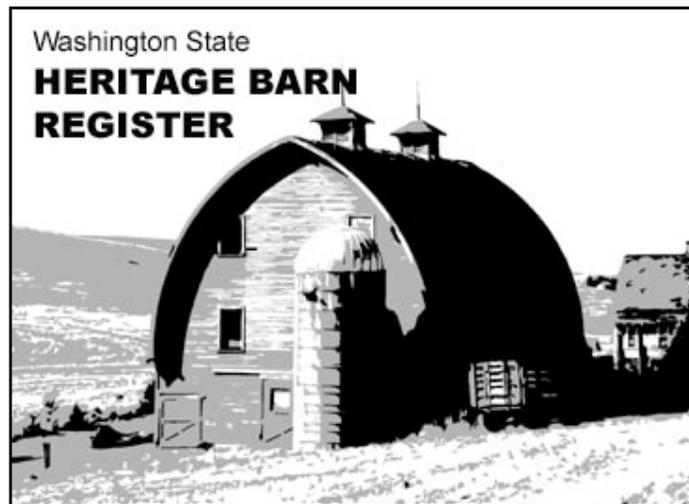


WASHINGTON STATE HERITAGE BARN INITIATIVE 2011 - 2013 APPLICATION GUIDELINES

DEADLINE: OCTOBER 17, 2011

Applications available at www.dahp.wa.gov



Washington Trust for Historic Preservation

1204 Minor Avenue

Seattle, WA 98101

(206) 624-9449

<http://preservewa.org>

WASHINGTON STATE HERITAGE BARN INITIATIVE

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Heritage Barn Preservation 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 third 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.

Approximately \$200,000 in matching funds is available in the 2011-13 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.

Eligible buildings

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

- Originally constructed for the shelter of livestock and/or storage of farm equipment or agricultural products;
- Over 50 years old;
- Listed in the Washington Heritage Barn Register, Washington Heritage Register, or the National Register of Historic Places
- In need of substantial repair; and
- Retain a significant degree of historic character and material.

Eligible projects

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. Matching 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, 2011, 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*. Planning costs (such as condition assessments, structural investigations, etc.) may **not** be reimbursed and they are **not** eligible for use toward the applicant's required match.

4. All work must comply with the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties* (see p. 10 for details). Historic materials, features and finishes should be retained, repaired when possible or replaced in kind; however, exceptions may be allowed on a case by case basis for metal roofs to replace original shingle or shake roofs.

Projects not eligible for funding:

- Work that is incompatible with the historic nature of agricultural buildings, such as removing historic building fabric or using non-historic materials such as vinyl or plywood
- Work that is considered new construction, i.e. additions to existing agricultural buildings (interior or exterior), even if such work is considered historically compatible.

Note: Property owners may submit only one application per grant round, even if they own multiple properties eligible to participate in the program.

Evaluation Criteria

The following criteria will be used in determining grant awards:

- Relative historical 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;
- Provision 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.

Note: 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*
- *Outstanding examples of their type or era*

Quality and thoroughness of the application is important. Applications must be typed – no hand written applications will be accepted. Those sections requiring a detailed narrative response will expand as needed. Please answer all questions within the space provided. Continuation sheets will not be accepted.

Application Assistance

Assistance from the Washington Trust for Historic Preservation is available by phone, by email, through workshops or, travel and weather permitting, via site visits. Please contact Chris Moore, Field Director

for the Washington Trust, at (206) 624-9449 or via email at cmoore@preservewa.org with questions or to make an appointment.

Application Instructions

Project Planning: In order to obtain accurate bids and cost estimates, it is highly recommended that applicants meet with building contractors, structural engineers, architects or others with expertise in historic building rehabilitation and construction prior to preparing an application to the Heritage Barn Grant Program. For more information on project planning, contact Chris Moore at the Washington Trust at (206) 624-9449.

Sections 1-3: Property/Owner/Applicant Information

Please provide basic information about the property, the owner of the property, and the grant applicant (if different from the property owner).

Section 4: Funding Request:

There are no limits on the amount applicants can request in grant funds. Since 2008, thirty-two (32) grants have been awarded ranging from \$2,800 to \$44,000. The average grant award has been approximately \$24,000.

Section 5: Project Summary

Briefly describe the proposed project. Include the area/portion of the barn requiring repair, what you propose to do, who will complete the work, and why it is necessary. For example: "This project consists of a roof replacement. Due to a leaking roof, we propose removing deteriorated wood shingles and installing a new, wood shingle roof."

Section 6: Status of Property

If you are unsure of the historical status of your property or whether the property is currently part of a conservation or preservation program, contact Chris Moore of the Washington Trust for Historic Preservation at (206) 624-9449.

Section 7: Building Description

- Please describe the original and current use of the building, including the physical dimensions of the structure. In the Current Use section, be sure to indicate if the building remains in agricultural use. Briefly explain the ag use.
- Check the box which best describes the condition of each building element, ranking the top five elements in terms of priority (1 being highest priority). The project for which you are requesting grant funds should involve those building elements with the highest ranking in terms of priority.

Section 8: Proposed Work

You should review the *Secretary of the Interior's Standards for Rehabilitation* (see page 10 for details) with potential contractors to ensure that they understand the historic preservation focus of this grant program. In addition to the summary information presented in this section, you may include a more detailed bid or estimate for proposed work as one of your attachments.

Section 9: Readiness to Proceed with Proposed Project

List each distinct work element to be accomplished, including the anticipated date of completion for each component. Keep in mind that projects receiving grant funds must commence within one year of the grant award and must be completed by June 30, 2011. Pending budget scenarios, extensions beyond this timeframe may be available, but grant projects must be completed within two years of the grant award.

*Please note that Readiness to Proceed is one of the evaluation criteria the Barn Advisory committee considers as they review grant applications. Be sure to indicate if funds are presently available for this project. Commitment of funds means that the applicant has the cash on hand to complete the project or has an agreement with a lender to acquire the necessary funds. If funds are not presently available at this time, provide a brief explanation of how the needed funds will be secured prior to the execution of a grant contract. **State grants are reimbursement grants only** – applicants must expend costs associated with the project and then request reimbursement for eligible costs covered by the grant award. Grant money cannot be received by applicants prior to implementation of the project. As such, grant contracts will only be executed at such a time when the grant recipient has the necessary cash on hand to complete the project.*

Section 10: Project Budget:

Expenses:

- Break down expenses according to the project work elements as identified in Section 9. For example: \$10,000 Roof Replacement; \$5,000 Structural Stabilization; \$1,500 Window Rehabilitation; \$200 Permits; etc.
- Remember to factor in costs such as building permits and design fees, if necessary.
- Grant funds can only be used to reimburse construction costs associated with the project.

Matching funds:

- While grant funds cannot be used to pay applicants or members of their immediate family for their own labor, such labor can be included as in-kind matching funds. For purposes of the grant program, the value of donated labor is \$15 per hour. This rate will be used for all in-kind/donated labor, regardless of whether such labor is considered skilled or not.
- Construction-related expenditures for barn stabilization/rehabilitation made after July 1, 2011, 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*.
- **Grant funds cannot be used to pay for architectural or engineering designs/drawings, nor are such costs eligible to be counted toward the required match.**

Total Project Budget:

- The figure indicated for the Total Project Budget must be the same as the figure indicated in Section 10.A. under Total Project Expense.

Section 11: Historical and Cultural Significance

The relative historical and cultural significance of the barn (or the farmstead as a whole) is a primary consideration of the Barn Advisory Committee as they review grant applications. 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 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, philanthropist; has the farm retained its original acreage over the years; etc.

Section 12: Public Benefit

The public benefit of preserving significant historic agricultural buildings is one of the primary purposes of grant funding. This section is included to help assess how the project, once completed, will address the issue of public benefit. Please review the paragraph on page 7 that explains the applicant's requirements associated with the public benefit component of the program.

Section 13: Financial Need

It is anticipated that requests for available grant funds will be highly competitive. Given the limited funding available for this program, partial awards are likely. Please describe your contingency plan in the event that you receive partial funding for your project.

Section 14: Experience & Qualification

Any information you can share regarding your ability to undertake and complete major repair projects will be helpful in assessing the feasibility of your proposal. *In addition, if you have selected an architect or a contractor for your project, please include a one-page summary of their experience working on historic buildings as an attachment to the application.*

Section 15: Additional Information

Use this section to add any relevant information not addressed in other sections of the application.

Section 16: Attachments

- Include any bids, cost estimates, condition assessments, designs, etc. that have been developed for the proposed project. If you have been working with a contractor or an architect, be sure to request these documents from them.
- Non-profit organizations requesting grant funds must submit a list of board members and a copy of their operating budget for the most recently completed fiscal year.
- For local governments, a brief profile of department mission, lead staff, and annual budget.
- Please submit a single CD containing all digital images associated with the grant application. Digital images should be labeled. If unlabeled, a digital image index should be submitted with a description of each image. The following images should be included:
 - all four elevations of the barn
 - 4-10 digital images clearly illustrating the area(s) of the proposed work
 - one image showing the view of the barn from the public right of way, if applicable (please do not zoom in if you have a telephoto lens)
 - if desired, an additional 2-3 general images showing the barn/farm may be included

Note: Please submit only one (1) CD containing all digital images.

- One electronic version of the completed grant application must be submitted. This may be included on the CD containing the required digital images, or it may be emailed to program staff separately. If emailed, the electronic form must be received by 4:30 PM Monday, October 17, 2011. Please submit the electronic form as either a Microsoft Word document or a PDF (.pdf) file.

Section 17: Certification

The property owner's signature is required. If a co-owner exists, such signatures should be added as necessary. If different from the property owner, the person completing the application must also sign the form as the applicant. Please note that **applications will be returned if they are not signed.**

Public Benefit Requirements

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.

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 the 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 construction-related cash expenditures and cannot be used to pay for expenditures made prior to the grant contract period.
- For a structure owned by an individual, the owner must sign the contract. When a lessee or other representative of the owner is the applicant, both the owner *and* representative must sign. For organizations, both the Board president *and* executive director must sign the contract. The responsible official must sign for local governments.
- Construction must begin within one year of the award date, and project work must be completed by June 30, 2013.
- The *Washington State Heritage Barn Initiative* 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 Process and Timeline

Completed program applications are due **Monday, October 17, 2011**.

Once all applications are received, the Heritage Barn Advisory Committee established through the 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 from the Department of Archaeology & Historic Preservation regarding grant awards. Heritage Barn Preservation Initiative program staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

Application Deadline and Submittal Information

Application Deadline: **Monday, October 17, 2011**

All application materials must be postmarked by the deadline or received in person by the Washington Trust for Historic Preservation no later than 4:30 PM, Monday, October 17, 2011.

Contact: Chris Moore, Field Director
(206) 624-9449
cmoore@preservewa.org

Mailing Address: Washington Trust for Historic Preservation
1204 Minor Avenue
Seattle, WA 98101

Application Checklist

Send one original and five (5) copies of the completed application form (6 copies total). Three-hole punch on the left side. Do not staple.

Include the following attachments for each copy of the application submitted. Do not staple.

Attachments include:

- Bids, cost estimates or condition assessments used to develop your proposal.
- For non-profit organizations, a list of board members and an operating budget for most recently completed fiscal year.
- For local governments, a brief profile of department mission, lead staff, and annual budget.

Include one CD containing the following:

- Digital images showing:
 - All four elevations of the barn
 - Between 4-10 digital images clearly illustrating the area(s) of the proposed work
 - A digital image showing a view of the barn from the public right of way, if applicable.
 - if desired, an additional 2-3 general images showing the barn/farm may be included.

Digital images are required. Please send all digital images as jpeg (.jpg) files.

- One electronic version of the completed grant application must be submitted. This may be included on the CD containing the required digital images, or it may be emailed to program staff separately. If emailed, the electronic form must be received by 4:30 PM Monday, October 17, 2011. Please submit the electronic form as either a Microsoft Word document or a PDF (.pdf) file.

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 archeological 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 www.cr.nps.gov/standards.htm