

Minutes of the  
Eighty-Seventh Meeting of the  
Maryland Heritage Areas Authority  
July 9, 2020

The eighty-seventh meeting of the Maryland Heritage Areas Authority (MHAA) was convened on July 9, 2020 via web conference call. The public was notified about the meeting and had the opportunity to listen via phone or web.

**Authority Members/Designees Present:**

Robert S. McCord, Secretary, MD Department of Planning and Chair of the Maryland Heritage Areas Authority; Robert D. Campbell (Governor's Appointee for Historic Preservation and serving as Vice Chair for the Maryland Heritage Area Authority); Pete Leshner (MD Association of Counties representative); Burton Kummerow (President of the Senate representative); Marty Baker (representing MD Department of Transportation Secretary Pete K. Rahn); Elizabeth Fitzsimmons (representing MD Department of Commerce Secretary Kelly Schulz); Nita Settina (representing MD Department of Natural Resources Secretary Jeannie Haddaway-Riccio); Wayne E. Clark (President of the Senate representative); Daniel Spedden (MD Tourism Development Board representative); Bruce Lesh (representing MD State Department of Education Secretary Karen Salmon); Rowland Agbede (representing MD Department of Agriculture Secretary Joseph Bartenfelder); Lee Towers (representing MD Higher Education Commission Secretary James D. Fielder, Jr.); Amy Seitz (representing MD Department of Housing and Community Development Secretary Kenneth C. Holt); Natalie Chabot (Representative for MD Greenways)

**Authority Members/Designees Absent:**

Lisa Challenger (Governor's Appointee for Heritage Tourism); Janice Hayes-Williams (representing Speaker of the House); Elizabeth Hughes (State Historic Preservation Officer); Vacant (MD Municipal League representative); Vacant (representing Speaker of the House)

**Staff Present:** Jennifer Ruffner, Ennis Barbery Smith, Andrew Arvizu (Maryland Historical Trust); Paul Cucuzzella (Office of the Attorney General)

**Heritage Area Directors/Staff Present:** Lucille Walker (Southern Maryland Heritage Area & Co-Chair, Maryland Coalition of Heritage Areas); Deidra Ritchie (Canal Place Heritage Area); Elizabeth Shatto (Heart of the Civil War Heritage Area); Julie Gilbert-Brady (Heart of Chesapeake Country Heritage Area); Carol Benson and Tim Leahy (Four Rivers / Annapolis, London Town and South County Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Aaron Marcavitch (Maryland Milestones / Anacostia Trails Heritage Area); Brigitte Carty (Lower Susquehanna Heritage Greenway); Lindsey Baker and Steven Wachs (Patapsco Valley Heritage Area); Kristen Goller and Mindie Burgoyne (Lower Eastern Shore Heritage Area); Shauntee Daniels and Danielle Walter-Davis (Baltimore National Heritage Area); Kim Folk (Mountain Maryland Gateway to the West Heritage Area)

**Others Present:** Anthony Spencer (Chair of the Maryland Heritage Areas Program Grants Review Panel), Grace Kubofcik, Marcus Wooley

*Please note that those who called in after the introductions did not have the opportunity to introduce themselves and are not included in the list above. Not all callers stayed for the entire meeting.*

### **CALL TO ORDER**

The meeting was called to order at 10:06 a.m. by Robert S. McCord, Secretary, MD Department of Planning and Chair of the Maryland Heritage Areas Authority.

### **INTRODUCTIONS**

Mr. McCord asked Ms. Jen Ruffner to conduct an attendance roll call. Ms. Ruffner conducted the roll call, determining that – with four MHAA members absent, 13 present, and two vacant seats – there was a quorum present.

### **APPROVAL OF MINUTES FROM JANUARY 9, 2020 MEETING**

Mr. McCord called for a motion to approve the January 9, 2020 MHAA meeting minutes.

Mr. Bob Campbell offered the following motion:

**RESOLVED, that the Authority approves the January 9, 2020 meeting minutes as presented (R-100).**

The motion was seconded by Mr. Pete Leshner and approved unanimously.

### **Ratification of Executive Committee Decisions from April 2020**

Resolution R-200 to Ratify the April 2 and April 9, 2020 Actions Taken by the Executive Committee

Mr. McCord asked the Authority to consider and ratify the six actions taken by the MHAA Executive Committee since the full Authority last meet in January 2020.

Mr. McCord asked Ms. Ruffner to summarize each of the actions.

### **Emergency Grant Award – Sandy Spring Museum (Montgomery County Heritage Area)**

Ms. Ruffner explained that the Sandy Spring Museum suffered building damage due to fire and discovered a mold problem in their building in quick succession in January of 2020. She said that the necessary repairs entailed work on the ceilings and floors, as well as the replacement of the Museum's security system. Since the work was extremely urgent, the Museum, after talking with MHAA staff, determined that they would complete the work immediately and seek an MHAA

grant award for \$36,017 that would be retroactive to January 2020, if approved. The Executive Committee approved the emergency grant award for “Emergency Fire and Mold Remediation,” at their meeting on April 2, 2020.

Mr. Campbell added that this grant request was a straightforward emergency request that the organization needed to respond to immediately. He said that the Committee wanted to clarify whether the organization’s insurance company would pay for any items included in the application budget, and upon receiving confirmation that the grant would not duplicate insurance payments, the Committee was comfortable approving the grant request.

Ms. Ruffner thanked Mr. Campbell for the clarification.

### **Allow Non-Profit Grantees to Repurpose Existing Grants for COVID-19 Emergency Operating Costs**

Ms. Ruffner explained that when the COVID-19 public health crisis started, MHAA staff and the local heritage areas began hearing from their partner organizations about the impacts that the crisis was having on their organizations’ operations and financial stability. MHAA staff conducted a survey of Maryland heritage sites to better understand the impacts and put together a memo of recommendations.

The recommendations included allowing current MHAA nonprofit grantees, in coordination with MHAA staff, to amend a current grant project scope to reallocate unexpended MHAA grant funds to uses that are the most crucial to the organization’s continuing operations during the public health crises. The Executive Committee voted to accept this recommendation.

### **Allow Non-Profit Mini-Grantees to Repurpose Existing Grants for COVID-19 Emergency Operating Costs**

Ms. Ruffner explained that another recommendation was to allow heritage areas that currently have mini grant funds to allow their sub-grantees to use these funds for emergency operating expenses. The Executive Committee voted to accept this recommendation.

### **MHAA Delegation of Authority to MHAA Administrator to Award COVID-19 Emergency Operating Grants**

Ms. Ruffner explained that the MHAA Executive Committee also voted to allow eligible nonprofit entities to apply for emergency operating grants and to delegate authority to the MHAA Administrator to award these COVID-19 Emergency Operating Grants in order to expedite processing. The Committee agreed on the criteria and process to be used to make the awards.

Ms. Ruffner also mentioned that the Executive Committee endorsed one other action that MHAA staff had the authority to undertake without action from the Authority: extending all outstanding reporting and project completion dates by 90 days immediately.

Mr. Wayne Clark complimented the Executive Committee and MHAA staff on their swift actions to address partner organizations' needs in the ongoing public health crisis.

Ms. Nita Settina agreed that these actions seem to be essential.

**Emergency Grant Award and Montgomery County Boundary Amendment Approval – Scotland Church (Montgomery County Heritage Area)**

Ms. Ruffner reported that the Scotland A. M. E. Zion Church suffered a flood in July 2019 and requested \$100,000 in grant funds for structural stabilization, sitework, and a conditions assessment. The church was located outside the boundaries of the Montgomery County Heritage Area at the time of the request. The Montgomery County Heritage Area and Montgomery County requested a programmatic boundary amendment to include the parcel on which the church sits.

Ms. Ruffner reported that the Executive Committee recommended full funding for the grant request, stipulating that the funds should come from FY 2021 MHAA funds and that they should be applied retroactively, meaning that any eligible expenses incurred after the date when the boundary amendment was approved could be included in the grant budget.

Ms. Ruffner said that a public hearing was held virtually via web conference call on April 30, 2020 regarding this boundary amendment. No public testimony was received. The Executive Committee approved the boundary amendment on May 26, 2020.

Mr. McCord asked for a motion to approve the actions taken by the Executive Committee.

Mr. Pete Leshar made the following motion:

**RESOLVED, that the Authority ratifies the following actions taken by the Executive Committee at meetings on April 2, and April 9, 2020, and via email vote:**

**Approval of a Fiscal Year 2020 emergency grant from the Maryland Heritage Areas Authority Financing Fund in an amount not to exceed \$36,017 to the Sandy Spring Museum for emergency fire and mold remediation, with eligible costs allowable beginning January 6, 2020.**

**Approval of a Fiscal Year 2021 emergency grant from the Maryland Heritage Areas Authority Financing Fund in an amount not to exceed \$100,000 to the Scotland African Methodist Episcopal Church for a Conditions Assessment Report and emergency structural stabilization and rehabilitation of the Scotland AME Zion Church, with eligible costs allowable beginning the date of the approval of an amendment to the boundary of the Montgomery County Heritage Area (May 26,2020).**

**Authorization for non-profit grantees and mini-grantees and MHAA staff to amend current grant project scopes to reallocate unexpended MHAA non-capital grant or mini-**

**grant funds to eligible uses crucial to the organization's continuing operations during the COVID-19 public health crisis that were incurred . between March 5, 2020 and 90 days following the end of the State of Emergency.**

**Delegation of authority to the MHAA Administrator to award COVID-19 MHAA Emergency Grants consistent with the Process and Review Criteria for COVID-19 MHAA Emergency Grants endorsed by the Executive Committee.**

**Approval, in accordance with Sections 13-1008(10) and 13-1111(m) of the State Finance and Procurement Article of the Code of Maryland, and COMAR 14.29.03.06C of the request by the Montgomery County Heritage Area and Montgomery County to amend the boundaries of the Montgomery County Heritage Area to include the Scotland Church at 10902 Seven Locks Road, Potomac, MD.**

Ms. Elizabeth Fitzsimmons seconded the motion and it was approved unanimously.

Mr. Campbell commended the MHAA staff on their work to facilitate the actions taken by the Executive Committee.

Mr. McCord echoed Mr. Campbell's comments.

Mr. Cucuzzella reminded Mr. McCord to be sure to ask for verbal abstentions for each vote in this web conference setting.

Mr. McCord thank Mr. Cucuzzella and asked for any abstentions on the previous resolution vote (R-200). Hearing none, Mr. McCord concluded that the motion had passed with no abstentions.

**MANAGEMENT REPORT** (Jennifer Ruffner, MHAA Administrator)

**MHAA Financing Fund Report**

Ms. Jennifer Ruffner reported that, as of July 1, 2020 the current available balance in the MHAA Financing Fund was \$249,627. Not counting FY21 MHAA Emergency Grant funds, the balance is \$119,627. For FY21, \$130,000 had been set aside for MHAA Emergency Grants, but only \$30,000 remains as a result of the Executive Committee's action to award \$100,000 to Scotland Church out of FY21 emergency funding.

Ms. Ruffner observed that the balance that remains in the financing fund now is largely the result of grants or portions of grants from previous fiscal years that have been returned recently, including one from Charles County from FY14 that was returned in full.

### **FY 2020 Grants Processing (Ennis Smith)**

Ms. Ennis Smith reported that of the 124 grants awarded in FY20, including the 15 Reserve List grants, all 124 have been fully processed by the Office of the Attorney General (OAG), MHT grants staff, and MHAA staff. She thanked OAG and MHT grants staff for their assistance. Currently, 116 of these grants are active, six are already completed, and two were cancelled. Both cancelled grants were associated with the Williamsport C & O Canal Visitor Center project, which the National Park Service has said is no longer moving forward.

Ms. Ruffner noted that we will be reporting on the FY21 grants processing at the next meeting.

### **FY 2020 COVID-19 Emergency Response Report**

Ms. Ruffner reported that, in May of 2020, MHAA awarded 59 matching grants for COVID-19 Emergency Operating, totaling \$600,440. Grant requests for this funding received by the May 1, 2020 deadline totaled over \$1.5 million. Three MHAA members (Lisa Challenger, Amy Seitz, and Elizabeth Hughes) volunteered to review and score the grant requests in accordance with the criteria established by the MHAA Executive Committee. The group met virtually on May 11, 2020 to make final award determinations. The maximum award was \$20,000 and the smallest grant awarded was just \$600. The grantees are permitted to use the funds and their required match for operating expenditures incurred between March 5, 2020 and 90 days after the state of emergency is rescinded by the State of Maryland.

Ms. Ruffner thanked MHT, MHAA, and OAG staff, whom she reported worked diligently to process all 59 grant agreements before the end of FY20. She also said that grantees are receiving lump sum payments for their entire grant award.

Dr. Marty Baker commended all those involved for their hard work.

### **Introduction of New MHAA Assistant Administrator**

Ms. Ruffner introduced Andrew Arvizu, who started work as MHAA's new Assistant Administrator on May 27, 2020. She shared that Andrew recently completed a master's degree in public history from the University of Maryland, Baltimore County and that they previously worked as Heritage Coordinator for the Patapsco Heritage Greenway, gaining valuable knowledge of the Maryland Heritage Areas program in that role.

Mr. Arvizu said hello to the MHAA members.

Ms. Ruffner underscored how happy MHAA staff is to have Mr. Arvizu joining the MHAA team.

Mr. McCord echoed Ms. Ruffner's welcome.

### **Program Impact Study Update**

Ms. Ruffner reported that she has been in touch with Parker Philips, the consultants working on the study, and that they are moving forward. Each heritage area will be receiving their own standalone report and social media graphics. Many heritage areas have already received drafts of their individual reports. Parker Philips had also promised to provide training and talking points related to explaining the methodology behind the reports. Ms. Ruffner reported that the overall study has taken longer than Parker Philips first estimated, and there have been several unexpected delays long the way.

She also noted that Parker Philips will be producing a set of program metrics that will be used to collect data about the program on an ongoing basis, which were shared with MHAA members in April. Parker Phillips recommends hiring a consultant annually to complete the data analysis for these metrics.

Ms. Ruffner said she hopes Parker Philips will have completed drafts of all deliverables by the next MHAA meeting in October 2020 and will be able to present the drafts at that point to MHAA.

Mr. Clark said that the timing of the study, before the COVID restrictions were in place, was fortunate.

### **Marketing Working Group Update**

Ms. Ruffner reported that MHAA members and heritage area directors have volunteered for this group, and the group will convene as soon as the program impact study is concluded.

### **Racial Equity Working Group Update**

Mr. Ruffner reported that staff is compiling a list of potential facilitators for this working group and planning to launch the group soon. MHAA staff has been in contact with the commissioners of Maryland's ethnic and cultural commissions who volunteered to participate in early 2020, and they are willing to convene virtually, if needed.

### **MARYLAND COALITION OF HERITAGE AREAS (MCoHA) REPORT (Lucille Walker, Co-Chair, MCoHA)**

Ms. Walker acknowledged the difficult times that many of the Maryland Heritage Areas Program's partner sites are facing. She thanked MHAA and MHAA staff for their quick actions to try to help address some of the economic challenges.

Ms. Walker reported that the heritage area directors appreciated the opportunity to "be in the room" for the virtual review meetings held by the Grants Review Panel.

## **ACTION ITEMS**

### **Resolution R-300 to Approve a Request by the Heart of the Civil War Heritage Area and Carroll County to administratively amend the boundaries of the Heart of the Civil War Heritage Area**

Ms. Ruffner explained that the Carroll County Farm Museum is listed in the management plan for the Heart of the Civil War Heritage Area, but MHAA staff discovered this spring that only a portion of the Museum's property, which straddles jurisdictions, is included in the heritage area's boundary. This action would enlarge the Heart of the Civil War Heritage Area's boundary to include the entire Carroll County Farm Museum property.

Mr. Campbell made the following motion:

**RESOLVED, that the Authority approves—in accordance with Sections 13-1008(10) and 13-1111(m) of the State Finance and Procurement Article of the Code of Maryland, and COMAR 14.29.03.06C – the request by the Heart of the Civil War Heritage Area and Carroll County dated March 6, 2020 to administratively amend the boundaries of the Heart of the Civil War Heritage Area to include the entire Carroll County Farm Museum property at 500 S. Center Street, Westminster.**

Mr. Lee Towers seconded the motion.

Mr. McCord called for a vote and for any abstentions.

The motion passed unanimously with no abstentions.

### **Resolution R-400 to Approve a Request by the Patapsco Valley Heritage Area and Baltimore and Howard Counties to amend the boundaries of the Patapsco Valley Heritage Area**

Ms. Ruffner explained that this request was for a programmatic boundary amendment, which required a public hearing. The virtual hearing was held on April 17, 2020. Public comment was accepted via email and mail up to May 1, 2020. The areas to be added are additional portions of Patapsco Valley State Park, Granite National Register Historic District and related historic sites, Cherry Hill AUMP Church, the Nike Missile Base, the Woodstock Inn, the Howard County Conservancy and adjacent parcel, western Ellicott City, the Guinness Brewery, and Baltimore County's Southwest Area Park and adjacent connections to Baltimore City.

Mr. Ruffner shared that one piece of public testimony was received regarding the boundary amendment, and it was written in support of the amendment.

Mr. Clark made the following motion:

**RESOLVED, that the Authority approves—in accordance with Sections 13-1008(10) and 13-1111(m) of the State Finance and Procurement Article of the Code of Maryland, and COMAR 14.29.03.06C – the request by the Patapsco Valley Area and Baltimore and Howard Counties dated April 2020 to amend the boundaries of the Patapsco Valley Heritage Area to include additional portions of Patapsco Valley State Park; Granite National Register Historic District and related historic sites; Cherry Hill AUMP Church; the Nike Missile Base; the Woodstock Inn; the Howard County Conservancy and adjacent parcel; western Ellicott City; the Guinness Brewery; and Baltimore County’s Southwest Area Park and adjacent connections to Baltimore City.**

Dr. Baker seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions

Resolution R-500 to Approve a Request by the Baltimore State and National Heritage Area and Baltimore City to amend the boundaries of the Baltimore State Heritage Area.

Ms. Ruffner explained that this request was for a programmatic boundary amendment, which required a public hearing. She also emphasized that this action, if taken by MHAA, will only update the Baltimore State Heritage Area boundary, not the Baltimore National Heritage Area’s boundary.

Ms. Ruffner reported that this was an extensive boundary amendment, which will encompass Highlandtown, Oliver-Johnston Square, Greenmount West, Coldstream-Homestead-Montebello, Clifton Park, Mount Washington, Greektown, Pimlico Racetrack / Pimlico Good Neighbors, Herring Run Park, Morgan State University, Morgan Park, and Lauraville Historic District. She reported that the virtual public hearing was held on June 23, and that five pieces of written testimony were received by the July 7, 2020 deadline.

The majority of the five pieces of testimony were in support of the boundary expansion. One testimony author contended that the Oliver and Johnson Square neighborhoods were already included in the Baltimore State and National Heritage Areas’ boundaries. Upon examination of the existing map, MHAA staff determined that the Oliver and Johnson Square neighborhoods were not included in the original boundaries. This amendment will resolve the issue – at least in part – by including those neighborhoods in the Baltimore State Heritage Area’s boundary moving forward.

Mr. McCord said that the public hearing held on June 23 was very well-done and that the materials submitted were extensive.

Ms. Seitz made the following motion:

**RESOLVED, that the Authority approves—in accordance with Sections 13-1008(10) and 13-1111(m) of the State Finance and Procurement Article of the Code of Maryland, and**

**COMAR 14.29.03.06C – the request by the Baltimore State and National Heritage Area and Baltimore City dated December 2019 to amend the boundaries of the Baltimore State Heritage Area to include portions of the following neighborhoods and areas: Highlandtown, Oliver-Johnston Square, Greenmount West, Coldstream-Homestead-Montebello, Clifton Park, Mount Washington, Greektown, Pimlico Racetrack / Pimlico Good Neighbors, Herring Run Park, Morgan State University, Morgan Park and Lauraville Historic District.**

Mr. Campbell seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions

Mr. Campbell shared that he greatly enjoyed the virtual tour that was a part of the June 23 public hearing and that he was impressed with the sites that have just been added to the heritage area.

Resolution R-600 to Approve Changes to the Matching Requirements for MHAA Grants

Ms. Ruffner reported that at the last MHAA meeting in January 2020, MHAA had a detailed discussion about making changes to the program's current matching fund policy, which required grant applicants to provide a minimum of 75% cash match and no more than 25% in-kind match for the required grantee contribution for each MHAA grant. There was consensus among MHAA members at the January meeting that the current requirements were more rigorous than other similar grant programs, that these requirements have been a barrier for potential applicants, and that they should be changed. However, there was not consensus on what the updated matching requirements should be. Mr. McCord directed the Executive Committee to take up the matter before MHAA's next meeting and to present a potential solution, or alternative solutions from which to choose, to MHAA at their next meeting.

Ms. Ruffner further reported that the Executive Committee met virtually on March 6, 2020. They decided to only consider solutions that worked with the existing MHAA statute, which requires a one to one match for all grants, and they approved two options for potential matching requirements, which are as follows:

1. Remove all prescribed percentages from the matching requirement and allow MHAA grants to be matched with any combination of cash and/or in-kind non-state support, as is appropriate for the project.

OR

2. For grants under \$20,000, remove all prescribed percentages from the matching requirement and allow to be matched with any combination of cash and/or in-kind non-state support, as is appropriate for the project, and for grants over \$20,000, require at least 20% of the match to be cash non-state support.

There was discussion of the pros and cons of the proposals, with most comments in support of the first option. MHAA staff also voiced support for the first option.

Mr. McCord said that, as a result of the COVID-19 public health crisis situation, many organizations have diminished economic capacity. He said that given these concerns, the current economic circumstances, and the concerns about barriers that the match requirements have presented in the past, he now favors the first proposal to eliminate all prescribed percentages and accept any combination of cash and/or in-kind non-state support, as is appropriate for the project.

Mr. McCord called for a motion.

Mr. Clark made the following motion:

**RESOLVED, that the Authority approves changes to the matching requirements for MHAA grant from a required 75% cash match and a maximum 25% in-kind match to remove all prescribed percentages from the matching requirement and allow MHAA grants to be matched with any combination of cash and/or in-kind non-state support, as is appropriate for the project.**

Mr. Burton Kummerow seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions

Resolution R-700 to Approve Additional Measures in Response to the COVID-19 Pandemic

Ms. Ruffner summarized a second series of COVID-19 Response recommendations made by MHAA staff to MHAA. She explained that this first recommendation is to allow FY 21 mini-grants awarded by the local heritage areas to be utilized for COVID-19 emergency operating costs incurred between March 5, 2020 and 90 days following the end of the State of Emergency, and, in addition, to allow any current MHAA grantees (FY 20 or earlier) who have not already converted MHAA project grants to continue to do so as well if needed.

She said that the Coalition Maryland Heritage Areas supports this recommendation.

She reported that the second recommendation was to allow all FY 21 grantees to take advantage of the changes in matching requirements voted on by MHAA today. This also had the support of the Coalition. A survey of FY 2021 MHAA applicants conducted in June showed that 66% said that this change would be helpful for their project. Heritage area management entities have also voiced concerns about being able to meet the 75% cash match requirement for their FY 2021 grants.

Mr. Ruffner reported that the third recommendation was to allow grantees to use up to \$20,000 of FY 21 project grant awards for COVID operating costs. The survey of applicants showed support among applicants for this change.

Ms. Ruffner said that the fourth recommendation was to set aside additional funding from FY 21 project grant funds to be used for COVID-19 emergency operating grants. She said that the MHAA staff are less supportive of this recommendation after seeing the high quality of MHAA project grants that the Grants Review Panel have recommended for FY 21 funding.

Ms. Ruffner said that the Coalition has voiced concerns about this fourth recommendation and invited Ms. Walker to comment on the recommendation. Ms. Walker said that the strength of the MHAA program is in the project grants that are funded and urged MHAA to fully fund the recommendation list presented by the Grants Review Panel, rather than diverting funding to additional FY 21 COVID-19 emergency operating grants.

Ms. Ruffner reported that the fifth recommendation was to issue another blanket 90-day extension for all reporting and project completion deadlines for those grantees operating under an order restricting activities in a portion of the heritage area, if the Governor's State of Emergency or a grantee's local jurisdictions' COVID-19 restrictions extend into August 2020. She said that this action will allow MHAA grantees to focus on pressing issues that their organizations may be facing, rather than worrying about upcoming grant deadlines.

There was discussion of the proposed actions, including discussion of alternate sources of emergency operating funding that will become available from the Maryland Department of Commerce and the Maryland Department of Housing and Community Development.

There was consensus to approve actions one, two, three, and five, excluding the fourth action to set aside additional funding from FY 21 project grant funds to be used for COVID-19 emergency operating grants.

Mr. Clark made the following motion:

**RESOLVED, that the Maryland Heritage Areas Authority concurs with the following recommendations made by MHAA staff in the June 16, 2020 memo titled "Request for MHAA to consider Phase 2 COVID Relief Measures":**

- **Allow FY 21 mini-grants awarded by the local heritage areas to be utilized for COVID-19 emergency operating costs incurred between March 5, 2020 and 90 days following the end of the State of Emergency. In addition, allow any current MHAA grantees (FY 20 or earlier) who have not already converted MHAA project grants to continue to do so as well if needed.**
- **Allow all FY 21 grantees to take advantage of the changes in matching requirements voted on by MHAA today.**
- **Allow grantees to use up to \$20,000 of a FY 21 project grant award for COVID operating costs.**
- **If the Governor's State of Emergency or a grantee's local jurisdictions' COVID-19 restrictions extend into August 2020, issue another blanket 90-day extension for all reporting and project completion deadlines for those grantees operating under an order restricting activities in a portion of the heritage area.**

Dr. Baker seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions.

Resolution R-800 to Approve Revision to the Reserve List Policy to Remove References to the Technical Advisory Committee

Ms. Ruffner reported that in January 2019, MHAA passed the Reserve List Policy and that this policy now needs to be updated because it references the Technical Advisory Committee reviewing MHAA grant applications. The Technical Advisory Committee no longer reviews MHAA grant applications, under the new Grants Review Panel model that has been implemented.

Mr. Leshner made the following motion:

**RESOLVED, that the Maryland Heritage Areas Authority approves revision of the Reserve List Policy dated January 10, 2019 (the “Policy”) to implement the replacement of the Technical Advisory Committee with the Grants Review Panel. References in the Policy to the “Technical Advisory Committee” will be replaced with the “Grants Review Panel.”**

Mr. Campbell seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions.

Resolution R-900 Regarding an Emergency Grant Request for Roof Repair by the Town of Rock Hall (Stories of the Chesapeake Heritage Area)

Ms. Ruffner reported that when the MHAA Executive Committee met on April 2, 2020, they considered an MHAA Emergency Grant request from the Town of Rock Hall in the Stories of the Chesapeake Heritage Area. She reported that the request was for \$85,000 for “Museum Roof Replacement,” explaining that the town had discovered the roof was leaking on their Town Hall building, which serves a number of functions, including housing a small history museum. The grant request would specifically fund replacement of the roof over the portion of the building that houses the museum. She said that the town had not provided documentation of their match and noted that the Maryland Department of Housing and Community Development was also reviewing a request for funding a portion of the project.

Ms. Ruffner further explained that a portion of the budget would cover costs for a study to determine the cost of the interior renovations and another portion would fund exterior roof repairs over the museum area of the building. The request notes that insurance will be covering the interior renovations.

At the April 2 meeting, the Committee decided to defer action on the grant proposal as written to the July meeting of the full Authority. They discussed that they would reconvene to consider a request for emergency funding to relocate and/or safeguard the artifacts and documents in the Town of Rock Hall's museum if the Town decides to put forth such a request. MHAA staff had not to-date received an updated request.

There was discussion.

Mr. Campbell voiced his concerns that the repairs to the roof could be characterized as deferred routine maintenance.

Ms. Owings, Director of the Stories of the Chesapeake Heritage Area, said that the local heritage area's review team felt torn regarding this proposal. They had concerns, but also recognized Rock Hall's limited resources to make the repairs without outside funding.

There was discussion.

Mr. Clark made the following motion:

**RESOLVED, that the Authority does not approve a Fiscal Year 2021 emergency grant from the Maryland Heritage Areas Authority Financing Fund to the Town of Rock Hall for roof repairs at 5585 Main Street, Rock Hall.**

Mr. Campbell seconded the motion.

Mr. McCord called for a vote and for abstentions.

Mr. Settina abstained, noting that she had not discussed the request with the Secretary of the Maryland Department of Natural Resources.

The motion, not to fund the grant request, passed with no nays and one abstention.

Resolution R-1000 to Approve Funding Requests: FY 2021 Maryland Heritage Areas Authority Management Grants

Ms. Ruffner reported that, under the new Grants Review Panel model, MHAA reviews the heritage area management entities' management grants applications directly. Since MHAA's April 2020 meeting was canceled, she said MHAA was not able to discuss and refine this review process for the FY 2021 management grant applications, and MHAA may want to tweak this process for next year. She said this discussion item will be on the agenda for the October 2020 MHAA meeting.

Ms. Ruffner summarized that, for the FY 2021 grants, MHAA members were asked to use the same scoring rubric that the Technical Advisory Committee had previously used to score MHAA

management grant applications. She asked for discussion and recommendations on funding the management grants for FY 2021.

There was discussion.

Dr. Baker made the following motion:

**RESOLVED, that the Authority approves funding for thirteen FY 21 management grants as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2021” (the “Chart”), attached hereto and made part of Resolution R-1000 for the management of certified heritage areas, including Anacostia Trails (Maryland Milestones), Annapolis, London Town and South County (Four Rivers), Baltimore National, Canal Place (Passages of the Western Potomac), Heart of Chesapeake Country, Heart of the Civil War, Lower Eastern Shore (Beach to Bay), Lower Susquehanna, Montgomery County, Mountain Maryland Gateway to the West, Patapsco Valley, Southern Maryland and Stories of the Chesapeake Heritage Areas.**

Mr. Daniel Spedden seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions.

Resolution R-1100 to Approve Funding Requests: FY 2021 Maryland Heritage Areas Authority Grants

Mr. McCord invited Mr. Anthony “Tony” Spencer, who chaired the Grants Review Panel, for the FY 2021 review process, to present the Panel’s recommendations.

Mr. Spencer thanked MHAA and all those attending the meeting. He described that this was the first year of the newly formed Grants Review Panel and that the panel was made up of 19 other members who represented both community members, State agencies, and the Governor’s ethnic and cultural commissions.

He said the panelists come from across the state with at least one reviewer who lives or works in each of the 13 heritage areas. They have a wide range of backgrounds and bring a broad list of areas of expertise to the table. Each grant application was reviewed and scored by three panelists. The average of those scores became the basis for the initial ranking, which, combined with the local ranking, resulted in the final ranking you see on the colored chart titled “FY21 Recommendation Chart with Panel Comments.”

Mr. Spencer noted that the panel held two virtual meetings on June 15 and June 22. The heritage area directors sat in on and participated in both sessions as well. On the first day, each heritage area director made a brief presentation on their own heritage area priorities. Over the course of the first afternoon and the second full day of review, the panel discussed the applications

received. Recommendations were made for Full Funding, Partial Funding, and Reserve List projects.

Mr. Spencer said that when projects were placed on the Reserve List, or not recommended for funding, the panel's comments were used to provide feedback for the applicants, which you see on the Recommendation Chart. The review sessions were two long days, and the virtual medium presented its own challenges, but the panelists were enthusiastic and provided valuable comments and insight on projects, as did the heritage area directors, who were able to answer questions that arose during the panel discussions.

He noted that many of the panelists, a number of whom are new to the heritage area program, shared how valuable they found the experience to be, and how much insight it gave them into the heritage tourism resources of the state.

He said that he welcomed questions about the process, or about specific recommendations.

Mr. McCord thanked Mr. Spencer and all the panelists for their hard work.

There was discussion.

Mr. Clark made the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves funding of the following FY21 grants designated as "Full Funding" or "Partial Funding" (the "Grants Recommended for Funding"), as detailed and in accordance with the amounts and terms set forth in the chart titled "Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2021" (the "Chart"), attached hereto and made part of Resolution R-1100: 4 marketing grants for the marketing of certified heritage areas (CHAs); 10 block grants; and 82 project grants for projects and activities within the CHAs (not including the grants approved by separate resolutions for projects in which Authority members have an interest). If additional funding becomes available through an additional spending authorization of funds in the Maryland Heritage Areas Authority Financing Fund, the Authority approves funding of the additional 46 grants designated as the "Reserve List Grants" on the Chart, in the order in which they appear in the final ranking set out in "FY21 Recommendation Chart with Panel Comment." The Grants Recommended for Funding and the Reserve List Grants are collectively referred to as the "Resolution R-1100 Grants").**

**AND BE IT FURTHER RESOLVED, that the provision contained in the policy titled "Temporary Policy for Maryland Heritage Areas Authority (MHAA) Marketing Grants" dated January 25, 2019, prohibiting heritage area management entities and their partner Destination Marketing Organizations from having multiple, concurrent open marketing grants, is suspended for all FY 2021 Marketing Grant awards because of delays in implementing planned marketing activities due to the COVID-19 related State of Emergency declared by Governor Hogan on March 5, 2020.**

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

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon grant recipients (the “Grantee(s)”) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations, no later than October 31, 2020 and prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof satisfactory to Authority staff. Disbursements of grant funds may not exceed the lesser of: (i) the amount of the grant award; or (ii) the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement.**

**AND BE IT FURTHER RESOLVED, that the MHAA staff is authorized to prepare any documents necessary or useful in order to carry out the grants approved by the Authority in conformance with the terms set forth in the Chart. Staff is further authorized to make minor adjustments to the scopes of work, timetables, and budgets set forth in the Chart and the grant applications, including the allocation of Authority grant funds to specific line items in the project budgets, and the required amounts of matching funds. Such adjustments shall be made in compliance with MHAA statutes and regulations, and shall not materially alter the work, activities or products of the grant project as approved by the Authority.**

Mr. Spedden seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions.

**FY 2021 MARYLAND HERITAGE AREAS AUTHORITY GRANTS APPROVED BY RESOLUTIONS R-1200 through R-1600 (COLLECTIVELY, THE “SEPARATE GRANT APPROVAL RESOLUTIONS”) ARE APPROVED BY SEPARATE RESOLUTIONS EXCLUDING RECUSED AUTHORITY MEMBERS WITH CONFLICTS OF INTEREST**

Ms. Ruffner explained that the following grant approval resolutions must be approved separately from the full list of recommendations to allow for abstentions from specific MHAA members who have identified conflicts of interest.

**THE FOLLOWING SEPARATE GRANT APPROVAL RESOLUTIONS ARE ALSO SUBJECT TO THE CONDITIONS CONTAINED IN THE “FURTHER RESOLVED” CLAUSES OF RESOLUTION R-1100 CONCERNING: SUSPENSION OF MARKETING POLICY PROVISION PROHIBITING CONCURRENT OPEN GRANTS, AVAILABILITY OF FUNDING, SATISFACTORY DOCUMENTATION OF CASH MATCH AND IN-KIND CONTRIBUTION, AND STAFF AUTHORIZATION TO**

**PREPARE GRANT DOCUMENTS AND MAKE MINOR ADJUSTMENTS TO GRANT TERMS.**

Resolution R-1200 to Approve Funding Request: FY 2021 Maryland Heritage Areas Authority Grant to the National Trust for Historic Preservation in the United States for the “Documenting Chesapeake Watershed Sites and Landscapes Important to African Americans” project

Mr. Leshar made the following motion, from which Elizabeth Hughes would have been recused. However, Ms. Hughes was not in attendance.

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the National Trust for Historic Preservation in the United States for the project titled “Documenting Chesapeake Watershed Sites and Landscapes Important to African Americans” under the Maryland Heritage Areas Authority Grant Program, as detailed and in accordance with the amounts and terms set forth in the Chart.**

Mr. Kummerow seconded the motion.

Mr. McCord called for a vote and for abstentions.

The motion passed unanimously with no abstentions.

Resolution R-1300 to Approve Funding Request: FY 2021 Maryland Heritage Areas Authority Grant to the Chesapeake Bay Maritime Museum, Inc. for the “CBMM Expansion of Library & Collections Facility” project

Mr. Leshar recused himself from any discussion.

Ms. Seitz made the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Chesapeake Bay Maritime Museum, Inc. for the project titled “CBMM Expansion of Library & Collections Facility” under the Maryland Heritage Areas Authority Grant Program, as detailed and in accordance with the amounts and terms set forth in the Chart.**

Mr. Spedden seconded the motion.

Mr. McCord called for a vote and for abstentions. Mr. Leshar abstained.

The motion passed unanimously with one abstention.

Resolution R-1400 to Approve Funding Request: FY 2021 Maryland Heritage Areas Authority Grant to Maryland Historical Society for the “Civil Rights Exhibition” project

Mr. Leshar recused himself from any discussion.

Mr. Kummerow made the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Maryland Historical Society for the project titled “Civil Rights Exhibition” under the Maryland Heritage Areas Authority Grant Program, as detailed and in accordance with the amounts and terms set forth in the Chart.**

Ms. Seitz seconded the motion.

Mr. McCord called for a vote and for abstentions. Mr. Leshner abstained.  
The motion passed unanimously with one abstention.

Resolution R-1500 to Approve Funding Request: FY 2021 Maryland Heritage Areas Authority Grant to Historic St. Mary’s City Foundation, Inc. for the “Historic St. Mary’s City Master Plan 2021” project.

Mr. Kummerow recused himself from any discussion.

Dr. Baker made the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Historic St. Mary’s City Foundation, Inc. for the project titled “Historic St. Mary’s City Master Plan 2021” under the Maryland Heritage Areas Authority Grant Program, as detailed and in accordance with the amounts and terms set forth in the Chart.**

Mr. Spedden seconded the motion.

Mr. McCord called for a vote and for abstentions. Mr. Kummerow abstained.

The motion passed unanimously with one abstention.

Resolution R-1600 to Approve Funding Request: FY 2021 Maryland Heritage Areas Authority Grant to Heart of the Civil War Heritage Area, Inc. for the “FY 2021 Marketing Grant” project

Mr. Spedden recused himself from any discussion.

Ms. Seitz made the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves a grant to the Heart of the Civil War Heritage Area, Inc. for the project titled “FY 2021 Marketing Grant” under the Maryland Heritage Areas Authority Grant Program, as detailed and in accordance with the amounts and terms set forth in the Chart.**

Ms. Settina seconded the motion.

Mr. McCord called for a vote and for abstentions. Mr. Spedden abstained.

The motion passed unanimously with one abstention.

**MHAA MEMBER ANNOUNCEMENTS AND HERITAGE AREA DIRECTORS' ANNOUNCEMENTS**

Mr. Marcavitch, Executive Director of the Maryland Milestones (Anacostia Trails) Heritage Area, shared that his organization recently welcomed a new staff member: Grace Davenport.

Ms. Kristen Goller, Board President of the Beach to Bay (Lower Eastern Shore) Heritage Area, shared that Ms. Lisa Ludwig is no longer with the heritage area, and the Executive Board is currently managing the heritage area as they prepare to search for a new Executive Director.

Ms. Elizabeth Shatto, Executive Director of the Heart of the Civil War Heritage Area, shared that her heritage area in collaboration with the Coalition of Maryland Heritage Areas will be hosting a conversation about race, equity, social change, and the roles museums can play with special guest Spencer Crew – Interim Director of the Smithsonian's National Museum of African American History and Culture – on September 22, 2020. She asked that MHAA members and meeting attendees save the date for this virtual conversation.

Ms. Settina, Superintendent of the Maryland Park Service, reported that Maryland's State Parks have filled to capacity 130 times this year, as of July 5, 2020. They have welcomed a record number of visitors this year.

Dr. Marty Baker of the State Highway Administration announced that MDOT has been partnering with several state and local agencies on a set initiatives centered on the importance of walking and walkability in Maryland for the Month of October. The Departments of Planning, Commerce, and Natural Resources, along with others are on board to participate in a series of walk-related events and webinars related to the Department of Health's long-running "Walk Maryland Day" (Oct 7th) – with an expanded walk-related agenda throughout the month, which they're calling "Walktober." Heritage Area Directors and others are welcome to contact Dr. Baker with ideas for any walk-related events (e.g. walking tours, etc.) that may be appropriate to highlight in the Heritage Areas, as part of this effort.

Ms. Kim Folk of the Mountain Maryland Gateway to the West Heritage Area announced that Deep Creek Lake is celebrating its 95<sup>th</sup> anniversary this year on August 13 to 16, 2020. She will be sharing more details as it approaches.

**MHAA CHAIRPERSON ANNOUNCEMENTS /UPDATES** (Robert S. McCord, Secretary, MD Department of Planning and Chair of the Maryland Heritage Areas Authority)

Mr. McCord reminded everyone to complete their U.S. Census forms if they had not already done so. He said that Maryland is currently ranked 12<sup>th</sup> in the nation in terms of state-wide response rate, and that he would like to see Maryland break into the top ten.

**ADJOURN**

Mr. McCord thanked everyone for attending the virtual meeting and for their active discussion.

Mr. Campbell motioned to adjourn the meeting. Dr. Baker seconded, and the motion was approved unanimously.

Mr. McCord adjourned the meeting at approximately 12:35 pm.