

FREDERICK COUNTY
FY2021 RURAL HISTORIC PRESERVATION GRANT PROGRAM
APPLICATION INSTRUCTIONS

Virtual Workshop Dates:
December 15, 2020 12 p.m.
January 11, 2021 5:30 p.m.

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.

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.

DESIGNATION. If the property is awarded a grant, the property will be required to be designated, if not designated already, per Chapter 1-23-6 of the Frederick County Code to the County Register. County Register properties are subject to Chapter 1-23-7 of the County Code, wherein exterior changes must be reviewed and approved by the Frederick County HPC.

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 work or 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*.

STANDARDS. All work must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* <https://www.nps.gov/tps/standards/htm> (or see Appendix 1, page 10).

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 approved scope of work.

COMPETITIVE SELECTION CRITERIA. The information provided by the applicant in the application is used to evaluate and select projects for funding. See pages 5-6 for a detailed description of how applications are scored and how to address these scoring criteria.

MATCH. A match is encouraged but not required. Inclusion of a match will be considered during the evaluation and selection process. 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 December 1 to February 26. Revised final applications are due March 31, 2021. Final applications will be reviewed and ranked by a sub-committee of the Historic Preservation Commission during April. Award recommendations will be presented to the full Commission for approval at the regular May 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 June. 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.

CITATION. Any materials or publicity produced in relation to the project must include the following citation for capital grants: "Funding for this project was provided by Frederick County Government, as recommended by the Frederick County Historic Preservation Commission."

Program Deadlines

Grant applications must be submitted by February 26, 2021

The *Application* and *Required Attachments* detailed on pages 4-9 of this manual and any supplemental information may be submitted either by e-mail or regular mail. Materials submitted via email must be sent in by midnight of February 26, 2021. Materials submitted in hard copy must be postmarked to the Division of Planning & Permitting by February 26, 2021.

The Division of Planning & Permitting's mailing address is:

Frederick County Division of Planning & Permitting
Attention: Amanda Whitmore
30 N. Market Street, 3rd Floor
Frederick, Maryland 21701

Save the Environment! Please submit all application materials digitally if possible. If hard copies are submitted, do **NOT** bind your application. Provide a flash drive of photographs with your hard copy.

In fairness to all applicants, late applications will not be considered. After February 26, 2021, all applications will be reviewed by staff for completeness. Applicants will be notified of any omissions and have the opportunity to resubmit a revised application by March 31, 2021. **Revised, final applications must be sent by 11:59 p.m. Eastern Time on March 31, 2021.**

The Frederick County Historic Preservation Commission, an appointed Commission with expertise in various areas of historic preservation, will evaluate all eligible grant applications using the *Selection Criteria* on pages 5-6 of this manual at their regularly scheduled meeting in May 2021 and make the final recommendations to the County Executive. Final funding decisions will be approved by the County Council at a June meeting.

Recipients of the 2021 Frederick County Rural Historic Preservation Grants are expected to complete their projects within two years of the date the grant agreement is executed.

Completing the Application

Name and Location of Historic Property

1. Provide the historic and/or the current name of the property (many historic properties have names such as “Jones Farmstead;” if your property has no name write n/a) and the street address, city, and zip code.

Building Information

1. List the date(s) of original construction and any major additions/alterations to the building.
2. Is the building listed in or been determined eligible for listing in the County Register of Historic Places, National Register of Historic Places, or as a contributing building in a Local or National Register Historic District?

To determine whether a property is listed or determined eligible in the National Register visit the Maryland Historical Trust’s online cultural resource information system, MEDUSA, available at <https://mht.maryland.gov/secure/medusa/>. Properties that have been determined eligible for listing and are awarded funding, will be required to formally be designated to the County Register of Historic Places.

Properties not listed or determined eligible for listing are ineligible to apply for the current grant round. Determinations of eligibility will need to be made prior to submission of a grant application. The Maryland Historical Trust determines the National Register eligibility of a property. The County’s Historic Preservation Commission determines the eligibility of a property for local designation.

Contact Information

1. **Applicant:** Provide the name, non-profit organization name if applicable, address, direct telephone number, and direct email of the person who is the contact for the application. It is very important to have a designated person who can provide timely responses to inquiries from staff.
2. **Property Owner:** If the property owner is different from the applicant, provide the name, organization name, if applicable, address, direct telephone number, and direct email of the property owner.

Project Description

Clearly describe the condition of the existing historic property, as well as proposed work, including the specific materials and methods of repair or replacement. The description should be as concise as possible, organized to first describe the existing feature or material and then describe the related proposed work.

Selection Criteria

The following criteria are used to rate and rank projects for funding. A maximum of 100 points is available. Applicants are not asked to address criteria in shaded boxes.

HISTORIC PROPERTY 0-40 points		
<p>Historic and cultural significance of the resource(s) What is the historical and cultural significance of the property? Does it have local, state, or national significance? Does it contribute to a district? <i>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.</i></p>	<p>Urgency of need for financial assistance Is the property at risk because of development or deferred maintenance? Is there a special window of opportunity for the applicant to rehabilitate this property? Is it critical to the operation of the property? <i>A property at risk of collapse, for example, could be scored at 10 points.</i></p>	<p>County Register Property Properties already listed on the County Register of Historic Places or as a contributing resource in a County designated historic district will receive five points.</p>
0-10 points	0-10 points	0 or 5 points
<p>Diversity of resource types Extent to which the property would expand the diversity of resource types within the current funding cycle. <i>For example, if applicant pool is mostly houses but one consists of a barn, the barn application would score 5 points.</i></p>	<p>Equitable countywide distribution of funds Extent to which the project would contribute to the equitable geographic distribution of the grant funds across the County within the current funding year. <i>If most grant awards or applications have been received from southern part of the county but one or two applications are from the northern and eastern parts of the county, then those two applications could score 5 points.</i></p>	<p>Continued use of resource Historic resource has an identified use and will not be left vacant.</p>
0-5 points	0-5 points	0-5 points

PROJECT 0-40 points		
<p>Retention of historically significant material or details If the property has more extensive and/or original materials, features, and finishes, is extra effort being expended in their retention? <i>For example, if</i></p>	<p>Provision for long-term resource preservation Will this project provide long-term protection of the resource? <i>For example, if the project will stabilize or weatherize a resource and protect it from</i></p>	<p>Leverages funding from other sources 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 does it adequately reflect costs?</p>

<i>the project involves retaining all the original materials in the resource, then the maximum number of points should be awarded versus a project that calls for the majority of materials to be replaced.</i>	<i>further deterioration, then it should receive the maximum number of points.</i>	
0-15 points	0-15 points	0-5 points
Realistic and feasible budget Does the budget provide enough detail and rationale to complete the project?		
0-5 points		

PROJECT MANAGEMENT 0-20 points	
Readiness to initiate and complete the project Can the project begin and finish on schedule?	Administrative capability 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?
0-10 points	0-10 points

Historical and Cultural Significance of the Resource(s)

Identify the unique qualities of your historic property that are historically and/or culturally noteworthy to local, state, or national histories. If your property is already a Frederick County historic property or has a completed Maryland Inventory of Historical Properties (MIHP) survey form, a good place to start is reviewing this documentation. The MIHP survey forms are available at <https://mht.maryland.gov/digitallibrary.shtml>. Both the County Designation files and MIHP survey forms are available through the Historic Preservation planner as well. If your property is listed in the National Register of Historic Places, is a contributing property to a National Register Historic District, or to a Frederick County Historic District, be sure to point that out. Make sure to highlight the cultural significance of your property as well.

If your property has not been documented, it will be necessary for you to do your own research. Provide the date of the property's original construction, if known, or give an approximate date. State the approximate dates of any major alterations or additions. For example, *the rear wing was added c. 1880* or *the barn was constructed c. 1900*. Describe what you believe is historically and culturally important about the property. Is the property the site of a historic event? Is the property identified with a person or groups of persons who influenced society? Does the property have significant character, interest, or value as part of the development, heritage, or cultural

characteristics of the County, state or nation? For example, *the property was the home of John Doe who was prominent in establishing the village of Rural Village.*

Project's Urgency of Need

Describe how the property may be threatened or if there is a unique opportunity to undertake the project at this time.

Retention of Historically Significant Materials or Details

If the building has original materials, several original features, and/or finishes, will this project include their retention? If so, explain how they are being retained.

Provision for Long-Term Resource Preservation

Describe what actions are being taken as part of this project to protect the property. For example, projects to weatherize or stabilize a property, such as replacing a deteriorated roof, contributes more to long-term protection than repairing a fence.

Project Readiness

Describe your readiness to undertake this project. Do you have the funds for work that the grant award will not cover? Are you ready to start?

Administrative Capability

Describe your experience managing previous preservation or rehabilitation projects. Have you hired/managed contractors previously? Have you applied for and received other grants that you administered? How do you plan to track your financial expenses related to the project?

Note that Administrative Capability is also shown through a well-organized and thought-out application where every question is answered, the budget is detailed, all necessary attachments are provided, and photographs are labeled correctly and clearly.

Budget

Provide a list of each work item for which funding is sought as part of this grant application. The budget must be specific to the project. Your project should be broken out into separate work items if there is more than one. While a match is not required, the project will score higher if the budget leverages funding through personal finances, donations, or in-kind matches. Include any additional funding sources that will be utilized to complete the project.

WORK ITEM	GRANT	APPLICANT CONTRIBUTION			TOTAL COST
		CASH	IN-KIND	DONATED	
Repair all windows on the main house	\$10,000	\$2,000			\$ 12,000.00
Replace rotten porch posts and wood flooring in various areas	\$3,000		\$500		\$ 3,500.00
					\$ 0.00
TOTALS	\$13,000.00	\$2,000.00	\$500.00	\$ 0.00	\$ 15,500.00

In the above example, the total project cost is \$15,500 but the applicant is requesting \$13,000 in grant funding since they plan to cover \$2,500 of the work cost.

In-Kind Contributions: Donated labor and materials to the project can be counted as in-kind.

Contractor Estimates: You must provide contractor estimates that support your budgeted costs. Obtain as many bids as you like to compare price vs. value but **choose only one for each work item** and attach a copy with your grant application. Applications with budgets unsupported by estimate(s), or that have unrealistic budget(s), are likely to score poorly.

Amount of funding requested: Provide the amount of funding (up to \$50,000) you are requesting. This number must be identical to the Total Grant Request in the budget. Please note that the Grant Committee and other reviewing bodies reserve the right to reduce grant awards from the total request by any amount deemed necessary to allow for greater distribution of funds in a given grant cycle.

Required Attachments

An applicant is considered in-complete without these required attachments.

Contractor Estimates: Include a copy of one detailed, written estimate from a contractor with experience working on historic buildings. The estimate should be dated and include an itemized scope of work, describing the materials and methods to be used. If the proposed grant project involves very different types of work, such as installing a standing seam roof and repointing a stone foundation, you may need to obtain an estimate from more than one contractor. Work on historic buildings demands great care and must follow the Secretary of the Interior's *Standards for Rehabilitation*.

Photographs: Submit a flash drive or link to a cloud storage service (Dropbox, Google Drive, Microsoft OneDrive, etc.) of labeled photographs of the building, its setting, and the specific issues you plan to address with a grant. This is the best way for the grant reviewers to understand your building and your project. **Images must be submitted digitally via a cloud storage service or by mail on a flash drive. All images must be in the .jpeg format.**

- Upon submission, grant applicants relinquish rights to ownership or control over the photographs and digital images and agree that the photographs and digital images shall become the property of the County.
- Scanned or photocopied historic images of the building may be submitted if available. Digital images are preferred.
- **Photograph Guidelines:** See Appendix 2, page 11 for additional guidance on photographs and labeling requirements.

Determination of Eligibility Proof: Provide a letter of determination from the Frederick County Historic Preservation Commission for listing on the County Register of Historic Place if not already listed and/or provide the DOE form from the State regarding National Register eligibility.

Proof of Non-Profit Status: For tax-exempt non-profit organizations, provide documentation of tax-exempt status. IRS 501 (c)(3) certification is preferred.

Preservation Plans, Reports & Evaluations (optional): A professional evaluation of the overall condition of the building, list of work priorities, and a maintenance plan are all valuable resources in planning for preservation. Architectural reports, needs assessments, historic structure reports and architectural plans and specifications are sources for this information. Include copies of any applicable reports prepared within the last five years. This is not the same as a written estimate for the specific work you plan to undertake if awarded a grant and is an optional attachment to your application.

Certification

Each applicant must complete either A or B.

A. Submitting via email: You must check the box to Certify your application. By checking the box, you certify the following:

I am submitting this Application digitally. I am applying for a 2021 Frederick County Rural Historic Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing Frederick County to accept the submittal for review and potential award. I further understand that upon submission to the County, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the County upon receipt by the County.

B. Submitting by mail or delivering in person: If you need to submit a paper copy of the application you MUST sign the application to certify that all information is correct to the best of your knowledge.

Appendix 1: The Secretary of the Interior's *Standards for Rehabilitation*

The Secretary of the Interior's *Standards for Rehabilitation* are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable changes to meet new needs.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measure shall be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Appendix 2: Photograph Guidelines

Photographs are a very important part of your application! A well-illustrated application makes a favorable and lasting impression on the reviewers. It helps them better understand the importance of your building, the urgency of needed repairs, and why your project is worthy of grant support.

1. **Include views that show the building in its setting.** If there are neighboring buildings, show them; if the building stands by itself, show the surrounding area. If you are taking photos of a barn, be sure to include the house and other associated outbuildings.
2. **Submit pictures showing the building from public places.** This may be from a public road or park. The public's ability to view a building is an important part of evaluating the proposed work.
3. **Take pictures of the building that show all sides.** If you take a picture at a corner it can cover two sides. Do not cut off the roof or foundation. Stand back far enough so you see the whole building.
4. **Include images of specific problems to be addressed by a grant clearly and at close range.** Be sure viewers can understand the location of the picture by including some of the surrounding area. It is important to show the leaky roof, broken beams, rotten wood, failing windows or caved-in foundation. If your roof is failing, do not submit an image with snow covering the roof. If a wall needs to be re-built, do not submit an image with brush and overgrowth concealing the wall.
5. **Label your photographs.** Be sure to name each digital picture file with a short description of the image. Numbering photographs and then using a separate document with descriptions, or annotating photographs digitally is also acceptable. The grant reviewers may not be familiar with your building and this will help them to understand your project. This is especially true of details. For example, where is the hole in the foundation or the rotten beam located?

Additional Tips:

- If your building has any interesting or unusual features, include a picture, even if these features are not part of your project.
- If you can, take pictures with the sun at your back. Under some conditions overcast days with even light are better than bright sunny days.
- Access to a failing roof, tower, or chimney may be challenging. Plan ahead to ensure you can get photographs that cover these details if applicable to your grant request. For example, if a contractor accesses the roof to inspect it, have them take a few pictures.
- **Please send no more than 20 images per project.**