

Prince George's County Historic Property Grant Program Guidelines

Adopted by the Prince George's County Planning Board May 8, 2008
REVISED July 21, 2016

Mission Statement

Grants from the Prince George's County Historic Property Grant Program are designed to preserve, protect and enhance historic properties; encourage others to preserve, protect and enhance historic properties; and to promote interest in and the study of historic properties. Grants will be awarded for the rehabilitation, restoration, preservation, or acquisition of historic property. The following definitions of rehabilitation, restoration and preservation will be followed in this program:

1. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
2. Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.
3. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)¹

Funding Source

The Prince George's County Historic Property Grant Fund is supported by funds appropriated in the Planning Department's annual budget, subject to availability of funds. These funds are awarded by the Planning Board as **Capital Grants** with recommendations from the Historic Preservation Commission. The grant cycle corresponds to the Prince George's County fiscal year (July 1 to June 30).

Program Administration

The grant program is administered by the Prince George's County Planning Department of The Maryland-National Capital Park & Planning Commission.

Grant Range

Applicants may apply for and receive matching grants up to \$50,000 per project. A 10% match is required.

¹National Park Service, U.S. Department of the Interior, Technical Preservation Services – *The Secretary of the Interior's Standards for the Treatment of Historic Properties*

Eligibility

Applicants

Prince George's County Historic Property Grant award applicants must be:

- Individuals
- Nonprofit organizations and foundations
- Political subdivisions

Eligible properties

- Located in Prince George's County, and
- Residential, commercial, institutional, agricultural, or other types of property that are listed in the current *Prince George's County Historic Sites and Districts Plan*, or
- National Historic Landmarks, or
- Properties individually listed in the National Register of Historic Places, or
- Contributing resources in either a locally designated historic district or a National Register Historic District, or
- Properties determined eligible by the Historic Preservation Commission for inclusion in the current *Prince George's County Historic Sites and Districts Plan* or determined eligible by the Maryland Historical Trust for inclusion in the National Register of Historic Places either individually or as a contributing resource in a historic district

Eligible Activities

- Acquiring Historic Properties
- Preserving Historic Properties
- Restoring Historic Properties
- Rehabilitation of Historic Properties

Ineligible Activities

- New Construction, with the exception of reconstruction that recreates vanished or non-surviving portions of a property for interpretive purposes
- Rehabilitation work that is already underway at the time of application or has been previously completed
- Projects that do not conform to *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
- Projects required for compliance with federal, state, or Prince George's County regulations

Grant Application Procedures

Applications

Grant applicants are not prohibited from applying for and receiving grant funds outside of this program (i.e., a Prince George's County Planning Board Capital Grant and a Prince George's County Non-Capital Grant) within a single grant cycle. The grant cycle corresponds to the Prince George's County fiscal year (July 1 to June 30).

All work supported by previous Prince George's County Historic Property Grants must be satisfactorily completed and grant expenses fully reimbursed prior to submission of a new grant application. Grant recipients can only apply every two years for a given property.

Grant applications must be submitted using the Prince George's County Historic Property Grant Program application form.

Submittal Deadlines

Deadlines will correspond to the announcement of fund availability.

Selection Process

The selection process is competitive. Applicants are encouraged to develop proposals carefully. M-NCPPC historic preservation staff will be available for consultation during the grant preparation/application process. The staff will compile the applications for review by the Historic Preservation Commission. The Historic Preservation Commission, upon the recommendations of its Grant Committee, will review all applications and make its recommendations to the Planning Board.

Grant Committee

A five-member grant committee may be appointed by the Historic Preservation Commission Chairman. The Chairman may invite representatives of non-profit organizations to serve on the committee, or may use its own members as the committee. The grant committee will review the applications and make award recommendations to the full Historic Preservation Commission.

Selection Criteria

The following 12 criteria, grouped into three categories to be applied through the rating and ranking and weighted as listed and with a potential score of 100, will be used to evaluate and select projects for funding, on a competitive basis, that meet the purposes and priorities of the grant program:

Historic Property (40 points)

1. Historical and cultural significance of the resource(s); 0-10 points
2. Urgency of the need for financial assistance; 0-5 points
3. Extent to which the property would expand the cultural/historical diversity of properties within the current funding year; 0-5 points
4. Extent to which the property would expand the diversity of resource types within the current funding year; 0-5 points.
5. Extent to which the project would contribute to the equitable geographic distribution of grant funds across the County within the current funding year; 0-10 points

6. Located within the boundary of a Neighborhood Reinvestment Area; 0 or 5 points

Project (35 points)

7. Retention of historically significant material or details; 0-15 points
8. Potential for long-term resource preservation provided by the project; 0-15 points
9. Extent to which the project could stimulate or promotes other preservation activities; 0-5 points

Project Management (25 points)

10. Readiness of the applicant to initiate and complete the project; 0-10 points
11. Administrative capability of the applicant; 0-10 points
12. Demonstrated community interest and support (via letters of support); 0-5 points

Grant Award Conditions

1. All work must conform to The Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
2. All work must conform to the Prince George's County Historic Preservation Ordinance and policies.
3. Successful applicants will be required to sign a Historic Preservation Easement Contract substantially in the form included with the application agreeing to the conditions of the program.
4. Grant recipients shall convey a perpetual Historic Preservation Easement substantially in the form included with the application to The Maryland-National Capital Park and Planning Commission after the grant is awarded and before any funds are disbursed.
5. Grant money is distributed incrementally as reimbursements upon receipt of properly documented expenditures and photographs of completed work items.
6. Grant recipients must commit in writing to submit the subject individual property for inclusion in the *Prince George's County Inventory of Historic Resources* as a Historic Site.
7. Capital grant funded work must be performed by licensed and insured contractors. Grant recipients must provide adequate assurance, as approved by the Commission, that the work will be completed within the approved budget. Projects must be completed within two years of recordation of the easement.
8. A match of a minimum of ten percent (10%) is required; the provision of in-kind matches of

labor and materials are permitted. The match may consist of cash, donated services, or use of equipment. It may be raised and spent during the grant period; it does not have to be “in the bank” prior to the award of the grant.

9. Grant recipients must provide proof of availability of all funds as set forth in their budget.
10. Costs for work funded by grant funds are not eligible for the Prince George’s County Historic Preservation Tax Credit.
11. Any materials or publicity produced in relation to the project must include the following citation for capital grants: “Funding for this project was provided in part by The Maryland-National Capital Park and Planning Commission, Prince George's County with the recommendation of the Prince George’s County Historic Preservation Commission.”