



# HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

## APPLICATION

2019 - 2021 BIENNIUM

**DEADLINE: AUGUST 1, 2018**

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.

Work Element 1: \_\_\_\_\_

Work Element 2: \_\_\_\_\_

Work Element 3: \_\_\_\_\_

Work Element 4: \_\_\_\_\_

Work Element 5: \_\_\_\_\_

## SECTION 6 · Character-defining FEATURES

One of the main goals of the program is to preserve/rehabilitate the existing character-defining features of Washington's historic courthouses. Describe the conditions of the building's significant character-defining features, explain the effect the proposed project will have on those features, and describe the proposed strategy for the retention of these features. Be sure to also note if the proposed project will address and remedy former inappropriate alterations to the courthouse.

Will any 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, describing the financial situation of the county and the need for grant funds to complete the proposed project. Be sure to mention the county funding mechanism(s) for implementing capital projects to county-owned buildings, and whether the county has successfully secured grants for capital projects from other programs. *Please use only the space provided for the statement, but feel free to attach any documents you deem appropriate to illustrate this need.*

# SECTION 8 - 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.*

WORK ELEMENTS*	EXPENSES		INCOME			
	CONSTRUCTION COSTS	CONTINGENCY	GRANT REQUEST	PROPOSED CASH MATCHING	PRIOR CAPITAL EXPENDITURES**	IN-KIND MATCHING
1.						
2.						
3.						
4.						
5.						
<b>Architecture &amp; Engineering Fees:***</b>						
<b>TOTAL EXPENSES:</b>					<b>TOTAL INCOME:</b>	

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.

\*\* 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 9 · PROJECT READINESS & TIMELINE

Briefly describe your readiness to proceed with the proposed project. Please 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.

This project can be completed by June 30, 2021:  Yes  No

*Note: Priority will be given to projects that can be completed prior to June 30, 2021.*

Provide a detailed timeline of the project below by itemizing the various activities described for each work element in Section 5, listing an estimated starting and ending date for each activity, and identifying the specific work element to which each activity is related. If you are using prior capital expenditures as part of your match, please incorporate those completed activities into the timeline below as well.

PROJECT ACTIVITY	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	RELATED WORK ELEMENT*

\* 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 or in Section 8, ALL dropdowns will reset to blank.



## SECTION 10 · 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.

1. What county functions will the courthouse serve after project completion?
2. How will the county support the on-going maintenance of the courthouse for the next 10 years? Be specific.
3. What specific measures will be taken to ensure the long-term preservation of the historic character-defining features of the courthouse?

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.

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.

6. Describe the county's existing maintenance plan/process and the anticipated revisions to this process that will be needed to appropriately handle newly rehabilitated material/courthouse features.

## SECTION 11 · 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, 2018 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 12 · 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 13 · STATEMENT OF SUPPORT (ATTACHMENT)

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

## SECTION 14 · 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.

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Signature

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Date

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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, August 1, 2018**.

## 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 (*excluding signature*)
- 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](http://www.preservewa.org/courthouse-materials)