sup> payments, you must complete your mid-project or final report form, and submit it through the online grants system. Be sure to check the box requesting your disbursement on the form. You will also need to upload a [Certification of Expenses](#) form, which shows the expenses you have incurred to date (both grant and matching funds) and includes your project manager's signature certifying that the expenses are valid and accurate.

When reviewing your request for disbursement, we will ask the following questions:

**Is the cost eligible?** – Has it been incurred in the grant period? Is it related to the approved scope of work and/or budget? (See your grant agreement for approved grant period, project scope and budget, if applicable.)

**Is the cost necessary?** – If there were no grant funds involved, would the cost have had to be incurred, or incurred at the amount stated?

**Is the cost reasonable?** – Is it in line with costs for the same item or service in your area?

(Reasonable and necessary often go hand in hand, but MHAA staff will always ask if the expenditure is necessary before we ask whether it is reasonable.)

**Is the cost verifiable?** – Do you have proof of the project expense? (Invoices, receipts, contracts, and so on).

Payments are generally processed within forty-five (45) days of approval of your request for disbursement.

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<sup>3</sup> Note that if you are required to convey a preservation easement as part of your grant project, the easement conveyance must be finalized before you will receive your final payment.

# Financial Documentation

The following guidelines will help you understand the types of records MHT expects you to retain and provide upon request to document your grant expenses, as well as some suggestions to help make the documentation process easier as the project progresses.

## Documentation of Expenses

You must retain the following records, and provide them upon request:

### **Proof of all project expenses, both grant-funded and grantee contributed.**

For cash expenses, retain copies of your invoices, receipts, timesheets (if your grant allows staff time as cash match) and/or contracts supporting the cost breakdown in your approved grant budget. Documentation should show what was purchased or funded, when it was purchased, or when the work was completed, and how much it cost. Quickbooks and other accounting system printouts are not sufficient documentation, unless your organization is a government agency using a government agency system print-out.

For donated services or materials (such as paint, photography, architectural fees, etc.), vouchers or other official documentation, signed by the appropriate person must be retained to verify what the goods or services being claimed were and what they were valued according to reasonable market rate costs. If included in your approved project budget, staff and/or volunteer time contributions must also be documented by a timesheet or spreadsheet that includes the rate used to calculate the value. The value of unpaid volunteer time can be valued at the current rate of volunteer time for Maryland set by the organization Independent Sector ([http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time)). You should always check Independent Sector's website for the most up-to-date hourly rate before submitting a request for disbursement. (Note, in order to see the Maryland rate, you must provide your name, email address and organization. If you are not comfortable doing that, email your Project Monitor and they can provide you with the current information).

Note: For property acquisition, grantees have two options: 1.) get reimbursed for the property purchase after the purchase is complete, or 2.) make arrangements with your project monitor to have a joint check issued directly to you and the title company and delivered to the title company at settlement. If you choose to have a check issued to the title company, you will be required to provide proof of title work, insurance and a purchase agreement before the check will be issued.

## **Submitting Proof of Project Expenses**

A percentage of MHAA's grantees each fiscal year will be randomly selected and required to provide financial documentation of their expenses. If selected, you will need to submit those materials as part of your final report. If your project is selected, you will be notified prior to submission of your final report that you must include, in addition to a [Certification of Expenses form](#), all proof of project expenses, both grant-funded and grantee contributed.

Regardless of whether or not you are required to submit proof of grant expenses, you still must retain these records, as your files are subject to state audit and must be retained for three years from the project completion date.

Failure to submit documentation upon request could result in recapture of your grant funds and cancellation of your grant. It is critical that you retain these records and provide them upon request.

Even if you are asked to provide financial documentation, you do not need to submit proof of payment (i.e. copies of bank statements, cancelled checks, and/or credit card statements) for project expenses. As a standard accounting practice, however, we encourage you to retain that documentation for your records.

# Resources

The following listing of helpful resources is meant to serve as a starting place for a variety of questions that may arise, related to your grant project. Always feel free to contact your project monitor and your local heritage area for technical assistance.

I need to know about...	... where do I find this information?
Historic Preservation	
General preservation principles; how MHT evaluates changes to historic properties	The Secretary of the Interior’s Standards <a href="http://www.nps.gov/tps/standards.htm">http://www.nps.gov/tps/standards.htm</a>
Specifics of preservation “best practice”, for example, guidance on how to repoint masonry or restore plaster, or how to adapt for accessibility, among other subjects	National Park Service Preservation Briefs <a href="http://www.nps.gov/tps/how-to-preserve/briefs.htm">http://www.nps.gov/tps/how-to-preserve/briefs.htm</a>
I need technical preservation advice above and beyond the written materials referenced above. Can MHT help?	Yes, MHT offers technical preservation assistance through the Office of Preservation Services. Contact your Project Monitor for more information.
Lead Paint	<a href="http://www.epa.gov/lead/">http://www.epa.gov/lead/</a> <a href="http://mde.maryland.gov/programs/Land/LeadPoisoningPrevention/Pages/index.aspx">http://mde.maryland.gov/programs/Land/LeadPoisoningPrevention/Pages/index.aspx</a>
Easements	<a href="http://mht.maryland.gov/easement.shtml">http://mht.maryland.gov/easement.shtml</a>
What is a preservation easement?  Do you have a sample easement?	MHT Easement Conveyance Packet <a href="http://mht.maryland.gov/documents/PDF/easement/easement_procedures_conveyance_grants.pdf">http://mht.maryland.gov/documents/PDF/easement/easement_procedures_conveyance_grants.pdf</a>
What documents do I need to provide to MHT so MHT can create an easement on my property?	MHT Easement Conveyance Packet <a href="http://mht.maryland.gov/documents/PDF/easement/easement_procedures_conveyance_grants.pdf">http://mht.maryland.gov/documents/PDF/easement/easement_procedures_conveyance_grants.pdf</a>

How do I get MHT’s approval for changes to an easement property?	MHT Application for Change/Alteration to Easement Property <a href="http://mht.maryland.gov/documents/PDF/easement/Easement_Change_Alteration_Application_2017.pdf">http://mht.maryland.gov/documents/PDF/easement/Easement_Change_Alteration_Application_2017.pdf</a>
When will MHT’s Easement Committee meet to review my application? When are applications due?	Easement committee meets approximately every three weeks. The dates are posted annually with a link on this page: <a href="http://mht.maryland.gov/easement.shtml">http://mht.maryland.gov/easement.shtml</a>
Hiring an architect, engineer, contractor, or consultant	Be sure to follow the procurement requirements listed on Page 8.
Does MHT have a list of consultants and contractors?	The Maryland Association of Historic District Commissions (MAHDC) maintains a directory online: <a href="http://mahdc.org/contractor-directory/">http://mahdc.org/contractor-directory/</a>  Preservation Maryland maintains a directory online: <a href="http://preservelist.org/">http://preservelist.org/</a>

<b>Grant Financial &amp; Reporting Requirements</b>	
Where do I find the Certification of Expenses form?	You can download the form from within your online report (requirement) form, or you can download it here: <a href="https://mht.maryland.gov/documents/word/certificationofexpenses.xlsx">https://mht.maryland.gov/documents/word/certificationofexpenses.xlsx</a>
How do I check if I’m in good standing with the State Department of Assessment and Taxation?	Visit <a href="https://dat.maryland.gov/Pages/default.aspx">https://dat.maryland.gov/Pages/default.aspx</a> and click on “Search the Business Database.”
How do I sign up for Direct Deposit?	To sign up for direct deposit with the state, go to the following website: <a href="https://www.marylandtaxes.gov/divisions/gad/ef-t-program.php">https://www.marylandtaxes.gov/divisions/gad/ef-t-program.php</a> If you have issues with the website, call the Comptroller at 1-888-784-0144 and select option 7 from the menu.

Other Funding Sources for Preservation Projects	<a href="http://mht.maryland.gov/documents/PDF/grants/Grants_Funding_Sources.pdf">http://mht.maryland.gov/documents/PDF/grants/Grants_Funding_Sources.pdf</a>
Where do I find information about best practices for oral history projects?	<a href="https://www.oralhistory.org/about/principles-and-practices-revised-2009/">https://www.oralhistory.org/about/principles-and-practices-revised-2009/</a>
Where do I find information about best practices for museums?	<a href="http://ww2.aam-us.org/resources/ethics-standards-and-best-practices/standards">http://ww2.aam-us.org/resources/ethics-standards-and-best-practices/standards</a>
Where do I find information about best practices for designing wayside exhibits (also called interpretive signs)?	<a href="https://www.nps.gov/subjects/hfc/upload/Wayside-Guide-First-Edition.pdf">https://www.nps.gov/subjects/hfc/upload/Wayside-Guide-First-Edition.pdf</a>
Where do I find resources about the Indigenous peoples of Maryland?	Whose land am I on (Indigenous-led interactive mapping resource)? <a href="https://native-land.ca/">https://native-land.ca/</a>  Resources related to Indigenous peoples of Maryland: <a href="https://goci.maryland.gov/maryland-commission-on-indian-affairs/">https://goci.maryland.gov/maryland-commission-on-indian-affairs/</a>

# Forms

## Certification of Expenses Form

This form is available in Excel format here:

<https://mht.maryland.gov/documents/word/certificationofexpenses.xlsx>

Maryland Historical Trust Grants						
<b>CERTIFICATION OF EXPENSES</b>						
GRANTEE - FEDERAL ID NUMBER (F.E.I.N.)				DATE OF CERTIFICATION		
NAME AND ADDRESS OF GRANTEE				NAME, E-MAIL, AND TELEPHONE NUMBER OF GRANTEE CONTACT		
USE OF FUNDS (Provide a detailed list of your expenses to date - add more lines as needed. Line items should match those in your approved project budget.)	GRANT FUNDED EXPENSES INCURRED TO DATE	GRANTEE CONTRIBUTION INCURRED TO DATE (if applicable)		OTHER PROJECT COSTS INCURRED TO DATE (if applicable, non-state costs incurred in addition to the grant funds and the required Grantee's Contribution)	TOTAL EXPENSES INCURRED TO DATE	
		Cash	In-Kind			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	

**CERTIFICATION**

I certify that this Certification of Expenses is made in accordance with the terms and conditions of the Grant Agreement between the Grantee and the Maryland Department of Planning dated \_\_\_\_\_ and any subsequent amendments (if applicable), and that the amounts listed are correct.

\_\_\_\_\_  
Signature Title Date

**STATE USE ONLY**

Date Received	Payment Requested?	Amount Requested	Amount Approved	Payment Reviewed By	Payment Approved By	PCA Code
				MHT Assistant Grants Manager	MHT Fiscal Manager	

## **Amendment Request Form**

Requests to extend your Project Completion date, and requests to amend your project scope and/or budget are considered on a case-by-case basis. All requests must be submitted in writing via email to your Project Monitor before your project completion date.

Please provide the following information:

1. Fiscal Year the grant was awarded and the name of the grant project;
2. Name and address of the grant recipient;
3. The reasons for requesting an extension / amendment;
4. The current project completion date as specified in the grant agreement “Exhibit A- Scope of Work and Timetable” or, if an extension was previously approved, the current end date;
5. A revised scope of work (if applicable)
6. A revised version of your project budget (if applicable)
7. The revised timeline (if applicable)
8. The new project completion date that you are requesting (generally extensions of more than 1 year will not be approved but can be considered).

The timely completion of grant projects is critical not only for the development of heritage tourism products across Maryland, but to the continued support of the Maryland Heritage Areas Program by our elected officials. Failure to complete grant projects by the date specified in the grant agreement, or by the date specified in an approved grant extension, may result in cancellation of the grant and the rescinding or recovery of funds for uncompleted portions of the project. Your assistance in closing or extending any soon to be overdue grants with your organization is appreciated.

# Appendix A – Easement Requirements

If your grant agreement indicates that you must convey an easement or preservation agreement as a condition of your grant award (check your grant agreement, **Exhibit A – Special Conditions**), the following information will apply to your project.

As a condition of disbursement of your grant, you may be required to execute, or have the owner of the property where the project is taking place to execute, one of the following agreements:

- A Deed of Preservation Easement Agreement (an “Easement”), or a modification to an existing Easement (a “Modification”) encumbering the historic real property assisted by the grant; or
- A preservation and maintenance agreement (a “Preservation Agreement”), or a modification of an existing Preservation Agreement (also a “Modification), for historic property other than real property.

“Historic property” means a site, building, structure, monument, or object which is individually listed in, or is individually eligible for listing in the Maryland Register of Historic Properties.

The Easement or Preservation Agreement requires that you or the owner of the project property:

- maintain the project and the project property in good order, condition and repair;
- permit MHT to enter upon and inspect the project during construction;
- prevent any waste of the project property; and
- prevent any demolition or modification of the improvements on the project property without MHT’s prior written consent.

If you or the owner of the project property are required to execute an Easement or Modification, you or the property owner must also provide the following documentation:

- an owner’s policy of title insurance for the project property, along with a bring to date title search updating the policy to the date of the Easement, satisfactory in form and content to MHT and its legal counsel;
- evidence of property/hazard insurance, commercial general liability or other insurances coverages in accordance with the insurance requirements set out in Exhibit B of this Manual;

- evidence that the Easement or Modification has been recorded among the applicable land records of the county in which the project property is located; and
- any other instrument or document required by MHT, including the subordination of any encumbrances with respect to the project property which are prior to the lien of the Easement, and the foreclosure of which could extinguish the Easement.

The Easement requirements include the following:

- The Easement will have a term of duration equal to the longer of (i) fifteen years or (ii) one year for every \$5,000 increment of the Grant, or portion thereof, as further described in Exhibit A- Special Conditions of your grant agreement, if applicable;
- If there are no prior existing liens on the project property, the Easement must be a first lien encumbrance with respect to the project property, prior to all other liens; and
- You must reimburse MHAA all Grant funds that have been disbursed if the Easement is determined, by court finding or otherwise, to be not legally enforceable by MHT for any reason, and you will not be entitled to disbursement of any further Grant funds.

If you or the property owner executes a Preservation Agreement, Grantee must provide, or cause the owner of the Property to provide the following documentation:

- evidence of property/hazard insurance, commercial general liability or other insurances coverages in accordance with the insurance requirements set out in Exhibit B of this Manual; and
- Any other instrument or document requested by MHT.

An existing Easement or Preservation Agreement that is satisfactory to MHT may satisfy these requirements.

## **Appendix B – Insurance Requirements**

As a condition of disbursement of the grant, you must carry, and may be required to provide evidence of the following insurance coverages satisfactory to MHT with respect to the property where the project will take place.

Insurance coverages must be provided by a company that is registered with the Maryland Insurance Agency and authorized to do business in the State.

If you are a government entity, the insurance requirements may be satisfied through evidence of a self-insurance program satisfactory to MHT.

### **Hazard Insurance**

You must carry, and may be required to provide evidence satisfactory to MHT that the project property is insured against loss or damage by fire and such other hazards, casualties, and contingencies as may be required from time to time by MHT, in amounts satisfactory to MHT, but not less than the total amount of the Grant plus the outstanding principal balances of any mortgages on the property.

You must have the hazard insurance policy endorsed to add MHT as an additional insured (but without obligation on the part of MHT to make premium payments), with rights to prior notice of policy cancellation.

You must maintain property insurance on the project property from the Project Commencement Date throughout the term of the Easement, Preservation Agreement or Modification, as applicable. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

### **Commercial General Liability Insurance**

You must carry, and may be required to provide evidence satisfactory to MHT that the project property is insured under a comprehensive general liability insurance in amounts satisfactory to MHT.

You must have the comprehensive general liability insurance policy endorsed to add MHT as an additional insured (but without obligation on the part of MHT to make premium payments), with rights to prior notice of policy cancellation.

You must maintain comprehensive general liability insurance on the project property from the Project Commencement Date throughout the term of the Easement, Preservation Agreement or Modification, as applicable. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

## **Flood Insurance**

If your project property is located in a 100-year flood plain, you must carry, and may be required to provide evidence satisfactory to MHT that the Property has flood insurance.

You may be required to provide evidence showing whether the project property is located in a 100-year flood plain, as designated by the United States Department of Housing and Urban Development.

If the project property is located in a 100-year flood plain, you must obtain flood insurance coverage in amounts satisfactory to MHT.

You must have the policy endorsed to add MHT as an additional insured (but without obligation on the part of MHT to make premium payments), with rights to prior notice of policy cancellation.

You must maintain flood insurance on the project property from the Project Commencement Date throughout the term of the Easement, Preservation Agreement or Modification, as applicable. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

## **General Contractor's Insurance**

You must carry and may be required to provide evidence satisfactory to MHT of general contractor's insurance coverage for comprehensive public liability, property damage liability/builder's risk, and workers' compensation in the form and amounts required by MHT.

You must require general contractor's insurance from the Project Commencement Date until the project is completed. If requested by MHT, you must submit evidence of such insurance coverage to MHT.