

## THCPP Courthouse Grant Application Task to Be Completed by County

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Updated 1.19.2026 (Round 14)

**\*\*DUE TO KOMATSU NO LATER THAN MARCH 27, 2026\*\***

1. **Pre-Application Training** – Complete THC's grant orientation recorded webinar. County rep must complete test and earn 70 or higher. <https://txhistory.sharepoint.com/:p/s/CourthousePreservation/IQB89no1cQh-R4pbm--OdvbjAQ9oBU-z1dbW-tXthwumsHo?rtime=hT0cOphX3kg>
  - Forward the certificate to Komatsu to be included with application.
2. **Review THCPP Grant Application Guide and Instructions** documents for Round XIV - <https://thc.texas.gov/preserve/grants-tax-credits-and-funding/courthouse-grant-program/how-participate-courthouse-grant>
3. **Support Letters** – Letters should be from your legislative delegation, business leaders, city leaders, local civic organizations, etc. There is a maximum of 10 letters. Example is attached. The letters should include:
  - Reference to your Courthouse Grant Application for Round XIV
  - The expectations of what a restored courthouse and/or the grant funds would mean your County and City and why they support restoring the courthouse.
  - Identify the organization or role they are affiliated with in the community
4. **Resolution of Support by Commissioners Court** – Example attached. The resolution should include:
  - Years/length of time the County has been involved participating and pursing the courthouse planning accomplishments and grant program
  - Commitment of the current Commissioners Court to see the project through completion
  - Anticipated source of County funds and, if selected, the County's ability to address the County's match. This is not specifically required for the application, but it is thought that the more definite a County demonstrates its financial ability and commitment to be ready to expeditiously execute a funding agreement if chosen, then they will have non-scored advantage.
5. **Length of Easement** – Provide the County's preference of length of the Easement to be granted to the THC if funds are awarded. The options are 25 years, 50 years, or in perpetuity. The latter is awarded the most points.
  - The THC believes that preservation easements ensure the long-term protection of the owner's and state's investment and are therefore strongly encouraged. If the County is willing to grant a preservation easement to the THC as a result of this application being funded, we indicate that on the form.
6. **Archival Records Plan** – This should be included in the Courthouse Preservation Master Plan. If not, the County departments that store archival records must complete an Archival Records Plan according to the THC's outline provided at the link below. This type of plan addresses issues related to the protection, preservation, and accessibility of all county records before, during, and after construction work. It is different than the records retention plan/schedule required by the State of Texas Library and Archives Commission. More information from the THC is available here - [https://thc.texas.gov/sites/default/files/2025-04/THCPP\\_faq\\_archival\\_records\\_plan.pdf](https://thc.texas.gov/sites/default/files/2025-04/THCPP_faq_archival_records_plan.pdf)



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7. **General Fund Road and Bridge Taxable Value** – Provide the figure given in the Texas Association of Counties 2024 report.
8. **Match Funding Source Identification** – Provide list or narrative explaining where the County's matching funds are coming from. Include what is in-hand and what is planned. Provide backup material to support the narrative.
9. **Signatures page** – Komatsu will provide a full grant application draft. The County will review. Approval will be indicated by signing the signatures page of the grant application.
10. **Compliance with State Courthouse Laws** – Has the County worked with the THC before? If so, provide copies of letters from the County notifying the THC of proposed work, along with the THC responses. Points will be given to applicants that have clearly demonstrated evidence of past commitment to existing preservation laws. Komatsu will include documentation as attachments.

