

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2008 Legislative Session

Resolution No. CR-5-2008

Proposed by The Chairman – (by request Planning Board)

Introduced by Council Members Dean, Bland and Turner

Co-Sponsors _____

Date of Introduction February 5, 2008

RESOLUTION

1 A RESOLUTION concerning

2 Prince George’s County Historic Property Grant Program – Guidelines

3 For the purpose of approving guidelines to implement the Prince George’s County Historic
4 Property Grant Program.

5 WHEREAS, CB-3-2008 proposes the establishment of an Historic Property Grant Program
6 (“the Program”) in Prince George’s County in order to promote the preservation of valuable
7 historic properties in the County; and

8 WHEREAS, the Program enhances historic preservation in the County through grants to
9 nonprofit organizations or foundations, political subdivisions, or individuals for the purpose of
10 acquiring, preserving, restoring, or rehabilitating historic properties in accordance with Sections
11 5-302 and 5-306 of Article 28 of the Annotated Code of Maryland; and

12 WHEREAS, Section 29-138 of CB-3-2008 requires the Prince George’s Planning Board of
13 the Maryland-National Capital Park and Planning Commission (“the Board”) to administer the
14 Program and submit Guidelines implementing the Program to the County Council for its
15 approval; and

16 WHEREAS, the Chairman of the Board has submitted draft Guidelines for the Prince
17 George’s County Historic Property Grant Program, attached hereto as Attachment A, for the
18 Council’s consideration and approval.

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NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's County, Maryland, that the Guidelines for the Prince George's County Historic Property Grant Program be and the same are hereby approved.

BE IT FURTHER RESOLVED that this Resolution shall be effective on and after the date of its adoption.

Adopted this _____ day of _____, 2008.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
David C. Harrington
Chair

ATTEST:

Redis C. Floyd
Clerk of the Council

Attachment A

Prince George's County Historic Property Grant Program Guidelines

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. These funds are awarded by the Planning Board as **Capital Grants** with recommendations from the Historic Preservation Commission.

Program Administration

The grant program is administered by the Prince George's County Planning Department of the M-NCPPC.

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*

Grant Range

Note: Grants are subject to the availability of funds.

Applicants may apply for matching grants up to \$100,000.00.

Eligibility

Applicants

- Prince George's County Historic Property Grant award applicants must be:
- Individuals
- Nonprofit organizations and foundations with a stated mission of preservation
- 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 or has been previously completed
- Projects that do not conform to *The Secretary of the Interior's Standards for Rehabilitation*
- Projects required for compliance with federal, state, or Prince George's County regulations

Grant Application Procedures

Applications

Grant applicants may apply for more than one type of grant (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) 301-952-3520

Submittal Deadlines

March 1, 2008, June 1, 2008, September 1, 2008 (FY09)

Note: Emergency Grants are available year round, as described below*

*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 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 year. 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 Grants Committee, will review all applications and make its recommendations to the Planning Board.

Grants Committee

A five-member Grants 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 Grants Committee will review the applications and make recommendations to the full Historic Preservation Commission.

Selection Criteria

The following criteria, as applicable, 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 *Memorandum of Understanding* agreeing to the conditions of the program prior to the award of the grant.
4. Grant recipients shall convey a perpetual preservation easement 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/approved contractors. Projects must be completed within two years of grant approval.
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. 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:

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) 301-952-3520