MEMORANDUM

TO: County Executive Jan Gardner

THROUGH: Steven C. Horn, Director, Division of Planning and Permitting

FROM: Amanda K. Whitmore, Principal Planner I Historic Preservation, Livable Frederick Planning & Design Office

DATE: September 3, 2020

SUBJECT: Rural Historic Preservation Grant Program Guidelines and Criteria

ISSUE

What should the guidelines and criteria be for the Frederick County Rural Historic Preservation Grant program?

BACKGROUND

The County Council approved legislation increasing the recordation tax to boost the county’s investment in agricultural land preservation. The legislation sets aside the first $500,000 annually for three related purposes: economic development grants to support agriculture diversification; grants for rural historic preservation; and first-time homebuyer assistance.

Frederick County has a long and rich history. There are thousands of historic sites, structures, and districts throughout the County that tell the story of Frederick County from its pre-history to its more recent history. Protecting and preserving these cultural resources is important to maintaining the qualities and characteristics of Frederick County that help make it a unique place.

Frederick County has taken several actions to identify and protect historic resources. Beginning in 1968, surveys were conducted and continued through several decades to identify and document historic structures and sites. A historic preservation ordinance was adopted in 1998, which subsequently created the County Register of Historic Places and the Historic Preservation Commission.

Individual properties or entire districts can be designated to the County Register because of their historic, archaeological, and cultural significance and/or architectural and design significance. Property owners can voluntarily nominate their property to be designated or a group of property owners can nominate their properties together as a district. Currently, there are 16 individual properties listed on the County Register of Historic Places. The Rural Historic Preservation Grant Program would assist in the protection, preservation, and enhancement of these historic properties.

Grant guidelines and criteria for the Rural Historic Preservation Grant Program must be established. These guidelines and criteria are shown in Attachment 1. As currently drafted, the application ranking...
criteria includes 5 points for properties that are locally designated or contributing structures in a locally designated district. Applications selected for grant funding will receive an initial disbursement of 25% to 50% of the grant award at the signing of the grant agreement.

RECOMMENDATION

Staff recommends approval of the Rural Historic Preservation Grant Program guidelines and criteria.

Approve? Yes [ ] No [ ]

Jan H. Gardner, County Executive
Frederick County, Maryland

FINANCIAL IMPACT: Yes - Indirect

1. Fiscal Year of Financial Impact: FY2021
2. Existing Account Unit/Activity & Account: TBD
3. New Account Unit/Activity & Account: TBD
4. Budget Balance as of September 3, 2020: $0
5. Budget Journal Required: N/A
6. Amount of Courty Funding Requested: TBD
7. Other Pertinent Information: Legislation takes effect October 1, 2020

ATTACHMENT(S):

Attachment 1 – Proposed Rural Historic Preservation Grant Program Grant Guidelines
Proposed Frederick County Rural Historic Preservation Grant Guidelines

SEPTEMBER 2020

INTRODUCTION: The purpose of the Frederick County Rural Historic Preservation Grant Program is to assist in the protection, preservation, and enhancement of Frederick County’s rural historic properties through the award of historic preservation grants. The size of an individual grant can be up to $50,000.

DEADLINE. The application period is open once per year for a three month period. Applications will be reviewed by staff for errors and omissions. Applicants will have the opportunity to submit a revised final application a month after the deadline. An application must be submitted by the deadline in order for a final application to be considered. No new applications will be considered after the deadline.

ELIGIBLE APPLICANTS. Eligible applicants include individual property owners and Non-profit organizations. Applicants must not have outstanding County permit or zoning violations or Historic Preservation Commission violations.

ELIGIBLE PROPERTIES. Eligible properties must be located in unincorporated areas of Frederick County and must be designated on the County Register of Historic Places or a contributing resource in a County designated Historic District or listed in the National Register individually or as a contributing property in a National Register District, or determined to be eligible by the Maryland Historical Trust for National Register designation.

If the property or district is currently not designated to the County Register of Historic Places, a determination of eligibility must be made by the Historic Preservation Commission prior to applying for the grant. This letter of determination must be included with the application. If the property is awarded a grant, the property will be required to be designated per Chapter 1-23-5 of the Frederick County Code to the County Register and meet at least one of the criteria listed in 1-23-6-B.

INELIGIBLE PROPERTIES. Properties that do not meet the Eligible Properties criteria; or properties with outstanding County permit or zoning violations or Historic Preservation Commission violations; or prior grant awardees who have remaining unexpended grant funds.

ELIGIBLE ACTIVITIES. Grants will be awarded for stabilization, rehabilitation, restoration, and/or preservation to the exterior of a historic property.

INELIGIBLE ACTIVITIES. Ineligible activities include previously completed rehabilitation work or rehabilitation work that is underway, new construction, landscaping with the exception of historic, man-made objects or features (such as stone walls or fences), and projects that do not conform to the Secretary of the Interior’s Standards for Treatment of Historic Properties.
**ELIGIBLE EXPENSES.** Eligible expenses are those expenses directly associated with the stabilization, rehabilitation, restoration, or preservation of the property.

**INELIGIBLE EXPENSES.** Ineligible expenses are those expenses associated with predevelopment costs necessary to prepare the application such as fees for architectural plans and/or structural and/or condition assessments or expenses not directly associated with the rehabilitation of the property.

**COMPETITIVE SELECTION CRITERIA.** The information provided by the applicant in the application is used to evaluate and select projects for funding. The following criteria will be used to rate and rank projects for funding on a competitive basis. A maximum of 100 points is available. Applicants would not address criteria in shaded boxes.

<table>
<thead>
<tr>
<th>HISTORIC PROPERTY 0-40 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Historic and cultural significance of the resource(s)</strong></td>
</tr>
<tr>
<td>What is the historical and cultural significance of the property? Does it have local, state, or national significance? For example, a property with low to medium significance at a local level would score lower than a property with high significance at the local and state and/or national level.</td>
</tr>
<tr>
<td>0-10 points</td>
</tr>
<tr>
<td><strong>Diversity of resource types</strong></td>
</tr>
<tr>
<td>Extent to which the property would expand the diversity of resource types within the current funding cycle. For example, if applicant pool is mostly houses but one consists of a barn, the barn application would score 5 points.</td>
</tr>
<tr>
<td>0-5 points</td>
</tr>
</tbody>
</table>

Attachment 1: Rural Historic Preservation Grant Guidelines
<table>
<thead>
<tr>
<th>PROJECT 0-40 points</th>
<th>Provision for long-term resource preservation</th>
<th>Leverages funding from other sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention of historically significant material or details</td>
<td>Will this project provide long-term protection of the resource? For example, will the project stabilize or weatherize a resource and protect it from further deterioration then it should receive the max points.</td>
<td>Does the applicant provide a match from personal sources or, for Non-profits, from donations or other grant sources? Is the match in-kind and adequately reflect costs?</td>
</tr>
<tr>
<td>0-15 points</td>
<td>0-15 points</td>
<td>0-5 points</td>
</tr>
<tr>
<td>Realistic and feasible budget</td>
<td>Does the budget provide enough detail and rationale to complete the project?</td>
<td></td>
</tr>
<tr>
<td>0-5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT MANAGEMENT 0-20 points</th>
<th>Administrative capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readiness to initiate and complete the project</td>
<td>Does the applicant demonstrate a thoughtful and orderly approach to organizing information? Is the proposed project well-presented and does it meet the goals of the program?</td>
</tr>
<tr>
<td>Can the project begin and finish on schedule?</td>
<td></td>
</tr>
<tr>
<td>0-10 points</td>
<td>0-10 points</td>
</tr>
</tbody>
</table>

MATCH. A match is not required but an application that includes a match will be valued. In-kind matches of labor and materials are permitted.

GRANT AGREEMENT. Successful applicants will be required to sign a grant agreement detailing the total award amount, scope of work that defines the final project products, expenses eligible for grant funding, and any additional obligations on behalf of the awardee.
**DISBURSEMENT.** An initial disbursement of 25% to 50% of the grant funds, to be determined by the Historic Preservation Commission, will be awarded at the signing of the grant agreement. At 50% completion of the project, an additional 25% of the grant funds can be disbursed upon receipt of paid invoices. The remainder of the award will be released upon project completion and delivery of financial receipts and photo-documentation. All work is subject to inspection by Frederick County staff. If project costs are less than the award, the balance will be absorbed back into the program.

**TIME FRAME.** Applications will be accepted from October 1 to December 31. Revised final applications are due January 29, 2021. Final applications will be reviewed and ranked by a sub-committee of the Historic Preservation Commission during February. Award recommendations will be presented to the full Commission for approval at the regular March meeting and forwarded to the County Executive. With the County Executive’s approval, award recommendations will be presented to the County Council to approve final funding decisions in April. Award recipients will be notified and grant agreements executed. Projects must be completed within two years of the date the grant agreement is executed. Extensions to complete the project may be requested.

**LICENSES.** Grant-funded work must be performed by licensed contractors. Contractors must have demonstrated preservation skills and/or experience as applicable.