



FREDERICK COUNTY RURAL HISTORIC PRESERVATION GRANT PROGRAM

Fiscal Year 2023

Grant Workshop

December 15, 2022

FREDERICK COUNTY
FY2023 RURAL HISTORIC PRESERVATION GRANT PROGRAM
APPLICATION INSTRUCTIONS

Virtual Workshop Dates:
Thursday, December 15, 2022 12 p.m.
Tuesday, January 10, 2023 2 p.m.
Monday, January 23, 2023 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. Eligible properties are those located in unincorporated areas of the County. 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, agricultural businesses, 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 determined to be eligible for County Register designation by the Historic Preservation Commission or located in a local Conservation District¹.

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](#)

designated to the National Register of Historic Places would be eligible for the County Register.

¹ Historic Preservation Planner may administratively determine if a property

FREDERICK COUNTY
FY2023 RURAL HISTORIC PRESERVATION GRANT APPLICATION

Due: February 28, 2023

Instructions

Please refer to the *Frederick County Rural Historic Preservation Grant Program Application Instructions* before completing the application. The instructions contain directions to help you respond to each section below and detail what information is required. The instructions are available online or you may request a paper copy by sending an email to AWhitmore@FrederickCountymd.gov or by calling 301-600-1147.

Filing Instructions

You **MUST FILE** a complete application for your grant application to be reviewed. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.
2. Attach **ALL MATERIALS** listed on page 7 of this form.
3. Submit this form and all corresponding materials **BY EMAIL** to RuralHPGrant@frederickcountymd.gov or **BY MAIL** to:

Livable Frederick Planning & Design Office
30 North Market Street, 3rd Floor
Frederick, Maryland 21701
ATTN: Amanda Whitmore

Historic Property

Historic Name: _____

Street Address: _____

Application and Instructions Available at:
www.frederickcountymd.gov/7981/Historic-Preservation



PROTECT FROM
DETERIORATION



PRESERVE WHAT
EXISTS



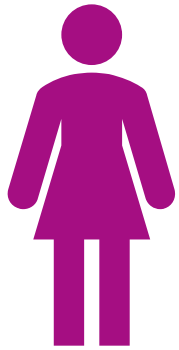
ENHANCE
HISTORIC ELEMENTS

PURPOSE



ELIGIBLE HISTORIC PROPERTIES

- ▶ Located in Unincorporated Areas of the County
- ▶ Designated County Register of Historic Places
- ▶ Contributing properties in local historic districts
- ▶ Determined Eligible for County Register listing



ELIGIBLE APPLICANTS

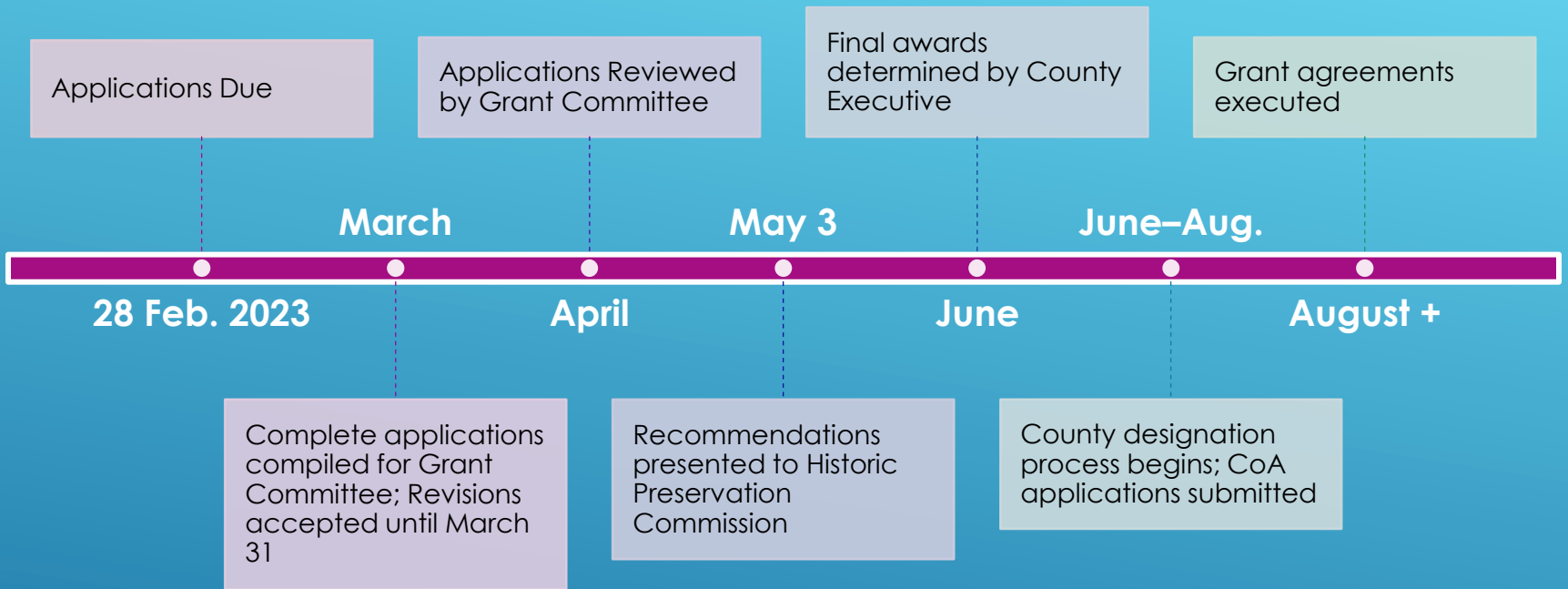


Front (southeast) side - Thomas Farm, Barn, 4632
Araby Church Road, Frederick, Frederick County,
MD. Photograph, Historic American Building Survey,
National Park Service, U.S. Department of the
Interior, Compiled after 1933.

<http://hdl.loc.gov/loc.pnp/hhh.md1784/photos.3632>
31p accessed December 11, 2020).

- ▶ Designation to the County Register of Historic Places
- ▶ Grant funded work must comply with the Secretary of the Interior's Standards
- ▶ 25% - 50% of grant funds will be disbursed after the grant agreement is executed. The remaining grant award will be reimbursed.

GRANT AWARD CONDITIONS



GRANT PROCESS

APPLICATION PROCESS

- ▶ Submit electronic or mail a hard copy
- ▶ Submit to RuralHPGrant@frederickcountymd.gov or Livable Frederick Planning & Design Office, 30 N. Market Street, Frederick, MD 21701 Attn: Amanda Whitmore
- ▶ If emailing the application, put the historic property name or address in the subject line
- ▶ For multiple emails use the same subject line
- ▶ Clearly label attachments and list in the body of the email so staff can confirm receipt
- ▶ Okay to send a link to a cloud service such as DropBox or Google Drive with the application materials

FREDERICK COUNTY

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30 North Market Street, 3rd Floor
Frederick, Maryland 21701
ATTN: Amanda Whitmore

Historic Property

Historic Name: _____

Street Address: _____

APPLICATION

- ▶ Historic Name or Current Name, such as “Jones Farmstead”
- ▶ No name write “N/A”

Building Information

Date(s) of Construction (can be approximate): _____

Is the building listed in the County Register of Historic Places?

Yes No, but determined eligible No

Is the building listed in the National Register of Historic Places?

Yes No, but determined eligible No

Applicant Contact Information

Contact Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner Information (if different from applicant)

Contact Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

- ▶ Dates of construction including additions/alterations
- ▶ Provide contact person that all inquiries will go to and who will respond timely.
- ▶ Include the property owner information if it is different from the applicant



Clearly describe the existing condition of the property



Describe the proposed work



Specify materials and methods of repair or replacement



Be concise

PROJECT DESCRIPTION



Identify the unique qualities of your historic property that are historically or culturally noteworthy



MIHP Survey Forms are a good place to start



Is the property associated with an event or person or group? Or value in the development or heritage of the county or state?

HISTORICAL/CULTURAL SIGNIFICANCE

Describe how historically significant material or details will be retained in the project.

0-15 points

Describe the provision for long-term resource preservation inherent in the project. 0-15

points

Describe your readiness to initiate and complete the project. 0-10 points

- ▶ When completing other sections of the application, make sure to be **Clear**, **Concise**, and **Compelling**
- ▶ Competitive application that will be scored based on the information provided in the application

HISTORIC PROPERTY 0-45 points

<p>Significance of the resource(s) To what extent will the project rehabilitate or restore districts, sites, buildings, or objects significant in the prehistory, history, archeology, architecture, engineering, or culture of the County, State, or Nation? Does it have unusual or unique features that will be preserved as part of this project? Is the property designated to the National Register of Historic Places? Is the property associated with underrepresented or underserved populations (women, people of color, LGBTQIA+)?</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? Is it an immediate need that, without repair of the feature, complete deterioration or failure will occur rapidly? <i>A property at risk of collapse, for example, could be scored at 15 points.</i></p>	<p>County Register Property Properties already designated on the County Register of Historic Places or as a contributing resource in a County designated historic district will receive five points.</p>
<p>-10 points</p>	<p>0-15 points</p>	<p>0 or 5 points</p>
<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>
<p>0-5 points</p>	<p>0-5 points</p>	<p>0-5 points</p>

SELECTION CRITERIA

SELECTION CRITERIA

PROJECT 0-45 points

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? How well does the project contribute to preserving the features of the building that make it eligible for designation to the County Register? For example, if 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.

0-15 points

Provision for long-term resource preservation

Will this project provide long-term protection of the resource? Will the project stabilize a failed structural component, such as a frame, foundation, or roof, or will it address extensive damage or deterioration over a large portion of the building?

For example, if the project will stabilize or weatherize a resource and protect it from further deterioration, then it should receive the maximum number of points.

0-15 points

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?

0-5 points

Realistic and feasible budget

Does the budget provide enough detail and rationale to complete the project?

0-10 points

PROJECT MANAGEMENT 0-10 points

Readiness to initiate and complete the project

Can the project begin and finish on schedule?

0-5 points

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?

0-5 points

Budget: Provide a work item/cost breakdown of your proposed project. See the instructions on how to complete the table. Attach contractor estimate(s) with your application.

WORK ITEM	GRANT	APPLICANT CONTRIBUTION		TOTAL COST
		CASH	IN-KIND	
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Amount of funding requested: \$ _____ (50,000 max request amount)

- ▶ Work items listed should match for what the project is seeking funding for
- ▶ If project includes several work items, break them out
- ▶ Contractor estimates should support your budget
- ▶ Amount requested cannot exceed \$50,000

Matching Amount Summary: List all sources of matching funding below.

SOURCE: _____ AMOUNT: \$ _____

SOURCE: _____ AMOUNT: \$ _____

SOURCE: _____ AMOUNT: \$ _____

SOURCE: _____ AMOUNT: \$ _____

TOTAL AMOUNT OF MATCHING FUNDING: \$ _____

Grantee Experience: In the last five years, has rehabilitation work on this building been funded with a State or Federal Historic Preservation Grant or received State or Federal rehabilitation tax credits? If yes, please list the year and grant project (if applicable).

- Yes No

GRANT USE HISTORY (prior five years)

Source	Date Approved	Type of Work	Amount	Start Date	Completion Date

Contractor Estimates

Labeled photographs on a flash drive
or link to a cloud storage device

Determination of Eligibility Letter

Proof of non-profit status

Preservation plans, reports, or
evaluations (Optional)

REQUIRED ATTACHMENTS

Decorative white lines consisting of several parallel diagonal strokes on the right side of the slide.

THANK YOU!

Questions or Comments

Amanda Whitmore

Awhitmore@frederickcountymd.gov

301-600-1147

Beau Lockard

Clockard@frederickcountymd.gov

301-600-1149