



2024

TEXAS HISTORICAL COMMISSION
real places telling real stories

**COURTHOUSE
 GRANT
 APPLICATION
 FORM**

**TEXAS HISTORIC COURTHOUSE
 PRESERVATION PROGRAM**





2025










TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM ROUND XIII GRANT APPLICATION




FISCAL YEAR 2024-25




This application must be completed using the Texas Historic Courthouse Preservation Program Round XIII Grant Application Instructions.




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    		
Name		
Title		
Address		
City	Zip Code	
Telephone Number	Email	
County Facility Manager		
Email	Phone Number	
Name of Architect or Other Professional Consultant		
Telephone Number	Email	

III. Historical Designation    (check all that apply)
National Register of Historic Places, individually listed or a contributing resource in a historic district Name of district: _____ Recorded Texas Historic Landmark State Antiquities Landmark (formerly State Archeological Landmark) Local Designations
If the property does not hold any of the above designations, then: 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.

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, continued.   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.

G. Shovel Readiness: Does the applicant have completed plans and specifications that have been approved by the THC? Yes No
Have the plans been updated to reflect changes in proposed scope? Yes No


IX. Photographic Documentation.     At least 10 high quality color digital images showing all four current facades, significant interior spaces and details of the building.

X. Estimated Project Budget.   Please provide a project budget that anticipates project construction costs using the [Estimated Project Budget Worksheet](#). The budget should identify the cost of eligible construction activities, project contingencies and professional fees. Attach any available cost estimates prepared for this project.

XI. Project Funding Request. 

Please complete the [Construction Grant Request Worksheet](#) and enter the required information below.

Total Allowable Project Cost (Line #2 of Worksheet)	=	\$
Available THCPP Grant Funds (Line #4 of Worksheet)	=	\$
Round XIII Grant Request (Line #6 of Worksheet) (Cannot exceed the Available THCPP Grant Funds above)	=	\$
Local Required Cash Match (Line #7 of Worksheet)	=	\$

XII. Architectural Plans and Specifications 

To receive a Round XIII Planning Grant solely for the development of a full set of architectural plans and specifications at a minimum 30 percent local match, please complete the [Planning Grant Request Worksheet](#) and enter the requested information below.

Total (Allowable) Construction Cost (Line #1 of Worksheet)	=	
Total Professional Design & Planning Services (Line #5 of Worksheet)	=	
Round XIII Planning Grant Funds Requested (Line #8 of Worksheet)	=	
Required Local Planning Cash Match (Line #9 of Worksheet)	=	

XIII. Preservation Easements and/or Deed Restrictions    



Does the applicant have a current non-THCPP 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. Summary of Emergency



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.

XVII. Summary of Emergency, continued

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.

E. Previous Restoration: Was the subject courthouse fully restored using a previous THCPP grant?

Yes No



If yes, are you seeking funding to repair or correct poor quality work that was part of the grant-funded restoration?

Yes No

If yes, please describe the applicant's efforts to pursue administrative remedies to hold the responsible party accountable for correcting work that was either poorly designed or constructed, or replacing materials that did not comply with the contract documents. Also, please note whether warranties or property insurance apply to the issue and if not, why not.

XVIII. 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.

XIX. Estimated Emergency Project Budget Worksheet   Complete a Round XIII [Estimated Project Budget Worksheet](#) with costs associated with your emergency project.

XX. Emergency Project Funding Request   The local match requirement for emergency grant funding is 30 percent for applicants without a fully restored courthouse and 50% for returning applicants with a courthouse that was fully restored with a previous THCPP grant. The maximum grant award may be limited further to allow the program to extend financial assistance to as many applicants as possible.

A. Emergency Project Budget Summary:

Please complete the [Emergency Grant Request Worksheet for Unrestored Courthouses](#) or [Emergency Grant Request Worksheet for Restored Courthouses](#) and enter the information requested below.

Total Allowable Project Cost (Line #2 of Worksheet)	=	\$
Available THCPP Grant Funds (Line #4 of Worksheet)	=	\$
Round XIII Grant Request (Line #6 of Worksheet) (Cannot exceed the Available THCPP Grant Funds above)	=	\$
Local Required Cash Match (Line #7 of Worksheet)	=	\$

XXI. Resolution of Support

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

Resolution attached

XXII. Taxable Values

Provide the figure given in the Comptroller's Property Tax Assistance Division's [2023 County Rates and Levies](#) for the county in which the project is located.

\$ _____

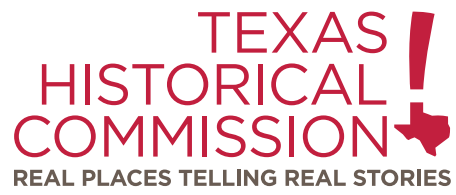
XIII. Pre-Application Training

Please view the Pre-Application Training Webinar available at thc.texas.gov/thcpp and answer the questions to earn your certificate of completion, and provide a copy of your certificate with your Round XIII Grant Application Form.

XXIV. 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 _____



thc.texas.gov