



Historic Architecture Assistance Fund Program Policies and Application Directions

The Historic Architecture Assistance Fund (HAAF) will provide the services of architects and engineers to the owners of historic buildings to address issues involved with the rehabilitation and use of such properties. The fund cannot support the entire architectural or engineering services needed for a complete rehabilitation project. Typical projects that can be funded include a building assessment, structural analysis, analysis of building code and ADA requirements, and façade and signage schematic design.

The HAAF is available to a variety of property owners. The fund is meant to support private and not-for-profit property owners, who are not eligible for many grant programs. Government entities can also apply for the funds.

The HAAF was established to provide assistance to properties that are historic, which is generally understood to be over 50 years of age. Any proposed work that the HAAF would contribute to with assessment and design work must maintain or restore the historic integrity of the property. The fund is not intended to provide assistance with remodeling projects that would change the character of the historic building or address common utility system questions.

The HAAF is best used to address conditions and materials that provide challenges for rehabilitation projects, such as potentially compromised structural systems, exterior wall materials, windows, ADA and code compliance, and the loss of historic components. It should be understood that all properties will be treated as historic ones, that is eligible for listing on the National Register of Historic Places, and proposed work will meet the *Secretary of Interior's Standards for Rehabilitation*.

Application Procedures

Applications may be submitted at any time, but are reviewed quarterly. **Upcoming quarterly deadlines are: October 15, 2009, January 15, 2010, and April 15, 2010.**

Applications should identify the property and the need for professional consultation. Applicants will be contacted if more information is needed. Send 2-5 photographs of the property (3x5" or 4x6") with the application.

Applications may be submitted to either the Wyoming Main Street Program or the Wyoming State Historic Preservation Office. Contact information:

Wyoming Main Street Program
Evan Medley
214 West 15th Street
Cheyenne, WY 82002
(307) 777-2934
evan.medley@wybusiness.org

State Historic Preservation Office
Betsy Bradley
2301 Central Avenue
Cheyenne, WY 82002
(307) 777-8594
bbradl@state.wy.us

Main Street and SHPO staff will review applications and establish priorities based on the considerations listed on the bottom of the application, as well as the cost-effectiveness and overall suitability of the projects to the missions of the respective programs.

Main Street/SHPO will contract with professionals for services to be rendered and will pay the consultant directly.

The property owner and project contact (if other than owner) will sign the notice of funding letter to acknowledge their understanding of the extent of the project and source of its funding and commit to providing information and access to the consultant.

Consultants will be encouraged to visit project sites, consult with the property owner and/or project contact, and develop a list of action items. On some occasions project reports will be prepared, but these documents will be limited to describing current conditions, identifying action items, and perhaps provide a draft budget.

**APPLICATION FOR USE OF
HISTORIC ARCHITECTURE ASSISTANCE FUND**

Applicant Name: _____
Applicant Address: _____
City: _____ Zip: _____ Phone: _____
E-mail: _____

Building Address: _____
City: _____ Zip: _____ Phone: _____

Building Owner (if different from applicant): _____
Address: _____
City: _____ Zip: _____ Phone: _____

Please complete all of the following:

1. Description of Building/Project/Problem:

2. Type of professional consultation needed:

3. Please attach the following:

- 2-5 photographs of the property. Photographs should clearly indicate the overall condition of the building and any specific issues to be addressed through HAAF funding.
- Statement of Justification: This statement should address condition of the property and need for assistance, articulate a plan for or possible uses for the property, and the ability to undertake the work that will be addressed by the architect and/or engineer.

4. Additional comments:

5. Check any box that applies:

- Evaluation after a fire or other emergency
- Building seems unstable
- Building is threatened by demolition
- Building was allowed to deteriorate by previous owner(s)

- No professional services available locally
- Property privately owned, owner is applicant
- Property privately owned, tenant is applicant
- Property is owned by a not-for-profit entity
- Property is over 50 years of age
- Property is listed individually in the National Register of Historic Places (NRHP)
- Property is in an historic district listed in the NRHP
- Property is over 50 years of age but not evaluated for listing in the NRHP
- Property is in a Main Street district
- Property is used for commercial purposes
- Property is used for community/public purpose