HOW TO APPLY

SHF Historic Structure Assessment Grant

The following directions are organized by application tabs in the order that they are displayed. For more information about the SHF program and grant details, take a look at our Application Guide.

ORGANIZATION & CONTACT INFORMATION

Contact information for the applicant organization and an individual associated with the organization.

Check the box if this is your organization's first time applying for an SHF grant. Please reach out to our staff if you are unsure.

Be prepared—have the applicant organization's Federal Tax ID number ready.

Please provide contact information for the Grant Recipient Contact; this should be the primary point of contact.

1
2
3

PROJECT & PROPERTY INFORMATION

Enter the geographic information for the property's location (not the location of the applicant or owner, if different from the property itself).

You will need to know which Senate, House and US Representative Districts your project property is located in.

Enter the property owners information.

Indicate all levels of designation that are relevant to the property, or indicate "N/A" if currently there is no designation on the property

- If the property is not designated, you should indicate in the Project Description section the plan for moving toward designation, as well as attach a completed Preliminary Property Evaluation Form

ATTACHMENTS

Provide a resume for primary project participants

HELLO

Architect(s) Proposal

Colorado State Substitute W9

Signed signature page Property owner, if different from ORC

Provide recent and historic images to illustrate the project.

Include a map outlining the property area.

Any other documents that support your application ex: site form suite, newspaper articles, etc.

Grant Narratives

Applicant Capacity

500 Words or Less

Introduce the applicant organization, its mission, and its familiarity with similar projects.

A brief explanation of each selected team member, including your additional consultant/engineer, and their related background. Be sure to identify their experience applying the Secretary of Interior's Standards for the Treatment of Historic Properties and experience with SHF, if applicable.

- Please include resumes as a separate attachment.

Resource/Property Description & History

500 Words or Less

Provide a brief history of the building or structure and a physical description.

- Why is the building significant?
- Last character-defining features and materials used
- What is the building currently used for?
- How will the building be used in the future?

Scope of Work

The Historic Structure Assessment needs to mirror the required Scope of Work provided by SHF.

- The Annotated Scope of Work provides consultants and specialists guidance in collecting and organizing the information needed to develop a comprehensive assessment and plan for a historic property.
- The Scope of Work includes the required components of a HSA, which provides details about the history of the resource, condition, prioritization of work, estimated costs, and future plans.

Budget

- This is a fillable form
- Align the costs with the associated Task
- Break out your specialist cost on the pre-labeled last budget line
- Do not include decimal points, commas, or dollar signs
- All figures must be in whole numbers
- Support your budget with bids and/or estimate attachments (in Attachments Tab)
- Press the calculator button at the bottom and all of the totals will be calculated.

Budget Template

Task A: On-Site Condition Assessment & Testing	$_____
Task B: Preparation of Draft HSA • Includes: historic research and report writing, development of recommendations and preservation plan, consultation with tradesmen and suppliers	$_____
Task C: Preparation of Final HSA • Includes: revisions per review comments, collecting additional data, cost estimating, publishing and digital formatting	$_____
Task D: Reimbursable Expenses • Travel, Reproduction, Postage	$_____
Task E: Engineering or Consultant Services (Optional) • Requesting up to $5,000 for a specialist, must provide justification	$_____
PROJECT TOTAL:	$_____
CASH MATCH:	$_____
GRANT REQUEST:	$_____

If a waiver of 50% cash match for a private or business owner is needed, then provide a written justification for the waiver. Please note that award of a waiver request is not guaranteed.

3+1=4

Project Description

1000 Words or Less

Provide a complete description for what will be accomplished, why it is needed, and how the findings will be used in the future.

What has happened/is happening to the building that indicates a need for the HSA?

- If an additional consultant/engineer is being requested, explain what is occurring and why their services are needed.

Where will funding come from for the project after the Historic Structure Assessment.

Why is it urgent to complete this project now?

Project Milestones

Fill out the form with key project milestones, major deliverables, and dates that show how your project will be carried out

Provide appropriate dates (month/year) in the form provided

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 awards

Consider seasonal conditions and mobilization of consultants and specialists.

If you have questions please contact SHF at
303-866- 2825 or hc_shf@state.co.us