



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF PARKS & RECREATION

Jessica Fitzwater  
County Executive

Jeremy Kortright, Director

### MEMORANDUM

**TO:** POS Municipality Project Coordinators

**FROM:** Fiscal Staff, Division of Parks and Recreation

**DATE:** March 3, 2025

**SUBJECT:** Submission of FY2026 Program Open Space (POS) Projects

The Frederick County Division of Parks and Recreation is requesting municipalities interested in obtaining Program Open Space (POS) funding for FY2026 (beginning July 1, 2025) complete the Frederick County Pre-Qualifier Questionnaire for each project for which funding is requested. Please ensure all fields on the questionnaire and then submit the questionnaire by May 1<sup>st</sup>.

**While reviewing your projects, please note the following:**

- **New this year** – The *Project Information Form* has been replaced with a *Project Pre-Qualifier Questionnaire* (which can be found here: [Frederick County Pre-Qualifier Questionnaire](#)); please ensure all fields on the questionnaire are completed, this will ensure that all requirements for eligibility are properly being considered, while also providing guidance on what answers and supporting documentation will be needed when submitting your POS Application to DNR. (**Please Note:** The Pre-qualifier Questionnaire is NOT a replacement for your application to DNR- both the questionnaire and then later in the process a DNR application will need to be completed.)  
Responses in the Questionnaire should include the following when prompted:
  - Vendor quote(s) and or project proposal/cost estimates
  - Project schedule (Must be able to be encumbered within the fiscal year)
  - Project Site Plan
  - Map with Location Marked
- **New this year** – Any remaining funds from new Municipal projects will be reverted to the municipal unencumbered balance for distribution during the next Frederick County Annual Program cycle.
- When assessing your projects, review the project status and determine if additional funds will be required to complete an approved POS project (encumbered/unencumbered).
- If you are considering a project that was previously submitted but not funded, the project must be resubmitted for FY2026. Please ensure that proper communication is relayed to the relevant municipal officials, as this information has only been sent to Municipal Project Coordinators.
- When possible, combine multiple components of elements into one Project. For example, instead of submitting a project for parking lot paving, another for the tennis courts, then for the playground, combine these elements into one project for “\_\_\_\_\_ Park Improvements.” This will allow funds to be fully spent, and reduce the number of applications prepared, reviewed, approved and tracked by everyone.

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Once all questionnaires are submitted and reviewed by County staff, the project totals are listed on the total allocation form. Once completed, the allocation form, pre-qualifying questionnaire and supporting documents are sent out to the municipalities for review. Any noted updates are made, and a final version is sent back to the municipalities prior to the meeting.

The Municipality Secretary will then facilitate a meeting with municipality leadership and officials and County Staff to discuss projects and determine the funding outcome.

Frederick County has presented the 2022 Land Preservation, Parks and Recreation Plan (LPPRP) to the Maryland Department of Natural Resources (DNR) in July 2022. Frederick County has addressed the concerns and has fulfilled all the major requirements of the 2022 LPPRP guidelines, including a detailed proximity analysis with a discussion of results and comprehensive maps. The Departments note that the 2022 LPPRP indicates that Frederick County has met its land acquisition goals. By meeting this goal Frederick County will now dedicate a minimum of **25% of the FY2026 POS allocation** towards parkland acquisition projects, with the remainder **75% available for park development** projects. In addition, FY2026 Park Development Projects will only be eligible for 90% of the final construction costs, in accordance with POS statute.

FY2026 POS Local funding will be considerably less than in prior years. We encourage a thoughtful project selection process to ensure funds are allocated where they are most essential.

Should you have any questions, please submit them to [POS@Frederickcountymd.gov](mailto:POS@Frederickcountymd.gov).

Thank you in advance for your cooperation.