



# **History Colorado**

## **STATE HISTORICAL FUND**

*Grant Program Guidebook*

Summer 2023

# Table of Contents

Table of Contents .....	1
July 2023 Guidebook Update Highlights .....	2
Who We Are.....	3
Application Requirements.....	4
Eligible Applicants.....	4
Ineligible Applicants.....	4
National, State, or Local Landmark Designation .....	5
Connection to Archaeology or Historic Preservation in Colorado .....	5
Secretary of the Interior’s Standards and Guidelines for the Treatment of Historic Properties .....	5
Cash Match.....	6
State of Colorado Grant Award/Agreement.....	8
Property Protections for Projects with Physical Work and all Acquisitions .....	8
Our Grant Programs .....	9
Noncompetitive Grants .....	10
Competitive Grants .....	14
Application Process .....	18
Plan Out Your Project .....	18
New Applicant Portal .....	20
Letter of Intent.....	20
Draft Review Policy.....	21
Noncompetitive Online Application.....	21
Competitive Online Application.....	21
Review Process .....	30
Noncompetitive .....	30
Competitive.....	30
Award Announcement .....	31
Reapplication .....	32
Non-Funded Appeals.....	32
Managing Your Grant .....	33
Notification of Award.....	33
Not-Under-Contract .....	34
The Grant Award/Agreement Document .....	34
Grant Payment Requests .....	36
Grant Award Modifications.....	39
Grant Recipient Responsibilities.....	41
Audit.....	41
Bonding.....	41

Conflict of Interest.....	41
Compliance with Historic Preservation Laws.....	42
Copyright & Right of Use Policy .....	42
Insurance Requirements.....	42
Procurement .....	43
Profit from Grant-Funded Products .....	43
Public Acknowledgement of Funding Source.....	43
Recapture Provision .....	44
Taxation .....	44
Publicity after Award .....	44
Press Releases and Social Media.....	44
Signage.....	44
Big Check Presentation .....	44
Public Information .....	44
Colorado Open Records Act.....	44
File Access Policy.....	45
Website Posted Application Information.....	45
Appendix A: List of Potential Deliverables.....	46
Glossary.....	48

## July 2023 Guidebook Update Highlights

**New [Grant Applicant Portal](#):** The State Historical Fund recently moved to a new grant database and applicant portal. The [application instructions](#) have been updated to provide guidance in the new system. You are also now able to view active project statuses and submit deliverables and payment requests in the portal.

**Draft Review Policy Change:** Due to the competitive nature of our grant program and time constraints required of our staff, we are now only able to offer application draft reviews to new applicants, for projects previously denied, and by invitation. The draft deadline has been changed to 3 weeks before the competitive grant deadlines.

**Competitive Grant Announcement Date Changes:** The announcement date for both the General and Mini Competitive awards is now December 15 for the fall round and June 15 for the spring round.

*Cover Image: Monument Valley Park, El Paso County*

## 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. 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](#).

As of 2023, 33 years after the start of the State Historical Fund, 5,031 grants have been awarded totaling \$335,127,712 across 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. The Summer 2021 grant round launched changes to our competitive application to include a narrative section on a project's diversity, equitability, and inclusion work with the BIPOC community(ies), as well as, a reduced cash match for BIPOC projects. 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.



*Sleeping Ute Mountain, Montezuma County*

# Application Requirements

## Eligible Applicants

### Public Entities within Colorado

- State agencies
- County, city, or township governments
- Special districts
- Sovereign nations

### Nonprofit Organizations

- Includes any organization registered with and 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).
  - Religious organizations must also be fully registered with the Internal Revenue Service or fall under a group exemption.
  - Not sure if you're registered as a tax-exempt nonprofit? [Check your tax status.](#)
- Nonprofits must also be a registered business entity or charity 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 and For Profit Entities

- Private individuals and for-profit entities 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.

### Municipalities 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 money cannot be used for work on any properties owned by these municipalities, regardless of who applies for the grant.



*Wencel Barn, Boulder County*

## 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 formally adopted by a historic preservation ordinance or resolution.

Local preservation ordinances or resolutions must have clearly documented procedures and criteria in place for designating landmarks and districts, and have an appointed body to carry out these designations. Proof of local designation is required by providing a copy of the ordinance or resolution designating the property.

Proposed work must occur within the boundaries outlined in the local, State, or National Register designation.

Certain grant types or projects 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 additional guidance if your property is in the designation process.

## Connection to Archaeology or 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.

By state code and statute, the State Historical Fund can only fund 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.



*Kneisel & Anderson and Spruance  
Buildings, Clear Creek County*

## 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. Cash match is actual money in the bank or an accounting transaction that contributes to the completion of the project scope of work. The value of in-kind donations of goods, services, or labor are not eligible forms of cash match. If 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.

Cash match must be used for work eligible for State Historical Fund funding and be included in your project scope of work. Cash match must be in the bank before our contracts staff can create your grant award contract.

See [Our Grant Programs](#) tables for all cash match requirements including those for [BIPOC Projects](#). 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.

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.

## Ineligible Projects and Expenses

Per state statute and fiscal policy, some projects, activities, and costs do not qualify for State Historical Fund 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 a State Historical Fund 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
- 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 required by Section 106 of the National Historic Preservation Act
- Work that does not take into account archaeological considerations
- Work on building elements or objects that contain religious symbols

### Ineligible Expenses

- Archaeological monitoring requirements omitted from the application 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



## State of Colorado 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 should your grant be awarded.

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 Projects with Physical Work and all Acquisitions

The duration and type of property protection required varies by the type of owner and the cumulative amount of State Historical Fund grant funds awarded for physical work at the property. 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 SHF staff review and 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.

Following application submission, our Property Protection Coordinator will notify you which protection, if any, will be required if the grant is awarded. The State Historical Fund pays all fees associated with the placement of a covenant or perpetual easement.

Review the table below for details on types of property protections and their duration based on property ownership and cumulative SHF grant funds awarded for physical work at that property.

Type of Protection	Public Owners	Nonprofit Owners	Private Owners
None	State-owned property, federally-owned property, archaeological sites, and railroad rolling stock; grants of \$25,000 or less (Excludes all acquisitions)		
10-Year Covenant	\$25,001 - \$100,000		
20-Year Covenant	\$100,001 - \$250,000 Restart the 20-year period at \$250,001 and each subsequent \$250,000 award increment	\$100,001 - \$250,000 Restart the 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

## Our Grant Programs

We offer two grant programs. Competitive Grants are available through two grant rounds a year with a maximum grant request of \$250,000. Noncompetitive Grants are available year-round for up to \$15,000.

	Grant Type	Maximum Grant Request	Cash Match Required (of project total)	BIPOC Project Cash Match Required (of project total)	Application Deadlines	Award Announcement
<b>NonCompetitive</b>	Archaeological Assessment	\$15,000	<b>10%</b> for nonprofit or public owners <b>25%</b> for private owners	<b>0%</b> for nonprofit or public owners <b>10%</b> for private owners	Rolling, year-round	30-45 days from submission
	Planning					
	Historic Structure Assessment					
	Survey Plan					
	Micro	\$5,000	<b>50%</b> for all applicants	<b>25%</b> for all applicants		
	Emergency	\$15,000	No match required	No match required		
<b>Competitive</b>	Mini	\$50,000	<b>25%</b> for nonprofit or public owners	<b>0%</b> for nonprofit or public owners	Noon on October 2, 2023 and April 1, 2024	December 15 and June 15
	General	\$250,000	<b>50%</b> for private owners	<b>10%</b> for private owners		

## Noncompetitive Grants

The primary purpose of the noncompetitive grants is to aid in the planning and development of future, larger historic preservation and archaeology projects.

The State Historical Fund offers six types of noncompetitive grants: Archaeological Assessment, Planning, Emergency, Historic Structure Assessment, Micro, and Survey Plan. We accept these applications year-round and fund them on a rolling basis by fiscal year (July 1–June 30). If awarded, the contracting process can take up to 6 weeks before the project can begin. If funds are no longer available within the current fiscal year, awarded applications will be approved for funding at the beginning of the next fiscal year (July 1).

The following table shows specific requirements for each grant.

Grant Type	Maximum Grant Request	Cash Match Required (% of Project Total)	<a href="#">BIPOC Project</a> Cash Match Required (% of Project Total)	Historic Designation Required?
<a href="#">Archaeological Assessment</a>	\$15,000	<b>10%</b> for nonprofit or public owners  <b>25%</b> for private owners	<b>0%</b> for nonprofit or public owners  <b>10%</b> for private owners	No
<a href="#">Planning</a>				If the property is not designated, it must be moving toward designation, which means that <a href="#">Form 1419</a> (Preliminary Property Evaluation Form) should be submitted to and approved by the State Historic Preservation Office.
<a href="#">Historic Structure Assessment</a>				
<a href="#">Survey Plan</a>				No
<a href="#">Micro</a>	\$5,000	<b>50%</b> for all applicants	<b>25%</b> for all applicants	Designation is required for projects with physical work. Other designation requirements may apply depending on the nature of the project.
<a href="#">Emergency</a>	\$15,000	No match required	No match required	National, state, or local designation at time of application.

## Noncompetitive 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
- OAHF 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.

All applications for archaeology projects must include an approved archaeological permit from either the [Office of Archaeology and Historic Preservation](#) (for private land and state lands, which includes city and county as well as any political subdivision of the state) or the federal agency managing the federal land.

Eligible projects may 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.



*James Peak Wilderness Area, Clear Creek County*

## Planning Grants

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

Final products may include:

- Designation nominations
- Historic contexts
- Construction documents
- Schematic design plans
- Design development plans
- Investigation (hazmat, geotechnical, structural, materials analysis, etc.)
- Cost estimating
- Maintenance plans
- Master plans



*Town of Selak, Grand County*

## Historic Structure Assessment Grants

Historic Structure Assessment 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.

Historic Structure Assessments must follow a set scope of work.

## Emergency Grants

Emergency grants provide funding assistance for the immediate stabilization work needed when a designated 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 any one of our Engagement Specialists](#) as soon as possible (no more than three months) after the unexpected event to begin the application process.

## Micro Grants

Micro grants support grassroot, small-scale preservation efforts, and can be for any project that could qualify for a competitive grant, but, due to the smaller dollar figure, offer more flexible application timing.

Final products may include:

- Preservation or Archaeology Internships
- Day-long workshops or conferences
- Small physical projects
- Lessons or other educational materials
- Interpretive Signage

## 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 may 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](#).



*Chicano Mural Project,  
City and County of Denver*



*Julie Harris Theatre,  
Perry-Mansfield Performing Arts  
School & Camp, Routt County*

## Competitive Grants

We offer two competitive grants, General and Mini, twice a year. The grants vary by request amount and review process.

Grant Type	Maximum Grant Request	Letter of Intent Required	Cash Match Required (% of Project Total)	<a href="#">BIPOC Project</a> Cash Match Required (% of Project Total)
Mini	Up to \$50,000	Letter of Intent must be submitted at least 7 days prior to the application deadline.	<b>25%</b> for nonprofit or public owners	<b>0%</b> for nonprofit or public owners
General	\$50,001 – \$250,000		<b>50%</b> for private owners	<b>10%</b> for private owners

## Competitive 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 unless renting during the project period costs more
- OAHPS 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.

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. Review our list of [Ineligible Projects and Costs](#) to ensure your project does not

include work we can not pay for. Please contact our engagement staff with questions regarding scope of work or project cost eligibility.

## 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 may include:

- Schematic designs
- Construction and/or Design 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. The submitted application must include all proposed construction tasks in the scope of work and budget. 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
- Mechanical, structural, electrical, and geotechnical engineering components
- Site work and regrading within the designation boundary
- Alterations for Americans with Disabilities Act



*Star Filling Station, Weld County*



The property must be listed in the National or State Register, or as a local landmark prior to application. And a project that has any amount of ground disturbance is required to include archaeological monitoring.

## Acquisition Projects

Acquisition projects are for the purchase of historic and archaeological structures, buildings, sites, objects, and districts resulting in the transfer of a deed. The property must be listed in the National or State Register, or as a local landmark prior to application, and the placement of a [Perpetual Easement](#) will be required.

## Archaeology Projects

Archaeology projects include the identification, recordation, preservation, and/or 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.

All applications for archaeology projects must include an approved archaeological permit from either the [Office of Archaeology and Historic Preservation](#) (for private land and state lands, which includes city and county as well as any political subdivision of the state) or the federal agency managing the federal land.

Project examples may include:

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

## Architectural Survey and Nomination Projects

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

Final products may include:

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



*Amache Archaeology Field School,  
Prowers County*

## Education Projects

Education projects provide education or training in historic preservation practices, or education about the preservation or significance of a historic resource in Colorado. Education projects must demonstrate a direct correlation to historic preservation, the built environment, and/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 for education projects may include:

- Preservation technical guidance, trainings, or workshops
- Interpretive signage and planning
- Curricula or Lessons
- Audio/walking tours

## Loan Program Projects

This type of project includes the creation and support of loan or sub-grant 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.

## Other Preservation Projects

Contact our engagement staff to discuss other project ideas that may meet our program requirements.



*Fox Theater, Huerfano County*

# Application Process

## Plan Out Your Project

### Engagement Staff Assistance

We encourage you to [contact our engagement staff](#) to discuss your proposed project as early as possible. 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 request site visits at least three months before your target application deadline.

### Acknowledgment of Program Award Conditions

By applying for a grant with us, you must be able to adhere 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 and grant project. 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 **Applicant Organization Representative** 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 applicant organization representative 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 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 any amount of 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 Resource and Project 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 or physical changes at your historic resource. Potential resources for this information include:

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

### Contractor Estimates and/or Bids

Estimates from contractors and consultants form the backbone of the application scope of work and budget. Reviewers want to know how the costs for the project were determined and if they are reasonable, how you selected your contractors and/or consultants, and that they meet the Secretary of the Interior's Standards (if applicable, or are otherwise qualified). We highly suggest obtaining at least two estimates or bids and building your budget off the most expensive one. Do *not* average the cost of multiple bids. You will be required to follow a [procurement](#) process prior to contracting for work once a grant is awarded.

### Locating a Contractor

As a state agency, we cannot recommend a contractor for your project. However, 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 the requested materials in the [attachments](#) section.

## New Applicant Portal

Following the Spring 2023 grant round, we switched to a new [applicant portal](#). Improvements to the portal are planned and on-going. All Letters of Intent, Competitive, and Noncompetitive applications must be submitted in the applicant portal.

You are strongly encouraged to draft the entire application using our [Draft Application Form](#) first, and once you are satisfied with all your narrative responses, Copy and Paste the content into the applicant portal. The applicant portal does not currently have the ability to Save and Finish the application later. Any progress you make in the application will NOT be saved.

## Letter of Intent

In order to apply for a Competitive Grant, you must submit a Letter of Intent and be invited to continue to the application. The Letter of Intent is a Competitive Grant requirement intended to be an easy access point to the application process and makes sure all proposed projects meet our program guidelines. It also gives new applicants a quick and simple way to introduce their project to our staff so we can help guide applicants through the process and provide assistance. For experienced applicants, it is an easy way to check in and make sure their project is on track for success.

Noncompetitive grants do not require a Letter of Intent. Find detailed application instructions for each noncompetitive project type by selecting its name [here](#).

In order to receive access to the competitive application, a Letter of Intent must be submitted and approved. We accept Letters of Intent on a rolling basis, but must receive one no later than seven (7) days prior to your target grant round deadline.

To submit a Letter of Intent, access our [applicant portal](#) and click Submit a Letter of Intent. You will be asked to create an account if you're new to the system. The following information is all you need to provide in the letter of Intent.

- Your name, phone number, and email address.
- Provide the grant applicant organization's tax status (nonprofit or government/public entity) and the property owner's name and tax status, if different.
- Provide the name of the organization applying for the grant.
- In what city and county is your resource/project located? If applicable, what is the property address?
- Tell us the historic name of the property.
- Describe the resource(s) that is the focus of your project. (100 words or less)
- What is the designation level of the resource? (local, State, National, not applicable, or unsure/unknown)
- In brief words or phrases, list your anticipated tasks (Scope of Work) for the project. Such as:
  - Restore Masonry
  - Rehabilitate Windows and Doors
  - Design, Produce, and Install Interpretive Sign
- Do you plan to apply as a Black, Indigenous, or People of Color (BIPOC) project?
- Will your grant request be more or less than \$50,000?

## Draft Review Policy

The State Historical Fund offers competitive grant draft application reviews to new applicants, for projects previously denied, and by invitation. Applicants must have an approved Letter of Intent before they begin the competitive application process, including draft reviews.

We accept draft reviews up to 3 weeks prior to the application deadline. Drafts may only be submitted as word documents using our Draft Competitive Application form. Submit all draft reviews to: [hc\\_shfdrafts@state.co.us](mailto:hc_shfdrafts@state.co.us). The draft application form will not be accepted in substitute of the full application in the applicant portal.

## Noncompetitive Online Application

Noncompetitive applications do not require a Letter of Intent and may be applied for on our [Applicant Portal](#). Find detailed application instructions for each noncompetitive project type by selecting its name [here](#).

You are strongly encouraged to draft and save your narrative content in a Word document to prevent loss of progress in the applicant portal. You will *not* be able to Save and Finish the application later. The application will also timeout after 120 minutes. Once you complete your narrative sections in a word document, copy and paste the content into the online application. Formatting in Word, such as bullets, does not transfer into the online application.

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

## Competitive Online Application

Competitive applications are scored out of 100 points. The sections that follow provide the application narrative questions, response prompts, word counts and point allocations for each scored section. Reviewers use this guidance to score applications.

You are strongly encouraged to draft and save your narrative content in a Word document to prevent loss of progress in the applicant portal. You will *not* be able to Save and Finish the application later. The application will also timeout after 120 minutes. Once you complete your narrative sections in a word document, 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 section should be left blank (or N/A) for any project type. The only exception to this is Diversity, Equity, and Inclusion if your project does not primarily benefit and involve BIPOC communities. For more information, see the Diversity, Equity, and Inclusion section below.

We do not accept applications or attachments after the deadline or those sent to staff outside of the applicant portal.

## Applicant Organization & Contact Information

The first section pertains to the Applicant Organization and the contacts for the project including an Applicant Organization Representative who has legal authority to sign contracts and the Grant Recipient Contact.

You will need the nine-digit tax identification number (TIN) assigned to the applicant organization by the IRS, not the Colorado state tax-exempt number. For Colorado organizations, TINs typically start with the numbers “98” or “84.”

If you do not know your Federal Tax ID number, contact the [IRS](#) to obtain the number.

This section also includes questions intended to help us gather data about our applicants and measure our progress in our diversity, equity, and inclusion work.

## Project & Property Information

This section gathers more details about the project and property (if applicable). You will provide information about the project’s Geographic Information, Property Information, and Property Owner, and provide a Project Title and Project Summary for the grant request.

This section also requests information about revised applications – this only applies to applicants who are reapplying for all or any part of a previously declined grant. If this is a revised application, please explain how this application addresses the previous reviewers’ concerns and include the declined SHF project number.

To find out if your request qualifies as a repeat application please contact our engagement [staff](#).

## Diversity, Equity, and Inclusion – 10 points

*The State Historical Fund is committed to diversity, equity, and inclusion rooted in [History Colorado’s Anti-racism Grounding Virtues](#). One of our goals is to seek racial equity within our funding by providing grants that clearly benefit Black, Indigenous, and People of Color (BIPOC) communities.*

**A BIPOC project is one that significantly benefits and involves one or more BIPOC communities.**

To be eligible for the BIPOC cash match and the points in this section, your project must qualify as a BIPOC Project according to the two criteria below and attach two letters of support from BIPOC organizations or individuals. Please upload the letters as the “BIPOC Letters of Support” attachment at the end of the application.

If you can respond “Yes” to both criteria below, we invite you to answer the three questions that follow, and you are eligible to request the lower BIPOC Cash Match. Please note, should reviewers determine your project does *not* satisfy the two criteria, these points will not be counted and the lower BIPOC cash match, if requested, may be denied.

If the answer is “No” to either Criteria, this section of questions is not eligible for points.

Please tell us about additional project public benefits (ADA, LGBTQ+, religious minorities, etc) in either of the Resource Significance or Public Benefit application sections.

**A BIPOC project is one that significantly benefits and involves one or more BIPOC communities.**

For examples of how a project can benefit and involve BIPOC communities, click [here](#). If you're unsure if your project is a BIPOC project, see the two criteria below or call us at 303-866-2825.

Criteria 1 (must answer Yes to at least one statement)

- The applicant organization identifies as a BIPOC organization or primarily serves the BIPOC community.  
Or
- The property is owned by a BIPOC organization or BIPOC individual/private owner.  
Or
- The BIPOC community is involved in project planning and/or will be involved during the project.

Criteria 2 (must answer Yes to this statement)

- The completed project will directly benefit the BIPOC community and two letters of support from that community are included with the application.

**Diversity, Equity, and Inclusion Questions:**

1. How has and/or how will the BIPOC community be involved in this project? Include BIPOC partnerships, consultation, reference letters of support, etc.
  
2. Which communities will benefit from the project and/or will be involved? Select all that apply:
  - African, African-American, Black
  - American Indian, Native American
  - Asian, Asian-American, Filipino
  - Latino/a/x, Hispanic, Chicano
  - Middle Eastern, Arab, Arab-American
  - Native Hawaiian, Pacific Islander
  - Multi-racial or more than one identity
  - Prefer to self-describe \_\_\_\_\_
  
3. How will BIPOC communities directly benefit from the completed project?

## Resource Description and Significance – 10 points

*This section explains the history, appearance, and importance of the resource(s) (500 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](#).

1. Briefly describe the prehistory or history of the resource, survey area or archaeological site. If applicable, describe how the resource represents a historically excluded history or community. (For example, LGBTQ+, women's history, religious minorities, etc.)
  
2. In your own words, briefly explain why the resource, survey area, or archaeological site is important. (For example, the cultural importance to a community, the architectural features, or archaeological value.)



3. Briefly describe the appearance of the resource and how it has changed over time (refer to construction history on survey/site forms or nominations, if available).

## Project Team – 10 points

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

1. Briefly describe similar projects or grants the applicant has completed or managed.
2. List your project team members and include:
  - Each person's role and responsibilities for this project.
  - Their qualifications for carrying out this project.
  - Any other relevant experience with historic preservation, and/or grant finance and management, etc.

## Scope of Work and Budget – 15 points

*In this section you will provide a list of tasks and reasonable costs to complete the 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. Click "Add Task" to add additional tasks to your scope. 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 fees and/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% of the project subtotal.
7. If you include [Grant Administration](#), provide the calculation here or in a bid for how the amount was estimated. 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 public owners, and 50% of the project total for private owners; [BIPOC projects](#): 0% for nonprofit/public owners or 10% for private 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%.

## Project Description – 20 points

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

Verify that the project description correlates directly with the scope of work. If you listed an activity or task in the scope, describe it in this section.

Your description 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 Cultural Resource Survey Manual](#).

1. List the steps you completed that led to this grant project.
2. Clearly explain this proposed project:
  - Describe all the tasks that will be completed.
  - Explain how the components of the project will be executed and by whom.
  - Discuss why the specific treatments, strategies, or methods were chosen.
3. Briefly list future phases or programming directly related to this project.
4. Describe how you will financially commit to this project or resource going forward.
5. Depending on your type of project, attach photos that:
  - Show the condition of the resource(s), including overall and detailed views; or
  - Capture a representative sample of the resource(s) to be researched; or
  - Feature potential outcomes of the project; and
  - Include captions.
6. If previous planning documents exist for this project, attach the most recent and relevant sections of those documents that support this proposed project (e.g., historic structure assessment, construction documents, survey forms, reports).

## Urgency – 15 points

*This section focuses on the critical need(s) for completing this project (1000 word limit).*

Provide the following information, as it may apply to your project:

1. The physical conditions of the resource that make the project urgent. For example, if the grant is not funded now:
  - The conditions that could cause a public health or safety concern.
  - The conditions that will quickly deteriorate.

- The conditions that will further damage the resource.
2. All current or potential threats to the resource(s) or program.
  3. Any community participation, partnerships, or cash match funds that might be in jeopardy or dependent on this grant.
  4. Whether this project will be delayed if this grant is not awarded.
  5. Other valid reasons for urgency.

## Public Benefit, Project Promotion, and State Preservation Plan – 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).*

### Community Support & Benefit of Project

1. Explain how the public supports and benefits from this project. Things to consider:
  - The use of the resource or project products.
  - The source(s) of the cash match and whether it was provided by the community.
  - Non-monetary ways the community supports this project.
  - Enhancement of historic preservation, economic development, and heritage tourism.
  - Encouragement of existing or new partnerships.
  - Increasing historically excluded community engagement in preservation. For example, LGBTQ+, women, religious minorities, etc.
2. **Highly recommended:** Attach at least five recent letters of support (dated within the last six months) from people and organizations who will use this resource, community members, and elected officials.

### Project Promotion

1. Explain how you will promote this project, such as:
  - Public events or celebrations
  - Physical and digital media
  - Presentations/tours
  - Other

### State Preservation Plan

1. Review the [2020 Colorado Statewide Preservation Plan](#) and explain how this project will directly support at least two of the five goals (Goals A-E).

## 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 execute 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) and payment requests 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.

## Acknowledgement 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. There is a 25MB size limit per application.

Please use the following naming convention for all attachments:

Applicant 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. 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 as incomplete 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.
- Archaeology projects on federal land must obtain a signature from the appropriate federal agency Line Officer or National Park Service Superintendent.
- If 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.

[State Substitute W9](#) required from all applicants.

**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.

**Archaeological Permit** (Archaeology Projects Only): All applications for archaeological investigation must include an approved archaeological permit from either the [Office of Archaeology and Historic Preservation](#) (for private land and state lands, which includes city and county as well as any political subdivision of the state) or the federal agency managing the federal land.

**BIPOC Letters of Support** if your project qualifies as a BIPOC Project, attach the two letters of support from the BIPOC communities the project benefits.

**IRS Letter of Determination** (For religious organizations only): Due to group exemptions for many religious organizations, we need this form to verify your nonprofit status.

## Highly Recommended Attachments

Not including these attachments will likely result in a lower application score.

**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. We suggest using the highest bid for budget creation. Do not average the bids together.

**Professional Project Team Members’ Resumes:** One-page resumes for professional project team members listed in your project team 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 people and organizations who will use this resource, community members, and elected officials. 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. Letters of

support may be addressed to the History Colorado Executive Director, Dawn DiPrince, but please do not mail any letters. Attach them to the application.

**Excerpts of most recent supporting documents:** archaeological assessment, historic structure assessment, construction documents, survey forms, survey plans, reports

## Optional 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.

**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. (For example, document outlining archaeological or survey research questions and methods for obtaining data to answer those questions.)

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

## Review Before Submitting & Submit Application

Once you complete the application attachments, the applicant portal does not currently have a summary screen for you to review responses prior to submitting. Use the Previous buttons to return to pages 1 and 2 to review your responses prior to submitting.

After you submit your application, click “Go to Funding Request” to view your submitted application and attached files. If you identify any issues, [contact us](#) immediately for help correcting errors **prior to the application deadline**. Additional attachments, such as letters of support, bids, or additional photos, may be added up until the noon application deadline.

## How We Check For Completeness

Once the application period has closed, 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.

## Public Notice

We post a list of all received applications to our website within a few business days following the grant deadline close. 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](mailto: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

### Noncompetitive

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



*American Legion Hall, Kiowa County*

### Competitive

## Application Review Process

Mini grant applications are reviewed by four History Colorado staff members who meet to discuss all 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 reviewed by one State Historical Fund staff member and three external reviewers, including one from the State Historical Fund Grant Council (Grant Council). Applications then go through three rounds of review meetings with State Historical Fund staff, History Colorado leadership team, and the Grant Council before going to the History Colorado Board of Directors for final approval.

## External Reviewers

### Selection

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

### Reviewer Notification

Before each grant round, review invitations are sent to all past reviewers and reviewer applicants. Interested reviewers 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 give access to the reviewer portal by email about one week after the application deadline.

### Reviewer Conflict of Interest

Upon accepting the opportunity to review grants in any given round, reviewers must notify us of any conflicts of interests with the assigned projects or organizations. If a conflicting assignment is made, the reviewer shall immediately email the Grant Systems Manager so that the application can be reassigned.

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 property owner; 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.

## Review Meeting Conflict of Interest Protocol

Before discussions about the grant application start, the Grant 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 discussion and a vote is complete, 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 applicant fully answers the prompt questions for each section.
- 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 comment 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 but justification should still be provided. 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.
  - Grant 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

Funding decisions are emailed to all applicants within one to two business days of the award announcement dates for competitive grants and 30-45 days of submitting a noncompetitive application. We also post all competitive funding decisions to [our website](#).



## Reapplication

If denied funding, applicants are welcome to reapply. Our staff contacts all non-funded applicants to provide reviewer comments, 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 program requirements and are eligible for funding pursuant to state statute and policies described in this guide but that were not funded. Appeal requests must be made by the applicant organization within 30 days of notification of non-funding by the State Historical Fund. The appeal will be reviewed by the History Colorado leadership team and may be forwarded to the Preservation Programs Committee at their next regularly scheduled meeting.

Submit written appeal requests to [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us) with "Appeal" in the email's subject line and include the applicant organization name, contact information, and reason for the appeal.



*La Sociedad Protección Mutua de Trabajadores Unidos,  
Conejos County*

# Managing Your Grant

## Notification of Award

Award notifications come via email from the assigned Contract Specialist to the grant recipient contact, and include contact information for your Historic Resource 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 contract.

Once we receive the requested information and documents, it typically takes up to 6 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 document.

- 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.

## Not-Under-Contract

To keep State funds actively making an impact across the state, grant awards that are not executed within 9 months of their award date will be taken before the History Colorado board of directors for possible rescission. Please let your Contract Specialist know of any delays you may encounter getting the project started.

## 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.

- The project budget is on a line-by-line basis not just by the project total. Pay close attention to each budget line throughout the project. Budget modifications may be needed in order to use savings from one line to cover overages on others.
- Project savings are shared between your organization and ours based on the grant award/cash match percents.
- 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 products and documents that you must submit throughout the project for State Historical Fund review and approval, and shows the grant payment amounts and payment schedule.

All progress reports, Payment Requests and Financial Reports, and Deliverables may be submitted through the Applicant Portal under My Awarded Grants.

### Progress Reports

Progress reports provide your Historic Resource Specialist with a status 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 or budget. Submit progress reports to your Historic Resource Specialist on the day listed in the schedule.

# Payment Requests and Financial Reports

## Payments

Your grant is established with either three or four payments. Payment amounts are pre-calculated as percentages of the grant award amount minus the grant share of the contingency budget line, 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 clean file of all financial records including detailed invoices and itemized receipts, legal, financial, or other documentation, communications, and other materials pertaining to the scope of work and budget in the case of an audit or staff request.

You must report all project expenses on the interim and final financial reports when requesting payments 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 Historic Resource Specialist through email or in the Applicant Portal under My Awarded Grants 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 Payment Request and Financial Report Form

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

## Grant Payment Requests

You must formally request your grant payment(s) using the Payment Request and Financial Report Form. We do not send payments without a request. All financial forms require signatures from a representative of the grant recipient organization, 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 and approval of the required deliverables associated with the advance payment in Exhibit C.

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

## 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 or upload the following information to the Applicant Portal to request interim or final payments:

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

\*Additional documentation may be requested at any time at the discretion of your Contract Specialist.

## Supporting Documentation Requirements

### Grant Administration

All grant administration expenses must be accompanied by a clear, detailed calculation, or other documentation for the charges. 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 rates at the time your grant award contract is executed. You must keep all documentation for travel expenses for audit purposes including itemized meal receipts, but we only require you to submit documentation for mileage, hotels, vehicle rental, and air travel.

## 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 project site due to off-road conditions.

## Per Diem

Per Diem for meals is \$59 per day: \$13 for breakfast, \$15 for lunch, and \$26 for dinner, plus \$5 for incidental expenses when traveling overnight. You do not need to submit receipts to claim per diem, but please tell us how many people ate at each meal and keep the itemized receipt for your project records. Alcoholic beverages 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.

## Ineligible Expenses

Per state statute and fiscal policy, some costs do not qualify for State Historical Fund assistance and are not eligible for reimbursement.

- Archaeological monitoring requirements omitted from the scope and budget
- Budget line overages of 25%+ of the budgeted amount without contingency approval or a budget modification to move savings
- Costs encumbered, contracted for, or incurred before receiving a fully executed grant award with the State Historical Fund
- Costs of utilities or any work 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 or with no documentation
- 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 and travel expenses with no documentation
- The value of In-kind goods, services, or staff time or pay

## Expense Reporting Checklist

Double-check your financial reporting information:

- Are reported expenses allowed?
- Are invoices broken out by the tasks listed in Exhibit B?
- Did you report interest earned on advanced 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](#) policy prior to submitting a contingency payment request. You *must* have prior approval from your Resource Specialist for use of contingency money. If approved, 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 in a previous payment, we will automatically add the approved amount of our share 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. Once received you can use the funds to pay the easement fee(s) to your holding company.

## 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.
- Invoices and Payments are 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 staff 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.

## Project Close Out

To close out your grant, submit all outstanding deliverables to your Resource Specialist and submit the final Payment Request and Financial Report Form to your Contract Specialist 30 days before the Grant End Date.

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

The property recapture term for privately owned properties 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. Any remaining grant balance will be reallocated for future State Historical Fund grants.

## End of Project Cost Savings

All project cost savings are shared between the State Historical Fund and your organization. The amount you save is based on the cash match percentage ratio shown in Exhibit B. For example, the project budget is \$100,000, but the final project expenses total \$80,000 resulting in savings of \$20,000. If the grant ratio to cash match ratio is 75% grant to 25% match, your organization would save \$5,000 (25%) of the \$20,000 in savings and we would save \$15,000 (75%).

## Money Owed

Grant funds that are advanced to you in the advance and interim payment but that do not get utilized during the project must return to the State Historical Fund. If repayment of unspent funds or ineligible costs is necessary, refunds should be made payable to State Historical Fund and mailed to 1200 Broadway, Denver, Colorado 80203.

## 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 figures, 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 have to 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 Historic Resource 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 showing which scope item(s) is being removed and a redlined Exhibit B showing the requested budget changes (ie. Which line(s) goes up and by how much and which line(s) goes down and by how much), along with a brief explanation for the requested change(s).

## Budget

Funds may be reallocated from one budget line to another to use savings from one line to cover overages on another. Contact your Historic Resource 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% change 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 a 25% or more change of a budget line, in addition to contacting your Historic Resource Specialist, submit a redlined Exhibit B or spreadsheet showing the requested changes **in whole numbers**, along with a brief explanation. Figures with cents will be rounded by contract staff.

## 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 Historic Resource 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 subtotal 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 excluded from the application scope of work. 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 Historic Resource Specialist before starting the work that requires contingency money. Utilizing contingency money without SHF approval will result in those expenses being ineligible for grant reimbursement.**

### Request to Use Contingency Funds

Contact your Historic Resource Specialist to receive verbal approval to 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.



*Denver and Rio Grande Passenger Car 256,  
Conjeos County*

### 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 and conditions that the grant recipient organization, grant recipient contact, and property owner should consider before applying and throughout the project.*

### Audit

You must maintain detailed financial, legal, and communication records for your project in an auditable condition for at least three (3) years after date of final payment. All invoices should include an itemized, detailed calculation. Grantee unwillingness or inability to provide documentation requested by an audit or staff review will render disputed charges ineligible as either grant or matching costs.

### 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.

### Conflict of Interest

A conflict of interest is a financial, personal, or familial interest that can potentially compromise the person's duty to put the interest of the state first. A conflict of interest exists if a person's objectivity, professional judgement, or ability to perform their duties 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.

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

- any business in which the person has a direct or indirect monetary interest
- a familial relationship in connection with the grant recipient or property owner
- 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.

The following are common examples of how conflict of interests apply to our grant program:

- No person at any time exercising any function or responsibility in connection with the project on behalf of a grant recipient 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 grant recipient or History Colorado party may perform or provide services for compensation, monetary or otherwise, to a consultant or consultant firm retained by the grant recipient organization or property owner.
- No property owner, employee, or member of the board of the property owner may perform or provide services for the project for compensation, monetary or otherwise, to the grant recipient.

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.

## 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 and contractors or making purchases. If your organization does not have an established procurement process, you must 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 in the amount of \$50,000 or less
- Construction projects in the amount of \$50,000 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 \$50,000 but less than \$250,000
  - ❖ Construction projects using more than \$50,000 but less than \$250,000
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 \$250,000 or more
  - ❖ Construction projects using \$250,000 or more

## 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 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 Historic Resource 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.

## Publicity after Award

Colorado State gaming tax 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.

For examples of various media templates, contact Engagement Staff who can provide you with a Marketing Toolkit. History Colorado actively gathers photos from social media posts. To have your post noticed by History Colorado, use *#PreserveCO*.

## Signage

Promote your project with free State Historical Fund banners and signs. Your Historic Resource 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 Historic Resource Specialist to schedule. Please note that the check is for publicity purposes only and all payments are by electronic funds transfer.

## 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 with 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 Historic Resource Specialist
- Before/existing condition photos of scope of work
- Documentation of professional/public outreach

## **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**

- 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

- *Print Media*
  - Draft text and photographs
  - Interpretative Sign Draft layout
  - Final proof
  - Final Brochure
  - Interpretative Sign Final
  - 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
- *Display or Exhibit (Archaeology only)*
  - 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

## Physical Work Deliverables

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



# Glossary

## **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 and submit their applications, as well as the portal in which you can review awarded grants and submit deliverables, progress reports, and payment requests.

## **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 private land and 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.

## **BIPOC (Black, Indigenous, People of Color) Project**

A BIPOC project significantly benefits and involves one or more BIPOC communities and satisfies the following criteria:

Criteria 1 (must answer Yes to at least one statement)

- The applicant organizations identifies as a BIPOC organization or primarily serves the BIPOC community.  
Or
- The property is owned by a BIPOC organization or BIPOC individual/private owner.  
Or
- The BIPOC community is involved in project planning and/or will be involved during the project.

Criteria 2 (must answer Yes to this statement)

- The completed project will directly benefit the BIPOC community and two letters of support from that community are included with the application.

## **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.

**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.

**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.

**Engagement Specialist**

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

**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 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 Integrity**

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

## **Historic Resource Specialist**

The Historic Resource 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

## **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.

**Legal Property Description**

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.

**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.

**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.

## **Property Information**

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

## **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.

## **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.

## **Resource**

Any building, structure, site, or object that is part of or constitutes a prehistoric or historic property.

## **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 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.”



**History Colorado**  
STATE HISTORICAL FUND

