

# MHT Capital Loan Program

## Application Instructions

**Application materials** include:

- Guidelines (this document)
- Application with Checklist of Attachments
- Application Instructions

These forms are available on the MHT website at: [http://mht.maryland.gov/loans\\_mht.html](http://mht.maryland.gov/loans_mht.html)

If you are considering applying for a loan, please **contact MHT as a first step** to ensure that your project is eligible and that funding is available. Please contact Charlotte Lake, MHT Capital Grants and Loans Administrator, at 410-697-9559 or [charlotte.lake@maryland.gov](mailto:charlotte.lake@maryland.gov).

**Please also review these guidelines and the application fully to be sure you are willing to commit to all Program requirements, and that the loan approval schedule will work with the schedule for your capital project.** Please note that MHT charges a \$250 non-refundable application fee.

**Applications are accepted at any time and are evaluated on a first-come, first-served basis.**

The application and all required attachments must be **sent in hard copy** to:

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

Upon receiving your application, MHT staff will contact you regarding next steps.

### Filling out the Application

- All items on the electronic Application that require a response from the applicant are represented by gray squares. Clicking on a gray square will enable you to insert a response to a question, or check a box. As you type, the gray text areas will expand, but will only allow a limited number of words. Therefore, keep your responses succinct. Please do not continue your responses onto additional pages. If you decide to print out the form and type or fill in the answers by hand, you are welcome to do so, but do not exceed the space provided.
- All responses should be made directly on the Application form.
- Please do not re-type the application or create a hand-made answer sheet for your responses.
- This document may be filled-in on a computer, but it must be printed so that a **hard copy** can be sent to our office with ORIGINAL SIGNATURES and appropriate attachments.

### Submitting the Application

- **Applications are accepted at any time and are evaluated on a first-come, first-served basis.**
- The application and all required attachments must be *sent in hard copy* to:  
**Charlotte Lake, Ph.D.**  
**Capital Grants and Loans Administrator**  
**Maryland Historical Trust**  
**100 Community Place**  
**Crownsville MD 21032**
- The Application contains a Checklist of Attachments which indicates the order in which your documents should be assembled.
- All applications and supporting materials should be printed on standard 8 1/2" x 11" paper.
- Please do not bind your application or use a binder, notebook, page protectors, etc.

The numbers in the left-hand column correspond to the question numbers in the application. Detailed instructions are *not* given for all questions.

1	<p><b>Property Data: Legislative District</b> Consult your local library or government to obtain the State Legislative District number (and Subdistrict letter) for your project area. You can also call the Legislative Reference Information Service at 410-841-3810 or go to <a href="http://www.mdelect.net">www.mdelect.net</a></p>
1	<p><b>Property Data: Tax Map, Tax Parcel, Tax Account ID Number</b> This information may be obtained by calling the State Department of Assessments and Taxation at 410-767-1184, or by visiting <a href="http://www.dat.state.md.us">www.dat.state.md.us</a> and clicking on Real Property Data Search.</p>
1	<p><b>Property Data: Priority Funding Area (PFA) Status:</b></p> <ul style="list-style-type: none"> <li>• See application Checklist of Attachments, #5.</li> </ul>
2	<p><b>Project Summary:</b> Provide a brief summary of the proposed project. Dollar amounts in the right-hand column must match those provided in #17, Budget.</p>
3	<p><b>Borrower Data:</b> The loan applicant does not necessarily have to be the property owner. The person listed under “Contact Name” is the person to whom all correspondence about this application and the project will be addressed.</p>
6	<p><b>Designation:</b></p> <ul style="list-style-type: none"> <li>• If you are unsure whether the property is individually listed on the Maryland Register of Historic Places, or located in a historic district, please contact Karen Kennedy at the Maryland Historical Trust, Office of Research, Survey, and Registration, at 410-697-9550 or <a href="mailto:Karen.kennedy@maryland.gov">Karen.kennedy@maryland.gov</a>, or visit the Trust’s website at <a href="https://mht.maryland.gov/secure/medusa/">https://mht.maryland.gov/secure/medusa/</a>.</li> <li>• To find the property’s MIHP number, search in <a href="http://www.mdihp.net/">http://www.mdihp.net/</a></li> <li>• To find out if the property is locally listed, contact your local (county or city) government’s planning department or historic district commission (HDC). You can find contact information for local HDC’s by using the map and list here: <a href="http://mht.maryland.gov/commissions.html">http://mht.maryland.gov/commissions.html</a></li> </ul>
<p><b>PLEASE NOTE: If the Maryland Historical Trust holds an easement on the property, or if an easement is in progress, you should obtain MHT’s approval of the work proposed in this grant application BEFORE submitting the grant application. See application checklist #13 for more information.</b></p>	
12	<p><b>Description of work:</b></p> <ul style="list-style-type: none"> <li>• Provide an overall description of the proposed work to be performed. Define your “project” carefully and define it consistently throughout the application. Be as specific as possible about what you plan to accomplish and what work is included.</li> <li>• If the project is phased, identify the specific phase of the project for which funding is being requested and explain what work is to be performed in that phase. Discuss how that phase fits into the larger project including past as well as future work/phases. Provide as much information as possible, including dates for all the phases, planned or completed, and describe specifically how the project will be/has been phased.</li> <li>• ALL WORK must comply with the Secretary of the Interior’s Standards for Treatment of Historic Properties. (Copies of the Standards may be obtained from the National Park Service website: <a href="http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm">http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm</a>)</li> <li>• Below is a typical example of the information you are being requested to provide:</li> </ul>

	<ul style="list-style-type: none"> <li>• “In 1996 the Historic Smalltown Society acquired the George Brown House in Smalltown as a permanent headquarters. Over the course of four years the organization has raised money in an ambitious effort to restore the main block to its c. 1850 appearance. With the aid of the architectural and historical information inherent in the house, in addition to historic images of the property taken between 1897 and 1910, missing features can be restored to the exterior of the building. The project is proposed to be executed in several phases with the initial work focused on repairs and rebuilding of the chimneys, and the replacement of the deteriorating roofing. Following phases will include the repair and replacement of historic window sash, design and construction of a shed-roofed addition containing a kitchen and utility room, addition of a ramp for handicapped accessibility, and installation of mechanical systems, new plumbing, and new wiring. Ultimately the Society hopes to repair and rehabilitate the interior surfaces of the building. This grant application is for the first phase of the project. The masonry repairs to the chimneys are to be performed using an appropriate mortar mix to match the original as closely as possible in composition and color. The asphalt shingle roof will be removed. Roof framing repairs will be made and a standing seam metal roof (similar to that in the historic photos) will be installed.”</li> <li>• <b>Lead-based paint:</b> If the intent of your project is to remove lead-based paint, or if the project that is proposed has the potential to cause disturbance to or penetration of surfaces that contain lead paint, you should be aware that lead can be a harmful material. For more information, see the Maryland Department of the Environment website at <a href="http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/Pages/Programs/LandPrograms/leadcoordination/index.aspx">http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/Pages/Programs/LandPrograms/leadcoordination/index.aspx</a>.</li> <li>• <b>Ground disturbance</b> related to your capital project may impact archaeological remains. For guidance regarding archaeology on your property, contact Charlie Hall, State Terrestrial Archaeologist, at 410-697-9552 or <a href="mailto:Charles.hall@maryland.gov">Charles.hall@maryland.gov</a>.</li> </ul>
13	<p><b>Project Schedule:</b></p> <ul style="list-style-type: none"> <li>• Please refer to the Loan Evaluation &amp; Administration Process in the Loan Guidelines in determining your project schedule.</li> <li>• Indicate the essential events towards implementing your project and the approximate dates each will occur.</li> <li>• Items may include acquisition of the property, completion of a preliminary phase of work, hiring an architect to develop designs/plans, bidding the project, holding pre-bid/pre-construction meetings, contracting with a licensed contractor, beginning construction, specific phases of construction, and proposed completion of construction.</li> </ul>
17	<p><b>Project Budget:</b></p> <ul style="list-style-type: none"> <li>• See Loan Program Guidelines for guidance about eligible costs.</li> <li>• Sponsors of projects that consist solely of pre-development activities should also create an itemized budget.</li> <li>• This sample (see below) is for guidance only in completing Question #17. Your budget must be specific to your project. Do not simply duplicate the line items below for your budget.</li> </ul>

	WORK ITEM	MHT LOAN FUNDS REQUESTED	OTHER PROJECT COSTS	TOTAL PROJECT COSTS
	ARCHITECTURAL & ENGINEERING SERVICES	0	0	\$ 6,000
	MASONRY REPAIRS & REPOINTING	\$ 13,000	\$1,000	\$ 21,000
	CARPENTRY	\$ 3,000		\$ 6,000
	ROOFING	\$ 8,000		\$ 16,000
	<b>TOTAL COSTS</b>	<b>\$ 24,000</b>	<b>\$1,000</b>	<b>\$ 49,000</b>
18	<p><b>Other Funding:</b></p> <ul style="list-style-type: none"> <li>For more information about the Tax Credit Program, please see: <a href="http://mht.maryland.gov/taxcredits.html">http://mht.maryland.gov/taxcredits.html</a></li> <li>Please note that participation in the tax credit program may affect the amount of loan funds awarded, and use of State loan funds will reduce any tax credit / refund available under the tax credit program.</li> </ul>			
24	<p><b>Accessibility:</b></p> <ul style="list-style-type: none"> <li>It is important that areas of your property that are open to the public can physically and/or programmatically accommodate the needs of those with disabilities as required by the Americans With Disabilities Act, 1990 (ADA). If you have concerns about accessibility, please contact Charlotte Lake at 410-697-9559 or by email at <a href="mailto:charlotte.lake@maryland.gov">charlotte.lake@maryland.gov</a> for more information or contact the Maryland Department of Disabilities at 410-767-3660 (Toll Free / TTY 1-800-637-4113) or through their website at <a href="http://www.mdod.maryland.gov">www.mdod.maryland.gov</a>.</li> </ul>			