

APPLICATION

2021 - 2023 BIENNIUM

DEADLINE: JUNE 24, 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







GRANT PROGRAM APPLICATION

2021 - 2023 BIENNIUM

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? |
| 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: |
| |
| 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: | |
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| Work Element 2: | | |
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| Work Element 3: | | |
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| Work Element 5: | |
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| Work Element 3. | |
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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.

| | Enter the estimated construction cost of each work element. | Enter the contingency for which you are budgeting for each work element. | Enter the amount of grant funds the county plans to put toward each work element. | Enter the amount of cash the county plans to put toward each work element. | Enter the amount of prior capital expenditures the county has made toward each work element. | Enter the dollar value of the in-kind match you plan to put toward each work element. |
|-----------------------------------|---|--|--|---|---|--|
| | EXPE | NSES | | INC | ОМЕ | |
| WORK ELEMENTS* | CONSTRUCTION COSTS | CONTINGENCY | GRANT REQUEST [†] | PROPOSED CASH MATCHING | PRIOR CAPITAL EXPENDITURES [‡] | IN-KIND MATCHING |
| 1. | | | | | | |
| 2 | | | | | | |
| 3 | _ | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| Architecture & Engineering Fees:§ | | | | | | |
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| | TOTAL EXPENSES: | | | | TOTAL INCOME: | |
| | | | | Total Grant An | nount Requested: | |
| | | | То | tal Value of Match | _ | |
| | | | | Grant Match | ing Discrepancy: | |
| | | | | t zero, you must rework you natch of at least 25% of the | | |

- * 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.
- ‡ Prior capital expenditures must be properly documented and have occurred on or after January 1, 2018.
- § 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).

| Note: Priority will be given to projects that can be | e completed prior to Ji | ıne 30, 2023. | |
|--|---|---|-----------------------------------|
| Provide a detailed timeline of the project below b Section 5, listing an estimated starting and endin each activity is related. If you are using prior capi activities into the timeline below as well using th | g date for each activ tal expenditures as <u>r</u> | ity, and identifying th part of your match, pl | ne specific work element to which |
| PROJECT ACTIVITY | ESTIMATED START DATE | ESTIMATED COMPLETION DATE | RELATED WORK ELEMENT* |
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Yes

☐ No

TIMELINE:

This project can be completed by June 30, 2023:

^{*} These dropdown options will populate automatically from the work elements you entered in Section 5. If you change the titles of your work elements in Section 5 (Project Description) or in Section 6 (Project Budget), ALL dropdowns here will reset to blank.

SECTION 8 · COURTHOUSE PERPETUITY

Grant funds may not be used for general maintenance needs, but rehabilitation projects often affect the overall maintenance needs moving forward. The following questions are intended to provide the grant selection committee with a better understanding of the future use of and maintenance for the courthouse.

| etter understanding of the future use of and maintenance for the courthouse. |
|---|
| 1. What county functions will the courthouse serve after project completion? |
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| 2. How will the county support the on-going maintenance of the courthouse for the next 10 years? Be specific. |
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| 3. What specific measures will be taken to ensure the long-term preservation of the historic character-defining feature |
| of the courthouse? |
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| 4. | Describe any specific capital projects or improvements outside of the existing grant request planned for the next five (5) years. Please explain how any proposed projects will affect the on-going maintenance of the courthouse. |
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| 5. | Estimate how much per year the county's maintenance costs will change as a result of the proposed rehabilitation |
| | project. If maintenance costs will increase, include cost estimates along with planned funding sources. If the project will decrease maintenance costs (a roof replacement that will reverse maintenance on a constantly leaking roof, for example), be sure to describe this and estimate the cost savings. |
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| 6 | Describe the county's existing maintenance plan/process and the anticipated revisions to this process that will be |
| 0. | needed to appropriately handle newly rehabilitated material/courthouse features. |
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| SECTION 9 · ARCHITECTURAL PLANS AND SPECIFICATION | ONS (ATTACHMENTS) |
|--|--|
| Does the county have completed plans and specifications for the proposed pro- | ject? |
| If yes, include a copy of any plans or construction drawings completed as part of work completed after January 1, 2020 or currently underway are being proposed also include plans for those projects. | |
| Reduce large format drawings to either legal or letter size for inclusion with earlies provide one copy of large format plans with your application submission, | |
| Please provide information regarding the experience and credentials of the procontractors, and client project managers) if the team has been selected, in order of the Interior's Standards for the Rehabilitation of Historic Properties. A CV, rewill suffice. | r to ensure compliance with the U.S. Secretary |
| SECTION 10 - PHOTOGRAPHIC DOCUMENTATION (ATTAC | HMENTS) |
| Please include 4-8 current images of the courthouse that clearly show <i>all four</i> expresent to best illustrate the present conditions of the building. | levations of the building. Images should be |
| Also provide images, both exterior and interior, of the areas of the building tha work. Please include 5-10 images <i>for each work element</i> . Photos should clearly ill-illustrate the surfaces and character-defining features that will be affected by t | ustrate the need for grant support and clearly |
| Submitted images must be high resolution (at least 300dpi) and labeled. If additionable a text document with image captions/descriptions that correspond to | |
| 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. | /project manager for the duration of the |
| As owner or legal representative of the owner, I agree to follow all rules of the D Preservation relating to the Washington State Historic County Courthouse Rehability | |
| | |
| Signature | Date |
| | |
| Printed Name | - |
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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, June 24, 2020.

APPLICATION CHECKLIST

| Complete grant applications shall include the following: |
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| $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $ |
| $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $ |
| ☐ 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 |