



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: July 22, 2025
RE: Rural Historic Preservation Grant Disbursements

Issue:

What percentage of grant funds should initially be disbursed to the grant awardee of the Hamilton Shafer Farm project?

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 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>Hamilton Shafer Farm</i>	Restore rear porch, reconstruct stone dryhouse, install appropriate lighting, and stabilize carriage shed.	\$45,000	\$11,250	\$14,850	\$22,500

Review of the estimate for the project does not show how much 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 Hamilton Shafer Farm as this amount should meet the initial deposit required by most contractors.