

State Historical Fund
Program Guidebook

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



HISTORY
COLORADO
STATE HISTORICAL FUND

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Who We Are

History Colorado's State Historical Fund fosters heritage preservation through tangible and highly visible projects for direct and demonstrable public benefit. A 1990 constitutional amendment legalizing gambling in Black Hawk, Central City, and Cripple Creek created the State Historical Fund. The amendment mandates that a portion of gaming tax revenue goes to the State Historical Fund to fund historic preservation projects throughout Colorado. The Limited Gaming Act of 1991 (CRS 44-30-1201), authorizes History Colorado to administer the State Historical Fund as a statewide grants program.

The State Historical Fund is located on the third floor of the History Colorado Center in Denver, Colorado, with satellite offices in Durango and Leadville. Staff can work with you and your team throughout the application process and execution of your project. Meet our staff members and contact them on [our website](#).

In 2020, 30 years after the start of the State Historical Fund, 4,743 grants awarded \$315,892,480 in all 64 Colorado counties. Learn more about our funded projects in our [Annual Reports](#).

Diversity, Equity, and Inclusion

The State Historical Fund is committed to diversity, equity, and inclusion work rooted in [History Colorado's Anti-racism Grounding Virtues](#). We launched this process introspectively, reviewing past grants and identifying recipients from the last 30 years. We found that we already support projects that celebrate Black, Indigenous, and People of Color (BIPOC) and Lesbian, Gay, Bi-sexual, Transgender, and Queer (LGBTQ+) communities. The projects we fund also make historic buildings compliant with the Americans with Disabilities Act (ADA) throughout the state. However, we can increase our work in this area, and we are committed to fostering diversity, equity, and inclusion in our grants, in ourselves, and in the processes and committees making decisions for funding.

Efforts to continue this work include prioritizing grants benefiting BIPOC and other underrepresented communities, increasing accessibility in the application process, improving staff training, and creating new partnerships with consultants and community organizations. We are making efforts immediately, but this is a permanent aspect of our work and we will take a long-term approach to promoting diversity, equity, and inclusion.



Application Requirements

Eligible Applicants

GOVERNMENT ENTITIES WITHIN COLORADO

- Sovereign nations
- State entities
- County governments
- City or township governments
- Special districts

NONPROFITS

- Nonprofit organizations include any organization certified by the Internal Revenue Service as tax exempt under Internal Revenue Code Section 501 (c), (d), (e), (f), and (k), or Section 521 (a).
- Nonprofits must also be a registered business entity in good standing with the [Colorado Secretary of State](#).

Ineligible Applicants

FEDERAL AGENCIES

- Federal agencies must partner with an eligible public entity or nonprofit organization willing to apply for and administer a grant on their behalf.

PRIVATE INDIVIDUALS

- Private individuals and for-profit businesses must partner with an eligible public entity or nonprofit organization willing to apply for and administer a grant on their behalf.
- State statute mandates that private owners must have the support of their local government. Your application must include either the signature of a local elected official or a letter of support from a local elected official.

GOVERNMENTS OF BLACK HAWK, CENTRAL CITY, AND CRIPPLE CREEK

- The three gaming towns receive a direct allocation of the annual disbursement of gaming tax revenues for their local preservation efforts.
- State Historical Fund funds cannot be used for work on any properties owned by these municipalities, regardless of who applies for the grant.

National, State, or Local Landmark Designation

Property designation is required for all acquisitions and projects with any physical work. A property is designated when it is listed in the National Register of Historic Places, State Register of Historic Properties, or through an official municipal or county landmarking process adopted by ordinance or resolution. Proposed work must occur within the boundaries outlined in the local, State, or National Register designation.

Other grant types require that you are actively working to designate a property or that it is eligible to be listed. See our specific grant programs for more information.

[Contact our staff](#) for guidance if your property is in the process of becoming designated.

Relationship to Archaeology and Historic Preservation in Colorado

Projects must be for significant buildings, structures, objects, districts, or archaeology sites in Colorado, or be about the preservation of historic resources in Colorado.

Some projects, activities, and costs do not qualify for assistance and cannot be included in the scope of work, budget, and/or cash match for funded projects. Review the list of Ineligible Projects and Costs. Please contact the outreach staff with questions regarding project or activity eligibility.

By state code and statute, the State Historical Fund only supports projects that meet the Standards for Archaeology and Historic Preservation, which includes the Secretary of the Interior's Standards for the Treatment of Historic Properties.

SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES FOR THE TREATMENT OF HISTORIC PROPERTIES

All State Historical Fund projects with physical work must adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI or Standards). The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The Guidelines offer general design and technical recommendations for applying the Standards to a specific property. Together, the [Standards and Guidelines](#) provide a framework for decision-making about work or changes to a historic property.

Four Approaches to the Treatment of Historic Properties

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

- **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved.
- **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- **Restoration** depicts a property at a particular time in its history while removing evidence of other periods.
- **Reconstruction** recreates vanished or non-surviving portions of a property for interpretive purposes.

Preservation Briefs/Tech Notes

Preservation Briefs and Tech Notes provide detailed information about various aspects and methods of preserving, rehabilitating, and restoring historic buildings. These National Park Service publications align with the Standards and help historic building stewards recognize and resolve common problems before work. [Briefs and Tech Notes](#) recommend methods for rehabilitating historic buildings consistent with their historic character.

Cash Match

All projects require a cash match contribution toward the project total based on property ownership.* Cash match is actual money or an accounting transaction that contributes to the completion of the project. See the Grant Programs table for all cash match requirements.

Cash match must be used for work eligible for State Historical Fund funding. It may not be used for Ineligible Projects and Costs. Cash match must be in the bank before our contracts staff can create your grant award documents.

The value of in-kind donations of goods, services, or labor are not eligible forms of cash match. If a cash match originates as part of a salary, it must be “extra work” attributed to the project, not duties that are part of the employee's permanent job description.

If you cannot provide the required minimum cash match, you must request a cash match waiver in the application. Explain why the minimum cannot be met and the efforts your organization made to find funds or other community resources.

*Nonprofit organizations with a long-term lease of 39.5 years or more on a privately owned property qualify for the nonprofit ownership cash match requirements.

Grant Award/Agreement

All awarded projects require the execution of a 24-month, non-negotiable grant award/agreement between the state of Colorado and the grant recipient organization. Depending on the awarded grant amount and the applicant entity, the document may not require a signature from your organization. It is your responsibility to review the [Grant Award/Agreement Templates](#) and the [Award Conditions](#) prior to application to be certain that your organization is willing to go under contract with the required terms.

Review the Managing Your Grant section to understand our exhibits, payment structure, and deliverable requirements for all projects, and review the Grant Recipient Responsibilities to understand the contractual and legal requirements for all state grants.

Property Protections for Acquisitions and Projects with Physical Work

Projects with physical work may require property protections. Property protections guard against alterations that would affect the property's historic character.

The duration and type of protection varies by type of owner and the cumulative amount of State Historical Fund grant funds received for physical work. The two types of protections are covenant and perpetual easement.

- **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 and recorded in the county where the property is located. Alterations to the property during the covenant period require staff approval.
- **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, the State Historical Fund, and a qualified easement holding organization.

Once you submit your application, our Property Protection Coordinator notifies you which protection, if any, will be required if the grant is funded. The State Historical Fund pays all fees associated with the placement of a covenant or perpetual easement.

See the table below for details on types of property protections and their duration.

Type of Protection	Public Owners	Nonprofit Owners	Private Individuals & For-Profit Owners
None	State-owned property, federally-owned property, archaeological sites, and railroad rolling stock; grants of \$25,000 or less (except acquisitions)		
10-Year Covenant	\$25,001 - \$100,000		
20-Year Covenant	\$100,001 - \$250,000 Restart 20-year period at \$250,001 and each subsequent \$250,000 increment	\$100,001 - \$250,000 Restart 20-year period once at \$250,001	\$100,001 - \$250,000
Perpetual Easement	All acquisition grants	\$500,001 and above; all acquisition grants	\$250,001 and above; all acquisition grants

Grant Programs

We offer two grant programs based on the purpose of your project and grant request amount. Please review all program and grant type requirements in this Guidebook.

Grant Program	Grant Type	Grant Request Maximum	Cash Match Required (of project total)	Application Deadline	Award Announcement
Non-Competitive	Archaeological Assessment	\$15,000	10% for nonprofit/ government owner 25% for private owner	Rolling, year-round	30 days from submission
	Planning	\$15,000	10% for nonprofit/ government owner 25% for private owner		
	Emergency	\$10,000	25% for private owner		
	Historic Structure Assessment (HSA)	\$15,000	10% for nonprofit/ government owner 25% for private owner		
	Micro	\$5,000	50% for all applicants		
	Survey Plan	\$15,000	10% for nonprofit/ government entity		
Competitive	Mini	\$50,000	25% for nonprofit/ government owner 50% for private owner	See Our Website for current information.	30 days after application deadline
	General	\$50,001-\$250,000		Noon on August 1	December 1

Non-Competitive Grants

All non-competitive grants aid in the planning and development of historic preservation and archaeology projects.

We accept non-competitive applications year-round and fund them on a rolling basis each fiscal year (July 1–June 30). Applicants are notified within 30-45 days of submitting a complete application. If additional material or information is needed from the applicant, this may be longer. If awarded, the contracting process can take up to a month before the project can begin. If funding is no longer available within the current fiscal year, an approved application will be put in a queue for funding at the beginning of the next fiscal year.

The State Historical Fund offers six types of non-competitive grants: Archaeological Assessment, Planning, Emergency, Historic Structure Assessment, Micro, and Survey Plan. The following table shows specific requirements for each grant.

	Cash Match % of Project Total	Maximum Grant Request	Designation
<u>Archaeological Assessment</u>	10% for nonprofit/ government owner 25% for private owner	\$15,000	None
<u>Planning</u>	10% for nonprofit/ government owner 25% for private owner	\$15,000	If the property is not designated, it must be <u>moving toward designation</u> , which means that Form 1419 (Preliminary Property Evaluation Form) should be submitted to and approved by the State Historic Preservation Office.
<u>Emergency</u>	25% for private owner	\$10,000	National, state, or local designation.
<u>Historic Structure Assessment</u>	10% for nonprofit/ government owner 25% for private owner	\$15,000	If the property is not designated, it must be <u>moving toward designation</u> , which means that Form 1419 (Preliminary Property Evaluation Form) should be submitted to and approved by the State Historic Preservation Office.
<u>Micro</u>	50% for all applicants	\$5,000	National, state, or local designation is required for projects with physical work. Other designation requirements may apply depending on the nature of the project.
<u>Survey Plan</u>	10% for nonprofit/ government owner	\$15,000	None

ELIGIBLE COSTS

Direct Costs: Expenses directly attributable to the grant project, not the organization’s general operation. This includes:

- Contractor/subcontractor labor, general conditions, overhead and profit, and bonding
- Consultant fees
- Permits
- Purchases for materials and supplies
- Rental costs
- Purchases of \$5,000 or less for equipment
- File search fees

- Travel Expenses (within the state travel rates)

INELIGIBLE COSTS

- Grant Administration
- Contingency

[ARCHAEOLOGICAL ASSESSMENT GRANTS](#)

Archaeological Assessments collect and evaluate archaeological data to create a plan for larger-scale research, site preservation, and/or interpretation of a site. This grant funds testing for up to 10 square meters. See our [Competitive Grant Program](#) if your project includes excavating more than 10 square meters. Applications for initial planning purposes are most competitive.

Eligible projects can include:

- Assessing a known archaeological site to direct future work, such as excavation; preservation; listing on local, state or national registers; and/or interpretation.
- Evaluating areas for the presence of archaeological resources.
- Testing archaeological research methodologies in preparation for a competitive grant.
- Assessing archaeological collections to plan future curation work.
- Developing an archaeological monitoring plan through survey, limited testing, and geophysical prospection techniques prior to a project with ground disturbing physical work.

Archaeological Assessment consultants must understand the Standards. Consultants with fieldwork projects (survey, testing, or excavation) must obtain the appropriate state or federal archaeological permit for the property to be assessed.

[PLANNING GRANTS](#)

Planning grants create documents that meet the Secretary of Interior's Standards and prepare for future physical work.

Final products can include:

- Nominations
- Contexts
- Construction documents
- Schematic design plans
- Design development plans
- Investigation (hazmat, geotechnical, structural, materials analysis, etc.)
- Cost estimating
- Maintenance plans
- Master plans

EMERGENCY GRANTS

Emergency grants provide funding assistance when your listed resource faces imminent danger of being lost, demolished, or seriously damaged due to sudden or unexpected threats such as fire, flood, hail, or other acts of nature. Please contact our staff as soon as possible (no more than three months) after the unexpected event to begin the application process.

HISTORIC STRUCTURE ASSESSMENT GRANTS

Historic Structure Assessment (HSA) grants allow a Colorado licensed architect to fully document the physical condition of a historic resource. The completed assessment reflects a comprehensive understanding of the condition and needs of the resource. This information includes details specific to the historic character and significance; materials, features, elements, and spaces; and intended use. Ideally, a resource will be assessed in different seasonal conditions (wet, dry, hot, cold) to ensure a complete evaluation. Some conditions may not be evident in one visit or under one set of weather conditions.

HSAs must follow a set scope of work.

MICRO GRANTS

Micro grants support grassroots, small-scale preservation efforts. Micro grants encompass any type of project that could qualify for a competitive grant, but offer more flexible application timing.

Final products may include:

- Internships
- Day-long workshops or conferences
- Small physical projects
- Investigations

SURVEY PLAN GRANTS

Survey Plan grants create a comprehensive document that assesses a community's historic resource survey needs and provides a phased plan for future survey efforts.

Final products can include:

- Evaluation of previous survey work
- Identification of appropriate historic contexts
- Identification of current survey needs
- Completion of a Limited Reconnaissance Survey
- Prioritization of recommendations for future survey project phases and cost estimates
- Outreach to inform the public of the results

Experienced survey plan consultants understand survey and planning projects. The selected consultant should be knowledgeable in applying the Secretary of Interior's Standards for [Identification and Evaluation](#).



J.G. Evans Barn, El Paso County

Competitive Grants

We offer two competitive grants, General and Mini. The grants vary by request amount, application deadline, review process, and award announcement date.

We offer Mini grants two to three times annually and General grants once a year.

Check [our website](#) for a current list of grant deadlines, award announcement dates, and important grant round updates. We do not process applications or attachments received after the deadline.

Grant Type	Grant Request Amount	Cash Match Requirement
Mini Grant	Up to \$50,000	25% for nonprofit/ government owner 50% for private owner
General Grant	\$50,001 – \$250,000	25% for nonprofit/ government owner 50% for private owner

ELIGIBLE COSTS

Direct Costs: Expenses directly attributable to only the grant project and not the organization's operation. Direct costs may include:

- Contractor/subcontractor labor, general conditions, overhead and profit, and bonding
- Architect and engineering fees
- Consultant fees
- Permits
- Purchases for materials and supplies
- Rental costs
- Purchases of \$5,000 or less for equipment
- [Site File and/or Photo Search](#) fees
- Travel Costs (within state travel rates)
- Archaeological monitoring for projects with any ground disturbance

Grant Administration up to 15% of the total direct project costs to cover the management of the grant itself.

This may include:

- The cost of time associated with preparing and filing deliverables, progress reports, and financial reports; maintaining communications with the assigned staff; and ensuring the work is carried out in accordance with the project's scope of work and budget. These costs may include salary and benefits paid to an employee if grant administration goes beyond their normal job duties.
- **Indirect Costs:** Expenses indirectly associated with grant administration, such as office overhead, supplies, accounting support, and use of other equipment or services not otherwise included in the project budget.

Ineligible Projects and Costs

Some projects, activities, and costs do not qualify for assistance and cannot be included in the project scope of work, budget, and/or cash match. Please contact our outreach staff with questions regarding scope of work or project cost eligibility.

Review our list of Ineligible Projects and Costs in the glossary.

ELIGIBLE PROJECTS

All projects must meet the Secretary of the Interior's Standards for Historic Properties and abide by the Colorado State Historic Preservation Office's Survey Manual, if applicable. Your project may require historic designation or eligibility. Qualified projects focus on the built environment, archaeology, and education or training related to historic preservation.

For full project requirements, visit the [Competitive Grant](#) webpage.

Planning Projects

Planning projects develop documents to outline future physical work on a site or resource that address potential changes; alternative approaches; preservation of historic materials and finishes; and/or the prevention of loss, damage, and irreversible changes.

Final products could include:

- Schematic designs
- Design documents
- Construction documents
- Investigation and/or testing reports (structural, hazardous materials, paint analysis, geotechnical, etc.)
- Master plans
- Historic Structure Assessments (for a large or complex building or a multiple building site)
- Maintenance plans

The property must be listed, or in the process of being listed, in the National or State Register, or as a local landmark prior to application.

Physical Work Projects

Physical work projects are for construction related to the preservation, rehabilitation, restoration, or reconstruction of a historic resource. Indicate all intended physical work in the scope of work of the submitted application. We advise you to complete construction documents prior to an application for physical work, however architectural and engineering fees may still be appropriate to include for this type of request.

Some examples include:

- Masonry repointing
- Window/door restoration
- Foundation waterproofing

- Roof replacement in-kind
- Siding repair and repainting
- Mechanical, structural, electrical, and geotechnical engineering components
- Site work and regrading
- Alterations for Americans with Disabilities Act

The property must be listed in the National or State Register, or as a local landmark prior to application.

Acquisition Projects

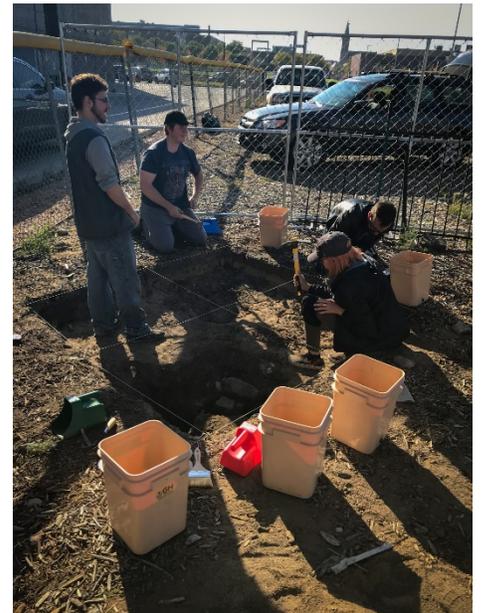
Acquisition projects must be for the purchase of historic and archaeological structures, buildings, sites, objects, and districts. The property must be listed in the National or State Register, or as a local landmark prior to application.

Archaeology Projects

Archaeology projects include the identification, recordation, preservation, and interpretation of archaeological resources. This includes work with archaeological sites and artifact collections. For all projects that physically impact a site with excavation or site protection, the property must be either locally landmarked or listed in the State or National Register. Collected artifacts must be curated and publically accessible after the project.

Projects can include:

- Artifact analysis
- Excavation
- Field school
- Place-based ethnographic studies
- Surveys



Auraria Campus Wootton Field School

Architectural Survey and Nomination Projects

Architectural survey and nomination projects cover the identification, documentation, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts.

Final products can include:

- Surveys
- Survey plans
- Preservation plans
- Nominations for local landmarks, the State Register of Historic Properties, and the National Register of Historic Places
- Multiple Property Documentation Forms
- Historic contexts
- Design guidelines

Education Projects

Education projects provide education or training in historic preservation practices, or the preservation or significance of a historic resource in Colorado. Education projects must demonstrate a direct correlation to historic preservation, the built environment, or archaeology in Colorado. For projects about a specific resource(s), the resource must be listed in the National or State Register or as a local landmark, or have documented eligibility for designation.

Final products may include:

- Technical guidance and trainings/workshops
- Interpretive signage and planning
- Curriculum development
- Audio/walking tours

Loan Program Projects

This type of project includes the creation and support of loan or subgrant programs for historic preservation. Projects supported by these programs must comply with the Secretary of the Interior's Standards. Any interest or principal payments generated by such programs shall continue to be used for those purposes, including costs for the administration of the program, or shall be returned to the State Historical Fund.



Miksch-Helmer Cabin, Douglas County

Other Preservation Projects

Contact our outreach staff to discuss other project ideas that meet our application requirements.

Application Process

Letter of Intent

Non-competitive grants do not require a Letter of Intent. To receive the competitive application, you must submit a Letter of Intent. We accept Letters of Intent on a rolling basis, but must receive them no later than one month prior to your target grant round deadline.

To submit a Letter of Intent, send your answers to the following questions (one to two paragraphs each) to HC_SHF@state.co.us or complete this [Google Form](#).

- Who is the grant applicant? Who will be on your team, managing the grant and doing the work?
- What historic place, building, landscape, site, or other preservation/archaeology information is the focus of your project?
- What are you planning to do?
- Why is this project urgent now and when do you want to start?
- How is your community engaged in the project? How does this project benefit them?

Our staff will review the information within one business week and let you know if your project receives a green, yellow, or red light.

- Green projects can proceed. You will receive a link to the competitive grant application.
- Yellow projects must collaborate with our staff to refine the scope of work and identify the best target grant deadline.
- Red projects do not align with our grant program's requirements.

Plan your Project

OUTREACH ASSISTANCE

We encourage you to contact our outreach staff to discuss your proposed project. We can help you develop a scope of work eligible for our program, conduct site visits, provide samples of successful applications with similar scopes, and offer draft reviews. Please see above for Letter of Intent requirements.

Request site visits at least three months before your target application deadline.

ACKNOWLEDGMENT OF AWARD CONDITIONS

By applying for a grant with us, you must agree to our program terms. These terms ensure the applicant organization is in agreement with the state contractual and state fiscal requirements and grant award provisions. Terms also stipulate the applicant organization follows the Secretary of Interior's Standards for the Treatment of Historic Properties (the Standards) and/or the Colorado State Historic Preservation Office's Survey Manual.

Please carefully read and review the information and requirements with your applicant organization (including your

board) prior to applying. It may be helpful for your organization’s attorney to review the terms and Award/Agreement template.

PROJECT TEAM ROLES

Multiple roles play a part in the preparation, submission, and administration of an application/grant. You must have an Organization Contact with legal signing authority and a Grant Recipient Contact to oversee the project day-to-day. You may need additional roles such as a Grant Administrator, Project Manager, Consultant, Contractor, or Archaeologist on your project team. Take the time to understand these roles and how they may or may not apply to your project.

Key roles for managing the grant:

The **Organization Contact** is the legal contact between the State Historical Fund and the Applicant organization, and should have the legal authority to sign contracts. The applicant organization, not the property owner or any subcontractor, is responsible for the fulfillment of the grant award and cannot assign, or pass through, their responsibilities to a third party. The organization contact can be, but does not need to be, the grant recipient contact.

The **Grant Recipient Contact** (GRC) is the primary point of contact between the State Historical Fund and the grant recipient organization for oversight of the project. The GRC should be an employee of the applicant organization. This individual coordinates all project team members to ensure the project complies with the contractual requirements. The GRC, not the property owner or any subcontractor, is responsible for the fulfillment of the contract. The GRC may also act as the Grant Administrator.

The **Grant Administrator** is responsible for accurate and timely completion of all payment requests, financial reports and documentation, and deliverables. The grant administrator must follow the guidebook, the grant award contract, and proper general accounting procedures. This individual may not be a subcontractor or otherwise financially compensated for other work under the grant award.

ARCHAEOLOGICAL MONITORING

Projects that involve ground disturbance require archaeological monitoring.

Waivers are available for minor ground disturbances (such as small-scale geotechnical borings). Archaeological monitoring can also be waived with documentation of previous ground disturbance in the area to-be-disturbed. Evidence includes photographs, previous archaeological reports, and construction documents. Contact our Archaeological Specialist to discuss a waiver for your project. If granted, we will provide a formal letter for inclusion in your application.

What does ground disturbance include?
Ground disturbance includes, but is not limited to:

 Foundation stabilization	 Re-grading	 French drain installation
 Excavation for utility line repair and/or installation	 Excavation for porch replacement and/or repair	 Concrete slab removal

GATHER INFORMATION

The list below describes the materials and resources needed to develop your grant application.

Historic Resource Data

Gather a history of the significance of your site and previous preservation work at your historic resource. Potential resources include:

- Local, State, or National Register nomination forms
- [Site Forms](#)
- Historic Structure Assessments
- Construction documents
- Previous State Historical Fund grant applications



Spruance Building-Kneisel Building, Clear Creek County, Photo by: Cindy Neely

Contractor Estimates and/or Bids

Estimates from contractors and consultants for your grant project form the backbone of the scope of work and budget. Reviewers want to know how you selected your contractors and consultants, that they meet the Secretary of the Interior's Standards (if applicable, or are otherwise qualified), and their cost estimates for the work. We suggest obtaining two to three estimates and building your budget off of the most expensive one. Do *not* average the cost of multiple bids.

Locating a Contractor

As a state agency, we cannot recommend a contractor for your project. However, we maintain a [List of Contractors](#) with experience working on State Historical Fund projects. You can also consult History Colorado's non-comprehensive [Directory of Cultural Resource Professionals and Historic Preservation Service Specialists for Colorado](#), which includes organizations and individuals that have requested to be added.

Supporting Materials

Support your application with information in the attachments section. Review and gather information as appropriate.

Application Software Requirements

To ensure full functionality of the grant application system, you must use [Internet Explorer](#), [Mozilla Firefox](#) (Windows), or [Safari](#) (Mac) as your internet browser. **Chrome is not compatible with the application system.**

The free version of [Adobe Acrobat Reader](#) may be helpful throughout the application process.

During the creation of the attachments for your application you may need to [convert or combine](#) documents into one PDF.

The application is divided into tabbed sections containing a mix of short-answer and long-answer questions. You may upload attachments to support and strengthen the request. There is a 25MB size limit per application. Manage, edit, or share an open application through the [Applicant Portal](#).

Non-Competitive Online Application

Find detailed application instructions for each project type on its respective [webpage](#).

Contact [staff](#) throughout the application process with any questions.

Competitive Online Application

Applications receive a score out of 100 points. Read below for specific directions including word counts and point allocations for each scored section. Reviewers use this guidance to score applications.

We recommend you draft and save your narrative content in a Word document to prevent loss of data in the application portal. Once you complete your narrative sections, copy and paste the content into the online application. Formatting in Word, such as bullets, does not transfer into the online application.

Please note that no narrative sections should be left blank (or N/A) for any project type.

ORGANIZATION & GRANT RECIPIENT CONTACT INFORMATION

This section pertains to the Applicant Organization and the Grant Recipient Contact for the project.

You will need 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.”

If you do not know your Federal Tax ID number, you can find it [here](#).

PROJECT & PROPERTY INFORMATION

This section gathers more details about the project and property (if applicable). You will identify the grant type you are applying for, indicate if the project cash match will be ready 30–60 days after award date, indicate if this is a Repeat Application, and identify a Project Title and Project Summary for the grant request. To find out if your request qualifies as a repeat application please contact our outreach staff.

Other fields in this tab in the online application pertain to the project’s Geographic Information, Property Information, and Property Owner Information.

NARRATIVE QUESTIONS

Applicant Capacity—15 points

This section demonstrates the applicant and project team's ability to successfully complete and manage the grant project according to our program guidelines (1,000 word limit).

Provide the following information:

1. Explain how the applicant organization actively engages in historic preservation, or whether stewardship of a historic resource is one of its goals. Although you do not have to list the applicant's mission, if it relates directly to historic preservation it might be helpful.
2. Briefly describe similar projects or grants the applicant has completed or managed, including self-funded and State Historical Fund-funded projects.
3. List:
 - a) the members of the project team;
 - b) each person's role and responsibilities for this project; and
 - c) their qualifications. Emphasize their experience with historic preservation, our projects, and/or grant finance and management, as applicable.
 - d) Describe the applicant or owner's future funding strategies to maintain the resource or to continue the program AFTER completion of the work in this application. In other words, explain the funding plan for on-going, regular maintenance of the resource, or future phases of the program.
 - e) If this is a repeat application, explain the previous reviewers' concerns and how you addressed them.

Scoring Criteria

1. Does the applicant organization actively engage in historic preservation or is preservation or stewardship of a historic resource one of its goals? If not, does the team have the experience to make the project successful?
2. Does the applicant organization and/or identified team have experience with similar projects, whether self-funded or State Historical Fund-funded?
3. Is it clear who will be doing what and their qualifications for the role?
4. Does the applicant have future funding strategies in place to maintain the resource or continue the program AFTER the work in this application is completed? Are these plans clear and feasible?
5. If this is a repeat application, does the applicant explain what the concerns were and how it addressed the previous reviewers' concerns? Does the rest of the application follow through with that information?

Scoring Rubric

14–15 points = Excellent

12–13 points = Very good

11 points = Fair/average

9–10 points = Shows potential

0–8 points = Insufficient

Resource Description and Significance –10 points

*This section explains the importance of the resource(s) and its **Historic Integrity** (750 word limit).*

Historic Designation Information: If the resource is designated, you can find the following information in the historic designation nomination. To get a nomination for resources designated at the local level, contact the local authority. For resources listed in the State or National Registers, see [Listed Properties](#).

Period of Significance: The Period of Significance for a property is the time during which the activity, person, or events occurred that made the property significant. Use the Period of Significance to determine an interpretation time period for a resource. This will inform your decisions on adding or removing features in a restoration project. You can often find the Period of Significance on the property nomination form. If it is not in the nomination, please explain your restoration project decisions.

Provide the following information:

1. Describe the historical significance, or potential historical significance, of the resource(s), and explain whether it is designated or eligible for listing as a local landmark, in the Colorado State Register of Historic Properties, or the National Register of Historic Places. If available, reference the historic nominations or survey forms for this information.
2. Describe the original construction (type, form, materials, etc.), date of construction, style, any alterations, and the date the alterations took place for the resource(s). (This description will explain the resource's historic integrity.)
3. If the resource(s) lacks historic integrity, explain the potential to regain integrity.
4. If restoration is anticipated, provide a clear explanation of the Period of Significance and the need to return to it.

Scoring Criteria

1. Is the resource(s) historically significant or potentially significant at the local, state, or national level? (The higher the significance, the higher the score.) Is it a unique resource? Is it related to an underrepresented community?
2. Based on the description provided, does the resource(s) have good historic integrity, or potential to regain its integrity? (Integrity is the resource's ability to convey its historic identity for which it is significant. The greater the integrity or potential to regain it, the higher the score.) Is the physical description clear and understandable? Does the description of the changes over time make sense?
3. Is the Period of Significance clear? Is there an appropriate reason to return a resource to that period (for example, removing later materials)? Has the evolved resource gained its own significance? Note: local or older nominations may not include an official Period of Significance.

Scoring Rubric

9–10 points = Excellent

8 points = Very good

7 points = Fair/average

6 points = Shows potential

0–5 points = Insufficient

Project Context—5 points

*This section provides the reviewers with an understanding of the project's (not property) **context** and its relationship to historic preservation and archaeology (750 word limit).*

Provide the following information:

1. Explain the background and evolution of the project (over the last 10 years or so) and how you arrived at this phase of the overall project.
2. Provide a brief description of future phases, if any. This is for phases that will take place after the phase proposed in this grant application. (Note: this is different from future funding strategies that you must provide under Applicant Capacity.) If there are not any future phases, simply state this.

Scoring Criteria

1. Does the application sufficiently explain the project's context (over approximately the last 10 years) and how they reached this phase of the overall project? This should show the rationale for the current request—does it make sense in the context of the overall project goals?
2. Does the application briefly outline the future phases (after this grant phase), if any? (Note: this is different from future funding strategies discussed in Applicant Capacity.) Will the project as a whole complete a feasible plan? Does the applicant show reasonable commitment to the finished project, as well as planning for maintaining and/or continuing it into the future?

Scoring Rubric

5 points = Excellent

4 points = Very good

3 points = Fair/average

2 points = Shows potential

0–1 points = Insufficient

Scope of Work and Budget—15 points

This section is a clear list of tasks and reasonable costs to complete this project. The Project Budget should include all direct, grant administration, and contingency costs related to completing the scope of work and managing the grant. Your application should include clear calculations for each budget task and/or reference a contractor-provided bid or estimate.

In the Scope of Work and Budget template, provide the following information:

1. Identify a task title for each scope item and describe the relevant work required for the task. If necessary, include archaeological monitoring for any excavation or ground disturbing activities related to a built environment project.
2. Make sure the tasks and costs are eligible for our funding. Review the list of [Ineligible Projects and Costs](#).
3. For archaeology projects, include curation or consultation with appropriate descendent communities, if necessary. This may include tribal consultation and/or consultation with other groups as appropriate. For example, projects at a Japanese internment camp should include consultation with former internees and their descendants. Note: this is not needed for archaeological monitoring.
4. Make sure attached bids match the scope of work and budget.
5. For physical work projects, costs for general conditions, overhead and profit, permits, and bonding must be clearly broken out. **Bonding** is required for all construction contracts of more than \$150,000.
6. Include an amount for **contingency** that is reasonable for the type of project; typically 10–20%.
7. If **Grant Administration** is included, provide the method of calculation here or in a bid. Up to 15% of the total direct costs is allowed, but the average range is 3–10%. Justify costs higher than 10% in the comments section of this scope of work.

8. The cash match should be at least the minimum required (25% of the project total for nonprofit or governmental owners, and 50% of the project total for private and for-profit owners).
9. If you request a cash match waiver (any cash match amount less than the minimum required), explain why the minimum cannot be met and the efforts your organization made to find funds or other community resources.
10. Double-check that your Grant Request Amount plus Cash Match add up to the Project Total AND that the Grant Request Percent plus the Cash Match Percent add up to 100%.

Scoring Criteria

1. Does the scope include all the relevant items to complete this project, including archaeological monitoring, if necessary? (If it does not, or if it includes unsubstantiated tasks, note this and give a lower score.)
2. Are the tasks eligible for State Historical Fund funding? Read the list of Ineligible Projects and Costs in the glossary.
3. For archaeology projects, is consultation with descendent communities or curation included, if necessary?
4. Are proposals or bids attached, and do they match the scope of work and budget? If there are multiple bids, is it clear which bid the budget is based on?
5. Does the scope match the project description? Are all items described accounted for in the scope?
6. Are the costs reasonable to complete this project, including contingency? If items are higher or lower than generally expected, is a reasonable explanation provided?
7. If included, is grant administration reasonable and justified? (Up to 15% of direct costs is allowed, but the average range is 3–10%.)
8. Is the cash match at least the minimum required? (25% of the project total for nonprofit owners or 50% for private/for-profit owners.) If it is significantly more, this might raise the score.
9. If cash match is less than the minimum, is a cash match waiver requested, and is it justified? Only unjustifiable waiver requests should lower a score.

Scoring Rubric

14–15 points = Excellent

12–13 points = Very good

11 points = Fair/average

9–10 points = Shows potential

0–8 points = Insufficient

Project Description – 20 points

This section illustrates your understanding of preservation and archaeology approaches, methodologies, and techniques as they relate to your project (1500 word limit).

Provide the following information:

1. Make sure the project description correlates directly with the scope of work. If you listed an activity in the scope, describe it in this section, and make sure that everything described here is included in the scope.
2. Clearly explain what the project will accomplish.

3. Explain:
 - a. why you chose the specific treatments/strategies/areas of survey;
 - b. how you will accomplish the components of the project; and
 - c. who is responsible for the work.
4. Your explanations above should make clear that your project meets the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#) and/or the Colorado State Historic Preservation Office Survey Manual. Noting related Preservation Briefs or required forms is helpful.
5. Provide a list of relevant Deliverables you will submit to demonstrate execution of the work and compliance with our policies.
6. Depending on your type of project, attach photos with captions that (1) illustrate the condition of the resource(s), or (2) illustrate a representative sample of the resource(s) to be researched, or (3) illustrate potential outcomes of the project.
7. If previous planning documents exist for this project (historic structure assessment, survey forms, reports, etc.), attach the most recent and relevant sections of those documents to illustrate ongoing success, or further explain this proposed project and specific scope.

Scoring Criteria

1. Will relevant Deliverables be submitted that demonstrate compliance with our policies?
2. Does the application clearly explain what the project will accomplish?
3. Without poring over the details or attachments, does the project description explain (1) why the strategy was chosen, (2) how the components of the project will be accomplished, and (3) who is responsible for the work?
4. Does it meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and/or the Colorado State Historic Preservation Office Survey Manual and/or required forms? Is this clearly demonstrated through reference to the appropriate Standards, Preservation Briefs, Manual sections, or forms?
5. Does the project description correlate directly with the scope of work?
6. Are photos with captions attached and do they sufficiently: (1) illustrate the condition of the resource(s), or (2) provide a representative sample of the resource(s) to be researched, or (3) illustrate potential outcomes of the project?
7. If previous documents exist for this project, are appropriate selections attached, and do they illustrate ongoing success? (Note: if these previous documents were SHF-funded, staff have reviewed them according to the Standards. Note: an HSA might be helpful before some projects move into the construction phases; however, it is not a requirement.)

Scoring Rubric

18–20 points = Excellent

16–17 points = Very good

14–15 points = Fair/average

12–13 points = Shows potential

0–11 points = Insufficient

Project Timeline – Zero (0) points

This section confirms that you understand the State Historical Fund's policies and procedures.

You will acknowledge your understanding of the following program policies pertaining to timeline requirements for an awarded project with the following statements:

- I understand that if awarded, it can take up to six weeks to complete the grant agreement with the State Historical Fund.
- I understand that the State Historical Fund agreement period is 24 months and this project will be completed within that time period.
- I understand that the State Historical Fund has 30 calendar days to complete review of the deliverables (products) that will be required with this project, and I have accounted for the 30-day reviews within the 24-month agreement period.
- I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24-month agreement period.

Urgency – 15 points

This section illustrates your project's need for immediate attention to its tangible or intangible concerns (1,000 word limit).

Provide the following information:

1. Describe the physical conditions of the resource that make the project urgent. For example, if the grant is not funded now, will it cause a public health or safety concern? Will it quickly deteriorate? Will further damage occur?
2. Describe current or potential threats to the resource(s) or program.
3. Describe any community participation, partnerships, or cash match funds that might be in jeopardy or dependent on this grant.
4. Explain whether this project will be completed if this grant is not awarded.
5. Explain whether there is a celebration or an event scheduled for which this project must be completed now (within the next two years).
6. Explain whether this is the final phase.
7. Describe other valid reasons for urgency.

Scoring Criteria

1. Are the physical conditions of the resource urgent? If the grant is not funded now will it cause a public health or safety concern, will it quickly deteriorate, or will further damage occur? Is it clearly demonstrated through the description and photos or assessments?
2. Are the threats to the resource(s) or program reasonable and substantiated?
3. Are possibilities for community participation, partnerships, or cash match funds in jeopardy or dependent on this grant?
4. Will this project likely be completed if this grant is not awarded?
5. Is there a celebration, anniversary, or event scheduled for which this project must be completed now (within the next two years)? Does the schedule seem reasonable?
6. Is this the final phase? Will this complete a project in which SHF has a significant investment?
7. Are there other valid reasons for urgency?

Scoring Rubric

14–15 points = Excellent

12–13 points = Very good

11 points = Fair/average

9–10 points = Shows potential

0–8 points = Insufficient

Public Benefit – 20 points

This section illustrates: (1) how the public benefits from and supports the project (750 word limit), (2) how you will promote the project (300 word limit), and (3) the project's relationship to the [Colorado Statewide Preservation Plan](#) (200 word limit).

Provide the following information:

1. Describe how Colorado communities will use the resource or project products.
2. Explain whether, and how, this project benefits BIPOC, LGBTQ+ or underrepresented communities and cultures. How were they involved in the creation of the project and how will they participate in it?
3. Explain the source(s) of the cash match and whether it was provided by the community or general public.
4. Describe non-monetary ways the community supports this project.
5. Explain how this project enhances public appreciation of historic preservation, provides economic development, and promotes heritage tourism.
6. Describe the project's partnerships, or new partnerships that this project will encourage.
7. Attach at least five recent letters of support (within the last six months) from people/organizations who will use this resource and from people/organizations from the community. Make sure the letters are specific to this project and scope of work.
8. Explain how you will promote this project and the grant beyond the immediate community.
9. Provide arguments on how the project will directly support at least two goals in the [Colorado Statewide Preservation Plan](#).

Scoring Criteria

1. Will the project provide good public use/benefit or will the public be able to easily access the products developed with this project?
2. Does this project benefit BIPOC, LGBTQ+ or underrepresented communities and cultures? Were they part of the project creation process? Will they directly participate in the project?
3. Is the cash match for this project provided by the community or general public? Is the community providing other resources (volunteer time, in-kind donations, reduced or pro bono services)?
4. Does the project illustrate community support in non-monetary ways?
5. Will this project enhance public appreciation of historic preservation, economic development, and heritage tourism?
6. Are there good partnerships in place or will new partnerships be encouraged by this project?

7. Does the application include at least five recent letters of support from users of the resource and from the community, as well as other organizations who support or benefit from the project? Are they specific to this project and scope, not the organization in general?
8. Does the application include promotion of the project and the grant beyond the immediate community?
9. Does the applicant argue how this scope of work will directly support at least two goals in the Statewide Preservation Plan?

Scoring Rubric

18–20 points = Excellent

16–17 points = Very good

14–15 points = Fair/average

12–13 points = Shows potential

0–11 points = Insufficient

Acknowledgment of Award Conditions

By applying for a grant, you must agree to our program terms. These terms ensure the applicant organization is in agreement with the state contractual and state fiscal requirements and grant award provisions and will meet the Secretary of Interior’s Standards for the Treatment of Historic Properties (the Standards) and/or the Colorado State Historic Preservation Office’s Survey Manual. You acknowledge here that you have reviewed our program terms and that your organization agrees to them.

APPLICATION ATTACHMENTS

Several attachments are required, while others are recommended. Please use the required naming conventions for all attachments:

Application Organization_Name of Attachment.pdf

For example: Colorado Barn Coalition_Letters of Support.pdf

All attachments (except for the overall image) must be in a PDF file format. The overall image must be in a JPEG file format. If you have multiple documents or images for an attachment, please combine them into a single PDF file.

Required Attachments

Your application will be returned if these attachments are not included.

Signature Page(s): An individual with signatory authority (the ability to sign contracts on behalf of the organization) for the applicant organization must sign this page.

- If the applicant organization is not the property owner, the property owner(s) must also sign a signature page.
- If there are multiple property owners, signatures from all owners are required.

- If any survey fieldwork requires access to private property, obtain permission at the time of application. Property owner permission can be provided in a signed letter of support for the project or with the property owner signature page attachment.
- If the property is privately owned, a local government official must sign OR provide a letter of support.
- Attach multiple signature pages if needed.

Colorado Substitute W-9 for Applicant Organization: The state controller only accepts the Colorado Substitute W-9 version found on [our website](#).

- The PDF is fillable (wet signature not required).
- The signature date must be within the last 12 months from the date the application is submitted.

Proof of Local Designation, if applicable: If your property is locally landmarked, provide documentation from the designating authority, such as a historic preservation board. This may be a certificate, ordinance, or correspondence from a city/county official.

Recommended Attachments

While not required, providing any or all of the following attachments greatly improves the quality and competitiveness of your application.

Overall Image: Provide a high-resolution image (300dpi or greater, JPG or JPEG format) that best represents your historic resource or project.

Project Images: Submit clear, large, and current photos of your historic resource that help reviewers see what is relevant to your proposal and necessary for understanding the project. This could include detailed photos of the current physical condition of a building or photos of the area of a survey or site on which you propose to place interpretive signage. *For archaeological projects:* include a representative image for your project. This could include artifacts, a landscape overview, or an image of a crew working in a similar area.

Captions help reviewers understand what they are seeing. For example: “NE corner of the second floor, interior, crown molding detail—see rot caused by moisture penetration.”

Bids and/or Estimates: We recommend that applicants obtain two to three bids to ensure the project budget is appropriate and reasonable for the proposed scope of work. Attaching these documents helps justify your project budget. Bids should be no more than six months old and reflect and clarify the budget information provided in your scope of work and budget. Explain which bid you used for the budget and why.

Resumes: One-page resumes for all project team members listed in your applicant capacity section should include relevant qualifications and experience as they relate to this project.

Letters of Support: All grants must demonstrate a public benefit. Letters of support indicate that someone other than you or your organization supports your project. Most successful applicants include five to seven letters of support from a variety of community members. Be sure they are recent (no older than six months from the deadline). If re-applying, ask writers to initial and date their previous letters to indicate continued support.

Other Attachments

These attachments may help further explain or provide context for your scope of work and budget.

Detailed Scope of Work and Budget: A PDF document of a more detailed scope of work and budget prepared by the architect/contractor/consultant.

Planning Grant Excerpts: If you already completed planning documents for your resource (including Historical Structure Assessment, Archaeological Assessment, Survey Plan, and/or Planning Grants) adding excerpts relevant to the scope can provide additional context for the project and support your requested scope of work.

Please do not upload the entire document—do not make the reviewers search for your information. Include only the specific excerpts or sections applicable to the work within this grant request.

Historic Images: Show the historic Integrity and significance of a building or a site and how it has evolved over time with historic images.

Media Images, Newspaper Clippings, Etc.: Demonstrate public support for your project with media materials.

Maps, Site Plans, or Drawings: Show reviewers your project's location with a map. Help them visualize your building and project proposal with site plans and drawings.

Research Design: Include this when applicable for survey and planning, education, and/or archaeology projects.

Miscellaneous Attachments: Use this attachment for any other materials you want to include.

DRAFT REVIEW

The State Historical Fund offers competitive grant draft application reviews to any interested applicant. Applicants must have an approved Letter of Intent before they begin the application process, including draft reviews.

Draft Review Policy

We accept draft reviews up to one month prior to the application deadline (For example, July 1 for the August 1 deadline). Submit all draft reviews through the application draft function in the online application portal, to: hc_shfdrafts@state.co.us. View the current [Draft Review Calendar](#).

SUBMIT APPLICATION

Once you complete the application requirements, the application will prompt you to review all of your content prior to submitting. After you submit your application, you will receive an email verification with a full copy of your application attached. Review the information submitted. If you identify any issues, [contact us](#) immediately for help correcting errors **prior to the application deadline**. We cannot accept additional attachments, such as letters of support or bids, after the noon application deadline.

How We Check For Completeness

Once we receive the application, we check for completeness and eligibility of the applicant organization and project. The staff may contact the GRC listed on the application to provide required information, so please be sure this person will be available to respond after the deadline. If not provided within 48 hours of our request, we may determine the project cannot move forward in the review process.



Columbus Building, Ouray County

PUBLIC NOTICE

Once the competitive grant deadlines close, we post a list of all received applications to our website within a few business days. A legal notice is published in the Sunday *Denver Post* within two weeks of the grant deadline. The public can comment on received applications by writing to us at hc_shf@state.co.us with the requisite grant number in the subject line. Comments must be received within three weeks of the grant deadline. Grant review committees receive all submitted comments for consideration during the grant review presentations.

Review Process

Non-Competitive

Non-competitive grants are reviewed by a Contract Specialist and the project-appropriate Grant Specialist (historic preservation, survey, or archaeology). During review, staff members may request additional information to clarify the grant proposal. Staff funding recommendations are sent to the Deputy Director of the State Historical Fund who makes the final funding decision for all applications.

Competitive

PROCESS

After a staff member checks each application for completeness, they send it to reviewers. Once reviewed, the grant reviewer scores are averaged and a spreadsheet is created to rank grants. This document is sent to the staff and council members for their review meetings.

Mini grants are sent to four History Colorado staff reviewers who meet to discuss the applications and recommend funding or non-funding based on the technical aspects, feasibility, and urgency of the project. A History Colorado leadership team reviews these recommendations for diversity of communities and geography before approval.

General grants are sent to three external reviewers, including one from the State Historical Fund Advisory Council (SHFAC). State Historical Fund staff creates a summary of each grant's details and external reviewer comments and discusses the projects. SHFAC meets to review and discuss all applications for their technical merit, urgency, and feasibility. A staff member presents the summary of the grant and all review comments. SHFAC then makes a recommendation for funding or non-funding.

SHFAC may block-vote applications for funding or non-funding; block-voted applications typically receive similar scores from all three reviewers and do not require presentation or discussion. Applications with a score differential of 15 or more always require discussion. If SHFAC determines that a reviewer's comments do not justify their score, the council may vote to drop the score, which could raise or lower the application in the overall ranking. SHFAC forwards its funding recommendations and grant rankings to the Archaeology and Historic Preservation Committee (AHPC).

AHPC makes funding recommendations based on the following criteria:

- Past performance and past funding requests
- Geographic distribution of projects
- Balance of private and public owners
- Stated local priorities (where more than one application has been submitted)
- Benefit to BIPOC, LGBTQ+, or other underrepresented groups or communities
- Urgency of grant need
- Public support/opposition
- Funds available per round

- Impact of the project to state, regional, or local economies
- Impact to communities in general

AHPC receives the staff summaries, meeting minutes and the funding recommendations from SHFAC. These recommendations are presented in three categories – funded grants with available funds, funded grants for which funds are unavailable, and grants voted not to be funded.

AHPC members call out specific applications for discussion at their meeting. If a project is not called out, it will not be discussed. A staff member is present to answer questions and to present a summary of reviewer and SHFAC comments, if requested. AHPC cannot alter funding recommendations from SHFAC, however, they can move grants from any of the three categories to a contingency list, and prioritize the contingency list grants to address the concerns raised and the criteria above. The contingency list is funded in its re-prioritized order if funds become available prior to the next grant application deadline.

AHPC recommendations go to the History Colorado Board of Directors, which makes the final funding decisions.

EXTERNAL REVIEWER SELECTION

Individuals with State Historical Fund grant experience, such as a grant recipient contact, consultant, or contractor, or those that meet the Secretary of the Interior’s Professional Qualifications Standards for architecture, historic preservation, architectural historians, or archaeologists can [apply to be grant a reviewer](#).

REVIEWER NOTIFICATION

Before a grant round, the staff emails an invitation to all eligible past reviewers and reviewer applicants. The email includes a link to the Reviewer Information Form. Interested reviewers return the form and are placed on the eligible reviewer list. Due to the specific expertise required, not all interested reviewers will receive applications. We notify reviewers of assigned grants and access to the reviewer portal by email.

REVIEWER CONFLICT OF INTEREST

A conflict of interest occurs when financial or other personal considerations may compromise or bias professional judgment and objectivity. A conflict of interest exists if a professional’s objectivity and independent judgment might reasonably be questioned based on their financial or personal interests or relationships. A conflict of interest exists whether or not decisions would be affected by a personal interest; a conflict of interest requires only the potential for bias, not the likelihood.

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 our funding through the grant application under consideration. Reviewers who have been involved with a building or site in the past may not necessarily have a conflict, but must not have involvement with the specific scope of work in the current grant application.

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

External Reviewer

Upon accepting the opportunity to review grants in any given round, the reviewer must identify potential conflicts of interest on the Reviewer Information Form by listing projects or organizational affiliations. If a conflicting assignment is made, the reviewer shall immediately email the Grant Systems Manager so that the application can be reassigned.

State Historical Fund Advisory Council Members (SHFAC)

One month before the grant review meeting we contact council members to determine their availability and complete the Reviewer Information Form outlining any conflicts of interest. Two weeks before their meeting we send a reminder email requesting notification of any additional conflicts of interest. The ranked list of grants (with information about any real or potential conflicts of interest) is provided to the State Historical Fund Director and the council chair. Any last-minute conflicts of interest are emailed to the chair, director, and outreach staff. If the SHFAC Chair has a conflict of interest, the State Historical Fund Director assumes control of the meeting temporarily.

Review Meeting Conflict of Interest Protocol

Before discussions about the grant application start, the council chair prompts council members with conflicts of interest to remove themselves from the room. Grant discussions ensue when all members with a conflict of interest have left the room. Once a vote happens, the council member(s) returns to the room. There should be no further discussion of the grant or outcome.

REVIEWER INSTRUCTIONS

- Score on whether the application fully answers the questions, which reflect the items the applicant provides in each section of the application.
- Score on whether the applicant provided the appropriate level and amount of information and back-up documentation, and whether it supports the project's details.
- Score on whether the project seems feasible and is properly detailed and scheduled, in your professional opinion.
- Do not simply answer with a "yes" or "no." This is not a checklist. Provide helpful feedback so that the project will be successful and, if denied, the applicant can improve their application. If a section has a perfect score, no questions or concerns should be noted. If a section has a less than perfect score, provide comments indicating what improvements need to be made, clarification provided, and/or questions answered.
- The scores are based on a 100-point (or grading) scale. Your overall score and your score for each section should reflect this 100-point scale.
- Confidentiality
 - Reviews and meeting results are confidential until the History Colorado Board of Directors votes on the final grant funding recommendations.
 - Reviewers may not discuss or provide information regarding reviews to others.
 - Council members may not request confidential information from other council members if they have a conflict of interest, nor may any member provide information to the public, including applicants.
- For more information or additional grant reviewer resources, visit [our website](#).

Award Announcement

We post all competitive funding decisions to [our website](#). All applicants receive email notification of the final grant decision. If awarded, see *Managing Your Grant* for more information. The outreach staff contacts all non-funded applicants.



McElmo Flume, Montezuma County

Reapplication

If denied funding, applicants can reapply. Our staff contacts all non-funded applicants to provide reviewer comments, meeting notes, an invitation to discuss the denied application, and helpful strategies for a new application.

Non-Funded Appeals

The State Historical Fund accepts appeals for applications that meet the requirements and are eligible for funding pursuant to state statute and policies described in this guide, but that the review committee voted to be Not Funded. Appeal requests must be made by the applicant organization within 30 days of notification of non-funding by the State Historical Fund and will be reviewed by the Archaeology and Historic Preservation Committee. Submit written requests to hc_shf@state.co.us (with "Appeal" in the email's subject line).

Managing Your Grant

Notification of Award

Award notifications come via email from your assigned Contract Specialist to the grant recipient contact, and include contact information for your Grant Specialist (who may be a preservation, archaeological, or survey specialist). This email contains instructions to follow and documents to submit before we can create a fully executed grant award. No work, purchase of supplies, nor contracting with your project consultant(s)/contractor(s) can take place prior to the start date of our grant award.

Once we receive the requested information and documents, it typically takes three to five weeks for you to receive the executed grant award PDF. Grant agreements with nonprofit organizations for \$150,000 or more, or with a sovereign nation for any amount, will be sent via DocuSign for a signature by an authorized signatory for your organization and the property owner(s), if different. All awards for less than \$150,000, or with a public entity, require no grant recipient or owner signatures.

INITIAL PAPERWORK MAY INCLUDE THE FOLLOWING:

Acknowledgement of Award Conditions

This acknowledgement documents your organization's and the property owner's acceptance of the grant award terms and conditions. An authorized signer must read and initial each term, sign and date, scan, and email it back to your Contract Specialist. If the property owner is different, they must also read and initial the last term, and sign and date the letter.

The award notification email includes a sample grant award for review prior to signing the acknowledgement.

Exhibit E

If applicable, Exhibit E contains the **property protection** that will be placed on the property at the close of the grant award. An authorized signer for the property owner (or future property owner for acquisition grants) must sign and date the number of copies indicated in the email and mail the original(s) to staff to be included in your grant award.

- Covenants require notarization of the property owner signature on all copies.
- For Easements, you must submit a letter from the easement-accepting organization stating:
 - That the easement-holding organization is willing to accept the easement for the property; and
 - The anticipated fees. All easement fees are paid by the State Historical Fund outside of your awarded grant funds.

See the accompanying *Property Protection Information Sheet* attached to the email for additional details.

Direct Deposit Authorization or Verification Form

Grant payments are sent by Electronic Funds Transfer to a bank account owned by the grant recipient organization. If a bank account is not already linked in the state's financial system, or is linked but has not been verified previously for State Historical Fund payments, complete the form and email it to your Contract Specialist.

State Substitute W-9

The state controller only accepts the Colorado Substitute W-9 version found on [our website](#). If your application contains a different or older version, you must complete this W-9.

The Grant Award/Agreement Document

The grant award is the non-negotiable, legally binding contract between the State of Colorado and the grant recipient organization outlining all terms and conditions for acceptance of the grant money. Exhibits A, B, and C are customized for your particular project. The initial grant period is 24 months.

EXHIBIT A: SCOPE OF WORK

Exhibit A outlines the work allowed under the grant award and aligns with the scope from your application. The awarded funds and cash match may only be used for this scope of work.

EXHIBIT B: BUDGET

Exhibit B directly relates to the work described in Exhibit A and aligns with the budget figures from your application.

- All project expenses, whether from grant funds or cash match, must be tied directly to one of these budget lines.
- Project savings are shared between your organization and ours based on the grant award/cash match ratio.
- The final grant award share paid out equals the grant award percentage of the project subtotal, plus the State Historical Fund share of any contingency approved throughout the project, not to exceed the grant award amount.

EXHIBIT C: SUBMITTALS AND DELIVERABLES

Exhibit C outlines all documents that you must submit throughout the project and shows the grant payment amounts and payment schedule.

Progress Reports

Progress reports provide your Grant Specialist with information on project activity since the last progress report, what you hope to accomplish before the next progress report, and any issues or concerns related to the project. Submit reports by email to your Grant Specialist on the day listed in the schedule.

Payments

Your grant is established with three or four payments. Payment amounts are pre-calculated as percentages of the grant award, typically using one of two schedules:

One Interim Payment	Two Interim Payments
Advance Payment = 40% of award amount Interim Payment = 50% of award amount Final Payment = 10% of award amount	Advance Payment = 30% of award amount 1st Interim Payment = 30% of award amount 2nd Interim Payment = 30% of award amount Final Payment = 10% of award amount

Payments are listed with an associated due date, however, this date is only a guideline. You can request payment when the indicated deliverables have been submitted and approved and at least 40% of the previous payment has been spent or invoiced.

State fiscal rules mandate that we withhold the final 10% of the grant award until the project is complete and all invoices are paid in full.

Financial Reports

Throughout the project, you must maintain a file of all financial records, documents, communications, and other materials pertaining to the scope of work and budget in the case of audit or staff request.

You must report all project expenses via interim and final financial reports to ensure the expenses are eligible within the grant award and meet all state fiscal rules.

See Grant Payment Requests below for instructions on how to report your expenses and request payments.

Deliverables

Deliverables document progress and completion of the grant scope of work, satisfy required state fiscal and program term compliance, and ensure appropriate application of the Secretary of the Interior's Standards for Historic Preservation. Submission and approval of deliverables is directly tied to payments, so while there are no due dates specified, deliverables must be submitted in sequence. Note those deliverables that require approval prior to beginning any physical work. Failure to submit deliverables before starting work may result in work done that does not meet the Standards and/or is ineligible for our funding.

How to Submit

Submit deliverables to your Grant Specialist through email unless otherwise noted.

Mail hard copy deliverables to the History Colorado Center/State Historical Fund at 1200 Broadway, Denver, CO 80203.

Review of Deliverables and Financial Documentation

Staff members have 30 days from the date of receipt to review each deliverable, progress report, financial report, and pay request. Staff members may request revisions or additional information prior to approval, which may add time to the review period.

Grant Payment Requests

Formally request your grant payment(s) using the Payment Request and Financial Form. All financial forms require signatures, but you may use an Adobe® certificate-based digital signature on fillable PDF forms. Ink-signed forms may be scanned. No hard copies are needed.

Advance Payment

You may request the advance payment after execution of your grant award. We process payments once your project's Grant Specialist receives and approves the Exhibit C required deliverables.

To request an advance payment, complete the Payment Request and Financial Form with only steps one, two, and five completed, and email it to your assigned Contract Specialist.

Interim and Final Financial Reporting and Payments

You may request interim payments when at least 40% of the previous grant payment has been paid or invoiced. The final payment is a reimbursement and may only be requested once all invoices are paid in full and the project is complete.

Email your Contract Specialist the following information to request interim or final payments:

- [Payment Request and Financial Form](#)
- All required supporting documentation,* if applicable
 - Hotel, airfare, and car rental receipts
 - Mileage log(s)
 - Grant administration

*Additional documentation may be requested at the discretion of your Contracts Specialist.

SUPPORTING DOCUMENTATION

Grant Administration

All grant administration expenses must be accompanied by a clear, detailed calculation. The cost of time must include the name of the individual, task, date and time period of services provided, rate or cost per unit, and overall total. Indirect costs must include a clear calculation for how you determined the amount reported.

Travel Costs

Project travel costs cannot exceed the state travel rates stated on Exhibit B of your grant award. The rate is set using the state travel rate at the time your grant award is drafted. Maintain documentation for all reported travel expenses.

Mileage

Check [This Website](#) for current mileage rates. The listed state rate per mile is the maximum allowed for vehicle travel and includes the cost of fuel; do not report separate charges for fuel. Reimbursement for mileage should include: project personnel name, date of travel, purpose of travel, number of miles traveled, and rate per mile claimed.

Reimbursement at the four-wheel drive (4WD) rate can be claimed only if a 4WD vehicle is necessary to access the site.

Per Diem

Per Diem for meals is \$55 per day: \$13 for breakfast, \$14 for lunch, and \$23 for dinner, plus \$5 for incidental expenses when traveling overnight. You do not need to submit receipts to claim per diem, but please detail how many people ate each meal. Alcoholic beverages and/or entertainment are not allowable expenses.

Hotels

Hotel allowance is at-cost with hotel receipt. Please make every effort to find lodging at a reasonable rate in the respective location.

EXPENSE REPORTING CHECKLIST

Double-check your financial reporting information:

- Are reported expenses allowed? Review our Ineligible Projects and Costs.
- Are invoices broken out by the tasks listed in Exhibit B?
- Did you report interest earned on grant funds or enter zero?
- Double-check all calculations.
- Are travel expenses within the state rates listed in Exhibit B?
- Is required documentation for grant administration and travel included?
- Did you sign, initial, and date the forms?

Contingency Payments

Review our contingency policies prior to submitting a contingency payment request.

The State Historical Fund share of approved contingency funds can be added to an interim payment when specified on the payment request and financial form or requested as an additional, separate payment. Alternatively, if not requested, it will automatically be added to the final payment.

Easement Payments

Easement fee payments can be requested individually or combined with an interim or final payment request, and must include a copy of the fee invoice from the easement holding company. You are not expected to pay these fees prior to requesting the payment(s) from us. We send the easement payments to the grant recipient organization; then you can turn around and use the funds to pay the easement fee(s).

Payment Review Process

Contract Specialists review payment requests within 30 days of receipt of the completed documentation.

They review for the following information:

- The required Exhibit C deliverables tied to the payment are submitted and approved.
- Reported expenses correspond to the task items and amounts listed in Exhibit B.
- All reported expenses are paid.
- Payments are made within the grant award period.

- Supporting documentation has been submitted for travel and grant administration.
- Additional payment information meets our requirements, if requested.

After the first review, the report is submitted for a second review and final approval by the Contracts Officer and processed. Once processed, the grant recipient contact receives notification by email from your Contract Specialist.

Payments are made to the grantee listed on the cover page of your grant award and issued via ACH electronic fund transfer through the state accounting system.

Ineligible Expenses

INELIGIBLE COSTS, ALL PROJECTS

- Archaeological monitoring requirements not included in the scope and budget
- Costs encumbered, contracted for, or incurred before receiving a fully executed grant award with the State Historical Fund
- Costs of utilities outside the designated area
- Entertainment costs and alcohol
- Fundraising costs
- Gifts, awards, and contributions
- Grant administration in excess of 15% of total direct project costs
- Grant writing costs
- Late fees or interest charged for delinquent payment of invoices
- Lobbying expenses
- Moving or relocation costs for occupants or collections (including when necessary to complete work funded by our grant)
- Purchase of equipment that costs more than \$5,000 or more than the rental expense of equipment during the project
- Travel expenses in excess of the state travel rates specified in your grant award Exhibit B.
- The value of In-kind goods, services, or staff time or pay
- Work required by the National Historic Preservation Act Section 106/110 consultation process

INELIGIBLE COSTS, NON-COMPETITIVE PROJECTS:

Includes all of the above plus:

- Grant administration
- Contingency

Project Close Out

Complete all Exhibit C deliverables and financial reporting and payment forms and submit them to your Contract Specialist.

For projects with property protection, review your responsibilities and incorporate into your own operations.

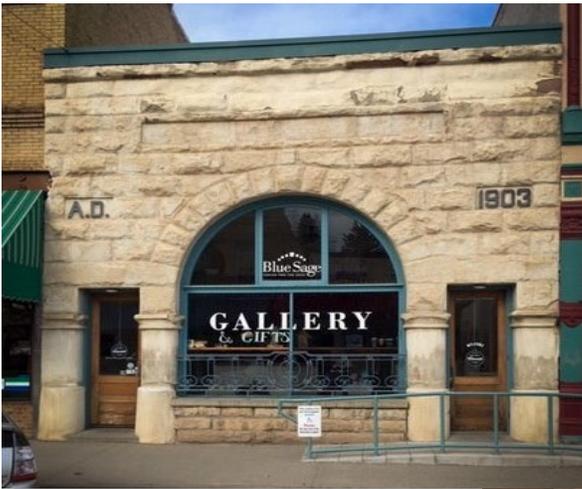
If applicable, the property recapture term begins the date your final payment is approved.

The final payment closes the project. Contact our office no later than 30 days from final payment with any questions or concerns. The remaining balance will be unencumbered and reallocated to future grants.

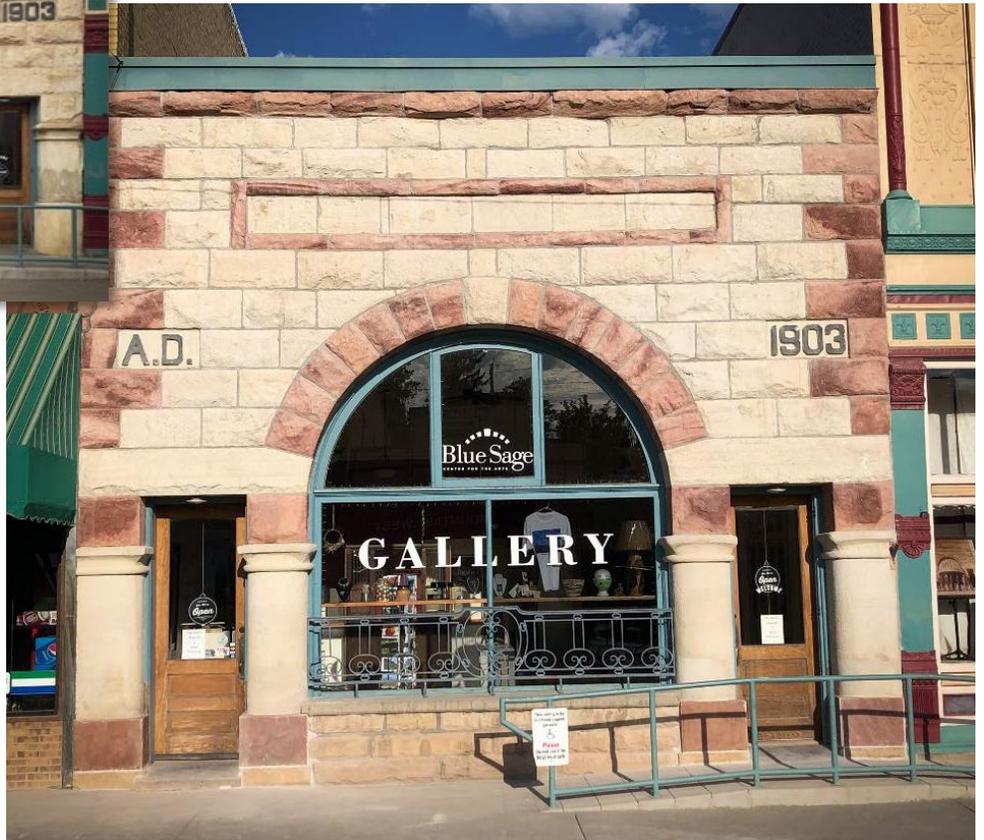
End of Project Cost Savings

Any cost savings at the completion of your project is shared between the State Historical Fund and your organization. The amount you save is determined by the cash match percentage rate in Exhibit B.

For example, if the initial project budget is \$100,000, but the final total for project expenditures is \$80,000, there is an overall savings of \$20,000. If the grant fund to cash match ratio is 75% grant to 25% cash, the maximum grant payments would total \$60,000 (even though the total grant amount initially awarded was \$75,000). Out of the total \$20,000 in savings, your organization would save \$5,000 (25%) and we would save \$15,000 (75%).



Before and After Exterior Rehabilitation and Restoration, The Blue Sage Center for the Arts, Paonia, Delta County



Grant Award Modifications

Once your grant award is fully executed, we allow limited modifications to the exhibits with prior approval from our staff. Modification requests include reductions to the scope of work and budget, reallocation of budget line item funding, grant period extensions, and contingency use requests. Staff must review each request to ensure the project maintains the appropriate amount of preservation work and original intent of the application, and that the request does not violate any state fiscal rules.

If approved, your Contract Specialist creates and sends the appropriate revised exhibit(s). Modifications made to Grant Agreements (Awards of \$150,000+ to nonprofit organizations) require a signed amendment with signatures from the original parties. If not approved, we may request additional information or notify the grant recipient contact of the decision.

SCOPE OF WORK

Our grant program only allows reductions to the scope of work. This may happen when one task costs substantially more than estimated. To prevent the entire project from going over budget, you can remove a task from the scope of work and reallocate its budget to the task that now costs more.

To request a scope reduction, contact your Grant Specialist as soon as possible to review the situation and receive verbal approval before proceeding with any work related to the proposed changes. As soon as possible, follow your verbal request with a redlined Exhibit A (which clearly shows the scope items being removed) and Exhibit B showing the requested budget changes, along with a brief explanation.

BUDGET

Funds may be reallocated from one budget line to another. Contact your Grant Specialist as soon as possible to review the situation and receive verbal approval before proceeding with any work related to proposed changes.

Minor adjustments of less than 25% may be made between each line item of the budget without formal modification to the grant award/agreement, as long as the maximum award amount does not change.

If the budget modification is 25% or more of a budget line, in addition to contacting your Grant Specialist, submit a redlined Exhibit B or spreadsheet showing the requested changes **in whole numbers**, along with a brief explanation.

GRANT EXTENSION

We are authorized to grant a one-year extension on the initial 24-month grant term. If you need more than 36 months to complete the project, you must talk to your Grant Specialist. Extensions beyond 60 months are not permitted.

To request an extension, email the following information at least 60 days before the grant end date.

- Project progress to date
- Why you need an extension
- How you will ensure the project will be completed within the extended grant award term
- A revised project schedule with dates for remaining deliverables

CONTINGENCY

Unexpected costs can occur in any project. We encourage applicants to include 10–20% of the project’s direct costs as contingency in the budget for these unanticipated expenses. Contingency may only be used for unanticipated expenses directly related to the grant scope of work, not for poor planning or forgotten expenses. The State Historical Fund withholds its share (the grant award %) of the contingency line from the grant payments. If contingency is not needed during the project, the State Historical Fund and the grant recipient organization share those project savings based on the grant award/cash match ratio.

You must get approval to use any of the contingency funds from your Grant Specialist before starting the work requiring contingency money.

Request to Use Contingency Funds

Contact your Grant Specialist to receive verbal approval providing an explanation and a proposed cost. As soon as possible, follow your verbal request with an email including either:

- a redlined Exhibit B showing how much contingency is requested **in whole numbers** and which budget line(s) the money is allocated with an explanation for the need, or
- a completed Contingency Use Form.

Your Contract Specialist will review this information and generate an updated Exhibit B with contingency use tracking.

Approved Contingency Request Example:

- You discover unexpected conditions as demolition begins, such as structural issues or additional damage to historic fabric unable to be seen at the time of obtaining an estimate.
 - Contingency request is approved because the additional costs were unknown at grant application. The funds may be used for the additional labor, materials, and architect and/or engineering costs.

Not Approved Contingency Request Examples:

- You realize a task is over budget after the work is finished and the contractor is paid.
 - The request is not approved because contingency was not discussed with your specialist prior to the work commencing.
- Your contractor is restoring the building’s façade and notices needed roof and gutter work.
 - While the work may be needed and appropriate under the Secretary of the Interior’s standards, the request is not approved because it is outside of the scope of work.

Grant Recipient Responsibilities

These are some of the grant award terms that the grant recipient organization and the grant recipient contact should consider throughout the project.

Conflict Of Interest

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

A conflict of interest happens when financial or other personal considerations can potentially 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 their financial or personal interests or relationships. 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 clarifies how a conflict of interest is applied:

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.

Grant administrators cannot be hired as a subcontractor to perform any other task, technically or otherwise, within this project. For example, the architect of record cannot also be the grant administrator or grant recipient contact

No employee or member of a board of the applicant or History Colorado party may perform or provide services for compensation, monetary or otherwise, to a consultant or consultant firm retained by the applicant organization under the authority of the grant award for the project.

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 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.

Compliance with Historic Preservation Laws

If your project includes any federal involvement, the involved federal agency must complete consultation of Section 106 or 110 of the National Historic Preservation Act.

State agency applicants proposing work on properties listed on the State Register must consult under the Colorado State Register Act (CRS 24-80.1-104).

Copyright & Right of Use Policy

All copyrightable materials and/or submittals developed or produced under this grant award are subject to a royalty-free, nonexclusive, and irrevocable license to History Colorado to reproduce, publish, display, perform, prepare derivative works, or otherwise use, and authorize others to reproduce, publish, display, perform, prepare derivative works, or otherwise use, the work or works for History Colorado and/or the State Historical Fund's purposes.

Insurance Requirements

State regulations require your organization to carry workers' compensation, employer's liability (if you have employees), general liability, and automobile liability insurance. Most governmental entities and nonprofits carry these types of 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.

Procurement

You must follow your organization's procurement guidelines when hiring consultants/contractors or making purchases under the grant award. If your organization does not have an established procurement process, you may follow the state's Recommended Guidelines for Procurement detailed below:

Competitive bidding or **Request for Proposals** (RFPs) are not required for the following purchases:

- Acquisition of services, equipment, products, or supplies using grant funds in the amount of \$25,000 or less
- Construction projects using grant funds in the amount of \$25,000 or less

Competitive bidding or RFPs are required for all other purchases. There are two ways to meet this requirement:

1. A process of obtaining documented quotes from at least two qualified vendors is acceptable for the following purchases:

- ❖ Acquisition of services, equipment, products, or supplies 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 services, equipment, products, or supplies using \$150,000 or more in grant funds
- ❖ Construction projects using \$150,000 or more in grant funds

Profit from Grant-Funded Products

Projects that produce deliverables that result in a profit, such as publications, conferences, or workshops, must report the amount of profit earned during the project period and certify that the funds will be used by the grant recipient organization to further its historic preservation mission.

Public Acknowledgement of Funding Source

All publications and similar materials funded by the State Historical Fund shall include a credit line that reads: "This project is/was paid for in part by a History Colorado State Historical Fund grant." History Colorado reserves the right to require that the following sentence be included in any publication or similar material funded through this program: "The contents and opinions contained herein do not necessarily reflect the views or policies of History Colorado."

Our logo may be used instead of the credit line when appropriate. Contact your Grant Specialist for approval.

Recapture Provision

All grant awards include a provision that if 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, 100% of the grant funds paid to the grant recipient organization shall be returned to the state, with a 20% reduction per year thereafter.

Taxation

A State Historical Fund grant may be considered taxable income or revenue to the grant recipient, the property owner, or other beneficiary of grant funds. However, the State Historical Fund is not authorized to provide legal advice on this issue. The grant recipient is advised to consult with their tax attorney or accountant. Contact the IRS for federal income tax information. Contact the Colorado Department of Revenue for state income tax information.

Unauthorized Immigrants

As the grant recipient, you shall not knowingly employ or contract with an unauthorized immigrant to perform work for the state or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant. This is a requirement of the State of Colorado per the provisions of CRS 8-17.5-101 and 102.

Publicity after Award

Colorado State gaming revenue funds the State Historical Fund. Celebrate and acknowledge Colorado's support of your project to ensure that all Coloradans understand the impact of this program.

Press Releases and Social Media

We encourage the production of public information about your project. Please provide us with copies of press materials, social media articles, website updates, and a list of event acknowledgements. Our grant award requires a public acknowledgement of our funding in your public materials.

Signage

Promote your project with free State Historical Fund banners and signs. Your Grant Specialist will give you a vinyl banner (96 x 30 inches) or semi-flexible plastic sign (32 x 24 inches) at your initial consultation.

Big Check Presentation

Celebrate your grant with a big check presentation. Our staff will present an oversized check to your organization at one of your planned events. Speak with your Grant Specialist to schedule. Please note that the check is for publicity purposes only and all payments for your project will be made by electronic funds transfer.



Leadville I.O.O.F. Hall, Lake County

Public Information

Colorado Open Records Act

Under the Colorado Open Records Act (CORA), all messages sent to the State Historical Fund may be subject to public disclosure.

File Access Policy

All funded grant applications and materials are accessible to the public upon request. Please complete our [File Access Request Form](#). We do not aggregate or share contact information to other entities for outside uses.

Website Posted Application Information

The following information is posted on our website:

- All grants funded through the fiscal year
- Grants awarded each competitive grant round
- Grant applications received

Appendix A: List of Potential Deliverables

Project Deliverables document project progress. Required deliverables vary by project, but include meetings, reports, forms, photographs, and press releases. See below for examples of the most common deliverables.

Standard Deliverables for all projects

- Initial consultation with SHF Granty Specialist
- Before/existing condition photos of scope of work
- Documentation of professional/public outreach
- Project summary report

Acquisition Deliverables

- Current appraisal
- Photographs of current condition
- Closing schedule
- Good faith estimate/closing cost
- Copy of the recorded deed

Administrative/Property Protection Deliverables

- Written documentation of owner(s) permission
- Copy of MOU/LOA between grant recipient and owner
- Complete, certified copy of the original, signed, and recorded perpetual easement OR easement update

Archaeological Monitoring Deliverables

- Copy of Federal or State Archaeological Permit
- Consultation with SHF Archaeology Specialist prior to ground disturbance
- SHPO Site/Archaeological Forms, if necessary
- Final Archaeological Report

Archaeology Deliverables

- Copy of Federal or State Archaeological Permit
- Archaeological Research Work Plan
- Archaeological Methodology
- Draft/Sample SHPO Site/Archaeological Forms
- Final SHPO Site/Archaeological Forms and GIS shapefiles
- Draft Archaeological Report
- Final Archaeological Report
- Artifact Catalog, if necessary
- Documentation of professional/public outreach

Archaeological Assessments Deliverables

- Initial Consultation with SHF Archaeological Specialist
- Copy of Federal or State Archaeological Permit
- Site Visit with SHF Archaeological Specialist
- Draft SHPO Site/Archaeological Forms
- Final SHPO Site/Archaeological Forms and GIS shapefiles
- SHPO Site/Archaeological Form Suite and GIS shapefiles
- Archaeological Report
- Artifact Catalog, if necessary

Education Project Deliverables The following examples are the most common deliverables requested for education project types.

- *Print Media*
 - Draft text and photographs
 - Interpretation Draft layout
 - Final proof
 - Final Brochure
 - Interpretation Final Sign
 - Proposed sign installation site
 - Final copies (for books or brochures)
 - Photo(s) of sign(s) in place
- *Audio Video Recording*
 - Draft script
 - Draft historic images
 - Draft video or audio recording
 - Final video or audio recording
 - Before/existing condition photos of Scope of Work
 - Documentation of professional/public outreach
- *Display or Exhibit*
 - Draft text and photographs
 - Draft graphic design for text (label, panels, etc.)
 - Artifact list
 - Photo(s) of exhibit in place
- *Lesson Plan or Field School*
 - Promotion material for seeking students to attend
 - Draft lesson plans/presentations/educational material
 - Final lesson plans/presentations/educational material
 - Attendance summary
 - Educator or student feedback
- *Research and Collection Analysis*
 - Collection(s) accessed
 - Annotated Bibliography
- *Database/ Website*

- Draft database design
- Final database design
- Database report
- Website mockup
- Access to website

Physical Work Deliverables

- Historical photos/documentation of areas to be treated
- Contract Certification
- Consultant Resume
- Construction Documents/Plans and Specifications
- Materials Testing Analysis & Results
- Pre-construction meeting with SHF Preservation Specialist
- Mockup
- Draft Maintenance Plan
- Copies of Change Orders
- Interim meeting with SHF Preservation Specialist
- Final Maintenance Plan
- After photos of Scope of Work

Glossary

Applicant Capacity

Applicant capacity demonstrates the applicant and project team's ability to complete and manage the grant project according to the State Historical Fund program guidelines.

Applicant Organization

An applicant organization is any eligible organization applying for a State Historical Fund grant.

Applicant Portal

The [applicant portal](#) is the online platform applicants use to create, manage, edit, share, and submit their applications.

Archaeology and Historic Preservation Committee (AHPC)

The AHPC assists the History Colorado Board in fulfilling its role as a trustee of the state to provide oversight of the organization's historic preservation and archaeology programs. The AHPC reviews and recommends State Historical Fund competitive grant requests for funding to the board.

The committee ensures the awarded grants include appropriate geographical representation, a balance of private and public applicants, stated local priorities of grant applications from the same region, and a benefit to minorities or under-represented groups. The committee also considers timeliness of grant need, public support or opposition, funds available per round, applicants' past performance or past funding requests, and statewide importance of the awarded grants.

Archaeologist

An archaeologist studies the human past through archival research, archeology survey, limited testing, excavation, and/or artifact analysis. They meet the qualifications of the Secretary of the Interior's Standards for Archaeology and for obtaining the appropriate archaeological permit.

Archaeology Permit

Permits authorize an archaeologist to complete work. The Office of the State Archaeologist issues permits for state lands. Federal permits are issued by the federal agency managing the lands covered by the permit.

Architect

This refers to an architect with experience in historic preservation, who meets the Secretary of the Interior's Standards for Architecture and has a State of Colorado issued license to practice architecture. The architect's role may include writing Historic Structure Assessments, creating construction documents, reviewing physical work for compliance with construction documents, and other appropriate project assistance.

Bonding

You must require Labor and Material Payment Bonds and Performance Bonds from subcontractors conducting physical work. This statutory requirement (24-105-202) in State Law (CRS 38-26-105) requires construction contracts of more than \$150,000 to deliver to the state, upon execution of the contract:

- 1.) A payment bond executed by a surety company authorized to do business in Colorado, 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% of the price specified in the contract.
- 2.) A performance bond, executed by a surety company authorized to do business in this state, in an amount equal to at least 50% of the price specified in the contract.

Cash Match

Cash match is actual money or an accounting transaction that contributes to the completion of the project. The value of in-kind donations of goods, services, or labor are not eligible forms of cash match. If a cash match originates as part of a salary, it must be “extra work” attributed to a project, not duties that are part of the employee’s permanent job description.

Conflict of Interest

A conflict of interest exists if a professional’s objectivity and independent judgment might reasonably be questioned based on the individual's financial or personal interests or relationships.

Consultant/Contractor

A consultant or contractor refers to an individual or company hired by the grant recipient to complete some or all of the project's scope of work due to their knowledge and experience. If applicable, they must meet the [Secretary of the Interior’s Standards Professional Qualifications](#) (36 CFR Part 61) and hold the appropriate certifications and licenses for their profession. This term may be used interchangeably with “subcontractor.”

Contingency

A contingency is a line item in the project budget set aside for unexpected needed work during the project (typically 10-20% of the project total). Contingency may not be used to cover forgotten expenses due to poor project planning.

Direct Costs

Direct Costs are expenses directly attributable to the specific grant project, not the organization’s operation, such as construction costs and consultant fees.

Deliverable

Deliverables include materials submitted to demonstrate project progress and completion, such as photographs, reports, or documents.

Electronic Funds Transfer (EFT)

EFT, also known as Automated Clearing House (ACH) transfer, is the electronic transfer of grant payments directly to a bank account for quicker and safer deposits.

File Searches

File searches for site forms and reports can be made at the State Historic Preservation Office. Photograph file and archive searches can be made at the History Colorado Steven Hart Research Center, Denver Public Library, or your local museum and/or library.

General Conditions

General conditions are expenses for a construction project associated with job site startup and supervision. They may include portable toilets, site utilities, insurance, temporary fences, scaffolding, temporary weather protection, trash disposal, and photographic records.

General Contractor

A general contractor is the consultant or company handling the construction portion of the project.

Geographic Information

Geographic information refers to the required application information on the location of the county, city, and legislative districts of a property or resource.

Grant Administration

Grant administration includes the indirect costs of managing the project and the actual time to prepare and file deliverables, progress reports, and financial reports; maintaining communications with the staff; and ensuring the work is carried out following the project's scope of work and budget. These costs may include employee salary and benefits if grant administration is beyond their normal job duties. All grant administration costs must include a clear calculation.

Grant Administrator

The grant administrator is responsible for the accurate and timely completion of all payment requests, financial reports and documentation, and deliverables. The grant administrator must follow the program guidebook, the grant award contract, and general accounting procedures. If financially compensated for this time above their normal job responsibilities, this individual may not be a subcontractor or otherwise financially compensated under the grant award.

Grant Award Period

The grant award period refers to the length of time for a State Historical Fund grant award. The award period begins on the grant award/agreement effective date and ends on the fund expenditure date.

Grant Award/Agreement/Contract

The grant award/agreement/contract* is the nonnegotiable, legally binding agreement between the State of Colorado and the grant recipient organization outlining all terms and conditions for your acceptance of the grant money.

*These terms may be used interchangeably throughout your project.

Grant Contract Specialist

This is the State Historical Fund staff member who prepares the grant award document and oversees financial documentation for compliance with the grant contract and State of Colorado fiscal rules.

Grant Recipient Contact (GRC)

The grant recipient contact is the primary point of contact between the State Historical Fund and the grant recipient organization for the awarded grant.

Historic Preservation Specialist

The Historic Preservation Specialist is the State Historical Fund staff member who oversees grants by advising the project team and ensuring that work follows the Secretary of the Interior's Standards and the State Historical Fund contract. They review and approve all grant contract deliverables, scope/budget changes, and contingency requests

Historic Integrity

Historic integrity refers to the resource's ability to convey its historic identity for which it is significant.

Indirect Costs

Indirect Costs are expenses indirectly associated with grant administration, such as office overhead, supplies, accounting support, and the use of other equipment or services not included in the project budget. Indirect costs should be allocated according to their use in relation to the project.

In-kind Contributions

In-kind contributions are non-monetary donations of goods, services, or labor. The value of any in-kind contributions cannot be used as a cash match. If a cash match originates as part of a salary, it must be "extra work" attributed to a project, not duties that are part of the permanent job description.

Ineligible Projects and Costs

Per state statute and fiscal policy, some projects, activities, and costs do not qualify for assistance and cannot be included in the scope of work, budget, and/or cash match for funded projects. Those projects and costs include:

Ineligible Projects

- Acquisition of or physical work on non-designated properties
- Acquisition of or excavation on non-designated archaeological sites
- Construction of new buildings and additions not original to the resource
- Construction of new parking lots, sidewalks, landscaping, or facilities unless to replace one that had been destroyed to enable work within the grant
- Educational projects without a direct correlation to historic preservation, historic properties, sites, landmarks, landscapes, archaeology, or the state of Colorado
- Exhibit planning or creation of non-archaeological collections
- Moving historic buildings
- Work that does not take into account archaeological considerations
- Oral histories or social history-heavy projects that do not bear a strong relationship to the significance of historic places in Colorado
- Printing or reprinting materials or signage produced outside of our grant program or without the inclusion of State Historical Fund staff review and approval
- Storage, conservation, curation, exhibition, or interpretation of non-archaeological collections
- Wayfinding signage
- Work on building elements or objects that contain religious symbols.

Ineligible Costs, All Projects

- Archaeological monitoring requirements not included in the scope and budget

- Costs encumbered, contracted for, or incurred before receiving a fully executed grant award/agreement with the State Historical Fund
- Costs of utilities outside the designated area
- Entertainment costs and alcohol
- Fundraising costs
- Gifts, awards, and contributions
- Grant administration above 15% of total direct project costs
- Grant writing costs
- Late fees or interest charged for delinquent payment of invoices
- Lobbying expenses
- Moving or relocation costs for occupants or collections (including when necessary to complete grant-funded work)
- Purchase of equipment that costs more than \$5,000 or more than the rental expense of the equipment for the project
- Travel expenses above the State of Colorado travel rates specified in your Grant Award Exhibit B
- The value of in-kind goods, services, or staff time or pay
- Work required by Section 106 of the National Historic Preservation Act

Ineligible Costs, Non-Competitive Projects

Includes all of the above, plus:

- Grant administration
- Contingency

Legal Description of Property

This is the description that unquestionably and uniquely identifies the property, as found on the assessment record or deed of title.

New Application

A new application refers to the initial request for a project or for the next phase of a multi-phased project.

Outreach Specialist

An Outreach Specialist is the State Historical Fund staff member that coaches grant applicants on developing projects for a State Historical Fund application.

Period of Significance

The period of significance is the length of time a property was associated with important events, activities, or persons, or attained the characteristics that qualify it for National Register, State Register, or Local Landmark listing.

Physical Work

Physical work tangibly alters a cultural resource. This includes physical construction to buildings, structures, and landscapes; archaeological excavation; and physical cultural resource protection measures such as enclosures for archaeological sites.

Principal Investigator

A principal investigator is the archaeologist that oversees an archaeological project. They ensure that work complies with the Secretary of the Interior's Standards. The principal investigator must be permitted appropriately for the project area; this includes a federal permit for archaeology on federal lands or a Colorado state permit for non-federal land projects.

Project Budget

The Project Budget includes all direct, indirect, and contingency costs, to complete the scope of work and manage the grant. Applications must include clear calculations for each budget task and/or reference a contractor- or consultant-provided bid, estimate, or proposal.

Project Context

A narrative section of the grant application, the project context explains the circumstances and work that led up to the proposed project. It also includes a brief summary of any work that may occur after, specifying additional phases of physical work or the continued maintenance or distribution of the project results.

Project Manager

A project manager oversees physical work on the building and ensures that the work complies with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties. The project manager understands construction processes and can read and interpret construction documents and specifications.

Property Information

This is the section of the grant application that provides the address and legal description of the property proposed for work.

Property Owner

This refers to the legal property owner of the project area. Write "NA" if the project does not include a single property.

Property Protection

Property protection refers to legally binding documents—such as an easement or covenant—recorded with the county clerk and recorder to guard the property against alterations that would affect its historic character.

Property Protection Coordinator

A State Historical Fund staff member, the Property Protection Coordinator communicates property protection requirements at the application stage. After the grant closes, they work with property owners to discuss compliance questions and review proposed projects throughout the covenant protection period.

Project Title

A brief title of no more than 15 words, the project title summarizes the purpose of the project. Examples include: Interior Restoration, Exterior Rehabilitation, Cultural Resource Survey, and Construction Documents.

Project Summary

A brief outline (150 words or less) of the proposed project, the project summary includes the applicant organization and property name, and is suitable for a press release.

Repeat Application

A repeat application is the request for any part of a project's scope of work that the State Historical Fund declined within the last two grant rounds.

Site Form

Archaeology and survey consultants complete Colorado State Historic Preservation Office site forms to record cultural resources such as archaeological sites, buildings, structures, objects, landscapes, and historic districts. Access all forms [here](#).

State Historical Fund Advisory Council (SHFAC)

The SHFAC includes archaeologists, architects, engineers, historic preservation professionals, and partners, many with prior State Historical Fund project experience. The council discusses the general grant application reviewer comments and scores, and forwards a list of funding recommendations to the Archaeology & Historic Preservation Committee.

State Preservation Plan

The State Preservation Plan, developed with public input, documents Colorado's preservation goals and objectives. Access the current State Preservation Plan [here](#).

Subcontractors*

Subcontractors are individuals or companies hired by the grant recipient to complete some or all of the project scope of work due to their knowledge and experience. If applicable, subcontractors must meet the [Secretary of the Interior's Standards Professional Qualifications](#) (36 CFR Part 61) and hold the appropriate certifications and licenses for their profession. All subcontracts shall comply with all applicable federal and state laws and regulations, shall provide that they are governed by the laws of the State of Colorado, and shall be subject to all provisions of the State Historical Fund Grant Award/Agreement.

*May be used interchangeably with “contractor” and/or “consultant.”



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