



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater  
County Executive

Deborah A. Carpenter, AICP, Division Director

Kimberly Gaines, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Amanda Whitmore, Historic Preservation Planner  
**DATE:** November 17, 2023  
**RE:** Rural Historic Preservation Grant Disbursements

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#### **Issue:**

What percentage of grant funds should initially be disbursed to the grant awardees of William Draper Farm and Stevens 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 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 their initial disbursement of grant funding. The projects are associated with William Draper Farm (CR #23-06) and the Stevens House (CR #23-02). Below is the summary of the 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>
William Draper Farm	Stabilize historic bank barn through foundation repairs/replacement, replacing rotten siding and beams, and repairing doors.	\$38,000	\$9,500	\$12,540	\$19,000

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<i>Stevens House</i>	Replace broken window glass, repair windows, repair rotten wood on porches, rebuild rear stairs.	\$49,000	\$12,250	\$16,170	\$24,500
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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.