



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

**COURTHOUSE  
 GRANT**

**EMERGENCY OUT-OF-CYCLE  
 APPLICATION FORM**

**TEXAS HISTORIC COURTHOUSE  
 PRESERVATION PROGRAM**



# TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM OUT-OF-CYCLE EMERGENCY GRANT APPLICATION

The commission rarely awards grants out-of-cycle but occasionally, this type of application will be considered when, as determined by a professional, the courthouse needs immediate stabilization to prevent partial or total loss, or the building condition poses significant risk to character-defining features or the building users if the issue isn't addressed immediately. Applicants will not be considered for out-of-cycle emergency funding if a competitive cycle is being offered imminently, or if the scope of work is determined by commission staff to be reasonably deferrable to the next competitive grant-cycle.

Applications must be submitted **no later than 5 p.m. at least 60 days prior to the first day of the THC Quarterly Meeting** during which the funding will be considered. Please check the [THC website calendar](#) for Quarterly Meeting dates or consult your project reviewer. **Awards are dependent on the availability of funding.**

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.		

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

<p><b>III. Historical Designation</b> (check all that apply)</p> <p>National Register of Historic Places, individually listed or a contributing resource in a historic district Name of district: _____</p> <p>Recorded Texas Historic Landmark</p> <p>State Antiquities Landmark (formerly State Archeological Landmark)</p>
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#### IV. Endangerment.

Describe why the courthouse is considered endangered and the risk the issues pose to the building's historic fabric or its users.

#### V. Summary of Project.

Provide a summary of the proposed project and how it addresses the Endangerment.

**Level of Urgency:** In detail, describe why this project needs to be addressed out-of-cycle rather than during a regular grant cycle. Note all risks associated with waiting to undertake the project. Provide professional assessments and reports that support the urgency of the work.

**Project Scope:** Does this proposal address all aspects of the emergency project? Please provide all scopes of work and describe the urgency to include each one.

What scopes of work are required immediately to stabilize or address the most critical aspects of the endangerment issue?

What aspects of the proposed project, if any, are not directly related to the endangerment issue but due to the nature of the project, should be addressed as part of the emergency project? Explain.

Explain how the work addresses the building's physical problems in a logical sequence.

## VI. Summary of Project, continued

**A. 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.

## VII. Summary of Project, continued

**B. 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.

**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.

## VIII. 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.

## IX. Estimated Project Budget Worksheet.

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

## X. Emergency Project Funding Request.

The local match requirement for emergency grant funding is 30% 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 emergency grant out-of-cycle award is capped at 2 million dollars.

### A. Emergency Project Budget Summary:

Please complete the [Out-of-Cycle Emergency Grant Request Worksheet for Unrestored Courthouses](#) or [Out-of-Cycle 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)

Grant Request (Line #6 of Worksheet)  
(Cannot exceed the **Available THCPP Grant Funds** above)

Local Required Cash Match (Line #7 of Worksheet)

### XI. Taxable Values

Provide the figure given in the column for Taxable Value for General/Road and Bridge Funds on the Comptroller's Property Tax Assistance Division's **most recent** [County Rates and Levies](#) for the county in which the project is located.

\$ \_\_\_\_\_

### XII. 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 1990?    Yes                      No

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

### 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. Resolution of Support

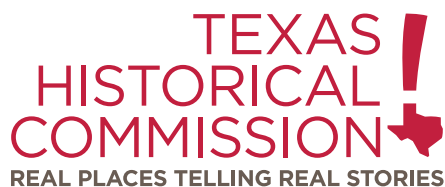
Please attach a copy of a court resolution signed by a majority of the members of the applicable governing body in support of this out-of-cycle application for emergency grant funding.

Resolution attached

### XV. 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](http://thc.texas.gov)