



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: Beau Lockard, Historic Preservation Planner
DATE: June 12, 2024
RE: Rural Historic Preservation Grant Disbursements

Issue:

What percentage of grant funds should initially be disbursed to the grant awardees of the Libertytown Female Seminary and Needwood Farm property?

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. 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>
<i>Libertytown Female Seminary</i>	Repoint the north elevation and chimney of the Female Seminary building	\$38,387	\$9,597	\$12,794	\$19,194
<i>Needwood Farm</i>	In-kind replacement of the boxed gutter system	\$36,852	\$9,213	\$12,283	\$18,426

Review of the estimates for the projects do 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 Libertytown Female Seminary as this amount should meet the initial deposit required by most contractors.

Staff recommends that the Commission conditionally approve, upon approval of the nomination of the County Council, one-third or 33% of the grant award to the Needwood Farm as this amount should meet the initial deposit required by most contractors.