

Mineral County, NV Grant Administrator



P.O. Box 2021 Hawthorne, NV 89415
Phone: (775) 505-4810
aburke@mineralcountynv.org

June 10, 2026

Dear Grants Commission,

I am writing to respectfully request additional funding of \$26,043.75 for Grant CCCHP-23-18 (Mineral County Courthouse Historic Structures Report) for consideration at the June 22nd Commission meeting.

BACKGROUND

Mineral County received the Draft Funding Agreement for CCCHP-23-18 in December 2025 — more than a year after the original application was submitted and the architect's initial budget proposal was developed in April 2024. During that intervening period, SHPO's scope requirements for the Historic Structures Report (HSR) evolved, resulting in costs that were not anticipated in the original budget.

Specifically, SHPO's updated 2026 grant requirements now require a full HSR, which expands the scope beyond what was originally proposed. This includes:

- A 3D Scan to BIM subconsultant to document the building and provide base existing conditions drawings (\$11,000)
- A Structural subconsultant to assess the completed retrofit project's existing conditions (\$12,500)
- An external Cost Estimator for rehabilitation work recommendations (estimated at \$18,000, to be supplied by Owner)
- Additional architectural and historic preservation specialist hours to meet the expanded report requirements

Additionally, the research process itself was significantly more complex than anticipated. SHPO's records from prior grants (2001–2009) were largely lost when SHPO relocated offices in 2011. Retrieving what little remained required a formal public records request, direct outreach to past contractors, and coordination between the architect, SHPO, and former project participants — all of which added time and effort to developing an accurate revised proposal.

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BUDGET COMPARISON

Original 2024 Budget: \$45,926.00

Revised 2026 Budget: \$71,969.75

Additional Funding Requested: \$26,043.75

Enclosed please find the architect's revised budget proposal dated May 28, 2026, which includes an itemized comparison of the original and revised budgets with all new or altered line items highlighted.

We believe this request aligns with the Commission's criteria for additional funding, as the increased costs are directly attributable to SHPO's updated scope requirements — circumstances that were outside our control and not foreseeable at the time of the original application.

Thank you for your consideration. Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Alyssa Burke". The signature is written in a cursive, flowing style.

Alyssa Burke

Grant Administrator, Mineral County