



## **1. PROGRAM RULES AND REGULATIONS**

The Texas Historic Courthouse Preservation Program is an unprecedented effort by the state and county governments to preserve historic county courthouses. It has been widely recognized and received numerous national awards for its achievements. To date, more than 40 Texas courthouses have been restored through this program.

The THCPP, created in 1999, exists under the authority of the Texas Government Code, Section 442.0081, Historic Preservation Program Grants and Loans; 442.0082, Historic Courthouse Project Requirements; and 442.0083, Funding for Historic Courthouse Preservation Program, Historic Courthouse Preservation Fund Account.

The implementing regulations for the program are described in the Texas Administrative Code, Title 13 Cultural Resources, Part 2 Texas Historical Commission, Chapter 12 Texas Historic Courthouse Preservation Program, as amended. These regulations were developed by the Texas Historical Commission to implement this program.



## **2. STARTING THE PROJECT**

Congratulations on receiving a Round VI grant award. Whether a construction, planning or emergency grant, we're glad to be working with you toward the preservation of your historic county courthouse.

This section discusses the procedures and terms under which the grant must be administered, identifies the parties involved and describes in detail the important first steps in the process. The task of developing the planning documents will be described in a later section.

The planning activities, including executing the program documents and contracts, should provide ample time for establishing a dialogue about the courthouse. Our expectation is that all parties share a common vision for this courthouse project, specifically the work referenced in the grant application. Please become familiar with the scope commitment as the planning documents are finalized.

We find that the most successful projects are the result of good communication between the parties and a thorough understanding of the issues, the roles and responsibilities of each.



## 2A. GRANT ORIENTATION MEETING

Following notification of the grant award, a **grant orientation meeting** will be held to familiarize the participants with the grant program guidelines. All project participants, including county representatives who have a role in the project, professional consultants and interested members of the local community are invited to attend. The county judge, or designated county contact, and the project architect each will receive a copy of this grant manual. If needed, additional manuals can be printed from the enclosed compact disk.

The **county**, as grant recipient, carries the primary responsibility for executing this project in accordance with all procedures stated in this grant manual, for executing contracts with the professional consultants and for paying all costs associated with the project. The county must also ensure that all necessary THC approvals are obtained, reporting information is submitted to THC and that meetings are properly coordinated with the THC.

The grant work includes administrative, legal, financial and construction components. It may be useful, therefore, to identify the county's expertise in these areas and involve the appropriate participants at an early point in the process. Familiarize them with the procedures and call the THC should you need clarification on any issue.

In addition, the county officials should familiarize themselves and comply with the **Uniform Grant Management Standards** (UGM) produced and distributed by the Governor's Office of Budget and Planning. Chapter 783 of the Texas Government Code states "It is the policy of the state to promote the efficient use of public funds in local government and in programs requiring cooperation among local, state and federal agencies." The UGM Standards are found at <http://www.governor.state.tx.us/divisions/stategrants/guidelines/>.

The **project architect and/or consultant(s)** is your advisor on matters related to the project. The county should work with a preservation architect or architectural firm that has ample time and appropriate skills to execute the project in accordance with its needs and these procedures. The scope of the architect's responsibilities is defined in your architectural services contract and should be expanded as necessary to address these procedural requirements. The sub-consultants, such as mechanical engineers, structural engineers, lighting designers and paint conservators also provide valuable input to ensure the project meets the county's functional requirements as directed by your architectural consultant.

The **THC** will be your partner during the planning and execution of the grant-funded work. Our staff architect or preservation consultant assists you in achieving a quality preservation project and facilitates reimbursement of funds. This individual will work closely with you and the construction team throughout the project.



## 2B. FUNDING AGREEMENT

A **Funding Agreement** (Agreement), the body of which has been prepared for each project by the THC, states the obligations of the county and the THC with regard to the grant project (see front pocket for an original copy). By its execution, the county commits to carry out the project in conformance with the program requirements and the procedures of this manual.

Please review the Agreement language carefully and ensure that the terms and county's responsibilities under the Agreement are well understood by all parties.

Supporting documents for the agreement include the following attachments to the agreement (see samples with Agreement located in front pocket).

- Attachment A: Source of Funds Statement and Verification
- Attachment B: Project Cost Statement
- Attachment C: Scope of Work
- Attachment D: Project Schedule
- Attachment E: Resolution of Support.

The consultant shall provide the Attachments B, C and D; the THC will provide Attachment A and the county will provide Attachment E. Then, the Agreement and all attachments are assembled, approved and signed by the county. Prepare the statement concerning selection of the architect and transmit original copies of the signed documents to the THC for signature.

**The Agreement must be signed by both parties prior to initiating grant funded work and preferably within 60 days of the date of the award. Undue delay in executing this Agreement may result in forfeiture of the grant funds.**

Please note that it may be necessary to amend the Agreement to reflect any significant changes to the project cost, schedule or scope.

### **Attachment A: Source of Funds Statement and Verification** (Funds Statement)

The grant awards were based on the requests stated in the county's recent grant application with a maximum Round VI grant of \$3.5 million. For planning grants, the Commission awarded a grant equivalent to 66% of your consultant's planning costs. The fees associated with developing 95% complete construction documents are approximately 75% of the total A/E fees. Grant awards are based on a project cost of 75% the total A/E fee shown in your application with a maximum planning award of \$450,000.

The Funds Statement prepared by the THC establishes the award amount provided by the state and the minimum match amount that the county will provide to accomplish the scope of work. The **local share** figure is the balance of the planning costs. The **state share**, or THCPP grant award amount, is the amount determined by THC for the award.



The **verification** commits the county to providing all remaining funds necessary to complete the grant project. The local funding share may be provided in ready cash, loans, certificates of obligation, or other non-THC grant awards. State funds are distributed on a cost-reimbursement basis.

### **Attachment B: Project Cost Statement**

The Project Cost Statement must be provided as an attachment to the Agreement. The cost of the planning work is the project architect's fees for schematic design, design development, construction documents and cost estimating. It should also include the fees of the architect's consultants such as engineers, lighting and acoustical consultants, and specialty conservators' reports.

Note that the **professional fees for a Round VI planning project**, in excess of 12% of the eligible construction costs are ineligible for reimbursement by THC. Professional services associated with ineligible project scope are also ineligible for reimbursement.

The construction cost estimate, finalized with the final document submittal, represents your consultant's current opinion on the cost of the work based on their professional experience and shall include reasonable allowance for contingency, market fluctuations and unforeseen conditions.

Consult with the THC or refer to Section 3B of this manual to identify **any ineligible project costs** in your estimate, such as non-preservation related expenses; these costs must be totaled separately. All project costs that are not eligible for reimbursement from this grant program are the sole responsibility of the county and should be budgeted as such.

### **Attachment C: Scope of Work**

Planning work to be performed under the Agreement is described in the Scope of Work. This document establishes all parties' general expectations for the project and should clearly state the treatment approach, i.e. restoration or rehabilitation, selected for this building. It should describe the scope of the architect's services and include all deliverables to be provided to the county and the THC. The full Scope of Work shall be met unless specific written agreement is given by the THC.

### **Attachment D: Project Schedule**

Following the general grant orientation meeting, the project architect will develop the county's Project Schedule which lists major project milestones. It must take into consideration the work to prepare and execute the program documents and planning documents. Consult with the THC on the proposed schedule prior to its final inclusion in the Agreement.



**Attachment E: Resolution of Support**

The county must execute a resolution of support for acceptance of the grant award and its terms. A suggested text is provided in the sample attachment. The resolution shall commit the county to compliance with the guidelines of program, adherence to the terms of the funding agreement and provide assurance that the county is committed to achieving the project as described in the project description/philosophy. The county must be aware that its financial commitment to the project may extend beyond the amount estimated as the county's participation in the project due to unforeseen circumstances.

**Please place a copy of the executed Funding Agreement in this manual for your future reference.**



## 2C. GRANT OF EASEMENT

In the Round VI application for a THCPP grant, your county may have agreed to convey a **Grant of Easement** (Easement) in the property to the THC. An Easement reflecting the terms has been prepared (see front pocket).

The document states the “Grantor hereby grants and conveys to Grantee an interest and easement in the Property, for the preservation of historic, architectural, scenic and open space values.” The county agrees not to engage in any activity that will adversely affect the integrity of the courthouse. Further, the county agrees to maintain the property in a good state of repair. (See Section 4.C. Project Closeout, Courthouse Stewardship Program).

To finalize the Easement, the county must provide two attachments. The clerk must prepare a **legal description** of the property, including the courthouse, associated buildings and grounds, as Attachment A. The project architect must provide a **scope of work for the current grant funded project** as Attachment B. It will describe any planned improvements to the property as a result of the grant funded work. The Scope of Work prepared for the Funding Agreement, Attachment C, but relabeled, is appropriate.

- Attachment A: Legal Property Description
- Attachment B: Scope of Work

The Easement must be signed and notarized by the grantor (county) and grantee (THC). The original, signed copy will be duly filed by the county clerk. The county should then transmit a notarized copy of the easement with the filing stamp to the THC for its records.

The Easement remains in effect in perpetuity or as otherwise agreed. **You may wish to place a copy of the executed Easement in this manual for reference.**



### 3. PROJECT EXECUTION

The THCPP grant awards generally fall into one of three types: construction, planning or a combination of both. A planning grant supports the development of architectural drawings, or plans, and specifications for the construction activity that follows at some later date. A construction grant takes those architectural plans and specifications and adds the necessary contractual information, places them out for bid and awards the construction project to a general contractor (GC) or construction manager (CM) who executes the work.

A typical multi-million dollar construction project is highly complex and requires considerable oversight to achieve the desired outcome. It is critical to determine how the various types of information will be transmitted, reviewed and approved at the earliest point in the process.

Please be aware that **failure to communicate** necessary information or obtain approvals from the THC can delay the project, cause reimbursements to be withheld and/or the contract to be terminated.

The THCPP-funded design or planning phase of the project will include the following important steps:

**(1) Review/transmit architectural contract and selection statement to THC**

- Ensure that the contract includes all services required under this manual

**(2) Design Review and Approval**

- All parties meet at the site to examine architectural and historic issues
- THC reviews Schematic Design submittal and provides written comments
- Project architect and consultants responds to comments in writing
- Plans are revised and developed to next phase, i.e. Design Development, etc.
- Project architect provides required final copies of the approved 95% construction documents and cost estimate to the THC

**(3) Reimbursement**

- Following each submittal, review and approval by the THC, the county pays invoices associated with that phase and submits to the THC for reimbursement

**(4) Project Close-out (see Section 4)**

- Project architect provides two sets of documents to the THC, one to County





### 3A. PLANNING THE PROJECT

The planning, or design, phase of the project is an intensive process whereby the needs of the county, the building's history and architectural integrity, and constructability issues are considered in progressively further detail. The final result is a set of construction documents that can be used to execute the project once construction funding is obtained. The cost estimate will be used for county budgeting and future funding applications.

There are several steps to planning this project:

#### (1) Review and transmit selection statement and architect's contract to THC

The county will negotiate a contractual arrangement with a licensed architect or architectural firm following the orientation meeting. The **Contract between the Owner and Architect** (usually AIA Document form B141) should specify the services that will be provided by the project architect for this grant funded project.

If the county needs to identify an appropriate architectural consultant to hire or confirm its decision, please refer to *Finding and Hiring Qualified Historic Preservation Consultants*, available upon request from the THC or its web site ([www.thc.state.tx.us](http://www.thc.state.tx.us)). To select the best preservation architect for the job, it is recommended that you interview several candidates, ask other property owners or professional societies for references and review résumés and examples of completed projects for successful and relevant preservation projects. A **statement of your selection criteria or process** must be submitted to the THC with your architectural contract for services. We do not require issuance of a Request for Proposals (RFP) for architectural services related to this project.

It is essential that the architect or firm selected for this project have experience with similar preservation projects. **Résumés for all staff** involved with the work should be reviewed to determine their experience, and a **statement regarding their qualifications** for this project must be provided. In particular, the professional point of contact for the project must meet the Secretary of the Interior's *Guidelines for Historic Preservation Projects: Professional Qualifications Standards*. These requirements are used by the National Park Service and have been previously published in the Code of Federal Regulations, 36 CFR Part 61:

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State License to practice architecture, plus one of the following: (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field; or (2) At least one year of full-time professional experience on historic preservation projects. Such graduate study shall include detailed investigations of historic structures, preparations of historic structures research reports, and preparations of plans and specifications for preservation projects.

Essential elements of the architect's contract are the scope of services, deliverables, fees and schedule. These are also the subjects of attachments to your funding agreement with the THC, so the architect should **ensure that their professional services contract is consistent with their responsibilities under this Program.**



For planning projects, basic services of the architect will include schematic design, design development and construction documents. Several site visits will be made to the courthouse by the project architect for field measuring and investigations. Also, the county may wish for the project to make interim presentations to the county before the architect proceeds to the next stage of development. Technical reviews will be performed by the THC and the project architect will respond to each set of THC comments in writing and with revisions to the plans.

While the consultants' fees for the planning work may exceed 12 percent of the eligible construction cost, the THC will not reimburse the county for professional services in excess of that limit.

The county must provide a copy of its contract with the architect, a statement of the architect's qualifications and the resume of the project architect prior to submitting any requests for reimbursement.

## (2) Design Review and Approval

The documents prepared by the architect and its team are the final product of this project. It is very important that the county and its consultant work closely with THC in their development.

Architectural project documents that describe the proposed work shall be submitted by the architect as: 1) schematic design package, 2) design development package, 3) 60% complete construction documents, and 4) 95% complete construction documents (see description of these phases below). All deliverables detailed in the **Scope of Work** should be provided for each phase.

The architectural plans and specifications will be reviewed by the THC to determine if they are consistent with the approved master plan and the applicable treatment within Secretary of the Interior's *Standards for the Treatment of Historic Properties*, as appropriate. Note that **restoration** is defined as "the act or process of accurately depicting the form, features and character of a property as it appeared at a **particular period of time** by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration. The limited and sensitive upgrading of MEP and other code required work to make the property functional is appropriate within a restoration project". **Rehabilitation**, by contrast, does not involve the removal of historic features and no specific date is represented.

The submittals will meet the approved **schedule** for project planning established in the Funding Agreement. Failure to meet the schedule may result in forfeiture of the remaining grant award unless a written extension request is received from the county documenting the nature of the delay. The extension request must be submitted at least fourteen (14) days prior to the due date for that submittal.

The county will provide one copy of the documents to the THC for each scheduled review. THC staff will require approximately **two to four (2-4) weeks from the date of receipt to review each submittal**. Subsequent to the in-house review, the THC may request a meeting with the architect and county representative(s) to resolve substantive concerns regarding any aspect of the proposal. The architect will then revise the documents to address the comments of the THC and receive approval prior to proceeding to the next phase.



**Schematic design phase:** Typically, in this phase the architect has determined the basic requirements of the project and has prepared drawings and other documents illustrating the scale and relationship of project components.

The package of deliverables should include:

- measured floor plans, elevations and roof plan keynoted for demolition and new work
- site plan, noting all existing features and identifying new work
- analysis of relevant programmatic information
- narrative description of MEP systems
- status report on historic paint analysis, hazardous/materials survey, geo-technical or other testing specified in the scope work
- construction cost estimate (17% contingency “suggested”)

We recognize that it is likely that a portion of this work has already been completed in preparation of the master plan. Approval of the master plan, however, does not necessarily preclude the THC comments on any aspect of the submittal.

**Design development phase:** At this point, the architect prepares drawings and other documents from approved schematic design studies that fix and describe the size and character of the entire project as to the materials, the architectural, structural, mechanical and electrical systems, and other such elements as may be appropriate.

The package of deliverables should include:

- plans, elevations and section drawings noted for specific work required
- site plan including survey and noting all site work, grading, new equipment, hardscape and landscape features
- completed window and door condition survey, draft recommendations
- completed masonry condition survey, draft recommendations
- schematic MEP proposals coordinated with other disciplines
- geo-technical reports and structural proposal
- reflected ceiling plans
- enlarged plan details, such as accessibility solutions
- outline specifications identifying all relevant subdivisions
- construction cost estimate, quantity survey (12% contingency “suggested”)

**Construction documents phase:** The architect prepares drawings and specifications from the approved design development documents that set forth the detailed requirements for construction of the project and assists the owner in the preparation of bidding documents.

Construction documents should be submitted approximately 60% complete and include:

- Floor plans, elevation and building sections with notes, references and symbols
- Site plan indicating all site work with details of new construction
- Survey and schedule for window and door rehabilitation
- Survey and recommendations for masonry survey



- Proposed finish schedule
- Proposed hardware schedule
- Proposed interior elevations and casework
- Proposed construction details
- Proposed light fixture selections
- Draft project specifications, field testing of materials and products
- Opinion of probable construction cost (7 1/2% contingency “suggested”)

Construction Documents (95% submittal) should include:

- Floor plans, elevation and building sections with notes, references and symbols
- Site plan indicating all site work with details of new construction
- Survey and schedule for window and door rehabilitation
- Survey and recommendations for masonry survey
- Finishes and hardware schedules
- Interior elevations and casework
- Enlarged floor plans and construction details
- Complete project specifications
- Opinion of probable construction cost (7 1/2% contingency “suggested”)

Selective demolition may be encouraged to verify hidden conditions and reduce the need for change orders during construction. As the design progresses, the THC will meet on a regular basis with the county’s representative(s) and project architect. The county should ensure that the project architect implements the THC-recommended revisions to the plans and completes the plans in a timely manner.



### 3B. REIMBURSEMENT

The THC has maintained an excellent record in the administration of state and federal grant funds. We encourage the county treasurer or auditor to establish a separate account for this project and to maintain an up-to-date budget of anticipated project costs and a record of expenditures. A county's expenditure of money received under this program is subject to audit by the State Auditor in accordance with Chapter 321 of the Texas Local Government Code.

The program distributes funding on a **cost-reimbursement basis**. The county shall be responsible for developing a method for paying all project-related expenses as they come due, then requesting reimbursements from the THC.

A blank **Reimbursement Request** form, along with a sample cover letter is provided for your use. If you need any help filling out the form or have questions please contact the THC staff. Questions regarding grant funds management should be directed to the THC Chief Financial Officer, Penny Black or Lynn Ward, at 512/463-3805. If you wish the funds to be transmitted electronically, please make these arrangements with Lynn prior to your first request.

Following is a summary of the information provided in your request:

The **Project Information** contains general information such as the judge's name, and phone

The **Grant Award Number** is the county name and the year of award, ex. Pecan-2008.

The **Payment Recipient** and chief financial officer is usually the county treasurer.

The **Federal or State Identification Number** is the taxpayer identification number and is required for our accounting.

The **Type of Payment Requested** will always be partial unless the project is finished.

The **Period Covered This Request** is the period during which the expenses were incurred or services delivered, not the date the checks were written or invoices were received. While this period can overlap with other requests or exceed 30 days, it may not include any expenses incurred prior to the date of the grant award or any construction expenses incurred prior to the notice to proceed to construction.

The **Reimbursement Calculation** refers to the state and local percentage share of the total project cost (see the Funding Agreement, Attachment A: Funds Statement, for your project's percentage shares). If the county has made a cash commitment to the project, a percentage of the total reimbursement request equal to the state funding share for the project, will be distributed for each request.

**Required attachments** for each reimbursement request include documentation for the previous quarter's eligible project costs, as follows:



### Expense Summary

If more than one check is involved in the reimbursement request, provide a summary or tally for 1) the eligible portions of check amount, 2) the name of the vendor and 3) total eligible project costs for this period. If portions of any invoice do not apply to this project or are ineligible for reimbursement, highlight that information and/or provide a note calling attention to its exclusion in the total project expense for that period.

**Reimbursement for professional services**, i.e. architect's and consultant's fees, to include:

- a billing statement(s) from the project professional, and
- a copy of the cancelled payment check(s) or voucher(s)

*(If your bank cannot provide a cancelled check to the document expense, please ask the bank to provide a voucher statement or document that shows that the funds have cleared the county's bank account)*

Invoices from the project architect to the county will not be reviewed by the THC prior to payment by the county, however, the THC recommends that the county ensure that the submittal is approved by the THC is claimed by the architect for payment. Your THC staff architect or preservation consultant should be consulted if you have questions regarding the eligibility of project costs.

The requests do not need to be made at the same time each month, and may include more than 30 days of project expenses. If a request has been submitted and you need to check its status please contact Tina Ray at 512/463-8821.

The county should receive a payment check from the THC for all approved eligible expenses within 30 days of receipt. It is our goal to process the requests within a week, if possible, and transmit the funds electronically. Reimbursements may be held, however, if further information related to the execution or documentation of the expense is needed. The THC may request a site visit or additional documentation from the county or architect to confirm that the expenses are eligible and approved.

### Final Request

The THC will retain the final 10% of the grant award until the project is complete and all grant requirements have been met. **Projects that are not completed by their scheduled date of completion and/or 6 months of substantial completion will risk forfeiture of the final reimbursement.** Project and reimbursement schedules initially developed for the grant project are firm unless written requests have been received and the THC has granted extensions.

The project is completed when the owner satisfies the final application for payment to the contractor and architect and all grant program requirements have been fully met. The county should then submit a **final request for reimbursement to the THC**. This request will include a copy of the final invoice. In addition the THC should have received the three required copies of the planning documents.



# SAMPLE

July 1, 2008

Tina Ray  
Program Specialist  
Texas Historical Commission  
Texas Historic Courthouse Preservation Program  
PO Box 12276  
Austin, TX 78711-2276

RE: Pecan County Courthouse Preservation Project, Reimbursement Request #5

Dear Tina:

This request for reimbursement for the county’s expenditures, are for the period June 1, 2008- June 30, 2008. During June, we paid the following vendors.

Expense Summary

<u>Payee</u>	<u>Invoice #/Description of Services</u>	<u>Check #</u>	<u>Amount</u>
Construction Co.	Pay Application #1, May 1-31, 2008	1245	\$152,000.00
Architect	Invoice #5, May 1-31, 2008 (for bid negotiations)	1241	\$6,000.00
Pecan Statesman	Statement #5647, April 26 and May 7 (advertising project out for bid)	1242	\$300.00
Total eligible project costs			\$158,300.00

The “Reimbursement Request Form”, copies of the invoices referenced above and the associated canceled checks are attached.

Sincerely,

\_\_\_\_\_  
County CFO or contact



## 4. PROJECT CLOSE-OUT

These items must be fulfilled for the project to be considered complete:

- The scope of services contained in the contract documents and the funding agreement has been performed.
- Three copies of the report, approved 95% complete construction documents and final cost estimate are provided: two for the THC and one for the County.
- Final applications for payment and invoices have been paid by the county.
- Final reimbursement is made to the county by the THC.

Failure to submit the report promptly may result in forfeiture of any remaining grant award, including the 10% retainage.

### Report Contents (3 copies)

#### **Introductory material**

- ❑ Title Page
- ❑ Executive Summary
- ❑ Personnel List: state, county, consultants and subs with addresses and phones

#### **THCPP Program documents**

- ❑ Funding Agreement (copy signed by both parties)
- ❑ Grant of Easement (copy signed and filed by county. i.e. volume and page)

#### **Grant Fiscal Reporting documents**

- ❑ Funding contributions listed by contributor and amount
- ❑ Architect's final invoice statement
- ❑ State Comptroller Reimbursement summary (provided by THC)

#### **Project Cost Estimates:**

- ❑ Preliminary Cost Estimate, as presented in master plan
- ❑ Final cost estimate or "opinion of probable cost"

#### **Photographs:**

- ❑ Existing condition photos, standard size prints on archival paper, labeled, 3 copies
- ❑ Compact disk with complete set of existing condition and record photos, 1 copy
- ❑ Record photos showing all exterior elevations and principal interior spaces, 8 x 10 prints on archival paper, labeled, 3 copies (1 per report)

#### **Final Record drawings/documents on acid free paper:**

- ❑ Half-size sets of all drawings, 3 copies (1 per report)
- ❑ Project manual/specifications, 3 copies (1 per report)
- ❑ Compact disk(s) with the documents saved as a pdf





## PROJECT RESOURCES

For an inspection or review for compliance with the Texas Accessibility Standards contact:

Texas Department of Licensing and Regulations  
920 Colorado Street, Tenth Floor  
Austin, Texas 78701  
800/803-9202 or 512/463-6599, [www.license.state.tx.us](http://www.license.state.tx.us)

For questions about records management or archival matters contact:

Chris LaPlante  
Texas State Library and Archives Commission  
P. O. Box 12927  
Austin, Texas 78711-2927  
463-5467, [www.tsl.state.tx.us](http://www.tsl.state.tx.us)

For information regarding the design of courtrooms contact:

Mary Cowherd  
State Office of Court Administration  
P. O. Box 12066  
Austin, Texas 78711  
463-1629, [www.courts.state.tx.us/oca/ocahome.asp](http://www.courts.state.tx.us/oca/ocahome.asp)

For questions regarding state fire code concerns contact:

State Fire Marshal  
P.O. Box 149104  
Austin, Texas 78711-9221  
800/578-4677 or 512/ 463-6169, [www.tdi.state.tx.us](http://www.tdi.state.tx.us)

Information on the Texas LoanSTAR Program, a revolving loan program for energy improvements contact:

Theresa Sifuentes  
State Energy Conservation Office  
800/531-5441 ext. 3-1896 or 512/463-1896  
website [www.seco.cpa.state.tx.us](http://www.seco.cpa.state.tx.us).

The following publications on preservation standards may be requested free through the National Park Service's Technical Preservation Services by contacting 202/513-7270 or <http://www.nps.gov/history/hps/tps>

The Secretary of the Interior's *Standards for the Treatment of Historic Properties 1995*, (U.S. Department of the Interior, National Park Service, 1995)  
The Secretary of the Interior's *Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (U.S. Department of the Interior, National Park Service, 1991, reprinted 1997).  
*Caring for the Past :Preserving, Rehabilitating and Restoring Historic Buildings*, (U.S. Department of the Interior, National Park Service, 1999-2000). Comprehensive listing of sales publications including the popular *Preservation Briefs* series, *Preservation Tech Notes and Guidelines for Rehabilitating Historic Buildings*.

For guidance on architectural practices, such as project scheduling, contractor payment applications, schedules of values, project close-out, etc., please refer to:

*The Architect's Handbook of Professional Practice, Fourteenth Edition*. (American Institute of Architects Press, 1994).  
*Historic Preservation: Project Planning and Estimating*, (R.S. Means Company, Inc. Kingston, MA, 2000).