



HISTORIC ARCHITECTURE ASSISTANCE FUND

Policies

The Historic Architecture Assistance Fund provides the service of architects to the owners of historic commercial 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. Funds are not available for physical repairs, the purchase of building materials, or work by contractors.

The Architectural Assistance 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 grant programs. However, government entities can also apply for the funds.

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

The Architectural Assistance Fund 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 all properties will be treated as historic ones and all proposed work will meet the *Secretary of Interior's Standards for Rehabilitation*.

HAAF Application

Application Deadline Dates:

- Pre-application deadline: Round 1-February 15, Round 2-September 15
- Site visit completed by: Round 1-March 1, Round 2-October 1
- Final application: Round 1-March 15, Round 2-October 15

NEW REQUIREMENTS:

- Pre-application is required. This replaces the “Letter of Intent.”
- A site visit with the State Historic Preservation Office’s architect, Linda Kiisk, must be conducted a minimum of two weeks before the application deadline. During the visit a separate completed coversheet signed by Linda Kiisk, State Historic Preservation Office, Historical Architect and the Wyoming Business Council Regional Director will be completed and must accompany the application. If needed, travel accommodations will be provided by the applicant for the site visit. Contact Linda at linda.kiisk@wyo.gov, (307) 777-7566, to schedule the site visit.
- Please identify the property address and explain the need for professional consultation.
- **Two reports will be required.** Sample is on the website. The first report is due six months after architect’s final report is submitted. The second report is due 12 months after the architect’s final report is submitted.

If this application is awarded, the recipient will be expected to work with the architect, Wyoming Main Street and the State Historic Preservation Office to promote the HAAF Program. This may include publication of photography, research and writing, and any report materials generated by the Historic Architecture Assistance Fund. Please submit the information below to either of the following offices:

<p>Wyoming Main Street Program 214 W. 15th Street Cheyenne, WY 82002 Attn: Linda Klinck 307-777-2934 linda.klinck@wyo.gov</p>	<p>Wyoming State Historic Preservation Office 2301 Central Avenue Cheyenne, WY 82002 Attn: Linda Kiisk 307-777-7566 linda.kiisk@wyo.gov</p>
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Questions may be directed to either of these offices.

Building Name (if applicable): _____

Building Address _____

Building Owner Name _____

Building Owner Address _____

Building Owner Phone Numbers (cell and personal) _____

(If different from building owner):

Applicant Name _____

Applicant Address _____

Applicant Phone Numbers (cell and personal) _____

<p>Describe the property.</p> <ul style="list-style-type: none">• What year was it built?• What is the architectural style?• Is it located in a designated Main Street Community?• Is it located in an historic district (local, state, or national)? Which one(s)?• What are the surroundings?• Provide photographs	
<p>Property use.</p> <ul style="list-style-type: none">• What is the current use of the building?• Does this building serve the public? Explain.• If the building is vacant, how long has it been vacant?	
<p>Proposed Project.</p> <ul style="list-style-type: none">• Is the project to identify problem(s) with the building?• What do you think those problems are?• Are there any previous documents available to describe any problem(s)?• Is the project intended to identify reuse for the building?	

<p>Please describe future plans for the building including but not limited to:</p> <ul style="list-style-type: none"> • future renovation, • rehabilitation, • work to the building; • intentions for use. 	
<p>Will these future plans include?</p> <ul style="list-style-type: none"> • additional grants, • loans, • tax credits or • private funding? <p>If so, please describe which funds will be explored as well as any progress or partnerships.</p>	
<p>Is there a community plan that identifies this kind of project as important?</p> <p>If yes, please identify the plan.</p> <p>(The Main Street Manager, Economic Development Director, Planning Director, etc. can help identify a plan)</p>	

<p>Is historic preservation critical to this project?</p> <p>If so, why?</p> <p>What services do you think are needed from an architect? (This should be explained in the Pre-application cover sheet.)</p>	
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Attach supporting photographs that include:

- **the building in its entirety from multiple angles**
- **architectural details of the building**
- **defining characteristics of the building**
- **the interior**
- **the specific problem(s)**

*** NON-PROFIT ORGANIZATION APPLICANTS, include a financial statement from the previous year.**

The 990 tax form is sufficient.

HAAF Applications

Main Street and SHPO staff consider an application incomplete if it fails to address all of the information above or excludes relevant photos. Incomplete applications can be corrected and submitted at a later round for reconsideration. Complete applications are reviewed according to approved criteria, as well as the cost-effectiveness and overall suitability of the projects to the missions of the respective programs. Wyoming Main Street will contact the applicant directly to notify them of their application’s success and consultant assigned to the project.

The applicant/owner is responsible for providing background information to the consultant, as well as access to the site. Wyoming Main Street or the will contract directly with the consultant/architect for their services and will pay all related fees up to the approved funding limit. The applicant/owner may need to work with the consultant to refine the extent of the project in order to stay within these limits.

Consultants are required to visit project sites, consult with the applicant/owner, and develop a project report. The report must summarize the consultant’s findings and recommendations to include as much information as is applicable and feasible. (Examples of report elements include: assessment of current conditions, draft recommendations, initial design(s), budget information, manufacturing/material resources.)