



Contract Certification Form

Grant Recipient: _____ SHF Project # _____ Deliverable # _____

Instructions: The Grant Recipient initials each item below to certify that it is in the contract and submits this form, not the contract, as the deliverable. This document ensures the contract does not violate any of the State Historical Fund (SHF) agreement or award terms.

- _____ 1) The start and end dates of this contract are within the SHF project start and end dates, and work has not been, and will not be, done outside of the SHF start and end dates.
- _____ 2) The Grant Recipient and the contractor or consultant are parties named to the contract. If the Grant Recipient is not a party to the contract, a Letter of Agreement or Memorandum of Understanding between the Grant Recipient and the contracting party must be submitted to your historic resource specialist.
- _____ 3) The contract is signed by both parties.
- _____ 4) The contract is for work included in the SHF Scope of Work (Exhibit A of the SHF agreement or award).
- _____ 5) If the amount of the contract is more than the amount shown for this contractor's work in the SHF Budget (Exhibit B of the SHF agreement or award), the Grant Recipient will cover the amount over budget, request to use contingency, if available, and discuss the budget with your historic resource specialist.

Enter the amount of the contractor/consultant's contract: \$ _____

From the SHF Budget, enter the total amount budgeted for this specific contract (include cash match and SHF funds): \$ _____

- _____ 6) The contract includes a statement that the work will meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.
- _____ 7) The contract includes a calculation that determines the cost of the work. If it does not include a calculation, either 1) the contract references a bid that shows this calculation; or 2) future invoices will contain a calculation that can be provided during the completion of SHF financial reports.
- _____ 8) If the contract includes a copyright clause, it also includes a statement that the Grant Recipient and History Colorado retain all rights to use the materials that are produced with this project. (Ask your historic resource specialist for this language, if needed.)
- _____ 9) The contract includes General Liability, Workers' Compensation and Automobile Liability (if applicable) insurance coverage held by the contractor for damages and/or loss.

I certify that the contract between the Grant Recipient and _____
includes the above items. _____
(insert name of contractor/consultant)

I have initialed each item above to indicate compliance and to state that the facts and information submitted in this form are true and correct.

Signature of Grant Recipient/Program Director

Date