



HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

GUIDELINES & PROCEDURES

2019 - 2021 BIENNIUM

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PROGRAM BACKGROUND

In spring of 2005, the Washington State Legislature established the Historic County Courthouse Rehabilitation Grant program. Based on findings from a statewide survey undertaken in 2003, it has been determined that a majority of the state's 39 counties possess courthouses of historic and architectural merit. Additionally, the study identified a significant level of needed capital improvements to these structures. To address this need, the Washington State Legislature has allocated funding in the capital budget for qualified historic courthouse rehabilitation projects. Since the program's establishment, 59 grants have been awarded to 26 counties statewide. Grant funds have worked to leverage local funding resulting in nearly \$45 million in total rehabilitation work to selected courthouses, creating an estimated 750+ construction jobs around the state.

The Department of Archaeology & Historic Preservation is seeking applications from counties interested in receiving funding in the 2019-2021 Biennium to assist with historic county courthouse rehabilitation projects. Applications recommended by the Courthouse Steering Committee to receive grant awards may be reviewed by the Department of Enterprise Services Barrier-Free Access 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. The Department of Archaeology and Historic Preservation administers the program; the Washington Trust for Historic Preservation provides administrative support.

The Historic County Courthouse Rehabilitation Grant Program requires counties to provide a match for state funds received. For grant awards in the 2019-2021 Biennium, the amount of the required match will be considered on a sliding scale. At a minimum, counties must match 25% of the total grant award. Only county expenditures made after a grant contract is fully executed are eligible for reimbursement. However, counties may count expenditures on other eligible capital projects made after January 1, 2018 as part of the required county match (such expenditures will be reviewed by program administrators to ensure compliance with all program requirements). Expenditures made for the purpose of project planning and for architectural and engineering fees are not eligible for reimbursement, but may be used as a portion of the county match.

OVERVIEW

Please keep the following points in mind when applying for 2019-2021 funding from the Historic County Courthouse Rehabilitation Grant Program:

- **Intent:** It is the intent of the Steering Committee to recommend grant funding to multiple counties to assist with rehabilitation projects. It is incumbent on applicants to demonstrate the project can be completed in a timely manner and to describe the impact of the project for the local community.
- **Eligibility:** All county courthouses identified as historic by the assessment study completed in June of 2003 are eligible to apply for 2019-2021 grant funds. Several additional courthouses have been identified as eligible for participation in the program as well—consult grant administrators for a list of eligible courthouses. The entire proposed scope of work must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Counties that have recently implemented capital projects that do not meet these Standards may not be eligible for funding if the work completed constitutes a significant alteration to the historic courthouse.
- **Project execution:** Priority will be given to applicants that clearly demonstrate the ability to complete the proposed project prior to June 30, 2021.
- **Funding cap:** At present, there is no cap on the amount of funding a county can receive. Counties that applied for and/or received program funds in previous grant rounds are eligible to submit applications in the 2019-2021 Biennium.

CRITERIA

Applications will be evaluated on the following criteria:

1. Courthouses listed in the National Register of Historic Places or Washington Heritage Register, or determined eligible for listing in either register.
2. Financial need of applicant.

3. Projects that assist in providing structural and life safety, including improvements to courthouse accessibility and seismic retrofits.
4. Public visibility of work that addresses the historic character-defining features of a courthouse.
5. Degree of urgency and extent to which inaction would lead to loss of historic fabric and character-defining features.
6. Projects that have match in-hand at time of application or grant award, and have successfully worked to leverage other funding sources.
7. Projects for which plans are already developed and have demonstrated meeting the Secretary of the Interior's Standards for Rehabilitation.
8. A clearly defined scope of work that includes reasonable cost estimates and completion schedules for each work element.
9. Demonstration of a maintenance plan to provide proper stewardship for rehabilitated courthouses in general and historic character-defining features in particular.
10. Percentage of requested state funding applicant intends to match with funding from other allowable sources.

Applications for the 2019-2021 Historic County Courthouse Rehabilitation Grant Program must be received or postmarked by 4:30pm on Wednesday, August 1, 2018. The Washington Trust for Historic Preservation will aid in providing county officials and staff with technical assistance in completing application materials and interpreting criteria.

DISCLAIMERS

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.
2. In order to protect the capital investment being made through the grant program, grant recipients must agree to comply with the Secretary of the Interior's Standards when implementing future capital projects on the courthouse for a period of five (5) years. This term begins once the project receiving grant funds is completed and all reimbursements for that project have been made. To fulfill this obligation, during the five-year term counties must submit all architectural plans and construction drawings to the Department of Archaeology and Historic Preservation (DAHP) for approval prior to beginning the construction phase for any capital improvements that may affect historic fabric or character-defining features of the courthouse.
3. 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.
4. 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.
5. Grant funds will not be used to support courthouse maintenance needs. All work elements included in a grant request must be capital projects.
6. Counties receiving grants to complete a project for courthouses that are NOT presently listed in the National Register of Historic Places or the Washington Heritage Register must submit a nomination for such listing to DAHP within one (1) year of the project completion date.

Distribution of grant awards to recommended counties is contingent upon program funds being allocated in the 2019-2021 Capital Budget.

MATCH REQUIREMENTS

For the 2019-2021 Biennium grant process, the required county match is a sliding scale ranging from 25%-100% of the total grant funds being requested. For instance, if the grant request is \$100,000, counties are required to match at least 25% of this request, or \$25,000, for a total project of \$125,000. Counties may, however, opt to provide a greater percentage of the required match compared to grant funds requested. Upon reviewing all grant applications, the Courthouse Steering Committee will consider the percentage of match in the evaluation process. Counties providing a higher percentage of match will receive a higher score for that particular program criterion (identified as #10 on the described Courthouse Grant Criteria.)

Please note that in-kind contributions may not exceed more than half of the required county contribution. Therefore, at least half (50%) of the required county match must be provided through a cash contribution. Eligible federal funds may be used toward the required county match. State funds secured through the Department of Commerce for the purpose of increasing building energy efficiency may also be used as match.

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 (*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*