



2024

TEXAS HISTORICAL COMMISSION
real places telling real stories

**COURTHOUSE
GRANT
APPLICATION
INSTRUCTIONS**

**TEXAS HISTORIC COURTHOUSE
PRESERVATION PROGRAM**

2025



Clockwise from top left: Falls, Marion, Lipscomb, and San Saba County Courhouses

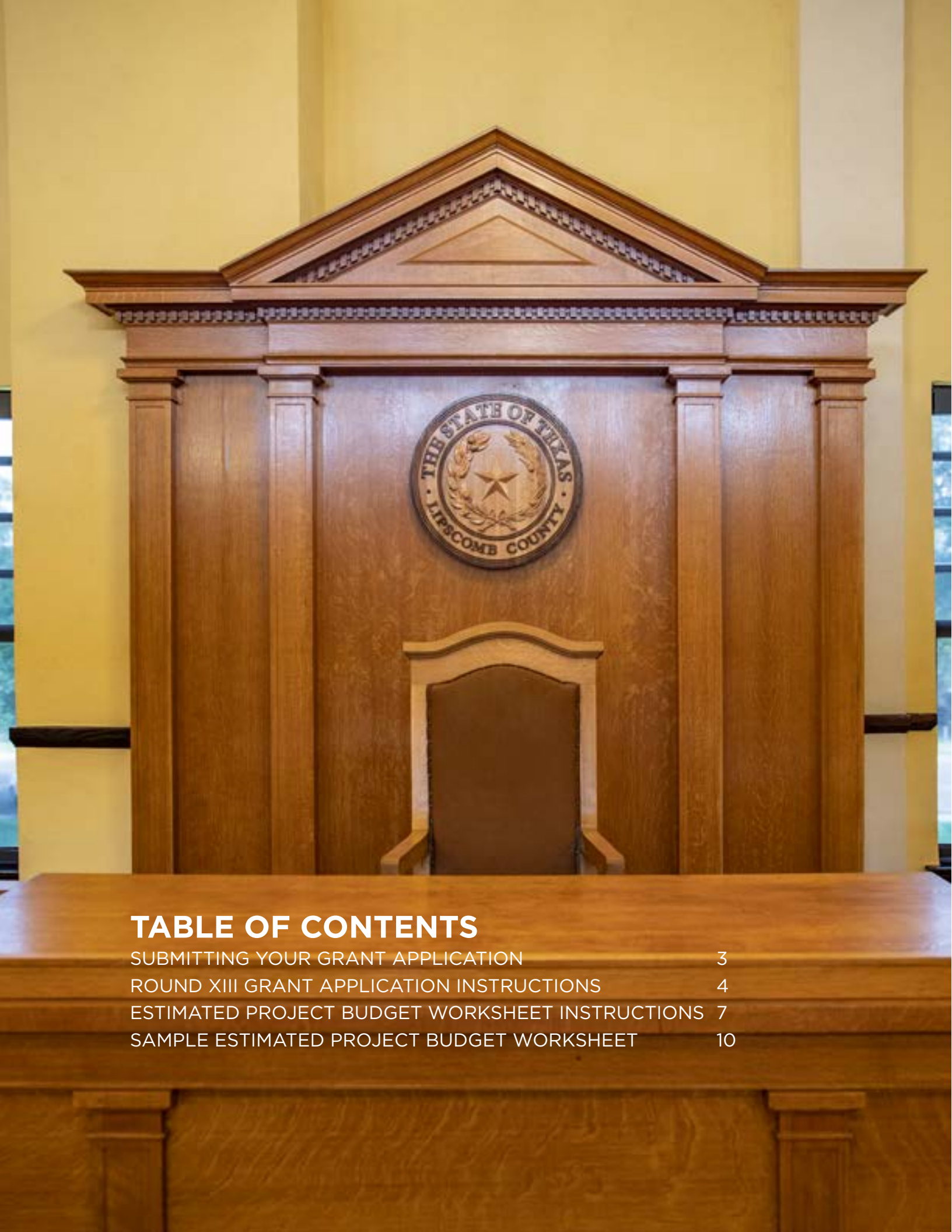






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SUBMITTING YOUR GRANT APPLICATION

Application for a THCPP grant is the formal process for requesting state funding for a courthouse project. Information related to the historical background, existing conditions of the building, recommended work, and estimated project costs can be found in the courthouse preservation master plan. Many applicants choose to have the consultant who prepared their master plan also prepare their grant application—however, this is not required.

Please carefully follow these detailed instructions as you answer each application question. The Section numbers in the Grant Application Instructions relate directly to each of the Section numbers in the Grant Application Form. Please also read through the Round XIII Grant Application Guide before finalizing your application.

Please note that all applicants must submit the Round XIII Grant Application Form and all questions associated with the grant type(s) of interest. Each grant type is associated with a color-coded cornerstone icon. Full Restoration Grant , Planning Grant , Emergency Grant , and Emergency Grant for previously restored courthouses . Applicants must answer all questions marked with the relevant icons to be considered for that grant-type. You may apply for multiple grant types.

Please do not complete older forms of the grant application. If an applicant uses an older form, they will be asked to fill out the new form and resubmit their application using the correct form. Fill in the blanks of the application using free Adobe software.

Carefully read the Grant Application Guide and Instructions before filling out the application form.

Please note that all applicants are required to watch a pre-applicant training video and obtain a certificate by demonstrating knowledge of its content. The certificate must be included with your application.

DEADLINE

One signed PDF version of the Round XIII Grant Application must be received by 5 p.m. on May 13, 2024, using the THC's file sharing platform OneDrive.

Please email courthouse_program@thc.texas.gov at least 72 hours in advance to request a OneDrive folder. Our Program Specialist will reply to the email with a link to the folder and you will be able to place your application materials in the folder.

If you have any questions about this application, contact Susan Tietz at 512-463-5860 or Mallory Miller at 512-463-8821.

ROUND XIII GRANT APPLICATION INSTRUCTIONS

-  FULL RESTORATION GRANT
-  PLANNING GRANT
-  EMERGENCY GRANT
-  EMERGENCY GRANT FOR PREVIOUSLY RESTORED COURTHOUSE

Please carefully observe the following instructions associated with each grant application question.

SECTION I

GENERAL INFORMATION

This section calls for basic location, ownership and construction information on the historic courthouse.

Property Name

If the structure is currently used as a courthouse, identify it using the county name (e.g. Winton County Courthouse). If it now serves another function, provide the historic name and the current name, if they are different (e.g. 1914 Winton County Courthouse/Winton Public Library).

Applicant Name

The current county judge or mayor will receive copies of all program materials and correspondence. Should a change occur in office during the course of the project or another local government contact is preferred, participants should notify the THC as soon as possible.

Address, City, Zip Code, County, Telephone, and Email

Current mailing address where program information can be sent and applicant contacted.

County Facility Manager Name and Contact Information

Please provide the name of the county's facility manager or county employee in charge of maintaining the historic courthouse. If the county does not have a designated caretaker for the historic courthouse, please enter "No County Facility Manager on Staff."

Project Professional Name

If the applicant has hired a professional consultant, such as an architect, please provide their name and contact information for the county's professional or architectural consultant. If the county has not hired a consultant, please leave blank.

Construction Completion Date

For the purpose of this program, the age of the courthouse is determined by the date of the first official commissioners court meeting in the building and not by the cornerstone inscription or date of dedication. Court minutes should serve as the official record.

Date(s) of Major Modifications

Modifications that must be noted in this section include such projects as additions, removal or replacement of key architectural elements, reconfiguration of interior public spaces and major landscaping changes. Court minutes, newspaper articles, dated photographs and other documents should serve as official records. Note dates of previous restoration if applicable.

Building Ownership

Please state who or what entity owns the building. Only buildings owned by a county or municipality are eligible for grant assistance.

Current Function as a Courthouse

Does the commissioners court still hold its regularly scheduled meetings in the building? Does a judge hold court here? Is the building designated as the official county courthouse? Are public notices posted at the building? If not, what other county government functions does it serve?

SECTION II

CONTACT INFORMATION

Please provide information of the individual who will serve as the principal contact and decision-maker for information related to the grant program if this individual is not the county judge or city mayor.

SECTION III

HISTORICAL DESIGNATIONS

This section documents the extent to which the building has been recognized as a historic property. For questions about historic designations, please contact THC's History Programs Division at 512-463-5853.

National Register of Historic Places

This federal designation is administered by the THC in coordination with the National Park Service. Properties may be individually listed on the National Register and/or listed as a contributing resource in a National Register historic district. Determinations of eligibility for National Register listing can be conducted by the THC in connection with federally funded projects.

Recorded Texas Historic Landmark

These are Texas properties judged to be historically and architecturally significant. The properties must be at least 50 years old and are identified by an Official Texas Historical Marker.

State Antiquities Landmark (formerly State Archeological Landmark)

Generally publicly-owned, buildings or sites are designated by the THC and receive legal protection under the Antiquities Code of Texas. Listing in the National Register is a prerequisite for State Antiquities Landmark designation of a building.

Local designation

If the structure has received a municipal designation from a city of 1.5 million or more in population, a letter of certification from the city should be attached.

Eligible for Historic Designation

A property may be determined eligible for historic designation by the THC and/or certified as a "historic courthouse" by the THC to other state agencies as worthy of preservation. Attach an eligibility determination or certification letter.

SECTION IV

ARCHITECTURAL SIGNIFICANCE

Briefly describe the structure's architectural significance. Is it one of the best examples of a particular style or a particular architect's work? Is it one of the last remaining examples? What are the design elements that make it unique? Is it similar in overall design to other existing courthouses in the state from the same period of construction?

SECTION V

HISTORICAL SIGNIFICANCE

Briefly describe why the courthouse is important historically. Since all courthouses are considered significant as centers of government and early town planning, your description should focus more on events and individuals associated with this particular structure — i.e., noteworthy jurists, trials, sheriffs, community gatherings, and events. The significance of these associations on a local, state, or national level should also be discussed.

SECTION VI

ORIGINAL INTEGRITY

Since courthouses typically are altered over the years, please document the architectural integrity of the building. Describe the elements of the original design and materials that remain intact and visible. Conversely, describe which features were removed. Which features remain but were covered over by later construction? What aspects of the condition of the original building remain unknown?

SECTION VII

ENDANGERMENT

Describe why the building would be considered in immediate danger or threatens the life and safety of its occupants. Attach recent reports, good photos, and supporting documentation that detail a specific threat, such as: extensive electrical code violations, building code inspector's condemnation notices, evidence of pending litigation for ADA non-compliance, structural engineer's assessments, or demolition proposals.

SECTION VIII

SUMMARY OF PROJECT

This section provides information on the work to be accomplished with the requested grant funds. It also describes work required to complete the restoration in accordance with the master plan and any other work to be accomplished by the applicant with local funds.

A. Project Description

Provide a description of the proposed project. Highlight the major tasks that will and will not be accomplished. Which county offices will be housed in the building upon completion?

B. Treatment Approach

Identify the principal philosophical approach or “treatment” for the proposed preservation project using the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*. Identify the treatment that the project principally represents and identify elements of the project that meet the other treatment definitions, e.g., “the basement area will be rehabilitated,” or “the clock tower will be reconstructed to match the missing historic construction.”

The four distinct, but inter-related approaches are: preservation, rehabilitation, restoration, and reconstruction.

Preservation focuses on the maintenance and repair of existing materials, both historic and non-historic. **Rehabilitation** acknowledges the need to modify the property to meet current needs while retaining the building’s historic character.

Restoration is undertaken to depict the building and significant historic site features at a particular time in its history, while removing incongruous evidence of other periods. **Reconstruction** recreates vanished or non-surviving portions of a property for the purpose of presenting its earlier appearance.

C. Project Scope

Describe how the proposed work will address inappropriate changes—additions, replacement of key elements, reconfiguration of space, and other changes—that were made over the years. Will the inappropriate changes be reversed? Will all aspects of a plan to fully restore the building be undertaken?

D. Records Plan

The applicant should have a current and specific, itemized plan for properly housing and protecting records before, during, and after the restoration work, whether they are affected by the construction activities or not. Note that this is not a records retention schedule. See outline provided on the THC web site under “Courthouse FAQs.” Attach a copy of the records plan to the application.

E. Conformance with Preservation Master Plan

The approved master plan contained an approach to the project that was accepted by the THC. Have these plans changed in any way? If the project was proposed in the master plan as phased, which phases are included in the current proposal? If the master plan proposed alternates and/or phases, please explain the rationale for the scope selected for this application. Since the master plan was developed, have conditions in the building changed to affect the scope or cost of the work? Note that the preservation master plan must be up to date to receive full points in this category.

F. Project Results

Will all significant interior public spaces and the exterior be accurately restored to the courthouse’s original or greatest period of architectural significance? Will all significant missing elements be reconstructed and all significant finishes and features of this particular period be restored? Are there aspects of the complete project described in the master plan that will not be undertaken? What additional work will be undertaken and when? Greater emphasis will be given in application scoring to projects that result in a complete restoration.

G. Shovel Readiness

If your county has 95% complete architectural plans and specifications for a future full restoration that have been reviewed and approved by THC staff, please answer yes and note whether the construction documents are current.

SECTION IX

PHOTOGRAPHIC DOCUMENTATION

At least 10 high quality digital images in JPEG format that represent the building are required with the application. The images should be labeled with applicant name and view, of good quality, and provide current overviews of the structure within its setting. Views of key interior and exterior architectural elements, one each of the four facades and major public spaces must be provided. It is better to provide MORE photographs than less. **Please ensure that all necessary visuals are provided to evaluate the proposed project and the building.** These images serve to generally represent the exterior and interior of the building and are required for all grant types.

SECTION X

ESTIMATED PROJECT BUDGET

Use the excel auto-calculating [Estimated Project Budget Worksheet](#) to document estimated or probable costs for the entire project and submit with your completed Round XIII Grant Application Form. Please note that construction costs have escalated since the previous application rounds, and a previously prepared estimate will likely be inadequate to cover project costs for construction work for Round XIII. Applicants may attach a detailed estimate with quantity take-offs and unit costs prepared by their project professional as additional information.

The THC reserves the right to negotiate any budget changes that might be necessary. Every effort should be made to make the budget as accurate as possible, since program funds are limited and grants generally will not be adjusted after awards are made. Further, grant recipients will be held responsible for all costs incurred above the estimated amount and will be required to accomplish the full scope of the work described in the application.

Certain project costs, although they may be necessary to accomplish the owner's broader goals (such as upgrades in computer equipment) cannot be funded through the program. See the Estimated Project Budget Instructions on the next page for detailing of detailing of eligible and ineligible project costs. Note that ineligible project costs are not figured into the total allowable project cost figures and are not considered in either scoring or funding decisions.

Estimated Project Budget Worksheet Instructions

1. Please provide an estimated cost only for those sub-categories that pertain to your project and put "N/A" where a sub-category does not apply.
2. Add a description and line item cost for any sub-categories of costs you determine should be categorized as "other."
3. Project costs that are eligible for reimbursement include all allowable payments to contractors for work performed on the approved project; professional services of the architect, engineers and project consultants; demolition; an owner's representative to monitor planning and construction process; hazardous materials testing and abatement; building permit fees; builder's risk insurance; contractor's overhead and profit; construction management services; project contingencies; and other expenses related to the project approved by the THC.
4. Any costs not eligible for reimbursement should be enclosed in parentheses and subtracted from the total construction cost for the grant project by the applicant.
5. Ineligible project costs include: master plan preparation; grant application and management expenses; temporary or permanent relocation expenses; loan financing costs; work in non-historic additions; and with exceptions noted below, site work not related to building preservation, such as site lighting, site furnishings and landscaping materials; movable office furnishings and office equipment such as loose chairs and personal office furniture; non-historic window treatments; data and communication systems and equipment; parking lot paving and striping; and appliances.
6. An exception for the eligibility of landscape costs is restoration of historically and architecturally significant site elements that restore the site to a significant historic appearance, such as decorative metal fences or retaining walls. Eligible costs for these historic site features are limited to \$200,000. Costs above these caps shall not be considered part of the construction costs eligible for reimbursement and should be listed in the estimate as an "ineligible cost."

7. Eligible costs for built-in security systems and equipment such as monitoring cameras, card readers, and magnetometers are limited to \$75,000. Eligible costs for audio-video systems such as microphones, loudspeakers, and amplifiers are limited to \$100,000. Costs above these caps shall not be considered part of the construction costs eligible for reimbursement and should be listed in Category 16 of the estimate as an “ineligible cost.”
8. Total professional services include the services, fees and reimbursable expenses of an owner’s representative, the project architect, engineer, and their consultants. The basic services and fees of A/E (excluding reimbursables and additional services such as a grant completion report, warranty services, archeological investigations, acoustical consultant, historic finish analysis, audio-visual systems or security systems consultants) are limited to 13% for planning projects and 5% for construction projects with a 16% fee maximum per project.
9. An owner’s representative will be required during the construction process of a grant-funded full restoration and recommended during the planning process for that project. Up to 2% of the allowable construction cost are reimbursable to cover the cost of an owner’s representative. Qualifications for the owner’s representative will be provided in the Grant Manual.
10. Costs should be figured anticipating Fiscal Year 2025 construction costs.
11. Round all costs to the nearest dollar.
12. Attach any available cost estimates prepared for this project.



A sample Estimated Project Budget Worksheet shown on the next four pages indicates how the form should be completed. We require applicants use the fillable Excel [Estimated Project Budget Worksheet](#) that can be found on our website. It auto-calculates the final totals needed.

Work-Category	Estimated Cost
1. General Requirements	
a) Construction facilities (e.g, job trailer, office supplies, sanitary facilities) <ul style="list-style-type: none"> Storage/Office Trailers Supplies Toilets Dumpsters 	\$ <u>36,000.00</u> \$ 20,000.00 \$ 6,000.00 \$ 5,000.00 \$ 5,000.00
Briefly describe the items that fall within each sub-category as applicable to the proposed project. To return, hold Alt and press Enter.	
b) Construction supervision <ul style="list-style-type: none"> Project Manager Superintendent Travel Per Diem 	\$ <u>215,000.00</u> \$ 120,000.00 \$ 85,000.00 \$ 6,000.00 \$ 4,000.00
c) Bond and insurance (e.g., performance and payments bonds, builder's risk insurance, liability insurance) <ul style="list-style-type: none"> Bonds Insurance Permits 	\$ <u>115,000.00</u> \$ 90,000.00 \$ 20,000.00 \$ 5,000.00
d) Inspection and testing allowances <ul style="list-style-type: none"> Mortar Plaster Paint Analysis 	\$ <u>58,000.00</u> \$ 14,000.00 \$ 29,000.00 \$ 15,000.00
e) Temporary construction (e.g., scaffolding, fencing) <ul style="list-style-type: none"> Scaffolding Lifts Temporary Fencing 	\$ <u>180,000.00</u> \$ 126,000.00 \$ 44,000.00 \$ 10,000.00
f) Hazardous materials abatement <ul style="list-style-type: none"> Abatement Allowance 	\$ <u>10,000.00</u> \$ 10,000.00
g) Other (AGC dues, Permits)	\$ <u>0.00</u>

Work-Category	Estimated Cost
2. Site Work	
a) Demolition and hauling Selective Demolition Hauling	\$ <u>180,000.00</u> \$150,000.00 \$ 30,000.00
b) Utilities	\$ <u>0.00</u>
c) Earthworks and grading Regrading	\$ <u>10,000.00</u> \$ 10,000.00
d) Sidewalk restoration	\$ <u>15,000.00</u>
e) Historic site features (\$200,000 maximum) (describe) Historic pipe rail	\$ <u>25,000.00</u> \$ 25,000.00 \$ (<u>0.00</u>)
Amount in excess of limit should be entered here. amount exceeding \$200,000*	
f) Site furnishings and appurtenances* (e.g., benches, trash cans)	\$ (<u>0.00</u>)
g) Paving for parking areas and new sidewalks*	\$ (<u>0.00</u>)
h) Landscape restoration* (e.g., new plant materials, pruning) Sod Shrubs	\$ (<u>7,500.00</u>) \$ 6,000.00 \$ 1,500.00
i) Irrigation systems*	\$ (<u>0.00</u>)
Ineligible costs are notated with an asterisk in the sub-category and enclosed by parentheses.	
j) Other, such as archeological site investigation (describe)	\$ <u>0.00</u>
* Ineligible project cost (tally and subtract from construction cost subtotal)	

Summary: Type into boxed cells only.

Most of the figures on this sheet will automatically tabulate based on previously entered data. Applicant should enter Contractor's Overhead and Profit, as well as Project Contingency, to get accurate Total.

Division 1: General Conditions	\$ <u>614,000.00</u>
Division 2: Site Work	\$ <u>237,500.00</u>
Division 3: Concrete	\$ <u>32,500.00</u>
Division 4: Masonry	\$ <u>245,000.00</u>
Division 5: Metals	\$ <u>75,000.00</u>
Division 6: Carpentry	\$ <u>130,000.00</u>
Division 7: Thermal and Moisture Protections	\$ <u>365,000.00</u>
Division 8: Door and Windows	\$ <u>540,000.00</u>
Division 9: Finishes	\$ <u>728,000.00</u>
Division 10: Specialties	\$ <u>164,000.00</u>
Division 11: Equipment	\$ <u>0.00</u>
Division 12: Furnishings	\$ <u>130,000.00</u>
Division 13: Special Construction	\$ <u>265,000.00</u>
Division 14: Conveying Systems	\$ <u>7,500.00</u>
Division 15: Mechanical	\$ <u>1,345,000.00</u>
Division 16: Electrical	\$ <u>445,000.00</u>

Summary

Construction Costs Subtotal	=	\$ <u>5,323,500.00</u>
Less Ineligible	=	\$ <u>7,500.00</u>
Allowable Construction Costs (Subtotal A)	=	\$ <u>5,316,000.00</u>
Contractor's Overhead and Profit	=	\$ <u>791,400.00</u>
Subtotal A + Overhead and Profit (Subtotal B)	=	\$ <u>6,107,400.00</u>
Project Contingency	=	\$ <u>606,740.00</u>
Total Allowable Construction Costs (Subtotal C)	=	\$ <u>6,714,140.00</u>

Ineligible costs will be found throughout the budget worksheet and will automatically be tabulated and deducted from eligible costs.

Contractor's O&P entered here based on a percentage of Subtotal A.

Totals

Type into boxed cells only.

Total Allowable Construction Costs	=	\$ <u>6,671,140.00</u>
Design and Planning Fees	=	\$ <u>140,500.00</u>
Construction Administration Fees	=	\$ <u>126,465.00</u>
Planning and Construction Admin Total Fees	=	\$ <u>266,965.00</u>
Additional Professional Services	=	\$ <u>75,000.00</u>
Owner's Representative	=	\$ <u>130,282.00</u>
Total Professional Services	=	\$ <u>397,247.00</u>
<u>Total Allowable Project Cost</u>	=	\$ <u>7,111,387.00</u>
Gross Square Footage	=	\$ <u>25,630.00</u>
Cost Per Square Foot	=	\$ <u>277.46</u>

We require that any professional architect's or estimator's cost estimates that have been prepared for this project are attached to this form.

SECTION XI

PROJECT FUNDING REQUEST

The Texas Historic Courthouse Preservation Program (THCPP) provides funding for up to 85 percent of the total project cost in state dollars when properly matched by owner contributions totaling at least 15 percent of the total project cost. Higher matches will be required for planning and emergency awards, which are discussed in Section XVII. Note that the Total Allowable Project Cost used to figure the match requirements and the grant request includes direct construction costs, overhead and profit, professional services, and a contingency amount. However, it shall not include ineligible project costs as detailed in the budget instructions. Applicants applying for full construction grants must complete the separate Excel file named [Construction Grant Request Worksheet](#).

Match Requirements

The applicant's share of the project cost is determined by several factors. By statute, the required minimum match is 15 percent of the total (allowable) project cost; however, credit can be obtained for the master plan cost, in-kind expenditures, and/or prior capital expenditures for approved work completed no later than May 15, 2021. Applying these match credits may reduce the applicant's actual match below 15 percent.

Typically, the THCPP Grant Funds Requested is the difference between the total (allowable) project cost and the actual match provided by the applicant. However, maximum limitations of \$10 million per county apply to the grant funds requested. If necessary, the grant funding for the project should be reduced to meet that cap, including any previous THCPP grant funding received previously.

All ineligible costs are borne by the applicant and not shown in this calculation.

Note that new Preservation Master Plans must be approved **by April 5, 2024** to be considered for match credit and scoring purposes.

Grant Funds Requested

To allow more projects to be assisted with state funding, we encourage applicants to provide cash overmatch and minimize the funds requested of the state. Evaluation of the application and consequently, award decisions by THC, will take into account the funds requested by each applicant and the total program funds available. Grantees may be required to provide a higher contribution to qualify for the funds.

Previous THCPP Grants

List all previously awarded THCPP grants and the grant rounds in which they were received. The total of all previous grants and the applicant's Round XIII grant request cannot exceed \$10 million per applicant.

SECTION XII

ARCHITECTURAL PLANS AND SPECIFICATIONS

Once an applicant has received approval of its master plan, it may proceed on its own or with grant assistance to prepare detailed architectural plans and specifications for the proposed scope of work. Applicants that demonstrate their financial commitment to the project by completing and receiving THC approval of their architectural plans and specifications for a future full restoration construction project may be given an additional 5 or 10 points. Applicants should keep in mind, however, that the development of plans and specifications is not a guarantee of a grant award. Previously approved 95 percent complete architectural plans associated with a previous planning grant may be considered shovel-ready, however, these documents should reflect the applicant's current scope of work.

If the applicant has a master plan but not the architectural plans and specifications (construction documents) needed to put their future full restoration project out to bid, please indicate if the applicant would be willing to accept and provide a 30 percent match to hire a consultant to develop these plans. Please complete Section XII to be considered for this type of grant, and complete the separate Excel file named [Planning Grant Request Worksheet](#) and submit it with the Round XIII Grant Application Form.

Planning Project Budget Summary

Eligible architectural and engineering services will be based on a maximum of 13 percent of the total allowable construction cost as transferred from the [Estimated Project Budget Worksheet](#). Total professional planning services costs are all the architectural and/or engineering services plus additional professional services not typically provided by the architect and engineering consultants. Typical reimbursement expenses are also included with the 13 percent maximum. Some examples of eligible additional services are the production of the project completion report, a historic finish analysis or acoustical assessment of the building.

Match Requirements

The minimum local match for a planning grant is 30 percent of the Total Professional Planning Services costs as calculated in Section A. No credit toward the minimum match for prior planning expenditures by the applicant, including master plan preparation, is offered for this type of grant.

Planning Grant Funds Requested

The cash contribution match by the applicant plus the grant funds requested must equal the total professional planning services costs or Total Professional Design and Planning Services.

SECTION XIII

PRESERVATION EASEMENTS AND/OR DEED RESTRICTIONS

Preservation easements ensure the long-term protection of the owner's and state's investment and are therefore strongly encouraged, and a substantial number of points awarded. If the applicant has a deed restriction currently in effect on the courthouse that was granted to the THC through a Federal grant program, other State grant program or in conjunction with an earlier THC program prior to the Texas Historic Courthouse Preservation Program grant program in 1999, please attach copies to the application. If the applicant is willing to grant a preservation easement to the THC as a result of this application being funded, please indicate on the form. Points will be given to applicants that demonstrate their willingness to protect the financial investment over an extended period of time. **Please note that THCPP easements granted following a previous THCPP grant is not considered a current preservation easement and/or deed restriction.**

SECTION XIV

EVIDENCE OF LOCAL SUPPORT

This section provides the opportunity for applicants to demonstrate local support for their courthouse preservation project. Letters should show a wide range of support and participation from civic groups, communities, political leaders, local preservationists and other interested parties. Evidence of an applicant's commitment to the program should also include details of local preservation programs and incentives, as well as a plan that shows how the courthouse restoration will impact surrounding historic resources. (Include no more than 10 attachments.)

SECTION XV

COMPLIANCE WITH STATE COURTHOUSE LAWS

Please indicate the applicant's record of compliance with relevant state laws regarding courthouse preservation easement (Section 442.008 of the Texas Government Code; Texas Antiquities Code; and/or easement). Discuss work conducted in cooperation with, or under the review authority of, the THC. Include copies of letters from the applicant notifying the THC of proposed work, along with the THC responses. Points will be given to applicants that have clearly demonstrated evidence of past commitment to existing preservation laws. (Include attachments.)

SECTION XVI

ANTICIPATED ADDITIONAL WORK

If the project proposed in the application will not result in a fully restored courthouse, describe future work that would be needed, and whether it might be part of a future courthouse grant application. All elements of restorative work identified in the preservation master plan must be included in the funding request for it to be considered a full restoration.

Emergency Funding Request Sections (XVII to XX)

While the program's focus will remain on projects that result in a full restoration, consideration may be given, as funding permits, for emergency grant awards. These eligible projects must demonstrate that an emergency exists, as caused by 1) a catastrophic event, 2) by a recently discovered condition that threatens the building with imminent and severe damage, or 3) that a critical need exists to correct accelerated damage from long-term deferred maintenance.

SECTION XVII

Summary of Emergency Project

- A. Description of Project Urgency:** Please attach any relevant reports, photos and other supporting materials that describe the specific threat, problem or need. Professional assessments and/or thorough, detailed documentation of the problem is required for any request in this category.

Fully describe the current emergency problem or building deficiency and why it is considered an urgent problem in need of immediate repair. Include information on the existing conditions which shows the extent of any damage to the building. Explain if the problem is localized or if it extends throughout the building.

Explain how this problem constitutes a critical need. Does the problem pose an immediate threat or danger to the building or its occupants? How? Provide background on how long this problem has existed. How often does this problem impact the users and use of the building? Does the problem restrict use of the building in any way?

- B. Emergency Project Description:** Provide a detailed description of the proposed project. All work included in the project should be covered such as: demolition of existing materials, hazardous materials remediation (if any), repair of existing materials, replacement of materials and reconstruction of any missing elements. Provide as specific information as possible on the type and qualities of new materials. Explain if the work will have any visible impact on the building.

Briefly explain how this work meets the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, generally being either the Standards for Preservation or Rehabilitation. **Preservation** focuses on the maintenance and repair of existing materials, both historic and non-historic. **Rehabilitation** acknowledges the need to modify the property to meet current needs while retaining the building's historic character.

Attach any available drawings, sketches, proposals, reports and/or specifications that relate to this proposed work unless the commission has already received and reviewed these documents. If the present scope of work does not correlate to the plans on file at THC, please clarify how the work currently proposed differs from any previously approved plans.

Any communication you wish to have with THCPP staff to delineate your project and establish a reasonable and well-defined scope or work is encouraged **prior to submitting your application.**

- C. Emergency Project Impact:** Please demonstrate that the project is an effective approach to address the issue most critical to the future use of the courthouse. Are there other approaches or options that could be considered? If the project proposed in the application will not resolve all issues endangering the building and its occupants, describe future work that would be needed and whether it might be part of a future courthouse grant application.

Additionally, explain how urgent the need is for the problem to be addressed in a timely manner. Describe any foreseeable outcomes or collateral damage that may be caused if this work is not undertaken in the next two years.

- D. Conformance of Emergency Project with Preservation Master Plan:** The approved master plan contained a treatment and recommendations to the courthouse that was accepted by the THC. Is the proposed work included in the courthouse master plan as a recommendation? Please cite page from master plan and include as an attachment. Was it listed as a priority? If not, explain why it is a priority now.

It is strongly encouraged that any work currently proposed to the building should not preclude future conformance with the full scope of work as described in the master plan. Will portions of this currently proposed project need to be removed? Can they be incorporated into future phases of work, if any? Are future phases of work, such as a full restoration, anticipated?

- E. Emergency Funding for Previously Restored Courthouses:** Returning applicants with a fully restored courthouse funded with a previous THCPP grant may apply for an emergency grant to address work critical to protecting the fully restored courthouse or its users. Applicants may seek emergency funding to repair or remedy defective work caused by errors or omissions by the architect or contractors not following the architect's design during the original full restoration project. To be considered for funding to repair, replace or otherwise remedy previously funded work, previously restored courthouse applicants must demonstrate a reasonable pursuit of warranties or insurance when applicable and administrative remedies to hold the party/ies responsible for the defective work.

Emergency grant applications for courthouses previously restored using a THCPP grant will be considered alongside other similar applicants and evaluated using a separate set of 14 scoring criteria (see the Round XIII Grant Application Guide for more information). PLEASE NOTE that THCPP funds cannot be granted for work funded by an insurance claim or has already been remedied by the responsible party. The grant recipient must refund grant monies used to cover the cost of remedying work if the cost of that work is later recovered.

SECTION XVIII

PHOTOGRAPHIC DOCUMENTATION OF ENDANGERMENT

Provide a sufficient number of current photos of the building that demonstrate the extent and urgency of the emergency conditions that affect either the building or its users. Please provide at least 10 good quality, digital and printed images that are clearly labeled with the photo location, and note what issue the photo demonstrates.

SECTION XIX

ESTIMATED EMERGENCY PROJECT BUDGET WORKSHEET

Complete a Round XIII [Estimated Project Budget Worksheet](#) with costs to address the endangerment work described in this special request. Please note that in addition to an estimated construction cost, your estimated project budget must assume a cost for the professional services of an architect, engineer or other professional consultant. If a fee proposal has been provided for your proposed project by a professional consultant, use that figure; otherwise, use a reasonable percentage of the total project cost. In addition, we strongly recommend that a cost contingency is provided for bidding or changes to the project during construction. Please contact your master plan architect if you require advice on these project cost considerations. Please see Section X on page 9 for information about how to complete this section.

SECTION XX

EMERGENCY PROJECT FUNDING REQUEST

If your courthouse has never been fully restored using a THCPP grant, please complete the standard [Emergency Grant Request Worksheet for Unrestored Courthouses](#). If your courthouse was previously restored using a THCPP grant, please use the [Emergency Grant Request Worksheet for Previously Restored Courthouses](#). The intent of an emergency grant is to remedy critical problems that are endangering the building or its users. Emergency grants for unrestored courthouses are awarded based upon the scores in 7 criteria and primarily on the severity of the endangerment and emergency grants for previously restored courthouses are awarded based upon 14 criteria.

- A. **Emergency Project Budget Summary:** Transfer the total allowable project cost from the Round XIII Estimated Emergency Project Budget Worksheet prepared in Section XIX.
- B. **Match Requirements:** The minimum local match for an emergency grant is 30 percent of the total allowable project cost and no credit for planning expenditures by the applicant including master plan preparation or the production of architectural plans and specifications is offered for this type of grant. **Funding matches for a previously restored courthouse will be 50 percent.**
- C. **Emergency Grant Funds Requested:** The cash contribution match by the applicant plus the grant funds requested must equal the Total Allowable Project Costs for your emergency scope of work.

SECTION XXI

RESOLUTION OF SUPPORT

A copy of the formal commissioners' court or city council resolution in support of the Texas Historic Courthouse Preservation Program grant application and all commitments made therein is required. (Include attachment.)

SECTION XXII

TAXABLE REVENUE

A county's taxable revenue reflects the financial ability of the applicant to raise revenue and pay their share of the project cost, and is used to provide a score in the County Revenue scoring category. It is based on the county's taxable property revenue.

SECTION XXIII

PRE-APPLICATION TRAINING

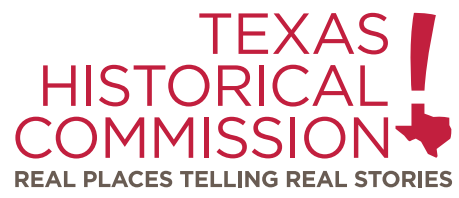
All applicants must view the pre-application training video available on thc.texas.gov/thcpp. At the end of the training video, applicants will be required to answer some questions to obtain a certificate of completion.

SECTION XXIV

SIGNATURE OF LEGAL REPRESENTATIVE

The legal representative can be the county judge, city mayor, a county commissioner or any other local official duly authorized by the commissioners court or city council for the purposes of this application.

Please provide your certificate of completion with your Round XIII Grant Application Form.



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