

WASHINGTON STATE
HISTORIC COUNTY COURTHOUSE
REHABILITATION GRANT PROGRAM
APPLICATION PROCEDURES 2017-2019 BIENNIUM

DEADLINE: **JULY 11, 2016**

Applications must be postmarked or received in the office by 4:30 p.m. on Monday, July 11, 2016. **Late applications will not be accepted.**

Applications available at www.dahp.wa.gov

Washington Trust for Historic Preservation

1204 Minor Avenue • Seattle, WA 98101 • (206) 624-9449 • preservewa.org





WASHINGTON STATE HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM 2017-2019 BIENNIUM

APPLICATION PROCEDURES

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, fifty-six (56) grants have been awarded to twenty-six (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 2017-2019 biennium to assist with historic county courthouse rehabilitation projects. Applications selected 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 2017-2019 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, 2016 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.



COURTHOUSE GRANT 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.
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 2017-2019 Historic County Courthouse Rehabilitation Grant Program are due by **4:30 PM on Monday, July 11, 2016** (applications postmarked by July 11 **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.

Questions should be directed to Chris Moore at the Washington Trust for Historic Preservation, 206-624-9449 or cmoore@preservewa.org. All application materials should be sent to:

Attn: Chris Moore, Executive Director
Washington Trust for Historic Preservation
1204 Minor Avenue
Seattle, WA 98101

APPLICATION INSTRUCTIONS

Introduction

Please keep the following points in mind when applying for 2017-2019 funding from the Historic County Courthouse Rehabilitation Grant Program:

- **Intent:** It is the intent of the Steering Committee that grant funds from the 2017-2019 Biennium be awarded to multiple counties to assist with rehabilitation projects able to be implemented in a timely manner. Projects able to utilize grant funds to leverage additional local investment and/or other grant funding are encouraged.
- **Eligibility:** All county courthouses identified as historic by the assessment study completed in June of 2003 are eligible to apply for 2017-2019 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, 2019.
- **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 2017-2019 biennium.

Grant Application

Section 1: General Information:

Include basic location and construction information for the historic courthouse.

Section 2: Contact Information

Please provide information for the principal contact for all matters related to the grant program.

Section 3: Historic Designation

Please indicate any historic designation the courthouse has received. If the courthouse is not designated but has been determined eligible for such designation, indicate by checking the box.

Please 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: Grant Request

State the total amount the county is requesting in grant funds.

Section 5: Summary of Project

Provide a narrative description of the capital project proposed for the courthouse. Identify the major components of the proposed scope of work, discussing those areas of the courthouse that will be affected for each.

Describe the county functions the courthouse will provide upon project completion, noting any changes from its present functions.

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.

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 how the proposed project works to achieve this goal, noting the current conditions of the building's prominent features and explaining the strategy for the retention of these features.

Be sure to address the following:

- Do original elements of the courthouse remain intact and how will the proposed project effectively work to highlight those elements?
- Will the proposed project address and remedy former inappropriate alterations to the courthouse?
- What character-defining features, if any, are in danger of being permanently lost without immediate attention?

Section 7: Financial Need

Briefly describe the financial situation of the county and the need for grant funds to complete the proposed project. Be sure to describe the county funding mechanism(s) for implementing capital projects to county-owned buildings, including the degree these mechanisms have been recently impacted. Please list current and past county efforts over the last five (5) years to secure grant funding from other programs for capital projects, noting whether the county received funding or not. Attach any documents you deem appropriate to illustrate this need.

Section 8: Project Budget

Please provide a current project budget identifying the cost of construction activities, project contingencies and professional fees.

If expenditures on projects completed after January 1, 2016 are being proposed for use toward the required county match, provide an additional detailed budget covering all aspects of the project. 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.

Use Section 8.B: Detailed Project Budget (or a similar format) for each budget submitted. This budget should be as detailed as possible, providing line items for all known elements of the project.

Lastly, describe any additional work needed on the courthouse beyond the scope of work for which grants are being requested. Essentially, what else would it take to fully rehabilitate the courthouse to ensure its future preservation?

Section 9: Project Funding Request

Use this worksheet to calculate the total estimated project cost, illustrating the amount of funds requested and the source of the required county match. The State of Washington administers all grant funds on a reimbursement basis - grant funds can only be distributed to reimburse incurred expenditures. Documentation and proof of payment is required for all expenses approved through the grant program and eligible for reimbursement.

For the 2017-2019 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.

Section 10: Project Readiness

Describe your readiness to proceed with the project. Include items such as project financing (identifying funding that remains to be secured in order to meet the required match), schedule for completion of designs/construction plans, and bidding and awarding of construction contracts. Be sure to indicate whether or not the project can be completed by June 30, 2019. Priority will be given to projects demonstrating an ability to meet this deadline.

Please use Section 10: Schedule for Project Completion to outline the estimated timeframe for each component of the project.

Section 11: Courthouse Maintenance

As rehabilitation projects often involve elements that restore previously neglected components/material, such a project may actually increase a county's maintenance responsibilities. The intent of this section is to determine what, if any, the additional maintenance responsibilities of the county will be as the county provides stewardship for the courthouse into the future.

Describe the county's existing maintenance plan/process, being sure to include anticipated revisions to this process that might be needed to appropriately handle newly rehabilitated material/courthouse features. Include cost estimates along with funding sources if maintenance needs/costs are anticipated to increase as a result of the proposed rehabilitation project. If the project will actually decrease maintenance costs (a roof replacement that will reverse maintenance on a constantly leaking roof, for example), be sure to describe this.

Section 12: Architectural Plans and Specifications (include attachments as necessary)

Include a copy of any plans or construction drawings completed as part of the proposed project. Reduce large format drawings to either legal or letter size, if possible, for inclusion with each copy of the application submitted. If this is not feasible, include at least one set of large format drawings with all other application materials for reference.

If possible, please submit information regarding the experience and credentials of the project team, including architects, contractors, sub-contractors and project managers. A CV, résumé, or list of related preservation projects will suffice.

Section 13: Photographic Documentation

All four elevations of the courthouse should be documented, along with exterior and interior features related to the proposed project. Images should be recent to best illustrate the present conditions of the building. 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.

Please note: Photos submitted as part of the application will not be returned.

Section 14: Disclaimer

All components of the proposed scope of work must meet the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. Additionally, those applications selected 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.

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.



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.

Finally, 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 selected counties is contingent upon program funds being allocated in the 2017-2019 Capital Budget.

Section 15: Statement of Support

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

Section 16: Signature

This section should be signed by the individual serving as the point of contact/project manager for the duration of the project. Grants are considered complete once all eligible expenses have been reimbursed and the county has submitted a Grant Completion Report.



HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

Application Checklist

Complete grant applications shall include the following:

- _____ One (1) bound copy of application materials
- _____ Eight (8) unbound copies of application materials, three-hole punched (do not staple)
- _____ One (1) digital version of application materials submitted on a CD in pdf format, including digital versions of all courthouse images
- _____ One (1) set of large-format architectural drawings/construction plans, if available
- _____ Statement of Support
- _____ Legal or letter-sized architectural drawings/construction plans included with each copy of application materials (see application guidelines for Section 12.)
- _____ Images of the courthouse (see application guidelines for Section 13.)
- _____ Signature

Incomplete applications will not be considered.

All application materials are due by 4:30 PM on Monday, July 11, 2016 (applications postmarked by July 11 will be accepted). Please send applications to:

Attn: Chris Moore, Executive Director
The Washington Trust for Historic Preservation
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Seattle, WA 98101