

Historical Architectural Assistance Fund (HAAF) APPLICATION

POLICIES

The Historic Architecture Assistance Fund provides the service of architects to the owners of historic commercial buildings located in the traditional downtown district 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.

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 Historic Architectural Assistance Fund would facilitate 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 solely address utility system questions.

The Historic Architectural Assistance Fund is best used to address conditions which are challenging for owners of historic properties, such as potentially compromised structural systems, exterior walls and openings, ADA and code compliance, and the loss of historic components. It should be understood that all properties will be treated as historic and all proposed work will meet the Secretary of Interior’s Standards for Rehabilitation.

HAAF APPLICATION

Application Deadline Dates

Pre-application	Round 1 - Feb. 1	Round 2 - Sept. 1
Site visit completed by	Round 1 - Mar. 1	Round 2 - Oct. 1
Final Application	Round 1 - Mar. 15	Round 2 - Oct. 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 site 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 follow-up reports will be required for HAAF awardees. 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:

THIS APPLICATION MUST BE USED. Applications not submitted on this form will not be considered!

Wyoming Main Street Program

214 W. 15TH STREET
CHEYENNE, WY 82002
ATTN: LINDA KLINCK
307-777-2934
linda.klinck@wyo.gov

**Wyoming State Historic
Preservation Office**

2301 CENTRAL AVENUE
CHEYENNE, WY 82002
ATTN: LINDA KIISK
307-777-7566
linda.kiisk@wyo.gov

Questions may be directed to either of these offices.

HAAF APPLICATION Spring 2019

1. Is the application complete?

- Attached Pre-App form with signatures (*1 page*)
- Completed HAAF application (*2 pages*)
- Photographs
- Non-profits must include a financial statement from the previous year

2. Identify whether the property located in a Wyoming Main Street Community and/or historic district. Describe.

3. Describe the building:

- What year was it built?
- What makes the property historically significant?

4. Property use:

- What is the current use of the building?
- Does the building serve the public? Yes No
- Explain.

- Is the building vacant? Yes No If yes, for how long? _____

5. Proposed project:

- What services do you think you would need from an architect? List.

- Are there any documents available to assist an architect with an assessment? Yes No
- If yes, what type of documents and how old are they?

HAAF APPLICATION (continued)

6. Future plans: Renovation? Rehabilitation? Possible uses?

7. Have you identified or explored any funding for the project? *(check all that apply)*

Additional grants Loans Tax Credits Private Funding

8. Is there a community plan that identifies this kind of project as important? Yes No

● If yes, identify the plan.

9. Is historic preservation critical to this project? Yes No

● If yes, why?

10. How would the community and adjacent properties benefit from the proposed improvements?

Attach supporting photographs (which are clear and labeled) that include:

- a street view which includes the building and adjacent properties
- 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 (Applications that are not on this form will not be considered.)

APPLICATIONS:

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.

HAAF RECIPIENTS:

The applicant/owners who receive a HAAF grant are responsible for providing background information to the consultant, as well as access to the site. Wyoming Main Street 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.

HAAF CONSULTANTS:

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.