



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

**COURTHOUSE  
GRANT**  
SUPPLEMENTAL FUNDING  
APPLICATION FORM

**TEXAS HISTORIC COURTHOUSE  
PRESERVATION PROGRAM**



# TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM APPLICATION FOR SUPPLEMENTAL FUNDING

This application will only be considered for increased scopes of work on an active THCPP-funded construction project.

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 availability of funding.**

I. General Information		
Property Name		
Applicant Name		
Address		
City	Zip Code	County
Telephone Number	Email	
Round of THCPP Grant Funded Construction to be Supplemented		
Current Grant Award Amount		

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
Name of Contractor	
Telephone Number	Email

III. Summary of Supplemental Work
Provide a summary of the additional work needed to complete the THCPP-funded construction project. In detail, explain why it is critical to the current project.
Describe any alternative scopes of work that could be undertaken instead and why the requested work is preferred by the county, contractor, architect and/or THC reviewer.

#### IV. Reason for Added Scope/Cost

Explain why the work was not included in the original scope of the project by the architect or why the cost has increased.

Describe the unforeseen nature of the work proposed for additional funding and in detail, explain **why it was not included** by the project's architect in the original scope. **Or if it was included**, explain why the cost has increased and why it is not being covered as part of the general contract. Please confirm that the contractor bid on the work as described in the architectural bid documents. Provide any professional assessments and reports needed to demonstrate the necessity of the work.

#### V. Attach Change Order Log with Contingency Balance and Highlight Items included in this Request

#### VI. Attach a Professional Cost Estimate

Attach a cost estimate for the additional work if the Change Order Log does not describe the increased cost sufficiently or if there is not a Change Order Log.

#### VII. Photographic Documentation of Additional Scope

Provide photographs as needed to demonstrate the necessity of the additional work.

#### VIII. Supplemental Funding Request

Complete the Supplemental Funding Request excel worksheet and enter the requested information below. The commission expects counties to provide a match consistent with the percentage the county committed to in their grant application.

Total Allowable Project Cost in Funding Agreement Attachment B		\$
Current Total Allowable Project Cost		\$
Local Match % in THCPP Grant Application		\$
Current Local Match %		\$
Increase in Allowable Costs (Line #2 of Worksheet)	=	\$
Available THCPP Grant Funds (Line #5 of Worksheet)	=	\$
Supplemental Funding Request (Line #7 of Worksheet) (Cannot exceed the <b>Available THCPP Grant Funds</b> above)	=	\$
Local Required Cash Match (Line #8 of Worksheet)	=	\$

### IX. 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.

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

### X. Resolution of Support

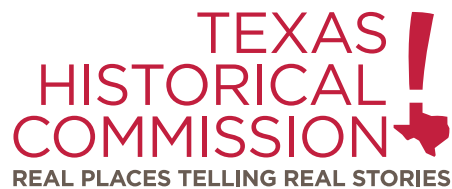
Please attach a copy of a resolution from the applicable governing body in support of this application for supplemental grant funding.

Resolution attached

### XI. 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)