



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater  
County Executive

Steven C. Horn, Division Director  
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### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** January 20, 2023  
**RE:** Rural Historic Preservation Grant Disbursement

#### Issue:

What percentage of grant funds should initially be disbursed to the awardee of the Dr. James Long House?

#### Background and Discussion:

The Rural Historic Preservation Grant Guidelines approved by the County Council state that the initial disbursement percentage for the awarded grant projects 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 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. The project is associated with the Dr. James Long House (CR#22-06). 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>Dr. James Long House</i>	Restoration of stone walls and stairs	\$37,500	\$9,375	\$12,500	\$18,750

Review of the estimates for this 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.