

**MARYLAND HISTORICAL TRUST**

**MARITIME HERITAGE GRANT PROGRAM**

**GRANT MANUAL**

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# Project Contacts

Each grant will be assigned to a project monitor who will work directly with the grantee on all aspects of the grant. Please note your project monitor once your grant has been awarded. If you do not know who your project monitor is, please reach out to the State Underwater Archaeologist.

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# Grant Start-Up

## ***Grant Agreement***

If you are a grant recipient, you will receive a notification of award via email from the Maryland Historical Trust. You must respond to this notification of award to confirm the name and contact information for your organization's authorized signatory. This information is required for MHT to generate your grant agreement.

The Grant Agreement must be signed by someone who is legally authorized to enter into contracts for your organization. If you are not sure who is legally authorized, check your organizational bylaws. For Grantees that are nonprofit organizations, this will most likely be the director/president of the Grantee's board, an elected officer of the Grantee's board, or the executive director/president of the nonprofit organization that has been appointed and authorized by the Grantee's bylaws. For local, state, and federal agencies and/or jurisdictions, authorized individuals may include, but are not limited to, city managers, mayors, city administrators, commissioner presidents, agency heads, and town administrators. If it is not clear that the representative has the legal authority to sign this Agreement on behalf of Grantee, additional documentation will be required.

MHT staff will send the grant agreement to the organization's authorized signatory electronically via Adobe Sign. Once both parties have signed the agreement it is considered fully executed and you will receive a copy of the fully executed document for your files. The grant agreement is the legal contract between your organization and the State of Maryland. Projects will not be able to incur expenses such as hiring a contractor, or request payments until the grant agreement is fully executed.

## ***National Historic Preservation Act (NHPA) Compliance***

54 USC 306108 requires that federal agencies consider the effects of federally funded projects on historic properties. The Advisory Council on Historic Preservation (ACHP) has issued regulations in 36 CFR 800 to direct the review process. Pursuant to 36 CFR 800.14, federal agencies are allowed to develop Program Alternatives to tailor the review process to meet program needs. On August 28, 2024, the NPS, the ACHP, and the National Council of State Historic Preservation Officers signed the Programmatic Agreement Regarding Cultural Resources Grants and Financial Assistance (GFA PA).

54 USC 306107 directs federal agencies to the maximum extent possible, to minimize harm to National Historic Landmarks (NHL's). According to 36 CFR 800.10, any project involving an NHL that may have a direct or adverse effect on the NHL requires the recipient to notify the NHL Program regarding the proposed project.

54 USC 306113 generally prohibits the NPS from funding any recipient or sub-recipient that attempts to avoid the requirements of 54 USC 306108 and 36 CFR 800. Recipients must make every effort to fund preservation projects that do no harm or produce adverse effects to historic properties. Should it be discovered a recipient or sub recipient has deliberately damaged an historic property to avoid statutory requirements (anticipatory demolition), MHT must notify NPS to determine, in consultation with the ACHP, if the project can be funded.

*All NHPA compliance activities must be completed prior to the commencement of any ground*

*disturbance, pre-construction and/or construction activities.*

## ***National Environmental Policy Act (NEPA) Compliance***

All funded grants are subject to the requirements of 42 USC 4321 et seq. the National Environmental Policy Act (NEPA) of 1996, as amended. NEPA requires federal agencies to consider the reasonably foreseeable environmental consequences of all grant-supported activities. Recipients are required to notify MHT of any reasonably foreseeable impacts to the environment from grant supported activities or certify that no such impacts will arise upon receipt of a grant award. The NPS has determined that most grant funded projects are not expected to individually or cumulatively to have a significant impact on the environment. Exceptions usually involve construction or archeological work. For projects involving construction or archeological work, MHT will use HPF Online to submit an Environmental Screening Worksheet. The submittal of the completed Worksheet will assist the NPS in determining which, if any, Categorical Exclusion from NPS Director's Order 12 may be utilized.

*All NEPA compliance activities must be completed prior to the commencement of any ground disturbance, pre-construction and/or construction activities.*

## ***Compliance with the Americans with Disabilities Act and the Architectural Barriers Act***

The use of federal funds to improve public buildings, to finance services or programs contained in public buildings, or alter any building or facility financed in whole or in part with Federal funds (except privately owned residential structures), requires compliance with the 1990 Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Architectural Barriers Act (ABA).

Work done to alter the property must be in compliance with all applicable regulations and guidance.

## ***Easement/Covenant Requirement***

Section 54 USC 308703 of the National Maritime Heritage Act requires grantees and subgrantees to agree to assume, after the completion of the project, the total cost of continued maintenance, repair, and administration of the grant-assisted property in keeping with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation*. Accordingly, the execution of a preservation covenant or easement or memorandum of agreement as part of the subgrant program or in-house projects, as applicable, is required. An easement, covenant, or memorandum of agreement must comply with Maritime Heritage Grants Program guidance. Subgrant preservation projects with construction/development scopes of work on real property (affixed to land) will require an easement.

Subgrant preservation projects with construction/development scopes of work on private property (vessels) will require use of a covenant. In-house construction/development projects will require a memorandum of agreement.

Submission of a draft preservation easement, covenant or memorandum of agreement is a deliverable under the grant and is due by MHT to NPS within one year of the start date of the prime grant agreement. The easement/covenant must be signed with the State Historic Preservation Office in which the site is located or with a nonprofit organization acceptable to and approved in writing by the

National Park Service. Following completion of all grant-assisted work, the preservation covenant/easement or memorandum of agreement must document the grant-assisted condition of the site and character-defining features and then be executed.

The term of the easement, covenant, or memorandum of agreement is dependent on the amount of assistance the historic property receives.

- If the historic property is not currently protected by a preservation covenant/easement, a preservation covenant/easement must be executed for a term as given below.
- If the historic property is currently subject to a preservation covenant/easement that meets the minimum federal preservation requirements shown in the table below, an extension must be executed for an additional duration to meet the requirements of the new funding awarded. Required term is identified in the table below. For example: If a property had 10 years remaining on a previous 20-year easement, and receives \$300,000 in Maritime Heritage Grant Program funding, an amendment to add 15 years would be required.
- If the historic property is currently protected by a perpetual or other preservation covenant/easement that meets or exceeds the requirements of this grant program as determined by the NPS, no additional duration or agreements are necessary.
- Additional easement requirements are outlined in Appendix A: Easement Information.

Grant Amount	Duration and Type of Document Required
\$1 - \$50,000	5-year minimum preservation agreement; covenant/easement not required
\$50,001 - \$250,000	10-year minimum covenant/easement
\$250,001 - \$500,000	15-year minimum covenant/easement
\$500,001- \$750,000	20-year minimum covenant/easement
\$750,001+	25-year minimum covenant/easement

## **Insurance**

Grantees may be required to maintain certain levels of insurance coverage. See Appendix B: Insurance Requirements for details of those requirements. You must provide proof of insurance if requested by MHT staff.

## ***NPS Review of Planning/Design Documents for National Historic Landmarks***

The grantee must submit the following:

1. A site plan that has the north direction clearly marked;
2. a city/county map with the site of the property clearly labeled;
3. set of plans and specifications for the project;
4. digital images of all exterior elevations of the building or site, with views identified and oriented and keyed to the site plan;
5. digital images of all interior major rooms and those involved in the project, labeled and keyed to a floor plan;
6. for NHL Districts include overall views of the district from the project area; and
7. any additional information that will better enable a technical review of the project to be completed.

The entire undertaking must conform to the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* and with the conditions listed in your Grant Agreement, **prior** to beginning grant-assisted work. Work that does not comply with these Standards will not be reimbursed and may cause the grant to be terminated and funds deobligated.

Plans & specifications for the project must be marked on the cover with this statement:

*The {name of property} is designated a National Historic Landmark for its architectural and historic significance. It is considered to have irreplaceable cultural, material, and aesthetic value. The work is funded in part by the National Maritime Heritage Grants Program, administered by the National Park Service, Department of the Interior. The funding of which is subject to having all work items meet The Secretary of the Interior's Standards for the Treatment of Historic Properties.*

## ***Unanticipated Discovery Protocols***

At a minimum, unanticipated discovery protocols for grants or contracts shall require the grantee or contractor to immediately stop construction in the vicinity of the affected historic resource and take reasonable measures to avoid and minimize harm to the resource until the SHPO or THPO, sub-grantee or contractor, and Indian Tribes, as appropriate, have determined a suitable course of action within 15 calendar days. With the express permission of the SHPO and/or THPO, the sub-grantee or contractor may perform additional measures to secure the jobsite if the sub-grantee or contractor determines that unfinished work in the vicinity of the affected historic property would cause safety or security concerns.

## ***Equipment Purchases***

Each item of equipment purchased under the Maritime Heritage Grant Program must be approved specifically and in writing by MHT prior to purchase to confirm the allowability of the costs. Approval of the application is not approval of equipment included within the application. Equipment is defined by 2 CFR 200.1 as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000 (2 CFR 200.439).

## ***Funding Acknowledgment and Recognition of Support***

### **National Park Service**

Grantees must include acknowledgment of grant support from the National Maritime Heritage Grants Program of the National Park Service, Department of Interior, in all deliverables and publications concerning NPS grant-supported activities as referenced in the Statement of Work.

All deliverables must contain the following disclaimer and acknowledgment:

*"This material was produced with assistance from the National Maritime Heritage Grants Program, administered by the National Park Service, Department of the Interior under Grant Number [insert grant number] (and HPF Online Project Number, if applicable). Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior."*

1. Deliverables/publications include but are not limited to grant project reports; books, pamphlets, brochures or magazines; video or audio files; documentation of events, including programs; invitations and photos; websites; mobile apps; exhibits; and interpretive signs.
2. All consultants hired by the grantee must be informed of this requirement.
3. Grantees, subgrantees, contractors may not use the NPS Arrowhead in any form without written permission.

### **Maryland Historical Trust**

For all project-related public events such as interviews, groundbreaking ceremonies, dedications, media events, etc. and materials such as press releases, brochures, video productions, installation of exhibits, signage, web pages, and any other materials that the grant recipient publishes in connection with the project, the grant recipient shall include an acknowledgment of MHT, along with the MHT logo, which can be obtained from your Project Monitor. The acknowledgment statement shall be in the following format.

*This project is funded by a subgrant administered by the Maryland Historical Trust. Project contents or opinions do not necessarily reflect the views or policies of the Maryland Historical Trust.*

## ***Requirement for Project Sign & Public Notification***

As stipulated in 36 CFR Part 800, public views and comments regarding all Federally funded undertakings on historic properties must be sought and considered by the authorizing Federal agency. Therefore, MHT is required to post a public notification regarding the undertaking under this grant in one or more of the major newspapers or news sources that cover the area affected by the project within 30 days of receiving this awarded grant agreement. MHT will submit a copy of the posted notice to NPS within 30 days of the posting.

National Maritime Heritage Grants Program funded projects must create public notification of the project in the form of a project sign, website posting, and proper credit for announcements and publications as appropriate. Signage/notification must be submitted to MHT for approval by NPS in advance. Also, the sign/notification must be of reasonable and adequate design and construction to withstand weather exposure (if appropriate); be of a size that can be easily read from the public right-

of-way; and be accessible to the public throughout the project term as stipulated in this agreement. At a minimum, all notifications must contain the following statement:

*"[Project Name] is being supported in part by a National Maritime Heritage Grant administered by the National Park Service, Department of the Interior."*

Additional information briefly identifying the historical significance of the property and recognizing other contributors is encouraged and permissible. The NPS arrowhead logo may only be used in conjunction with the National Maritime Heritage Grants Program approved signage format that can be provided upon request. Any other use of the logo is prohibited.

Cost of posting, fabricating, and erecting notification are eligible grant costs.

## ***Publicity & Press Releases***

All publicity and press releases related to activities funded with this award should include a statement that funding for the activity was provided (in part or in whole) by the National Maritime Heritage Grants Program administered by the National Park Service and the Maryland Historical Trust.

## ***Copyright***

Per 2 CFR 200.315(b), the NPS reserves a royalty-free right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so, any materials produced under this grant. All photos included as part of the interim & final reporting and deliverables/publications will be considered released to the NPS for future official use. Photographer, date, and caption should be identified on each photo, so MHT and NPS may provide proper credit for use.

A digital copy of all deliverables must be available for public access. Sensitive information may be redacted from the public access copy.

*All consultants hired by the Recipient must be informed of this requirement.*

## ***Patents and Inventions***

Recipients of agreements which support experimental, developmental, or research work shall be subject to applicable regulations governing patents and inventions, including the government-wide regulations issued by the Department of Commerce at 37 CFR 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements. These regulations do not apply to any agreement made primarily for educational purposes.

## ***GIS Spatial Data Transfer Standards***

All GIS data collected with National Maritime Heritage Grants Program funds shall be in compliance with the NPS Cultural Resource Spatial Data Transfer Standards with complete feature level metadata. Template GeoDatabases and guidelines for creating GIS data in the NPS cultural resource spatial data transfer standards can be found at the NPS Cultural Resource GIS Facility webpage:

[https://www.nps.gov/crgis/crgis\\_standards.htm](https://www.nps.gov/crgis/crgis_standards.htm)

Technical assistance to meet the NPS Cultural Resource Spatial Data Transfer Standard specifications will be made available if requested. Execution of a Data Sharing Agreement between the NPS and the Recipient shall take place prior to collection of GIS data using National Maritime Heritage Grants Program funds, as applicable.

Compliance with this award term will satisfy the requirements of Article 26 "Geospatial Data" and contained within the Department of the Interior's General Terms & Conditions (effective June 1, 2023).

## ***Funding for Use of Unmanned Aircraft Systems (UAS) (AKA Drones)***

National Maritime Heritage Grants Program funding for unmanned aircraft systems (UAS) usage is eligible only in the contracting of an experienced, licensed contractor of UAS who possesses the appropriate license, certifications, and training to operate UAS. The contractor is required to provide proof of liability insurance in the operation of UAS for commercial use.

If National Maritime Heritage Grants Program funding is provided to a state, tribal, local, or territorial government, or other non-profit organization for the use of UAS as part of their scope of work, the recipient must have in place policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties prior to expending such funds.

# Procurement Process

Any services that are to be paid, in whole or in part, with funds from a Maritime Heritage Grant **MUST** be selected based on competitive proposals unless otherwise determined by your Project Monitor.

The following guidelines outline our typical process for securing professional services from architects, engineers, contractors, and other consultants.

## The basic procurement steps include:

- getting your scope of work approved by MHT
- getting your Request for Proposals (RFP) and ad (if required) approved by MHT
- soliciting bids according to MHT's procurement requirements
- selecting the winning bid and getting that approved by MHT

## Getting Started

Consult with your MHT Project Monitor (see the cover sheet for contact information) about what type of services you will need to begin your project. Some grant recipients will begin by hiring an architect, engineer, or other consultant who will develop a plan for construction work. Others already have construction documents and can immediately hire a contractor to begin work. Your Project Monitor will help you determine where you need to start.

## Scope of Work Approval

MHT must approve your scope of work before you send out your RFP.

Your Project Monitor will guide you to ensure that all work is eligible for grant funding and meets appropriate standards. For this reason, **your final scope of work may differ from the project you described in your application**. Unless written approval is obtained from MHT, you must use the grant funds and matching funds as detailed in the grant agreement.

Contact your Project Monitor to help determine your scope of work and to guide you through the approval process. If MHT holds a preservation easement on your property, or if you are in the process of conveying an easement to MHT, a [Historic Preservation Easement Program Change/Alteration Request Application](#) will need to be submitted to the MHT Easement Program for approval. Your Project Monitor will assist you in submitting an application to the MHT Easement Program for review. The scope of work approved by the MHT Easement Program will be used in your Request for Proposals (RFP).

### Cemetery Consultation:

If your project includes work to a cemetery, your Project Monitor may initiate the Cemetery Consultation process as required by the revised [2018 Real Property article of Maryland Code: § 14-121.1](#). Proper treatment of burial site in existence for more than 50 years. This is not a grant or loan program requirement but is coordinated with the consultation of MHT Archaeologists when the scope of work is being drafted.

## **Preparing the RFP and Ad**

For any work that will be paid for using grant funds, you will need to hire a professional through a process approved by your Project Monitor. Usually, the process begins by sending out an RFP to at least six firms and preparing an ad if the anticipated cost of the contract is above \$25,000 for an architect or engineer or above \$40,000 for a contractor. You are not required to receive a minimum number of responses.

**Your Project Monitor will need to review and approve both the RFP and the ad before they are made public for bids.**

Your RFP will include general information about the property, the scope of work, the pre-proposal conference, what materials should be submitted for a complete bid, and how to submit the bid. The RFP will also include other documents or drawings that describe the project, and forms that the bidder needs to fill out and submit to you. The following forms must always be included:

- Financial Proposal Form
- Qualifications Form
- Conflict of Interest Affidavit Form

You can customize them for your project and property. Appendix C contains a checklist of items to include in your RFP. Digital RFP templates are available to grantees upon request. You may also use your own RFP template if you prefer, so long as you meet your Project Monitor's requirements. You may also use your own templates for the financial proposal and qualifications form, but you should use MHT's template for the conflict-of-interest affidavit. **Your Project Monitor will need to review and approve both the RFP and the ad before they are made public for bids.**

## **Soliciting Bids**

*Once your RFP and ad have been approved by your Project Monitor, you may send them out for bid.*

If you are not required to publish an ad, directly request bids from at least SIX firms or professionals. There is no minimum required number of responses. Your project monitor will provide you with an RFP Response Sheet to document each firm you contacted and their response.

If you are required to publish an ad, you will need to publish the ad either three days in the same newspaper or one day in three different newspapers. Consult with your Project Monitor to determine which newspaper(s) to use. Grant funds can be used to pay for the ad(s).

Once you release your approved RFP and ad, send copies of the following to your Project Monitor:

- A final copy of the RFP, with correct dates and all forms.
- A copy of the final ad, if required, as well as a copy of the ad including the dates it ran and the publications it was printed in. A screenshot or digital notification including dates from the publisher will be acceptable if the ad runs online.

## **Selecting a Firm**

**The contract is to be awarded to the responsible and responsive firm whose proposal meets the**

requirements and evaluation criteria outlined in the RFP and offers the lowest qualified bid.

A PROPOSAL MAY NOT BE EVALUATED FOR ANY REQUIREMENT OR CRITERION THAT WAS NOT DISCLOSED IN THE RFP.

If other criteria are necessary, such as project schedule, consult your Project Monitor about options.

Use the RFP Response Sheet (provided by your project monitor) to document each firm you contact.

Once you have determined the firm you wish to hire, email your selection to your Project Monitor along with the following:

1. The RFP Response Sheet listing all firms you requested a bid from and who responded to your ad requesting an RFP package.
2. A copy of ALL responses received, including any responses from firms stating they do not plan to submit a bid.

**Your Project Monitor must approve your selection before you enter into a contract with the successful firm, or you risk not being able to use the grant funds.**

Once your selection has been approved, send your Project Monitor a copy of the fully signed contract. Without this contract grant payments cannot be made. You should also send written notification to the unsuccessful respondents.

# Disbursement / Request for Payment Process

Fund disbursement will generally only take place after a preservation easement or preservation agreement has been conveyed (if required), a grant agreement has been fully executed (for grant projects), the scope of work has been approved by MHT, and a signed contract between the grantee and approved contractor/consultant has been received.

**Unless approved by your Project Monitor, payments can only be released for completed work or materials purchased.**

Payments will ONLY be made to the grantee, NOT to a contractor or consultant. This may delay your payment to the contractor or consultant beyond the customary 30 days most firms' request. Please be sure your contractor or consultant is aware of this and make any necessary arrangements. This includes "late fees", which the grant does not pay. The final 10% of the grant will be held until the project is complete.

We recommend signing up for Direct Deposit with the Office of the Comptroller of Maryland. Please visit this website: <https://www.marylandtaxes.gov/divisions/qad.php> and contact (410) 260-7813, and select option 3 or email [GADCSC@marylandtaxes.gov](mailto:GADCSC@marylandtaxes.gov) for assistance with this process. Note: it is possible that your first payment will be mailed to you as a paper check, depending on the Comptroller's processing time.

## To request a payment, email your Project Monitor the following:

1. For a deposit, the signed contract must include the amount of the deposit requested or the mobilization fee by the contractor, architect, etc.
2. For completed work or materials purchased, submit a copy of the invoice. The completed work should be approved by both the grantee and, if applicable, the project architect/engineer.
3. A brief description of the completed work or materials (1-2 sentences is typically sufficient).
4. A few photos of the completed work or the materials OR a copy of the completed report, drawings, etc. for which payment is being requested.

Your Project Monitor will confirm that all work/materials are eligible expenses and that all work is approvable. This may require a site visit from your Project Monitor. When reviewing your request for disbursement, your Project Monitor will consider the following questions:

1. **Is the cost eligible? Has it been incurred in the grant period? Is it related to the approved scope of work and/or budget?** (See your grant agreement for approved grant period, project scope and budget, if applicable.)
2. **Is the cost necessary?** – If there were no grant funds involved, would the cost have had to be incurred, or incurred at the amount stated?
3. **Is the cost reasonable?** – Is it in line with costs for the same item or service in your area? (Reasonable and necessary often go hand in hand, but you always ask if it is necessary before you ask whether it is reasonable.)
4. **Is the cost verifiable/allocable?** – Do you have proof of the project expense? (Invoices, receipts, contracts, and so on.)

***You must retain project expenditure records for 3 years after grant project completion.***

# Documentation of Match

If you have committed cash match, you will need to provide copies of invoices and canceled checks (front and back) to substantiate the cash spent **on the defined project**.

If you have committed an in-kind match, you will need to document the value of materials or services donated **for the defined project**.

- For donated materials: an invoice for materials or a signed statement from the donor is required.
- For donated services:
  - General volunteer services must be documented with a timesheet that includes the date, time, and task, and must be signed by both the volunteer and the grant project manager. The hourly rate for volunteer time is valued based on the rate for Maryland noted on the Independent Sector website at: [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)
  - Donated professional services should be documented with a signed statement from the donor, including the donor's customary hourly rate and number of hours donated.
  - Board Members (or equivalent) donating their services may use their customary hourly rate **only** when donating relevant professional services. For example, a Board Member who is an architect may use their standard hourly rate for drafting construction documents but must use the general volunteer rate from the Independent Sector website for time spent administering the MHT grant.

Match should be expended proportionately to grant funds, unless otherwise approved by your Project Monitor. You must retain records of your match expenditures for 3 years after grant project completion.

# Grant Agreement Amendments

## ***Amendments to the Project Scope of Work***

Scope of work amendments are executed when there is a need to clarify a scope of work to conform with the project proposed in the application, correct a clerical error, or to address unforeseen circumstances to ensure that the project proposed in the application can proceed. If your request meets these requirements, your Project Monitor will send you an amendment to sign and return.

## ***Amendments to the Project Budget***

Your Project Monitor will send you an amendment to sign and return if your total grant amount needs to be amended. Budget amendments may happen for two reasons:

- Partially funded projects may be eligible to receive additional funds if funds become available. Projects are not funded more than the amount requested in the application. Your Project Monitor will contact you if additional funds become available.
- Your project budget may be amended to correct either the total grant funds or the required match. Contact your Project Monitor if you believe there is an error in the budget of your grant agreement.

To request an amendment to the project scope of work or to the project budget contact your Project Monitor.

# Reporting Requirements

## ***Progress Reports***

Unless waived by MHT, the grantee must submit progress reports using MHT's online grants management software system. Progress report due dates are set forth in the Project Timetable in the grant agreement and must identify the work completed, work still in progress and new work initiated during the reporting period. The report must assess if the schedules are being met, or other performance goals are being achieved. Progress reports can include a payment request, if applicable.

## ***Final Reports***

All grantees are required to submit a final report using MHT's online grants management software system or to the Grants Monitor via email by the Final Report Due Date in the grant agreement. The Final Report must include the completed Final Report Form, a Final Payment Invoice, supporting documentation, and Final Project Deliverables as described in signed grant agreement. Failure to submit the Final Report may result in forfeiture and/or recapture of grant funds. The progress reports, final report and all project deliverables shall be satisfactory to MHT in form and content.

## ***Final Project Completion Report***

The Project Completion Report is intended to provide a photographic record and capsule summary of the grant or loan project. **The final 10% of project funds will be withheld until the Project Completion Report has been submitted in a form satisfactory to MHT.**

The Final Project Completion Report should be submitted to your Project Monitor in MS Word document format, not as a PDF, to allow for revising and finalizing by your Project Monitor. This is typically provided at the time of the final payment request.

1. Along with your Final Project Completion Report, you should be certain the following have also been submitted to your Project Monitor, to close out the grant project:
2. A copy of all test results, reports, final drawings, etc. associated with the project.
3. All invoices, change orders, receipts, etc. directly related to the grant project.
4. Photo documentation (unless otherwise indicated by your Project Monitor):
  - a. Please provide high quality digital images and consult with your grant manager regarding necessary image content.
  - b. Images must be taken AFTER the completion of grant- or loan-funded work.
  - c. A photo log should be submitted which includes the following for each photo:
    - i. File name
    - ii. Name of photographer
    - iii. Date photo was taken
    - iv. Description of photo content (e.g., "rear of property after reconstruction)

Contact your grant manager for additional information about the form, content, and submission of the Final Project Completion Report.

# Project Extensions & Completion

## *Extensions*

The final grant deadline was determined by NPS. MHT anticipates NO EXTENSION APPROVALS for grants through the Maritime Heritage Grant Program as federal funds expire at the end of the grant term., all work must be completed by December 15, 2028.

# APPENDIX A – EASEMENT INFORMATION

If your Grant Agreement indicates that you must convey or modify an easement or preservation agreement as a condition of your grant award, the following information will apply to your project.

As a condition of disbursement of your grant, you may be required to execute, or have the owner of the property where the project is taking place to execute, one of the following agreements:

- A Deed of Preservation Easement Agreement (an “Easement”), or a modification to an existing Easement (a “Modification”) encumbering the historic real property assisted by the grant; or
- A preservation agreement (a “Preservation Agreement”), or a modification of an existing Preservation Agreement (also a “Modification), for historic property other than real property.

“Historic property” means a site, building, structure, monument, or object which is individually listed in, or is individually eligible for listing in the Maryland Register of Historic Properties.

The Easement or Preservation Agreement requires that you or the owner of the project property:

- maintain the project and the project property in good order, condition and repair;
- permit MHT to enter upon and inspect the project during construction;
- prevent any waste of the project property; and
- prevent any demolition or modification of the improvements on the project property without MHT’s prior written consent.

If you or the owner of the project property are required to execute an Easement or Modification, you or the property owner must also provide the following documentation:

- an owner’s policy of title insurance for the project property, along with a bring to date title search updating the policy to the date of the Easement, satisfactory in form and content to MHT and its legal counsel;
- evidence of property/hazard insurance, commercial general liability, or other insurance coverages in accordance with the insurance requirements set out in Appendix B of this Manual;
- evidence that the Easement or Modification has been recorded among the applicable land records of the county in which the project property is located;
- any other instrument or document required by MHT, including the subordination of any encumbrances with respect to the project property which are prior to the lien of the Easement, and the foreclosure of which could extinguish the Easement.

The Easement requirements include the following:

- If there are no prior existing liens on the project property, the Easement must be a first lien encumbrance with respect to the project property, prior to all other liens; and
- You must reimburse MHT all funds that have been disbursed if the Easement is determined, by court finding or otherwise, to be not legally enforceable by MHT and/or NPS for any reason, and you will not be entitled to disbursement of any further funds.

If you or the property owner executes a Preservation Agreement, Grantee must provide, or cause the owner of the Property to provide the following documentation:

- evidence of property/hazard insurance, commercial general liability, or other insurance coverages in accordance with the insurance requirements set out in Appendix B of this Manual; and
- Any other instrument or document requested by MHT or NPS.

An existing Easement or Preservation Agreement that is satisfactory to MHT and NPS may satisfy these requirements.

## **APPENDIX B – INSURANCE REQUIREMENTS**

As a condition of disbursement of grant funds, you must carry and may be required to provide evidence of the following insurance coverages satisfactory to MHT and NPS with respect to the property where the project will take place. Insurance coverage must be provided by a company that is registered with the Maryland Insurance Agency and authorized to do business in the State. If you are a government entity, the insurance requirements may be satisfied through evidence of a self-insurance program satisfactory to MHT and NPS.

### ***Hazard Insurance***

You must carry and may be required to provide evidence satisfactory to MHT that the project property is insured against loss or damage by fire and such other hazards, casualties, and contingencies as may be required from time to time by MHT, in amounts satisfactory to MHT, but not less than the total amount of the grant or loan plus the outstanding principal balances of any mortgages on the property. You must have the hazard insurance policy endorsed to add MHT as an additional insured (but without obligation on the part of MHT to make premium payments), with rights to prior notice of policy cancellation. You must maintain property insurance on the project property from the Project Commencement Date throughout the term of the Easement, Preservation Agreement or Modification, as applicable. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

### ***Commercial General Liability Insurance***

You must carry insurance and may be required to provide evidence satisfactory to MHT that the project property is insured under comprehensive general liability insurance in amounts satisfactory to MHT. You must have the comprehensive general liability insurance policy endorsed to add MHT as an additional insured (but without obligation on the part of MHT to make premium payments), with rights to prior notice of policy cancellation. You must maintain comprehensive general liability insurance on the project property from the Project Commencement Date throughout the term of the Easement, Preservation Agreement or Modification, as applicable. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

### ***Flood Insurance***

If your project property is located in a 100-year flood plain, you must carry, and may be required to provide evidence satisfactory to MHT that the Property has flood insurance. You may be required to provide evidence showing whether the project property is located in a 100- year flood plain, as designated by the United States Department of Housing and Urban Development. If the project property is located in a 100-year flood plain, you must obtain flood insurance coverage in amounts satisfactory to MHT. You must have the policy endorsed to add MHT as an additional insured (but without obligation on the part of MHT to make premium payments), with rights to prior notice of policy cancellation. You must maintain flood insurance on the project property from the Project Commencement Date throughout the term of the Easement, Preservation Agreement or Modification, as applicable. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

## ***General Contractor's Insurance***

You must carry and may be required to provide evidence satisfactory to MHT of general contractor's insurance coverage for comprehensive public liability, property damage liability/builder's risk, and workers' compensation in the form and amounts required by MHT. You must require general contractor's insurance from the Project Commencement Date until the project is completed. If requested by MHT, you must submit evidence of such insurance coverage to MHT.

## APPENDIX C – RFP CHECKLIST

1. The name of the grant/loan recipient.
2. The name and address of the project property.
3. Optional: a brief description of the property and project along with a photo or two may be helpful.
4. The date the RFP is being issued and the deadline for receipt of bids. See items #7 and #8 below for additional information on dates related to the RFP.
5. The name and contact information of the project contact.
6. A description of the services that you anticipate will be required (for an architect or engineer) or the MHT-approved scope of work (for a contractor).
7. The proposed project schedule or deadlines.
8. How potential bidders can inspect the project property (e.g., by contacting you for an appointment). If there will be a required pre-proposal conference, we recommend it be 15 days after the date the RFP is issued, and 15 days before the bid deadline.
9. RFP submission requirements (what forms are required, how many copies, etc.), the deadline for submission of proposals (which **MUST** be at least 30 days after the RFP is issued), and the location to which proposals are to be delivered or emailed.
10. Your RFP should include all evaluation factors and should reflect the weighting of criteria (the evaluation criteria should be listed in descending order of importance, see examples below). You cannot evaluate the proposal on any criteria that are not included in the RFP. Sample criteria for evaluation (alter based on the needs of your project):
  - completeness
  - responsiveness to the program
  - project-related qualifications
  - previous relevant experience (i.e., historic preservation or specialty services)
  - ability to meet project schedule
  - cost
11. Include the following statements in your RFP unless otherwise approved by your Project Monitor:
  - This project will be partially funded by a grant through the Maryland Historical Trust (MHT). All work must be acceptable to MHT, NPS, and must meet the Secretary of the Interior's *Standards*. Payment may take 30-45 days to receive.
  - The contract will be awarded to the lowest qualified bid.
  - The contract will be a lump sum, fixed price contract. [You may discuss other options with your Project Monitor.]
  - Minority Business Enterprises are encouraged to respond.
  - The successful firm must be an Equal Opportunity Employer.
  - All amendments, addenda, and changes, and the receipt thereof, be acknowledged in writing.
12. Require firms to submit the names and locations of comparable projects that they have successfully completed, as well as references for those projects, so that you can evaluate each firm's qualifications. MHT does not check references, that is done at the discretion of the grantee/loan recipient.

# APPENDIX D – DIGITAL PRODUCT SUBMISSION GUIDELINES

## *What to submit*

Provide one digital copy of each deliverable or publication under your grant agreement. Deliverables and publications include, but are not limited to, the following materials:

- Reports, plans and guidelines (including historic structure reports, design guidelines, economic impact studies, treatment reports, historic context statements, preservation plans)
- Substantive event materials (including programs, proceedings, handouts, photographs)
- Professionally produced content (including books, documentaries, oral histories, presentations and PSAs)
- Interpretive products (including books, brochures, posters, interpretive tours, coloring books or other youth-focused products, lesson plans)
- Online content (including websites, story maps, and other web-based projects)
- Other deliverables as outlined in the Grant Agreement or requested by MHT

**Final grant products may be made available to the general public and should, by default, feature the NPS and MHT disclaimers.** Printed products must feature a printed disclaimer when feasible. Audio products must include a spoken version of the disclaimer. Video products must include the disclaimer as an on-screen graphic. A disclaimer is not required when it would be unreasonable to do so, such as on size-restrictive publications like postcards or flyers.

*"This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior."*

*"Project contents or opinions do not necessarily reflect the views or policies of the Maryland Historical Trust."*

- For additional questions about the required disclaimer, consult with your grant manager.

## *Naming files for submission*

- Name each file you will be submitting using the following naming convention:  
**[Grant Program]\_[Fiscal Year]\_[Grantee's State Abbreviation]\_[Legal Name of Grantee or Subgrantee]\_[Grant Number]\_[Short File Description]**
- Do not use spaces or special characters (#, %, &, ?) in the file name.
- For "Short File Description," write a brief (less than 50 characters), unique description

that would help someone easily and quickly identify the file.

- If files are part of a series, append the number 001, 002, etc. to the end of the description. *Ex: Audio files from a FY2018 grants by the DC State Historic Preservation Office SHPO\_18\_DC\_GranteeHistoricDistrict\_P17AF00001\_JohnDoeInterview001.mp3*  
*SHPO\_18\_DC\_GranteeHistoricDistrict\_P17AF00001\_JohnDoeInterview002.mp3*
- Use the appropriate abbreviation for your grant program in the file name.

### ***Required file formats and resolution standards:***

- *Reports and publications:* PDF files created at 300 ppi (pixels per inch) minimum and 100% of the original document size. Convert authoring formats to PDFs (for example, saving Word or InDesign files as PDFs). When born-digital is not available, provide high resolution scans of printed materials as PDFs. Preference is for PDF/A-1 or PDF/A-2 format over standard PDF.
- *Photos:* JPEG or TIFF files saved at a minimum resolution of 3000 x 2000 pixels (or 6 megapixels).
  - **When submitting photographs, include captions, photo credit, and a signed release form (if needed).**
  - **Development (construction) grants must submit photographs of all work completed under the grant, including at least three views of the overall structure and all elements of the scope of work.**
- *Videos:* MP4 files saved at a resolution of 1280 by 720 pixels. All videos produced with HPF funding should include closed captioning. When reasonable, provide transcripts of videos as Word documents.
- *Audio:* Uncompressed WAV files. When reasonable, provide transcripts of audio files as Word documents.

### ***Creating an index file for your submission***

- Include this information in the index file for each product that is being submitted:  
Grant Number  
Subgrant Number (if applicable)  
Title of Product  
Filename  
Product Creator(s) (give full names and their roles include up to 5 names or organizations)  
Date Completed  
Extent (number of pages, photographs, or length of audio/video files; use when applicable)  
Description (up to 200 words)
- Save the index file as a Microsoft Word document using the following naming convention:  
**[Grant Program]\_[Fiscal Year]\_[Grantee's State Abbreviation]\_[Legal Name of Grantee or Subgrantee]\_[Grant Number]\_Index.docx**

*Ex. SHPO\_18\_DC\_GranteeHistoricDistrict\_P17AF00001\_Index.docx*

- Only submit one index per submission, including all of the products in that submission

## ***Submitting Your Files***

If files and reports are too large to submit to the MHT Grants Management Software System, they must be submitted via email to your project monitor with the email subject line including your Organization Name and the Report Type. Reach out to your Project Monitor for specific instructions prior to transmitting large files.