PRINCE GEORGE'S COUNTY
HISTORIC PRESERVATION COMMISSION
NON-CAPITAL GRANT PROGRAM
POLICIES, PROCEDURES, AND GUIDELINES
Revised April 20, 2021

I. **Introduction**. The Prince George's County Historic Preservation Commission's Non-Capital Grant Program (Grant Program) provides grants to support projects that identify, preserve, promote, and protect the historic, cultural, and archeological resources of Prince George's County for the benefit of the public and to encourage the revitalization of communities. These grants are intended to help produce and disseminate information, stimulate public discussion about preservation, make technical expertise accessible, and encourage community partnerships. The Grant Program can be used to pay for the costs of professional services such as preservation and planning consultants, planning studies, design work, and educational, outreach, and conservation projects involving architectural, archeological or cultural resources.

The Grant Program provides three categories of grant awards 1) up to $5,000; 2) between $5,000 and $25,000; and 3) up to $5,000 for maintenance of threatened, "abandoned" historic cemeteries. Grant awards are provided to nonprofits, municipalities, individual owners, or contract purchasers of eligible properties in Prince George's County and for eligible projects identified herein. Grant awards up to $5,000 are considered Mini-Grants and no match is required; grants above $5,000 (up to $25,000) require a 50% match for any amount over $5,000 in either cash or in-kind contributions (for example, a grant award of $5,500 will require a match of $250, 50% of the $500 value of the award that exceeds $5,000). At its discretion, the HPC may also provide funding through this program to protect and preserve other historic cemeteries.

The Non-Capital Grant Fund is sponsored by the Prince George's County Government and administered by the County's Historic Preservation Commission (HPC) and The Maryland-National Capital Park and Planning Commission, Countywide Planning Division's Historic Preservation Section (M-NCPPC).

II. **Program Requirements**. Architectural and archeological research, survey and documentation projects must be consistent with the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* or the *Standards and Guidelines for Archeological Investigations in Maryland* and the Prince George's County Planning Board's *Guidelines for Archeological Review*.

Those performing architectural and archeological research, and survey and documentation projects must meet the minimum requirements of the Secretary of the Interior's *Professional Qualification Standards* under 36 CFR 61.

For projects involving only one historic property (i.e. Historic Structure Reports, preservation/restoration plans, feasibility studies, etc.), the subject resource must be a designated Prince George's County Historic Site, Historic Resource, Historic District or a contributing resource therein or must be listed in the National Register of Historic Places as a contributing resource or must be determined by the Director of the Maryland Historical Trust (MHT) to be eligible for such listing.

For projects focused on the dissemination of information such as a lecture, workshop, conference, tour, or public event, funds cannot be used to defray the cost of attending such an event but rather the production, implementation, and promotion of such an event. Event-related expenses cannot be used to defray food and beverage expenses but can be used for hard costs such as equipment or venue rental and speaker honoraria. For projects with GIS or spatial data development components, the recipient must provide copies of all databases, image files and GIS files developed under the grant to M-NCPPC.

III. **The Application Process**. Applications will be submitted to the HPC and copies of submitted applications will be forwarded to the HPC-appointed Non-Capital Grant Committee ("Grant Committee") to review and evaluate applications and recommend grant awards. The Grant Committee will evaluate each application based on recommendations from HPC staff. The recommendations of the Grant Committee will be forwarded to the HPC, which will vote on the Grant Committee's recommendations at a public meeting. Projects will then be funded based on availability of funds. Some projects may not be funded; some projects many not receive the full amount requested.

IV. **Eligible Applicants**. An organization seeking funds must have historic preservation, heritage tourism, genealogy, history, or archeology among its primary and motivating purposes, and/or must be the owner or contract purchaser of a designated county Historic Site, Historic Resource, a contributing resource in a locally designated Historic District, and/or a contributing resource in a National Register Historic District or determined eligible for listing in the National Register by MHT. Eligible applicants may include:
   A. Municipal governments within Prince George's County;
   B. 501(c)(3) educational institutions within Prince George's County;
   C. 501(c)(3) charitable organizations, as defined by the Internal Revenue Code, whose purposes include preserving the county's history, preservation, or acquisition of historic properties, structures, facilities, sites, areas, or objects for preservation purposes. Charitable organizations submitting applications must include up-to-date documentation of their tax-exempt status. Organizations must be incorporated and operating for at least two consecutive years prior to the submission of the grant application (except for those nonprofit organizations established specifically for the purpose of historic preservation or organized for the benefit of preserving an individual property. Eligible charitable organizations must serve a public educational purpose and have bylaws, membership, elected officers, and conduct regularly scheduled meetings.
   D. Religious organizations organized and incorporated under the laws of the State of Maryland conducting business within Prince George's County. The corporation shall be organized exclusively for religious, charitable, or educational, purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
   E. Residents of Prince George's County or contract purchasers of eligible property within Prince George's County.

V. **Ineligible Applicants**. Organizations and others that are *not* eligible to apply include:
   A. Museums and historic sites operated by M-NCPPC;
   B. Museums and historic sites operated by county, state or federal government agencies;
   C. For-profit organizations or corporations; and
   D. County, state, or federal governments.

VI. **Ownership of Project Properties**. The applicant must hold the property in fee simple ownership; or if the applicant is not the owner, the applicant must be able to provide evidence of a ratified contract for purchase, or the consent of the owner.

VII. **Eligible Activities**. The following eligible activities are broadly defined and include examples of the kinds of projects that may be considered for funding. Eligible activities generally include, but are not limited to, the following:
   A. Plans and Reports. The preparation of architectural plans, designs, specifications, and cost estimates.
   B. Cultural Resource Surveys. Surveys may be organized by municipal limits, by historic theme, or by property or site types. Grants may be used to prepare documentation associated a determination of eligibility for the National Register and for designation as a Prince George's County Historic Site. Examples of projects include historic sites surveys; architectural surveys; archeological surveys; and thematic surveys.

C. Planning and Project Development Assistance. Grants are available for support for developing strategies for the preservation, restoration, or rehabilitation of a Historic Site or Resource. Grants are for predevelopment studies and planning for eligible properties. Community, municipal or regional preservation plans are also eligible for funding. Eligible planning activities include, but are not limited to:

    i. Hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan;

    ii. Hiring a preservation planner to produce historic district design guidelines or community pattern book;

    iii. Preparation of preservation plans for a municipality or neighborhood;

    iv. Hiring an organizational development consultant to facilitate a strategic planning retreat for the board of a nonprofit preservation organization;

    v. Hiring a real estate development consultant to produce an economic feasibility study for the adaptive reuse of a threatened resource;

    vi. Historic American Buildings Survey/Historic American Engineering Record documentation;

    vii. Sponsoring a community forum to develop a shared vision for the future of historic preservation in the neighborhood;

    viii. Preparation of preservation plans for the treatment of archeological sites; and

    ix. Preparation of plans for adaptive use of historic properties.

D. Inventory of historic resources and maintenance of comprehensive records of these resources (e.g., database development).

E. Archeological reports and/or surveys and/or reports that identify potential locations of archeological sites. Projects can take the form of surveys, excavations, and artifact analyses, National Register Nominations, preservation and management plans. Archeological activities may not be associated with county, state or federal compliance projects.

F. Engineering reports.

G. Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources.

H. Preparation of nomination forms for the National Register in accordance with the MHT standards, guidelines and documentation requirements. Examples of projects include nominations for individual historic properties and districts; multiple prope1ty nominations; and nominations for archeological sites.

I. Pre-development reports to provide the historical, architectural, and archeological research necessary to properly and adequately document both the historic significance and the existing physical condition of the materials and features of a property or site. Pre-development work must be performed to ensure projects are historically appropriate.

J. Plans for historic districts which may include recommendations for streetscape improvements, landscaping, traffic flow, parking, building use, guidelines for new construction, and gateways.

K. Development and publication of design guidelines for planning and reviewing changes to locally designated historic properties and new construction in historic districts.

L. Community education initiatives related to a historic property or site. Funding is available for the development of programs such as lectures, workshops, conferences, tours, and public events along with associated educational material s related to eligible properties or projects in order to actively engage the public.

M. Public Programs. Funding may be requested for the research, development and execution of public programs that present some aspect of the Prince George's County life, history or culture. Examples of projects include interpretive exhibits; interpretative signs or plaques; special programs and commemorative events; website/web application development; walking and driving tours; wayfinding (the process of using spatial and environmental information to find our way in the built environment); and publications.

N. Research and Writing. Funding to support original research and scholarly writing on some aspect of county life, history and culture leading to publications, public programs or exhibits. Examples of projects include research and writing and oral and documentary histories.

O. The curation of artifacts, archives and collections;

P. School Programs. Funding may be requested for the development or implementation of school-related projects dealing with some aspect of Prince George's County life, history and culture which encourages collaboration between teachers and preservation organizations, history organizations and museums. Examples of eligible education and outreach activities include: sponsoring a workshop related to historic preservation issues in the community; sponsoring workshops related to historic building restoration and rehabilitation work and green technology/energy efficiency issues for owners of historic properties; curriculum projects and teacher's guides relating to historic preservation or community heritage for schoolchildren; scholarly research on neighborhoods to be presented to the public-at-large; and producing heritage education materials directly related to architectural, archeological or cultural resources, ranging from publications to multimedia presentations;

Q. Abandoned Cemetery Maintenance. Funding up to $5,000 may be requested for non-capital preventative maintenance of cemetery grounds to protect archeological remains, human remains, and burial markers from damage caused by vegetation overgrowth, dead trees, and other hazards. These funds are not be used for larger projects or for the "brick and mortar" maintenance of monuments, fences, or other structures, but can include certain types of cleaning. "Abandoned cemeteries" are defined as cemeteries that, over time, have been separated from their original owner(s) and are cemeteries for which no legally responsible party can be found. These cemeteries can be formerly church-owned or can be located on private property. These grant funds cannot be used to address compliance-related conditions such as those that arise from a development application, a fine, or a lien based on an identifiable lack of maintenance.

VIII. **Ineligible Activities**. The following activities and expenses are *not* eligible for funding under this program:

A. Non-Capital grant funds cannot be used for entitlement project requirements or other regulatory obligations.

B. Capital expenditures for building construction, "bricks and mortar" rehabilitation, restoration, preservation, stabilization, or mothballing of historic buildings;

C. Organizational overhead costs, including existing staff salaries;

D. Legal fees;

E. Charges for deficits or overdrafts;

F. Interest expenses (or other financing costs);

G. Damage judgments arising from construction or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise;

H. Projects that have been initiated prior to the date of the award;

I. Projects that serve a religious purpose or promote or advance the beliefs or interests of religious creeds or practices;

J. Endowments;

K. Acquisition of objects for collections;

L. Prizes and awards;

M. Lobbying-related expenses;

N. Projects associated with an organization's capacity-building activities;

O. Expenses for entertainment, including food and beverage;

P. Work including research and preparation of plans and reports performed outside the approved project period, including publication of previously completed manuscripts;

Q. Mitigation activities performed as a condition or precondition for obtaining a county, state or federal permit or license.

IX. **Grant Management**. An organization or individual seeking funds must demonstrate that they shall:

A. Monitor the expenditure of project funds to contractors, firms, and other organizations and submit receipts upon completion of the project;

B. Report mid-project to the HPC on project progress and verify expenditures to date to the Grant Administrator;

C. Prepare a statement showing the amount of cash, in-kind contributions, or combination thereof, comprising the organization's required dollar-for-dollar match;

D. Submit vouchers documenting the value of in-kind matching contributions at a rate of $25 per hour for professional assistance and $15 for all other persons involved in the project;

E. Submit a final project report before the disbursement of the final grant award amount.

X. **Grant Awards and Matching Requirements**. The actual number and size of grants will depend on available funding and the number and quality of proposals. The Grant Committee reserves the right to reject any and all proposals. Grant-supported project expenditures cannot begin until the successful applicant has received a fully executed Grant Agreement. For Mini-Grants, an initial grant installment payment of no more than 50% of the grant award will be made available upon execution of the Grant Contract.

For grants in excess of $5,000, a 50% match is required for each dollar over the first $5,000. This match may consist of cash, a grant award from other funders, an equivalent dollar value of in-kind contributions or a combination of all three. In-kind matches of labor and materials are permitted. The match may consist of cash, donated services, or the use of equipment. All in-kind services must be verified by a letter of support from the identified provider. Match funding may be raised and spent during the grant period. Applicants are encouraged to leverage funding opportunities by the pooling of resources among different funding streams to support cross-agency collaboration.

All eligible organizations and individuals have the option to submit an application at the funding level of their choice. The Mini-Grant is especially designed to provide competitive funding opportunities for smaller organizations and individuals with projects with a more limited scope.

All grant recipients must register as a vendor with the Maryland-National Capital Park and Planning Commission in order to receive any disbursements from grant awards, including the submission of an IRS form W-9. For each tax year in which reimbursement payments are made, M-NCPPC will issue the grant recipient an IRS Form 1099 to provide the total amount of award payments made that calendar year, which may impact your income tax liability. M-NCPPC employees do not provide tax advice, and it is recommended that you consult with your tax professional if you have any questions or concerns regarding possible tax liability.

XI. **Eligible Costs**. Grant funds must be used for costs *directly* related to research, survey, planning and educational activities involving architectural, archeological or cultural resources. Any costs included in the project budget must be justified in the project narrative. You must support your grant request costs with estimates/bids from professionals. You are encouraged to obtain as many bids as you like to compare price versus value, but you must include at least two bids for each work item with your application, with only one of those selected and reflected in your budget. Eligible costs include:

A. Consultant Fees: Consultant fees are eligible as lump sum contracts; however, the application and budget must detail and justify all work items included under the contract.
B. Contractual Services: Contractual services may include items such as photography, printing and production costs. The budget and project narrative must detail and justify these costs.
C. Materials and Supplies: The project narrative must detail these costs.
D. Travel: Mileage costs must be billed using current IRS Standard Mileage Rates. Other travel costs must be reasonable and appropriate for the geographic region.

XII. **Criteria for Evaluation**. Each grant application will be evaluated by Historic Preservation Section staff and the HPC Grant Committee on the merits of its methods, goals, and products, with careful attention to the budget and demonstrated experience and administrative capability of the applicant in managing grant funds. *Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of the grant program, the County's Historic Sites and Districts Plan, and the local preservation community*, and that the grant will be managed carefully in a professional manner. All grant applications will be presented to the HPC for approval. Grant applications will be evaluated using the following criteria:

A. **Project Impact/Educational Outreach Value**. The project stimulates or prompts other historic preservation projects or programs throughout the community, or raises awareness of historical, architectural, archeological, or cultural resources and promotes the preservation of such resources. (20 points)
B. **Significance**. The architectural, archeological, or cultural significance of the resource (National Register, local designation). (20 points)
C. **Innovation Value**. The project has potential to be a model and/or produce a unique product. (20 points)
D. **Urgency**. Resource imminently endangered. (10 points)
E. **Protective Value**. The project contributes to the long-term preservation, conservation, or documentation of the architectural, archeological, or cultural resources of the County. (20 points)
F. **Administrative/Professional Capability**. Personnel for the project has the necessary training, education, and experience to carry out specific project goals. The project sponsor and administrative personnel have a record of successfully administering grant monies, meeting project deadlines, and following established procedures. The grant application is filled out clearly and concisely. (10 points)

XIII. **Submittal Deadlines and Review Schedule**. At this time, completed applications will be accepted for review on a rolling basis. The Grant Committee will normally evaluate applications within 30 days in receipt. The Grant Committee shall submit its findings and recommendations to the HPC for review and approval at a regularly scheduled public meeting. The HPC will then make final approval on the grant awards. All applicants are notified of the HPC's decision within fourteen (14) days of final approval. At its discretion, the Historic Preservation Commission may establish more formal application submittal deadlines.

XIV. **Maximum Number of Awards**. Eligible applicants may apply for and may receive one grant at a time. Applicants may apply for an additional grant if a prior project has been success fully completed.

XV. **Conditions for Receiving Grant Funds**. All applicants selected for funding under this program must complete and sign a Grant Contract. The contract stipulates the scope of work and project schedule, as well as schedules for project reports and reimbursement requests. Recipients must agree to fulfill several other conditions relating to the grant program before any funding is disbursed. These include but are not limited to:

A. Project Timetable. It is expected that all work on funded projects will be complete d within 12 months of appropriation of grant funds. If a project has been delayed due to extenuating circumstances, a six-month extension may be granted at the discretion of M-NCPPC.

B. Accountability. Grant recipients shall have regulations and internal operating procedures in place prior to awarding grants.

C. Progress Reports. The applicant shall submit to the Grant Administrator an Interim and Final Report, outlining all work completed on the project. The Final Report shall be submitted with the final request for payment, together with appropriate work products.

XVI. **Procedure for Payment**. All grant recipients must register as a vendor with the Maryland-National Capital Park and Planning Commission in order to receive any disbursements from grant awards. To receive reimbursement, the grantee must submit itemized records, including copies of bills and invoices (stamped "paid"), of eligible expenditures to the Grant Administrator. The record submitted must itemize the cost of labor and materials, and describe the work performed. Reimbursement for the qualified itemized costs will be disbursed to the grantee upon review and acceptance by the Grant Administrator.

XVII. **Selection Process**. The selection process is competitive. The Grant Administrator will be available for consultation during the grant preparation/application process. The Grant Administrator will compile the applications to review for completeness. The Grant Committee will make recommendations of awards to the HPC, which will be reviewed and approved by the HPC at a regularly scheduled public meeting.