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1412

State Historical Fund
Application Guide



HISTORY *Colorado*

STATE HISTORICAL FUND

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A Note from the Director



Welcome to the new and improved History Colorado State Historical Fund Application Guide. This document is a terrific resource for both grant applicants and reviewers and contains all the information necessary to successfully apply for grants and evaluate grant applications.

We have updated this document and the online application to streamline the process, to clarify what our application requirements are, to remove redundancies within the instructions, and to better organize the application content.

These changes reflect an effort by staff, grant reviewers, and—most importantly—our applicants to continually improve the application process and experience. Feedback from you is critical as we continually seek to improve State Historical Fund processes.

Despite the changes, rest assured that the content and body of the application remains largely unchanged. If you are familiar with our program, you may notice the reformatting and rearrangement of the application sections. However, if you have experience applying or reviewing, you will still feel right at home.

We are striving to be as clear and concise as possible with this new version of the guide, but I want to emphasize that our staff is available to assist you at any stage of the application process. Please don't hesitate to contact our office. We want your application to be a successful one!

Regards,

A handwritten signature in blue ink, appearing to read "Timothy Stroh". The signature is stylized and includes a long horizontal stroke that extends to the left.

Timothy Stroh, AIA
Director, History Colorado State Historical Fund

HC-SHF Staff Roster

Tim Stroh, AIA *Director* (303) 866-2809

NORTHEAST Region

Anne McCleave *Preservation Specialist Manager* (303) 866-3536

Korbin Pugh *Historic Preservation Grant Contracts Specialist* (303) 866-2797

NORTHWEST Region

Gheda Gayou *Deputy Director* (303) 866-2835

Breanne Nugent *Historic Preservation Grant Contracts Specialist* (303) 866-2961

SOUTHEAST Region

Danielle Lewon *Historic Preservation Specialist* (303) 866-4028

Vacant *Historic Preservation Grant Contracts Specialist* (303) 866-2976

SOUTHWEST Region

Mike Owen *Historic Preservation Specialist* (720) 557-6991

Korbin Pugh *Historic Preservation Grant Contracts Specialist* (303) 866-2797

ARCHAEOLOGY Projects

Katie Arntzen *Archaeological Specialist* (303) 866-3498

Breanne Nugent *Historic Preservation Grant Contracts Specialist* (303) 866-2961

SURVEY, NOMINATION, & EDUCATION Projects

Jennifer Deichman *Survey Specialist* (303) 866-2896

Vacant *Historic Preservation Grant Contracts Specialist* (303) 866-2976

Breanne Nugent *Education Grants Specialist* (303) 866-2961

CONTRACTS

Susan Frawley *Contracts Officer* (303) 866-3043

OUTREACH

Megan Eflin *Historic Preservation Outreach Specialist* (303) 866-2887

Vacant *Historic Preservation Outreach Specialist* (303) 866-3493

PUBLIC RELATIONS

Jonathan Raab *Preservation Communications Manager* (303) 866-2049

PROPERTY PROTECTION

Korbin Pugh *Property Protection Coordinator* (303) 866-2797

GRANT SYSTEMS

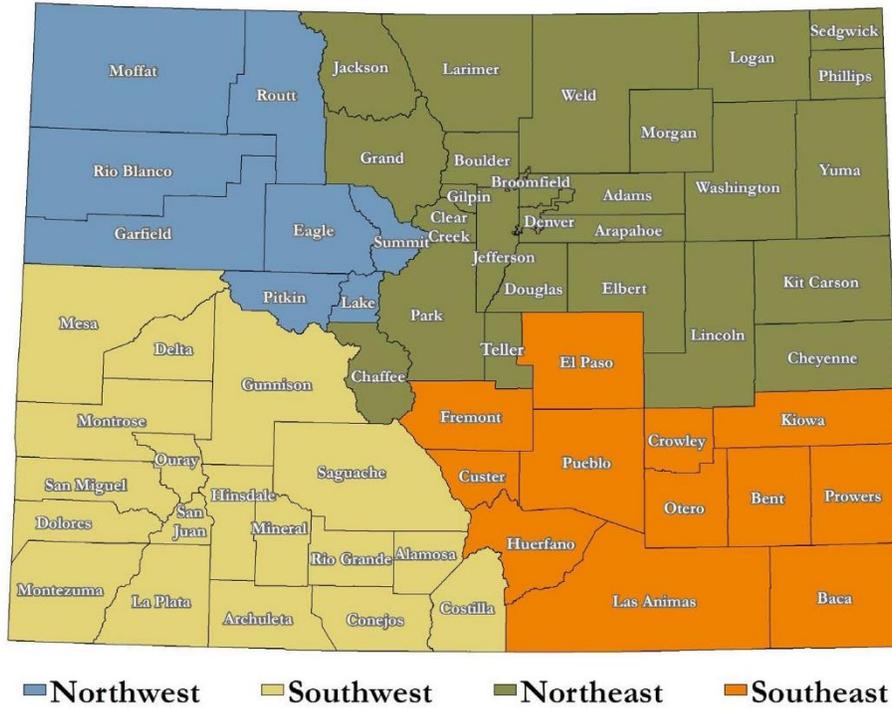
Deborah Johnson *Grant Systems Manager* (303) 866-2769

FAX number (303) 866-2041

General HC-SHF Phone (303) 866-2825

Toll-Free Number (not available if calling from a 303 or 720 area code) (877) 788-3780

HC-SHF Specialist Regions



HC-SHF Staff

Each project is assigned two staff members: a Historic Preservation Specialist and a Historic Preservation Grant Contracts Specialist, known in this manual as the “Contracts Specialist.”

HISTORIC PRESERVATION SPECIALISTS

Survey and Nomination Projects
Jennifer Deichman

Archaeology Outreach and Projects
Katie Arntzen

Education Projects
Breanne Nugent

Gheda Gayou

Danielle Lewon

Ann McCleave

Mike Owen

CONTRACTS SPECIALISTS

Korbin Pugh

& all Archaeology Projects
Breanne Nugent

& all Survey, Nomination, and Education Projects
Vacant

GRANT OUTREACH SPECIALISTS

Megan Eflin

Vacant

HC-SHF Staff Positions

OUTREACH SPECIALIST - serve all of our grant applicants to ensure that they have the best chance possible of receiving an HC-SHF grant. They advise applicants of the requirements and components of the different HC-SHF grants, and assist applicants in developing a detailed and robust application which meets the needs of the applicant/historic resource and also the particulars of the grant application and agency. The Outreach Specialist supports declined applicants in re-application by answering questions and providing supportive coaching in the application process.

HISTORIC PRESERVATION SPECIALIST - oversees the project by advising the Grant Recipient Contact and the subcontractors, and by reviewing and approving all submittals, deliverables, and providing final approval of all work for payment. They make certain that all work follows The Secretary of the Interior's Standards & Guidelines for the Treatment of Historic Properties and the contractual agreement with the HC-SHF. The Historic Preservation Specialist approves all proposed work prior to its implementation. Not attaining said approval can jeopardize potential payments and the success of the project.

GRANT CONTRACTS SPECIALIST - oversees the financial submittals to make certain they meet state of Colorado compliance. The Contracts Specialist coordinates the contractual and financial elements and advises the GRC and the Grant Administrator.

PROPERTY PROTECTION COORDINATOR - advises the applicant and property owner(s) on HC-SHF property protection requirements effective upon the completion of a HC-SHF's contracted scope of work. They assist the applicant and property owner(s) on compliance with the HC-SHF property protection requirements, per the fully executed state contract. The Property Protection Coordinator reviews construction/alteration plans and visits and documents sites, as needed, to verify compliance with covenant and letter of agreement requirements.

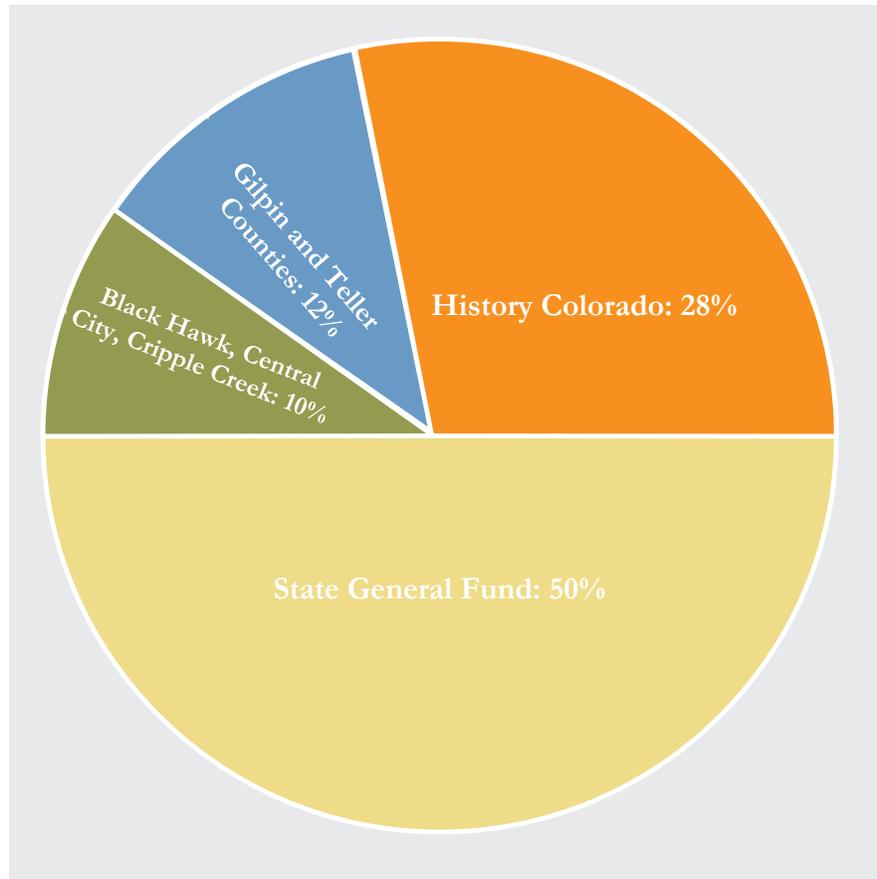
PRESERVATION COMMUNICATIONS MANAGER - supports the applicant in the development of a media toolkit and materials which share the progress and successes of the HC-SHF funded projects to the wider public. The Preservation Communications Manager develops materials that share the message of preservation with the HC-SHF constituency throughout the year.

Overview: What is the History Colorado State Historical Fund?

Mission Statement: To foster heritage preservation through tangible and highly visible projects for direct and demonstrable public benefit.

The HC-SHF is a program established by the 1990 constitutional amendment that legalized gambling in Black Hawk, Central City, and Cripple Creek. The amendment mandates that a portion of gaming tax revenue goes to HC-SHF to fund historic preservation projects throughout the state. In accordance with the Limited Gaming Act of 1991 (CRS 12-47.1-1201), History Colorado has been authorized to administer the State Historical Fund as a statewide grants program.

STATE GAMING TAX REVENUES



Types of Grants

Non-Competitive Grants			
Project type	HSA	AA	Emergency
Purpose	Preparing a report of the physical condition of a historic building or structure in accordance with a mandatory state Historical Fund assessment outline.	Collecting and evaluating archaeological information from a specific site or area in order to create a plan for preservation or additional work.	Providing assistance to significant resources that are in imminent danger of being lost, demolished, or seriously damaged when such threat is sudden and unexpected such as fire, flood, hail, or other acts of nature and <u>not deferred maintenance</u> .
Max Award	\$10,000 (if justified, an additional \$5,000 may be available to hire specialized consultants)		\$10,000
Application Deadline	Open		Open; however, contact HC-SHF staff as soon as possible after the emergency occurs.
Designation Requirements	If property is not designated, it must be moving toward designation, which means that OAHP Form 1419 (Preliminary Property evaluation Form) should be submitted to the Office of Archaeology and Historic Preservation.	None	One of the following designations is required prior to contract: <ul style="list-style-type: none"> • Local landmarking • State or National Register of Historic Places
Cash Match	None, except private and for-profit owners who should provide at least 50% cash match unless the intent is for purchase or gifting of the building by or to an eligible applicant.	None, but private and for-profit business owners should provide a cash match if possible.	None, except private and for-profit owners who should provide at least 50% cash match.
Announcement Dates	Typically within one month of HC-SHF receiving a complete application.		Typically within two weeks of HC-SHF receiving a complete application.

State Historical Fund Grant Application Guide

Competitive Grants				
Project type	A&D	Archaeology	Education	Survey & Planning
Purpose	Stabilization, restoration, rehabilitation, reconstruction, or acquisition of a property or site.	Identification, recordation, preservation, and interpretation of archaeological resources. This includes ancient and historic sites as well as artifact collections.	Providing information about historic sites or historic preservation to the public through interpretation, curriculum development, public outreach, or other educational opportunities that pertain to a site(s).	Identification, documentation, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts. Also includes construction documents with no physical work.
Max Award	Mini – up to \$35,000; General – from \$35,001 up to \$200,000			
Application Deadline	April 1 and October 1			
Designation Requirements	One of the following designations is required prior to application: <ul style="list-style-type: none"> Local landmarking State or National Register of Historic Places 	For all projects that physically impact a site, one of the following designations is required: <ul style="list-style-type: none"> Local landmarking State or National Register of Historic Places 	None, but if properties, sites, districts, structures, or objects are the focus of the project, they should have historical significance.	Construction documents: if property is not designated, Form 1419 (Preliminary Property evaluation Form) should be submitted to the Office of Archaeology and Historic Preservation.
Cash Match	25% of project total for properties owned by eligible applicants; 50% for properties owned by private individuals or for-profit businesses			
Announcement Dates	Request of \$35,000 or less – June 1 and December 1 Requests of \$35,001-\$200,000 – August 1 and February 1			

Application Requirements

Eligible Applicants

PUBLIC ENTITIES

A public entity, as defined by Colorado law, includes “...the state, county, city and county, incorporated city or town, school district, special improvement district, agency, instrumentality, or political subdivision of the state organized pursuant to law...”

NON-PROFIT ORGANIZATIONS

Non-profit organizations include any organization certified by the Internal Revenue Service as tax exempt under Internal Revenue Code Section 501 (c), (d), (e), (f), (k), or Section 521 (a). If you are uncertain of your IRS tax status, you can call the IRS toll free at 1-877-829-5500 and ask for an affirmation letter. Non-profits must also be a registered business entity with the Colorado Secretary of State. You can check your status [here](#).

Public and non-profit applicants may apply on behalf of private owners or federal agencies, and are legally and financially responsible for ensuring that projects are carried out in accordance with HC-SHF policies, procedures, and contract requirements. The applicant’s relationship with a property owner shall take the form of a legally binding contract. Failure to meet the contractual obligations of HC-SHF grants can result in action by the Colorado Attorney General and render a public entity or non-profit organization ineligible to submit grant applications to, or receive funding from, the HC-SHF in the future.

Ineligible Applicants

PRIVATE INDIVIDUALS AND FOR-PROFIT BUSINESSES

Private individuals and for-profit businesses may participate in HC-SHF projects by finding an appropriate public entity or non-profit organization willing to apply for and administer a grant on their behalf.

Private individuals and for-profit owners should also consider other available sources of funding for their projects, such as State or Federal tax credits.

FEDERAL AGENCIES

The HC-SHF projects may occur on federal lands if an eligible entity, such as a friends group, serves as grant applicant and administrator.

GOVERNMENTS OF BLACK HAWK, CENTRAL CITY, AND CRIPPLE CREEK

The three gaming town governments receive a direct allocation of the HC-SHF’s annual disbursement of gaming tax revenues for their own preservation activities, which may include grant programs. Applications are not accepted for work performed on properties owned by those municipalities.

Designation

Acquisition and development projects, which involve the excavation, stabilization, preservation, restoration, rehabilitation, reconstruction, or the acquisition of a property or site, can only occur on officially designated properties. Proposed work must occur within the boundaries outlined in the local, State or National Register designation.

By state statute, a property must be officially designated at the time of application. Designated properties include those listed on the Colorado State Register of Historic Properties or National Register of Historic Places. Designation through an official municipal or county landmarking process, ordinance, or resolution also meets this requirement. Buildings located within historic districts do not need to be individually listed in order to be eligible for application. However, “non-contributing” buildings within a historic district may not compete well in the application process. Archaeological projects require designation when the level of investigation includes large-scale intensive excavations, physical work on a ruins or acquisition.

Relationship to Archaeology & Historic Preservation

HC-SHF does not support projects that fail to meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties in any respect (further explanation is included later in this document).

Applications should indicate a clear understanding of this important requirement. Other relevant standards for preservation planning, historical documentation, archaeological documentation, and other project types are available from the Office of Archaeology and Historic Preservation [here](#) or by calling (303) 866-3392.

Protection on Acquisition and Development Properties

Certain protections may be placed on properties receiving HC-SHF grants. The type of owner and the amount of cumulative grant funds received determine the period and form (agreement, covenant, or easement) required to protect the property from alterations that would affect its historic character. The protections require that any changes being proposed to the property must first receive approval from HC-SHF staff or the easement holding organization.

These requirements are cumulative, but only apply to grants for physical work or acquisition. Multiple grant awards are added together to determine the appropriate level of protection of the public investment. Review and approval of alterations that could affect the architectural appearance of the property, adversely affect the structural soundness of the property, or encroach on the open land area on the property are mandatory. You will receive a letter confirming any requirements soon after receipt of your application. Grant recipients and property owners must acknowledge the requisite for property protections within 60 days of award notification by signing and returning their award letter or the award may be rescinded.

Types of Property Protections

Letter of Agreement (LOA) - Contract document that binds the current owner to restrictions for a specific period of time.

Covenant - A recorded document that is tied to the land and binds current and future owners for a specific period of time. Covenants are processed, recorded and paid for by HC-SHF in the county where the property is located.

Perpetual Easement - A recorded document that is tied to the land and binds current and future owners in perpetuity. Exact terms of the easement will be negotiated between the property owner, HC-SHF and a qualified easement holding organization. The cost for establishing an easement or easement updates is paid for by HC-SHF. Please call the Property Protection Coordinator at (303) 866-2797 for more information on easement holding companies in Colorado.

Property protection requirements within the boundary of a historic district –

For new applicants:

If the district is owned by a single entity, protection requirements will apply to the legal description of the entire district as submitted in the grant application.

If the district is owned by multiple entities (a neighborhood district, for example), protection requirements will vary, depending on individual legal descriptions and other considerations.

For applicants with previous projects and current/existing HC-SHF protection:

There may be additional factors in play—contact the HC-SHF property protection coordinator for more information.

Property Protections	Public Owners	Non-Profit Owners	Private, Individual, and For-Profit Owners
No restrictions	Grants of \$10,000 or less	Grants of \$10,000 or less	Grants of \$10,000 or less
5-year letter of agreement	\$10,001–\$25,000	\$10,001–\$25,000	\$10,001–\$25,000
10-year letter of agreement	\$25,001–\$50,000	\$25,001–\$50,000	\$25,001–\$50,000
20-year covenant	\$50,001 and over	\$50,001–\$100,000	\$50,001–\$100,000
30-year covenant	N/A	\$100,001–\$150,000	N/A
40-year covenant	N/A	\$150,001–\$200,000	N/A
50-year covenant	N/A	\$200,001–\$250,000	N/A
Perpetual easement	All acquisition grants	\$250,001 and over and all acquisition grants	\$100,001 and over and all acquisition grants

Secretary of the Interior's Standards for the Treatment of Historic Properties

Rooted in over 120 years of preservation ethics in both Europe and America, the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties are common sense principles in non-technical language. They were developed to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices.

The standards may be applied to all designated properties: buildings, sites, structures, objects, and districts. It should be understood that the standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations; as such, they cannot in and of themselves be used to make essential decisions about which features of a historic property should be saved and which might be changed, but once an appropriate treatment is selected, the standards provide philosophical consistency to the work.

FOUR TREATMENT APPROACHES

There are standards for four distinct, but interrelated, approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction.

Choosing an appropriate treatment for a historic building or landscape, whether preservation, rehabilitation, restoration, or reconstruction, is critical. This choice always depends on a variety of factors, including its historical significance, physical condition, proposed use, and intended interpretation.

The questions that follow pertain specifically to historic buildings, but the process of decision-making would be similar for other property types.

RELATIVE IMPORTANCE

Is the building a nationally significant resource, a rare survivor, or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks, designated for their "exceptional significance in American history," and many buildings individually listed in the National Register often warrant preservation or restoration. Buildings that contribute to the significance of a historic district but are not individually listed in the National Register more frequently undergo rehabilitation for a compatible new use.

PHYSICAL CONDITION

What is the existing condition, or degree of material integrity, of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or additions are necessary for a new use, then rehabilitation is probably the most appropriate treatment. These key questions play major roles in determining what treatment is selected.

PROPOSED USE

An essential, practical question to ask is - will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

MANDATED CODE REQUIREMENTS

Regardless of the treatment, code requirements will need to be taken into consideration. Hastily or poorly designed, code-required work may jeopardize a building's materials as well as its historic character. Thus, if a building needs to be seismically upgraded, modifications to the historic appearance should be minimal. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Finally, alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should be designed to minimize material loss and visual change to a historic building.

For more in-depth information on the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties, visit: [NPS Treatment Guidelines 2017](#).

FOUR TREATMENT APPROACHES

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and stabilization have now been consolidated under this treatment.)

Rehabilitation alters or adds to a historic property to meet continuing or changing uses while still retaining the property's historic character.

Restoration depicts a property at a particular period of time in its history while removing evidence of other periods.

Reconstruction recreates vanished or non-surviving portions of a property for interpretive purposes or is the reproduction through new construction of a resource that no longer exists.

Non-Competitive Grants

Requirements for All Grants

See the chart on pages 6 and 7.

Archaeological Assessments

PURPOSE

Archaeological Assessment Grants from the State Historical Fund provide funds for the collection and evaluation of archaeological information for the purpose of creating a plan for additional work, site preservation and/or interpretation.

Fuqua Livery, Breckenridge

Permits are required from the appropriate state or federal agency for archaeological fieldwork.

Archaeological documentation must meet specifications set by the Office of Archaeology and Historic Preservation for site forms and reports.

Ineligible expenses include:

- work prior to HC-SHF grant is awarded and a contract is executed;
- indirect or grant administration costs;
- contingency;
- work required by Section 106 of the National Historic Preservation Act consultation; and
- direct preservation, mitigation, and/or interpretation activities.

TYPES OF ARCHAEOLOGICAL ASSESSMENTS

Site-specific assessments involve previously identified sites and/or collections that lack sufficient information to plan for future work at the site or collection. Future work could include excavation, preservation, listing on local, state or national registers, and/or interpretation. Site-specific assessments may include limited testing to determine extent and nature of subsurface deposits.

Small survey assessments involve the survey and evaluation of areas with potential for archaeological resources. Often the area to be surveyed is defined by the proposed use of the area—such as possible Open Space acquisition, a project site in need of re-grading, or an area endangered by a variety of threats.

Research assessment involves testing archaeological research methodologies in preparation for a competitive HC-SHF grant round. These projects may include testing geospatial models by surveying small survey areas, applying previously unused technological methods to record sites, or new methods to analyze artifacts. These projects have strong research designs that will be tested to inform drafting a competitive HC-SHF grant application.

It may be difficult to determine whether a project qualifies for an Archaeological Assessment grant. Contact HC-SHF Archaeological Specialist at (303) 866-3498 for more information before completing the online [application](#).

The grant recipient contact and the primary contacts are required to attend an initial consultation with the HC-SHF staff at the commencement of the grant contract. At that meeting, whoever will be processing the financial reports and payment requests should be present.

If an Archaeological Assessment grant is awarded, the assessment should be completed and approved by HC-SHF staff before a Competitive Grant application is submitted.

Historic Structure Assessments

PURPOSE

Historic structure Assessment (HSA) grants are awarded for the sole purpose of preparing a report on the physical condition of a historic building or structure in accordance with a mandatory HC-SHF assessment scope of work. HSAs must be prepared by an architect or a structural engineer working under the direct guidance of an architect.

Other requirements include:

- Architect and/or structural engineer must be the primary consultant on the project. They cannot be the grant recipient contact.
- Architect and/or structural engineer must be familiar with the Secretary of the Interior's Standards for the treatment of Historic Properties and licensed in the state of Colorado.
- Architect and/or structural engineer must attend an initial consultation with an HC-SHF Historic Preservation specialist and Contracts specialist at the commencement of the grant contract. At that meeting, whoever will be processing the financial reports and payment requests must also be present.
- Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians, and cost estimators may be members of the assessment team.

An assessment can assist property owners to make informed decisions about future restoration and maintenance efforts. If an assessment grant is awarded, the Preservation Specialist should be consulted before a Competitive Grant application is submitted for physical work to the property. There may be instances when the draft has been approved without significant changes needed, or the work proposed is obvious and evidently urgent.

Ineligible expenses include:

- work prior to HC-SHF grant is awarded and a contract is executed;
- indirect or grant administration costs;
- contingency;
- work required by Section 106 of the National Historic Preservation Act consultation; and
- direct preservation, mitigation, and/or interpretation activities.

Emergency Grants

PURPOSE

Emergency Grants are awarded to provide assistance to significant resources that are in imminent danger of being lost, demolished, or seriously damaged, and when the threat is sudden and unexpected, such as a fire, flood, hail storm, or other act of nature. A specific event, such as a tornado that occurred on a specific date, should be cited in the application. Building failure/damage attributed to deferred maintenance is not defined as an emergency.

It is important that you contact our office immediately after the event has occurred. If a significant amount of time has transpired between the time of the event and the request for funding, it may affect your eligibility.

Emergency Grants are typically limited in scope to the temporary stabilization of a building, structure, or site until permanent preservation measures can take place.

NOTE: Applications are only available by contacting the HC-SHF Director at 303-866-2809.

Competitive Grants

Project Type: Acquisition and Development

PURPOSE

The HC-SHF provides grants to acquire, preserve, restore, reconstruct, and rehabilitate designated historic resources. This grant type include physical work on buildings such as schools, town halls, and county courthouses, as well as structures such as bridges, trestles, and objects such as rolling stock. All grant-funded treatments must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties, which are available online at [NPS Treatment Guidelines 2017](#).



Goodnight Barn, Pueblo

ACQUISITION

Acquisition grants must include justification of the property purchase price as fair market value. Obtaining an appraisal within six months before you apply will greatly strengthen your application. Before going under HC-SHF contract, you must have an appraisal or a mutually agreed upon way to establish fair market value. HC-SHF cannot make awards in excess of established fair market value. The cash match proposed for a project involving the acquisition or purchase of a property cannot be provided in the form of a loan or mortgage secured by the property in question. A HC-SHF acquisition grant must result in transfer of a defensible title to the grant recipient and conveyance of a perpetual easement to an appropriate easement holding organization.

AMERICANS WITH DISABILITIES ACT

All projects funded through the HC-SHF are expected to comply with all applicable legal requirements of the Americans with Disabilities Act (ADA). This Act provides, in part, for access by the disabled to properties and programs, including historic buildings and archaeological sites, as well as educational opportunities such as exhibits, conferences, and interpretive displays. Contrary to popular belief, historic buildings and sites are not exempt from the ADA. There may, however, be some variance allowed if the requirement is determined to negatively impact a significant feature. The HC-SHF encourages compliance with ADA requirements and urges all applicants to include ADA compliance as a part of their scope and budget.

CODE-RELATED CONSTRUCTION

Building codes and security needs may require that the rehabilitation of historic buildings include the construction of new features such as elevators, ramps, structural reinforcement, fencing or the installation of alarm systems and lighting. Provided that the design and location of such new features are in keeping with appropriate preservation standards, such items can be included as part of a HC-SHF project. However, the emphasis and purpose of HC-SHF is for historic preservation. Projects intended exclusively to bring a building up to code (including life safety issues, electrical, plumbing, hazardous materials, etc.) or provide security systems without a historic preservation emphasis will generally not compete well in the grant review process.

GENERAL CONDITIONS

“General conditions” is the part of a construction contract document in which the rights, responsibilities, and relationships are itemized for the contracting parties. Contractors often refer to the expenses associated with job site startup and supervision as general conditions. The expenses may include job site office expenses and furniture, portable toilets, utilities, performance bond, insurance, permits, temporary fences, temporary weather protection, trash disposal, and photographic records among other things.

LANDSCAPES AND STREETSCAPES

The HC-SHF encourages applications for the restoration of officially designated historic landscapes or streetscapes. Such projects may include the restoration of existing historic landscape and streetscape features such as statuary, benches, gazebos, fountains, gardens and other plantings, pathways, streetlights, and planters.

HC-SHF may also assist in the reconstruction of such features, if such features are actual replicas of historic improvements that were located within designated historic sites or districts. HC-SHF cannot fund applications for landscape or streetscape projects that involve the construction of new features that are not substantiated through the historic record, that are based purely on conjecture, or are intended to impart a “historical” or “nostalgic” feeling.

WINDOW PROJECTS

It is generally considered inappropriate and unnecessary to replace original window material in an attempt to achieve a higher level of energy efficiency or to avoid maintenance. A professional with experience in window restoration should inventory the components of each window to determine the level of repair needed. Applications indicating the intent to replace windows should include evidence of such an assessment and justification for replacement in lieu of repair.

Project Type: Archaeology

PURPOSE

This project type encompasses all things archaeological. For example, acquisition of a property for archaeological study or protection would be here rather than A&D. The HC-SHF provides grants to identify, record, preserve and interpret archaeological resources. This includes prehistoric and historic sites, as well as artifact collections that reflect Colorado's rich heritage.



Lowry Pueblo, Canyons of the Ancients National Monument

POTENTIAL ARCHAEOLOGICAL PROJECTS

Acquisition—Purchase of Property (must be designated)

A site may be purchased to protect a site or further investigation.

Archival Research

Archival research is defined as the locating, evaluating, and systematic interpretation and analysis of original sources found in archives.

Artifact Analysis

Artifacts recovered from any archaeological activity are often analyzed by specialists who can extract diagnostic data that contribute to our understanding of past behavior. Examples include chronometric dating methods such as radiocarbon dating, examination of artifact types such as flaked stone, ground stone, ceramics, projectile points, woven materials, faunal and plant remains, and a variety of other procedures. Please note that all artifacts recovered during an HC-SHF grant funded project must be curated at a state of Colorado-accredited repository, even if the property is privately owned.

Cultural Resource Protection (must be designated)

Cultural Resource Protection includes both the planning and implementation of site protection. Site protection may include, but is not limited to: fencing, shelters, and interpretive signage.

Curation

Artifacts recovered from any archaeological activity are required by law to be properly housed and protected for future research and interpretation. Curation activities can include planning, cataloguing, database creation, storage, climate control, specialist evaluation, and/or conservation. Only archaeological collections are eligible for curation project funding under HC-SHF guidelines due to both federal and state laws. Curation agreements must be in place prior to funding, as per Colorado State Archaeological Permit regulations.

Education

Includes internship programs, public programs, educational materials, curriculum creation/dissemination, and interpretive signage. What don't we fund? Reprints of books (unless they were originally created through HC-SHF and will have a great deal of new content reviewed by

HC-SHF); digitization of materials unrelated to archaeology; oral histories that do not have archaeology content.

Excavation & Data Recovery—Limited Test and Large Scale Excavations (must be designated)

Data recovery is a type of mitigation strategy that includes active excavation of an archaeological site. Large scale excavation can include, but is not limited to, excavations utilizing standard one meter by one meter or larger excavation units to recover a statistically significant sample of artifacts, soils, etc. for analysis. Test excavations are the use of a small number (proportional to the overall size of the site) to determine the general character of the subsurface at an archaeological site. The units are usually not contiguous. HC-SHF defines whether or not a project is testing or excavation based on the Office of the State Archaeologists definition for State archaeological permits.

Exhibits

Archaeological exhibits must interpret Colorado archaeology. Archaeological interpretation may include museum or archival collections including documents, photographs, and artifacts.

Field School (survey area must be designated)

Per the Guidelines and Standards for Archaeological Field Schools by the Register of Professional Archaeologists:

The primary objective of an academic field school must be the training of students. Other goals must be secondary. The field program and recovered data must be part of an explicitly designed research or cultural resource management program, which includes evidence of conservation of resources, curation, and publication of results.

The Director of the field program should meet RPA qualifications and have dominant responsibility for direct supervision in the field and in the laboratory.

Nominations

Nomination of archaeological sites or districts to local, State or National Registers.

Planning and Management of Archaeological Sites

Management plans of archaeological sites can define stakeholders, evaluate, record, define future preservation, protect, outline educational opportunities, and a host of information that will contribute to the proper oversight of these important resources.

Surveys

Surveys involve the identification, documentation, and evaluation of eligibility to local, state, or national registers for archaeological resources. Surveys start with a literature review of known prehistoric and historic information for a specific area. Surveys then gather additional information about the area through a variety of methods which may include:

- oral histories about archaeological resources;
- pedestrian survey;
- GIS mapping;
- geophysical methods such as ground-penetrating radar and magnetometry;
- drone mapping;
- shovel testing; and

- artifact analysis.

GENERAL ARCHAEOLOGY PROJECT GUIDANCE

All HC-SHF grants must follow the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Properties](#).

Artifacts recovered during an HC-SHF grant funded project must be curated at an accredited repository, even if the property is privately owned. Standards, manuals, and forms are available [here](#) and at the Office of Archaeology and Historic Preservation at History Colorado. Research Designs are recommended attachments for large archaeological investigations.

For assistance and copies of past awarded grant applications, contact the HC-SHF Archaeological Specialist at (303) 866-3498 for more information.

PERMITS

Permits are required for all HC-SHF funded archaeological fieldwork projects. Archaeological work on federal land requires permits or other agreements from the appropriate agency. Field work on all other lands within Colorado (including private land) requires a permit from the Colorado Office of the State Archaeologist. (Click [here](#) for further information)

Project Type: Education

PURPOSE

Since its inception, the HC-SHF has awarded grants for many types of education projects. Over the years, common projects have included: videos, interpretive signage, interpretive master plans, brochures, books, websites, walking tours, conferences, curriculum planning and development and educational programs. Hands-on learning workshops also fall in this category. Other creative ideas are welcome!



Hutchinson Homestead—Building a Historic Cabin Replica

It is critical that education projects be directly tied to historic preservation and focus on historic buildings, structures, sites, and districts. Project content should incorporate an understanding of the significance of a historic place as well as preservation efforts at the site, if appropriate. Make sure to include information on the historical significance and integrity of the related resources in the application, including and not limited to designation status.

A strong application will illuminate direct connections between the project and a wider public benefit, and at minimum curriculum projects should be tied to state and national standards and assessment for the Pk-20 educational community.

For assistance, contact our Education Grants Specialist at (303) 866-2961.

COMPONENTS OF A TRADES EDUCATION PROJECT

A trades education project should include a proposal from a willing contractor that includes costs for their time, materials (both physical and educational), travel, and lodging, if appropriate. There may also be a project manager other than the GRC who deals with the logistics of a workshop (e.g. advertising, registration, drinks, food, site, liability, comments/attendance data).

Applicants planning on this type of project should explain the purpose of the workshop. Take into consideration the following questions:

- Will it be purely educational?
- Will it be part of a restoration or rehabilitation project (e.g. restoring a window so that the applicant can get a better idea of how long a full window restoration project will take or what the projected cost will be)?
- Who is the proposed audience?
- Trades education projects both promote preservation practices and educate the public about the technical aspects of preservation hands-on workshops.
- Workshops can provide both education and public outreach benefits. They can address such questions as:
 - How long does it take to restore a window?
 - How much damage does the masonry have?
 - What is the original paint color?

Project Type: Survey and Planning

PURPOSE

Survey and Planning projects involve the identification, documentation, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts. Survey and Planning projects involving archaeological resources are categorized under the Archaeology project type.

Survey and Planning grant applications are most often for historic resource surveys, historic context studies, nominations, large Historic Structure Assessments, construction documents, master plans, survey plans, and historic preservation plans.



Arnett-Fuller House, Boulder

Projects involving resources associated with Colorado's underrepresented communities provide a particularly strong public benefit. Survey and Planning projects that involve important sites connected with people and events in Colorado's African American, Asian American/Pacific Islander, Hispanic/Latino, LGBTQ, Women's, and Urban Native American history are particularly encouraged.

Survey and Related Projects

SURVEY

Survey is the ongoing process of locating and describing buildings, sites, structures, and districts of potential local, state, or national importance. These activities provide a foundation of information that can support a wide variety of preservation efforts and are guided by the Secretary of the Interior's Standards for Identification and Evaluation, National Register Bulletin #24, Guidelines for Local Surveys: A Basis for Preservation Planning, and the Colorado Cultural Resources survey Manual.

Survey can:

- locate and document previously unidentified historic resources;
- evaluate the significance of individual resources and their eligibility for listing in the National, State or
- local register;
- identify potential historic districts;
- inform planning decisions that have the potential to affect historic resources;
- document threatened resources;
- document changes to the built environment over time;
- raise awareness, educate the public, and foster a greater appreciation of the historic built environment;
- support heritage tourism and interpretation efforts; and
- inform educational projects like driving tours, walking tours, booklets, apps, or websites.

Survey design and methodology varies from project to project based on community needs and project's goals and objectives. Surveys should be carefully planned to ensure that sufficient information is gathered to meet the established goals and available funding is efficiently used. Project goals should be tied to a demonstrated need for information that will assist in the protection of significant historic buildings, structures, sites, and districts and provide a strong public benefit.

Important aspects to consider when developing a survey project are the age, depth, quantity and accuracy of existing survey data, the rationale used to determine the survey boundary, the methodology and criteria utilized to select resources for survey, and the type and depth of information needed to meet the project's needs and goals.

If your project will require access to private property, be sure to contact property owners before submitting your application. Most surveys in towns and cities can be conducted from the public right-of-way (such as the sidewalk or street), but rural surveys often require access to private property. If owners are not willing to let you conduct fieldwork on their property, you may face project setbacks including inflated costs, lengthy delays, or, at worst, you may have to abandon the project. Your application should include a statement addressing any need to access private property and demonstrate efforts to gain property owner support.

In general, surveys are defined by the inclusiveness (selective or comprehensive) and intensity (reconnaissance or intensive) of the undertaking.

COMPREHENSIVE SURVEY

A comprehensive survey gathers information on all resources located within a defined area.

SELECTIVE SURVEY

A selective survey looks at a specific set of resources within a defined area that are chosen based on criteria specific to a particular project.

RECONNAISSANCE LEVEL SURVEY

Reconnaissance surveys are visual or predictive surveys that identify the general distribution, location, and nature of resources within a given area. Reconnaissance survey provides a baseline level of information about individual resources that can be used to inform future survey and/or preservation planning activities. In recent years, the level of data required to make informed preservation decisions has increased and reconnaissance surveys have evolved to provide additional information.

To ensure that reconnaissance surveys gather an appropriate level of information, the OAHP developed the Historical and Architectural Reconnaissance form ([#1417](#)). Use of this form is highly recommended for HC-SHF-funded reconnaissance surveys.

Reconnaissance survey can be:

- an efficient way to evaluate architectural significance;
- a method for gathering information to determine boundaries and contributing/non-contributing quantities for certain historic districts;

State Historical Fund Grant Application Guide

- an effective way to complete county-wide or city-wide surveys that assist in local preservation planning efforts;
- used to update older surveys or districts that no longer accurately reflect resources and conditions in an area; and
- completed by trained volunteers, students, or qualified professionals.

INTENSIVE LEVEL SURVEY

Intensive surveys provide in-depth documentation of individual resources and are ideal for determining individual eligibility to the state or National Register or investigating historic themes and can provide a wealth of information that can be used in preservation planning and interpretive efforts. The Architectural Inventory Form ([#1403](#)) is used for HC-SHF-funded intensive surveys.

To complete a high quality intensive survey, a significant amount of descriptive architectural information and archival research is required. For this reason, it is generally recommended that intensive surveys be selective in scope.

Intensive level survey or surveys:

- can focus on the resources that seem to be the most likely candidates for individual listing as local landmarks and/or in the National or state Register;
- are best for thematic surveys, which look in-depth at a scattered set of resources related by a common theme (mining, agriculture, civil rights);
- are required for evaluating significance in areas other than architecture (such as association with significant events or persons); and
- can be completed by qualified professionals, and could involve some participation of trained volunteers or students.

All survey projects, regardless of methodology, involve background documentary research into the community's history and architecture, as well as field work, and must include a survey report prepared in accordance with the guidelines established in the [Colorado Cultural Resources Survey Manual](#). Examples of survey reports are also available by request, please contact OAHF staff at 303-866-3392.

Due to the complex and varying nature of survey projects, HC-SHF recommends that applicants contact staff in advance of submitting this type of application. A section of History Colorado's website is dedicated to the [Historical and Architectural Survey Program](#), if you have questions about project types or survey forms. Staff is always available to discuss your project in more detail and provide advice on appropriate survey approaches.

For more information, contact HC-SHF Survey Specialist at (303) 866-2896.

HISTORIC CONTEXTS

In addition to collecting information on individual resources, HC-SHF encourages the development of historic and architectural contexts. These documents provide a body of information about historic resources connected by geographic area, time period, and theme. Historic contexts are a standard part of survey reports, but they can also be developed as stand-alone documents.

Contexts:

- are useful planning documents for identifying historic property types and prioritizing preservation efforts;
- can streamline eligibility evaluation of large groups of resources;
- can be structured in a user-friendly format that is easily translatable into interpretive, educational, and tourism materials;
- can be completed by qualified professionals, and could involve some participation of trained volunteers or students; and
- can be broad or narrow. For example, a context could examine:
 - Cold war resources of Colorado (statewide);
 - Hispanic resources of Southern Colorado (regional); or
 - commercial resources of Colfax Avenue in Denver (local).

The OAHP has identified a list of select [Historic Contexts Priorities](#). Preparation of contexts related to these priorities is highly encouraged.

NOMINATIONS AND MULTIPLE PROPERTY DOCUMENTATION FORMS (MPDFs)

Properties that have, through survey or other means, been identified as eligible can be nominated for listing in the National Register of Historic Places, the state Register of Historic Properties or a local register. Nomination grant proposals can be submitted for a variety of resource types, including archaeological sites and districts, individual resources, urban commercial or residential districts, and rural or cultural landscapes.

Nomination activities are guided by the Secretary of the Interior's Standards for Evaluation and Registration; National Register Bulletin #16, How to Apply the National Register Criteria for Evaluation; National Register Bulletin #16A, How to Complete the National Register Registration form as well as other NPS Bulletins and guidance related to specific resource types.

Nominations typically require fieldwork, archival research, and completion of nomination forms. The National Register of Historic Places Registration Form and the Colorado State Register of Historic Properties Nomination Form and instructions for completing the form are available [HERE](#). Consult with your local government entity to determine what is required for local register listing.

Applicants should review information on Nominating Properties to the National Register of Historic Places and the Colorado State Register of Historic Properties ([OAHP Publication #1501](#)) and discuss their project with National and State Register staff well ahead of the grant application deadline.

Prior to application submittal, a Preliminary Property Evaluation Form ([OAHP Publication #1419](#)) must be completed and submitted to OAHP for eligibility confirmation. Applications for resources that have not been found officially eligible for listing in the National or State Register are generally less competitive.

MPDFs are used to facilitate National Register designation of historically related properties. The themes, trends, and patterns of history shared by the targeted properties are organized into historic contexts and the property types that represent those historic contexts are defined. MPDFs must be approved by the National Park service and follow the same approval process as National or State Register nominations. [National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form](#) provides additional information on MPDFs. When considering submission of a MPDF grant application, consultation with National and state Register staff is strongly recommended to ensure that the project is consistent with NPS guidance. Previously completed multiple property submissions are available [HERE](#).

If your grant application includes a State or National Register nomination(s) or MPDF, be sure that your timeline provides sufficient time for HC-SHF and OAHF staff review. **Final nominations must be submitted a minimum of 30 days in advance of the nomination submission deadline.**

Investigative and Planning Documents

HISTORIC STRUCTURE ASSESSMENT

If you have a large or complicated building, or if your building type would not fit into the required scope of a non-competitive HSA, then you may opt to apply for an assessment grant through the competitive process. This allows components beyond the standard scope (destructive investigation or an Economic Feasibility Study) or costs above the non-competitive limits to be included.

To aid you in making informed decisions on potential changes to the resource, work with a preservation architect to document the history of the construction, alterations, owners, and significant events of a resource based on physical and documentary evidence. You should also be aware of the current conditions, remaining significant and character-defining features, and the potential effect of your proposed use on the resource. Your choice of intended use will influence your treatment choice—preservation, rehabilitation, restoration, or reconstruction—for the entire building, individual features, or areas.

An assessment by a preservation architect will assist you with prioritizing recommendations, providing basic cost estimates, and future areas of research or documentation. Potential future work may include repair or in-kind replacement of historic materials and finishes, and details about how that preservation will be accomplished, changes in use, code compliance, ADA upgrades, system upgrades, electrical work, foundation stabilization, hazardous material abatement, and many other issues.

SURVEY PLANS AND PRESERVATION PLANS

SURVEY PLANS

Survey plans provide guidance for communities seeking to systematically document historic resources within a large geographic area. survey plans provide expert analysis of existing survey data and historic resources within the project area, document relevant historic contexts, identify survey needs with input from the residents, government entities and local stakeholders, and provide prioritized recommendations for future survey projects. survey plans can lay the groundwork for

future grant-funded survey projects and provide valuable direction for communities that are unsure how to begin documenting their historic resources.

PRESERVATION PLANS

Preservation plans provide long-range guidance for the protection of a community's historic resources and character. These projects are typically a collaborative effort between municipal governments, historic preservation commission members and staff, local property owners and residents, local heritage groups and other community stakeholders. Consultants are typically hired to gather public input and draft the plan, which is presented for public review and comment before it is incorporated into municipal planning policies and processes.

Preservation plans summarize the area's history, document and evaluate past preservation efforts and existing preservation ordinances and policies, identify and document a community's preservation goals and objectives, and establish priorities for future preservation work. Preservation plans typically highlight the economic benefits of preservation and document available incentive programs. These projects can help engage property owners and local residents in the preservation planning process and foster an increased understanding of historic preservation programs and benefits.

MASTER PLANS AND CONSTRUCTION DOCUMENTS

Before beginning any physical work on a site or resource, a well thought out project trajectory should be completed by qualified professionals. Each property or landscape exists as a unique and irreplaceable resource. Without proper planning, preservation efforts may destroy the integrity or distort the sense of a property's history. Planning allows for addressing potential changes to a resource, looking at alternative approaches, preserving historic materials and finishes as much as possible, and preventing loss, damage, and irreversible changes. Planning is the key to prioritizing work and being a responsible steward.

MASTER PLANS

A Master Plan analyzes a property's history, importance, and potential uses and changes through the lens of historic preservation. Typical plan elements include a use plan, maintenance plan, impacts of proposed alterations, responses to management or development uses, and a funding plan. The purpose of a Master Plan is to provide site stewards with essential information that will assist them in making decisions about the future of the property.

- Record of treatment (after physical work is completed)
- Physical Project Completion Report (after physical work is completed)
- Annotated Bibliography
- Glossary

CONSTRUCTION DOCUMENTS

Construction documents are architectural/engineering drawings and specifications, along with any change orders that occur during the project if applicable, that either record the original structure and/or provide guidance for rehabilitation, preservation, reconstruction, or restoration of a property. These documents provide details sufficient to instruct contractors on how to protect spatial relationships, materials, finishes, and the visible appearance of historic sites while preserving or adapting them. This is a good time to include additional services, such as materials analysis or

additional engineering investigation which allows the construction documents to be as complete and effective as possible.

With an informative set of construction documents steeped in the Secretary of the Interior's Standards and Guidelines in hand, contractors can address modern modifications in historic buildings including electrical, mechanical, ADA, code, and fire suppression issues. Construction documents provide detailed information from which accurate cost estimates can be created, and projects can be planned and phased. Construction documents also allow for the determination of exact measurements, in-kind materials, substitute materials, and treatments as recommended by the National Park Service's Preservation Briefs and Preservation Tech Notes. All HC-SHF brick and mortar projects should include construction documents. However, in the case of some simple projects, these may be provided in the form of contractor-created drawings, narrative descriptions, cut sheets, or shop drawings.

The following are different degrees of design documents:

Schematic Design

First phase of project design where an architect prepares schematic diagrams giving a scale and general view of the components after detailed discussions with the client.

Design Documents

During the Design Document phase, the project design is decided. Specific space arrangements, equipment, furnishing, building design, colors and materials, and complete systems are developed.

Construction Documents

The third stage of services provided by an architect in which they prepare complete working drawings, specifications, and bidding documents.

As-Built Documents

Possible fourth stage in which the original documents are updated to include all the changes that occurred during the construction process, therefore providing the owner with accurate and up-to-date documentation of their project.

Before You Apply

Please take a few minutes to familiarize yourself with these requirements and guidelines before you complete an HC-SHF application.

APPLICATION SIZE

Your application may not exceed 25MB in total—narratives and attachments included.

BONDING

You must require Labor and Material Payment Bonds and Performance Bonds of your development (physical work) Subcontractors. The Performance Bond is a statutory requirement (24-105-202) by State Law (CRS 38-26-105) and requires construction contracts of more than \$50,000 to deliver to the state, upon execution of the contract:

A payment bond executed by a surety company authorized to do business in this state for the protections of all persons supplying labor and material to the contract or its subcontractors for the performance of the work provided for in the contract. the bond shall be in an amount equal to at least 50 percent of the price specified in the contract.

A performance bond, executed by a surety company authorized to do business in this state, in an amount equal to at least 50 percent of the price specified in the contract.

BUDGETS

Budgets must contain a calculation or reference an estimate document that contains a calculation showing how the budget amount has been derived.

CASH MATCH

Cash match is actual money or an accounting transaction (not a donation of time or materials, nor in-kind contribution) that contributes to the completion of the project. If cash match originates as part of a salary, it must be “extra work” attributed to a project, not work that is part of the permanent job description. Both the grant recipient and grant partner may contribute to cash match.

A minimum cash match of 25% of the total project cost is required for all competitive grant projects. A larger cash match may increase the competitiveness of an application. This should be discussed under Applicant Capacity and/or Public Benefit

However, if the subject property is owned by a private individual or for-profit business, a cash match of at least 50% is required.

In rare cases, applicants may request a waiver of the minimum cash match requirement. A request for waiver with justification must be included in the application.

Cost of work that does not meet HC-SHF guidelines or funds received from other HC-SHF funded grants (such as CLG grants) cannot be used to meet the cash match requirement.



Florissant School, Florissant

Cash match can be raised from several sources. The Colorado Grants Guide, available at most public libraries and produced by the Colorado Resource Center, has an extensive grant list that might help you locate sources for a cash match. Another source of cash match funds is the Colorado Historical Foundation's low-interest revolving loan program. Contact the [Colorado Historical Foundation](#) at (303) 894-2503.

The cash match must be used for work that is eligible for HC-SHF funding. It may not be used for new construction or any ineligible projects and costs. The cash match cannot be used for work outside of the officially designated area. Cash match must be in place (in the bank) before going under contract with HC-SHF.

Other important financial incentives to consider are [Federal and State Historic Preservation Tax Credits](#), which are available for qualified projects on a non-competitive basis. Tax Credits can only be used as match for a HC-SHF grant once money is in hand (in the bank), so may work best in a phased project.

CONFLICT OF INTEREST

If in doubt, err on the conservative side: conflict of interest can be real or perceived. A conflict of interest involves the abuse—actual, apparent, or potential—of the trust that people have in professionals.

Definition: A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. A conflict of interest exists if a professional's objectivity and independence of judgment might reasonably be questioned based on the professional's financial or personal interests or relationships. It is important to note that a conflict of interest exists whether or not decisions would in fact be affected by a personal interest; a conflict of interest requires only the potential for bias, not the likelihood.

The following serves to clarify how a conflict of interest is applied:

No employee or member of a Board of the Applicant or HC-SHF contract party may perform or provide services for compensation, monetary or otherwise, to a consultant or consultant firm that has been retained by the Applicant Organization under the authority of the contract for the HC-SHF project.

Grant administrators cannot be hired as a subcontractor to perform any other task, technically or otherwise, within this HC-SHF project. i.e., the architect of record cannot also be the grant administrator or Grant Recipient Contact.

No person at any time exercising any function or responsibility in connection with the project on behalf of the Applicant Organization shall have or acquire any personal financial or economic interest, direct or indirect, that is materially affected by the contract, except to the extent that such person may receive compensation for this performance pursuant to the contract.

A personal financial or economic interest includes, but is not limited to:

- any business in which the person has a direct or indirect monetary interest;

- any real property in which the person has a direct or indirect monetary interest;
- any source of income, loans, or gifts received by or promised to the person within twelve (12) months prior to the execution date of the contract; and/or
- any business in which the person is a director, officer, general, limited partner, or trustee.

CONTINGENCY

A request to use contingency funds is only applicable if contingency is a line item in your application. A guideline for a reasonable contingency amount is 10-20% of the project total. Contingency amounts exceeding 20%-25% or below 10% should be explained in the application: reviewers may see high or low contingency amounts as poor planning. For projects with budgeted contingency funds, the use of contingency may be necessary to cover cost increases to line items due to unexpected conditions. Cost overages or additional work related to discovery of unexpected conditions must have HC-SHF staff written approval prior to spending.

CONTRACT PERFORMANCE

The state of Colorado established the [Contracts Management System](#) (CMS) to collect contracting information. The intent is to provide the public with a transparent source of information on the internet regarding Grant Recipient performance for contracts at or greater than \$100,000. HC-SHF staff may conduct a final review and rating of the Grant Recipient's performance. The final review is conducted once the final financials are approved and processed. The final review provides the Grant Recipient with a report on their performance during the contract period, which is rated on the categories of quality, cost, and timeliness.

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DIRECT AND INDIRECT COST

In order to allow applicant organizations to recoup the costs of administering an HC-SHF grant or hire services when there is no capacity, the HC-SHF allows such applicants to include a line item for administrative, or indirect, costs in the project budget. Please refer to the definitions of direct and indirect costs below.

Direct Costs: Expenses that are directly attributable to the project only and not to a portion of the organization's operation. All allowable expenses should be individually listed in the project budget.

Indirect Costs: Indirect costs are defined as being the costs indirectly associated with grant administration, such as office overhead, supplies, accounting support, and the use of other equipment or services not otherwise included in the project budget. Applicants must limit grant indirect/administrative costs to an amount not to exceed 15% of the total project costs. Indirect costs are only for competitive grants.

You are encouraged to use an indirect cost worksheet (or the HC-SHF Indirect Cost worksheet available [here](#)) to determine the amount of indirect costs.

Allowable general and administrative costs are to be allocated according to their use in the various programs of the organization. Indirect costs should be prorated based on the time spent on each project or the space allocated for the work that has been done.

The maximum amount allowable for indirect costs is 15% of the total project cost. All indirect costs must be eligible for HC-SHF funding.

Applicants wishing to have their indirect costs covered by the HC-SHF grant budget must include a line item in the application budget for indirect costs or grants administration, specifying the percentage (up to 15%). If the grant is awarded, the applicant will be expected to give detailed information about their indirect costs. Only documented costs will be reimbursed by HC-SHF grant funds up to the established amount in the project budget.

FEDERAL EMPLOYER IDENTIFICATION NUMBER

The nine-digit employer identification number (EIN) assigned to the applicant organization by the IRS, not the Colorado state tax-exempt number. For Colorado organizations, EINs typically start with the numbers “98” or “84.”

FILE SEARCHES (Re: Sites or Photographs)

If your project requires file searches (i.e. HC-OAHP, HC- Steven Hart Library or DPL) as part of the scope, the costs associated with these may be part of your grant budget. Please make sure your consultant is aware of the change in fees, which began July 1, 2018.

For OAHP File Searches, click [here](#).

For the Steven Hart Library, click [here](#).

FOOD, HOTEL, AND MILEAGE REIMBURSEMENT

When integral to the project, food may be reimbursed. As of July 2018, the per-day total is \$51 and the maximum allowable lodging reimbursement hotel is \$100. Please contact HC-SHF for the current rates. Mileage reimbursement rates are available [here](#). Four-wheel drive expenses must be justified.

GENERAL OPERATING COSTS

Expenses associated with administering a business on a day to day basis. operating costs include both fixed costs and variable costs. Fixed costs, such as overhead, remain the same regardless of the number of products produced; variable costs, such as materials, can vary according to how much product is produced.

GOVERNMENT INVOLVEMENT (FUNDING, JURISDICTION, PERMITS, OWNERSHIP, ETC.)

Federal Compliance:

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to assess the effect that their activities might have on historic properties in order to “avoid, minimize, or mitigate adverse effects on historic properties” and to consider the views of consulting parties. If your project proposal includes any federal involvement, including, but not limited to:

- funding;
- permits;
- licenses; and
- federally owned or managed property.

The involved federal agency is required to complete Section 106 consultation for your project. Section 110 of the NHPA requires that federal agencies establish their own historic preservation programs to identify, evaluate, and protect historic properties. If your project is forwarding the mission of a federal agency to manage historic properties they will need to complete Section 110 consultation for your project.

Please refer to the [Advisory Committee on Historic Preservation](#) for additional information.

State Compliance:

Projects proposed by state agencies for work on historic properties listed on the State register require consultation under the Colorado State Register Act (CRS 24-80.1-104).

Please contact the Office of Archaeology & Historic Preservation’s [Intergovernmental Services Department](#) at (303) 866-3392 for additional information.

GRANT ADMINISTRATION

Grant administration is the actual time and effort expended to manage your grant, including guiding the essential elements of the project such as submittals and deliverables. These costs may include both direct costs, such as actual salary and benefits paid to an employee of the grant recipient for their time spent on grant administration, and indirect costs reasonably related to the administration of the grant project.

Applicants must limit indirect costs, including grant administration, to an amount not to exceed 15% of the total project costs. The grant administrator and the project manager on a project may not be the same person. Grant administration costs are only allowed on competitive grants.

GRANT AMOUNTS AWARDED

The maximum request amount for an HC-SHF Competitive Grant Round is \$200,000. This request limitation is meant to ensure that HC-SHF will have sufficient funds to distribute across the entire state there is no minimum Competitive Grant award amount. More than one third of all Competitive Grant applications are for \$35,000 or less.

GRANTS AS TAXABLE INCOME

An HC-SHF grant may be considered taxable income or revenue to the Grant Recipient, the property owner, or other beneficiary of grant funds. However, HC-SHF is not authorized to provide legal advice on this issue. The Grant Recipient is advised to consult with their tax attorney or

accountant. For federal income tax information, contact the IRS at 1-800-829-1040. For state tax information on state taxes, contact the [Colorado Department of Revenue](#) at (303) 238-7378.

GRANT CONTRACT PERIOD

No single phase should take more than 24 months to complete. Each phase will require a separate grant application, and only one application may be submitted in any one grant round. Any future phases should be described in each application. There is no guarantee that future phases will be funded, so each phase should have a tangible result.

Per Colorado State Fiscal Rules, extension waivers may not exceed a total of 60 months total per grant contract period. Any remaining funds must be returned.

GRANT CONTRACTS

HC-SHF contracts are non-negotiable. It is your responsibility to review the contract templates prior to application to be certain that your organization is willing to go under contract with the terms of the HC-SHF contract.

On average it takes between two to four months—depending on the length of the time requested for the Contractor signature—for HC-SHF staff to review, process, and legally contract with each of the 75 to 100 awarded Contractors each grant round. You can assist in your project contract development by submitting all of the requested information and replying to any pre-contracting requirements, such as those listed on your award letter, in a timely manner. For further information see the [Contracts Manual](#).

You should be ready to go under contract with HC-SHF within 6 months of award notice. At that time your grant award will be brought before the Archaeology & Historic Preservation Committee for consideration to rescind the award, in order to have funds available for the next grant round.

GRANT PAYMENT STRUCTURES

HC-SHF grant funds are distributed via one of two payment structures based on Grant Recipient experience with HC-SHF grants and/or project complexity; your specific payment structure will be reflected in Exhibit C of your contract. In order to request the interim payment, the previous payment must be substantially expended (defined as 40 percent or more). If the request is for a second interim payment, all of the advance payment and a substantial amount of the first interim payment must be expended. Expended means that the work has been done and you have been invoiced, but it does not necessarily indicate that you have paid that invoice in full. To ensure successful project management, always be aware of your finances and Deliverables so you can submit your payment requests and financial reports in a timely manner for paying Subcontractors.

PAYMENT STRUCTURES

One Interim Payment

Advance Payment = 40% of Award Amount
Interim Payment = 50% of Award Amount
Final Reimbursement = 10% of Award Amount

Two Interim Payments

Advance Payment = 30% of Award Amount
1st Interim Payment = 30% of Award Amount
2nd Interim Payment = 30% of Award Amount
Final Reimbursement = 10% of Award Amount

IN-KIND CONTRIBUTIONS

In-kind contributions are any donated goods or services. In-kind contributions cannot be used as match, but they may be discussed in the Applicant Capacity or the Public Benefit section of the application to indicate community support for the project.

To reiterate:

1. Cash match must be cash in the bank. HC-SHF will not accept cash match in the form of in-kind donations or labor hours not above and beyond those already performed by staff.
2. Cash match must be available, not pledged, at the time you sign the HC-SHF contract.
3. Cash match cannot derive from monies distributed to the municipalities of Black Hawk, Cripple Creek, and Central City, as stipulated by the 1991 Limited Gaming Act.
4. Remember to check that your source of cash match allows you to use it as a match for your HC-SHF project.

INELIGIBLE PROJECTS AND COSTS

Some projects, activities, and costs do not qualify for assistance from the HC-SHF and cannot be included in the scope of work, Budget and/or cash match for HC-SHF funded projects. The State Historical Fund does not fund work that is required by Section 106 of the National Historic Preservation Act (Section 106). The State Historical Fund may complement ongoing Section 106 mandated identification of historic properties by funding survey outside of the documented Area of Potential Effects. Funds allocated for Section 106 may not be used as cash match for the complementary State Historical Fund project.

All applicants are encouraged to contact the HC-SHF outreach staff if they have questions regarding project or activity eligibility.

Ineligible costs include:

- acquisition and development work or intensive archaeological excavation on non-designated properties;
- archaeological requirements not included in the Scope & Budget
- construction of new buildings;
- construction of new parking lots, sidewalks or facilities unless it is to replace one that had been destroyed to enable other work funded by HC-SHF;
- costs of utilities outside the designated area;
- educational projects that do not have a direct correlation to historic preservation, historic properties and sites, or archaeology;
- entertainment costs and alcohol;
- fundraising;
- gifts, awards, and contributions;
- grant writing costs;
- landmarks and place;
- late fees or interest charged for delinquent payment of invoices;
- lobbying expenses;
- moving historic buildings;

- moving or relocation costs for occupants or collections;
- oral histories or social history research that does not bear a strong relationship to historic places;
- printing or reprinting materials produced without HC-SHF research participation;
- purchase of equipment that costs more than \$5,000 or costs more than the rental expense of the equipment for the project contract period.
- storage, conservation, curation, exhibition, or interpretation of museum or archival collections including documents, photographs and artifacts. The exception is archaeological collections;
- travel expenses in excess of the HC-SHF rates specified above in section “Food, Hotel and Mileage Reimbursement”;
- work on building elements or objects that contain religious symbols; and
- work that has been performed or encumbered prior to the grant recipient going under contract with the HC-SHF.

INSURANCE REQUIREMENTS

State regulations require your organization to carry Worker’s Compensation, Employer’s Liability (if you have employees), General Liability, and Automobile Liability insurance. Most governmental entities and non-profits carry this type of insurance.

Any organization with employees is required by state regulations to carry Workers’ Compensation and Employer’s Liability Insurance.

State regulations require that your organization carry insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: (a) \$1,000,000 each occurrence; (b) \$1,000,000 general aggregate; (c) \$1,000,000 products and completed operations aggregate; and (d) \$50,000 any one fire.

State regulations require that your organization carry Automobile Liability Insurance covering any auto (including owned, hired, and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

LEGAL DESCRIPTION OF PROPERTY

This is a description which unquestionably and uniquely identifies the property, as found on the assessment record or the deed of title. The description may be abbreviated but must be sufficient to identify the property. Three common methods used in describing property in Colorado are: U.S. Governmental survey system or Rectangular survey system, Metes and Bounds, and Recorded Plat. Legal description of property examples: 1) Lot 8A Block 5 south subdivision, a resub Lot 8 Block 5; 2) N1/2 NE1/4 sec. 34 T. 4 N. R. 58W., 6th P.M.

This information is a requirement for all Acquisition and Development projects prior to contract processing. It is preferable that a copy of the actual document (title, deed, etc.) be included, rather than attempting to transcribe the legal description, as errors in transcription are easy to make, but difficult to correct. Only the page with the legal description is necessary, not the entire deed or title

document. Note that the legal description will be used to bound property protections. Grant funds can only pay for work within the legal description as well.

LETTERS OF SUPPORT

Letters of support indicate that someone other than you or your organization would like your project to thrive. Most successful applicants have five to seven letters of support.

Ask those who utilize the site or who stand to gain from what is learned at the site once you've completed the research on it.

Ask those who will not directly benefit from the project but who support your vision.

Letters that indicate a clear understanding and support of the scope of work of this grant application are best. Letters that are general or based on a template do not evoke positive responses from reviewers.

Letters of support will not be accepted after the grant deadline. Please address letters of support to the HC-SHF director. Do not send letters of support directly to HC-SHF.

PERIOD OF SIGNIFICANCE

The Period of Significance (POS) for a property is the time during which the activity, person or events occurred which made the property significant. It also determines the time period that is most likely to be interpreted or the conditions under which it may be appropriate to remove features from a building for a restoration project. The POS may be indicated in the nomination of a property; however, many older National/State Register nominations did not include it and many local ordinances currently do not require this information. If the nomination of the property does not include an official Period of Significance, please be sure to explain and provide documentation for a restoration project.

PROFIT EARNED FROM GRANT PROJECTS

Projects that result in a profit, such as publications or workshops, must report the amount of profit earned and certify that the funds will be used by the grant recipient organization to further their historic preservation mission. Applications for such projects should include information regarding the projected amount of profit you will earn and how the funds will be used.

PUBLIC ACKNOWLEDGMENT OF FUNDING SOURCE

In all publications and similar materials funded by the HC-SHF grants program, a credit line should be included that reads: "This project is/was paid for in part by a History Colorado – State Historical Fund grant."

In addition, History Colorado reserves the right to require that the following sentence be included in any publication or similar material funded through this program: "The content and opinions contained herein do not necessarily reflect the views or policies of History Colorado." Also, a copy of any printed or digital materials (e.g. brochure, signage, press materials) that includes the public acknowledgement of funding source should be provided to HC-SHF for file documentation.

Acquisition and development projects should also acknowledge state assistance by means of a temporary project sign or banner. Signs are distributed by your Historic Preservation Specialist or are available upon request from our office.

PUBLICATIONS AND REPRODUCTION OF OTHER MEDIA (INCLUDING SIGNAGE)

The HC-SHF encourages applications for projects that involve research, writing, design, preparation, printing and distribution of literature, reproduction of materials in other media, including interpretative signage and brochures that relate to historic buildings, sites or structures. However, HC-SHF is not a publisher and will not fund projects that involve the printing or production of materials that have been previously produced without HC-SHF assistance. Funding may be considered for publication or reprinting of materials or signage previously funded by HC-SHF when extensive revisions are contemplated.

PURCHASE OF EQUIPMENT, PRODUCTS OR SUPPLIES

Equipment, products or supplies purchased as part of a grant-funded project must be dedicated solely to the performance of that project. Equipment with a useful life beyond the performance of the project should be rented, unless the grant recipient can document that the cost of renting the equipment during the project period exceeds the cost of purchase. In all other cases, equipment with a useful life beyond the performance of the project should be pro-rated between the grant budget and other non-project-related funds. Equipment that costs more than \$5,000 or costs more than the cost for rental of the equipment for the contract period should be rented.

RECAPTURE OF GRANT AWARDS DUE TO SALE OF PROPERTY

In the event that a privately owned property is sold within a five-year period after completion of the project, the following recapture provision shall apply: If the property is sold within the first year after completion of the project, one-hundred percent (100%) of the fund awarded shall be returned to the State, with a twenty percent (20%) reduction per year thereafter.

RELIGIOUS PROPERTIES

Properties used for religious purposes may be considered for funding if the following criteria apply: A significant public benefit must exist. If interior work is involved, the public must have reasonable access to that portion of the building without being required to participate in or witness any religious activities. The work should also be in the portion of the building used by the secular groups from which the public benefit is derived. Buildings that are also used by the general public for secular community purposes will meet this requirement. The purpose of the grant must be secular, cannot promote religion, and must seek to protect those qualities that are historically or architecturally significant. Grant funds cannot be applied toward work on religious symbols.

REQUEST FOR PROPOSALS (RFP)

Process used to help Grant Recipients select the most qualified subcontractor for the best price. This process is designed to select the best-qualified professional based on their background, experience, qualifications and project approach. Two or more professionals in a given field (architecture, landscape architecture, engineering, graphic design, etc.) are asked to define and develop a specific project approach, scope of work, budget, and timeline for completion of the project, and to state their qualifications for seeing the project through to completion. At least 15 days should be provided for the consultants to respond to an RFP.

RIGHT OF USE

Any products (architectural drawings, written publications, photos, etc.) submitted to the HC-SHF as part of a grant-funded project will become part of the public record. History Colorado shall have the right to reproduce, publish, display, perform, prepare derivative works and otherwise use, as well as authorize others to use, such works for History Colorado. Grant recipients will be required to include approved language expressing this policy in all contracts with consultants and contractors.

SIGNATURE

An original (“wet”) signature of a Legally Authorized Representative is required for all projects. This is a person who is legally authorized to sign on behalf of the applicant organization. This is typically the president, treasurer, or chairperson of the applicant organization, and is usually designated in an organization’s bylaws. Traditional signature authority examples for public entities may be Mayor, City Manager, or County Commissioner. An original (“wet”) signature of the Legal owner is required when an eligible applicant is submitting the application on behalf of another entity such as a federal, private or for-profit property owner.

An original (“wet”) signature from the GRC is also required on most other financial documents including payment requests, budget revisions or contingency use, and certification of expenditure forms.

SPONSORED PROGRAMS - FOR INSTITUTIONS OF HIGHER LEARNING

If Sponsored Programs is managing the financial aspects of a grant project originating from an institution of higher learning, Sponsored Programs and the Grant Recipient Contact are both expected to attend the initial project meeting with HC-SHF and to follow reporting and financial standards as spelled out in the contract and HC-SHF Grant Contract manual. HC-SHF will not mediate issues between Sponsored Programs and the project Grant Recipient Contact. The Grant Recipient Contact is ultimately responsible for communication with HC-SHF and professional delivery of project financials and deliverables

STATE PRESERVATION PLAN

As stipulated in the state constitution, the HC-SHF is used for historic preservation purposes. To determine statewide goals and objectives related to historic preservation, History Colorado worked with numerous individuals, agencies, and organizations to develop a statewide historic preservation plan, which was updated in 2010 as *The Power of Heritage and Place: The 2020 Action Plan to Advance Preservation in Colorado*. The HC-SHF is one tool used to advance the goals. To be eligible for funding, all HC-SHF projects must relate to one or more of the following 2020 Action Agenda goals. Read the complete Action Plan [here](#).

RECOMMENDED GUIDELINES FOR PROCUREMENT

Open, competitive bidding generally ensures that your project does not violate the Conflict of Interest term of the contract. You may follow your organization’s established procurement process for selecting Subcontractors. If your organization does not have an established procurement process, you may follow the State’s Recommended Guidelines for Procurement detailed below:

State Historical Fund Grant Application Guide

1. A process of obtaining documented quotes from at least two qualified vendors is acceptable for the following purchases:
 - Acquisition of equipment, products, or supplies using more than \$10,000 but less than \$150,000 in grant funds;
 - Acquisition of services using more than \$25,000 but less than \$150,000 in grant funds;
 - Construction projects using more than \$25,000 but less than \$150,000 in grant funds.
2. A formal competitive bidding or RFP process, including publication of notice in a newspaper of general circulation in the project area at least twice in a 30-day period, is required for all other purchases including the following:
 - Acquisition of equipment, products, or supplies using \$50,000 or more in grant funds;
 - Acquisition of services using \$150,000 or more in grant funds;
 - Construction projects using \$150,000 or more in grant funds.

SUBCONTRACTORS

Individual or Company hired by Grant Recipient to complete certain tasks. When hiring construction contractors such as general contractors, masonry experts, roofers, etc., there are several things that should be required of the contractor prior to hiring that individual or company. These might include Certificates of insurance, Labor and Material Payment Bonds, and Performance Bonds. If a contractor is selected based on a competitive bid process, the grant recipient should select reasonable bids from individuals who can carry out the project according to the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties and meet the expectations of the grant recipient and the HC-SHF. If the grant recipient is not confident that any of the bidders can do the work adequately, bids can be reopened according to a revised schedule. To avoid receiving bids from unqualified contractors, it is often helpful to establish pre-qualifications for prospective bidders.

TAX STATUS

If you are unaware of your tax status, you can call the IRS at 877-829-5500 to have a current letter of determination mailed to you.

TAXABLE INCOME OR REVENUE

An HC-SHF grant may be considered taxable income or revenue to the grant recipient, the property owner or other beneficiary of grant funds. However, HC-SHF staff are not authorized to provide legal advice on this issue. Grant recipients, property owners or other beneficiaries of grant funds are advised to consult with their tax attorney or accountant.

UNDER-REPRESENTED RESOURCES

An initiative of the Office of Archaeology and Historic Preservation (OAHP) involves underrepresented resources, and OAHP is particularly interested in receiving surveys and

nominations of these properties. The term underrepresented resources as considered here includes both active, vibrant communities as well as historic communities that shaped the evolution of our state. The critical importance of identifying these communities is that, without evaluation, their historic resources are extremely vulnerable to loss without consideration for preservation. In parallel, without better knowledge of these communities, a holistic understanding of Colorado's diverse history is, quite simply, not possible. Outreach is needed to Hispanic and Latino, African-American, American Indian, Japanese-American, Chinese-American, and LGBTQ communities, as well as research into historic resources associated with Germans from Russia, European, Catholic, Mennonite, and Mormon settlements.

UNDOCUMENTED WORKERS AND PUBLIC CONTRACTS FOR SERVICE

All recipients of HC-SHF grants are required to comply with and implement Colorado House Bill 06-1343 and Colorado Senate Bill 08-193. This means that grant recipients may not knowingly employ or contract with an unauthorized immigrant to perform work under the HC-SHF contract, nor enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant. Information on how to comply with the bills is available in the [Contracts Manual](#). To review House Bill 06-1343 and Senate Bill 08-195 go to the [Colorado General Assembly website](#).

VENDOR OFFSET

Monies owed to the HC-SHF or other state agencies, may be deducted from grant payments.

WAIVERS

in rare cases, applicants may request a waiver of all or some of the cash match requirement. the request for a waiver of the cash match requirement, with reasonable justification, must be provided in the application.

WORK COMPLETED PRIOR TO THE SIGNING OF THE CONTRACT

Grant recipients must not carry out any work included in the application, nor obligate, encumber or expend any grant or cash match funds prior to receiving a fully executed (signed) contract from the HC-SHF. expenses obligated, encumbered or incurred (such as ordering or purchasing supplies; travel arrangements; goods or services; professional services) prior to the execution of the contract and the project start date specified in the contract are the obligation of the grant recipient and cannot be reimbursed by HC-SHF or used for cash match. Your contract must be fully executed before any project-related activities may begin.

Application Essentials

APPLICATION DEADLINES FOR COMPETITIVE GRANTS

All final applications for Competitive Grants are due by April 1 and October 1 of each year. HC-SHF may extend the deadline if it falls on a Saturday, Sunday, or holiday. Late applications will not be processed, and additional attachments cannot be added to applications after the deadline. All applications are submitted online and are available [here](#).



Boettcher Conservatory, Denver

Grant Request Amount	Application Available	Draft Deadline	Application Deadline	Award Announcement
\$1–\$35,000	February 1	March 1	April 1	June 1
	August 1	September 1	October 1	December 1
\$35,001–\$200,000	February 1	March 1	April 1	August 1
	August 1	September 1	October 1	February 1

Drafts

All applicants are highly encouraged to seek assistance from our outreach staff prior to submitting their online application.

If notified early enough, staff may do a site visit, read various stages of your application while you are writing it and provide feedback to improve your application. You can email HC-SHF Outreach Staff a copy of your draft in either a Word or PDF document or you can share your draft through the online application portal. To share a draft through the portal go to your “My Accounts” page, click on the “envelope” icon at the far right column to send a draft of your application to SHF staff or your peers.

Please note that drafts received after the draft deadline will be responded to on a first-come-first-served basis, and may not receive a full review. Our staff will always help as much as we can with the time provided, but our resources are limited.

Reapplication

If your application has been declined, we recommend addressing the specific questions that arose about the previous application in Applicant Capacity and contacting HC-SHF outreach staff well in advance of re-submitting. Ask for suggestions for the new draft and how to make the application

more competitive. Call 303-866-2825 and ask to be redirected to the HC-SHF Outreach Specialist in your area.

Online Application Information

Internet Explorer or Firefox are the only compatible internet browsers.

Please click [here](#) to visit our HC-SHF Competitive Application webpage.

NEW APPLICATIONS

You can apply for a HC-SHF competitive grant between February 1 through April 1 and August 1 through October 1. The link to start a new application will be available [here](#). Your “My Account” page can be found [here](#). You will be prompted to sign in using the email address and password you used to create your application. You are able to access all applications you create from your account page.

From your “My Accounts” page, click on the “envelope” icon at the far right column to send a draft of your application to HC-SHF staff or your peers.

VIEW YOUR APPLICATIONS

Through the “My Account” page, you will be able to view your in-progress applications. If you created additional applications by accident, delete them by clicking on the trash can icon associated with the application on the right-hand side of the application link.

MANAGE ACCOUNT OWNERSHIP

You can manage who has ownership of your application account by clicking on the eye icon on the right-hand side of the application link. Add additional user’s email addresses to send them the log-in information to turn over management of your account.

WHEN WRITING YOUR NARRATIVE SECTIONS

Draft and save your application in a Word document, not just in the online form. This will keep you from losing your work.

Formatting, such as bullets, will not transfer when cut and pasted into the online application.

Be sure to download the following forms:

[Signature Page](#) – You will be required to submit the signature page attachment with signatures from the applicant organization and property owner (if different).

[Colorado Substitute W-9](#) – Applicants must use the Colorado Substitute W-9. This is the only W-9 that can be accepted.

When uploading attachments:

All attachments must be in PDF format to ensure file compatibility.

Label files in this format: Applicant Organization_Name of Attachment.pdf (i.e. - History Rules_Images.pdf)

Please see the Attachments Section for a full list of Required/Recommended/Optional Attachments.

To convert your documents to PDF:

- From [Microsoft Word](#)
- From a [Mac computer](#)
- From an online [PDF converter](#)
- From a printer with a [scan function](#)

Please feel free to contact HC-SHF Outreach staff either by phone or email as early as possible if you have any questions.

Organization & Contact Information

Provide contact information regarding the Applicant Organization.

The person indicated as representing the organization should have legal signing authority.

If you do not know your Federal Tax ID#, please click [here](#).

Provide contact information for the Grant Recipient Contact (GRC).

The GRC should be the person who oversees the project on a day-to-day basis.

These two people do not need to be the same person. In certain cases, these people may not even be from the same organization. If an Applicant Organization believes they do not have the internal capacity to manage a project, they may include the costs associated with having another organization oversee the project.

Project & Property Information

PROJECT INFORMATION

Provide information regarding the type of project (See pages 17-29), cash match readiness and whether this is a re-application. Choose the project type which matches the majority of your scope, if you have a mixed project.

Provide a Project Title (15 words) which includes the appropriate treatment and/or nature of the work being requested.

Provide a Brief Summary of Project (150 words) which describes the work applied for, by whom, where and when it will occur, etc.

GEOGRAPHIC INFORMATION

Provide location and political information.

If your project is in multiple locations, there is a category for “Statewide” in the dropdown menu.

PROPERTY INFORMATION

Provide information regarding the address and legal description of the property.

If the project does not relate to an individual property (survey of a neighborhood, statewide education project), then you may write NA in the boxes.

PROPERTY OWNER INFORMATION

Provide information regarding the owner of the property. Please fill out even if the owner is the same as the Applicant Organization.

If the project does not include a single property (many Education and Survey grants) please just fill out with NA.

Applicant Capacity

This section demonstrates the applicant’s ability and commitment to successfully complete the proposed project. This category speaks to grant and project management capacity. (0-10 points/ 1,000 words)

All Projects

- Provide a brief introduction to your organization and its mission.
- Provide a brief overview of past and current projects that are similar to this one and were successful. Include HC-SHF grants as well as those not funded by SHF.
- Provide a list of the team members with their qualifications and describe their roles in this project.
- Address how the resource will be protected in the future and describe short-term and long-term funding strategies for the maintenance of the resource or continuance of the project. You may wish to include the [Universal Maintenance Plan](#) as part of your project.
- If your project was previously denied HC-SHF funding, explain the improvements made to this application and how you have addressed the concerns of prior reviewers.

The following is a list of some common roles and team members to include in your project:

GRANT RECIPIENT CONTACT (GRC)

Responsible for the overall success of the project. Part of an organization’s capacity is determined by how well the various project stakeholders accomplish their responsibilities. The Grant Recipient Contact drives the project by coordinating all project components so that the project complies with the contractual requirements and that the stakeholders complete their tasks in a timely manner. The GRC, not the property owner or any subcontractor, is responsible for the fulfillment of the contract. They are responsible for the terms of the contract and cannot assign, or pass through, their responsibilities to a third party. The GRC may also act as the Grant Administrator.

GRANT ADMINISTRATOR

Responsible for making certain all financial documentation, deliverables, and submittals are provided on time and in the correct format to HC-SHF. The Grant Administrator must follow the Contract Manual, the Grant Contract Requirements, and general accounting procedures. If financially compensated, he/she must work independently, i.e., not assign these duties to the Preservation Architect or other paid stakeholders.

PROJECT MANAGER

Oversees the physical work on the building and makes certain that the work complies with The Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties. The Project Manager should be familiar with construction processes and be able to read and interpret construction documents and specifications. Knowledge of logical mobilization is key.

CONSULTANT

A professional hired by the Grant Recipient. Qualified professionals can often provide valuable assistance in the planning and execution of even the smallest project. The employment of a qualified professional consultant may save you considerable time and frustration. A set of standard qualifications for some professional consultants have been developed and published as the Secretary of the Interior's Professional Qualification Standards ([36CFR Part 61](#)). At a minimum all consultants hired by grant recipients should be familiar with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties and have the appropriate certifications and licenses for their profession

GENERAL CONTRACTOR

Consultant or company handling the general construction portion of the project usually hired by the Grant Recipient.

PRESERVATION ARCHITECT

Creates construction documents that meet The Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties. The Preservation Architect's responsibility is to provide historic preservation solutions to the challenges of the projects. The Preservation Architect may also review physical work for compliance with the construction documents and/or provide bidding documents, other assistance or construction administration.

PRINCIPAL INVESTIGATOR

Oversees the archaeological project and makes certain that work complies with the Secretary of the Interior's Standards. The Principal Investigator must be permitted appropriately for the project area; a Federal permit for archaeology on Federal lands or a Colorado State permit for projects on non-Federal lands.

Resource Description and Project History

This section explains why this property or resource is important, what work has already been done and the larger context of the project. (0-10 points)

PROVIDE DESIGNATION INFORMATION

All Projects

- Historic Designation – Please choose all levels that apply (City/County/State/National and Individual/District) or NA.
- Designation Area – Please indicate the boundary described in the Designation (Acreage only/Building & Surrounding Area/Building Footprint Only/Historic District) or NA. Please note that work cannot occur outside the Designated boundary, i.e. Building Footprint Only is not a common boundary.
- Resource Historic District Name – NA, if not applicable.
- Resource Historic Property Name – NA, if not applicable.
- Resource Period of Significance – Please note that not all designations include this information. NA, if not applicable.

RESOURCE HISTORY, SIGNIFICANCE, AND DESCRIPTION (750 words)

All Projects

- Write a brief history of the resource(s) or area.
- Explain the historic significance and discuss the level (i.e. NHL, NR, SR). For projects that include resources that are not designated, explain the potential historic significance and why they merit further investigation.
- Provide a physical description of the resource(s), archaeological site, and/or district - include construction techniques, materials, character-defining features and architectural significance.
- Explain how the resource(s) changed over time and whether any additions were constructed or portions and/or features removed. How has the use and/or understanding of the resource(s) evolved over time? This information will provide the reviewers an understanding of the historic integrity (i.e., the existence of the property's physical features and how they relate to its historic significance).

PROJECT HISTORY AND CONTEXT (750 words)

All Projects

- Describe past and future phases of the project and explain how the project builds on previous work and how it fits within a larger, ongoing project.
- For those applicants requesting ongoing support - Tell us the successes of the project. Provide statistics/data for how many people you've reached, resources helped, communities touched, etc.

Survey & Planning

- For nominations, outline research conducted to date and current eligibility status as determined by OAHP or local government entity.
- Document preliminary discussions with OAHP, National and State Register, and/or HC-SHF staff regarding the nomination.

Scope of Work & Budget

This section shows that you have carefully thought out all the work required to complete the scope and the costs associated with each task, and provided attachments to support the numbers in the budget. (0-20 points/ 150 words per description box)

Example Scope of Work & Budgets can be found [here](#).

All Projects

Scope of Work and Budget

This form should represent all necessary work tasks described in the Project Description and the costs associated with each task. However, there may be additional line items in the Scope of Work/Budget such as grant administration, travel, contingency, etc., that are not in the Project Description.

Tasks

The Task Title should indicate the category of work and the Task Description should provide further information, such as: breakdown the task into subcategories with costs associated, cost calculations, add detail to the task, or indicate who is doing the work.

Please note that not all boxes may apply to your project.

Applications score well in this category when multiple proposals or bids for expenses are attached to demonstrate that a fair price has been sought to complete the project. Budgets must contain a calculation or reference a bid document that contains a calculation that showing how the estimated amount was derived.

Note: Do not average the costs of various proposals—reviewers will be unsure if the budgeted amount is sufficient to complete the project successfully.

Architectural & Engineering Fees

- Provide the consultants included and their associated fees.
- Check the “Food, Hotel, and Mileage Reimbursement” information on page 32.

Grant Administration & Indirect Costs

Indirect costs and grant administration combined are limited to no more than 15% of the total project cost.

Contingency

Unexpected project costs can occur in any project. For instance, until you open up a wall during your A&D project you might not know about a pest problem, until you excavate an archaeological site you will not know how many artifacts you will discover and until your survey is underway you may not know how many resources need to be documented. Consider adding funds to your contingency line item to cushion your budget for the unexpected. If contingency funds are not used, the savings will be distributed in the same cash match to award ratio as they were awarded.

Grant Request

This is the amount of money you are requesting from HC-SHF, usually 75% of the project

total (50% for private owners). Use whole numbers only. Do not use decimal points, commas or dollar signs.

Cash Match

This is the amount of money your organization is bringing to the project, usually 25% of the project total (50% for private owners). Please note this is a percentage of the Project Total not the Grant Request.

Use whole numbers only. Do not use decimal points, commas or dollar signs.

Waiver Request (150 words)

If you are unable to provide a cash match of 25% (or 50% if privately/for-profit owned) of the project total, please give a justification and explanation for your situation.

Comments (150 words)

Include any general clarification or explanation needed here. If the bids include unusual costs (i.e. high or low General Conditions or consultant rates) please explain. If you do not provide multiple estimates, clearly outline why this contractor is the best fit for this project. If there are scope items with no costs associated (i.e items which may be completed prior to the award but will be reviewed by HC-SHF), please explain here.

Acquisition & Development

Be sure to include all associated costs, e.g., Architectural Services, Contractor General Conditions, and Overhead and Profit on separate budget lines, and include an amount for Contingency to cover unknown conditions that may need to be addressed as part of your project.

Every project that involves ground disturbance (breaking ground) must include an archaeological monitoring component unless informed otherwise by the HC-SHF Archaeological Specialist.

Archaeology

Be aware that tribal consultation and curation are common costs in archaeological grants and should be included when applicable.

Project Description

This section should align comprehensively with the items listed in the Scope of Work and Budget, as well as the Project Milestones. (0-20 points/1500 words)

All Projects

Explain what products (deliverables) you will submit to demonstrate project progress and compliance with relevant policies and the Secretary of the Interior's Standards.

Describe:

1. each component of the project;
2. what you're going to do;
3. how you intend to do it;
4. which team member will be responsible for each task; and
5. the treatment approach selected and why it was selected.

Acquisition & Development

Provide any additional description of the condition of the resource that will be affected by the scope of work.

Every project that involves ground disturbance (breaking ground) must include an archaeological monitoring component unless informed otherwise by the HC-SHF Archaeological Specialist.

For acquisitions provide a current professional appraisal to establish a fair market value and describe all of the steps necessary to purchase the property.

Archaeology

Explain the research questions which will be addressed by this project. Discuss how this project will increase archaeological knowledge.

Acquisition—Purchase of Property (Must be designated)

- Discuss all of the steps needed to purchase the property starting with the appraisal (recent fair market value) to closing costs, filing paperwork, and proof of purchase.
- Be clear that your organization will accept the easement property protection required on all HC-SHF funded acquisitions.

Archival Research

Archival research is defined as the locating, evaluating, and systematic interpretation and analysis of original sources found in archives.

Cultural Resource Protection (Must be designated)

- Describe your methods and whether the protective measure is reversible. If not, describe how the resource will not be harmed by your protection method.

Curation

- Describe where and how the collection will be stored. Explain the collection's procedures - labeling and cataloging, etc. and access for future researchers.
- What types of research questions could be answered with the freshly curated collection?

Education

- Explain your plan outlining the selection of students and participants, as well as the intended audience.
- Include an evaluation tool for the educational activities and explain how the education program content will evolve over time.

Excavation & Data Recovery—Limited Test and Large Scale Excavations (Must be designated)

- Where do you propose to excavate and why?
- What features and artifacts do you expect to find?
- Where will artifacts be curated? Will they be analyzed? If so, by whom?

Exhibits

State Historical Fund Grant Application Guide

- Include a map of the exhibit space.
- Explain whether specialized museum work will be contracted out.
- Include graphic design costs in your budget, if interpretive materials are being proposed.
- Consider illustrating multiple interpretations of a resource and incorporating a stakeholder advisory group to enhance the interpretive voice of your exhibit.

Field School (Must be designated)

- Describe the learning objectives, curriculum, how students are selected, the field and lab work methodologies, and whether students will be involved in completing the final reporting.

Education

If necessary, define your intended audience - explain how you selected that audience, and explain how your project will reach them.

Survey & Planning

Survey & Nomination

- Refer to the National Register Bulletin or consult with HC-SHF staff and professional consultants for guidance in developing a survey strategy that is appropriate for the project goals and objectives.
- Describe the goals and objectives of the survey, proposed use(s) of the survey information, and your approach and methodology.
- Describe the scope (selective, comprehensive) and depth (reconnaissance, intensive) of the undertaking as well as the rationale used to determine the survey boundary. Provide a map of the survey area as an attachment to your application.
- Include a statement addressing any need to access private property and demonstrate efforts to gain property owner support for survey.
- For nominations, demonstrate that the owner supports the nomination effort.
- Explain which OAHP forms the survey will utilize and how your survey will follow Colorado Cultural Resource survey Manual guidelines. Current forms are available [here](#).
- Deliverables may include consultant resume(s), list of properties to be surveyed and/or verification of survey boundary, sample survey forms, draft survey forms, draft survey report (includes historical context), final forms, final survey report and documentation of public outreach efforts.

Planning

- Explain the need for the planning.
- Describe how the planning documents will be used.

Project Milestones

This section demonstrates how your project planning has adequately considered the 24-month contract period and has included time for HC-SHF review and outside factors that may affect the project. Fill out the form with key project milestones, major deliverables, and dates that show how your project will be carried out. (0-5 points)

Example Milestone Forms can be found [here](#).

All Projects

- Include time for HC-SHF contracting (typically 60-90 days)
- Include time for HC-SHF review of project deliverables and reports (30 days by policy)
- Show that the project can be completed within the 24-month time frame of HC-SHF contracts.
- Consider seasonal conditions and mobilization; review by other funders, regulatory agencies and tribal representatives; time to vacate a building; time to relocate collections/artifacts.
- Please provide appropriate dates (month/year) in the form provided. Contracting, initial and concluding milestones will be the same for all projects. Provide additional information on your specific project's milestones and deliverables in the middle boxes. Sections A and C use an average time period based upon previous grant rounds. These averages may be longer or shorter based upon the ability of the grant recipient to provide HC-SHF staff with the required information once they are awarded the grant. All applicants are asked to use the suggested dates in section A and C for the purpose of this application. More information on HC-SHF contracts, financials or other grant management requirements can be found in the State Historical Fund Contracts Manual.
- If the Scope of Work cannot be completed in 24 months, consider phasing the Work into manageable segments. For instance, a project might be distinguished by a planning phase, an exterior phase and an interior phase.

A *Notes* box (150 words) is provided for any clarification which might be needed. If you find your project would benefit from more detailed information, you may attach a Detailed Project Milestones in the Attachment section.

Acquisition & Development

All architectural plans, specifications, construction documents, bid documents, change orders, engineering studies, or any other document detailing, clarifying, or defining the Scope of Work must be approved by the Historic Preservation specialist assigned to your project PRIOR TO EXECUTION of the work.

Archaeology

Include time for tribal consultations, if applicable. (45-75 days)

Education

HC-SHF must be involved early on in and throughout the development of content to ensure historic preservation is incorporated as necessary. Include time for HC-SHF review of all stages of content and revisions.

If your project content involves Native American history and/or resources, tribal consultation may be required and should be built into your milestones. Contact the Education Grant Specialist if you are unsure if consultation will be needed.

Survey & Planning

For nominations, make sure your project timeline is consistent with State Review Board deadlines.

Deadlines are posted [here](#). Final nominations must be submitted a minimum of 30 days in advance of the nomination submission deadline.

Urgency

This section explains why this project is urgent and needs to be completed now. (0-15 Points/ 1000 words)

All Projects

Explain any threats to the resources around which your project is centered. Be sure to mention if your project will help to mitigate or eliminate threats.

Explain the significance of the date of a planned “culminating” event, such as a 100-year anniversary of the resource.

Demonstrate that all planning is complete and all partnerships are in place. Explain how the project momentum, mobilization, and/or project participants/partners be affected if funding is not awarded now?

If other funders are committing to your project, does your cash match need to be spent during a specific period of time?

If this project lays the groundwork to meet goals in the future, explain how the proposed project is the next logical step or natural culmination of a multi-phased effort.

Acquisition & Development

Describe the physical condition contributing to the urgency of the project, the resource and its features.

Archaeology

Explain the urgent need for the protection, documentation and/or study of the resource. Due to the nature of archaeological resources, this may be difficult to argue. However, if applicable, you should make clear that these resources are in danger of being lost.

Explain whether information could be lost if we don't share or learn from his information. Explain whether this project fills a void in education and interpretation?

Explain current threats to the resource safety or integrity. For example, development encroaching or site management needs.

Education

Reviewers consider more than emergencies in assessing your project's urgency so it is possible for education projects to score well in this category by emphasizing other aspects of the project's readiness.

If the project involves working within a school system, confirm that the school superintendent supports the project to show readiness.

Survey & Planning

Describe how your project will support and inform other current critical preservation efforts in your community.

Explain the preservation opportunities that will be affected if the project is not funded.

Public Benefit

This section shows the overall benefit of the project to the community and public. Tell us how and why the community both supports and benefits from this project. Applicants are required to indicate how they will be publicizing the benefits of this particular project, historic preservation, and the HC-SHF; and how the project relates to one or more of Goals A-F of the State Preservation Plan. (0-20 points)

All Projects

Community Support (750 words)

Demonstrable public benefit is a significant part of all HC-SHF funded projects. Demonstrate who supports or benefits from the project and highlight the positive impact or economic benefits to the community of the historic preservation/archaeology efforts showcased by the project.

Describe past and future investments that show the community supported or will continue to support the project.

What are the benefits of this project to minorities or underrepresented communities or cultures? Discuss the impact of your project on the local, regional, and state economy. Will you be using local consultants/contractors? Will you be bringing more people to an area?

Describe the source(s) of cash match. Was the match raised locally? Discuss in-kind contributions that show local support for the project, even though they cannot be used as cash match.

Explain the positive effects this project will have on a particular neighborhood or community (e.g., will it inspire preservation of other resources, etc.).

List any partnerships that were developed or encouraged by this project.

Project Promotion (300 words)

In order for the general public, outside your immediate community (whether based on locality or academics), to understand why preservation is important, HC-SHF grants need to promote the work that is accomplished with our funding.

Explain how you will promote your project, HC-SHF and preservation/archaeology to the wider public. Examples – signage, articles, workshops, social media, lectures, charettes, etc.

Provide metrics for public reached by the project. (E.g., the number of students participating in the workshop or the number of people who visited the property over the last year).

State Preservation Plan (200 words)

The [State Preservation Plan](#) was developed to guide Colorado's preservation efforts for the next five years. Choose 2-5 of the applicable goals for your project (e.g. this scope of work), not your entire program. Your scope of work won't meet every goal, but this section should be specific in addressing how it will directly support the goals that were chosen. A quality discussion of a few goals is better than a superficial discussion of all of the goals.

Letters of Support (See Attachments page for further information)

These letters should show support from a wide range of community members and are an important piece of your public benefit.

Archaeology

Demonstrating public benefit is sometimes difficult given the sensitivity of archaeological resources, but it is almost always possible to create a reasonable argument. Examples of this include revisions to prehistoric contexts that are used by teachers, museums, or interpreters.

What is the reach and scope of participants in the project program, such as a field school or educational program?

Remember Standard 4 of the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation:

(Archaeological) results must be accessible to a broad range of users including appropriate agencies, the professional community and the general public. Results should be communicated in reports that summarize the objectives, methods, techniques and results of the documentation activity, and identify the repository of the materials and information so that additional detailed information can be obtained, if necessary. The public may also benefit from the knowledge obtained from archeological documentation through pamphlets, brochures, leaflets, displays and exhibits, or by slide, film or multimedia productions. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties. Curation arrangements sufficient to preserve artifacts, specimens and records generated by the investigation must be provided for to assure the availability of these materials for future use.

Education

Education projects fare best when the proposals make an effort to reach a wide and diverse audience. Explain how this project will advance information used by teachers, museums, and/or interpreters.

Education programs that focus on an audience of preservation professionals or students are challenging because they inherently seek a select audience. Describe how educating small groups of people will become a mechanism to benefit the general public on a state and/or national level.

Survey & Planning

Demonstrate how the data will inform projects and efforts that provide a public benefit.

Provide a plan for engaging the public in your project and publicizing the results.

Describe the ways in which the scope will be used to educate and inform the public about historic preservation and the significance of the survey area/resources surveyed or planned for.

Acknowledgement of Award Conditions

Please carefully read and review the information and requirements with your Applicant Organization.

These requirements cannot be changed.

Attachments

Multiple documents will be attached to your application. Several of the following categories are required attachments, while others are highly recommended. You can also attach supplemental information, such as a detailed Scope of Work & Budget. If you support your application with attachments, like a research design, please let our reviewers know to look for the additional information by referencing it where applicable in the narrative sections.

- There is a 25MB size limit per application.
- Use the following naming convention to name your files: Application Organization_Name of Attachment.pdf (For example: Colorado Barn Coalition_Letters of Support.pdf)
- All attachments except for your Overall Image must be in PDF format to ensure file compatibility.
- The Overall Image requires JPG or JPEG format to insure image quality (300dpi) – this image will represent your project during review meetings.
- Please combine all images (including the overall image) into one PDF before uploading to the Images section.
- Please combine all Letters of Support into one PDF before uploading.

Required Attachments

Signature Page(s)

- An individual with signatory authority for the applicant organization must sign this page.
- If the applicant organization is not the property owner, all property owners must sign this page.

Colorado Substitute W-9 for Applicant Organization

- **IMPORTANT:** The [Colorado Substitute W-9](#) is required and must be in PDF format. **This is the only W-9 that can be accepted.**

*Proof of Local Designation (**Only required** if physical work/ excavation or an acquisition is occurring and the property/ site is not on the State or National Register)*

- Provide documentation from the Designating Authority of your Local Designation – this may be a certificate, ordinance or correspondence from a city/county official..
- You may find contact information for Local Designations [here](#).
- Additional information may be required after award.

Recommended Attachments (your application will suffer competitively if these are not included)

Photographs

Overall Image

- Upload a high resolution image (300dpi or greater .jpg or .jpeg) to represent your project during grant review meetings. Only three reviewers at each meeting will have read your project and this is the only image that other reviewers will see.

Images

- Please combine all images, including your overall image, into one PDF document.
- Include photographs to illustrate complex sections of your application. For example, illustrate that your current exhibit needs to be replaced by showing us what is there now.
- Attach an appropriate amount of photographs - think about how they convey what you are trying to communicate.
- Photographs should be clear and large enough for reviewers to see what is relevant to your proposal and necessary for understanding the project.
- Start with historic photographs of the building, including photographs of the area surrounding the building or site on which you propose to work.
- Be creative for archaeological projects: include a representative image for your project, artifacts, image of the exhibit venue, landscape overview of survey area, or an image of crew recording a site in a similar area.
- Include current photographs that show where and on what elements you propose to work. Please include the date the photograph was taken.
- Include captions such as, “NE Corner of the second floor, interior, crown molding detail—see rot caused by moisture penetration,” so reviewers understand what they are seeing. These details guide the reviewer through the components of your project.

Bids and/or Estimates

- Please combine all documents into one PDF.
- These documents will back up and clarify your Budget.

Resumes

- Please combine all resumes into one PDF.
- Include abbreviated (one page) resumes for key project team members. Include qualifications and experience as they relate to this project proposal.

Letters of Support

- Please combine all Letters of Support into one PDF.
- Letters of support indicate that someone other than you or your organization would like your project to thrive. Most successful applicants have five to ten letters of support.
- Be sure letters are recent (no older than two months). If re-applying, ask writers to initial and date their previous letter to indicate their continued support.

State Historical Fund Grant Application Guide

- Ask those who use the building or who stand to gain from the use of the building once you've worked on it to write letters of support.
- Ask those who will not directly benefit from the project but who support your vision for letters of support.
- Letters that indicate a clear understanding and support of the project are best. Letters that are general or based on a template do not evoke positive responses from reviewers.
- Letters of support will not be accepted after the grant deadline. Please do not send letters of support directly to HC-SHF.

Optional Attachments (these may help clarify aspects of your application)

Detailed Scope of Work & Budget

- A PDF document of a more detailed scope of work and budget prepared by the architect/contractor/consultant.

Historic Structure Assessment/Archaeological Assessment EXCERPTS

- Please **do not** upload the complete HSA/AS – do not expect the reviewer to find your information for you. Combine all excerpts into one PDF.
- The HSA/AS should be approved (or have permission from the Preservation Specialist) before you include it in the attachments.

Historic Images

- Please combine all Historic Images into one PDF.

Media Images, Newspaper Clippings, etc.

- Please combine all Media into one PDF.

Maps, Site Plans, or Drawings

- Please combine all Drawings into one PDF.
- Floor plans, if applicable, assist reviewers in understanding the layout of the building. Attach relevant construction documents, if available. Maps of the evolution of the site.

Research Design

- This is most often applicable to Survey & Planning, Education and/or Archaeology projects.

Miscellaneous Attachments

- Please combine all Miscellaneous into one PDF.

Before you start drafting your application--please read the Before You Apply section on page 29 and contact staff to review a draft.

Reviewer Information

Grant Review and Award Process: \$35,000 or Less



HISTORY COLORADO / STATE HISTORICAL FUND

STAFF REVIEWERS focus on the technical merits of grants and rank applications based on scored criteria including capacity, the project’s and/or program’s relationship to preservation, the appropriateness of the proposal—including the treatments, scope of work, and budget—as well as the urgency, planning, and relationship of the proposal to the state Preservation Plan. They provide Funding/No Funding recommendations for the Interim Review.



Bosler House, Denver

INTERIM REVIEW

The HC-SHF Director, State Archaeologist, and the AHPC Chair review staff recommendations. The purpose of the review is to evaluate the HC-SHF staff recommendations and to ensure that factors such as the geographical distribution of grants, special initiatives, and broader perspectives are taken into consideration.

The **ARCHAEOLOGY AND HISTORIC PRESERVATION COMMITTEE** is charged with reviewing the grants and making final recommendations to the History Colorado Board of Directors.

The **HISTORY COLORADO BOARD OF DIRECTORS** reviews all recommendations and makes the final decision on which grants to fund.

Grant Review and Award Process: Over \$35,000



The **State Historical Fund Advisory Council** and **Outside Reviewers** are drawn from experts, consultants, academics and community members from across Colorado who are experienced in historic preservation and/or archaeology. All members are familiar with the HC-SHF grant program.

All Reviewers focus on the technical merits of grants and score applications based on criteria including capacity, the project’s and/or program’s relationship to preservation, the appropriateness of the proposal—including the treatments, scope of work, and budget—as well as the urgency, planning, public benefit, and relationship of the proposal to the State Preservation Plan.

Staff devotes an entire day to discussing the grant applications and devising one score per application on which all staff reviewers concur. They apply the Standards on a daily basis as part of their jobs and are fully aware of HC-SHF policies and procedures.

The **STATE HISTORICAL FUND ADVISORY COUNCIL** reviews, presents and discusses the recommendations and scores from the outside reviewers, staff, and council members. They rank the grant applications to serve as a recommendation to the Archaeology & Historic Preservation Committee, and ultimately the History Colorado Board of Directors. General policy and procedural questions are not discussed at this level.

The **ARCHAEOLOGY AND HISTORIC PRESERVATION COMMITTEE** reviews the recommendations for funding and ensures that factors such as the geographical distribution of grants and special initiatives are taken into consideration.

The **HISTORY COLORADO BOARD OF DIRECTORS** reviews all recommendations and makes the final decision on which grants to fund.

Conflict of Interest Statement and Disclosure

It is imperative that you notify Debbie Johnson (deborah.johnson@state.co.us) immediately if you are unable to review an assigned application due to a conflict of interest so we can reassign the application to another reviewer.

Reviewers must be careful to ensure that they do not have any type of personal, financial, or professional stake in any grant application in the current round. This does not mean that you have a conflict if you have ever had any involvement with the building or site or type of work, but simply with this specific scope of work. When a conflict of interest exists, the reviewer should disclose the nature of the conflict and formally remove themselves from the application process for that project.

[Conflict of Interest Form](#)

STATE HISTORICAL FUND POLICIES AND GUIDELINES

Grant reviewers have a conflict of interest if they review or act on grant applications when they:

- serve on the board of directors, are an employee, or have a financial stake in a grant project of the grant applicant organization; or
- are a potential recipient of HC-SHF funding through the grant application under consideration.

When there may be a real or potential conflict of interest, the following procedures should be followed:

Outside Reviewer: Upon accepting the opportunity to review grants in any given round, the reviewer must immediately disclose any organizations which would create a conflict for the reviewer in order to assist with assigning appropriate applications. If a conflicting assignment is made through oversight, the reviewer shall promptly bring the situation to the attention of the assigner.

Council Reviewer: Council Reviewers must disclose conflicts of interest with any application being presented, one week prior to attending the grant review meeting. The Grant Systems Manager will provide the State Historical Fund Director and the Council Chair with a list of real or potential conflicts of interest. At the very latest, the Council Reviewer must notify the SHFAC Chair of the conflict in writing prior to the start of the meeting. If the SHFAC Chair has a conflict of interest, the State Historical Fund Director will assume control of the meeting temporarily.

Protocol for conflicts of interest at review meetings includes the following:

Before discussions have begun pertaining to the grant application in question, the Council Reviewer must remove themselves from the room, out of the range of hearing. They will be prompted to do so by the Council Chair if they do not do so on their own. It is not an option to refuse to leave the room.

Once a vote has been taken on the grant application in question, the Council Reviewer will be asked to return to the room by a staff member.

State Historical Fund Grant Application Guide

Council Reviewers must not ask other members of the council for the results of the vote. Council review results are confidential until the final vote of the History Colorado Board of Directors on grant applicant funding.

Guidelines for Scoring Competitive Grant Applications

Copies of all scores and comments will be sent to all grant applicants. Although reviewer identities remain confidential, applicants may be able to discern who scored their application based on comments or other factors. Therefore, make sure that opinions are stated logically, constructively, and professionally. The score sheets should provide the applicant with a clear understanding of why it scored each category as it did.

Please do not provide numerical scores with minimal or no comments. Such scores are of little value to HC-SHF Outreach Staff or to the applicant. Also note that only grants that are outstanding should receive a score of 90 or above out of a possible score of 100 points.

Please note that all applications forwarded for review meet the basic eligibility requirements. Applications that are ineligible and/or clearly not related to historic preservation are rejected and returned to the applicants. There are other projects, however, which are eligible but only tangentially connected to preservation which are not rejected outright. These projects should not score well.

The focus of this program is the preservation of historic buildings, structures, objects and sites. Sites include archaeological sites, historic landscapes, and traditional cultural properties or resources. Education about historic preservation and archaeology, as well as survey and planning that involves these fields, can also be funded and may, in many instances, be just as or more important than projects that physically restore individual resources and sites.

Please review the applicant instructions above in the Guide and ensure that each section fully encompasses the requested information. There are additional instruction and suggestions for each category of grant, as well as programmatic guidance.

Narrative Scoring Guidance

Applicant Capacity

8-10 Experienced team who can successfully complete the current and future projects.

5-7 Some experience; although they may need some help, they can successfully complete this project.

0-4 Lacks experience and does not illustrate ability to successfully complete this project.

Resource Description and Project History

8-10 High, or potentially high, historic significance with good integrity and context. Clear description, history and association with preservation/archaeology.

5-7 Good historic significance with good integrity, or plans to restore the integrity, and context. Some questions about description, history and association with preservation/archaeology.

0-4 Lacks historic significance, integrity and context. No association with preservation/archaeology.

Scope of Work & Budget

17-20 Clearly states scope items and budget amounts which include all related items to complete the project. Direct relationship between Scope and Budget, Project Description and Milestones. Bids and documentation are included and clearly relevant.

13-16 States all scope and budget items but questions remain. Mostly clear relationship between Scope and Budget, Project Description and Milestones. Bids and documentation are included but may not be clearly relevant.

9-12 States some scope and budget items but questions remain. Unclear relationship between Scope and Budget, Project Description and Milestones. Bids and documentation are not all included and may not be relevant.

0-8 Does not include any, or includes very little, of the requested information. No clear relationship between Scope and Budget, Project Description and Milestones. Does not include deliverables or relevant attachments.

Project Description

17-20 Includes requested information that succinctly describes the work, meets the Standards and includes relevant deliverables and attachments.

13-16 Includes most of the requested information that describes the work, but some questions remain. For the most part it meets the Standards but some details will have to be discussed. Includes some deliverable and some attachments, but more are needed.

9-12 Includes some of the requested information and will probably meet the Standards but more information is needed. Does not include any relevant deliverables and the attachments are lacking or irrelevant.

0-8 Does not include any, or includes very little, of the requested information. Does not include deliverables or relevant attachments.

Project Milestones

5 - Recognizes HC-SHF time periods and procedures. Includes a logical timeline to complete the project, including weather and mobilization.

3-4 - Recognizes HC-SHF time periods and procedures and it is possible to complete the project in the time shown, but it appears to be somewhat short and optimistic, and/or may not include weather or mobilization.

0-2 Does not recognize HC-SHF time periods and procedures and is either too short or too long. Weather and mobilization are not included.

Urgency

14-15 The resource or project will clearly be in jeopardy if this grant is not funded. Cash match or important partnerships will dissolve.

State Historical Fund Grant Application Guide

11-13 The resource, project, partnerships or cash match is vulnerable. An event is planned for the near future for which this needs to be completed. This is the final phase. There are other conditions that create urgency.

8-10 There are conditions that will lead to further deterioration of the resource, project, partnerships or cash match. An event is planned in the future for which this needs to be completed.

0-7 There are very minor or no urgent conditions explained for which this needs to be completed now.

Public Benefit

17-20 Provides broad public benefit through its use, outreach and contributions and has a lot of public support. A clear description of how the project will be promoted. A meaningful relationship to two or more of the State Plan Goals is explained. A broad variety of current, specific letters of support are attached.

13-16 Provides good public benefit through its use, outreach and contribution and has public support. Some description of how the project will be promoted. A meaningful relationship to one or more of the State Plan Goals is explained. A few current, specific letters of support are attached.

9-12 Provides limited public benefit through its use, outreach and contributions and the public support is small. Little description of how the project will be promoted. No clear relationship to one or more of the State Plan Goals is explained. Letters of support are attached but they are either not current, do not show broad support or are not specifically related to the Scope of Work.

0-8 Lacks public benefit and support. No description of how the project will be promoted. No relationship to the State Plan Goals. Letters of support are not attached or are not relevant.

Example score sheets – (These are in the old format but still contain relevant information.)

[Acquisition & Development](#)

[Archaeology](#)

[Education](#)

[Survey & Planning](#)

Public Notice and Appeals

PUBLIC NOTICE AND INPUT

After grant applications are received, a [list](#) of all applications is placed on the History Colorado website. Interested parties may provide comment on grant applications by writing to the HC-SHF director. All comments must be in writing and received at the HC- SHF offices by the date indicated on the web site. Comments will be provided to the review committees for consideration during the review process.

APPEALS FOR UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants may appeal a denial of funding by submitting a letter explaining the reason for the appeal and the desired remedy to: The HC-SHF, 1200 Broadway, Denver, CO 80203. Appeals must be received within 30 days of receipt of the letter explaining the reasons for non-funding.. Please note that this appeal process does not apply to applications returned for failure to meet the basic requirements of the program or for applications determined not to be eligible for funding pursuant to state statute or the policies described in this guide. The History Colorado Board of Directors reviews all appeals.



1200 Broadway
Denver, CO 80203
HistoryColorado.org

CREATE *the* FUTURE.
HONOR *the* PAST.

