



WASHINGTON STATE HERITAGE BARN INITIATIVE

GRANT PROGRAM GUIDELINES & PROCEDURES

2019 – 2021 BIENNIUM

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HERITAGE BARN INITIATIVE

The Department of Archaeology & Historic Preservation, together with the Governor's Advisory Council on Historic Preservation, the Washington Trust for Historic Preservation, and the Heritage Barn Advisory Committee, are pleased to announce the sixth round of grant funds through the Heritage Barn Preservation Initiative. Established in 2007 with the enactment of Substitute House Bill 2115, the Initiative is aimed at recognizing and preserving significant historic resources related to the agricultural heritage of Washington. These goals are achieved in two ways: through the creation of the Washington State Heritage Barn Register and the appropriation of matching funds to assist with the emergency stabilization and rehabilitation of barns and associated significant agricultural buildings.

The Heritage Barn Initiative is a program of the Washington State Department of Archaeology & Historic Preservation (DAHP). DAHP manages the Heritage Barn Register. Management of the grant portion of the program is provided by the Washington Trust for Historic Preservation under contract with DAHP. The Washington Trust for Historic Preservation is Washington's only statewide non-profit advocacy organization dedicated to historic preservation.

Approximately \$450,000 in matching funds is available in the 2019-2021 Biennium.

ELIGIBILITY

Eligible applicants for Heritage Barn Preservation Grants include private property owners, non-profit organizations, and local governments. Leaseholders may apply for funds in conjunction with the property owner. Property owners may submit *only one application per grant round*, even if they own multiple properties eligible to participate in the program

Eligible buildings:

Funds may be requested for the stabilization and rehabilitation of barns and other associated agricultural structures that are:

- currently listed in either the Washington Heritage Barn Register or the National Register of Historic Places, and
- in need of substantial repair.

Note: If you have questions about your building's eligibility or if it is not yet listed on a historic register, please contact Michael Houser, the State Architectural Historian, before completing this application: michael.houser@dahp.wa.gov or 360-586-3076.

Eligible projects & expenses:

1. Stabilization of historic barns and related agricultural buildings, including but not limited to repairs and replacement of roofs, foundations, sills, walls, structural framework, windows, doors, building-related equipment, and building systems.
2. Work that preserves the historic character, features and materials of eligible buildings.
3. All work must comply with the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties* (see page 8). Historic materials, features and finishes should be retained, repaired when possible. In the case of severe deterioration, historic materials may be replaced with new as long as those new materials **identically replicate** the original in dimension, appearance, material type, etc. In the case of roofing, some exceptions can be made for replacing shake/shingle wood roofs with other materials that would have been historically available, like metal roofing. **Please note that not all modern/newly developed materials or roofing are appropriate for projects receiving grant funding through this program.** To make sure the materials you are proposing align with the grant requirements, materials information must be submitted with your application as an attachment. If you have *any* questions about program methodology or materials appropriateness, please contact the grant administrator *before* submitting a grant application.
4. Grants may be used to reimburse expenditures related directly to construction (materials, labor, overhead, sales tax, etc.). Construction-related expenditures for barn stabilization/rehabilitation made after July 1, 2019, may be eligible for use as the applicant's required match, provided such work complies with the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*.
5. Planning or soft costs (such as condition assessments, structural investigations, permitting, etc.) may not be directly reimbursed, but they may be eligible for use toward the applicant's required match.

Projects NOT eligible for funding:

Work that is incompatible with the historic nature of historic agricultural buildings, such as removing historic building fabric, using materials that are incompatible for the age of the building, or using materials that would not have been available historically.

Work that is considered new construction, i.e. additions to existing agricultural buildings (interior or exterior), even if such work is considered historically compatible.

EVALUATION CRITERIA

The following criteria will be used in determining grant awards:

- relative historic and cultural significance of the barn;
- urgency of the threat and need for repair;
- extent to which the project preserves historic character and extends the useful life of the barn or associated agricultural building;
- visibility of the barn from a state designated scenic byway or other publicly traveled way;
- extent to which the project leverages other sources of financial assistance;
- provisions provided for long-term preservation;
- readiness of the applicant to initiate and complete the project; and
- extent to which the project contributes to the equitable geographic distribution of heritage barn preservation fund awards across the state.

Special consideration shall be given to barns and significant associated buildings that are:

- still in agricultural use;
- listed in the National Register of Historic Places; or
- outstanding examples of their type or era.

PUBLIC BENEFIT REQUIREMENTS

One of the primary purposes of grant funding through the Heritage Barn Preservation Initiative is to prolong the life of significant historic agricultural buildings that provide economic benefit to our citizens and enrich communities throughout Washington. The following are requirements for applicants receiving grant funding:

- Depending on the amount of the grant award, the grant contract will include a five- to fifteen-year term historic preservation easement or covenant, which specifies public benefit and minimum maintenance requirements.
- Grant recipients will be expected to proactively maintain their historic barn or outbuilding for a minimum of ten years.
- Public access to the exterior of properties which are not visible from a public right-of-way must be provided under reasonable terms and circumstances; for example, visits by non-profit organizations or school groups must be offered at least one day per year. Public access to the exterior of properties which are visible from a public right-of-way is encouraged but not required. Public access to the interior of properties is not required under any circumstances.

APPLICATION ASSISTANCE

Assistance from the Washington Trust for Historic Preservation is available by phone, by email, through workshops or, travel and weather permitting, via site visits. Please contact the grant administrator, Jennifer Mortensen, Outreach Director for the Washington Trust at (206) 462-2999 or via email at jmortensen@preservewa.org with questions.

Quality and thoroughness of the application is important, but please limit your information to the space provided in the application form and the attachments that have been requested. *Please do not include continuation sheets or attach any lengthy supplemental, historical, or organizational materials that are not requested in the application.*

Sections 1-3: Property/Owner/Applicant Information

Please provide basic information about the property, the owner of the property, and the grant applicant (if different from the property owner).

Sections 4-5: Project & Funding Request Summary

To introduce your project, briefly describe the proposed work. Include the area/portion of the barn requiring repair, what you propose to do, who will complete the work, and why it is necessary. For example: "This project consists of a roof replacement. Due to a leaking roof, we propose removing deteriorated wood shingles and installing a new, wood shingle roof."

We recommend filling out the funding summary section after completing your project budget (Section 10). Please indicate the total project budget and the amount of funding you are requesting. While there are no limits on the amount applicants can request in grant funds, grants in previous rounds have ranged from \$2,800 to \$50,000. The average grant award has been approximately \$21,500. *Please note that because a 50% match is required, the grant amount requested amount should be no more than half the total project budget.*

Section 6: Historical and Cultural Significance

The relative historical and cultural significance of the barn (or the farmstead as a whole) is a primary consideration of the Barn Advisory Committee as they review grant applications. Use this section to describe with as much detail as possible why the resource is significant. Considerations include unique architectural features or construction methods employed for any buildings on site; people of note involved in the construction of the barn or who lived on the farm; noteworthy events that took place on the farm or in the barn; significant technologies or agricultural practices developed at the farm; etc. Be sure to also include any record of farm ownership over the years. For example, did a pioneering family construct the barn? Was the farm owned by a prominent area farming family, business person, or philanthropist? Has the farm retained its original acreage over the years? etc.

Much of this information may duplicate what was provided on your Heritage Barn Register or National Register nomination form, but we welcome any additional historic or architectural information that has come to light about your building since it was listed. For assistance with the history or architectural significance of your building, please contact Michael Houser at michael.houser@dahp.wa.gov or 360-586-3076.

Sections 7-8: Property Status/Description

To apply for grants, structures **must be** listed on the Heritage Barn Register (or the National Register of Historic Places). The deadline for submitting a nomination for the Heritage Barn Register is **Sept 27, 2019**. If you are unsure of the register status of your property or whether the property is currently part of a conservation or preservation program, contact Michael Houser at the Department of Archaeology & Historic Preservation at michael.houser@dahp.wa.gov or 360-586-3076.

Please describe the original and current use of the building, including the physical dimensions of the structure. If the structure remains in agricultural use, be sure to indicate that in the "Current Use" section. Next, check the box which best describes the condition of each building element, ranking the top five elements in terms of priority (1 being highest priority). The project for which you are requesting grant funds should involve those building elements with the highest ranking in terms of priority.

Section 9: Proposed Work

Based on your contractor's estimate, please break your project down into no more than six project phases. These project phases should address the highest priority building elements as identified in the chart in Section 8. For example, a project phase might be "Structural Stabilization", "Roof Repair/Replacement", "Window & Door Repair/Replacement", etc. For each project phase, describe in as much detail as possible the steps, techniques and materials to be used in the rehabilitation work.

In addition to the detailed descriptions, applicants must provide documentation to justify their project costs, clarify the project details, and demonstrate a readiness to proceed. Please be sure to include as attachments a detailed contractor's bid/estimate for the proposed project work as well as images or product pages for any proposed new materials that will be used.

Be sure to review the *Secretary of the Interior's Standards for Rehabilitation* (see page 8 for details) with potential contractors to ensure that they understand the historic preservation focus of this grant program. If there is any question as to whether a technique or material will be appropriate for this program, please contact us about it *before* submitting your application.

Section 10: Project Budget:

Use the provided worksheet for your project budget. List each project phase as identified in “Section 9: Proposed Work” and the estimated expense for that phase. Then, indicate what type of income (grant funds, cash, in-kind labor, or in-kind materials) will go toward each project phase. Project phases may be covered by one or multiple sources of income depending on your proposed timeline and priorities.

If you are planning to donate in-kind labor, materials, or equipment to the project be sure to fill out section 10b, the in-kind donation worksheet. List each of the project phases and the approximate dollar value in labor, materials, and equipment you plan to donate to each phase. In the description section for each phase, describe what those donations are, for instance “100 hours of volunteer labor at \$25/hr and 1 week rental of a scissor lift valued at \$200/day.” Please note that to count materials or equipment as in-kind match, documentation must be provided (such as a product page or rental page from a website) to demonstrate the dollar value of the donated material if it had been purchased or the cost of the donated equipment if it had been rented.

Section 11: Proposed Project Timeline & Readiness to Proceed

List each distinct project phase to be accomplished, including the anticipated date of completion for each component. The project phases listed here should be the same project phases identified and described in “Section 9: Proposed Work”. Keep in mind that projects receiving grant funds must commence within one year of the grant award and must be completed by June 30, 2021. Pending budget scenarios, extensions beyond this timeframe may be available, but grant projects must be completed within two years of the grant award.

Please note that an applicant’s “readiness to proceed” is one of the evaluation criteria the Barn Advisory Committee considers as they review grant applications. State grants are reimbursement grants only — applicants must expend costs associated with the project and then request reimbursement for eligible costs covered by the grant award. Grant money cannot be received by applicants prior to implementation of the project. As such, grant contracts will only be executed at such a time when the grant recipient has the necessary cash on hand to complete the project.

Be sure to indicate if matching funds are presently available for this project. Commitment of funds means that the applicant has the cash on hand to complete the project or has an agreement with a lender to acquire the necessary funds. If funds are not presently available at this time, provide a brief explanation of how the needed funds will be secured prior to the execution of a grant contract

Section 12: Experience & Qualification

Any information you can share regarding your ability to undertake and complete major repair projects will be helpful in assessing the feasibility of your proposal. In addition, if you have selected an architect or a contractor for your project, please include their contact information and a one-page summary of their experience working on historic buildings as an attachment to the application.

Section 13: Financial Need

It is anticipated that requests for available grant funds will be highly competitive. Given the limited funding available for this program, partial awards are likely. Please describe your contingency plan in the event that you receive partial funding for your project.

Section 14: Public Benefit

The public benefit of preserving significant historic agricultural buildings is one of the primary purposes of grant funding. This section is included to help assess how the project, once completed, will address the issue of public benefit. A major component of public benefit for this program is public visibility, so applicants *must include a photograph their barn from the nearest public right-of-way as an attachment* to their application. More information about public benefit requirements can be found on page 2.

Section 15: Additional Information

Use this section to add any relevant information not addressed in other sections of the application.

Section 16: Attachments

Please include all applicable attachments when submitting your grant application; we require submission of both hardcopy and digital materials. See page 6 for information about what/how to submit and page 7 for an application checklist. *Please note: All images should be submitted digitally — do not send printed images.*

Section 17: Certification

The legal property owner's signature is required. For a structure owned by an individual, the owner (an co-owner if they exist) must sign the contract. When a lessee or other representative of the owner is completing the application, both the owner and representative must sign. For an LLC, a fiscal representative of the LLC must sign and provide their title. For organizations, both the Board President and Executive Director must sign the application. For local governments, the responsible official must sign.

If different from the property owner, the person completing the application must also sign the form as the applicant. Please note that applications *will not be accepted if they are not signed*.

PROGRAM REQUIREMENTS / OBLIGATIONS OF GRANT RECIPIENTS

- Once funding is approved, administrative staff will work with award recipients to develop the scope of work for a grant agreement, or contract. Grantees will be required to sign a grant contract prior to commencing work. Grant funds are paid on a reimbursement basis. When a grant award is less than the amount requested, applicants and staff may work together to develop a reduced scope of work.
- Grant funds may only be applied to construction-related cash expenditures and cannot be used to pay for expenditures made prior to the grant contract period.
- Construction must begin within one year of the award date, and project work must be completed by June 30, 2021.
- The Washington State Heritage Barn Initiative and the Department of Archaeology and Historic Preservation must be acknowledged on any materials publicizing the project. Grant recipients will receive a printed sign acknowledging the project. This sign must be posted at the project site for the duration of the construction period.
- Proposed rehabilitation work supported by this program will be reviewed by program staff for both the Washington Trust for Historic Preservation and the Department of Archaeology & Historic Preservation.
- If a recipient of a grant or subsequent owner of a property that was assisted by a grant takes any action within the term of the preservation easement on the property (between five to fifteen years, based on the amount of the grant award) which destroys the building's historic integrity or context, the preservation grant shall be repaid in full within one year. Such actions may include demolition or substantial alteration.

APPLICATION REVIEW

Completed program applications are due **October 23, 2019 by 5:00pm**. Once all applications are received, the Heritage Barn Advisory Committee established through the Heritage Barn Initiative legislation will convene to review applications based on the evaluation criteria contained herein. The Advisory Committee may recommend full funding, partial funding, or no funding for applications. Advisory Committee recommendations will be forwarded to the director of the Washington State Department of Archaeology & Historic Preservation for final review and approval.

After review of grant applications occurs, applicants will receive formal notification regarding grant awards. Heritage Barn Initiative program staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

APPLICATION SUBMITTAL

Application Deadline

Wednesday, October 23, 2019, 5:00pm

What to Submit

The Heritage Barn Initiative Grant Program requires that materials be sent in hardcopy and digital versions:

Hardcopy materials:

- Completed grant application with original signatures (*DO NOT STAPLE*)
- All attachments (*excluding images*)

Digital materials:

- Digital copy of grant application (*signatures on this copy not required*)
- Digital copies of all attachments
- High-resolution digital images with image captions document

How to Submit

All hardcopy application materials must be postmarked or received in person by the deadline at the mailing address listed below. If you are submitting digital materials with a CD or flashdrive/thumbdrive, those items must also be postmarked or received in person by the deadline at the mailing address listed below.

All materials sent digitally must be uploaded through the website link listed below, no later than the deadline.

Contact: Jennifer Mortensen,
Outreach Director
Washington Trust for Historic Preservation
jmortensen@preservewa.org
(206) 462-2999

Website submissions: www.preservewa.org/heritage-barn-materials

Mailing Address: 1204 Minor Avenue
Seattle, WA 98101

APPLICATION CHECKLIST

- Completed grant application form (*do not staple*)
- Contractor bids, cost estimates, or condition assessments used to develop your budget proposal
- Images of or product pages for proposed materials for the project work
- One-page summary description of professional experience with historic buildings of selected architect, engineer, or contractor (*if applicable*)
- Text document with image captions/descriptions that correspond to image file names
- Building images — *At least four (4) high-resolution digital images showing each side of the barn/building*
- Detail images — *Up to fifteen (15) high-resolution digital images clearly illustrating the condition of the area(s) of the proposed work and the need for/urgency of repair*
- Context image(s) — *At least one (1) high-resolution digital image showing the view of the barn/building from a public right-of-way*

For local government applicants:

- A brief profile of department mission, lead staff, and annual budget.

For non-profit organization applicants:

- A list of board members and their affiliations
- Annual operating budget for most recently completed fiscal year.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Funds awarded through the Heritage Barn Preservation Program are intended to support projects that comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. These general standards are intended to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

More information about the Secretary of the Interior's Standards for Rehabilitation can be found at:

<https://www.nps.gov/tps/standards/rehabilitation.htm>