



# WASHINGTON STATE HERITAGE BARN INITIATIVE

## GRANT PROGRAM GUIDELINES & PROCEDURES

2021-2023 BIENNIUM

**EXTENDED DEADLINE: Sunday - November 7, 2021 at 11:59pm PST**

### Contact Information:

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206-462-2999





## HERITAGE BARN INITIATIVE

The Department of Archaeology & Historic Preservation, together with the Governor's Advisory Council on Historic Preservation, the Washington Trust for Historic Preservation, and the Heritage Barn Advisory Committee, are pleased to announce the seventh round of grant funds through the Heritage Barn Preservation Initiative. Established in 2007 with the enactment of Substitute House Bill 2115, the Initiative is aimed at recognizing and preserving significant historic resources related to the agricultural heritage of Washington. These goals are achieved in two ways: through the creation of the Washington State Heritage Barn Register and the appropriation of matching funds to assist with the emergency stabilization and rehabilitation of barns and associated significant agricultural buildings.

The Heritage Barn Initiative is a program of the Washington State Department of Archaeology & Historic Preservation (DAHP). DAHP manages the Heritage Barn Register. Management of the grant portion of the program is provided by the Washington Trust for Historic Preservation under contract with DAHP. The Washington Trust for Historic Preservation is Washington's only statewide non-profit advocacy organization dedicated to historic preservation.

Approximately \$1,000,000 in matching funds is available in the 2021-2023 Biennium.

## ELIGIBILITY

Eligible applicants for Heritage Barn Preservation Grants include private property owners, non-profit organizations, and local governments. Leaseholders may apply for funds in conjunction with the property owner. Property owners may submit only one application per grant round, even if they own multiple properties eligible to participate in the program.

### Eligible buildings:

Funds may be requested for the stabilization and rehabilitation of barns and other associated agricultural structures that are:

- currently listed in either the Washington Heritage Barn Register or the National Register of Historic Places, and
- in need of substantial repair.

*Note: If you have questions about your building's eligibility or if it is not yet listed on a historic register, please contact Michael Houser, the State Architectural Historian, before completing this application: michael.houser@dahp.wa.gov or (360) 890 - 2634.*

### Eligible projects & expenses:

1. Stabilization of historic barns and related agricultural buildings, including but not limited to repairs and replacement of roofs, foundations, sills, walls, structural framework, windows, doors, building-related equipment, and building systems.

2. Work that preserves the historic character, features and materials of eligible buildings.

3. All work must comply with the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties* (see page 7). Historic materials, features and finishes should be retained, repaired when possible. In the case of severe deterioration, historic materials may be replaced with new as long as those new materials identically replicate the original in dimension, appearance, material type, etc. In the case of roofing, some exceptions can be made for replacing shake/shingle wood roofs with other materials that would have been historically available, like metal roofing. Please note that not all modern/newly developed materials or roofing are appropriate for projects receiving grant funding through this program. To make sure the materials you are proposing align with the grant requirements, materials information must be submitted with your application as an attachment. If you have any questions about program methodology or materials appropriateness, please contact the grant administrator before submitting a grant application.

4. Grants may be used to reimburse expenditures related directly to construction (materials, labor, overhead, sales tax, etc.). Construction-related expenditures for barn stabilization/rehabilitation made after July 1, 2021, may be eligible for use as the applicant's required match, provided such work complies with the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*.

5. Planning or soft costs (such as condition assessments, structural investigations, permitting, etc.) may not be directly reimbursed, but they may be eligible for use toward the applicant's required match.

### **Projects NOT eligible for funding:**

Work that is incompatible with the historic nature of historic agricultural buildings, such as removing historic building fabric, using materials that are incompatible for the age of the building, or using materials that would not have been available historically.

Work that is considered new construction, i.e. additions to existing agricultural buildings (interior or exterior), even if such work is considered historically compatible.

## **EVALUATION CRITERIA**

The following criteria will be used in determining grant awards:

- relative historic and cultural significance of the barn;
- urgency of the threat and need for repair;
- extent to which the project preserves historic character and extends the useful life of the barn or associated agricultural building;
- visibility of the barn from a state designated scenic byway or other publicly traveled way;
- extent to which the project leverages other sources of financial assistance;
- provisions provided for long-term preservation;
- readiness of the applicant to initiate and complete the project; and
- extent to which the project contributes to the equitable geographic distribution of heritage barn preservation fund awards across the state.

Special consideration shall be given to barns and significant associated buildings that are:

- still in agricultural use;
- listed in the National Register of Historic Places; or

## **PUBLIC BENEFIT REQUIREMENT**

One of the primary purposes of grant funding through the Heritage Barn Preservation Initiative is to prolong the life of significant historic agricultural buildings that provide economic benefit to our citizens and enrich communities throughout Washington. The following are requirements for applicants receiving grant funding:

- Depending on the amount of the grant award, the grant contract will include a five- to fifteen-year term historic preservation easement or covenant, which specifies public benefit and minimum maintenance requirements.
- Grant recipients will be expected to proactively maintain their historic barn or outbuilding for a minimum of ten years.
- Public access to the exterior of properties which are not visible from a public right-of-way must be provided under reasonable terms and circumstances; for example, visits by non-profit organizations or school groups must be offered at least one day per year. Public access to the exterior of properties which are visible from a public right-of-way is encouraged but not required. Public access to the interior of properties is not required under any circumstances.

## **APPLICATION ASSISTANCE**

Assistance from the Washington Trust for Historic Preservation is available by phone, email, teleconference (Zoom), and if travel and weather permitting, via site visits.

Please contact the grant administrator, Huy Pham, Preservation Programs Director, for the Washington Trust at (206) 462-2999 or via email at [grants@preservewa.org](mailto:grants@preservewa.org) with questions.

Quality and thoroughness of the application is important, but please limit your information to the space provided in the application form and the attachments that have been requested. *Please do not include continuation sheets or attach any lengthy supplemental, historical, or organizational materials that are not requested in the application.*

# APPLICATION PREPARATION

We encourage you to review the entire application, prepare your submission in your own text document and file folder, before finally submitting your answers and attachments in the **online form**:

<https://preservewa.org/heritage-barn-grants-application/>

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## SECTION 1. Property Information

This section is for introducing the barn and its location.

- Current Barn/Farm Name
  - Historic Barn/Farm Name(s) (if known)
  - Barn Physical Street Address
  - City, Zip Code, County
  - Parcel Number - Parcel number of land parcel on which the barn is located.
  - Geographic Coordinates - Approximate coordinates of where the barn is located.
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## SECTION 2. Owner Information

This section is for introducing the legal owner of the barn.

- Owner Name, Address, Phone, and Email
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## SECTION 3. Applicant Information

This section is for introducing the grant applicant (if different from the property owner).

- Owner Authorization (checkbox only, no formal letter required)
  - Applicant Name, Address, Phone, and Email
  - Preferred Contact (Email, Text Message, Phone Call, Video Call)
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## SECTION 4. Building Description

This section is for providing the physical, practical, and historical context of the barn. Use this section to describe with as much detail as possible why the resource is significant. Considerations include unique architectural features or construction methods employed for any buildings on site; people of note involved in the construction of the barn or who lived on the farm; noteworthy events that took place on the farm or in the barn; significant technologies or agricultural practices developed at the farm; etc. Be sure to also include any record of farm ownership over the years. For example, did a pioneering family construct the barn? Was the farm owned by a prominent area farming family, business person, or philanthropist? Has the farm retained its original acreage over the years? etc.

- Date(s) of Barn/Farm Construction (if known)
- Barn Width, Length, and Height
- Original/Historic Use of Barn
  
- Current Use of Barn
  - Funding priority is given to buildings that remain in agricultural use. If your barn and/or the surrounding land is currently used for agricultural purposes, be sure to thoroughly describe that current agriculture-related use here. If your barn is not currently in agricultural use but you plan to restore the barn to such use after implementing the grant project, please detail that here as well.
  
- Historic and Cultural Significance of Barn
  - Please describe the relative historical and cultural significance of the barn or farmstead for which grant funds are being requested. The relative historical and cultural significance of the barn or farmstead as a whole is a primary consideration of the Barn Advisory Committee as they review grant applications.
  
- Historic Designation Status of the Property
  - If you have questions about your building's eligibility or if it is not yet listed on a historic register, please contact Michael Houser, the State Architectural Historian, before completing this application: michael.houser@dahp.wa.gov or (360) 890 - 2634
  
- Other Restrictions
  - Is the property protected through a conservation easement, transfer of development rights, or any other program providing conservation / preservation incentives? If yes, explain. For easements, provide the name of the easement holder and the easement term.

## SECTION 5. BUILDING CONDITION ASSESSMENT

This section is for illustrating the specific needs and urgency for preservation work done to the barn. Answers in this section should guide the proposed scope of work in the next section. Use this section to show what features need the most attention and grant support.

Using the prompts below, indicate the relative condition for each building element. The project that you describe in "Section 6: Project Proposal" should address those building elements identified as 'fair,' 'poor,' or 'failing.' In other words, you should not request grant funds for elements that are identified as being in 'good' condition.

- Foundation
  - Foundation Sill Plates
  - Roof Sheathing/Cladding
  - Roof Structure/Rafters
  - Structural Posts
  - Structural Beams
  - Exterior Wall Framing
  - Exterior Siding
  - Windows and/or Doors
  - Outbuildings, Systems, and/or Ag-related Equipment (eg. hay fork, milking stanchions, etc)
  
  - Barn Conditions Description  
Describe in the detail the noteworthy conditions of the building elements above to illustrate the exact need or urgency for grant support.
  
  - Barn Maintenance and Repair History  
Describe any major repair work or restoration projects that you have completed on this property in the last 5 years and the approximate cost of those major projects.
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## SECTION 6. Project Proposal & Budget

This section is for developing and proposing a project and budget based on the conditions assessment from the previous section. Use this section to demonstrate that you have a thorough understanding of the preservation work required to restore the barn in terms of selecting scopes of work, contractors, and materials and managing timelines and project funds.

All work must comply with the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties* (on page 7), which often means repair in-place or replace in-kind with identical or historically appropriate materials and features. Contractor bids/estimates, images or product pages of new materials, and photos of area conditions must also be submitted later in the application for each selected work type.

*This section will also be used to develop the grant contract so it is important to be clear in the proposed work and dollars allocated.*

All work must be categorized into at least one of the following **Work Types**:

- 1. **Reroofing** - shingle or metal roofing replacement, rafter repairs, etc.
- 2. **Structural stabilization** - foundation, walls, etc.
- 3. **Exterior restoration** - windows, doors, siding, cupola etc.
- 4. **Interior finishes** - stalls, flooring, ag-related equipment (such as a hay fork or milking stanchions)

For each of the Work Type you select, you must then provide the following:

- A. **Description** - Please describe in detail including treatments, techniques, and materials used.
- B. **Timeline** - Example: "7/22-9/22" or "2 weeks in August 2022"
- C. **Cost** - In dollars, based on quotes/estimates to be uploaded with the application
  
- **PROJECT TOTAL COST** - Automatically calculated from the sum of values above.
- **GRANT AWARD** - Automatically calculated for a 1:1 match. This means you will pay for 100% of the project total cost upfront with personal financing and/or donated labor, materials, and equipment - and then be reimbursed 50% of that as a GRANT AWARD upon completion of the project. If your project has multiple work types/phases, you may be eligible for partial reimbursement to help maintain cash flow throughout the project. A more detailed cash/in-kind match worksheet will be provided in the next section.

## SECTION 7. CASH & IN-KIND MATCH WORKSHEET

If you are proposing in-kind (donated) labor, materials, or equipment for your project, please fill out the following worksheet. Please keep in mind that the grant award may be only reimbursed for cash expenditures, so in-kind matches may only be used to meet the match requirement (ie. limited to 50% of the total project cost).

- **Cash Match:** Funds from the owner/applicant which can go toward both hard costs (purchasing materials, hiring contractors) and soft costs (architectural designs, structural assessment, permitting, etc.).
- **In-kind Labor:** Any work donated to the project by the owner or other volunteers (**valued at \$25/hr**) or donated professional services that can be valued at the appropriate professional rate.
- **In-kind Materials:** Any materials already on hand that are donated to the project. To count materials as in-kind match, documentation (such as a product page from a website) must be provided to demonstrate the value of those donated materials.
- **In-kind Equipment:** Any major equipment already on hand that is donated for use during the project that would otherwise have to have been rented, such as crane, scissor lifts, electric planer, etc. To count equipment as in-kind match, documentation (such as a product rental page from a website) must be provided to demonstrate what the equipment would have cost if it had been rented.

- For each Work Type you select, you will need to describe and input the **dollar value of expected In-Kind Match** (eg. 100 hours of donated labor x \$25 = \$2500; a friend donated a pallet of roof shingles = \$3000).

- The online form will then calculate how much **remaining Cash Match** is required, which will can be understood as out-of-pocket, non-reimbursed expenses as your contribution to the project. Since only actual cash expenditures can be reimbursed, this means that *at least 50% of the project must be paid in cash.*

### - Experiences & Qualifications

If you are planning to complete the project work yourself, please describe your experience renovating or restoring this or any other historic properties in the last ten years. If you plan to employ a contractor or other professional for your project, please provide their contact information here and include a one-page summary of their experience working on historic buildings as an attachment.

### - Financial Need

How critical is a Heritage Barn Grant in terms of completing this project? How will you proceed if you receive a reduced grant or no grant this year?

Use this section to demonstrate that you have a thorough understanding of the match (your contribution) required of the program as well as having the funds and/or donated resources available to begin the project. Please keep in mind that **the grant award is a reimbursement** so you are expected to pay 50-100% of the total project cost upfront.

*This section will also be used to develop the grant contract and prepare reimbursement so it is important to be clear in match source and dollars allocated.*

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### Funding Examples:

#### A. All cash, no in-kind match:

- \$20,000 foundation repair
  1. You hire a contractor and pay \$20,000 for an all-inclusive foundation repair.
  2. You are reimbursed \$10,000 as a grant award after documenting completion.

#### B. Maximum in-kind match:

- \$20,000 reroofing
  1. You buy roof shingles for \$10,000.
  2. Your roofer friend donates their labor valued at \$10,000.
  3. You are reimbursed \$10,000 as a grant award after documenting completion.

#### C. Multi-phase:

- \$40,000 foundation and roof repair
  1. You perform the foundation repairs yourself valued at \$20,000.
  2. You buy shingles and hire a roofer for \$20,000.
  3. You are reimbursed \$20,000 as a grant award after documenting completion of both phases.

#### D. Partial Reimbursement:

- \$40,000 foundation and roof repair
  1. You buy shingles and hire a roofer for \$20,000, but run out of funds for phase 2.
  2. You receive a \$10,000 reimbursement after documenting completion of phase 1.
  3. You hire a contractor and pay \$20,000 for an all-inclusive foundation repair.
  4. You receive a \$10,000 reimbursement after documenting completion of phase 2.

## SECTION 8. PUBLIC BENEFIT

One of the purposes of this program is to promote and preserve Washington State's agricultural heritage through historic preservation for the benefit of the public. This can include long term preservation, visibility of the farm buildings from public roads, and / or occasional public access for special events or tours. More information about public benefit requirements can be found on page 2.

### - Visibility from the Public Right-of-Way

Is the building visible from public roads, trails, or other publicly accessible places? If yes, provide the name of the public road providing the best vantage point for the building. Please note that applicants must include a photo illustrating the view of the building from the public right-of-way as an attachment.

### - Alternative Public Access

Is the property regularly or occasionally open to the public? Has the property been included in public farm tours, hosted school groups, or provided other educational opportunities?

### - Preservation Easement

If a grant is awarded, the owner will be required to enter into an easement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. The term of the easement will be 5-15 years, depending on the amount of the grant award. If awarded a grant, will you agree to enter into this easement?

### - Long Term Maintenance

Describe the plan in place to maintain the property for a period of at least 10 years and how this project will contribute to this plan.

### - Additional Information

Please add any additional information pertaining to the proposed scope of work and the overall preservation of your barn or farm that you were unable to include in other sections.

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## SECTION 9. ATTACHMENTS

Please be sure to upload all required application materials listed below. Incomplete applications may risk being scored lower and/or delayed in review. If you encounter technical difficulties, please continue to submit the application, but then reach out to [grants@preservewa.org](mailto:grants@preservewa.org) immediately to let us know that you intend to submit attachments separately.

### Attachments Checklist

- 1. Any contractor bids, cost estimates or condition assessments, etc. used to develop your proposal
  - 2. Images of or product pages for proposed materials for the project work
  - 3. Building images – At least 4 high-resolution digital images showing each side of the building
  - 4. Detail images – Up to 15 high-resolution digital images clearly illustrating the condition of the area(s) of the proposed work and the need for/urgency of repair
  - 5. Context image(s) – At least 1 high-resolution digital image showing the view of the building from a public right-of-way
  - (Optional) Local Government Applicants: A brief profile of department mission, lead staff, and annual budget:
  - (Optional) Non-profit Organization Applicants: A list of board members and their affiliations and an annual operating budget for most recently completed fiscal year
  - 6. Text document with image captions/descriptions that correspond to image file names (*Please use the preferred file naming: "Barn Name - Descriptive Title" such as "Trust Barn - Front Facade Photo".*)
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## Section 10. CERTIFICATION & SUBMISSION

*"I certify to the best of my knowledge that the information provided in this application is complete and accurate."*

- Name, Date, and Email (a copy of the entire submitted application will be sent to this email address)

## PROGRAM REQUIREMENTS / OBLIGATIONS OF GRANT RECIPIENTS

- Once funding is approved, administrative staff will work with award recipients to develop the scope of work for a grant agreement, or contract. **Grantees will be required to sign a grant contract prior to commencing work.** Grant funds are paid on a reimbursement basis. When a grant award is less than the amount requested, applicants and staff may work together to develop a reduced scope of work.
- **Grant funds may only be applied to (reimbursed for) construction-related cash expenditures** and cannot be used to pay for expenditures made prior to the grant contract period.
- Construction must begin within one year of the award date, and **project work must be completed by June 30, 2023.**
- The Washington State Heritage Barn Initiative and the Department of Archaeology and Historic Preservation must be acknowledged on any materials publicizing the project. Grant recipients will receive a printed sign acknowledging the project. **This sign must be posted at the project site for the duration of the construction period.**
- Proposed rehabilitation work supported by this program will be reviewed by program staff for both the Washington Trust for Historic Preservation and the Department of Archaeology & Historic Preservation.
- If a recipient of a grant or subsequent owner of a property that was assisted by a grant takes any action within the term of the preservation easement on the property (between five to fifteen years, based on the amount of the grant award) which destroys the building's historic integrity or context, the preservation grant shall be repaid in full within one year. Such actions may include demolition or substantial alteration.

## APPLICATION REVIEW

Completed program applications including attachments are due **Sunday – November 7, 2021 at 11:59pm** via online form. Once all applications are received, the Heritage Barn Advisory Committee established through the Heritage Barn Initiative legislation will convene to review applications based on the evaluation criteria contained herein. The Advisory Committee may recommend **full funding, partial funding, or no funding for applications.** Advisory Committee recommendations will be forwarded to the director of the Washington State Department of Archaeology & Historic Preservation for final review and approval.

After review of grant applications occurs, applicants will receive formal notification regarding grant awards. Heritage Barn Initiative program staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

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## THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Funds awarded through the Heritage Barn Preservation Program are intended to support projects that comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. These general standards are intended to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

More information about the Secretary of the Interior's Standards for Rehabilitation can be found at:

<https://www.nps.gov/tps/standards/rehabilitation.htm>