WASHINGTON STATE HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

GRANT APPLICATION 2013 - 2015 BIENNIUM

DEADLINE: DECEMBER 9, 2013

Applications must be postmarked or received in the office by 4:30 p.m. on Monday, December 9, 2013. **Late applications will not be accepted.**

Applications available at www.dahp.wa.gov

Washington Trust for Historic Preservation
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WASHINGTON TRUST FOR HISTORIC PRESERVATION

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION
Protect the Past, Shape the Future

SECTION 1 GENERAL INFORMATION

County: _____

Address: _____

City / County / Zip Code: _____

Date of Construction: _____

Date(s) of major modification/addition: _____

Does the courthouse still serve a municipal function? ○ Yes ○ No

SECTION 2 CONTACT INFORMATION

Name: _____

Business Title: _____

Address: _____

City / County / Zip Code: _____

Telephone Number: _____

Fax Number: _____

Email: _____

SECTION 3 HISTORICAL DESIGNATION OF COURHOUSE (check all that apply)

☐ National Register of Historic Places (individually listed)

☐ National Register District

Name of District: _____

☐ Washington Heritage Register

☐ Local Designation

Name of Local Register: _____

☐ Determined eligible for historic designation (check all that apply)

☐ Local ☐ State ☐ National

SECTION 4 GRANT REQUEST

Total amount the county is requesting in grant funds: $ _____

SECTION 5 PROJECT SUMMARY

Please provide a brief description of the proposed project (use only the space provided).

What county functions will the courthouse serve after project completion?

SECTION 6 CHARACTER DEFINING FEATURES

Describe the conditions of the building's significant character-defining features and explain the effect the proposed project will have on those features.

Will any of the building's 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 (use only the space provided).

SECTION 8 PROJECT BUDGET

As accurately as possible, provide figures related to project cost.

A. Estimated Project Budget:

Construction costs	$	_____
Contingency	$	_____
Architecture/Engineering*	$	_____
Total	$	_____

*Note: Grant funds may not be used for Architectural and Engineering fees. Such expenditures, however, may be counted toward the required county match.

B. Detailed Project Budget:

Please itemize all work elements related to the overall scope of work for which grant funds are requested, indicating the estimated cost of all work elements and whether or not funds are committed for each (in answering yes, the county indicates that funds are committed and in a dedicated account – funds planned for use from future projected revenues should not be considered 'committed').

If expenditures on projects completed after January 1, 2012 are being used toward the required county match, provide an additional detailed budget demonstrating all project expenditures broken down by work element. Similarly, for projects currently underway with expenditures eligible for use as matching funds, provide a detailed budget for those work components that qualify to be used as part of the county match.

Proposed Scope of Work:	Estimated Cost:	Are Funds Committed?
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
_____	$ _____	○ Yes ○ No
Total Project Cost:	$ _____	○ Yes ○ No

SECTION 9 PROJECT FUNDING REQUEST

Figuring project cost and funding shares:

"Total estimated project cost" on line 1 in this section should equal the "Total" estimated in the Section 8 Project Budget worksheet above. The match each county is required to provide must be at least 25% or greater of the total state funds requested.

Line 1	$	_____	Total estimated project cost
Line 2	$	_____	State grant funds requested
Line 3	$	_____	County match (must be at least 25% or greater of requested grant funds)

Figuring the county match:

The county may provide the required match (line 3) entirely through a cash contribution or may receive credit for planning expenses, capital expenditures and in-kind services (provided those in-kind services do not exceed half of the required match amount). All expenses will need to be documented prior to reimbursement. Federal funds may be used to match state grant funds.

Account for documented expenses and available funds in the lines provided:

County Match:

Line 4	$	_____	In-kind contributions
Line 7	$	_____	Prior capital expenditures (for eligible projects completed after January 1, 2012)
Line 6	$	_____	Proposed cash contribution (from allowable sources)
Line 7	$	_____	Total County match (line 4 + line 5 + line 6; must = line 3 and be = to or > than line 2)

SECTION 10 PROJECT READINESS

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 already been expended as part of a project already implemented, or if matching funds are planned as part of future county revenues.

Schedule for Project Completion

List each work element of the overall scope of work separately, estimating the start and completion dates. All work elements noted in Section 8.B should be included below.

Work to be Accomplished:	Estimated Starting Date:	Estimated Completion Date:

*Note: Estimated Completion Date for each work element must be no later than June 30, 2015.

This project can be completed by June 30, 2015: ◯ **Yes** ◯ **No**

Note: Priority will be given to projects that can be completed prior to June 30, 2015.

SECTION 11 COURTHOUSE MAINTENANCE

The following questions are intended to provide the grant selection committee with a better understanding of the maintenance program in place for the courthouse. Briefly respond to the following questions below:

1. How will the county support the on-going maintenance of the courthouse for the next 10 years?

2. What specific measures will be taken to ensure the long-term preservation of the historic character-defining features of the courthouse?

3. Describe any specific capital projects or improvements outside of the existing grant request planned for the next five (5) years that will affect the on-going maintenance of the courthouse.

4. Estimate roughly how much per year the county's maintenance costs will increase as a result of the proposed rehabilitation project. How will the county fund these costs?

SECTION 12 FINANCIAL NEED

Architectural Plans and Specifications

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

If yes, please attach a copy of these plans.

Include a copy of any plans or construction drawings for projects completed after January 1, 2012, or currently underway, if expenditures for those projects (either expended or committed) are being proposed to fulfill the required county match.

Please provide information regarding the experience and credentials of the project team (architects, contractors, sub-contractors, and client project managers) in order to ensure compliance with the U.S. Secretary of the Interior's Standards for the Rehabilitation of Historic Properties.

SECTION 13 PHOTOGRAPHIC DOCUMENTATION

Photos cannot be returned.

Please include current images of all four elevations. In addition, provide images detailing the surfaces and character-defining features, both exterior and interior, outlined in the proposed scope of work. Digital images are acceptable provided they are printed at a high resolution (at least 300 dpi) on appropriate quality paper. A CD of all digital images should be included as part of the application.

SECTION 14 DISCLAIMER

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. Additionally, grant recipients must agree to comply with these Standards when instituting future capital projects for a term of five years. This term begins once the grant project is completed and all reimbursements for that project have been made.
2. Applications selected by the Courthouse Steering Committee to receive grant awards will 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.
3. 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.

SECTION 15 STATEMENT OF SUPPORT

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

SECTION 16 CERTIFICATION

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 be returned if not signed.

Applications for the 2013-15 Historic County Courthouse Rehabilitation Grant Program are due by **4:30 PM** on **Monday, December 9, 2013** (applications postmarked by December 9 *will* be accepted). The Washington Trust for Historic Preservation will aid in providing county officials and staff with technical assistance in completing application materials and interpreting criteria.