



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater  
County Executive

Gary W. Hessong, Acting Division Director  
Kimberly Gaines, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** July 25, 2023  
**RE:** Rural Historic Preservation Grant Disbursements

---

#### **Issue:**

What percentage of grant funds should initially be disbursed to the grant awardees of the Buckeystown African American School and Steiner Wolfe Smith Farm?

#### **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 50% completion of the project, an additional 25% may be reimbursed with the remainder of the award reimbursed at project completion.

The awarded projects are ready to receive the initial disbursement of grant funding. The first project is associated with the Buckeystown African American School, (CR# 22-05) and the other is associated with Steiner Wolfe Smith Farm (CR# 22-02). Below is a summary of both projects, the awarded amounts, 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>Buckeystown African American School</i>	Replace the roof in-kind, window trim painting, and repair and replace front stairs	\$45,135	\$11,284	\$15,045	\$22,568

---

<i>Steiner Wolfe Smith Farm</i>	Replacement of bank barn roof	\$32,629	\$8,157	\$10,876	\$16,315
-------------------------------------	-------------------------------------	----------	---------	----------	----------

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 awards to the awardees as this amount should meet the initial deposit required by most contractors.