



TEXAS HISTORICAL COMMISSION
real places telling real stories

2018 2019

COURTHOUSE GRANT APPLICATION PROCEDURES AND FORMS

**TEXAS HISTORIC COURTHOUSE
PRESERVATION PROGRAM**

Clockwise from top left: Harrison County, Throckmorton County, Potter County, and Navarro County courthouses



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

Please note that all applicants, even those only interested in a Planning or an Emergency grant, must submit a Grant Application and complete **Sections I-XVII**. For a full restoration construction grant request, provide updated plans and specifications and a project budget that anticipates construction cost data applicable at the time of expected construction in 2018 or 2019. Grant requests for planning (production of architectural plans and specifications) or emergency (addressing endangerment issues) are optional but may also be included with a request for full funding.

Carefully read the following Application Procedures, pages 4-13, before submitting your application. Fillable versions of these application forms are available on our website at thc.texas.gov/thcpp.

DEADLINE

One original signed, unbound copy of the application materials as well as a PDF version on a flash drive must be received by **5 p.m. on February 5th** at one of the addresses below:

Address for U.S. Postal Service mail:

Texas Historical Commission
THCPP Grant Application
P.O. Box 12276
Austin, TX 78711-2276

Physical address for Overnight Delivery:

Texas Historical Commission
THCPP Grant Application
108 West 16th Street, upstairs
Austin, TX 78701
512-463-6094

IMPORTANT: Please note that regular and overnight U.S. Postal Service mail is routed to the Capitol Complex and may take an additional 5 days to reach us after it arrives. We recommend mailing these materials well in advance of the deadline or use an overnight courier to our physical address.

WEBINARS: On November 1, 2017, instructional webinars on how to fill out the grant application will be available at thc.texas.gov/thcpp.

If you have any questions about this application, contact the
THC's Architecture Division at 512-463-6094.

ROUND X GRANT APPLICATION PROCEDURES

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.

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.

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 DESIGNATION

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?

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.

SECTION IX

Photographic Documentation

At least 10 high quality digital images representing the building are required with the application and must be provided on a flash drive. 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 insure that all necessary visuals are provided to evaluate the proposed project and the building.

SECTION X

Estimated Project Budget

Use the [Estimated Project Budget Form](#) to document estimated or probable costs for the entire project with an anticipated 2018-19 start date. 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 X. Applicants should 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 budget instructions for 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.



A sample Estimated Project Budget Form shown on the next four pages indicates how the form should be completed. We recommend use of the fillable Excel workbook version of the form that can be found on our website. It includes an instructions tab and auto-calculates the final totals needed. Using the PDF version of the budget form in this document will not auto-calculate.



Please tab through form fields to complete estimated cost and work category description.

Work-Category Estimated Cost	
1. General Requirements	
a) Construction facilities (e.g, job trailer, office supplies, sanitary facilities)	\$ <u>36,000</u>
Storage/Office Trailers Supplies Toilets Dumpsters	\$ 20,000 \$ 6,000 \$ 5,000 \$ 5,000
<div style="background-color: #4682B4; color: white; padding: 5px; display: inline-block;"> Briefly describe the items that fall within each sub-category as applicable to the proposed project. </div>	
b) Construction supervision	\$ <u>215,000</u>
Project Manager Superintendent Travel Per Diem	\$ 120,000 \$ 85,000 \$ 6,000 \$ 4,000
c) Bond and insurance (e.g., performance and payments bonds, builder's risk insurance, liability insurance)	\$ <u>115,000</u>
Bonds Insurance Permits	\$ 90,000 \$ 20,000 \$ 5,000
d) Inspection and testing allowances	\$ <u>58,000</u>
Mortar Plaster Paint Analysis	\$ 14,000 \$ 29,000 \$ 15,000
e) Temporary construction (e.g., scaffolding, fencing)	\$ <u>180,000</u>
Scaffolding Lifts Temporary Fencing	\$ 126,000 \$ 44,000 \$ 10,000
f) Hazardous materials abatement	\$ <u>10,000</u>
Abatement Allowance	\$ 10,000
g) Other (itemize)	\$ <u>0</u>

Work-Category Estimated Cost

2. Site Work

a) Demolition and hauling Selective Demolition Hauling	\$ 180,000 \$ 150,000 \$ 30,000
b) Utilities	\$ 0
c) Earthworks and grading Regrading	\$ 10,000 \$ 10,000
d) Sidewalk restoration	\$ 15,000
e) Historic site features (\$50,000 maximum) (describe) Historic pipe rail	\$ 25,000 \$ 25,000 \$ (0)
<p>Amount in excess of limit should be entered here. amount exceeding \$50,000*</p>	
f) Site furnishings and appurtenances* (e.g., benches, trashcans)	\$ (0)
g) Paving for parking areas and new sidewalks*	\$ (0)
h) Landscape restoration* (e.g., new plant materials, pruning) Sod Shrubs	\$ (7,500) \$ 6,000 \$ 1,500
i) Irrigation systems*	\$ (0)
<p>Ineligible costs are notated with an asterisk in the sub-category and enclosed by parentheses.</p>	
j) Other (describe)	\$ 0
<p>* Ineligible project cost, (tally and subtract from construction cost subtotal)</p>	

Summary of Totals	
Division 1: General Requirements	\$ <u>614,000</u>
Division 2: Site Work	\$ <u>237,500</u>
Division 3: Concrete	\$ <u>32,500</u>
Division 4: Masonry	\$ <u>245,000</u>
Division 5: Metals	\$ <u>75,000</u>
Division 6: Carpentry	\$ <u>130,000</u>
Division 7: Thermal and Moisture Protection	\$ <u>365,000</u>
Division 8: Door and Windows	\$ <u>540,000</u>
Division 9: Finishes	\$ <u>728,000</u>
Division 10: Specialties	\$ <u>164,000</u>
Division 11: Equipment	\$ <u>0</u>
Division 12: Furnishings	\$ <u>130,000</u>
Division 13: Special Construction	\$ <u>265,000</u>
Division 14: Conveying Systems	\$ <u>7,500</u>
Division 15: Mechanical	\$ <u>1,345,000</u>
Division 16: Electrical	\$ <u>445,000</u>

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

SAMPLE

Summary of Totals

	=	This figure is the sum of Divisions 1-16.	\$	5,323,500
Construction Costs Subtotal				
Ineligible costs will be found throughout the budget worksheet and will automatically be tabulated and deducted from eligible costs.				
Less Ineligible Costs	=		\$	47,500
Allowable Construction Costs (Subtotal A)	=		\$	5,276,000
Contractor's Overhead and Profit (not to exceed 15 percent of Subtotal A)	=		\$	791,400
Subtotal A+ Overhead and Profit (Subtotal B)	=	Contractor's O&P entered here based on a percentage of Subtotal A	\$	6,067,400
Project Contingency (not to exceed 10 percent of Subtotal B)	=		\$	606,740
Total (Allowable) Construction Costs (Subtotal B + Contingency = Subtotal C)	=		\$	6,674,140
Architecture/Engineering Services fees of the architect and the structural, MEP and civil engineers, including all reimbursable expenses shall not exceed 16 percent of Subtotal C. For projects having 95 percent complete plans and specifications, these fees cannot exceed 4 percent of C)	=		\$	266,965
Additional Professional Services (preparation of grant completion report, warranty services and specialty consultants for archeology, acoustics, audio-visual systems, security systems and/or historic finishes itemized)	=		\$	75,000
(consulting services such as paint analysis, acoustical and A/V studies, travel, printing, etc)				
Total Professional Services (Subtotal D)	=		\$	341,965
Total (Allowable) Project Costs (Subtotal C + Subtotal D)	=		\$	7,016,105
The square footage should be entered by the applicant. Cost will auto-calculate.				
Gross square footage (Conditioned square footage of courthouse including wall thicknesses + square footage of covered porches x 50%)	=		sf	25,630
Cost per square foot	=		\$	273.75
				This figure will auto-calculate based on data entered in all other sheets. It is the final Total Project Cost.

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 XII and the Emergency Funding Request.

Note that the “total 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.

A. Match Requirements

The applicant’s share can either be in cash or as cash and credits figured in two parts. The minimum match, or the sum of cash contribution and planning credits, is 15 percent of the total (allowable) project cost. Applicants are encouraged to offer a higher than minimum cash match, or overmatch, and will be awarded additional points for doing so. Credits for planning costs will not count toward cash overmatch.

The Actual Match may include cash and planning costs associated with the master plan and/or architectural plans. Expenses incurred in preparing the required preservation master plan and/or architectural plans and specifications for construction work in conformance with the approved master plan may be included in this section only if paid by the applicant without THCPP grant assistance. Note that final submittals for new master plans and/or architectural plans and specifications not previously approved are due to the THC for final approval **by January 5, 2018**.

B. 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.

C. 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 X grant request cannot exceed \$6 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 construction plans will be given an additional 10 points. Applicants should keep in mind, however, that the development of plans and specifications is not a guarantee of a grant award. Any previously approved 95 percent complete architectural plans associated with a previous planning grant will 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 project out to bid, please indicate if the applicant would be willing to accept and match an award at a minimum of 50 percent to develop these plans. Please complete Section XII in order to be considered for this type of grant.

A. 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 Form. 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 a historic finish analysis or acoustical assessment of the building.

B. Match Requirements

The minimum local match for a planning grant is 50 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.

C. Planning Grant Funds Requested

The cash contribution match by the applicant plus the grant funds requested must equal the total professional planning services costs calculated in Section A.

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. If the applicant has a deed restriction currently in effect on the courthouse that was granted 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. (include attachments as necessary)

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.

SECTION XVII

RESOLUTION OF SUPPORT

A copy of the 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)

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.

TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM ROUND X GRANT APPLICATION

FISCAL YEAR 2018-19

This application should be completed using the Texas Historic Courthouse Preservation Program Round X Application Procedures, available on page 4 or at thc.texas.gov/thcpp.

Please fill-in, type or print neatly in ink. Attach additional pages as necessary.

I. General Information		
Property Name		
Applicant Name		
Address		
City	Zip Code	County
Telephone Number	Email	
When was the structure completed?		
Dates of any major modifications		
Does the county or municipality currently own the building?		
Is it still functioning as the county's official courthouse? Explain.		

II. Contact Information (if other than the county judge)		
Name		
Business Title		
Address		
City	Zip Code	
Telephone Number	Email	

III. Historical Designation (check all that apply)
<input type="checkbox"/> National Register of Historic Places, individually listed or a contributing resource in a historic district Name of district: _____
<input type="checkbox"/> Recorded Texas Historic Landmark
<input type="checkbox"/> State Antiquities Landmark (formerly State Archeological Landmark)
<input type="checkbox"/> Local Designations
If the property does not hold any of the above designations, then: <input type="checkbox"/> Eligible for historic designation as determined by the THC and/or certified as a historic courthouse by the THC

IV. Architectural Significance. Describe the importance of the courthouse within the context of its architectural type, style, period and original architect.

V. Historical Significance. Describe the historical significance of the events and individuals associated with the courthouse.

VI. Original Integrity. Describe the degree of surviving integrity of original design and materials. If the courthouse has undergone major modifications, give dates and describe the features that were changed.

VII. Endangerment. Describe why the courthouse might be considered endangered.

Would the applicant be willing to accept an emergency grant to address only these conditions at a higher local cash match requirement? If yes, please complete the “Emergency Funding Request” on pages 40-41.

Yes No

VIII. Summary of Project. Describe the intent of the applicant in undertaking the proposed project.

A. Project Description: Describe the full scope of work. Explain which functions will be housed in the courthouse upon completion.

B. Treatment Approach: Identify the primary philosophy or treatment approach represented by this proposal by checking one box.

Preservation

Rehabilitation

Restoration (restoration date: _____)

Reconstruction

Describe aspects of project that fall under each treatment category.

Preservation

Rehabilitation

Restoration (restoration date: _____)

Reconstruction

VIII. Summary of Project. Describe the intent of the applicant in undertaking the proposed project.

C. Project Scope: Does this proposal address and remedy some, or all, former inappropriate changes?

Some All Explain.

What aspects of a complete restoration will not be undertaken? Explain.

D. Records Plan: Does a plan exist for protecting records before, during and after the construction activity?

Yes No Explain and attach copy of the plan as an appendix to the application.

Attach copy of current plan

E. Conformance with Preservation Master Plan: Is the proposed work in conformance with the full scope of work as described in the approved master plan? Yes No Explain.

Does the work address the building's physical problems in proper sequence?

Yes No Explain.

F. Project Results: Will the proposed project result in a fully restored county courthouse? Yes No

Will additional phases be required to complete the project? Yes No

Explain fully in "Section XVI. Anticipated Additional Work."

IX. Photographic Documentation. At least 10 high quality color digital images showing all four current facades, significant interior spaces and details of the building. Photos are a requirement of the application and will not be returned. Please include digital copies on a thumb drive.

X. Estimated Project Budget. Please provide a project budget that anticipates project construction costs using the Estimated Project Budget Form. The budget should identify the cost of eligible construction activities, project contingencies and professional fees. Attach any available cost estimates prepared for this project. For further information, see the Round X Application Procedures (p. 6).

XI. Project Funding Request.

Although the program was created to allow a state contribution of up to 85% of the total project cost, applicants are encouraged to exceed the minimum match required by over matching the funds requested. This will allow THC to extend financial assistance to a larger number of grantees. Applicants that contribute a higher percentage of the project cost in cash contributions will increase their score and enhance their chance of selection.

A. Match Requirements:

The minimum match is 15% of the total project cost. The owner may provide the minimum match entirely through cash or receive credit for planning expenses. Planning credit will not count toward cash overmatch.

Minimum Local Match:

Total (Allowable) Project Costs

(from Estimated Project Budget Form) =

$$\text{\$ } \underline{\hspace{2cm}} \quad \times 15\% = \quad \text{\$ } \underline{\hspace{2cm}} \quad (\text{minimum local match})$$

Actual Match:

Cash match contribution by owner (dollar amount available through county/municipality or private contributions) \text{\\$ } \underline{\hspace{2cm}}

*Cost of current approved and updated preservation master plan \text{\\$ } \underline{\hspace{2cm}}

*Expenses for approved architectural plans and specifications for this project \text{\\$ } \underline{\hspace{2cm}}

Actual Match \text{\\$ } \underline{\hspace{2cm}}

B. Grant Funds Requested:

Please note that the cash contribution plus the grant request must equal the total project cost.

Total (Allowable) Project Cost \text{\\$ } \underline{\hspace{2cm}}

Cash contribution by owner (from above) - \text{\\$ } \underline{\hspace{2cm}}

Grant Funds Requested = \text{\\$ } \underline{\hspace{2cm}}

Previous THCPP grants (list any THCPP grants and their associated rounds)

	<u>Round</u>		<u>Amount</u>
* Match credits for planning costs that were applied toward previous THCPP grants should not be shown in the above match calculations.	_____		\text{\\$ } _____
	_____	+	\text{\\$ } _____
	_____	+	\text{\\$ } _____
** Total THCPP funding, including Round X request, may not exceed \$6 million	Grant Funds Requested (from above)	+	\text{\\$ } _____
	Total	=	\text{\\$ } _____

XII. Architectural Plans and Specifications

Does the applicant have completed plans and specifications for the project proposed in this application that have been approved by the THC? Yes No

Have the plans been updated to reflect and changes in proposed scope? Yes No

If not, would the applicant be willing to accept a Round X grant solely for the development of a full set of architectural plans and specifications at a minimum 50% local match? Yes No

If yes, complete Parts A-C of this section.

A. Planning Project Budget Summary:

Please transfer the total allowable construction cost from the attached Estimated Project Budget Form to the line below to show the total eligible project cost for the planning project.

Total (Allowable) Construction Cost (Subtotal C from Estimated Project Budget Form)	=	\$ _____
Architectural/Engineering Services (not to exceed 13% of Total Allowable Construction Cost)		\$ _____
Other Professional Services (if applicable)	+	\$ _____
Total Professional Design and Planning Services	=	\$ _____

B. Match Requirements:

Total Professional Planning Service = \$ _____ X 50% = \$ _____ (minimum local match)

C. Planning Grant Funds Requested:

Please note that the cash contribution plus the grant request must equal the total planning cost.

Total Professional Planning Services		\$ _____ (minimum local match)
Minimum Local Match (from above)	-	\$ _____
Grant Funds Requested	=	\$ _____

XIII. Preservation Easements and/or Deed Restrictions

Does the applicant have a current preservation easement and/or deed restriction on the courthouse held by the THC?

Yes (please attach a copy) No

Would the applicant be willing to grant a preservation easement to the THC if awarded a grant?

Yes No

For how many years? 25 years 50 years perpetuity

XIV. Evidence of Local Support. Points will be given to projects that have demonstrated local support. This may include letters of support from state and federal legislative delegations, local, city or county officials, civic groups and individuals.

Explain and give examples of local incentives for historic preservation, and describe how the city or county government supports the county historical commission and or local preservation efforts, including the courthouse or the courthouse grounds.

Explain and give examples of any efforts to protect and enhance surrounding historic resources. Include mention of the nearby commercial buildings, other local government structures, local preservation ordinances or Main Street initiatives.

Letters of support attached

XV. Compliance with State Courthouse Laws

Have all courthouse construction projects other than routine maintenance been coordinated and approved in advance by the THC, as required by Texas Government Code 442.008?

Since 1980: Yes No

Since 1999: Yes No

Please list projects undertaken and describe the associated consultation with THC.

XVI. Anticipated Additional Work

Briefly describe any work needed beyond this phase.

Estimated cost: \$ _____

XVII. Resolution of Support

Please attach a copy of a resolution from the applicable governing body in support of this application for Round X grant funding.

Resolution attached

SIGNATURE OF LEGAL REPRESENTATIVE

As owner or legal representative of the owner, I certify the validity of the above statements and agree to follow all rules and requirements of the Texas Historical Commission relating to the Texas Historic Courthouse Preservation Program if awarded a grant.

Signature _____ **Date** _____

TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM ROUND X ESTIMATED PROJECT BUDGET FISCAL YEAR 2018-19 APPLICATION

This budget should be completed using the Texas Historic Courthouse Preservation Program [Estimated Project Budget Form](#).

PROPERTY NAME

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; 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 \$50,000. 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 \$20,000. Eligible costs for audio-video systems such as microphones, loudspeakers, and amplifiers are limited to \$50,000. 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 the project architect, engineers 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. Costs should be figured anticipating Fiscal Year 2018–2019 construction costs.
10. Round all costs to the nearest dollar.
- 11. Attach any available cost estimates prepared for this project.**

Please tab through form fields to complete estimated cost and work category descriptions.

Work-Category	Estimated Cost
1. General Requirements	
a) Construction facilities (e.g, job trailer, office supplies, sanitary facilities)	\$ _____
b) Construction supervision	\$ _____
c) Bond and insurance (e.g., performance and payments bonds, builder's risk insurance, liability insurance)	\$ _____
d) Inspection and testing allowances	\$ _____
e) Temporary construction (e.g., scaffolding, fencing)	\$ _____
f) Hazardous materials abatement	\$ _____
g) Other (itemize)	\$ _____

Work-Category	Estimated Cost
2. Site Work	
a) Demolition and hauling	\$ _____
b) Utilities	\$ _____
c) Earthworks and grading	\$ _____
d) Sidewalk restoration	\$ _____
e) Historic site features (\$50,000 maximum) (describe)	\$ _____
amount exceeding \$50,000*	\$ (_____)
f) Site furnishings and appurtenances* (e.g., benches, trashcans)	\$ (_____)
g) Paving for parking areas and new sidewalks*	\$ (_____)
h) Landscape restoration* (e.g., new plant materials, pruning)	\$ (_____)
i) Irrigation systems*	\$ (_____)
j) Other (describe)	\$ _____

* ineligible project cost, (tally and subtract from construction cost subtotal)

Work-Category	Estimated Cost
3. Concrete	
a) Structural repairs or modifications	\$ _____
b) Non-structural (e.g., basement flooring)	\$ _____
c) Other (describe)	\$ _____
4. Masonry	
a) General exterior restoration (e.g., repointing, cleaning)	\$ _____
b) Structural repairs or modifications (e.g., replacement of damaged units)	\$ _____
c) Non-structural repairs (e.g., re-opening blocked windows)	\$ _____
d) Other (describe)	\$ _____

Work-Category	Estimated Cost
5. Metals	
a) Structural elements (e.g., decking, roof framing, columns)	\$ _____
b) Non-structural fabrications (e.g., stairways, ladders)	\$ _____
c) Decorative metal (e.g., grates, handrails)	\$ _____
d) Other (describe)	\$ _____
6. Carpentry	
a) Rough carpentry (structural repairs to floor and roof framing)	\$ _____
b) Finish carpentry (e.g., non-structural wainscot, trim, stair handrails)	\$ _____
c) Casework (e.g., restoration or construction of judge's bench, jury box and built-in cabinetry)	\$ _____
d) Other (describe)	\$ _____

Work-Category	Estimated Cost
7. Thermal & Moisture Protection	
a) Roofing and flashing	\$ _____
b) Drainage systems (e.g., gutters and downspouts)	\$ _____
c) Foundation waterproofing	\$ _____
d) Insulation, caulking and sealants	\$ _____
e) Other (describe)	\$ _____

Work-Category	Estimated Cost
8. Doors & Windows	
a) Interior and exterior doors including glass	\$ _____
b) Windows including glass	\$ _____
c) Hardware	\$ _____
d) Other glass and glazing	\$ _____
e) Other (describe)	\$ _____

Work-Category	Estimated Cost
9. Finishes	
a) Wood and/or decorative metal ceilings	\$ _____
b) Wood flooring and wainscot	\$ _____
c) Marble finishes	\$ _____
d) Ceramic tile finishes	\$ _____
e) Plaster and/or drywall	\$ _____
f) Carpet and resilient flooring	\$ _____
g) Acoustical ceilings and/or panels	\$ _____
h) General painting	\$ _____
i) Decorative painting including vault restoration	\$ _____
j) Other (describe)	\$ _____

Work-Category	Estimated Cost
10. Specialties	
a) Toilet partitions and accessories	\$ _____
b) Building directories and signage	\$ _____
c) Specialty storage systems	\$ _____
d) Clock and clockworks	\$ _____
e) Bell fabrication or restoration	
f) Other (describe)	\$ _____
11. Equipment (generally not eligible costs)	
a) Computer servers and office equipment*	\$ _____
b) Other ineligible items*	\$ _____
* Ineligible project cost, (tally and subtract from construction cost subtotal)	

Work-Category	Estimated Cost
12. Furnishings	
a) Acquisition/restoration of immovable furnishings (e.g., fixed seating or pews for courtroom gallery/balcony)	\$ _____
b) Documented historical or period appropriate window treatments (shutters, venetian or roll-down blinds)	\$ _____
c) Non-historic window treatments*	\$ _____
d) Acquisition of movable furnishings (tables, armchairs, file cabinets)*	\$ _____
* Ineligible project cost, (tally and subtract from construction cost subtotal)	

Work-Category	Estimated Cost
13. Special Construction	
a) Lightning protection systems	\$ _____
b) Pre-engineered sheet metal towers	\$ _____
c) Fire suppression, detection and alarm system	\$ _____
d) Other (describe)	\$ _____
14. Conveying Systems	
a) Elevators	\$ _____
b) Other (describe)	\$ _____

Work-Category	Estimated Cost
15. Mechanical	
a) Plumbing systems	\$ _____
b) Heating, ventilating and air-conditioning system equipment and controls	\$ _____
c) Other (describe)	\$ _____

Work-Category	Estimated Cost
16. Electrical	
a) General service and distribution	\$ _____
b) Interior and exterior building lighting	\$ _____
c) Data and communication systems*	\$ _____
d) Site lighting (for sidewalks, parking areas)*	\$ _____
e) Building security systems (e.g., glass breaks, door contacts, motion detectors) at \$20,000 maximum	\$ _____
amount exceeding \$20,000	\$ _____
f) Audio-visual systems (\$50,000 maximum)	\$ _____
amount exceeding \$50,000	\$ _____
g) Other (describe)	\$ _____
*Ineligible project cost	

Summary of Totals	
Division 1: General Requirements	\$ _____
Division 2: Site Work	\$ _____
Division 3: Concrete	\$ _____
Division 4: Masonry	\$ _____
Division 5: Metals	\$ _____
Division 6: Carpentry	\$ _____
Division 7: Thermal and Moisture Protection	\$ _____
Division 8: Door and Windows	\$ _____
Division 9: Finishes	\$ _____
Division 10: Specialties	\$ _____
Division 11: Equipment	\$ _____
Division 12: Furnishings	\$ _____
Division 13: Special Construction	\$ _____
Division 14: Conveying Systems	\$ _____
Division 15: Mechanical	\$ _____
Division 16: Electrical	\$ _____

Summary of Totals

Construction Costs Subtotal	=	\$ _____
Less Ineligible Costs	=	\$ _____
Allowable Construction Costs (Subtotal A)	=	\$ _____
Contractor's Overhead and Profit (not to exceed 15 percent of Subtotal A)	=	\$ _____
Subtotal A+ Overhead and Profit (Subtotal B)	=	\$ _____
Project Contingency (not to exceed 10 percent of Subtotal B)	=	\$ _____
Total (Allowable) Construction Costs (Subtotal B + Contingency = Subtotal C)	=	\$ _____
Architecture/Engineering Services fees of the architect and the structural, MEP and civil engineers, including all reimbursable expenses shall not exceed 16 percent of Subtotal C. For projects having 95 percent complete plans and specifications, these fees cannot exceed 4 percent of C)	=	\$ _____
Additional Professional Services (preparation of grant completion report, warranty services and specialty consultants for archeology, acoustics, audio-visual systems, security systems and/or historic finishes itemized) (consulting services such as paint analysis, acoustical and A/V studies, travel, printing, etc)	=	\$ _____
Total Professional Services (Subtotal D)	=	\$ _____
Total (Allowable) Project Costs (Subtotal C + Subtotal D)	=	\$ _____
Gross square footage (Conditioned square footage of courthouse including wall thicknesses + square footage of covered porches x 50%)	=	_____ sf
Cost per square foot	=	\$ _____



EMERGENCY FUNDING REQUEST

PREPARING YOUR EMERGENCY FUNDING REQUEST

If a case for extreme endangerment is made and the applicant is willing to accept the terms of an emergency grant to address it, complete Sections I-IV of this Emergency Funding Request.

SECTION I.

SUMMARY OF PROJECT

- A. Description of Need:** 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 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. 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 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?

SECTION II.

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 good quality, digital and printed images that are clearly labeled with the photo location, and note what issue the photo demonstrates.

SECTION III.

Estimated Project Budget Form

Complete a separate Round X Estimated Project Budget Form 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 and/or THCPP staff if you require advice on these project cost considerations. Please see Section X of the Application Procedures Section on page 9 for information about how to complete this section.

SECTION IV.

EMERGENCY PROJECT FUNDING REQUEST

The intent of an emergency grant is to remedy critical problems that are endangering the building or its users. Emergency grants are awarded based upon the scores in 5 criteria and primarily on the severity of the endangerment.

- A. Emergency Project Budget Summary:** Transfer the total allowable project cost from the budget prepared in Section III.
- B. Match Requirements:** The minimum local match for an emergency grant is 50 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.
- C. Planning Grant Funds Requested:** The cash contribution match by the applicant plus the grant funds requested must equal the total professional planning services costs calculated in Section A.

EMERGENCY FUNDING REQUEST

If the applicant would like to be considered for an emergency grant at a 50 percent match, please complete the following sections I-IV. **Attach it to your Round X application.**

Please fill-in, type or print neatly in ink. Attach additional pages as necessary.

I. Summary of Project

A. Description of Need: Describe the current problem(s) and the extent. Explain the critical need for the project based upon the threat it poses to the building, any danger to the life and safety of its occupants and/or any limitations on the building's essential functions imposed by the problem.

B. Emergency Project Description: Explain the full scope of work of the proposed emergency project. If architectural plans for this scope of work have been prepared, please attach or provide a reference if they have been previously submitted to the THC.

C. Project Impact: Describe how the proposed project is urgently needed to address the most important problems that are negatively impacting the building or its occupants, and note any major issues that will not be addressed.

I. Summary of Project

D. Conformance with Preservation Master Plan: Describe how the proposed emergency work relates to the previously submitted courthouse preservation master plan. If this work was recommended in the master plan, please reference that part of the document. Explain how the work is consistent with the goals of the master plan.

II. Photographic Documentation of Endangerment: Provide current photos of the building that sufficiently establish the emergency condition(s) and urgent problem(s) affecting the building or its users.

III. Estimated Emergency Project Budget: Provide a project budget/estimate of probable costs that identifies the cost of eligible construction activities, project contingencies and professional fees associated with the emergency scope using the Estimated Project Budget Form. For further information, see the Round X Application Procedures and the Estimated Project Budget Form instructions.

IV. Emergency Project Funding Request: The local match requirement for emergency grant funding is higher (50%) than for full restoration grants. The maximum grant award is not expected to exceed \$450,000 and may be limited further to allow the program to extend financial assistance to as many applicants as possible.

A. Emergency Project Budget Summary:

Please transfer the total allowable project cost from the attached emergency Estimated Project Budget Form to the line below to show the total eligible project cost for the emergency project.

Total Allowable Project Cost = \$ _____

B. Match Requirements:

The minimum local match will be a cash contribution of 50 percent of the total (eligible) project costs. No credits for previous expenditures or grants will be given. Please note that any ineligible project costs must also be provided in the attached budget and will not be reflected here.

Total Allowable Project Cost = \$ _____ X 50% = \$ _____ minimum local match

C. Grant Funds Requested:

Total Allowable Project Cost	\$ _____
Minimum Local Match (from above)	\$ _____
THCPP Grant Funds Requested (not to exceed \$450,000)	= \$ _____



TEXAS HISTORICAL COMMISSION
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