Application Guidelines and Instructions for a Historic Structure Assessment Grant

**Historic Structure Assessment Grant Guidelines**

**Purpose of Historic Structure Assessment Grant:** Preparing a report of the physical condition of a historic building or structure in accordance with a mandatory State Historical Fund assessment outline (see Section 9.D, Scope of Work, on the HSA Application Form).

For purposes of this SHF grant program, the term “Historic Structure Assessment” or “HSA” has been defined as an assessment of the condition of an entire historic building or structure. Such an assessment includes historical information about the property, examination of all structural components (e.g., foundation, framing, walls, and roofing), examination of building systems (e.g., mechanical and electrical systems), interior and exterior finishes, and additional issues including hazardous materials, access by the disabled, and building and zoning code compliance. An annotated outline of the content under each item in the Scope of Work is available online at http://www.historycolorado.org/sites/default/files/files/OAHP/erforms_educmat/pdfs/1424Scope.pdf

The final HSA will include a Preservation Plan that prioritizes the work necessary for the preservation and/or reuse of the entire building or structure, and provides preliminary cost estimates. Illustrations and photo documentation are an important and requisite component of a HSA. An Economic Feasibility Study (EFS) determines an optimal and sustainable use for the resource and provide the applicant with funding options after consulting with the community. It adds to the HSA Scope of Work multiple (1-3) sustainable reuse plans. Each reuse plan includes available funding sources for the project and a phased budget. The financing portion of the EFS must be prepared by an experienced professional with one of the skill-sets outlined under “Professional Skills for the Economic Feasibility Option” on the following page.

You may apply for an EFS if your property has received an HSA from the State Historical Fund within five (5) years from the date on your EFS application.

**Eligible Applicants:** Only public entities and non-profit organizations may directly apply for grants administered by the State Historical Fund.

- **Public Entities** – A public entity, as defined in Colorado law, includes “... the state, county, city and county, incorporated city or town, school district, special improvement district, agency, instrumentality, or political subdivision of the state organized pursuant to law...”

- **Non-Profit Organizations** – Non-profit organizations include any organization certified by the Internal Revenue Service as exempt under Internal Revenue Code Section 501 (c), (d), (e), (f), (k), or Section 521 (a).

**Ineligible Applicants:** Private individuals, for-profit organizations, and federal agencies are not eligible to apply directly for State Historical Fund grants, but may partner with an eligible applicant. (See also “Cash Match” section below.) The municipal governments of Colorado gaming towns (Central City, Black Hawk and Cripple Creek) are not eligible to apply directly or indirectly for SHF grants.

**Professional Involvement:** The Historic Structure Assessment must be prepared by an architect or a structural engineer working under the direct guidance of an architect. Please consider the following when deciding who will prepare the HSA:

- **Architect, and structural engineer if applicable, must be licensed in the state of Colorado.**
- **Architect must be the primary consultant on the project.**
- **Architect, and structural engineer if applicable, must be able to interpret and apply The Secretary of the Interior’s Standards for the Treatment of Historic Properties.**
- **Architect, and structural engineer if applicable, is required to attend an initial on-site consultation with a State Historical Fund Historic Preservation Specialist at the commencement of the grant contract.**
Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians and cost estimators may also be members of the assessment team. A list of professionals who have worked on State Historical Fund grants previously is available upon request, 303-866-2825.

Grant Request Amount: HSA grants are available for $10,000 or less. If the applicant can justify the need to hire additional consultants such as engineers, archaeologists, historic preservation consultants, contractors, historians, or cost estimators, an additional amount up to $5,000 can be awarded at the discretion of the State Historical Fund. This means that the hired architect cannot receive any SHF grant funds above $10,000 for the Historic Structure Assessment. Historic Structure Assessments may cost more or less depending on the size and complexity of the building or structure. If the cost to perform a Historic Structure Assessment is more than $10,000 (or more than $15,000 if other expertise is required and justified as stated above) the difference must be made up by the applicant, or the applicant may submit a General Grant application during the regular competitive SHF grant rounds. State Historical Fund funds cannot be used to cover indirect or grant administration costs for HSA grants.

If the project will include an Economic Feasibility Study, applicants should justify the reason they are requesting the additional $5,000 award in project description of the narrative section.

Professional Skills for the Economic Feasibility Study Option: If the HSA application will include the Economic Feasibility Study option, the assessment team should also include a professional with experience in market feasibility analysis, real estate development and management or appraisal, or business planning acumen. Qualified professionals would have demonstrated experience in any of these fields in order to complete the financing for adaptive reuse, demographic information and reuse recommendations sections of the Economic Feasibility Study.

Application Deadline: Historic Structure Assessment applications can be submitted at any time and will be processed upon receipt.

Cash Match: No cash match is required if properties are owned by non-profits or public entities. Properties owned by private individuals or for-profit entities must provide a cash match of 50%; if such an owner is unable to provide the 50% match, a waiver of the requirement can be requested, but justification must be given and award is not guaranteed. If it is the intention of a non-profit or public entity applicant to become the owner and steward of a building that is owned by a for-profit or individual, they may apply with a reduced cash match or no cash match.

Designation: Although historic designation is not required prior to application for a Historic Structure Assessment grant, applications involving undesignated properties without a determination of eligibility and/or clear plan for designation are unlikely to be funded. A completed Preliminary Property Evaluation Form (1419) should be included with the application request for non-designated properties seeking State or National Register designation (form and instructions available at http://www.historycolorado.org/archaeologists/nomination-forms).

Conflict of Interest: A conflict of interest involves any situation that may, in reality or in perception, result in persons associated with the grant recipient benefitting inappropriately from the grant. For example, members of the board of directors of an organization and owners of properties receiving State Historical Fund grants may not be paid for professional services as part of those same grants. In addition, private, individual or for-profit property owners benefitting from State Historical Fund grants may not act as the Grant Recipient Contact, paid consultant or contractor on State Historical Fund-funded projects.

Application Instructions
The Instructions below correspond to the numbered section of the application form. Please contact SHF Outreach Staff for assistance if you have further questions about completing the HSA Application Form.

1. Application Organization
- Please provide contact information for the eligible applicant organization.
- If you do not know your Federal Employer ID#, visit www.melissadata.com/Lookups/np.asp or visit the website of the Secretary of State.

2. Grant Recipient Contact Person (GRC)
- Please provide contact information for the GRC; this person should be the primary point of contact for the project after award and should be someone that is easily accessible. All correspondence will be sent to this person.
- If the property is owned by an individual or business, the owner cannot be the GRC.
- Only one person can be the contact.
3. Grant Request and Cash Match
- Enter the corresponding amounts of the Project Total, the amount of the Grant Request, and the amount of the Cash Match (Grant Request + Cash Match should equal the Project Total).
- Please enter whole dollar amounts.
- If the building is owned by an individual or business owner, the cash match must be at least 50% of the TOTAL project budget. If a waiver of this requirement is requested, indicate “Yes” by double-clicking on the check box and choosing “checked” in the dialogue box, then provide a written justification for the waiver. Please note that award of a waiver request is not guaranteed.
- No cash match is required if the property is owned by a non-profit or public entity – i.e., enter $0 for the cash match amount and 0% for the cash match percentage.

4. Geographic Information
- Enter the geographic information for the property’s location (not the location of the applicant or owner, if different from the property itself).
- If you are unsure of the corresponding district numbers for the State and US representatives, you may look them up at http://www.capwiz.com/artsusa/home/

5. Property Information
- Provide the requested information for the property, including historic name(s), designation, address, and legal property description.
- For Designation, indicate all levels of designation that are relevant to the property, or indicate “N/A” if currently there is no designation on the property. To check a box, double-click on the check box and choose “checked” in the dialogue box that pops up on the screen, then click “OK.”
- If the property is not designated, you should indicate in Section 9.B (see below) the plan for moving toward designation, as well as attach a completed Preliminary Property Evaluation Form (1419) (found at http://www.historycolorado.org/archaeologists/nomination-forms) to the HSA Application Form.
- If designated, indicate the general boundary of the designation (i.e., the building footprint only, or the building and surrounding property). To check a box, double-click on the check box and choose “checked” in the dialogue box that pops up on the screen, then click “OK.”
- If you do not have the property’s legal description, contact the county assessor’s office to obtain it.

6. Property Owner Information
- Complete this section if the owner is different than the applicant organization. (If the owner and applicant are the same, indicate “N/A” and leave the rest of the section blank. To check a box, double-click on the check box and choose “checked” in the dialogue box that pops up on the screen, then click “OK.”)
- Provide the owner’s Federal Employer Identification Number if the owner has one (do not give private social security numbers).
- The legal owner should sign the HSA Application Form to indicate approval of the grant request and permission for the grant work to be carried out, if awarded.

7. Acknowledgement of Support by Government Official
- Complete this section only if the property is owned by a business or individual (i.e., individuals, trusts, estates, associations, trusts for profit organizations, or any other entity not defined as a “public entity” or “non-profit organization”). Per the Rules and Procedures of the State Historical Fund (8 CCR 1504-8), an official of a governmental entity (any county, city and county, or incorporated city or town or governed by a home rule charter) must acknowledge support of the application.
- Check the “N/A” box if the property owner is a non-profit or public entity. To check the box, double-click on it and choose “checked” in the dialogue box that pops up on the screen, then click “OK.”

8. Applicant’s acknowledgment of conditions if awarded
- The legally authorized representative of the applicant organization should initial in blue ink the conditions associated with the Historic Structure Assessment grant if awarded.

9. Narrative
Each lettered section of the narrative portion of the application is addressed below with indications of what information should be provided in each. For ease of formatting, please enter the requested information within the provided text boxes on the form, leaving font type and size as set within the document. Please limit the amount of text to fit within the text box.

A. Applicant Background – this section should introduce the applicant organization, its mission, and its familiarity with similar projects and/or projects involving construction or historic buildings. The selected project team members who will work to
complete the HSA, if awarded, should be listed in this section with a brief explanation of each team member’s role and background (including the architect or engineer). Please note that the architect and other applicable consultants’ résumés should be attached to the application form. If applying for the EFS, this section should identify a building champion and include an explanation of their demonstrated commitment to this process. Does your organization have a cash-match fundraising plan? This section should also include the background experience of the project team member who will be completing market feasibility analysis of the project.

B. Property History – provide a brief history of the building or structure and a physical description, including character-defining features and materials. How large is the building? What is its current use? What is the proposed future use? Photos of the property should be attached to the application to back up this description and help to illustrate the property’s historical significance. Please also indicate plans for designation if the property is not yet designated.

C. Project Description – Provide a brief description of why you think this building or structure needs to be assessed. For instance, do you see any evidence that the building is failing in terms of finishes or materials? Why does this assessment need to be done NOW? What is the timetable for completion of the HSA? Once you complete your Historic Structure Assessment, how/where will you locate funding for the potential physical work on the building/structure made evident by the report? If applying for the EFS, you must additionally justify why you are interested in pursuing this option. Why does it need to be done to ensure the sustainability of the building? Does your organization have any funding leverage? What is your plan to engage the community during the visioning process? What will be your method of communication (surveys, focus groups, public meetings)? How will you publicize the meetings? Who will you target to invite? How many surveys and meetings will you have?

D. Scope of Work – The Scope of Work is essentially a table of contents for what the HSA will cover. As explained above in the HSA Guidelines, the Scope of Work for a HSA is mandatory. By signing the application form the applicant agrees the mandatory Scope of Work will be completed as part of the HSA grant contract, if awarded. Please see the EFS annotated Scope of Work and Budget if applying for this option.

E. Budget – The budget template can be modified to reflect costs outside of the Standard Categories that are associated with completing the HSA for your particular building or structure, but the Standard Categories provided below should be the basis for your budget. For example, if Engineering Services are needed, you may add a line item to the budget for that cost. Please note allowable mileage rates and per diem travel expenses where travel is required. Please also indicate again the percentage and amount of the cash match and grant request respectively:

PROJECT BUDGET TEMPLATE

A. Condition Assessment – Architectural Services
1. On-Site Condition Assessment & Testing $XXX
2. Preparation of Draft HSA $XXX
   Includes: Historic research & report writing, development of recommendations and preservation plan, consultation with tradesmen and suppliers.
3. Preparation of Final HSA $XXX
   Includes: Revisions per review comments, collecting additional data, cost estimating, publishing and digital formatting*
4. Reimbursable Expenses (Travel**, Reproductions, Postage) $XXX
5. (Optional) Engineering or Consultant Services $XXX
6. (Optional) Economic Feasibility Study Services $XXX

PROJECT TOTAL $XXX

   Cash Match (X%) $XXX

   Grant Award (X%) $XXX
As of November 2014, SHF requires that the Final HSA be submitted to our office on a digital flash drive (USB drive) in addition to the hard copy format.

** The current mileage rate is $.52 per mile for 2-wheel drive and $.55 per mile for 4-wheel drive vehicles where required; allowable per diem is $7 for breakfast, $11 for lunch and $23 for dinner; the maximum lodging allowance is $100 per day.

10. Application Checklist

Use this checklist to ensure you have included necessary copies and attachments.

- Original, completed application with one (1) copy, including all attachments.
- No cover letter attached; no binding, notebooks, or folders used.
- Attachments
  - W-9 for grant applicant; blank form available from our website at http://www.historycolorado.org/grants/shf-contracts
  - Estimates to show how you determined your costs for the budget.
  - Résumé of architect, and other consultants if applicable.
  - Proof of local designation, if not designated on the State or National Register. If moving toward designation, you should include a copy of the Preliminary Property Evaluation Form (1419).
  - Clear, readable copies of photographs with informative captions showing what the property looked like historically and currently. A photo that shows the entire project site is helpful.
  - Maps, site plans, or enlightening drawings as needed.

New Mailing Address:

State Historical Fund
History Colorado Center
1200 Broadway
Denver, CO 80203

Questions:  (303) 866-2825 or toll free at (877) 788-3780

Deadlines: HSA Applications are accepted at any time.

The State Historical Fund provides public outreach and application assistance at no charge to all applicants. Application advice is available to:

- Review and make suggestions on draft applications
- Provide assistance throughout the application process

Contact State Historical Fund outreach staff at (303) 866-2825 or toll free at (877) 788-3780.