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.

**Questions:** the following are questions from the application:

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 to the appropriate “BIPOC Letters of Support” section at the end of the application.

If you can respond “Yes” to both, 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, will be denied.

If the answer is “No” to either Criteria, this section of questions is not eligible for points. Skip the questions that follow and continue on to the Project Team tab.

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

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

**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.
  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:
3. How will BIPOC communities directly benefit from the completed project?

**Reviewer's Questions**

- If the applicant answered “yes” to at least one statement in each of the two sections mentioned above, then review and score this section.
- If the applicant answered “no” to either criteria, enter 0 (zero) points for this section, EVEN if they filled out the BIPOC narrative questions that follow.
- DO NOT include the BIPOC Information questions from the Organization and Contact Information section of the application as part of the score; they are ONLY for data gathering purposes at this time.
- Below are two lists and multiple examples to assist you in scoring how meaningful the benefit to and involvement of BIPOC communities are in this project. Below the lists and examples are the four scoring questions for this section.

**Benefit and Involvement List**

A BIPOC project significantly benefits and involves one or more BIPOC communities. Below is a list of examples of how a project could benefit and involve BIPOC communities to assist in your scoring. THIS LIST IS NOT EXHAUSTIVE:

**Involve:**

- **Pre-application**
  - community meetings, relationship building, and direct outreach to BIPOC community (specific organizations or individuals)
  - BIPOC community spearheaded the project
  - BIPOC community partnered in the application writing or process
  - steering committee with BIPOC community members has been formed
  - initial consultation with, or specific BIPOC individuals/organizations have been identified who have agreed to be involved and consulted in the project
  - informal Tribal Consultation with demonstrated commitment for involvement
- **During project**
  - consultation and collaboration with the BIPOC community during the project for feedback
  - formal Tribal Consultation or tribal review of content
  - include stipends in the project budget as compensation for BIPOC or tribal community involvement
  - grant recipient Organization or owner is BIPOC
**Benefit:** A benefit is the end result of a project.

- **Economic Development**
  - creating a business space that employs primarily BIPOC individuals
  - affordable housing that primarily BIPOC communities will use

- **Social Development**
  - primarily BIPOC communities will use this place
  - project educates the public about BIPOC communities, their histories, and their impact on Colorado
  - project fosters BIPOC cultural ties and cultural identity to place and community
  - project facilitates community healing, often through archaeology or education
  - project addresses past injustices

- **Environmental Development**
  - the project creates energy efficiency to make utilities more affordable, address heat sink, and increase green space in places primarily used by BIPOC communities
  - the project illustrates how indigenous communities were stewards to the environment

- **Health/Wellbeing**
  - updating a building to make it more comfortable for primarily BIPOC communities to use
  - removing hazardous materials in a place that primarily BIPOC communities use

**Examples:**

*Use the examples below to help score this section. Projects that demonstrate clear benefits to the BIPOC community should be scored higher. Examples are broken down into project types.*

**Survey/Planning Project**

- **Weak** - we plan to put flyers up around town inviting the BIPOC community to a meeting
- **Better** - we have notified specific community groups or individuals that we want to work with during the project
- **Best** - we have relationships with BIPOC community groups or individuals and sought their feedback prior to and/or during the application process and will continue to collaborate with them through all aspects of the project

**Archaeology**

- **Weak** - our project will produce new data for the archaeology field and we will present at conferences
- **Better** - we have a letter of support from a tribal member, and will hire a tribal intern to work on the project
- **Best** - we have relationships with BIPOC community groups or individuals and sought their feedback prior to and/or during the application process and will continue to collaborate with them through all aspects of the project

**Physical Project with non-BIPOC owner and applicant**

- **Weak** - our organization is open to, or hosts, BIPOC community based exhibits and meetings in our space, but BIPOC education or use is not the building’s primary use or organization’s mission.
- **Best** - the building is located in an area that predominantly serves BIPOC communities, and regularly hosts and actively collaborates with the BIPOC community on telling their stories within the project building/space
SCORING CRITERIA – Diversity, Equity, and Inclusion – 10 points

1. Evaluate how strong and meaningful the project’s benefit is to BIPOC communities.

2. How involved will BIPOC communities be before and during the project?

3. How meaningful are the BIPOC partners’ involvement or contributions? Are BIPOC partners integral to the planning and success of the project or is involvement minimal?

4. Are there two letters of support from the BIPOC communities involved in the project? If it’s not clear that the application included 2 letters of support from the BIPOC community you may reduce points from this section. If you’re unsure please call us at 303-866-2825.

Scoring Rubric:
- 9-10 points = Very good
- 8 points = Good
- 7 points = Fair/average
- 6 points = Shows potential
- 0-5 points = Insufficient

Project Team – 10 points

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

Questions: the following are questions from the application.

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 relevant experience with historic preservation, and/or grant finance and management.

SCORING CRITERIA – Project Team – 10 points

1. What is the applicant’s experience with similar projects or grants? Lack of SHF experience should not reduce the score.

2. Does the application demonstrate a qualified team with identified roles to successfully complete the project?

Scoring Rubric:
- 9-10 points = Very good
- 8 points = Good
- 7 points = Fair/average
- 6 points = Shows potential
- 0-5 points = Insufficient
Resource Description and Significance – 10 points

This section explains the history, appearance, and importance of the resource(s) (500 word limit).

Questions: the following are questions from the application.

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 importance to a community, architectural 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.)

SCORING CRITERIA – Resource Description and Significance – 10 points

1. Does the application briefly explain the prehistory or history of the resource, survey area, or archaeological site? For projects not related to a specific historical resource, does the application describe important historical themes, time periods, and topics to be covered?
   - Resources representing historically excluded communities should score higher. (For example, LGBTQ+, women’s history, religious minorities, etc.)
   - A full history of the resource, survey area, or archaeological site is not required. There is a 500 word limit.

2. Based on the description and photos of the resource, does the resource retain physical features (such as materials, location) that relate to its importance (such as social history, agricultural history, etc). If not, does this project have the potential to reestablish those features? For projects not related to a specific historic resource, does the project support the identification, education, or preservation of historic places?
   - If you want to learn more about evaluating changes to historic resources, here is a link to National Park Service Bulletin 15. See Chapter VIII: How to Evaluate the Integrity of a Property.

Scoring Rubric:
- 9-10 points = Very good
- 8 points = Good
- 7 points = Fair/average
- 6 points = Shows potential
- 0-5 points = Insufficient

Scope of Work and Budget – 15 points

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

**Questions:** the following are questions from the application.

In the Scope of Work and Budget Template, provide the following information.

1. Identify a task title for each scope item and describe the relevant work required for the task. If necessary, include archaeological monitoring for any excavation or ground disturbing activities related to a built environment project.

2. Make sure the tasks and costs are eligible for our funding. Review the list of **Ineligible Projects and Costs**.

3. For archaeology projects, include curation or consultation with appropriate descendent communities, if necessary. This may include tribal consultation and/or consultation with other groups as appropriate. For example, projects at a Japanese internment camp should include consultation with former internees and their descendants. Note: this is not needed for archaeological monitoring.

4. Make sure attached bids match the scope of work and budget.

5. For physical work projects, costs for general conditions, overhead and profit, permits, and bonding must be clearly broken out. **Bonding** is required for all construction contracts of more than $150,000.

6. Include an amount for **contingency** that is reasonable for the type of project; typically 10-20%.

7. If **Grant Administration** is included, provide the method of calculation here or in a bid. Up to 15% of the total direct cost is allowed, but the average range is 3-10%. Justify costs higher than 10% in the comment 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 government owners, and 50% of the project total for private and for-profit owners; BIPOC projects: 0% for nonprofit/ government owners with an annual operating budget of less than $250,000, 5% for nonprofit/government owner with an annual operating budget over $250,000, or 10% for private owner. BIPOC projects: be sure that the cash match in the budget matches the option selected in the Diversity, Equity, and Inclusion section.).

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. Please also attach a current IRS form 990 for Non-Profits or a copy of your Annual Budget for Governmental Entities.

10. Double-check that your Grant Request Amount plus Cash Match add up to the Project Total AND that the Grant Request Percent plus the Cash Match Percent add up to 100%.

**SCORING CRITERIA** – Scope of Work and Budget – 15 points

1. Does the Scope include all relevant tasks to complete this project? Is archaeological monitoring necessary, if so, is it included? (If irrelevant tasks are included or the Scope is missing tasks, it should be noted and the score lowered.)

2. Are the tasks eligible for State Historical Fund funding? A list of Ineligible Projects and Costs can be
found on page 38 and 53-54 of the State Historical Fund Guidebook.

3. If proposals or bids are attached, do they match the Scope of Work and Budget? If they are not attached, score at your discretion based on available information.

4. Are the costs reasonable to complete this project? If not, clearly explain why you do not believe them to be reasonable.

5. For archaeology projects, is tribal consultation or curation included if necessary?

6. Grant Administration is not required. However, if included, is the cost reasonable and is a calculation provided in the Scope of Work and Budget or in a proposal? (Up to 15% of the Project Total is allowed. However, the average range is 3-10%.)

7. If contingency is included, is the amount reasonable for the type of project? (typically, the average range is 10-20% of the Project Subtotal). For all construction projects, contingency is highly recommended.

8. Does the cash match meet the minimum requirement?
   - Nonprofits/government owners: 25% of the project total.
   - For-profit/Private owners: 50% of the project total.

9. If a cash match waiver is requested, is it justified?
   - Projects requesting a BIPOC project cash match do NOT need to request a waiver.

**BIPOC Cash Match**

If the applicant is requesting a BIPOC cash match check their answers to both Criteria in the Diversity, Equity, and Inclusion narrative section.

Scoring Rubric:
- 14-15 points = Very good
- 12-13 points = Good
- 11 points = Fair/average
- 10 points = Shows potential
- 0-9 points = Insufficient

**Project Description – 20 points**

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

**Questions:** the following are questions from the application.

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. Lists the steps you completed that led to this grant project.

2. Clearly explain this proposed project:
3. Describe the tasks that will be completed.
4. Explain how the components of the project will be executed.
5. Discuss why 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 project type, attach photos that:
   - Illustrate the condition of the resource(s), including overall and detailed views; or
   - Illustrate a representative sample of the resource(s) to be researched; or
   - Illustrate potential outcomes of the project; and
   - Include captions.

6. If previous planning documents exist for this project, attach the most recent version and relevant sections of those documents that support the proposed project (i.e., historic structure assessment sections, construction documents, survey forms, reports, etc).

SCORING CRITERIA – Project Description – 20 points

1. Based on past work and future plans, is this proposed project the next logical step?
2. Evaluate how well this section explains the tasks listed in the Scope of Work and Budget, how components of the project will be accomplished, and why the specific treatments, strategies, or methods were chosen.
3. Did the applicant identify committed financial sources for future work or continuing maintenance, such as future repainting or the cost to continue to host a website?
4. How well does supporting documentation:
   a. Illustrate the condition of the resource(s)
   b. Provide a representative sample of the resource(s) to be researched
   c. Demonstrate potential outcomes of the project
   d. Illustrate on-going success?

● NOTE: Historic Structure Assessments ARE NOT a prerequisite for construction projects.
5. Does the Project Description correlate with the Scope of Work? If not, list the differences.
6. Does the Project Description make clear that the project meets the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation and/or the Colorado Cultural Resource Survey Manual?

Scoring Rubric:
  18-20 points = Very good
  16-17 points = Good
  14-15 points = Fair/average
  13 points = Shows potential
  0-12 points = Insufficient

Urgency – 15 points
This section illustrates the critical need for completing this project (1000 word limit).
Questions: the following are questions from the application.

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

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

SCORING CRITERIA – URGENCY – 15 points
For the following questions, evaluate the level of urgency.

1. How urgent are the physical conditions of the resource (i.e., if the grant is not funded will it cause a public health or safety concern? Will it quickly deteriorate? Or will further damage occur?)

2. How urgent are the external threats to the resource(s) or program? (i.e., proposed development, vandalism, lack of political support, aging community members.)

3. What community participation, partnerships, or cash match funds are in jeopardy of dependent on this grant being awarded?

4. Will this project be delayed if this grant is not awarded?

5. Did the applicant identify other compelling reasons for urgency?

Scoring Rubric:
14-15 points = Very good
12-13 points = Good
11 points = Fair/average
10 points = Shows potential
0-9 points = Insufficient

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).

Questions: the following are questions from the application.

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. Explain how this project will directly support at least two goals in the 2020 Colorado Statewide Preservation Plan

**SCORING CRITERIA** – Public Benefit, Project Promotion, and State Preservation Plan – 20 points

1. For the following questions, evaluate the strength of public benefit and community support:
   - Will the project provide good public use or will the public be able to access the products developed with this project?
   - Is the cash match for this project provided by the community?
   - Does the project illustrate community support in ways other than monetary?
   - Will this project enhance public appreciation of historic preservation, economic development, and/or heritage tourism?
   - Are there good partnerships in place or will new partnerships be encouraged by this project?
   - Does the project benefit historically excluded communities or cultures? For example, LGBTQ+, women, religious minorities, etc.)
   - Are letters of support attached?
     - If so, do the letters of support demonstrate strong public support?
     - Are they from a variety of people, organizations, community members, or elected officials?

NOTE: applicants are instructed that letters of support are not required, but highly recommended and to include at least five.

2. How well does the applicant plan to promote the project?

3. Does the applicant explain how the project will directly support AT LEAST TWO goals in the 2020 Statewide Preservation Plan.

Scoring Rubric:
- 18-20 points = Very good
- 16-17 points = Good
- 14-15 points = Fair/average
13 points = Shows potential
0-12 points = Insufficient

Attachments
Some applications can be lengthy but it is important to review attachments that may help clarify and support the project or items that need to be noted for inconsistencies or cause concern.

Some important attachments to review include:

- Bids and estimates to compare with the Scope of Work and Budget.
- Resumes to confirm professional qualifications of the Project Team.
- Local Landmark nominations for locally designated properties to support Resource Description and Significance.
- Excerpts of previous planning work that clarify the Scope of Work and Budget and Project Description.
- Both historic and current photographs of the historic resource that illustrate condition and historic appearance.
- Letters of support that demonstrate public benefit and partnerships.

How to Leave Good Feedback
Who reads your comments and how your feedback is used:

- Your comments will be read by applicants and State Historical Fund staff.
- State Historical Fund Staff uses your comments to evaluate whether or not a project should be funded.
- When grant applications are declined, applicants are given the opportunity to request the reviewer score sheets. Your comments should provide constructive criticism so that the applicant can re-apply in the future, and improve their score.

Tips:

- **Don't be rude.** Do not write anything that you would not say to somebody in a face to face conversation.
- **Your score should be in line with your comments.** If you give a score of 67, but you do not point out the factors that reduced the score, it will be impossible for the applicant to know what they did wrong.
- **Leave personal anecdotes and potentially identifying information out of your comments.** The comment space should be reserved for constructive criticism only! If you feel like you may have a potential conflict of interest scoring an application, please let us know ASAP.
- **If you have questions about the application or our criteria for scoring, just ask!**