



**FY2023
African American Heritage Grant Funding Process**

INFORMATION PACKET

**Funding Period:
July 1, 2022 – June 30, 2023**

(Application period: July 1, 2022 – July 29, 2022)

Harford County Department of Planning & Zoning

**220 South Main Street, 2nd Floor
Bel Air, Maryland 21014
410-638-3103**

This document is available in alternative format upon request

Please read this packet before completing the application

**Barry Glassman
Harford County Executive**

**Jenny B. Jarkowski
Director, Planning & Zoning**

TABLE OF CONTENTS

PART I: APPLICATION PROCESS AND INFORMATION.....	1
EXECUTIVE SUMMARY	1
FUNDING PURPOSE	1
INQUIRIES & ASSISTANCE	1
APPLICATION PERIOD TIMELINE.....	2
ELIGIBLE APPLICANTS	2
ELIGIBLE ACTIVITIES	2
INELIGIBLE ACTIVITIES	3
FUNDING PARAMETERS	3
HISTORIC PRESERVATION COMMISSION RESPONSIBILITIES.....	3
PLANNING & ZONING RESPONSIBILITIES	3
APPLICATION REVIEW CRITERIA & NOTIFICATION.....	4
REQUIRED APPLICATION SUPPLEMENTS.....	4
DEMONSTRATING PARTNERSHIP AND SUSTAINABILITY	5
APPLICATION TIPS.....	5
APPLICATION SUBMISSION	6
PART II: POST AWARD PROCESS AND INFORMATION	7
MEMORANDUM OF AGREEMENT	7
DISBURSEMENT OF FUNDS.....	7
MARKETING AND PROMOTION OF YOUR PROGRAM	7
ACCOUNTABILITY & REPORTING.....	7
PROGRAM CHANGES AND OPERATIONAL CHANGES	8

PART I: APPLICATION PROCESS AND INFORMATION

EXECUTIVE SUMMARY

- ❖ The Harford County Department of Planning & Zoning is proud to announce its Request for Competitive Funding Applications for African American Heritage Projects for Fiscal Year 2023 (July 1, 2022 – June 30, 2023).
- ❖ The Harford County Department of Planning & Zoning is committed to supporting the efforts of preservation and protection of African American cultural and historical resources throughout Harford County.
- ❖ To carry out this mission, the Harford County Department of Planning & Zoning and the Historic Preservation Commission will review and score eligible applications serving as a recommendation to the County Executive to award project funds to qualified applicants.
- ❖ All selected programs/projects are subject to the availability of funding and Harford County's budget review process.
- ❖ Harford County maintains the right to reject or accept applications to fund or not to fund, or to reduce the amount of funding requested.

FUNDING PURPOSE

- ❖ To promote the protection and preservation of African American cultural and historical resources of Harford County
- ❖ To financially support local programs and researchers that may contribute to the public understanding and interpretation of African American history in Harford County

INQUIRIES & ASSISTANCE

Harford County Department of Planning & Zoning contact:

Jacob Bensen, Historic Preservation Planner

410-638-3103 ext. 1385

Stephanie Soder, Historic Preservation Planner

410-638-3103 ext. 1390

Email:

preservationgrants@harfordcountymd.gov

APPLICATION PERIOD TIMELINE

July 1, 2022	FY2023 Application period begins; applications available on eCivis or digital copy on the Department of Planning & Zoning website.
July 29, 2022	FY2023 Application period ends; all applications due no later than 4:00 p.m. Late applications will NOT be accepted.
August 2022	Applications reviewed; finalize funding recommendations.
September 2022	Funding recommendations submitted to the County Executive.
Sept/October 2022	Announcement of funding to Recipients; MOAs for awardees prepared and executed.

ELIGIBLE APPLICANTS

- ❖ Individuals, non-profit organizations, other businesses, and local governments are eligible for this grant.
- ❖ For all projects taking place on private property, applicants must provide proof of ownership or the owner must give permission by signing the application.
- ❖ Applicants and property owners must have no outstanding zoning or permit violations.
- ❖ Applicants and property owners must have no outstanding Historic Preservation violations.
- ❖ In the case of a non-profit or business, the applicant should be in good standing with the State of Maryland.

ELIGIBLE ACTIVITIES

- ❖ **All projects must endeavor to preserve or identify information relating to the African American experience in Harford County.**
- ❖ Capital Projects
 - Including, but not limited to, acquisition, rehabilitation, restoration, and predevelopment costs
 - Project must meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and *Harford County Historic Preservation Design Guidelines*.
 - Project must occur at a property that is eligible for or listed as a County Landmark. If granted an award, a Landmark application to the Historic Preservation Commission must be submitted and approved prior to the release of funds.

- For projects occurring within the municipalities of Harford County, the applicant must pursue local protection or a Maryland Historical Trust Easement prior to the release of funds.
- ❖ Non-Capital Projects
 - Including, but not limited to, preservation planning services, architectural survey or eligibility nominations, archeological survey, research, interpretation, and programming.
 - Project must meet any applicable standards for survey in the state of Maryland.
- ❖ Activities that do not discriminate on basis of race, religion, ability, or sexual orientation.
- ❖ Projects must have a public benefit element. This can include, but is not limited to, protection of a resource that would otherwise be lost, community engagement in the project, deliverables, or interpretation.
- ❖ All projects must be completed within three years of the beginning of the County fiscal year in which the grant was awarded. **For FY2023, this date will be June 30, 2025.**
- ❖ **It is strongly recommended that you contact the Department of Planning & Zoning to discuss eligibility of proposed undertaking prior to submitting an application.**

INELIGIBLE ACTIVITIES

- ❖ The grant may not fund projects including, but not limited to, new construction, demolition costs, or activities where no public benefit can be demonstrated.
- ❖ Funds may not be used for equipment purchases, alcoholic beverages, food (excepting per diem rates), activities with political or religious purposes, scholarships/fellowships/internships, regular salaries, or operating or overhead support, with the exception of contractor administrative costs
- ❖ The Department of Planning & Zoning and the Historic Preservation Commission reserve the right to deny applications or alter grant award.

FUNDING PARAMETERS

- ❖ There is no minimum or maximum amount for funding requests.
- ❖ Matching, both cash and in-kind, is recommended but not required.

HISTORIC PRESERVATION COMMISSION RESPONSIBILITIES

- ❖ Assist with the funding application decision-making.
- ❖ Review and evaluate applications for awarding funds.
- ❖ Select/rank applicants, make funding recommendations.

PLANNING & ZONING RESPONSIBILITIES

- ❖ Administer the African American Heritage Grant Program.
- ❖ Develop and maintain a grant process in accordance with local funding requirements.
- ❖ Develop procedures for submission and funding of proposed projects.
- ❖ Review and evaluate applications for awarding funds.
- ❖ Select/rank applicants, make funding recommendations.

APPLICATION REVIEW CRITERIA & NOTIFICATION

- ❖ Applications are received and initially reviewed by the Department of Planning & Zoning for preliminary quality review and eligibility. The Historic Preservation Commission then reviews all applications, scoring them based on technical merit of proposal, implementation, capacity and development, and finance.
- ❖ The Department of Planning & Zoning will meet with the Historic Preservation Commission in June to discuss the reviews, to make fair, equitable, and consistent assessment of applicants based upon the review criteria.
- ❖ At a minimum, the Department of Planning & Zoning and Historic Preservation Commission will address each of the following criteria when the application is reviewed. This information is included to assist the applicant organization in preparing the application.

Preliminary Quality Review	6 Points
Technical Merit of Proposed Project	8 Points
Implementation	20 Points
Capacity and Development	6 Points
Budget and Finance	10 Points

- ❖ Organizations will be notified by email in late June as to the disposition of the application after final selection by the County Executive. If an email address is not provided on the application, notification will be sent out through the U.S. Postal Service. If approved for funding, the organization will be required to execute a Memorandum of Agreement before funds are released via reimbursement.

REQUIRED APPLICATION SUPPLEMENTS

- ❖ 501(c)(3) or 501 (c)(6) documentation
- ❖ Names and resumes of key staff or persons involved with the grant funded project

- ❖ A copy of any agency accreditations and/or licenses, as applicable
- ❖ For businesses, current Good Standing documentation from the Maryland State Department of Assessment and Taxation. Visit the following website to confirm these requirements and initiate any corrective action, if necessary:
<https://egov.maryland.gov/BusinessExpress/EntitySearch>.
- ❖ For non-profit organizations, current Good Standing documentation from the Maryland Office of the Secretary of State, Charitable Organization Division. Visit the following website to confirm these requirements and initiate any corrective action, if necessary:
<http://sos.maryland.gov/Charity/Pages/SearchCharity.aspx>.

DEMONSTRATING PARTNERSHIP AND SUSTAINABILITY

- ❖ Be sure to include a list of partnership organizations when asked in the application. Resumes should be provided of any key staff or personnel from these organizations that are involved in the project.
- ❖ **Letters of support** are encouraged but not required.

APPLICATION TIPS

- ❖ Review the application to be certain you have included everything you have been requested to submit. Consult the checklist provided at the beginning of the grant application.
- ❖ Be sure to read the questions carefully and answer what is being asked. Some questions have many parts to them.
- ❖ Try to be concrete in your responses. Remember to back up any statements/claims you make. Do not leave the reviewers wondering what you mean. It is helpful to have someone outside of your organization review your application for clarity of ideas.
- ❖ Consider submitting supporting documents that will help reinforce that the project goals are attainable and encouraged, that there is need for funding, or there is an urgent need for the project. This can include letters of support, structural assessment reports, writing samples, etc.
- ❖ Must be legally active and in **GOOD STANDING** with the Maryland State Department of Assessment and Taxation, if a non-profit organization or other business. The organization's name in the MD SDAT database must match **exactly** the organization's legal name. Website printouts are acceptable for grant application.

- ❖ Must be registered and in **GOOD STANDING** with Maryland Office of the Secretary of State, Charitable Organization Division, if a non-profit organization. The organization's name in the Secretary of State's database must match **exactly** the organization's legal name. Website printouts are acceptable for grant application.
- ❖ Information submitted in the application is subject to disclosure under the Public Information Act. Please consider this when submitting resumes that may include private phone numbers and home addresses.
- ❖ All applications must be **signed by the property owner, applicant, and/or authorized officer of the non-profit organization, business, or local municipality.**

APPLICATION SUBMISSION

- ❖ To apply for the Harford County African American Heritage Grant, go to: <https://www.harfordcountymd.gov/3065/Grants-Portal>. **Review the Solicitation and the Information Packet prior to submitting an application.**
- ❖ If you require technical assistance with the electronic submission, please contact the **Historic Preservation Planners** early in the process.
- ❖ Submission through eCivis is **strongly** preferred. However, applications will be accepted through email, U.S. Postal Service delivery, or in-person drop-off.
- ❖ To submit by email, the completed application must be submitted to preservationgrants@harfordcountymd.gov and must be in **PDF format only**, including all supplemental documentation.
- ❖ To submit by mail or drop-off, you must send the application and all supplemental information to:

Harford County Department of Planning & Zoning
Attention: Historic Preservation Commission
220 South Main Street
Bel Air, MD 21014

- ❖ The application must be submitted by no later than **Friday, July 29, 2022 at 4:00 p.m.** (Office Hours: M-F 8:00-5:00).
- ❖ The hand delivered submission will be accepted only with binder clips or paper clips. Any other form of submitting the documents, such as stapled, bound, hole punched, etc., will **NOT** be accepted and will be returned to the applicant.
- ❖ Incomplete or incorrectly completed applications will be returned and late applications will **NOT** be accepted.

PART II: POST AWARD ACTIVITIES

MEMORANDUM OF AGREEMENT

- ❖ If approved for funding, each awardee will be required to enter into a Memorandum of Agreement (MOA) with Harford County, Maryland. The MOA will include all the contractual obligations such as quarterly reporting and the scope of work. Upon final execution by the County Executive your organization will receive a copy of the Memorandum of Agreement for record retention.
- ❖ All MOAs will be due back to the Department of Planning & Zoning within **fourteen (14) business** days of receipt.

DISBURSEMENT OF FUNDS

- ❖ All funds will be disbursed as **reimbursement**. Receipts and requests for disbursement shall be submitted to Harford County as part of the quarterly reporting process. Once determined that the expense fits within the proposed scope of work, Harford County will reimburse the grant awardee, not to exceed the final grant awarded amount.
- ❖ For Capital Projects, any County Landmark designation, local historic designation, or Deed of Easement must be secured prior to the disbursement of any funds. The grant awardee must submit a Certificate of Appropriateness application for the project and must have Historic Preservation Commission approval prior to disbursement of funds.
- ❖ All funds must be obligated or encumbered by the end of the three-year period (June 30, 2025).
- ❖ All receipts must be submitted to the Department of Planning & Zoning prior to March 30, 2025.

MARKETING AND PROMOTION OF YOUR PROGRAM

- ❖ If funding is awarded, all publicity, including brochures, news releases, and other program materials must give credit to Harford County Government.
- ❖ Copies of the appropriate logos will be provided electronically. When no printed information is used, verbal credit must be given at public events (i.e., at fundraisers, award events, etc.).

ACCOUNTABILITY & REPORTING

- ❖ The FY2023 program year will feature a Quarterly Progress Report form.
- ❖ All reporting forms listed above that are applicable, including supporting documents, will be due within **ten (10) business days** after the end of each quarter in electronic form.

(**Note:** Supportive documentation includes but is not limited to: receipts for project work, cancelled checks, invoices, payroll summaries, contractor agreements, etc.).

- ❖ The appropriate reporting forms will be provided **electronically** to your organization upon execution of the Memorandum of Agreement.

Quarterly Reporting Periods

Quarter	Quarter Period	Due Date
One	October 1, 2022 - December 31, 2022	January 10, 2023
Two	January 1, 2023 - March 31, 2023	April 10, 2023
Three	April 1, 2023 - June 30, 2023	July 10, 2023
Four	July 1, 2023- September 30, 2023	October 10, 2023
Five	October 1, 2023 - December 31, 2023	January 10, 2024
Six	January 1, 2024 - March 31, 2024	April 10, 2024
Seven	April 1, 2024 - June 30, 2024	July 10, 2024
Eight	July 1, 2024- September 30, 2024	October 10, 2024
Nine	October 1, 2024 - December 31, 2024	January 10, 2025
Ten	January 1, 2025 - March 31, 2025	April 10, 2025
Eleven	April 1, 2025 - June 30, 2025	July 10, 2025

- ❖ The Department of Planning & Zoning may request to examine or audit all pertinent books, records, and accounts of award recipients, as well as service information and project outcomes during the program year.

PROGRAM CHANGES AND OPERATIONAL CHANGES

- ❖ Recipients must notify The Department of Planning & Zoning if a significant change or reallocation is proposed regarding the project being funded. The Department of Planning & Zoning must give approval prior to the significant change occurring.