



FY2024 Historic Property Grant Instructions

For copies of these Instructions and the Application visit <http://pgplanning.org/466/Grants>

or call 301-952-3680 TTY 301-952-4366

GRANT WORKSHOPS

Four virtual grant workshops will be held for those interested.

Monday, August 14, 2023, from 2:00 p.m.–3:30 p.m.

Saturday, August 26, 2023, from 9:30 a.m.–11:00 a.m.

Tuesday, September 5, 2023, from 9:30 a.m.–11:00 a.m.

Thursday, September 21, 2023, from 6:00 p.m.–7:30 p.m.

All workshops will be hosted online via GoToMeeting. **For Participation links and dial-in numbers, please complete the registration form at:** <https://forms.office.com/r/DHWGFZqkui>

DEADLINE. The application period is from August 1 to October 13, 2023. Staff will review applications for errors and omissions. Applicants will have the opportunity to submit a revised final application by November 17, 2023. **You must submit an application by the October 13 deadline for your final application to be considered. No new applications will be considered after October 13, 2023.**

INTRODUCTION. The Historic Property Grant Program is administered in accordance with the Annotated Code of Maryland, Land Use Article, §26-101-107 by the Historic Preservation Section, Prince George's County Planning Department, on behalf of the Prince George's County Planning Board. The program's purpose is to assist in the protection, preservation, and enhancement of historic properties by awarding historic property grants. The size of an individual grant can be up to \$50,000 out of the **\$400,000** total available funds.

ELIGIBLE PROPERTIES. Eligible properties must be located in Prince George's County and must be designated a County Historic Site *or* listed in the National Register of Historic Places (National Register) *or* qualify as a contributing property within a National Register or local historic district. Properties can also be deemed eligible by the Historic Preservation Commission (HPC) the Maryland Historical Trust *or* by being listed on the National Register. Properties owned by The Maryland-National Capital Park and Planning Commission (M-NCPPC) are not eligible. If you are unsure of the property's status, please contact staff at 301-952-3680 before completing the application. Applications for properties with outstanding permit violations or Prince George's County HPC violations will be disqualified, as will prior grant awardees from within the last two funding years and/or who have remaining unexpended grant funds.

ELIGIBLE APPLICANTS. Eligible applicants include individuals, nonprofit organizations, and political subdivisions (incorporated municipalities). Neighborhood associations or

groups without nonprofit status are not eligible. Applicants with outstanding Prince George's County permit violations or outstanding Prince George's County HPC violations will have their application disqualified.

ELIGIBLE ACTIVITIES. Grants will be awarded for the acquisition, preservation, rehabilitation, or restoration of historic property.

INELIGIBLE ACTIVITIES. Ineligible activities include: previously completed rehabilitation work or rehabilitation work that is underway, new construction (except for reconstruction that recreates non-surviving portions of a property for interpretive purposes), landscaping (including the installation and/or maintenance of plant material, sidewalks, fences, walls, driveways, or water features, except for the preservation of historic man-made objects or features), projects that do not conform to the Secretary of the Interior's *Standards for Treatment of Historic Properties*, and projects required to correct a violation of federal, state, county, or municipal regulations.

ELIGIBLE EXPENSES. Eligible expenses are those directly associated with the rehabilitation or acquisition of the property. Predevelopment costs necessary to prepare the application (such as fees for architectural plans or structural/conditions assessments) are not eligible.

INELIGIBLE EXPENSES. Ineligible expenses are those not directly associated with the rehabilitation or acquisition of the property. These include (but are not limited to) costs for acquisition, landscaping (including the installation and/or maintenance of plant material, sidewalks, fences, walls, driveways, or water features, except for preservation of historic man-made objects or features), plaques, signage, archeology, insurance premiums, attorney's fees, and lending costs.

SELECTION CRITERIA. The information in the application is used to evaluate and select projects for funding. See pages 4–5 for a detailed description of how applications are scored and

how to address these scoring criteria. Grants are awarded on a competitive basis.

STANDARDS. All work must conform to both the Secretary of the Interior's *Standards for the Treatment of Historic Properties* <https://www.nps.gov/tps/standards.htm> (or see page 6) and the Prince George's County Historic Preservation Ordinance and policies https://library.municode.com/md/prince_george's_county/code_s/code_of_ordinances?nodeId=PTIITI17PULOLAPRGECOMA_S_UBTITLE_29PRHIRE.

MATCH. A minimum 10 percent match is required; 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 award of the grant.

CONTRACT. Successful applicants are required to sign a contract agreeing to the conditions of the program before the award of the grant. Timely execution of grant contracts allows M-NCPPC to encumber the money to fund the program. Award recipients must sign the contract within 30 days from the grant award notification letter date or the award will be withdrawn and awarded to the next qualified application.

DESIGNATION. Properties awarded grants must be designated as Prince George's County Historic Sites. Historic Sites are subject to Subtitle 29 of the County Code, wherein the Prince George's County HPC must review and approve exterior changes.

EASEMENT. Grant recipients must convey a perpetual historic preservation easement on the property to M-NCPPC after the grant is awarded. The easement must be recorded in the County land records before funds are disbursed. Thereafter, changes to the property must be reviewed and approved by M-NCPPC in perpetuity.

COSTS ASSOCIATED WITH EASEMENT. If you are awarded a grant, the costs for property surveys, title certifications, mortgage subordinations, and M-NCPPC attorney's fees for settlement will be paid for with a portion of your grant award, up to \$3,000. Costs greater than \$3,000 must be approved by the Planning Board. Closing costs for properties without mortgages average \$600. Closing costs for properties with one or more mortgages average \$1,100. A property survey can cost from \$300 to \$1,000. If you have questions about whether you will need a property survey, please contact M-NCPPC staff at 301-952-3680. Applicants are advised to contact their lender(s) well in advance to ensure the lender's amenability to loan subordination. If you have tax liens/judgments against your property, these debts must be satisfied, and releases obtained at your own expense.

DISBURSEMENT OF FUNDS. Grant funds are *not* advanced to applicants. Reimbursements will be made only after the award recipient has conveyed a perpetual historic preservation easement to M-NCPPC. Funds will be reimbursed upon receipt of acceptable paid invoices and photo documentation of completed work. All work is subject to inspection by M-NCPPC staff. Reimbursements will be made only for expenses

incurred; if your project costs are less than your award, the balance will be absorbed back into the program.

TIME FRAME. The easement must be recorded within 18 months of signing the grant contract. Projects must be completed within two years of the date of easement recordation. Grant work cannot be initiated until the grant contract is signed and the easement is recorded, which can take 8-12 months from the application period or longer, depending on the specifics of the property.

LICENSES. Licensed contractors must perform capital grant-funded work. Contractors must be approved by M-NCPPC and must have demonstrated preservation skills and/or experience as applicable.

CITATION. Any materials or publicity produced in relation to the project must include the following language 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."

HOW TO COMPLETE THE APPLICATION. An application packet consists of two documents: these instructions and the application itself. The application can be completed and saved on a personal computer using Adobe Acrobat Reader DC, which is available at no cost on the internet. **The application and accompanying materials must be submitted electronically.** To send the application, you can use FTP servers, cloud storage services (Dropbox, Google Drive, Microsoft OneDrive, etc.), or attachments via email. **If you need to send multiple emails due to attachment size, please use the same subject line on all messages** so they can easily be grouped. **Clearly label your attachments and list them in the body of your first email**, so that staff can readily confirm receipt of all intended attachments or discover if any are missing. **No hard copies of applications will be accepted this year. Completed applications must be sent by 11:59 p.m. Eastern Time on October 13, 2023**, to the following email address:

HistoricPreservation@ppd.mncppc.org

Please reference "Historic Property Grant Program Application" and your historic property's name or street address in the subject line of your email submission.

Questions? Call 301-952-3680

After October 13, 2023, applications will be reviewed by staff for completeness. Applicants will be notified of any omissions and can resubmit a revised application by November 17, 2023. **No new applications will be accepted after October 13, 2023. Revised, final applications must be sent by 11:59 p.m. Eastern Time on November 17, 2023.**

COMPLETING THE APPLICATION

1. Name and location of historic property. Provide the historic and/or the current name of the property (many historic properties have names such as "The Smith Building;" if your

property has no name, write n/a) and the street address, city, and ZIP code.

2. Photographs. In addition to a character-defining photograph of the property attached to/inserted on the front page of the application, submit no more than six one-sided pages of high-resolution images that document the property and the portions of it related to your project. **Each page must be labeled with the name and address of the property, the date the photos were taken, and a brief description of what each photo captures (e.g., "east side" or "close-up of chimney").** Other image documentation might include copies of historic photographs, if available/applicable. All images submitted become the property of M-NCPPC and may be used by M-NCPPC to publicize its programs and activities via print and the internet. A sample of how to prepare your photographic documentation is included at the end of these instructions. Photos can be smaller than 4 x 6 but should be of good quality.



You are photo-documenting the property and project for people who are unfamiliar with them. Photos help explain your property and project.

3. Amount of funding requested. Provide the amount of funding (up to \$50,000) you are requesting. This number must be identical to the Total Grant Request in your budget. This number is not your "Total Project Cost." Do not request more than \$50,000. Please note that the Grant Committee and other reviewing bodies reserve the right to reduce grant awards from the total request by any amount deemed necessary to allow for greater distribution of funds in a given grant cycle.

4. Application contact information. Provide the name, address, direct telephone number, and direct email of the contact person for the application. It is very important to have a designated person who can provide timely responses to inquiries from staff. Complete this section even if the owner and applicant are the same.

5. Project description. Provide a succinct description of the work to be performed and how the proposed work addresses the current condition of the property.

EXAMPLE: "The exterior brick walls will be repointed with a lime-based mortar that is compatible with the original mortar in composition, color, and consistency. The windows will be scraped, receive new glazing compound, and be repainted. Storm windows will be added to the north side. The existing slate roof is an inferior type of slate, and the slates are heavily delaminated. It will be replaced with a new slate roof. The slates will be nearly identical in appearance to the original. Where water damage has occurred to the interior, the plaster will be selectively repaired, and the ceilings and walls repainted. The porch will be reconstructed based on an early-20th-century photograph of the property. With the exception of the slate roof, which has reached the end of its serviceable life, all original or early materials, such as the brick, windows, and interior plaster, will be restored rather than replaced."



Your project may not be as extensive as this example; the example is meant to show the detail needed for several different types of rehabilitation and restoration issues.

6. Budget. An important purpose of the budget is to evaluate the administrative capability of each applicant. An example of a detailed work-cost breakdown is provided below. Your budget must be specific to your project. In order to provide for an equitable Countywide distribution of grant funds, the Planning Board may make grant awards smaller than the amount requested. Your project should be broken out into separate work items if there is more than one.

WORK ITEMS	GRANT	APPLICANT CONTRIBUTION (10% MATCH)			TOTAL PROJECT COSTS:
		CASH	IN-KIND	DONATED	
Masonry repairs and repointing	\$5,500	\$1,500		\$100	\$7,100
Window repairs	\$11,000		\$1,100		\$12,100
Slate roof replacement	\$24,000	\$2,400			\$26,400
Settlement Costs	\$500				\$500
Property Survey	\$500				\$500
TOTAL GRANT REQUEST:	\$41,500				\$46,600

In the example above, since the total grant request is \$43,000, the 10 percent match must be at least \$4,300. To check if your proposed match is sufficient, subtract the Total Grant Request (\$43,000) from the Total Project Cost (\$48,100). The result in this example is \$5,100, which is at least 10 percent of \$43,000. The match is sufficient.



Award recipients are not required to pay out-of-pocket for easement settlement costs. If you would like to pay the settlement costs yourself, you may do so and count them toward your 10 percent match requirement. The 10 percent match may be met at any time during the two-year reimbursement period but before final reimbursement. You may have to pay out-of-pocket costs for a property survey to define the area of land to be placed under easement; the cost of the survey is reimbursable once the easement is recorded or can be counted toward your match.



ABOUT CONTRACTOR ESTIMATES: “Sweat equity” is not a reimbursable expense. You must support your grant request costs with estimates/bids from professionals. Obtain as many bids as you like to compare price vs. value but **choose only one for each work item** and attach a copy of the estimate(s) directly after the budget page in your application. Grant reviewers are professionals with architecture, building trade, and preservation/restoration expertise. Applications with budgets unsupported by estimate(s) or that have unrealistic estimate(s) are likely to score poorly. Remember, the grant awards are competitive. Include estimate(s) directly after the budget page.

Funding Priorities and Selection Criteria

The following 12 criteria, grouped into three categories, are used to rate and rank projects for funding on a competitive basis. A maximum of 100 points is available. Applicants are not asked to address criteria in shaded boxes.

HISTORIC PROPERTY 0–40 points		
Historic and cultural significance of the resource(s) What is the historical and cultural significance of the property? Is its historic fabric intact, or has the character been eroded?	Urgency of need for financial assistance Is the property at risk because of development or deferred maintenance? Is there a special window of opportunity for the applicant to acquire or rehabilitate this property?	Historical and cultural diversity What is the extent to which the property would expand the cultural/historical diversity of properties within the current funding year?
0–10 points	0–5 points	0–5 points
Diversity of resource types Extent to which the property would expand the diversity of resource types within the current funding year.	Equitable countywide distribution of funds Extent to which the project would contribute to the equitable geographic distribution of the grant funds across the County within the current funding year.	Sustainable Communities Properties located in Sustainable Communities in Prince George’s County (as defined by the Maryland Department of Planning) receive five points.
0–5 points	0–10 points	0 or 5 points

PROJECT 0–35 points		
Retention of historically significant material or details If the property has more extensive and/or original materials, features, and finishes, is extra effort being expended in their retention?	Provision for long-term resource preservation How much concrete action is being taken in this project that will protect the property?	Extent to which the project could stimulate or promote other preservation activities Will the project stimulate or prompt other preservation projects or programs in the community or the County?
0–15 points	0–15 points	0–5 points

PROJECT MANAGEMENT 0–25 points		
Readiness to initiate and complete the project Can the project begin and finish on schedule? Will the applicant’s financial commitment be in hand when needed?	Administrative capability Does the applicant demonstrate a thoughtful and orderly approach to organizing information? Is the proposed project well-presented, and does it meet the goals of the program?	Demonstrated community interest and support Has the local community demonstrated interest in the project through letters of support?
0–10 points	0–10 points	0–5 points

7. Historic and cultural significance of the resource(s) (0–10 points). This is your chance to stress the unique qualities of your historic property. If your property is already a Prince George's County Historic Site, a good place to start is the 2011 *Illustrated Inventory of Historic Sites & Districts* and/or the property's Maryland Inventory of Historic Properties survey form, available at <http://mht.maryland.gov/digitallibrary.shtml>. Both are available online or through the Historic Preservation Section office. If your property is listed in the National Register of Historic Places, is a contributing property to a National Register Historic District, or to a Prince George's County Historic District, make sure to point that out. Make sure to highlight the cultural significance of your property as well.



Make sure to highlight any historic and cultural diversity that may be embodied by your property.

If your property has not been documented, you will have to do your own research. Provide the date of the property's original construction, if known, or give an approximate date. State the approximate dates of any major alterations or additions. For example, "Kitchen wing added c. 1890. Barn constructed c. 1910." Describe what you believe is historically and culturally significant about the property. For example, "Although built as a residence, it was used as a school briefly in the early part of the 20th century. During the 1940s and 1950s, it was the home of the popular author Jane Smith."

8. Urgency of need for financial assistance (0–5 points). Describe how the property may be endangered or whether there is a unique window of opportunity to undertake the project at this time, such as the availability of additional funding. Note that decisions concerning grants shall be made without regard to the financial status or annual income of the applicant. (Annotated Code of Maryland, Land Use Article, §26-105(f)(1).)



The remaining 0–25 points (out of 40) will be awarded for criteria that are property-based rather than project-based, and applicants cannot affect their status: historical and cultural diversity of the property (0–5 points), its diversity as a resource type (0–5 points), the equitable Countywide geographic distribution of properties (1–10 points), and whether or not a property is located within the boundary of a Maryland Department of Housing and Community Development "Sustainable Community." Led by the Planning Department, the Sustainable Communities Program is a place-based designation offering a comprehensive package of resources that support holistic strategies for community development, revitalization, and sustainability. The 2010 Sustainable Communities Act, which enables the program, defines Sustainable Community Areas as places where public and private investments and partnerships achieve: development of a healthy local economy; protection and appreciation of historical and cultural resources; a mix of land uses; affordable and sustainable housing and employment options; and growth and development practices that protect the environment and conserve air, water, and energy resources, encourage walkability and recreational opportunities, and where available, create access to transit. For more information and

a list of all DHCD-approved Sustainable Communities in Prince George's County, please visit <https://www.mncppc.org/3420/Sustainable-Communities>.

9. Retention of historically significant materials or details (0–15 points). If the property has more extensive and/or original materials, features, and finishes, is extra effort being expended in their retention? If it is, explain how it will be accomplished.

10. Long-term preservation (0–15 points). Describe what concrete actions are being taken as part of this project to protect the property. For example, replacing a deteriorated roof will contribute more toward long-term preservation of the property than painting the dining room.



Consider carefully what projects make a good historic property grant application. Ordinary property maintenance, however expensive or necessary, does not automatically make a strong grant project that could compete successfully against other—perhaps more compelling—projects.

11. Extent to which the project will stimulate or promote other preservation activities (0–5 points). The extent to which a given project will stimulate or promote other preservation activities is often embodied in the project and property itself, and this will be determined in the overall review of your application. However, if you can demonstrate that your project will accomplish these goals in a specific way, please describe it under this criterion.

12. Project readiness (0–10 points). Describe your readiness to initiate and complete the project. Do you have the funds necessary to begin immediately? Are you ready to start? Do you have a clear title to the property?

13. Administrative capability (0–10 points). Do you have previous experience managing preservation or rehabilitation projects? Are you a good manager and/or bookkeeper? Have you hired/managed contractors previously? Have you applied for and received other grants that you administered successfully?



Administrative capability is shown not only by a good response to Question 13; it will also be on display throughout the entire application. A high score for "Administrative capability" will be given for well-ordered applications where every question has been answered, the budget is fully detailed, each photo is labeled correctly, and every important piece of information has been provided. Remember, the grant awards are competitive.

14. Demonstrated community interest and support (0–5 points). This is your chance to show that others are involved or interested in your project. You can ask your mayor, senator, delegate, County Council representative, or other community leaders to provide support via a letter. Please include no more than five. It is not necessary to obtain five letters of support to achieve five points. Fewer, meaningful support letters (such as those from community leaders and stakeholders) are better than many letters from relatives, neighbors, or parishioners.

15. Certification. Read the conditions of the grant carefully. The property owner(s) must sign and date the application, and the owner(s) name, full address, and full contact information must be included. The owner(s) may indicate their ethnic origin as shown, but it is not a requirement.

16. Corporate Resolution. If the applicant is an entity rather than an individual (such as a nonprofit, religious

organization, or municipality), the person authorized to sign documents must sign under Section 16, and the authorized person's full contact information must be included. The authorized person's ethnic origin may be indicated as shown, but it is not a requirement.



The Secretary of the Interior's Standards for Rehabilitation

The standards are neither technical nor prescriptive but are intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources. For example, the standards cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the standards provide philosophical consistency to the work. The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes made to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features must be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

FAQs

Will my grant award be taxed?



It is possible that your grant award will be taxed; consult your tax professional. Award recipients must complete IRS Form W-9 so that M-NCPPC can issue reimbursement payments from the grant award. 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 payments made that calendar year.

What other expenses might grant award recipients incur?

If you do not hold a clear title to your property, you may have to pay to have it corrected. Settlement fees paid from grant funds do not include the costs necessary to obtain a clear title. Please see the Sample Preservation Grant and Easement Contract for details. Also, see "Costs Associated with the Easement" on Page 2 of this document.

I own my property through an LLC (Limited Liability Company). Am I eligible?

Yes. LLCs and LLPs are eligible because they are considered individuals. Properties held in trust are also eligible.

Can I use grant funds to rehabilitate outbuildings on my property?

Yes, provided the outbuildings contribute to the historic significance of the property. For example, a garage constructed within the last 20 years is not a historic resource eligible for grant funds. M-NCPPC staff can make eligibility determinations for these structures.

Are historic properties owned by churches and other religious institutions eligible?

Yes, however, grant funds can be applied to exterior work only.

What kinds of rehabilitation/preservation expenses are eligible for reimbursement?

Generally, costs directly associated with the historic preservation nature of the project are eligible. Costs not directly associated with the historic preservation nature of the project are not eligible. Such ineligible costs may include but are not limited to, signage, landscaping, site work, and archeology.

How often can I apply?

Grant recipients can apply every two years for a given property. Applicants who did not receive a grant in a given year are eligible to apply for a grant the next year.

Glossary

Easement. A legal right (in this case, given to a preservation organization or government entity) to use someone else's land for a specified purpose. The easement holder has the right to use the land only in the manner specified and the landowner retains legal title to the land. The easement legally binds the landowner and all future owners indefinitely to protect the history and character of the property subject to the easement. Grant recipients are required to donate an easement to M-NCPPC before funds are disbursed. Property owners may be eligible for a charitable contribution deduction from their federal income taxes for the value of the historic preservation easement.

Historic District. A geographically definable area, urban or rural, that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. Districts may be locally designated by the **HPC** and County Council or by the National Park Service for listing in the **National Register of Historic Places**.

Historic Site. Over 460 historic sites and 11 archaeological sites are protected by the Historic Preservation Ordinance of Prince George's County (Subtitle 29 of the County Code.)

Historic Preservation Commission (HPC). The Prince George's County HPC, appointed by the County Executive, administers the provisions of the Prince George's County Historic Preservation Ordinance, and the County's preservation tax credit program. The HPC's responsibilities are to protect the historic resources, Historic Sites, and Historic Districts listed in the County Inventory of Historic Resources.

M-NCPPC. The Maryland-National Capital Park and Planning Commission was created by the Maryland General Assembly in 1927 to develop and operate public park systems and provide land-use planning for the physical development of the great majority of Montgomery and Prince George's Counties.

National Register of Historic Places. The list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, or culture maintained by the Secretary of the Interior under the authority of the National Historic Preservation Act of 1966.

RANDOM FARM
1234 Main Street, Upper Marlboro, MD 20772
Date of photos: October 2017

SAMPLE



Southwest (front) elevation from Main Street, looking northeast.



Window "A" from interior, north elevation, showing damaged and missing muntins in both sash which will be recreated.



East elevation. Portion of stucco removed to show original drop siding underneath, which will be restored.