



HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

APPLICATION

2021 - 2023 BIENNIUM

DEADLINE: JULY 22, 2020

Please carefully review the Historic County Courthouse Rehabilitation Grant Program **Guidelines & Procedures** before completing this application.

To avoid technical problems, this application is best viewed in and completed with Adobe Reader or Adobe Acrobat. You can download Adobe Reader for free at:

<http://get.adobe.com/reader/>

CONTACT INFORMATION:

Chris Moore
cmoore@preservewa.org
206-624-9449



SECTION 1 - GENERAL INFORMATION

County: _____

Physical Address: _____

City / State / Zip: _____

Date of Construction: _____

Date(s) of major modification/addition: _____

Does the courthouse still serve a county government function? Yes No

SECTION 2 - CONTACT INFORMATION

Name: _____

Business Title: _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Fax: _____

Email: _____

SECTION 3 - HISTORICAL DESIGNATION OF COURTHOUSE

Check all that apply:

National Register of Historic Places (individually listed)

National Register District

Name of District: _____

Local Designation

Name of Local Register: _____

Determined eligible for historic designation

Note: Historic designation has no bearing on funding decisions. Courthouses receiving grant funds that are not listed in the National Register of Historic Places or the Washington Heritage Register, however, will be required to submit a nomination for such listing as a condition of the grant contract.

SECTION 4 - PROJECT SUMMARY

Total amount the county is requesting in grant funds: _____

Please provide a brief summary description of the proposed project:

SECTION 5 · PROJECT DESCRIPTION

Please organize your project into no more than five (5) work elements. For example, a work element might be "Structural Stabilization", "Roof Repair/Replacement", "Exterior Rehabilitation", etc. Enter each element on the line where indicated and in the space below, provide a detailed narrative description of each proposed element.

The narrative should identify the major components/activities of each work element, giving a thorough description of the areas of the courthouse that will be affected for each. Describe in as much detail as possible the proposed method for implementing the project. Please identify any features of the courthouse that will be altered as a result of the project.

The primary goal of the program is to preserve/rehabilitate existing character-defining features of Washington's historic courthouses. For each Work Element, describe existing historic features/fabric that will be impacted. Provide detail on the existing conditions of character-defining features and explain the effect each proposed Work Element will have on these features. Discuss proposed strategies for retention of character-defining features and note if any specific Work Elements will address and remedy former inappropriate alterations to the courthouse. Finally, please discuss the potential for historic, character-defining to features be permanently lost without immediate attention.

Please note: Only work elements that directly address historic, character-defining features are eligible for state grant funds. Expenditures on work elements that address non-historic features/characteristics are not eligible for reimbursement, but may be used toward the county match.

Work Element 1: _____

Work Element 2: _____

Work Element 3: _____

Work Element 4: _____

Work Element 5: _____

SECTION 6 · PROJECT BUDGET

To fill out the following budget worksheet, first list each work element you identified in Section 5. For each work element, list the total estimated construction costs and budget contingencies under "Expenses". Under the "Income" section, list how you plan to cover the expenses for each work element with any combination of grant funds, cash, prior capital expenditures, or in-kind match. Below the work element totals, enter the same information for the architecture & engineering fees, which cannot be covered by grant money.

WORK ELEMENTS*	EXPENSES		INCOME			
	CONSTRUCTION COSTS	CONTINGENCY	GRANT REQUEST†	PROPOSED CASH MATCHING	PRIOR CAPITAL EXPENDITURES‡	IN-KIND MATCHING
	<small>Enter the estimated construction cost of each work element.</small>	<small>Enter the contingency for which you are budgeting for each work element.</small>	<small>Enter the amount of grant funds the county plans to put toward each work element.</small>	<small>Enter the amount of cash the county plans to put toward each work element.</small>	<small>Enter the amount of prior capital expenditures the county has made toward each work element.</small>	<small>Enter the dollar value of the in-kind match you plan to put toward each work element.</small>
1.						
2.						
3.						
4.						
5.						
Architecture & Engineering Fees:§						
	TOTAL EXPENSES:		TOTAL INCOME:			

Total Grant Amount Requested:
 Total Value of Match (Cash + In-kind):
 Grant Matching Discrepancy:

If this number is greater than zero, you must rework your budget because you have not provided a match of at least 25% of the grant you have requested.

* These work element fields will populate automatically from the work elements you entered in Section 5. Any changes made here will also be reflected in Section 5.

† Grant funds may only be used for work that is directly related to historic, character-defining features.

‡ Prior capital expenditures must be properly documented and have occurred on or after January 1, 2020.

§ Grant funds may not be used for architecture and engineering fees. Such expenditures, however, may be counted toward the required county match.

SECTION 7 · PROJECT FEASIBILITY

FUNDING: Indicate if the county has the required matching funds in hand, if they have been expended as part of a project already implemented, or if matching funds are planned as part of future county revenues. Does the county currently have the needed authority to secure the required matching funds, or is a public voter measure required to do so?

IMPLEMENTATION: Describe the process for project implementation. Have needed consultant/architectural/engineering services been secured? If not, describe the process for securing such services as needed. Have any condition assessments/designs/architectural drawings been developed (if so, be sure to include copies with the county's application submittal).

SECTION 9 · ARCHITECTURAL PLANS AND SPECIFICATIONS (ATTACHMENTS)

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

If yes, include a copy of any plans or construction drawings completed as part of the proposed project. If expenditures for work completed after January 1, 2020 or currently underway are being proposed to fulfill the required county match, please also include plans for those projects.

Reduce large format drawings to either legal or letter size for inclusion with each copy of the application submitted. Please also provide one copy of large format plans with your application submission, if possible.

Please provide information regarding the experience and credentials of the project team (architects, contractors, sub-contractors, and client project managers) if the team has been selected, in order to ensure compliance with the U.S. Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. A CV, resume, or list of related preservation projects will suffice.

SECTION 10 · PHOTOGRAPHIC DOCUMENTATION (ATTACHMENTS)

Please include 4-8 current images of the courthouse that clearly show *all four* elevations of the building. Images should be recent to best illustrate the present conditions of the building.

Also provide images, both exterior and interior, of the areas of the building that will be affected by the proposed scope of work. Please include 5-10 images *for each work element*. Photos should clearly illustrate the need for grant support and clearly illustrate the surfaces and character-defining features that will be affected by the proposed scope of work.

Submitted images must be high resolution (at least 300dpi) and labeled. If additional image captions are needed, you may include a text document with image captions/descriptions that correspond to image file names.

SECTION 11 · STATEMENT OF SUPPORT (ATTACHMENT)

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

SECTION 12 · CERTIFICATION

This section should be signed by the individual serving as the point of contact/project manager for the duration of the project.

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.

Signature

Date

Printed Name

Note: Application will not be accepted without original signatures.

APPLICATION DEADLINE

All application materials must be received or postmarked by 4:30 PM on **Wednesday, July 22, 2020**.

APPLICATION CHECKLIST

Complete grant applications shall include the following:

- A completed Historic County Courthouse Rehabilitation Grant Program application form
- Legal or letter-sized architectural drawings/construction plans along with credentials for project team
- High resolution digital images of the courthouse and areas of proposed project work
- Statement of Support
- Signature

And as an additional attachment, if available:

- Large-format architectural drawings/construction plans

APPLICATION SUBMISSION

The Historic County Courthouse Rehabilitation Grant Program requires that both hardcopy and digital application materials be submitted:

Hardcopy materials:

- One (1) bound original copy of application materials (*excluding images*)
- Five (5) unbound copies of application materials (*excluding images*); three-hole punched (**do not staple**)
- One (1) set of large-format architectural drawings/construction plans, if available

Mail or drop off hardcopy materials to:

Chris Moore, Executive Director
Washington Trust for Historic Preservation
1204 Minor Avenue
Seattle, WA 98101

Digital materials:

- One (1) digital version of application materials (*including fillable version of application PDF; signatures not required for this copy*)
- High resolution digital images

Digital materials may be put on a thumb/flashdrive or CD and included with the hardcopy materials.

Or, applicants may upload digital materials through the Washington Trust for Historic Preservation's website at:
www.preservewa.org/courthouse-materials