



FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater
County Executive

DIVISION OF PLANNING & PERMITTING
Livable Frederick Planning & Design Office

Deborah A. Carpenter, AICP, Division Director
Kimberly Gaines, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Beau Lockard, Historic Preservation Planner
DATE: October 16, 2024
RE: Rural Historic Preservation Grant Disbursements

Issue:

What percentage of grant funds should initially be disbursed to the grant awardee of the Hoke House 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 project is ready to receive their initial disbursement of grant funding. Below is the summary of the project, the awarded amount, and potential percentage disbursement.

<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>Hoke House</i>	Replace roof, install half round gutters, and reconstruct missing chimney stack.	\$41,372	\$10,343	\$13,791	\$20,686

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