



# FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater  
County Executive

**DIVISION OF PLANNING & PERMITTING**  
Livable Frederick Planning & Design Office

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## MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Beau Lockard, Historic Preservation Planner  
**DATE:** April 28, 2025  
**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 the Oliver P. Harding Farm and the Clemmont 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. 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>Oliver P. Harding Farm</i>	Restore windows on the main house	\$22,173	\$5,543	\$7,384	\$11,087
<i>Clemmont House</i>	In-kind replace roof over the house	\$50,000	\$12,500	\$16,650	\$25,000

Review of the estimate 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 Oliver P. Harding Farm and the Clemmont House as this amount should meet the initial deposit required by most contractors.