

State Historical Fund Reviewer Guide:

Glossary of Terms

This is a glossary of terms frequently used in State Historical Fund grant applications. The list can also be found in the State Historical Fund Guidebook.

Please contact the [Engagement Team](#) if you have any questions.

Glossary

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

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

Applicant Portal: The applicant portal is the online platform applicants use to create, manage, edit, share, and submit their applications.

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

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

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

BIPOC (Black, Indigenous, People of Color) Project: A BIPOC project significantly benefits and involves one or more BIPOC communities.

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

1. A payment bond executed by a surety company authorized to do business in Colorado, for the protections of all persons supplying labor and material to the contract or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to at least 50% of the price specified in the contract.
2. A performance bond, executed by a surety company authorized to do business in this state, in an amount equal to at least 50% of the price specified in the contract.

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

Conflict of Interest: A conflict of interest 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 judgment, 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.

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

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

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

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

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

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

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

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

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

Grant Administration: Grant administration includes the indirect costs of managing the project

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

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

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

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

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

Grant Recipient Contact (GRC): The grant recipient contact is the primary point of contact between the State Historical Fund and the grant recipient organization for the awarded grant.

Historic 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

Historic Integrity: Historic integrity refers to the resource's ability to convey its historic identity for which it is significant. If you want to learn more about evaluating the integrity of a resource, please reference [National Park Service Bulletin 15](#), Chapter VIII: How to Evaluate the Integrity of a Property.

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

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

Ineligible Projects and Costs: Per state statute and fiscal policy, some projects, activities, and costs do not qualify for assistance and cannot be included in the scope of work, budget, and/or

cash match for funded projects. For a list, please refer to State Historical Fund Guide: Ineligible Projects and Costs.

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

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

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.

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.

Preservation Programs Committee: The Preservation Programs Committee is chartered by the History Colorado Board of Directors. The Committee focuses on strategic thinking, policy, and evaluation relative to the organization's preservation programs, which include the functions of the Office of Archaeology and Historic Preservation, the State Historical Fund, and other preservation incentive programs. You can [view a list of current members at this webpage](#).

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

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

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

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

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

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

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

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

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

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

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

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 [Office of Archaeology and Historic Preservation site forms at this webpage.](#)

State Historical Fund Grants Council: The State Historical Fund Grants Council is appointed annually by History Colorado's Preservation Programs Committee to support the grant review processes of the Colorado State Historical Fund. You can [view a list of current members at this webpage.](#)

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

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."