

**WASHINGTON STATE  
HISTORIC COUNTY COURTHOUSE  
REHABILITATION GRANT PROGRAM  
GRANT APPLICATION 2015 - 2017 BIENNIUM**

**DEADLINE: JUNE 30, 2014**

Applications must be postmarked or received in the office by 4:30 p.m.  
on Monday, June 30, 2014. **Late applications will not be accepted.**

Applications available at [www.dahp.wa.gov](http://www.dahp.wa.gov)

**Washington Trust for Historic Preservation**  
1204 Minor Avenue • Seattle, WA 98101 • (206) 624-9449 • [preservewa.org](http://preservewa.org)



**SECTION 1 GENERAL INFORMATION**

County: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / County / Zip Code: \_\_\_\_\_  
Date of Construction: \_\_\_\_\_  
Date(s) of major modification/addition: \_\_\_\_\_  
Does the courthouse still serve a municipal function?                      Yes                      No

**SECTION 2 CONTACT INFORMATION**

Name: \_\_\_\_\_  
Business Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / County / Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**SECTION 3 HISTORICAL DESIGNATION OF COURTHOUSE** (check all that apply)

National Register of Historic Places (individually listed)  
National Register District  
    Name of District: \_\_\_\_\_  
Washington Heritage Register  
Local Designation  
    Name of Local Register: \_\_\_\_\_  
Determined eligible for historic designation

**SECTION 4 GRANT REQUEST**

Total amount the county is requesting in grant funds: \$ \_\_\_\_\_

## **SECTION 5 PROJECT SUMMARY**

Please provide a narrative description of the proposed project (use a continuation sheet as needed).

What county functions will the courthouse serve after project completion?

## **SECTION 6 CHARACTER DEFINING FEATURES**

Describe the conditions of the building's significant character-defining features and explain the effect the proposed project will have on those features.

Will any of the building's character-defining features be permanently lost without immediate attention?

Yes                      No

If yes, explain why.

## **SECTION 7 FINANCIAL NEED**

Please provide a brief statement explaining your financial need (use only the space provided).

## SECTION 8 PROJECT BUDGET

As accurately as possible, provide figures related to project cost.

### A. Estimated Project Budget:

Construction costs	\$	_____
Contingency	\$	_____
Architecture/Engineering*	\$	_____
Total	\$	_____

\*Note: Grant funds may not be used for Architectural and Engineering fees. Such expenditures, however, may be counted toward the required county match.

### B. Detailed Project Budget:

Please itemize all work elements related to the overall scope of work for which grant funds are requested, indicating the estimated cost of all work elements and whether or not funds are committed for each (in answering yes, the county indicates that funds are committed and in a dedicated account - funds planned for use from future projected revenues should not be considered 'committed').

If expenditures on projects completed after January 1, 2014 are being used toward the required county match, provide an additional detailed budget demonstrating all project expenditures broken down by work element. Similarly, for projects currently underway with expenditures eligible for use as matching funds, provide a detailed budget for those work components that qualify to be used as part of the county match.

Proposed Scope of Work:	Estimated Cost:	Are Funds Committed?	
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
_____	\$ _____	Yes	No
Total Project Cost:	\$ _____	Yes	No

## SECTION 9 PROJECT FUNDING REQUEST

### Figuring project cost and funding shares:

“Total estimated project cost” on line 1 in this section should equal the “Total” estimated in the Section 8 Project Budget worksheet above. The match each county is required to provide must be at least 25% or greater of the total state funds requested.

Line 1	\$ _____	Total estimated project cost
Line 2	\$ _____	State grant funds requested
Line 3	\$ _____	County match (must be at least 25% or greater of requested grant funds)

### Figuring the county match:

The county may provide the required match (line 3) entirely through a cash contribution or may receive credit for planning expenses, capital expenditures and in-kind services (provided those in-kind services do not exceed half of the required match amount). All expenses will need to be documented prior to reimbursement. Federal funds may be used to match state grant funds.

Account for documented expenses and available funds in the lines provided:

### County Match:

Line 4	\$ _____	In-kind contributions
Line 5	\$ _____	Prior capital expenditures (for eligible projects completed after January 1, 2014)
Line 6	\$ _____	Proposed cash contribution (from allowable sources)
Line 7	\$ _____	Total County match (line 4 + line 5 + line 6; must = line 3 and be at least 25% of the total in line 2)







## SECTION 12 ARCHITECTURAL PLANS AND SPECIFICATIONS

Does the county have completed plans and specifications for the proposed project?      Yes      No

If yes, please attach a copy of these plans.

Include a copy of any plans or construction drawings for projects completed after January 1, 2014, or currently underway, if expenditures for those projects (either expended or committed) are being proposed to fulfill the required county match.

Please provide information regarding the experience and credentials of the project team (architects, contractors, sub-contractors, and client project managers) in order to ensure compliance with the U.S. Secretary of the Interior's Standards for the Rehabilitation of Historic Properties.

## SECTION 13 PHOTOGRAPHIC DOCUMENTATION

*Photos cannot be returned.*

Please include current images of all four elevations. In addition, provide images detailing the surfaces and character-defining features, both exterior and interior, outlined in the proposed scope of work. Digital images are acceptable provided they are printed at a high resolution (at least 300 dpi) on appropriate quality paper. A CD of all digital images should be included as part of the application.

## SECTION 14 DISCLAIMER

1. In order for counties to be eligible for reimbursement through the grant program, ALL components within a funded scope of work must be in accordance with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. Additionally, grant recipients must agree to comply with these Standards when instituting future capital projects for a term of five years. This term begins once the grant project is completed and all reimbursements for that project have been made.
2. Applications selected by the Courthouse Steering Committee to receive grant awards may be reviewed by the State Department of Enterprise Services Barrier-Free Facilities Program to ensure that all stipulations of the Americans with Disabilities Act and associated state laws are appropriately addressed. Any project selected to receive grant funds may be revised to ensure full compliance with ADA requirements.
3. County courthouses under the jurisdiction of a local preservation/design commission must comply with the local review process prior to project implementation. Contact program administrators to determine if a local review process applies.

## SECTION 15 STATEMENT OF SUPPORT

Please attach letter/statement from the county commissioners/county council in support of this application.

## SECTION 16 CERTIFICATION

As owner or legal representative of the owner, I agree to follow all rules of the Department of Archaeology and Historic Preservation relating to the Washington State Historic County Courthouse Rehabilitation Grant Program, if awarded a grant.

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Signature

Date

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Printed Name

**Note: Application will be returned if not signed.**

Applications for the 2015-2017 Historic County Courthouse Rehabilitation Grant Program are due by **4:30 PM on Monday, June 30, 2014** (applications postmarked by June 30 *will* be accepted). The Washington Trust for Historic Preservation will aid in providing county officials and staff with technical assistance in completing application materials and interpreting criteria.