



HISTORIC COUNTY COURTHOUSE REHABILITATION GRANT PROGRAM

PROGRAM SUMMARY

Since the establishment of the Historic County Courthouse Rehabilitation Grant Program in 2005, nearly \$13 million in state matching grants has been awarded to thirty-six courthouse capital improvement projects in 22 counties across the state. For the 2011-2013 Biennium, \$750,000 has been included in the Capital Budget to continue the courthouse rehabilitation program.

The first round of grant awards made in December of 2011 utilized only a portion of the available funds. In order to distribute remaining funds, the Courthouse Grant Program Steering Committee is seeking grant applications for projects focused on rehabilitating character-defining features of courthouses that are able to be completed utilizing the county small works roster bid process.

The grant program Steering Committee may award matching grants in the second grant round of the 2011-2013 Biennium solely for courthouse protection and preservation, including:

- the preservation/rehabilitation of exterior and interior character defining architectural features
- improvements to courthouse accessibility and accommodations for persons with disabilities made in conjunction with historic rehabilitation
- improvements to life safety made in conjunction with historic rehabilitation
- system upgrades
- general repairs

Grant funds may not be used to reimburse expenditures for:

- general courthouse maintenance
- architectural and engineering fees (such expenditures, however, may be used toward the required county match, or a portion thereof)
- project planning (such expenditures, however, may be used for the required match, or a portion thereof)
- lobbying
- reduction of debts



Applications requesting funding through the Historic County Courthouse Rehabilitation Grant Program are evaluated based 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.
- 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 local, county funds.

The following stipulations apply to all counties receiving grant awards:

- All expenditures eligible for reimbursement must be made between July 1, 2011 and June 30, 2013 and after the grant contract has been fully executed.
- All expenditures committed as eligible county matching funds must be made between July 1, 2011 and June 30, 2013.
- All rehabilitation work on the courthouse, including accessibility and life safety improvements, shall comply with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*.
- Only courthouses that continue to maintain county functions are eligible for grants.
- Counties receiving grants shall provide eligible matching funds constituting at least 25% of the total grant award.
- State funds may be used in a project but not included in the budget as matching funds. Federal funds may be included as matching funds.
- County funds expended on project planning may be used as matching funds provided they are expended after July 1, 2011.



- County expenditures on projects completed after July 1, 2011 may be used as matching funds, provided the project meets all grant eligibility criteria and complies with the *Standards for Rehabilitation*.
- The State Department of Archaeology & Historic Preservation (DAHP) must review preliminary project designs and plans for compliance with the Secretary of the Interior's *Standards* prior to construction.
- Projects 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.
- Any construction begun on a courthouse prior to executing a contract with DAHP is done so at the risk of the county.
- Counties receiving grants to complete a project for courthouses that are NOT listed in the National Register of Historic Places must submit a nomination for such listing to DAHP within one (1) year of the project completion date.
- Counties may submit an application in each funding round regardless of prior grant awards or denials.
- For this round specifically, total cost for a project (state grant award + county match) may not exceed \$75,000, or an amount that would prohibit a county from utilizing the small works roster.
- There is no cap on the amount of funding a county can receive over the course of multiple funding rounds.
- In-kind contributions, such as volunteer time and donated materials, may be used as a portion (not to exceed 50%) of a county's required match.
- Counties accepting grant funds commit to implementing future courthouse repairs and maintenance in a manner that complies with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties* for a period of five years. This five-year period begins once the project for which grant funds were received is complete.
- Courthouse Rehabilitation Grant funds are available on a reimbursement basis only and cannot be "advanced" to Grant Recipients.
- Reimbursement for costs incurred and paid out may only be made once within any given thirty day period.
- Requests for payment must be submitted on a State Invoice Voucher/Form A-19. The voucher must be signed by an individual authorized by the Recipient to bind it.
- Recipients are responsible for maintaining clear and accurate project records, and making those records accessible to DAHP and the State Auditor.



- Quarterly progress reports must be submitted to grant administrators until project completion.

Reappropriation

The State of Washington operates under a two-year (biennial) budget. Historic County Courthouse Rehabilitation Grant Program dollars must, by law, lapse at the close of each state biennium (June 30 of each odd-numbered year). In the event that a project takes more than two years to complete, DAHP can request a one-time reappropriation of any unspent funds. However, it cannot guarantee that the Legislature will reappropriate unspent funds. DAHP cannot obligate funds from one biennium to another. Grantees must contact grant administrators as soon as they determine that reappropriation may be needed. If it is needed, formal written request for reappropriation must be submitted to DAHP at least three months prior to the close of the biennium.