



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
County Executive

Steven C. Horn, Division Director
Kimberly Golden Brandt, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Beau Lockard, Historic Preservation Planner
DATE: August 25, 2022
RE: Rural Historic Preservation Grant Disbursement

Issue:

What percentage of grant funds should initially be disbursed to the awardee of the Samuel Fleming House?

Background and Discussion:

The Rural Historic Preservation Grant Guidelines approved by the County Council state that the initial disbursement percentage for an awarded grant project will be determined by the Historic Preservation Commission. The initial disbursement can be between 25 to 50% of the total project award. Once the initial disbursement has been made, the remaining grant funds will be reimbursed to the awardee at the following benchmarks: at 50% completion of the project, an additional 25% may be reimbursed with the remainder of the award reimbursed at project completion.

The awarded project is ready to receive the initial disbursement of grant funding. This project is associated with the Samuel Fleming House (CR# 22-09). Below is a summary of the project, the awarded amount, and potential percentage disbursements.

<i>Property Name</i>	<i>Project Summary</i>	<i>Grant Award</i>	<i>25% Disbursed</i>	<i>33% Disbursed</i>	<i>50% Disbursed</i>
<i>Samuel Fleming House</i>	In-kind reconstruction of the porch, replacing asphalt shingle roof for metal roof, removal of the second-floor sunroom	\$50,000	\$12,500	\$16,667	\$25,000

Review of the estimates for the project does not show how much of a down payment is required to start work. Typically, up to one-third of the project cost is required by contractors to start the work.

Staff Recommendation:

Staff recommends that the Commission approve one-third or 33% of the grant award to the awardee as this amount should meet the initial deposit required by most contractors.