

Prince George's County Historic Property Grant Program Guidelines

Adopted by the Prince George's County Planning Board May 8, 2008

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 M-NCPPC.

Grant Range

Applicants may apply for and receive matching grants up to \$100,000.00 per project. A 10% match is required.

¹ National 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 currently listed in the *Prince George's County Historic Sites and Districts Plan*, or
- National Historic Landmarks, or
- Sites 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 *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 the final report submitted and accepted prior to submission of a new grant application.

Grant applicants are encouraged to contact M-NCPPC historic preservation staff to discuss their proposed project and application requirements before award of another grant.

Grant applications must be submitted using the Prince George's County Historic Property Grant Program application form. An original and five (5) copies of the submission must be mailed to:

Prince George's County Historic Property Grant Program Coordinator
Historic Preservation Section, M-NCPPC Planning Department
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772
(T) 301-952-3680

Submittal Deadlines

Deadlines will correspond to the announcement of fund availability.

Emergency Grants

Emergency grants are made available from the grant funds. Up to twenty percent (20%) of the total grant funds may be reserved during each grant cycle at the discretion of the Planning Board to help meet emergency needs that may arise countywide. Emergency needs are immediate needs that arise because of unpredictable or unforeseen threats to properties such as emergency stabilizations and repairs associated with weather- and/or fire-related damages, imminent demolition or substantial alterations, the acquisition of a threatened property, site or collection, or archeological data recovery for at-risk historic resources (other than that required by the county's development process). Emergency grants are available on a first-come, first-served basis throughout the cycle. Requests for emergency funding must be accompanied by a grant application form and include all requested appropriate supporting information associated with a non-emergency application.

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 to review for completeness, and prepare recommendations to the Historic Preservation Commission. The Historic Preservation Commission, upon the advice 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 Historic Preservation Commission 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 recommendations to the full Historic Preservation Commission.

Selection Criteria

The following criteria, to be applied through the rating and ranking and the appropriate weight of each criteria as finally determined by the Planning Board, will be used to evaluate and select projects for funding, on a competitive basis, that meet the purposes and priorities of the grant program:

1. Relative historical and cultural significance of the resource(s)
2. Urgency of the need for financial assistance
3. Provision for long-term resource preservation
4. Administrative capability of the applicant
5. Extent to which the project stimulates or promotes other preservation activities
6. Educational value of the project
7. Demonstrative and innovative value of the project
8. Demonstrated community interest and support (via letters of support)
9. Readiness of the applicant to initiate and complete the project
10. Extent to which the project contributes to the equitable geographic distribution of the grant funds across the county
11. Retention of more extensive and/or original material or details

Grant Award Conditions

The following conditions must be met for each grant award:

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 prior to the award of the grant.
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 at the time the grant is awarded and before any funds are disbursed.

5. A final report, financial accounting of the grant expenditures, and photographic documentation (when appropriate) must be submitted to the Historic Preservation Section, Prince George's County Planning Department within six months of the conclusion of the project.
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."

For more information on the Prince George's County Historic Property Grant Program, contact:

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Upper Marlboro, MD 20772
(T) 301-952-3520