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1412

State Historical Fund
Grants Application Guide Summer 2017



HISTORY *Colorado*

STATE HISTORICAL FUND

August 2017

Cover: (left to right) — Devil's Head Fire Lookout Tower, Douglas County; Square Tower House, Mesa Verde, Montezuma County (Photo by Gheda Gayou); St. Thomas Church, Denver County
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How To Use This Guide

This guide (formerly the “Handbook”) contains helpful information for understanding the State Historical Fund grant programs. Download copies of this guide and access the online application and corresponding instructions at www.h-co.org/stategrants, or contact the State Historical Fund office (303) 866-2825 for assistance.

Please consult this guide to supplement the application.

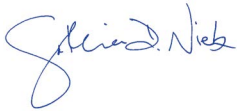
A Note From the Director

We are fortunate in Colorado to have a legislature and populace who respect and support our historic resources. With one of the most robust preservation grant programs in the nation, the people of Colorado have been able to preserve over 4,000 resources throughout all 64 counties.

Ever seeking to improve, we have new goals to increase the number of projects in underserved and underrepresented communities. You may see our Outreach Specialists—or me—visiting your communities to inquire about how we can assist you in preserving the resources that mean the most to you.

This guide contains helpful information for understanding the HC-SHF grant programs. Download copies of this guide, application forms, and corresponding instructions from our website at www.h-co.org/stategrants, or contact the State Historical Fund office (303) 866-2825 to request materials in hard copy.

We welcome hearing from you and improving upon our processes and materials. Call me at 303-866-2809 or send an email to cynthia.nieb@state.co.us. We look forward to working with you to save the places that matter right here in Colorado.



Cynthia D. Nieb
Director, History Colorado State Historical Fund

P.S.— Do you want to know what is my number one suggestion for creating a competitive application?

Turn in a draft of your grant application to our Outreach staff before the deadline! (See page VIII.)

This extra but important step has helped hundreds of grant recipients better their projects. We're here to help YOU!

HC-SHF Staff Roster

Cynthia D. Nieb *Director, State Historical Fund* (303) 866-2809

TEAM NORTHWEST

Gheda Gayou *Preservation & Archaeological Programs Manager*..... (303) 866-2835

Breanne Nugent *Historic Preservation Grant Contracts Specialist* (303) 866-2961

TEAM NORTHEAST

Anne McCleave *Historic Preservation Specialist*..... (303) 866-3536

Korbin Pugh *Historic Preservation Grant Contracts Specialist*..... (303) 866-2797

TEAM SOUTHWEST

Mike Owen *Historic Preservation Specialist*..... (720) 557-6991

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TEAM SOUTHEAST

Michelle Chichester *Historic Preservation Specialist* (303) 866-4028

Jennifer Deichman *Historic Preservation Grant Contracts Specialist* (303) 866-2896

SURVEY, NOMINATION, & EDUCATION PROJECT COORDINATION

Amy Unger *Survey & CLG Grants Coordinator* (303) 866-2976

Jennifer Deichman *Historic Preservation Grant Contracts Specialist* (303) 866-2896

Breanne Nugent *Education Grants Coordinator*..... (303) 866-2961

ARCHAEOLOGY PROJECT MANAGEMENT

Gheda Gayou *Preservation & Archaeological Programs Manager*..... (303) 866-2835

Katie Arntzen *Archaeological Specialist*..... (303) 866-3498

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CONTRACTS

Susan Frawley *Contracts Officer*..... (303) 866-3043

OUTREACH

Stefanie Baltzell *Historic Preservation Outreach Specialist*..... (303) 866-3493

Megan Eflin *Historic Preservation Outreach Specialist*..... (303) 866-2887

PUBLIC RELATIONS

Jonathan Raab *Preservation Communications Manager*..... (303) 866-2049

GRANT SYSTEMS

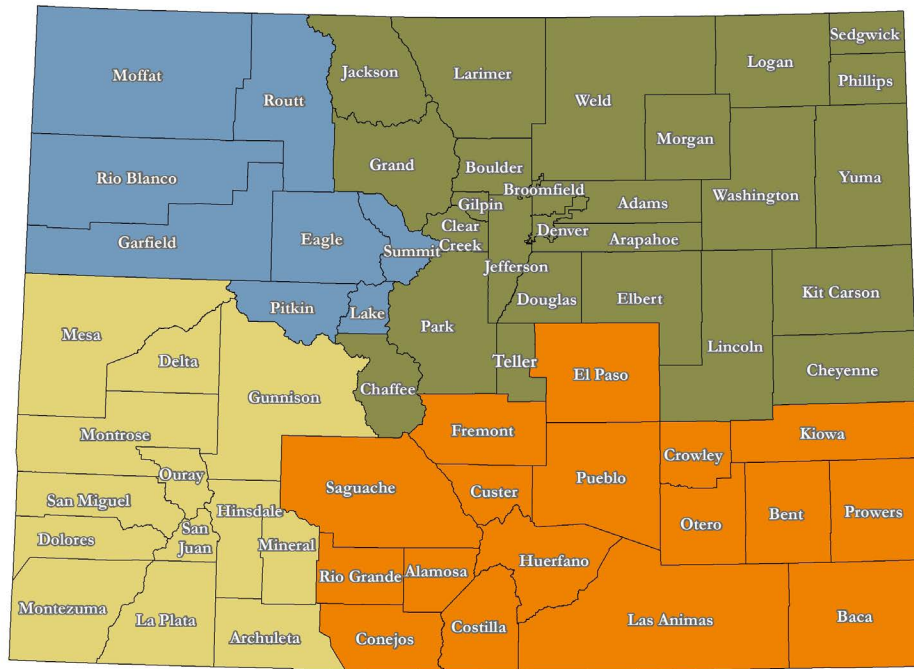
Deborah Johnson *Grant Systems Manager* (303) 866-2769

FAX number..... (303) 866-2041

General HC-SHF Phone (303) 866-2825

Toll-Free Number (not available if calling from a 303 or 720 area code) (877) 788-3780

HC-SHF Historic Preservation Specialist Regions



■ Team Northwest ■ Team Southwest ■ Team Northeast ■ Team Southeast

Your HC-SHF Staff

Each project is assigned two staff members: a Historic Preservation Specialist and a Historic Preservation Grant Contracts Specialist, known in this manual as the “Contracts Specialist.”

The Historic Preservation Specialist works with you to apply guidelines set by *The Secretary of the Interior’s Standards for the Treatment of Historic Properties*. You must consult the Historic Preservation Specialist if you wish to change your budget, scope of work, deliverables, or deadlines.

The Contracts Specialist will guide you through financial record keeping, reporting requirements, and compliance. Both the Historic Preservation Specialist and Contracts Specialist will travel to your site for the initial consultation so you can become familiar with our staff and processes.

HISTORIC PRESERVATION SPECIALISTS

■ ■ ■ ■ *Survey and Nomination Projects*

Amy Unger (303) 866-2976
amy.unger@state.co.us

■ ■ ■ ■ *Archaeology Projects*

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HISTORIC PRESERVATION GRANT CONTRACTS SPECIALISTS

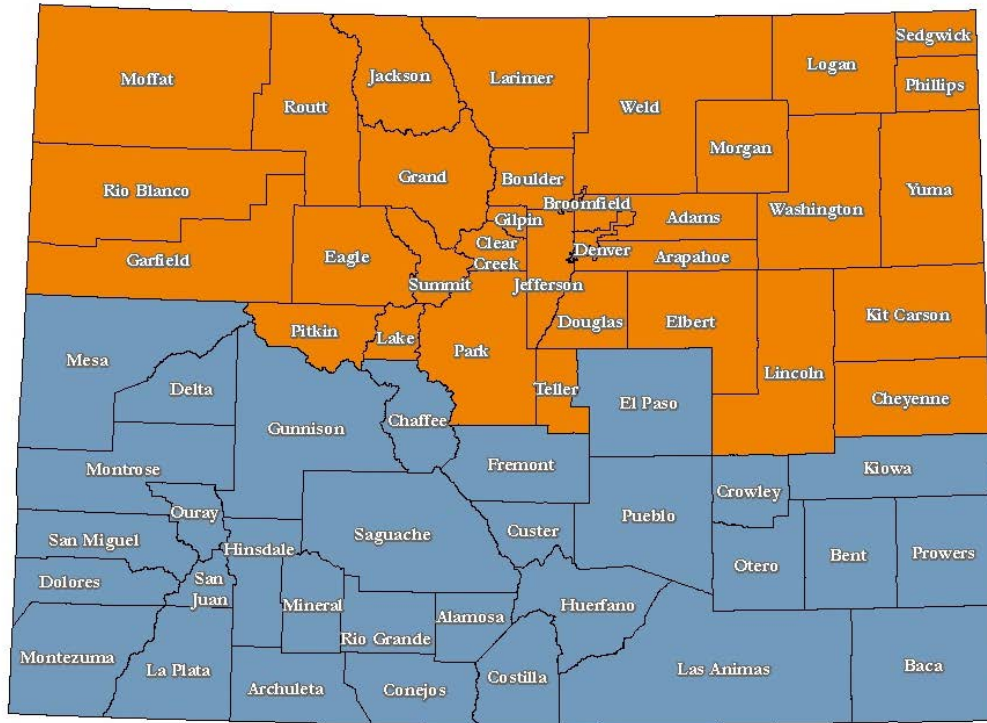
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Jennifer Deichman (303) 866-2896
jennifer.deichman@state.co.us

**Cynthia Nieb works on select projects.*

SHF Outreach Specialist Regions



Your HC-SHF Outreach Staff

Our Historic Preservation Outreach Specialists serve all of our grant applicants to ensure that they have the best chance possible of receiving an HC-SHF grant. Please contact your respective Outreach Specialist early and often. Their job is to guide you through the grant application process and give you feedback on your application.

OUTREACH SPECIALISTS

■ **Stefanie Baltzell** (303) 866-3493

stefanie.baltzell@state.co.us

■ **Megan Eflin** (303) 866-2887

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Archaeology Projects:

Katie Arntzen (303) 866-3498

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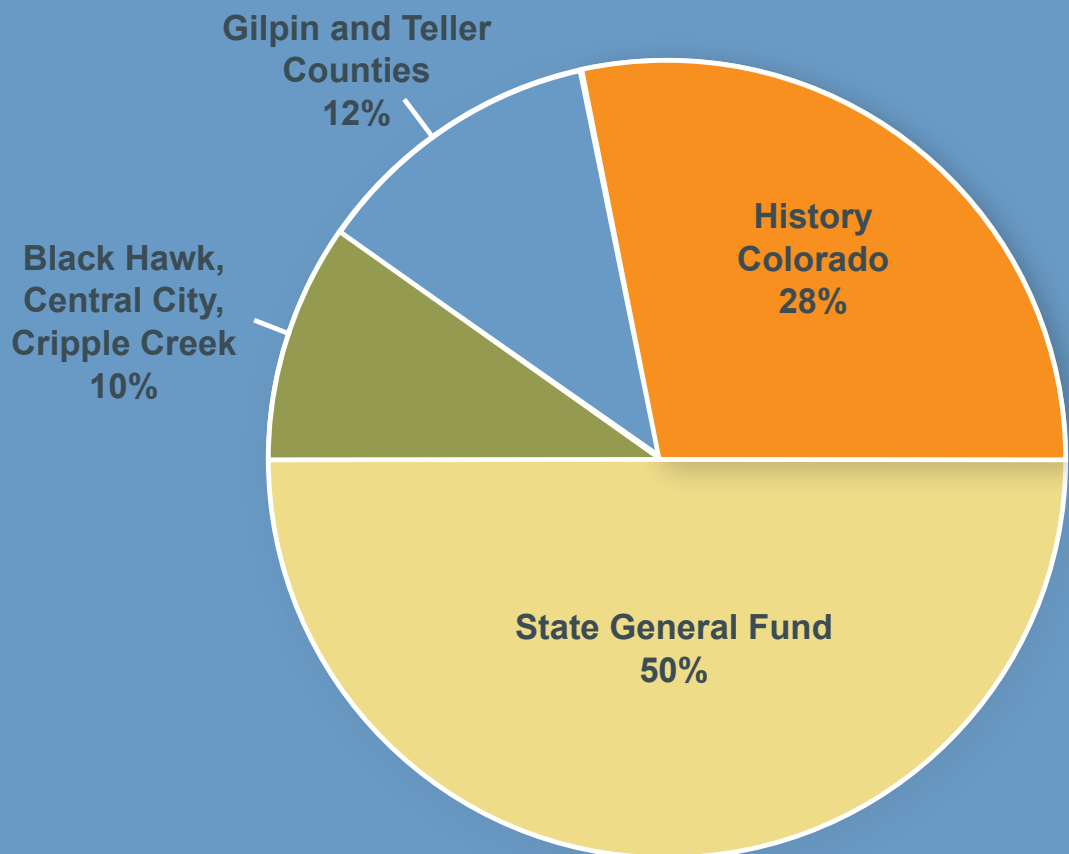
Don't forget to contact us with a draft of your grant application. We'd like to be of assistance!

What is the History Colorado State Historical Fund (HC-SHF)?

Mission Statement: To foster heritage preservation through tangible and highly visible projects for direct and demonstrable public benefit.

The HC-SHF is a program established by the 1990 constitutional amendment that legalized gambling in Black Hawk, Central City, and Cripple Creek. The amendment mandates that a portion of gaming tax revenue goes to the History Colorado State Historical Fund to fund historic preservation projects throughout the state. In accordance with the Limited Gaming Act of 1991 (CRS 12-47.1-1201), History Colorado has been authorized to administer the HC-SHF as a statewide grants program.

STATE GAMING TAX REVENUES



History Colorado SHF Goals and Priorities

As stipulated in the state constitution, the HC-SHF is used for historic preservation purposes. To determine statewide goals and objectives related to historic preservation, History Colorado worked with numerous individuals, agencies, and organizations to develop a statewide historic preservation plan, which was updated in 2010 as *The Power of Heritage and Place: The 2020 Action Plan to Advance Preservation in Colorado*. The HC-SHF is one tool used to advance the goals. To be eligible for funding, all HC-SHF projects must relate to one or more of the following 2020 Action Agenda goals:

GOAL A

Preserving the Places that Matter

The ongoing identification, documentation, evaluation, protection, and interpretation of Colorado's irreplaceable historic and cultural resources.

GOAL B

Strengthening and Connecting the Colorado Preservation Network

Building the capacity of preservation partners and networks statewide to nurture local leaders and leverage assets.

GOAL C

Shaping the Preservation Message

The promotion and messaging of historic preservation's mission and vision to all citizens.

GOAL D

Publicizing the Benefits of Preservation

The documenting and sharing of the benefits of historic preservation.

GOAL E

Weaving Preservation Throughout Education

The education of students and citizens of all ages about their shared heritage.

GOAL F

Advancing Preservation Practices

The provision of historic preservation technical outreach to assist in defining, describing, and preserving Colorado's historic and cultural resources.

READ THE COMPLETE ACTION PLAN:

www.historycolorado.org/content/state-preservation-plan

Underrepresented Resources

An initiative of the Office of Archaeology and Historic Preservation (OAHP) involves underrepresented resources, and OAHP is particularly interested in receiving surveys and nominations of these properties. The term underrepresented resources as considered here includes both active, vibrant communities as well as historic communities that shaped the evolution of our state. The critical importance of identifying these communities is that, without evaluation, their historic resources are extremely vulnerable to loss without consideration for preservation. In parallel, without better knowledge of these communities, a holistic understanding of Colorado's diverse history is, quite simply, not possible. Outreach is needed to Hispanic and Latino, African-American, American Indian, Japanese-American, Chinese-American, and LGBTQ communities, as well as research into historic resources associated with Germans from Russia, European, Catholic, Mennonite, and Mormon settlements.

Goal A3(b) of the State Preservation Plan states: "Identify underrepresented and threatened resources, posted publicly on the History Colorado website for continuing input and reference."

Aspects of Ethnic Heritage

- Hispanic Resources
- African-American Resources
- American Indian Resources
- Japanese-American Resources
- Chinese-American Resources
- Germans from Russia Resources
- Swedish/Scandinavian/Danish Resources
- African-American Architects/Builders
- Hispanic-American Architects/Builders

Civil rights struggles sites

- LGBTQ Civil Rights
- Chicano Movement
- African-American Civil Rights Movement
- American Indian Rights
- Race Riots/Conflicts
- Women's Rights Resources

Fraternal Organizations

- Benevolent and Protective Order of Elks
- Ancient Free and Accepted Masons
- Scottish Rite of Freemasonry
- Order of Eastern Star
- Loyal Order of Moose
- Knights of Columbus
- American Woodmen
- Independent Order of Oddfellows (IOOF)
- Knights of Pythius
- Order of the Eagles

Catholic Settlement

- Mennonite Settlement

- Mormon Settlement

Types of Grants

Grant Program	Type	Purpose	Maximum Award	Application Deadline
Non-Competitive Grants	Historic Structure Assessment	Preparing a report of the physical condition of a historic building or structure in accordance with a mandatory State Historical Fund assessment outline.	\$10,000 (if justified, an additional \$5,000 may be available to hire specialized consultants and \$5,000 is available for an Economic Feasibility Study)	Open
	Archaeological Assessment	Collecting and evaluating archaeological information from a specific site or area in order to create a plan for preservation or additional work.	\$10,000 (if justified, an additional \$5,000 may be available to hire specialized consultants)	Open
	Emergency Grant	Providing assistance to significant resources that are in imminent danger of being lost, demolished, or seriously damaged when such threat is sudden and unexpected such as fire, flood, hail storm, or other act of nature and <u>not</u> <u>deferred maintenance</u> .	\$10,000	Open; however, contact HC-SHF staff as soon as possible after the emergency occurs.
Competitive Grants	Acquisition and Development	Stabilization, restoration, rehabilitation, reconstruction, or acquisition of a property or site.	Awards up to \$200,000	April 1 and October 1
	Education	Providing information about historic sites or historic preservation to the public through interpretation, curriculum development, public outreach, or other educational opportunities that pertain to a site(s).	Awards up to \$200,000	April 1 and October 1
	Survey and Planning	Identification, documentation, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts. Also includes construction documents with no physical work.	Awards up to \$200,000	April 1 and October 1
	Archaeology	Identification, recordation, preservation, and interpretation of archaeological resources. This includes ancient and historic sites as well as artifact collections.	Awards up to \$200,000	April 1 and October 1

Historic Designation Requirement	Cash Match Requirement	Announcement Date
If property is not designated, it must be moving toward designation, which means that OAHP Form 1419 should be submitted to the Office of Archaeology and Historic Preservation. 1419 is the Preliminary Property Evaluation Form.	None for properties owned by eligible applicants, except private and for-profit owners who should provide at least 50% cash match unless the intent is for purchase or gifting of the building by or to an eligible applicant.	Typically within one month of HC-SHF receiving the completed application.
None	None, but private and for-profit business owners should provide a cash match if possible.	Typically within one month of HC-SHF receiving the completed application.
One of the following designations is required prior to contract: <ul style="list-style-type: none"> Local landmarking State or National Register of Historic Places 	None for properties owned by eligible applicants, except private and for-profit owners who should provide at least 50% cash match.	Typically within two weeks of HC-SHF receiving the completed application.
One of the following designations is required: <ul style="list-style-type: none"> Local landmarking State or National Register of Historic Places 	25% of project total for properties owned by eligible applicants 50% of project total for properties owned by private individuals and for-profit businesses	Requests \$35,000 or less June 1 and December 1 Requests over \$35,000 August 1 & February 1
None, but if properties, sites, districts, structures, or objects are the focus of the project, they should have historical significance.	25% of project total for properties owned by eligible applicants 50% of project total for properties owned by private individuals and for-profit businesses	Requests \$35,000 or less June 1 and December 1 Requests over \$35,000 August 1 & February 1
Construction documents require proof of local, state, or national designation.	25% of project total for properties owned by eligible applicants; 50% of project total for properties owned by private individuals and for-profit businesses	Requests \$35,000 or less June 1 and December 1 Requests over \$35,000 August 1 & February 1
For all projects that physically impact a site such as Acquisitions, Cultural Resource Protection, Excavation & Data Recovery, and Field Schools, one of the following designations is required: <ul style="list-style-type: none"> Local landmarking State or National Register of Historic Places 	25% of project total for properties owned by eligible applicants; 50% of project total for properties owned by private individuals and for-profit businesses	Requests \$35,000 or less June 1 and December 1 Requests over \$35,000 August 1 & February 1

Essential Application Requirements

Eligible Applicants

PUBLIC ENTITIES

A public entity, as defined by 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 tax exempt under Internal Revenue Code Section 501 (c), (d), (e), (f), (k), or Section 521 (a). If you are uncertain of your IRS tax status, you can call the IRS toll free at 1-877-829-5500 and ask for an affirmation letter. Non-profits must be a registered business entity with the Colorado Secretary of State. You can check your status here: <http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do?resetTransTyp=Y>.

Public and non-profit applicants may apply on behalf of private owners or federal agencies, and are legally and financially responsible for ensuring that projects are carried out in accordance with HC-SHF policies, procedures, and contract requirements. The applicant's relationship with a property owner shall take the form of a legally binding contract. Failure to meet the contractual obligations of HC-SHF grants can result in action by the Colorado Attorney General and render a public entity or non-profit organization ineligible to submit grant applications to, or receive funding from, the HC-SHF in the future.

Ineligible Applicants

Private individuals, for-profit organizations, federal agencies, and the municipalities of Black Hawk, Central City, and Cripple Creek are not eligible to apply directly for HC-SHF grants, but may partner with an eligible applicant.

PRIVATE INDIVIDUALS AND FOR-PROFIT BUSINESS

Private individuals, for-profit businesses, and federal agencies may participate in HC-SHF projects by finding an appropriate public entity or non-profit organization willing to apply for and administer a grant on their behalf.

Private individuals and for-profit owners should also consider other available sources of funding for their projects.

If the project resource is owned by a business or individual (individuals, trusts, estates, associations, trusts for profit organizations, or any other entity not defined as a "governmental entity" or "non-profit organization"), 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 proposed project per the Rules and Procedures of the HC-SHF, 8 CCR 1504-8. See the HC-SHF Competitive Grant application:

www.historycolorado.org/grants/shf-competitive-application.

FEDERAL AGENCIES

The HC-SHF projects may occur on federal lands if an eligible entity, such as a friends group, serves as grant applicant and administrator.

THE MUNICIPAL GOVERNMENTS OF BLACK HAWK, CENTRAL CITY, AND CRIPPLE CREEK

The three gaming town governments receive a direct allocation of the HC-SHF's annual disbursement of gaming tax revenues for their own preservation activities, which may include grant programs. Therefore, applications are not accepted directly from the municipal governments of those communities or for work performed on properties owned by those municipalities.

DESIGNATION

Acquisition and development projects, which involve the excavation, stabilization, restoration, rehabilitation, reconstruction, or the acquisition of a property or site, can only occur on officially designated properties. Proposed work must occur within the officially designated area.

By state statute, a property must be officially designated at the time of application. Designated properties include those listed on the Colorado State Register of Historic Properties or National Register of Historic Places. Designation through an official municipal or county landmarking process, ordinance, or resolution also meets this requirement.

Reviewers will assess the integrity and significance of such designated properties during the application review process to ensure it complies with HC-SHF standards. Reviewers will also assess whether the local ordinance provides for design review by qualified professionals. Additionally, if a property within municipal boundaries is designated through a county landmarking ordinance, the municipality and county must have a Memorandum of Understanding recognizing the county's authority over the landmarked property.

Proof of local designation in the form of a copy of the ordinance or resolution is required at the time of application for all acquisition and development projects involving properties not designated through the State Register of Historic Properties or National Register of Historic Places.

Archaeological projects require designation when the level of investigation includes large-scale intensive excavations or physical work on a ruin.

RELATIONSHIP TO ARCHAEOLOGY & HISTORIC PRESERVATION

NOTE: HC-SHF will not support projects that fail to meet the Secretary of the Interior's Standards for the Treatment of Historic Properties in any respect (further explanation is included later in this document).

Applications should indicate a clear understanding of this important requirement. Other relevant standards for preservation planning, historical documentation, archaeological documentation, and other project types are available from the Office of Archaeology and Historic Preservation by calling (303) 866-3392 or visiting www.historycolorado.org.

HISTORIC PRESERVATION

Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

Rooted in over 120 years of preservation ethics in both Europe and America, the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties are common sense principles in non-technical language. They were developed to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices.

The Standards may be applied to all designated properties: buildings, sites, structures, objects, and districts. It should be understood that the Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations; as such, they cannot in and of themselves be used to make essential decisions about which features of a historic property should be saved and which might be changed, but once an appropriate treatment is selected, the Standards provide philosophical consistency to the work.

FOUR TREATMENT APPROACHES

There are standards for four distinct, but interrelated, approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction.

Choosing an appropriate treatment for a historic building or landscape, whether preservation, rehabilitation, restoration, or reconstruction, is critical. This choice always depends on a variety of factors, including its historical significance, physical condition, proposed use, and intended interpretation.

The questions that follow pertain specifically to historic buildings, but the process of decision-making would be similar for other property types.

RELATIVE IMPORTANCE

Is the building a nationally significant resource, a rare survivor, or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks, designated for their "exceptional significance in American history," and many buildings individually listed in the National Register often warrant preservation or restoration. Buildings that contribute to the significance of a historic district but are not individually listed in the National Register more frequently undergo rehabilitation for a compatible new use.

PHYSICAL CONDITION

What is the existing condition, or degree of material integrity, of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or additions are necessary for a new use, then rehabilitation is probably the most appropriate treatment. These key questions play major roles in determining what treatment is selected.

PROPOSED USE

An essential, practical question to ask is will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

MANDATED CODE REQUIREMENTS

Regardless of the treatment, code requirements will need to be taken into consideration. Hastily or poorly designed, code-required work may jeopardize a building's materials as well as its historic character. Thus, if a building needs to be seismically upgraded, modifications to the historic appearance should be minimal. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Finally, alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should be designed to minimize material loss and visual change to a historic building.

For more in-depth information on the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties, visit:

www.nps.gov/tps/standards/four-treatments.htm.

FOUR TREATMENT APPROACHES

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and stabilization have now been consolidated under this treatment.)

Rehabilitation alters or adds to a historic property to meet continuing or changing uses while still retaining the property's historic character.

Restoration depicts a property at a particular period of time in its history while removing evidence of other periods. Reconstruction recreates vanished or non-surviving portions of a property for interpretive purposes.

Reconstruction is the reproduction through new construction of a resource that no longer exists.

Project Types

HC-SHF Funds Four Project Types:

- **Archaeology**
- **Survey and Planning**
- **Education**
- **Acquisition and Development**

The following sections explain each project type, their application requirements, and the responsibilities of the grant applicant.

Project Type: Archaeology

*Competitive Application Deadlines:
April 1 and October 1*



Mesa Verde National Park

PURPOSE

This “Project Type” encompasses all things archaeological. For example, applications for a field school would simply be under Archaeology rather than choosing among Education, Survey and Planning, or Acquisition and Development. The online Competitive Application provides further guidance on how to answer each question tailored toward your specific archaeological project. We hope these changes make applying for HC-SHF competitive grants more accommodating to you and your organization. Note: Archaeological projects with significant property excavations will require protections as a result of funding.

GUIDANCE FOR ARCHAEOLOGY PROJECTS

The HC-SHF provides grants to identify, record, preserve and interpret archaeological resources. This includes prehistoric and historic sites, as well as artifact collections that reflect Colorado’s rich heritage. All HC-SHF grants must follow the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Properties. Reports for all archaeological projects should follow the Colorado Cultural Resources Survey Manual and should include Colorado Cultural Resource Inventory Forms.

POTENTIAL ARCHAEOLOGICAL PROJECTS

Acquisition—Purchase of Property (Must be designated)

In the Project Description, make certain you discuss all of the steps needed to purchase the property starting with the appraisal (recent fair market value) that you already have in hand to closing costs, filing paperwork, and proof of purchase. Also explain that you accept the easement property protection that accompanies all acquisitions.

Archival Research

Archival research is defined as the locating, evaluating, and systematic interpretation and analysis of original sources found in archives.

Artifact Analysis

Artifacts recovered from any archaeological activity are often analyzed by specialists who can extract diagnostic data that contribute to our understanding of past behavior. Examples include chronometric dating methods such as radiocarbon dating, examination of artifact types such as flaked stone, ground stone, ceramics, wood and bone tools, woven materials, faunal and plant remains, and a variety of other procedures. Please note that all artifacts recovered during an HC-SHF grant funded project must be curated at an accredited repository, even if the property is privately owned.

Cultural Resource Protection (Must be designated)

Cultural Resource Protection includes planning and implementation for protection, fencing, shelters, and interpretive signage for a designated site.

Curation

Artifacts recovered from any archaeological activity are required by law to be properly housed and protected for future research and interpretation. Curation activities can include cataloguing, database creation, storage, climate control, evaluation, planning, and access/dissemination. Only archaeological collections are eligible for curation project funding under HC-SHF guidelines due to both federal and state laws. Curation agreements must be in place prior to funding, as per Colorado State Archaeological Permit regulations

Education

Includes internship programs, public programs, educational materials, curriculum creation/dissemination, and interpretive signage. What don't we fund? Reprints of books (unless they were originally created through HC-SHF and will have a great deal of new content reviewed by HC-SHF); digitization of materials unrelated to archaeology; oral histories that do not have archaeology content; ANYTHING that doesn't have archaeology content.

Excavation & Data Recovery—Limited Test and Large Scale Excavations (Must be designated)

Data recovery is a type of mitigation strategy that includes active excavation of an archaeological site. Large scale excavation can include, but is not limited to, excavations utilizing standard one meter by one meter or larger excavation units to recover a statistically significant sample of artifacts, soils, etc. for analysis. Test excavations are the use of a small number (proportional to the overall size of the site) of typically one meter by one meter to determine the general character of the subsurface at an archaeological site. The units are usually not contiguous.

Exhibits

Archaeological exhibits may interpret anything concerning Colorado archaeology. Archaeological interpretation may include museum or archival collections including documents, photographs, and artifacts.

Field School (Survey area must be designated)

Per the Guidelines and Standards for Archaeological Field Schools by The Register of Professional Archaeologists:

Purposes

The primary objective of an academic field school must be the training of students. Other goals must be secondary. The field program and recovered data must be part of an explicitly designed research or cultural resource management program, which includes evidence of conservation of resources, curation, and publication of results.

Personnel

The Director of the field program should meet RPA qualifications and have dominant responsibility for direct supervision in the field and in the laboratory.

Field schools should conform to the standards of the discipline.

SPONSORED PROGRAMS - FOR INSTITUTIONS OF HIGHER LEARNING

If Sponsored Programs is managing the financial aspects of a grant project originating from an institution of higher learning, Sponsored Programs and the Grant Recipient Contact are both expected to attend the initial project meeting with HC-SHF and to follow reporting and financial standards as spelled out in the contract and HC-SHF Grant Contract Manual. HC-SHF will not mediate issues between Sponsored Programs and the project Grant Recipient Contact. The Grant Recipient Contact is ultimately responsible for communication with HC-SHF and professional delivery of project financials and deliverables.

Planning and Management of Archaeological Sites

Management plans of archaeological sites can define stakeholders, evaluation, recordation, future steps, protection, educational opportunities, and a host of information that will contribute to the proper oversight of these important resources.

Surveys, which may include:

- Documents and interviews
- Aerial/satellite reconnaissance
- Topographic mapping
- Surface survey
- Remote reconnaissance
- Sub-surface shovel testing
- Environmental resource targeting

GENERAL ARCHAEOLOGY PROJECT GUIDANCE

- All HC-SHF grants must follow the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Properties, <http://bit.ly/archaeologyandhistoricpreservation> and <http://bit.ly/archaeology-documentation>.
- Archaeological work on federal land requires permits or other agreements from the appropriate agency.
- If this is a large-scale archaeological investigation project, attach a research design. For assistance, contact HC-SHF Archaeological Specialist Katie Arntzen at (303)866-3498 or katherine.arntzen@state.co.us.
- Field work on state land, or any other political subdivision such as county- or city-owned lands, requires a permit from the Colorado Office of the State Archaeologist.
- If your project will require access to private property, you must have the property owner's written permission before submitting your application. Please note that all artifacts recovered during an HC-SHF grant funded project must be curated at an accredited repository, even if the property is privately owned.

HELPFUL LINKS:

State Permit Application

www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/ALP.pdf

State Curation Agreement

www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/Curation_agreement_letter.pdf

Another Useful HC Curation Link:

www.historycolorado.org/oaHP/repository-information

- Provide a clear justification for the significance (or potential significance) of the resource being studied.
- Include clear photographs and image descriptions to make the project vivid.
- Include abbreviated curriculum vitae of your consultants. Stick to the applicable achievements as they relate to this project.
- Explain the urgent need for the protection and/or study of the resource. Due to the nature of archaeological resources, this may be difficult to argue. However, you should make clear that these resources are in danger of being lost. This elicits the need for documentation and/or preservation.
- Demonstrating public benefit is sometimes difficult given the sensitivity of archaeological resources, but it is almost always possible to create a reasonable argument. Examples of this include revisions to prehistoric contexts that are used by teachers, museums, or interpreters.
- Don't forget to indicate how you will publicize this HC-SHF project. Professional and/or public outreach can include press releases, professional talks and papers, public presentations, site visits, and a variety of other options. An educated public is more likely to respect and protect historic resources.
- If the project is part of a larger ongoing project explain how the current phase fits into that larger project. If possible, indicate other sources of funding, how they relate to one another, and how they are being leveraged to continue the project.
- Attention to detail and planning ensures that financials and deliverables will be processed in accordance with HC-SHF contract guidelines.
- Standards, manuals, and forms are available on-line and at the Office of Archaeology and Historic Preservation at History Colorado. Contact HC-SHF Archaeological Specialist Katie Arntzen at (303) 866-3498 or katherine.arntzen@state.co.us for more information.

CONSIDER THE FOLLOWING WHEN PLANNING THESE TYPES OF PROJECTS TO INCREASE THE COMPETITIVENESS OF THE APPLICATION:

A. APPLICANT CAPACITY

- Provide applicant organization mission statement.
- Briefly describe applicant organization's experience with complex projects.
- List past HC-SHF grants and share successes.
- Provide a list of the team members and their roles, along with justifications for their specific involvement including their qualifications.
- If you are working with other funders/partners, list who they are and what role they will play in the project. How are you leveraging expertise and funding?
- If your project was previously denied HC-SHF funding, discuss how you have addressed the concerns of prior reviewers.

B. PROPERTY OR PROJECT HISTORY

- Provide a clear justification for the significance or potential significance of the resource being studied. That is, explain the archaeological significance of the resource. Mention the level of designation, if applicable.
- How has the use of this resource evolved over time?
- How does this project build on previous work/research?
- Is the project part of a larger, ongoing project? How does the current phase fit into the larger project? What are the past and future phases of the project?
- Provide a brief history of the evolution of the project including milestones, strategies, goals and successes that have led you to the next logical step (i.e., the proposed project).

C. PROJECT DESCRIPTION

- Describe the proposed methods for accomplishing the project and how those methods relate to HC-SHF program standards. Discuss why you chose this method over other methods.
- Explain how this project will provide information about archaeological sites that have historic significance.
- Explain the products that will be created as a result of the project. Explain who will be creating the products, when, where, how, and why as well.
- Discuss how this project will increase archaeological knowledge.

Acquisition (Must be designated)

- It helps reviewers understand the value of the property if you can provide a professional appraisal to establish a fair market value.
- Describe all of the steps necessary to purchase the land.

Cultural Resource Protection (Must be designated)

- Cultural Resource Protection can include planning and implementation for protection, fencing, shelters, and signage. Reviewers should already know why the site should be protected. Let them know your methods to protect: planning, protection implementation, and evaluation of protective methods. Is the protective measure reversible? If not, how do you know the resource will not be harmed by your protection method?

Recommendation: create the budget and scope of work—then write the project description. The Project Description and the Scope of Work/Budget should align with each other.

Curation

- Describe where and how the collection will be stored. How will they be labeled and catalogued? Once you complete the project, how can future researchers locate and research the collection?

Education

- Always answer, “So what?” Why is this important, to whom, and how? Also, who will be doing what to achieve what end?
- Don’t forget your intended audience, methodology, coordination of partners and outcomes, community outreach, project process, dissemination of results, and a measurement of outcomes.
- Do you have a plan outlining the selection of students/participants and an explanation of how/why those selected will benefit?
- Have you planned for an evaluation of the educational activities?
- Can you explain how the education program content will evolve over time?

Excavation & Data Recovery—Limited Test and Large Scale Excavations (Must be designated)

- Data recovery is a type of mitigation strategy that includes active excavation of an archaeological site. Large scale excavation can include, but is not limited to, excavations utilizing standard one meter by one meter or larger excavation units to recover a statistically significant sample of artifacts, soils, etc. for analysis.
- Test excavations are the use of a small number (proportional to the overall size of the site) of typically one meter by one meter (“excavation units”) to determine the general character of the subsurface at an archaeological site. The units are usually not contiguous.

Exhibits

- Archaeological exhibits may interpret anything concerning Colorado archaeology.
- Archaeological interpretation may include museum or archival collections including documents, photographs, and artifacts.
- Consider a subject matter and stakeholder advisory group to enhance the interpretive voice of your exhibit.

Field School (Must be designated)

- Do you have your field infrastructure in place? Describe how it will work from the objectives, curriculum development, student selection and benefit, field work, lab work, to the final reporting.

Planning and Management of Archaeological Sites

- Management plans of archaeological sites can define stakeholders, evaluation, recordation, future steps, protection, educational opportunities, and a host of information that will contribute to the proper oversight of these important resources.

D. URGENCY

- Is this information that is new? Is it covered in curriculum, tours, literature, exhibits? What do we have to lose if we don't share/learn? Does this project fill a void in education and interpretation? Does it protect these resources? Why do we need to document and preserve?
- Are there current threats to the site's safety and/or integrity? Are buildings encroaching on the site? Are there site management needs?
- Is there an upcoming event tied to the project?
- Does your cash match need to be spent during a specific period of time?
- Is this the natural first phase or conclusion of a multi-phased project?
- Why does this project need to be completed NOW?
- Does this project lay the groundwork to meet goals in the future?
- Address how the resource/site will be protected in the future.

E. TIMELINE

- Note milestones in your project such as drafts, meetings, field school start and finish dates and products.
- Don't forget to include HC-SHF contract negotiation time—including tribal consultations—(45-75 days) as well as the 30-day review period for each deliverable/submittal.
- Be realistic about how much can be accomplished during the 2 year contract period.

F. PUBLIC BENEFIT

- What are the benefits of this project to minorities or underrepresented communities or cultures?
- What is the reach and scope of participants in the project program, such as a field school or educational program?
- Remember Standard 4 of the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation:

“(Archaeological) results must be accessible to a broad range of users including appropriate agencies, the professional community and the general public. Results should be communicated in reports that summarize the objectives, methods, techniques and results of the documentation activity, and identify the repository of the materials and information so that additional detailed information can be obtained, if necessary. The public may also benefit from the knowledge obtained from archeological documentation through pamphlets, brochures, leaflets, displays and exhibits, or by slide, film or multimedia productions. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties. Curation arrangements sufficient to preserve artifacts, specimens and records generated by the investigation must be provided for to assure the availability of these materials for future use.”

- Mention how you will include HC-SHF and the grant you have received for this project in your publicity.

THIS IS REQUIRED.

- Have a game plan for professional or public outreach that can include press releases, professional talks and papers, public presentations, site visits, posting on www.historycolorado.org/preserve-colorado-network, and a variety of other options.
- Talk about in-kind contributions even though they can't be counted as cash match. They do show community support and partnerships.
- Discuss the impact of your project on the local, regional, and state economy. Was the match raised locally? Will you be using local consultants? Will you be bringing more people to an area?
- Be creative in describing your public benefit. Write about how this project will advance information used by teachers, museums, and/or interpreters. What partnerships are being created or enhanced?
- Include current letters from supporters other than the applicant that are current and unique to themselves, especially those who will benefit from the results of this scope of work. If resubmitting, do not use old letters submitted with a prior application.
- What are the past and future investments in the project?

G. STATE PRESERVATION PLAN

You can find the summary of the State Preservation Plan at www.historycolorado.org/archaeologists/state-preservation-plan.

- Choose 2-5 of the applicable goals for your project (i.e this scope of work), not your entire program. Quality discussion of a few goals is better than a superficial discussion of all of the goals.

LETTERS OF SUPPORT

Letters of support indicate that someone other than you or your organization would like your project to thrive. Most successful applicants have two to five letters of support.

- Ask those who utilize the site or who stand to gain from what is learned at the site once you've completed the research on it.
- Ask those who will not directly benefit from the project but who support your vision.
- Letters that indicate a clear understanding and support of the scope of work of this grant application are best. Letters that are general or based on a template do not evoke positive responses from reviewers.
- Letters of support will not be accepted after the grant deadline. Please do not send letters of support directly to HC-SHF.

H. SCOPE OF WORK AND BUDGET

- The Project Description should directly correlate with the Scope of Work/Budget. However, there may be additional line items in the Scope of Work/Budget such as grant administration, travel, contingency, etc.
- Use the same order of grouping like-items in the Project Description as in the Scope of Work/Budget.
- If you are basing your budget on more than one estimate, choose the highest estimate or provide an explanation.
- Please note that tribal consultation is a common cost in archaeological grants.
- Indirect costs and grant administration combined are limited to no more than 15% of the total project cost.
- Cash match is calculated at a percentage of the project total, not the grant request amount. 50% is required for land owned by individuals and for-profits, and 25% is required for land owned by non-profits and public entities.
- Use metrics when delineating your costs. For example: 1 staff archaeologist @ 100 hours x \$30 per hour = \$3,000. There needs to be justification for the costs. Budgets must contain a calculation or reference a bid document that contains a calculation that shows how the invoice amount has been derived.
- The current meal allowance rate is \$51 per day. The maximum request for lodging is \$100 per day.
- Mileage rates are 48 cents per mile for a 2-wheel drive vehicle and 51 cents per mile for a 4-wheel drive vehicle. 4-wheel drive rate requests must be justified.

Archaeological Assessments Non-Competitive Application (Apply Anytime)

An Archaeological Assessment is defined as the evaluation of the condition and potential of archaeological sites or historic sites with archaeological resources. Archaeological Assessment Grants from the HC-SHF provide funds for the collection and evaluation of archaeological information. These grants are for the evaluation and planning of future work, preservation of the site or associated artifacts, or interpretation. Limited geographical areas with known but unrecorded or poorly recorded archaeological resources are also eligible for evaluation. The evaluation may include a literature review, surface reconnaissance, limited testing, artifact analysis (new or existing collections), or any combination of these activities.

If the applicant is planning to apply for a future HC-SHF grant project that includes ANY GROUND DISTURBANCE, this type of grant provides them an opportunity to plan for anticipated archaeological deposits. If an Archaeological Assessment grant is awarded, the assessment should be completed and then approved by HC-SHF staff before a Competitive Grant application is submitted.

The grant recipient contact and the primary contacts are required to attend an initial consultation with the HC-SHF staff at the commencement of the grant contract. At that meeting, whoever will be processing the financial reports and payment requests should be present.

REQUIREMENTS

Cash Match: None, although it is highly recommended that applications for properties owned by private individuals and for-profit businesses provide a cash match if possible.

Designation: Not required to be on a local historic register, the State Register of Historic Properties, or the National Register of Historic Places.

Budget: Line items must denote the costs of the project, such as contractual services, travel costs, and other associated expenses. Archaeological Assessment grant funds cannot be used to reimburse the grant applicant, nor the property owner, for administrative or grant management costs and should not be included in the budget. Budgets must contain a calculation or reference a bid document that contains a calculation showing how the invoice amount has been derived.

Amount of Request: \$10,000 or less; however, if justified, an additional \$5,000 may be available to hire specialized consultants or to complete additional testing. If the cost to perform an Archaeological Assessment is more than \$15,000, the difference must be made up by the applicant, or the applicant should submit a Competitive Grant application.

Application Deadlines: Archaeological Assessment applications can be submitted at any time and will be processed upon receipt.

AWARD ANNOUNCEMENT DATES

Applicants are typically notified regarding their application within one month of submitting of a complete application. It may take an additional month of contract negotiation before work can begin. HC-SHF dollars cannot be used to pay for work performed or costs encumbered prior to the execution of a contract.

PROTECTIVE STRUCTURES & TRAILS

It may be difficult to determine whether a project qualifies for an Archaeological Assessment grant. Contact HC-SHF Archaeological Specialist Katie Arntzen at (303) 866-3498 or email katherine.arntzen@state.co.us for more information before completing an application. As part of an overall education or interpretive program that is otherwise eligible for HC-SHF grant funding, the construction of modest-sized structures necessary to hold, house, or protect interpretive materials such as markers, panels, or electronic media may qualify for HC-SHF grant funding. Generally, such structures should be exposed to the elements and should not include enclosed, interior space. Planning and construction for interpretive trails may be considered for funding where the trail is necessary for the protection of the property or site.

Example Archaeology Budget



History Colorado State Historical Fund Scope of Work and Budget Page Archaeology

Please fill out the sections that are applicable to your project only. If additional space is needed for descriptions please continue into the next box field.

A.	Literature Review PI 8 hrs x 67.70 Field Director 16 hrs x 45.20 Field/Lab Archaeologist 4 hrs x 31.60 GIS Technician 4 hrs x 33.90 Clerical 2 hrs x 27.10	\$ 1,581
B.	Field Survey PI 8 hrs x 67.70 Field Director 130 hrs x 45.20 Field/Lab Archaeologist 260 hrs x 31.60 GIS Technician 4 hrs x 33.90	\$ 14,769
C.	Site Forms and Report PI 16 hrs x 67.70 Field Director 71 hrs x 45.20 Field/Lab Archaeologist 31 hrs x 31.60 GIS Technician 47 hrs x 33.90 Copy Editor 8 hrs x 37.30 Clerical 4 hrs x 27.10	\$ 7,272
D.	Travel 1390 miles x .48 = 667 Per diem 36 days x 51 = 1836 Lodging 33 nights x 100 = 3300	\$ 5,803
E.	Expendables File searches 12 x 8 = 96 GPS rental 13 days x 75 = 975 Reproductions 1180 x .10 = 118 Mailing allowance 25	\$ 1,214
F.	Curation Curation Supplies 100(see attachment A for additional information) Colorado Certified Repository Curation Fee 1 box = 750	\$ 850

G.	Artifact Analysis	\$ 700
	Radiocarbon Sample 2 x 350	
H.	Tribal Consultation	\$ 2304
	Travel 1650 miles x .48 Per Diem 12 days x 51 Lodging 9 days x 100	
I.		\$ -

Line Item Subtotal	\$ 34,493
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Grant Administration	\$ 39,088
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Grant Administration/Indirect costs must not exceed 15% of the project total

Project Subtotal	\$ 35,234
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Contingency	\$ 3,523
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Project Total	\$ 42,611
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Cash Match	\$ 10,653
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Percentage	25.00%
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Grant Request	\$ 31,958
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Percentage	75.00%
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The values for the Cash Match and Award Amount must match exactly the values in your grant application under Project Information. Please double check that they do.

Project Type: Survey and Planning

Competitive Application Deadlines:

April 1 and October 1



Arnett-Fullen House, Boulder

Survey and Related Projects

HC-SHF views surveys, historic context development, and local landmark, State Register of Historic Properties, or National Register of Historic Places nominations as a significant part of the preservation process and provides grants to help pay for such projects.

Projects involving resources associated with Colorado's diverse heritage provide a strong public benefit, and the Office of Archaeology and Historic Preservation is engaged in a project to discover those places associated with Colorado's diverse heritage. Surveys that have the potential to document important sites connected with people and events in Colorado's African American, Asian American/Pacific Islander, Hispanic/Latino, LGBTQ, Women's, and Urban Native American history are particularly encouraged.

PURPOSE

Survey and related projects involve identification, recording, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts. Survey and planning projects involving archaeological resources are categorized under the Archaeology project type.

Survey and Planning grant applications are most often for historic resource surveys, historic context development, nominations, large Historic Structure Assessments, design documents, construction documents, and master plans.

SURVEY

Survey is the ongoing process of locating and describing buildings, sites, structures, and districts of potential local, state, or national importance. These activities provide a foundation of information that can support a wide variety of preservation efforts and are guided by the Secretary of the Interior's Standards for Identification and Evaluation, National Register Bulletin #24, Guidelines for Local Surveys: A Basis for Preservation Planning, and the Colorado Cultural Resources Survey Manual.

Survey can:

- locate and document previously unidentified historic resources.
- evaluate the significance of individual resources and their eligibility for listing in the National, State or local register.
- identify potential historic districts.
- inform planning decisions that have the potential to affect historic resources.
- document threatened resources.
- document changes to the built environment over time.
- raise awareness, educate the public, and foster a greater appreciation of the historic built environment.
- support heritage tourism and interpretation efforts.
- inform educational projects like driving tours, walking tours, booklets, apps, or websites.

Survey design and methodology varies from project to project based on community needs and a project's

goals and objectives. Surveys should be carefully planned to ensure that sufficient information is gathered to meet the established goals and available funding is efficiently used. Project goals should be tied to a demonstrated need for information that will assist in the protection of significant historic buildings, structures, sites, and districts and provide a strong public benefit.

Important aspects to consider when developing a survey project are the age, depth, quantity and accuracy of existing survey data, the rationale used to determine the survey boundary, the methodology and criteria utilized to select resources for survey, and the type and depth of information needed to meet the project's needs and goals.

If your project will require access to private property, be sure to contact property owners before submitting your application. Most surveys in incorporated areas can be conducted from the public right-of-way (such as the sidewalk or street), but rural surveys often require access to private property. If owners are not willing to let you conduct fieldwork on their property, you may face project setbacks including inflated costs, lengthy delays, or, at worst, you may have to abandon the project. Your application should include a statement addressing any need to access private property and demonstrate efforts to gain property owner support.

In general, surveys are defined by the inclusiveness (selective or comprehensive) and intensity (reconnaissance or intensive) of the undertaking.

COMPREHENSIVE SURVEY

A comprehensive survey gathers information on all resources located within a defined area.

SELECTIVE SURVEY

A selective survey looks at a specific set of resources within a defined area that are chosen based on criteria specific to a particular project.

RECONNAISSANCE LEVEL SURVEY

Reconnaissance surveys are visual or predictive surveys that identify the general distribution, location, and nature of resources within a given area. Reconnaissance survey provides a baseline level of information about individual resources that can be used to inform future survey and/or preservation planning activities. In recent years, the level of data required to make informed preservation decisions has increased and reconnaissance surveys have evolved to provide additional information.

To ensure that reconnaissance surveys gather an appropriate level of information, the OAHP developed the Historical and Architectural Reconnaissance form (#1417). Use of this form is highly recommended for HC-SHF-funded reconnaissance surveys.

Reconnaissance survey can be:

- an efficient way to evaluate architectural significance.
- a method for gathering information to determine boundaries and contributing/non-contributing quantities for certain historic districts.
- an effective way to complete county-wide or city-wide surveys that assist in local preservation planning efforts.

- used to update older surveys or districts that no longer accurately reflect resources and conditions in an area.
- completed by trained volunteers, students, or qualified professionals.

Intensive level survey can be:

Intensive surveys provide in-depth documentation of individual resources and are ideal for determining individual eligibility to the State or National Register or investigating historic themes and can provide a wealth of information that can be used in preservation planning and interpretive efforts. The Architectural Inventory Form (#1403) is used for HC-SHF-funded intensive surveys.

To complete a high quality intensive survey, a significant amount of descriptive architectural information and archival research is required. For this reason, it is generally recommended that intensive surveys be selective in scope.

Intensive Surveys can be:

- can focus on the resources that seem to be the most likely candidates for individual listing as local landmarks and/or in the National or State Register.
- are best for thematic surveys, which look in-depth at a scattered set of resources related by a common theme (mining, agriculture, civil rights).
- are required for evaluating significance in areas other than architecture (such as association with significant events or persons).
- can be completed by qualified professionals, and could involve some participation of trained volunteers or students.

All survey projects, regardless of methodology, involve background documentary research into the community's history and architecture, as well as field work, and must include a survey report prepared in accordance with the guidelines established in the Colorado Cultural Resources Survey Manual available online at www.historycolorado.org/oahp/survey-manual. Examples of survey reports are also available online at www.historycolorado.org/oahp/survey-report-examples.

Due to the complex and varying nature of survey projects, HC-SHF recommends that applicants contact staff in advance of submitting this type of application. A section of History Colorado's website is dedicated to the Historical and Architectural Survey program. If you have questions about project types or survey forms, visit www.h-co.org/oahpsurvey. Staff is always available to discuss your needs in more detail and provide advice on appropriate survey approaches.

For more information, contact HC-SHF Survey and CLG Grants Coordinator Amy Unger at (303) 866-2976 or amy.unger@state.co.us.

HISTORIC CONTEXTS

In addition to collecting information on individual resources, OAHP encourages the development of his-

toric and architectural contexts. These documents provide a body of information about historic resources connected by geographic area, time period, and theme. Historic contexts are a standard part of survey reports, but they can also be developed as stand-alone documents.

Contexts:

- are useful planning documents for identifying historic property types and prioritizing their future survey.
- can streamline eligibility evaluation of large groups of resources.
- can be structured in a user-friendly format that is easily translatable into interpretive, educational, and tourism materials.
- can be completed by qualified professionals, and could involve some participation of trained volunteers or students.
- can be broad or narrow. For example, a context could examine:
 - » Cold War resources of Colorado (statewide)
 - » Hispanic resources of Southern Colorado (regional)
 - » commercial resources of Colfax Avenue in Denver (local).

The OAHP has identified a list of select Historic Contexts Priorities available at:

www.historycolorado.org/oaHP/select-historic-contexts-priorities.

Preparation of contexts related to these priorities is highly encouraged.

NOMINATIONS AND MULTIPLE PROPERTY DOCUMENTATION FORMS (MPDFs)

Properties that have, through survey or other means, been identified as eligible can be nominated for listing in the National Register of Historic Places, the State Register of Historic Properties or a local register. Nomination grant proposals can be submitted for a variety of resource types, including archaeological sites and districts, individual resources, urban commercial or residential districts, and rural or cultural landscapes.

Nomination activities are guided by the Secretary of the Interior's Standards for Evaluation and Registration; National Register Bulletin #16, How to Apply the National Register Criteria for Evaluation; National Register Bulletin #16A, How to Complete the National Register Registration form as well as other NPS Bulletins and guidance related to specific resource types.

Nominations typically require fieldwork, archival research, and completion of nomination forms. The National Register of Historic Places Registration Form and the Colorado State Register of Historic Properties Nomination Form and instructions for completing the form are available at

www.historycolorado.org/oaHP/nomination-forms.

Consult with your local government entity to determine what is required for local register listing.

Applicants should review Information on Nominating Properties to the National Register of Historic Places and the Colorado State Register of Historic Properties (OAHP Publication #1501) available at www.historycolorado.org/oaHP/how-do-i-nominate-my-property and discuss their project with National and State Register staff well ahead of the grant application deadline.

Prior to application submittal, a Preliminary Property Evaluation Form (#1419) must be completed and submitted to OAHP for eligibility confirmation. Applications for resources that have not been found officially eligible for listing in the National or State Register are generally less competitive.

MPDFs are used to facilitate National Register designation of historically related properties. The themes, trends, and patterns of history shared by the targeted properties are organized into historic contexts and the property types that represent those historic contexts are defined. MPDFs must be approved by the National Park Service and follow the same approval process as National or State Register nominations. National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form provides additional information on MPDFs.

When considering submission of a MPDF grant application, consultation with National and State Register staff is strongly recommended to ensure that the project is consistent with NPS guidance. Previously completed multiple property submissions are available at:

www.historycolorado.org/oaHP/multiple-property-submissions.

If your grant application includes a State or National Register nomination(s) or MPDF, be sure that your timeline provides sufficient time for HC-SHF and OAHP staff review. **Final nominations must be submitted a minimum of 30 days in advance of the nomination submission deadline.** Upcoming submission deadlines are available at www.historycolorado.org/oaHP/nomination-deadlines.

GUIDANCE FOR SURVEY, HISTORIC CONTEXT, AND NOMINATION PROJECTS

A. APPLICANT CAPACITY

- Explain the role, qualifications, and training of all involved personnel, including potential consultants. Don't forget to include volunteers if applicable.
- Document your past experience with survey and/or nominations, noting successfully completed projects.

B. PROPERTY OR PROJECT HISTORY

- Provide a brief history of the individual resource, proposed historic district or survey area and explain its potential historic significance. Include maps and photographs (both current and historical) that accurately represent the project site as attachments to your application.
- Explain why these resources merit survey or nomination.
- For historic contexts, describe the geographic area, time period and the expected theme(s) that will be covered by the context.
- Outline previous survey work completed within the survey area.
- For nominations, outline research conducted to date and current eligibility status as determined by OAHP or local government entity. Document preliminary discussions with OAHP, National and State Register, and/or HC-SHF staff regarding the nomination.

C. PROJECT DESCRIPTION

- Every item listed in your project's scope of work and budget should be described in this section.
- Refer to the National Register Bulletin and/or consult with HC-SHF staff and professional consultants for guidance in developing a survey strategy that is appropriate for the project goals and objectives.
- Describe the goals and objectives of the survey, proposed use(s) of the survey information, and your approach and methodology. Describe the scope (selective, comprehensive) and depth (reconnaissance, intensive) of the undertaking as well as the rationale used to determine the survey boundary. Provide a map of the survey area as an attachment to your application.
- Include a statement addressing any need to access private property and demonstrate efforts to gain property owner support for survey.
- For nominations, demonstrate that the owner supports the nomination effort.
- Explain which OAHP forms the survey will utilize and how your survey will follow Colorado Cultural Resource Survey Manual guidelines. Current forms are available at www.historycolorado.org/archaeologists/surveyinventory-forms.
- Explain the expected end result of the project.
- Outline the deliverables you expect to provide. For survey projects, this typically includes consultant resume(s), list of properties to be surveyed and/or verification of survey boundary, sample survey forms, draft survey forms, draft survey report (includes historical context), final forms, final survey report and documentation of public outreach efforts.

D. URGENCY

- Describe how your survey project will support and inform critical preservation efforts in your community.
- Discuss any potential threats to the resources to be surveyed.
- Describe why the information to be gathered by the survey is urgently needed.
- Discuss why it is necessary or advantageous to complete a historic context or nomination at this time.
- What opportunities will be lost if the project is not funded? Describe the preservation work or activities that will be affected if the project is not funded.

E. TIMELINE

- For nominations, demonstrate how your project timeline is consistent with State Review Board deadlines. Deadlines are posted at www.historycolorado.org/oahp/nomination-deadlines. Final nominations must be submitted a minimum of 30 days in advance of the nomination submission deadline.
- Include sufficient time for HC-SHF/OAHP staff review of project deliverables. The standard HC-

SHF review period is 30 days. Consider that survey projects involving a large number of resources may require additional review time.

- Contract negotiation time— including tribal consultations—(45-75 days) as well as the 30-day review period for each deliverable/submittal.

F. PUBLIC BENEFIT

- Demonstrate how the survey data will inform projects and efforts that provide a public benefit.
- Provide a plan for engaging the public in your project and publicizing the survey results.
- Describe the ways in which the survey will be used to educate and inform the public about historic preservation and the significance of the survey area/resources surveyed.
- Will your project help identify underrepresented heritage sites in Colorado? If so, highlight the ways in which the survey will help further this important goal.
- Letters of support should demonstrate local support beyond government entities and ideally include letters from local property owners.

G. STATE PRESERVATION PLAN

- Survey, context and nomination projects directly relate to Goal A: Preserving the Places that Matter. Including a public outreach and education component to your project can ensure your project meets additional State Plan goals as well.
- You can find the summary of the State Preservation Plan at www.historycolorado.org/archaeologists/state-preservation-plan.
- Choose 2-5 of the applicable goals for your project (i.e this scope of work), not your entire program. Quality discussion of a few goals is better than a superficial discussion of all of the goals.

H. SCOPE OF WORK AND BUDGET

- It is imperative that the scope of work and budget correlate with the project description. Ensure that all components of the project discussed in the Project Description are included in the scope of work and associated costs provided for each component.
- The current meal allowance rate \$51 per day.
- Mileage rates are 48 cents per mile for a 2-wheel drive vehicle and 51 cents per mile for a 4-wheel drive vehicle. 4-wheel drive rate requests must be justified. The maximum request for lodging is \$100 per day.

Investigative and Planning Documents

WHERE TO BEGIN ON YOUR PROJECT?

Unless you have a detailed history of your resource and an analysis and prioritization of the physical work needed, it is worthwhile to work with a trained professional and pursue a Non-Competitive Historic Structure Assessment (see page 58) by working with a preservation architect. Please note that buildings in excess of 12,000 SF with complicated systems or multiple components may be best served by applying for a Competitive SHF grant. This allows components beyond the standard scope or costs above the limits to be included.

To aid you in making informed decisions on potential changes to the resource, work with a preservation architect to document the history of the construction, alterations, owners, and significant events of a resource based on physical and documentary evidence. You should also be aware of the current conditions, remaining significant and character-defining features, and the potential effect of your proposed use on the resource. Your choice of intended use will influence your treatment choice—preservation, rehabilitation, restoration, or reconstruction—for the entire building, individual features, or areas.

An assessment by a preservation architect will assist you with prioritizing recommendations, providing basic cost estimates, and future areas of research or documentation. Potential future work may include repair or in-kind replacement of historic materials and finishes, and details about how that preservation will be accomplished, changes in use, code compliance, ADA upgrades, system upgrades, electrical work, foundation stabilization, hazardous material abatement, and many other issues.

PLANNING DOCUMENTS—MASTER PLANS AND CONSTRUCTION DOCUMENTS

Before beginning any physical work on a site or resource, a well thought out project trajectory should be completed by qualified professionals. Each property or landscape exists as a unique and irreplaceable resource. Without proper planning, preservation efforts may destroy the integrity or distort the sense of a property's history. Planning allows for addressing potential changes to a resource, looking at alternative approaches, preserving historic materials and finishes as much as possible, and preventing loss, damage, and irreversible changes. Planning is the key to prioritizing work and being a responsible steward.

MASTER PLANS

A Master Plan analyzes a property's history, importance, and potential uses and changes through the lens of historic preservation. Typical plan elements include a use plan, maintenance plan, impacts of proposed alterations, responses to management or development uses, and a funding plan. The purpose of a Master Plan is to provide site stewards with essential information that will assist them in making decisions about the future of the property.

The following is a list of potential sections for a Master Plan:

- Table of Contents—Paginated
- Identification of the Resource—Executive Summary
- Introduction
- Developmental History—Historical Background and Context History of the Property

- Archaeological Evaluation
- Analysis of Existing Conditions: Site and Landscape Evaluation
- Architectural Description of the Interior and Exterior
- Code and Accessibility Review
- Structural Evaluation
- Building Systems Evaluation
- Materials Analysis
- Treatment Philosophy
- Use and Interpretation of the Resource
- Room/Feature Treatment Recommendations
- Prioritization (Phasing) and Cost Estimate
- Maintenance Plan
- Record of Treatment (after physical work is completed)
- Physical Project Completion Report (after physical work is completed)
- Annotated Bibliography
- Glossary

CONSTRUCTION DOCUMENTS

Construction documents are architectural/engineering drawings and specifications, along with any change orders that occur during the project if applicable, that either record the original structure and/or provide guidance for rehabilitation, preservation, reconstruction, or restoration of a property. These documents provide details sufficient to instruct contractors on how to protect spatial relationships, materials, finishes, and the visible appearance of historic sites while preserving or adapting them. This is a good time to include additional services, such as materials analysis or additional engineering investigation which allows the construction documents to be as complete and effective as possible.

With an informative set of construction documents steeped in the Secretary of the Interior's Standards and Guidelines in hand, contractors can address modern modifications in historic buildings including electrical, mechanical, ADA, code, and fire suppression issues. Construction documents provide detailed information from which accurate cost estimates can be created, and projects can be planned and phased. Construction documents also allow for the determination of exact measurements, in-kind materials, substitute materials, and treatments as recommended by the National Park Service's Preservation Briefs and Preservation Tech Notes. All HC-SHF brick and mortar projects should include construction documents. However, in the case of some simple projects, these may be provided in the form of contractor-created drawings, narrative descriptions, cut sheets, or shop drawings.

The following are different degrees of design documents:

SCHEMATIC DESIGN

First phase of project design where an architect prepares schematic diagrams giving a scale and general view of the components after detailed discussions with the client.

DESIGN DOCUMENTS

During the Design Document phase, the project design is decided. Specific space arrangements, equipment, furnishing, building design, colors and materials, and complete systems are developed.

CONSTRUCTION DOCUMENTS

Third stage of services provided by an architect in which they prepare complete working drawings, specifications, and bidding documents.

AS-BUILT DOCUMENTS

Possible fourth stage in which the original documents are updated to include all the changes that occurred during the construction process, therefore providing the owner with accurate and up-to-date documentation of their project.

Example Survey and Planning Budget



History Colorado State Historical Fund Scope of Work and Budget Page Survey and Planning

Please fill out the sections that are applicable to your project only. If additional space is needed for descriptions please continue into the next box field.

Please note do not use the **cut and paste** functionality to move information between boxes. If needed please use the **copy and paste** functionality only.

A.	Historic Context and Research Development 1. OAHP File search: 1 hour @ \$25/hr (\$25) 2. Review existing documentation, photos, and other sources: 34 hours @ \$60/hr 3. Conduct archival research: 40 hours @ 60/hr (\$2400) 4. Develop historic context (included in survey report): 24 hours @ \$90/hr (\$2160)	\$ 6,625
B.	Survey Fieldwork and Documentation 1. Complete fieldwork, including photography, and prepare draft reconnaissance survey forms: 40 hours @ 90/hr (\$3600) 2. Complete intensive level survey forms of selected properties: 32 hours @ \$90/hr (\$2880) 3. Complete draft of survey report: 60 hours @ \$60/hr (\$3600) 4. Complete final survey forms and survey report: 32 hours @ \$90/hr (\$2880)	\$ 12,960
C.	Public Outreach 1. Consultant participation in 2 public meetings: 6 hours @ \$145/hr 2. Post the survey report on the City's website and publicize through social media 3. Make copies of survey forms available to all property owners and interested parties	\$ 870
D.	Direct Expenses 1. Mileage: 489 miles @ \$.48/mile (\$235) 2. Photocopies: \$35 3. Printing: \$50 4. Digital Copies: \$50	\$ 370
E.		\$ -
F.		\$ -

G.		\$ -
H.		\$ -
I.		\$ -

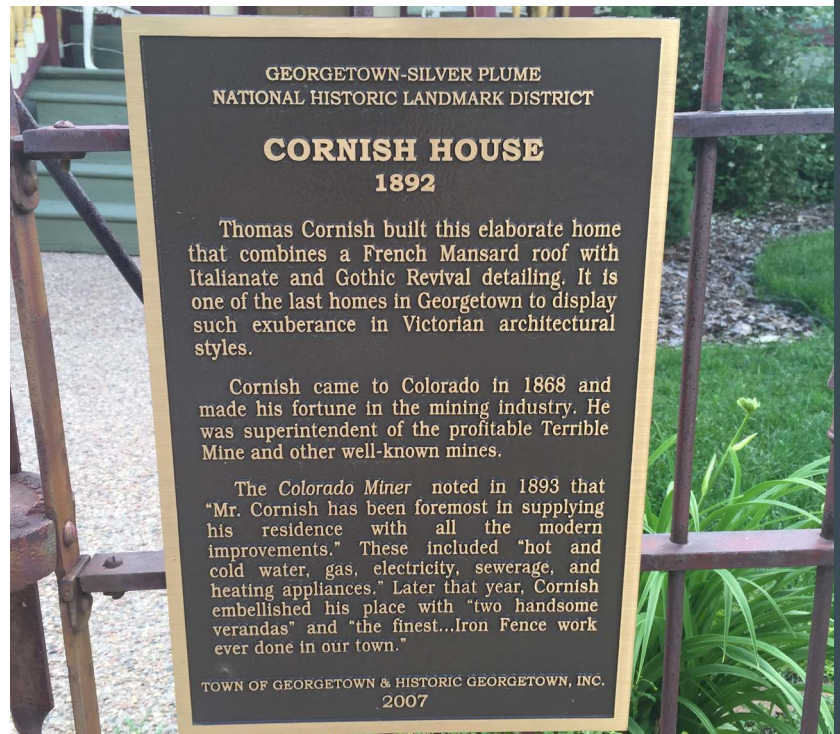
	Line Item Subtotal	\$ 20,825
Grant Administration		\$ -
<i>Grant Administration/Indirect costs must not exceed 15% of the project total</i>		
	Project Subtotal	\$ 20,825
Contingency		\$ 2,083
	Project Total	\$ 22,908
Cash Match	Cash Match	\$ 5,729
	Percentage	25.01%
	Grant Request	\$ 17,179
	Percentage	74.99%

The values for the Cash Match and Award Amount must match exactly the values in your grant application under Project Information. Please double check that they do.

Project Type: Education

*Competitive Application Deadlines:
April 1 and October 1*

Cornish House interpretive signage,
Georgetown



PURPOSE

Since its inception, the HC-SHF has awarded grants for many types of education projects. Over the years, common project types have included: videos, interpretive signage, brochures, books, websites, walking tours, conferences, field schools, curriculum planning and development and educational programs. Hands-on learning projects also fall in this category. Other creative ideas are welcome!

It is critical that education projects be directly tied to historic preservation and focus on historic buildings, structures, sites, and districts. Project content should incorporate an understanding of the significance of a historic place as well as preservation efforts at the site, if appropriate. Make sure to include information on the historical significance and integrity of the related resources in the application, including and not limited to designation status.

A strong application will illuminate direct connections between the project and a wider public benefit, and at minimum curriculum projects should be tied to state and national standards and assessment for the Pk-20 educational community.

Appropriate tasks for this type of grant include:

- internship programs
- public programs and/or interpretive materials
- educational materials and curriculum creation/dissemination
- interpretive installations at designated historic sites
- interpretive materials for cultural resources
- trades education.

For assistance, contact Education Grants Coordinator Breanne Nugent at (303) 866-2961.

Educational projects can also include efforts to create interpretive materials for cultural resources.

Consider some of the following questions when planning for this type of project:

- Do you have your field infrastructure in place and how will it work?
- What is the “curriculum” to be learned?
- Do you have a plan outlining the selection of students and an explanation of how/why those selected will benefit?
- Do interpretive materials share new information? Have you planned to include the HC-SHF in the creation of the materials?
- Will the project increase public understanding of historic sites and/or historic preservation?
- Have you planned for a proper evaluation of the education activities?

- Can you explain how the education program content will evolve over time? How will the program become sustainable?
- Will this project or program reach a wide and diverse audience?
- Is your budget transparent? Budgets must contain a calculation or reference a bid document that contains a calculation that shows how the estimate amount has been derived.

GUIDANCE FOR EDUCATION PROJECTS

Education projects have the least rigid required standards. As a result, the narrative format can vary for these project types. As an applicant, you need to be sure you are addressing the grant scoring criteria in the best way possible for your project type. One similarity that all HC-SHF grants have is a connection to historic sites and properties.

The following items address common mistakes in education grant applications. Note: these tips are in addition to the general instructions provided on the application itself.

A. APPLICANT CAPACITY

- Explain the role, qualifications, and training of all involved personnel. Don't forget to include volunteers and students. Include district and/or university staff as appropriate.
- Make certain you have partnerships in place that will make your project a success by ensuring collaboration with all stakeholders and ensuring the dissemination of the project outcomes.
- HC-SHF prefers applicants use an open procurement process. This section will ideally list desirable skills and knowledge for a project consultant, rather than listing a pre-selected candidate.

B. PROPERTY OR PROJECT HISTORY

- The HC-SHF is dedicated to historic preservation so your application needs to communicate a clear connection to buildings, landscapes, objects, or archaeological sites with historic significance.
- A brief overview about the history of the resource is helpful, but be sure the text clearly defines the significance of the resource. Never assume that grant reviewers have prior knowledge of the resource. Tell the reviewers why the subject of your education project is historically important.
- Applications for education programs teaching the public about historic resources should use this section to focus on the specific preservation and archaeological ethics, messages, and themes to be developed and shared as part of the project.
- Requests for continuation of funding for educational programs or conferences should include metrics that demonstrate past success.

C. PROJECT DESCRIPTION

- You should mention each component of your project in this section of the application. Every item listed in your project's scope of work and budget should be described in Section C and correlate to Section H.

- Think about project personnel mentioned in Section A. Explain how each team member is involved with project tasks. Be sure that this clearly relates to the scope of work and budget in Section H.
- Education projects can often serve as models that other areas of the state or nation can reproduce. Do your research. Are you mimicking a model that is already at work elsewhere? Or are you creating a new type of program?
- Discuss the key themes your project will highlight. Your application should clearly state which aspects of the resource's history you are interpreting for the public, and it should be clear how these relate to preservation and/or archaeology.
- Describe your methodology. Readers want to know what you're doing, but they also want to know how you decided upon your selected approach.
- Define your intended audience; explain how you selected that audience, and explain how your project will reach them.

D. URGENCY

- Reviewers consider more than emergencies in assessing your project's urgency so it is possible for education projects to score well in this category by emphasizing other aspects of the project's readiness.
- Demonstrate that planning is complete and that all relevant partnerships are in place. For instance, if your project involves working within a school system, you should have confirmation that the school superintendent supports the project.
- Explain any threats to the resources around which your project is centered. Be sure to mention if your project will help to mitigate or eliminate threats.
- Consider that urgency may be related to availability of matching funds or project participants.

E. TIMELINE

- HC-SHF must be involved in the development of content for interpretive materials. For these project types be sure content development occurs within the proposed grant time frame of two years.

F. PUBLIC BENEFIT

- Public benefit is a significant part of all HC-SHF projects. Your application must demonstrate a positive impact on the public and publicize the benefits of historic preservation and the HC-SHF.
- Education projects fare best when the proposals make an effort to reach a wide and diverse audience.
- Limiting the audience to small select groups of people will not garner a good score in this category.
- Education programs that focus on an audience of preservation professionals or students are challenging because they inherently seek a select audience. Applicants should describe how educating small groups of people will become a mechanism to benefit the general public on a state and/or national level.

G. STATE PRESERVATION PLAN

- The State Plan includes education as a component of several goals. Be specific when you address how your scope of work directly supports these efforts.
- You can find the summary of the State Preservation Plan at www.historycolorado.org/archaeologists/state-preservation-plan.
- Choose 2-5 of the applicable goals for your project (i.e. this scope of work), not your entire program. Quality discussion of a few goals is better than a superficial discussion of all of the goals.

H. COMBINED SCOPE OF WORK AND BUDGET

- The combined scope of work and budget should include necessary work tasks described in the project description as well as costs associated with each task. Your application will score better in this category if you include multiple bids for material and service expenses to demonstrate that you have sought a fair price for the project.
- The current meal allowance is \$51 per day.
- Mileage rates are 48 cents per mile for a 2-wheel drive vehicle and 51 cents per mile for a 4-wheel drive vehicle. 4-wheel drive rate requests must be justified. Lodging is capped at \$100 per day.

SUCCESSFUL EDUCATION PROJECTS WILL:

- show a collaboration between partners.
- show a direct connection to historic preservation content.
- show collaboration with educators/practitioners or qualified educational consultants if curriculum is being designed for students.
- ensure that interpretive signage has a historic preservation connection and identifies the site's designated status as appropriate.
- establish a thoughtful, detailed and realistic strategy to disseminate the project product.
- create products that can be duplicated and shared across Colorado, if possible.

REQUIRED APPLICATION COMPONENTS OF A TRADES EDUCATION PROJECT

A trades education project should include a proposal from a willing contractor that includes costs for their time, materials (both physical and educational), travel, and lodging, if appropriate. There may also be a project manager other than the GRC who deals with the logistics of a workshop (e.g. advertising, registration, drinks, food, site, liability, comments/attendance data).

Applicants planning on this type of project should explain the purpose of the workshop. Take into consideration the following questions:

- Will it be purely educational?

- Will it be part of a restoration or rehabilitation project (e.g. restoring a window so that the applicant can get a better idea of how long a full window restoration project will take or what the projected cost will be)?
- Who is the proposed audience?

TRADES EDUCATION—ANOTHER KIND OF EDUCATION PROJECT

Trades education projects both promote preservation practices and educate the public about the technical aspects of preservation hands-on workshops.

Workshops can provide both education and public outreach benefits. They can address such questions as:

- How long does it take to restore a window?
- How much damage does the masonry have?
- What is the original paint color?

Scope of Work & Budget: Proposed workshops could run anywhere from a couple of hours to a couple of days depending on what the applicant needs. Applicants should get proposals from contractors who are willing and able to teach. In the budget and scope of work materials, they should take into account lunches/ water and travel for workshop leaders or facilitators and supplies for participants.

Example Education Budget



History Colorado State Historical Fund Scope of Work and Budget Page Education

Please fill out the sections that are applicable to your project only. If additional space is needed for descriptions please continue into the next box field.

Please note do not use the **cut and paste** functionality to move information between boxes. If needed please use the **copy and paste** functionality only.

A.	K-12 Education Curriculum Development Identify core competency, standard/s, HH&LC theme for each grade level Write draft for review and final lesson plan for each identified standard, Create steering committee/ facilitate meetings, pilot programs \$25/ hour x 200 hours	\$ 5,000
B.	Pilot Program Development (Pre/Post site visit extensions) Identify pre & post extension opportunities for each theme/ grade level/ standard; Develop curriculum materials with teacher guide (Elem, MS) \$25/hr x 100 hrs \$2500 Acquire supporting curriculum materials (\$150/ kit x 2 kits + \$200/ kit for props) = \$700	\$ 3,200
C.	Teacher Professional Development Host teacher professional development workshops (registration mgmt, site costs, instruction) \$25/hr x 40 hrs = \$1000 2 Guest Instructors: 2 days @ \$100/day honorarium; \$100/day lodging; 408 miles @ .48/mile = \$196 Identify and pursue additional PD opportunities (\$25/ hr x 8 hrs) = \$200	\$ 2,196
D.	Marketing & Outreach Develop marketing and outreach plan to local and regional school districts Develop online and printed marketing materials \$25/hr x 40 = \$1000 Printed materials cost = \$250	\$ 1,250
E.		\$ -
F.		\$ -


HISTORY *Colorado*
 STATE HISTORICAL FUND

G.		\$ -
H.		\$ -
I.		\$ -

	Line Item Subtotal	\$ 11,646
Grant Administration	\$	1,000
<i>Grant Administration/Indirect costs must not exceed 15% of the project total</i>		
	Project Subtotal	\$ 12,646
Contingency	\$	632
	Project Total	\$ 13,278
Cash Match	Cash Match	\$ 3,320
	Percentage	25.00%
	Grant Request	\$ 9,958
	Percentage	75.00%

The values for the Cash Match and Award Amount must match exactly the values in your grant application under Project Information. Please double check that they do.

Project Type: Acquisition and Development

*Competitive Application Deadlines:
April 1 and October 1*



Restored Interior of the Crested Butte
Depot

PURPOSE

Acquisition and development projects involve stabilization, preservation, restoration, rehabilitation, reconstruction, or the acquisition of a property or site.

ACQUISITION

Acquisition grants must include justification of the property purchase price as fair market value. Obtaining an appraisal within six months before you apply will greatly strengthen your application. Before going under HC-SHF contract, you must have an appraisal or a mutually agreed upon way to establish fair market value. HC-SHF cannot make awards in excess of established fair market value.

The cash match proposed for a project involving the acquisition or purchase of a property cannot be provided in the form of a loan or mortgage secured by the property in question. A HC-SHF acquisition grant must result in transfer of a defensible title to the grant recipient and conveyance of a perpetual easement to an appropriate easement holding organization.

AMERICANS WITH DISABILITIES ACT

All projects funded through the HC-SHF are expected to comply with all applicable legal requirements of the Americans with Disabilities Act (ADA). This Act provides, in part, for access by the disabled to properties and programs, including historic buildings and archaeological sites, as well as educational opportunities such as exhibits, conferences, and interpretive displays. Contrary to popular belief, historic buildings and sites are not exempt from the ADA. There may, however, be some variance allowed if the requirement is determined to negatively impact a significant feature. The HC-SHF encourages compliance with ADA requirements and urges all applicants to include ADA compliance as a part of their scope and budget.

CODE-RELATED CONSTRUCTION

Building codes and security needs may require that the rehabilitation of historic buildings include the construction of new features such as elevators, ramps, structural reinforcement, fencing or the installation of alarm systems and lighting. Provided that the design and location of such new features are in keeping with appropriate preservation standards, such items can be included as part of a HC-SHF project. However, the emphasis and purpose of HC-SHF is for historic preservation. Projects intended exclusively to bring a building up to code (including life safety issues, electrical, plumbing, hazardous materials, etc.) or provide security systems without a historic preservation emphasis will generally not compete well in the grant review process.

GENERAL CONDITIONS

“General conditions” is the part of a construction contract document in which the rights, responsibilities, and relationships are itemized for the contracting parties. Contractors often refer to the expenses associated with job site startup and supervision as general conditions. The expenses may include job site office expenses and furniture, portable toilets, utilities, performance bond, insurance, permits, temporary fences, temporary weather protection, trash disposal, and photographic records among other things.

LANDSCAPES AND STREETSCAPES

The HC-SHF encourages applications for the restoration of officially designated historic landscapes or streetscapes. Such projects may include the restoration of existing historic landscape and streetscape features such as statuary, benches, gazebos, fountains, gardens and other plantings, pathways, streetlights, and

planters. HC-SHF may also assist in the reconstruction of such features if such features are actual replicas of historic improvements that were located within designated historic sites or districts. HC-SHF is unlikely to fund applications for landscape or streetscape projects that involve the construction of new features that cannot be substantiated through the historic record, that are based purely on conjecture, or are intended to impart a “historical” or “nostalgic” feeling.

LEGAL DESCRIPTION OF PROPERTY—YOU WILL NEED THIS FOR YOUR APPLICATION

This is a description which unquestionably and uniquely identifies the property, as found on the assessment record or the deed of title. The description may be abbreviated but must be sufficient to identify the property. Three common methods used in describing property in Colorado are: U.S. Governmental Survey System or Rectangular Survey System, Metes and Bounds, and Recorded Plat. Legal description of property examples: 1) Lot 8A Block 5 South subdivision, a resub Lot 8 Block 5; 2) N1/2 NE1/4 Sec. 34 T. 4 N. R. 58W., 6th P.M.

This information is a requirement for all Acquisition and Development projects prior to contract processing. It is preferable that a copy of the actual document (title, deed, etc.) be included, rather than attempting to transcribe the legal description, as errors in transcription are easy to make, but difficult to correct. Only the page with the legal description is necessary, not the entire deed or title document. Note that the legal description will be used to bound property protections. Grant funds can only pay for work within the legal description as well.

PROPERTY NAME –YOU WILL NEED THIS FOR YOUR APPLICATION

The historic name of the site as noted in the National and/or State Register(s), or through a local landmark ordinance.

WINDOW PROJECTS

It is generally considered inappropriate and unnecessary to replace original window material in an attempt to achieve a higher level of energy efficiency or to avoid maintenance. A professional with experience in window restoration should inventory the components of each window to determine the level of repair needed. Applications indicating an intent to replace windows should include evidence of such an assessment and justification for replacement in lieu of repair.

PROTECTION ON ACQUISITION AND DEVELOPMENT PROPERTIES

Certain protections may be placed on properties receiving HC-SHF grants. The type of owner and the amount of cumulative grant funds received determine the period and form (agreement, covenant, or easement) required to protect the property from alterations that would affect its historic character. The protections require that any changes being proposed to the property must first receive approval from HC-SHF staff or the easement holding company.

These requirements are cumulative. Multiple grant awards are added together to determine the appropriate level of protection of the public investment. Review and approval of alterations that could affect the architectural appearance of the property, adversely affect the structural soundness of the property, or encroach on the open land area on the property are mandatory. Property protections are not placed on the following property types:

- Railroad rolling stock (e.g., locomotives, rail cars, etc.)
- Federally-owned properties
- State-owned properties
- Archaeological sites, unless the request is for acquisition of land

TYPES OF PROPERTY PROTECTIONS

- Letter of Agreement (LOA): Contract document that binds the current owner to restrictions for a specific period of time.
- 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 by History Colorado in the county where the property is located.
- 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, HC-SHF and a qualified easement holding organization.
- Grant recipients and property owners must acknowledge the requisite for property protections within 60 days of award notification by signing and returning their award letter or the award may be rescinded.
- Please call the Property Protection Coordinator at (303) 866-2797 for more information on easement holding companies in Colorado. The cost of establishing an easement or an easement update is paid by HC-SHF.

Property Protection	Public Owners	Non-Profit Owners	Private, Individual, & For-Profit Owners
No restrictions	Grants of \$10,000 or less	Grants of \$10,000 or less	Grants of \$10,000 or less
5-year letter of agreement	\$10,001 - \$25,000	\$10,001 - \$25,000	\$10,001 - \$25,000
10-year letter of agreement	\$25,001 - \$50,000	\$25,001 - \$50,000	\$25,001 - \$50,000
20-year covenant	\$50,001 and over	\$50,001 - \$100,000	\$50,001 - \$100,000
30-year covenant	N/A	\$100,001-\$150,000	N/A
40-year covenant	N/A	\$150,001-\$200,000	N/A
50-year covenant	N/A	\$200,001-\$250,000	N/A
Perpetual easement	All acquisition grants	\$250,001 and over and all acquisition grants	\$100,001 and over and all acquisition grants

How will property protection requirements affect my building if it is within the boundary of a historic district?

For new applicants:

- If the district is owned by a single entity, protection requirements will apply to the legal description of the entire district as submitted in the grant application
- If the district is owned by multiple entities (a neighborhood district, for example), protection requirements will vary, depending on individual legal descriptions and other considerations

For applicants with previous projects and current/existing SHF protection measures, there may be additional factors in play—contact the SHF property protection coordinator for more information.

DESIGNATION

By state statute, a property must be officially designated at the time of application. Designated properties include those listed on the Colorado State Register of Historic Properties or National Register of Historic Places. Designation through an official municipal or county landmarking process, ordinance, or resolution also meets this requirement. If the property is not designated, please contact the Preservation Planning Unit at 303-866-3392 or your local government.

LOCAL DESIGNATION

Reviewers will assess the integrity and significance of such designated properties during the application review process to ensure it complies with HC-SHF standards. Reviewers will also assess whether the local ordinance provides for design review by qualified professionals. All work areas described in the Scope of Work must be located within the boundaries of the designation. Additionally, if a property within municipal boundaries is designated through a county landmarking ordinance, the municipality and county must have a Memorandum of Understanding recognizing the county's authority over the landmarked property. If the building you are planning work on is locally designated, you must include verification of local designation in the form of a copy of a certificate from the granting entity. Documentation should specify the exact designated area. Buildings located within historic districts do not need to be individually listed in order to be eligible for application. However, “non-contributing” buildings within a historic district may not compete well in the application process.

GUIDANCE FOR ACQUISITION AND DEVELOPMENT PROJECTS

The HC-SHF provides grants to acquire, preserve, restore, and rehabilitate designated historic resources. These grant types include physical work on buildings such as schools, town halls, and county courthouses, as well as structures such as bridges, trestles, and objects such as rolling stock. All grant-funded treatments must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties, which are available online at www.nps.gov/tps/standards/four-treatments/treatment-guidelines.pdf.

Consider some of the following when planning this type of project to increase the competitiveness of the application:

A. APPLICANT CAPACITY

- Provide applicant organization mission statement.
- Briefly describe applicant organization's experience with complex projects.

- List past HC-SHF grants and share successes.
- Provide a list of the team members and their roles, along with justifications for their specific involvement including their qualifications.
- If you are working with other funders/partners, list who they are and what role they will play in the project. How are you leveraging expertise and funding?
- If your project was previously denied HC-SHF funding, discuss how you have addressed the concerns of prior reviewers.
- List all of your currently active and open HC-SHF grants, and describe their status.

B. PROPERTY OR PROJECT HISTORY

- Assure the application narrative communicates a clear connection to the historic resources in question. A brief historic overview of the resource is necessary, but also be sure the significance of the resource is clearly defined. If restoration is proposed and includes the removal of historic material or additions, be sure to discuss the importance of the Period of Significance under which this treatment is appropriate. Never assume grant reviewers have prior knowledge of the resource.
- If the application is for a continuation of physical work, put the current phase in context but focus on the current project for which assistance is requested and its connection to historic preservation rather than on previously completed efforts or future phases.

C. PROJECT DESCRIPTION

- This narrative section should clearly describe each component of the project and what you're going to do, how you intend to do it, and the treatment approach selected. This section should also describe how the project personnel mentioned in Section A will be involved in the project tasks. The description of the project in this section should align comprehensively with the items listed in Section H: Scope of Work and Project Budget.
- Every project that involves ground disturbance (breaking ground) must include an archaeological monitoring component unless informed otherwise by the HC-SHF.

D. URGENCY

- Urgency of your project can be driven by more than a threat to the physical well-being of the resource. Physical threats might include leaking roofs and falling plaster.
- Demonstrate that all planning is complete and all partnerships are in place or mention the significance of the date of a planned “culminating” event, such as a 100-year anniversary of the resource.
- If other funders are committing to your project, this can increase the competitiveness of this criterion.
- This section includes a long term maintenance strategy, which should involve several key components for proper planning and budgeting. It is the expectation of HC-SHF that applicants be prepared to

follow a maintenance plan for any site receiving grant funding.

- A recommended Universal Conservation Maintenance Plan can be found on our website at www.historycolorado.org/grants/universal-conservation-maintenance-plan. All applicants should state their maintenance plan in the Urgency section of their grant application.

E. TIMELINE

- The HC-SHF must review and approve all plans and specifications for work on historic resources. Be sure the timeline includes time for HC-SHF contracting (typically 30-60 days) and review of project comments or deliverables / submittals (30 days by policy) and that the project can be completed within the 24-month time frame of HC-SHF contracts.
- If the Scope of Work can't be completed in 24 months, consider phasing the Work into manageable segments. For instance, a project might be distinguished by a planning phase, an exterior phase and an interior phase. You might also phase a large project into units that fit into our 24-month contract period and/or that efficiently mobilize specialized contractors. The timeline should also include project milestones such as meetings, deliverables, bidding, mockups, financials, etc.

OTHER CONSIDERATIONS

- Plan ahead for archaeology. The Secretary of the Interior's Standards states: "Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken." If your project involves ground disturbance it might impact archaeological resources. Please contact the SHF Archaeological Specialist if you are planning for potential archaeological discoveries in your grant application.
- Deliverables are products that show the progression of the project, such as draft construction documents.
- Submittables (progress reports, payment requests, and financial reports) are required financial materials.
- HC-SHF staff has 30 days to review all Deliverables and Submittals.
- All architectural plans, specifications, construction documents, bid documents, change orders, engineering studies, or any other document detailing, clarifying, or defining the Scope of Work must be approved by the Historic Preservation Specialist assigned to your project PRIOR TO EXECUTION of the work. Approvals by HC-SHF Historic Preservation Specialists exist to ensure consistency with the contracted Scope of Work and compliance to The Secretary of the Interior's Standards for the Treatment of Historic Properties.

F. PUBLIC BENEFIT

- What the public benefit will be at the end of the project is a significant part of all History Colorado HC-SHF funded projects. The application narrative should demonstrate who supports your project and highlight the positive impact or economic benefits to the community of the historic preservation efforts

showcased by your project.

LETTERS OF SUPPORT

- Letters of support indicate that someone other than you or your organization would like your project to thrive. Most successful applicants have two to five letters of support.
- Be sure no letter is no older than two months.
- Ask those who use the building or who stand to gain from the use of the building once you've worked on it to write letters of support.
- Ask those who will not directly benefit from the project but who support your vision for letters of support.
- Letters that indicate a clear understanding and support of the project are best. Letters that are general or based on a template do not evoke positive responses from reviewers.
- Letters of support will not be accepted after the grant deadline. Please do not send letters of support directly to HC-SHF.

G. STATE PRESERVATION PLAN

- The State Preservation Plan was developed to guide Colorado's preservation efforts for the next five years. Your scope of work needn't meet every goal, but the narrative should be specific in addressing how it will directly support selected efforts. You can find the summary of the State Preservation Plan at www.historycolorado.org/archaeologists/state-preservation-plan.
- Choose 2-5 of the applicable goals for your project (i.e this scope of work), not your entire program. Quality discussion of a few goals is better than a superficial discussion of all of the goals.

H. COMBINED SCOPE OF WORK AND PROJECT BUDGET

The Combined Scope of Work and Project Budget should represent the necessary work tasks described in Section C and the costs associated with each task. Be sure to include all associated costs, e.g., Architectural Services, Contractor General Conditions, and Overhead and Profit on separate budget lines, and include an amount for Contingency to cover unknown conditions that need to be addressed as part of your project. Applications score well in this category when multiple proposals or bids for expenses are included to demonstrate that a fair price has been sought to complete the project. Budgets must contain a calculation or reference a bid document that contains a calculation that shows how the estimated amount has been derived. Applicants may inflate construction costs, but they must explain this on the budget page. Note: Do not average the costs of various proposals.

- Every project that involves ground disturbance (breaking ground) must include an archaeological monitoring component unless informed otherwise by the HC-SHF.
- The most current meal allowance rate is \$51 per day.
- Mileage rates are 48 cents per mile for a 2-wheel drive vehicle and 51 cents per mile for a 4-wheel drive vehicle. 4-wheel drive rate requests must be justified. Lodging is capped at \$100 per day.

Example Acquisition and Development Scope of Work and Budget



History Colorado State Historical Fund Scope of Work and Budget Page Acquisition & Development

Please fill out the sections that are applicable to your project only. If additional space is needed for descriptions please continue into the next box field.

Please note do not use the **cut and paste** functionality to move information between boxes. If needed please use the **copy and paste** functionality only.

A.	Architectural & Engineering Fees Field Documentation Preparation of Construction Documents Construction Administration Services Civil Engineering & Site Survey Archaeological Monitoring Materials Testing (Paint & Mortar)	\$ 28,700
B.	Rehabilitate Masonry Re-point brick Replace Damaged brick Repair cracks in brick	\$ 18,100
C.	Restore East & West Elevations of Original Building Replace non-historic windows - restore to original condition Remove stucco & rehabilitate masonry Restore main entry to original condition	\$ 86,980
D.	Interior Rehabilitation for ADA Compliance Replace plumbing fixtures in one restroom Enlarge restroom while maintaining historic finishes and furnishings adjacent to restroom	\$ 20,000
E.	Replace Exterior Doors Replace rusting exterior doors and frames	\$ 8,250

F.	Rehabilitate Site & Roof Drainage Re-grade site to promote drainage away from building Re-seed site upon completion of drainage Install splashblocks Install underground piping for roof drainage Seal joints in downspouts	\$ 22,200
G.	Rehabilitate Concrete Patch areas of spalling concrete	\$ 7,000
H.	Rehabilitate Glass Block Openings Rehabilitate steel lintels Rehabilitate glass block and joints	\$ 10,500
I.	Rehabilitate Metal Remove metal posts at courtyard entrances Remove corrosion from metal structure	\$ 2,750

	Construction Subtotal	\$ 204,480
General Conditions		\$ 36,600
Permits		\$ 1,500
Bonding		\$ 3,000
Overhead and Profit		\$ 18,298
	Construction Total	\$ 263,878
Grant Administration		\$ 2,600
<i>Grant Administration/Indirect costs must not exceed 15% of the project total</i>		
Archaeological Monitoring		\$ 2,000
	Project Subtotal	\$ 268,478
Contingency		\$ 2,600
	Project Total	\$ 271,078
Cash Match	Cash Match	\$ 71,078
	Percentage	26.22%
	Grant Request	\$ 200,000
	Percentage	73.78%

The values for the Cash Match and Award Amount must match exactly the values in your grant application under Project Information. Please double check that they do.

HSAs and Emergency Grants



Fuqua Livery, Breckenridge

Historic Structure Assessments (for Buildings & Structures)— Non-Competitive Application (Apply Anytime)

PURPOSE

Historic Structure Assessment (HSA) grants are awarded for the sole purpose of preparing a report on the physical condition of a historic building or structure in accordance with a mandatory HC-SHF assessment scope of work. HSAs must be prepared by an architect or a structural engineer working under the direct guidance of an architect. Other requirements include:

- Architect and/or structural engineer must be the primary consultant on the project. They cannot be the grant recipient contact.
- Architect and/or structural engineer must be familiar with the Secretary of the Interior's Standards for the Treatment of Historic Properties and licensed in the state of Colorado.
- Architect and/or structural engineer must attend an initial consultation with an HC-SHF Historic Preservation Specialist and Contracts Specialist at the commencement of the grant contract. At that meeting, whoever will be processing the financial reports and payment requests must also be present.
- Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians, and cost estimators may be members of the assessment team.

An assessment can assist property owners to make informed decisions about future restoration and maintenance efforts. If an assessment grant is awarded, it should have final approval from HC-SHF staff before a Competitive Grant application is submitted for physical work to the property.

REQUIREMENTS

Cash match: If the intention of a non-profit or public entity applicant is to become the owner and steward of the building currently owned by a for-profit or individual, they may apply with a reduced cash match or no cash match.

Designation: Although designation is not required prior to applying for HSA grants, applications involving undesignated properties without a determination of eligibility and/or a clear plan for designation are unlikely to be funded.

The Office of Archaeology & Historic Preservation Form 1416 should be included for non-designated properties seeking State or National Register designation (Available at h-co.org/preservationforms). Contact HC-SHF Outreach Staff if you are interested in submitting an application for an undesignated site.

Scope: There is a required scope of work which cannot be adjusted, other than for relevance. The standard and the annotated scope should be used to request proposals from consultants:

www.historycolorado.org/grants/non-competitive-grant-applications.

Budget: Line items must denote all the costs of the project such as contractual services or travel costs. HSA grant funds cannot be used to reimburse the grant applicant nor the property owner for administrative or grant management costs. Such expenses should not be included in the budget. **Budgets must contain a calculation or reference a proposal document that contains a calculation that shows how the budget amount has been derived.**

Amount of Request: \$10,000; however, if justified in the application, an additional \$5,000 may be available to hire specialized consultants, and another \$5,000 may be available for an Economic Feasibility Study. If the cost is more than the amount awarded by HC-SHF, the difference must be made up by the applicant, or the applicant can submit a Competitive Grant application.

Application Deadlines: HSAs can be submitted at any time and will be processed upon receipt.

AWARD ANNOUNCEMENT DATES

Applicants are typically notified regarding award or denial within 30-45 days of submitting a complete application. If additional material or information is needed from the applicant, this may be longer. It typically takes an additional month to complete the contracting procedure before the project can begin.

Emergency grants— Non-Competitive Application (Apply Anytime)

PURPOSE

Emergency Grants are awarded to provide assistance to significant resources that are in imminent danger of being lost, demolished, or seriously damaged, and when the threat is sudden and unexpected, such as a fire, flood, hail storm, or other act of nature. A specific event, such as a tornado that occurred on a specific date, should be cited in the application. Building failure/damage attributed to deferred maintenance is not defined as an emergency.

It is important that you contact our office immediately after the event has occurred. If a significant amount of time has transpired between the time of the event and the request for funding, it may affect your eligibility.

Emergency Grants are typically limited in scope to the temporary stabilization of a building, structure, or site until permanent preservation measures can take place.

REQUIREMENTS

Designation: Must be obtained prior to application.

Scope: The Scope of Work should reflect the temporary stabilization of the resources.

Budget: Budgets must contain a calculation or reference an estimate document that contains a calculation that shows how the budget amount has been derived.

Cash Match: Fifty percent (50%) cash match is highly recommended for properties owned by private individuals and for-profit businesses. No cash match is required for properties owned by non-profits and public entities.

Amount of request: Applications for Emergency Grants typically request between a few hundred and a few thousand dollars. Emergency Grants in excess of \$10,000 are extremely rare and will take longer to process.

Application Deadlines: Applications have no deadlines and will be processed immediately. Applicants should contact the HC-SHF as soon as possible after the event as any delay will affect the funding decision.

AWARD ANNOUNCEMENT DATES

Applicants may expect to be notified of their award within two weeks of application submission. Work may begin immediately after the applicant has executed a contract with History Colorado and all other requirements, such as a site visit and plans and specifications, are met. HC-SHF funds cannot be used to pay for work performed or costs encumbered prior to the execution of the contract.

RECEIVE AN APPLICATION

Applications are only available by contacting the HC-SHF Director at 303-866-2809.

Before You Apply



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It is always good to inform yourself of rules and regulations associated with a grant making program. Please take a few minutes to familiarize yourself with these guidelines before you complete an HC-SHF application.

BONDING

You must require Labor and Material Payment Bonds and Performance Bonds of your Development (physical work) Subcontractors. The Performance Bond is a statutory requirement (24-105-202) by State Law (CRS 38-26-105) and requires construction contracts of more than \$50,000 to deliver to the state, upon execution of the contract:

- A payment bond executed by a surety company authorized to do business in this state 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 percent of the price specified in the contract.
- A performance bond, executed by a surety company authorized to do business in this state, in an amount equal to at least 50 percent of the price specified in the contract.

BUDGETS

Budgets must contain a calculation or reference an estimate document that contains a calculation showing how the budget amount has been derived.

**** CASH MATCH ****

Cash match is actual money or an accounting transaction (not a donation of time or materials nor in-kind contribution) that contributes to the completion of the project. If cash match originates as part of a salary, it must be “extra work” attributed to a project, not work that is part of the permanent job description. Both the grant recipient and grant partner may contribute to cash match.

A minimum cash match of 25% of the total project cost is required for all competitive grant projects. A larger cash match will increase the competitiveness of an application.

However, if the subject property is owned or occupied by a private individual or for-profit business, a cash match of at least 50% is required.

In rare cases, applicants may request a waiver of the minimum cash match requirement. A request for waiver of the cash match must be included in the application.

Cost of work that does not meet HC-SHF guidelines or funds received from other HC-SHF funded grants (such as CLG grants) also cannot be used to meet the cash match requirement.

Cash match can be raised from several sources. The Colorado Grants Guide, available at most public libraries and produced by the Colorado Resource Center, has an extensive grant list that might help you locate sources for a cash match. Another source of cash match funds is the Colorado Historical Foundation’s low-interest revolving loan program. Contact the Colorado Historical Foundation at www.cohf.org or (303) 894-2503. Other important financial incentives to consider are Federal and State Historic Preservation Tax Credits, which are available for qualified projects on a non-competitive basis at <http://h-co.org/statetaxcredit>.

The cash match is to be used for work that is eligible for SHF funding. It should not be used for new construction or any ineligible projects and costs. The cash match cannot be used for work outside of the officially designated area. Cash match must be in place before going under contract with HC-SHF.

POSSIBLE ATTACHMENTS—MAPS, PHOTOGRAPHS, DRAWINGS, HSAS, PROOF OF LOCAL DESIGNATION

The Importance of Attachments

By the time you have completed the questions in the application, you may think you have conveyed all of the information necessary to convince the grant reviewer that you have an incredibly worthwhile project. However, you still need to include attachments that provide us with information you may not be able to articulate.

You should include:

PHOTOGRAPHS

- Don't be stingy with photographs. Think about how they convey what you are trying to communicate.
- Photographs should be clear and large enough for reviewers to see what is relevant to your proposal and necessary for understanding the project.
- Start with historic photographs of the building, including photographs of the area surrounding the building or site on which you propose to work.
- Be creative for archaeological projects: include a representative image for your project, artifacts, image of the exhibit venue, landscape overview of survey area, or an image of crew recording a site in a similar area.
- Include current photographs that show where and on what elements you propose to work. Please include the date the photograph was taken.
- Include at least one photograph of the entire building or site that can be used by HC-SHF for presentations or publicity purposes.
- Include captions such as, "NE Corner of the second floor, interior, crown molding detail—see rot caused by moisture penetration," so reviewers understand what they are seeing. These details guide the reviewer through the components of your project.

NOTE: Floor plans, if applicable, assist reviewers in understanding the layout of the building. Relevant construction documents, if available.

HISTORIC STRUCTURE ASSESSMENTS (HSA)

If you have a Historic Structure Assessment to which you would like reviewers to refer in the attachments, please include relevant excerpts only. Do not include the entire HSA as an attachment. The HSA should be approved—not in progress—before you include it in the attachments, such as:

- maps of the evolution of the site.
- a copy of the ordinance or resolution of the local designation.

- bids and estimates for work included in the Budget.
- consultant resumes, including relevant qualifications and experience in preservation.

LOCAL DESIGNATION

Include a map of the designated area, a copy of the designation area, and a copy of the designation by the municipality or county.

CONFLICT OF INTEREST

If in doubt, err on the conservative side: conflict of interest can be real or perceived. A conflict of interest involves the abuse—actual, apparent, or potential—of the trust that people have in professionals.

Definition: A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. A conflict of interest exists if a professional's objectivity and independence of judgment might reasonably be questioned based on the professional's financial or personal interests or relationships. It is important to note that 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.

The following serves to clarify how a conflict of interest is applied:

- No employee or member of a Board of the Applicant or HC-SHF contract party may perform or provide services for compensation, monetary or otherwise, to a consultant or consultant firm that has been retained by the Applicant Organization under the authority of the contract for the HC-SHF project.
- Grant administrators cannot be hired as a Subcontractor to perform any other task, technically or otherwise, within this HC-SHF project. i.e., the architect of record cannot also be the grant administrator or Grant Recipient Contact.
- No person at any time exercising any function or responsibility in connection with the project on behalf of the Applicant Organization 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.
- A personal financial or economic interest includes, but is not limited to:
 - Any business in which the person has a direct or indirect monetary interest
 - 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 twelve (12) months prior to the execution date of the contract
 - Any business in which the person is a director, officer, general, limited partner, or trustee

CONTINGENCY

A request to use contingency funds is only applicable if contingency is a line item in your application. Contingency amounts exceeding 20%-25% or below 10% should be explained in the application: reviewers

may see high or low contingency amounts as poor planning. For projects with budgeted contingency funds, the use of contingency may be necessary to cover cost increases to line items due to unexpected conditions. Cost overages or additional work related to discovery of unexpected conditions must have HC-SHF staff written approval prior to spending.

CONTRACT PERFORMANCE

The State of Colorado established the Contracts Management System (CMS) to collect contracting information. The intent is to provide the public with a transparent source of information on the internet regarding Grant Recipient performance for contracts at or greater than \$100,000. The web address is: <http://contractsweb.state.co.us>. HC-SHF staff conducts an annual and final review and rating of the Grant Recipient's performance. HC-SHF completes an internal document titled Annual Contractor Rating Worksheet for the annual review, which is conducted twelve months after the project's start date. The annual review provides the Contractor a report on their performance to date, which is rated on the categories of quality, cost, and timeliness.

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DIRECT AND INDIRECT COST

In order to allow applicant organizations to recoup the costs of administering an HC-SHF grant or hire services when there is no capacity, the HC-SHF allows such applicants to include a line item for administrative, or indirect, costs in the application budget. Please refer to the definitions of direct and indirect costs below.

Direct Costs: Expenses that are directly attributable to the project only and not to a portion of the organization's operation. All allowable expenses should be individually listed in the project budget.

Indirect Costs: Indirect costs are defined as being the costs indirectly associated with grant administration, such as office overhead, supplies, accounting support, and the use of other equipment or services not otherwise included in the project budget. Applicants must limit grant indirect/administrative costs to an amount not to exceed 15% of the total project costs. Indirect costs are only for competitive grants.

You are encouraged to use an indirect cost worksheet or the HC-SHF Indirect Cost Worksheet available at the website, www.historycolorado.org/grants/non-competitive-grant-applications to determine the amount of indirect costs.

Allowable general and administrative costs are to be allocated according to their use in the various programs of the organization. Indirect costs should be prorated based on the time spent on each project or the space allocated for the work that has been done.

The maximum amount allowable for indirect costs is 15% of the total project cost. All indirect costs must be eligible for HC-SHF funding.

Applicants wishing to have their indirect costs covered by the HC-SHF grant budget must include a line item in the application budget for indirect costs or grants administration, specifying the percentage (up to 15%). If the grant is awarded, the applicant will be expected to give detailed information about their indirect costs. Only documented costs will be reimbursed by HC-SHF grant funds up to the established amount in the project budget.

FEDERAL EMPLOYER IDENTIFICATION NUMBER

The 9 digit employer identification number (EIN) assigned to the applicant organization by the IRS, not the Colorado state tax-exempt number. For Colorado organizations, EINs typically start with the numbers “98” or “84.”

FEDERAL INVOLVEMENT (FUNDING, JURISDICTION, PERMITS, OWNERSHIP, ETC.)

Section 106 Compliance:

A primary contribution to the 1966 National Historic Preservation Act is known as Section 106 (36 CFR, Part 800). This mandate requires federal agencies to assess the effect that their activities might have on historic properties. It is an effective legal tool for protecting historic and cultural resources under federal law.

If your proposal involves a project, activity, or program funded in whole or in part by a federal agency or under the direct or indirect jurisdiction of a federal agency, including those carried out by or on behalf of a federal agency, a project requiring a permit, license, or approval from a federal agency, or property owned or managed by a federal agency, Section 106 requires that these associated federal agencies consider alternatives and modifications to projects in order to “avoid, minimize, or mitigate adverse effects on historic properties” and to consider the views of others, including consulting parties.

For more information, please refer to the Advisory Council on Historic Preservation www.achp.gov, or the Office of Archaeology & Historic Preservation (303) 866-3392.

FOOD, HOTEL, AND MILEAGE REIMBURSEMENT

When integral to the project, food may be reimbursed at a total of \$51 per day. The maximum allowable lodging reimbursement hotel is \$100. Mileage reimbursement is 48 cents for 2wd and 51 cents for 4wd. Four wheel drive expenses must be justified.

GENERAL OPERATING COSTS

Expenses associated with administering a business on a day to day basis. Operating costs include both fixed costs and variable costs. Fixed costs, such as overhead, remain the same regardless of the number of products produced; variable costs, such as materials, can vary according to how much product is produced.

GRANTS AS TAXABLE INCOME

An HC-SHF grant may be considered taxable income or revenue to the Grant Recipient, the property owner, or other beneficiary of grant funds. However, HC-SHF is not authorized to provide legal advice on this issue. The Grant Recipient is advised to consult with their tax attorney or accountant. For federal income tax information, contact the IRS at 1-800-829-1040. For state tax information on state taxes, contact the Colorado Department of Revenue at (303) 238-7378 or visit <http://www.colorado.gov/revenue>.

GRANT CONTRACT PERIOD

No single phase should take more than 24 months to complete. Each phase will require a separate grant

application, and only one application may be submitted in any one grant round. Any future phases should be described in each application. There is no guarantee that future phases will be funded, so each phase should have a tangible result.

Per Colorado State Fiscal Rules, extension waivers may not exceed a total of 60 months total per grant contract period. Any remaining funds must be returned.

GRANT WRITING COSTS

The services of professional grant writers cannot be charged to a HC-SHF grant or used as cash match. In addition, HC-SHF grant funds cannot be used to pay the cost of preparing applications to HC-SHF for future phases of the same project.

GRANT ADMINISTRATION

Grant administration is the actual time and effort expended to manage your grant, including guiding the essential elements of the project such as submittals and deliverables. These costs may include both direct costs, such as actual salary and benefits paid to an employee of the grant recipient for their time spent on grant administration, and indirect costs reasonably related to the administration of the grant project.

Applicants must limit indirect costs, including grant administration, to an amount not to exceed 15% of the total project costs. The grant administrator and the project manager on a project may not be the same person. Grant administration costs are only allowed on competitive grants.

GRANT AMOUNTS AWARDED

The maximum request amount for an HC-SHF Competitive Grant Round is \$200,000. This request limitation is meant to ensure that HC-SHF will have sufficient funds to distribute across the entire state. There is no minimum Competitive Grant award amount. More than one third of all Competitive Grant applications are for \$35,000 or less.

HC-SHF CONTRACTS

HC-SHF contracts are non-negotiable. It is your responsibility to review the contract templates prior to application to be certain that your organization is willing to go under contract with the terms of the HC-SHF contract. HC-SHF contracts are for 24 months. All work should be executed within that time period. If you require more time, you should break your project into phases of 24 months or less.

HC-SHF PAYMENT STRUCTURES

HC-SHF grant funds are distributed via two types of payment structures; your specific payment structure is reflected in Exhibit C of your contract. If you are a new Grant Recipient, your grant is particularly complex, or your project timeline is long, you may receive two (2) interim payments. In order to request the interim payment, the previous payment must be substantially expended (defined as 40 percent or more). If the request is for a second interim payment, all of the advance payment and a substantial amount of the first interim payment must be expended. Expended means that the work has been done and you have been invoiced, but it does not necessarily indicate that you have paid that invoice in full. To ensure successful project management, always be aware of your finances and Deliverables so you can submit your payment requests and financial reports in a timely manner for paying Subcontractors.

PAYMENT STRUCTURES

One Interim Payment

Advance Payment = 40% of Award Amount
Interim Payment = 50% of Award Amount
Final Reimbursement = 10% of Award Amount

Two Interim Payments

Advance Payment = 30% of Award Amount
1st Interim Payment = 30% of Award Amount
2nd Interim Payment = 30% of Award Amount
Final Reimbursement = 10% of Award Amount

IN-KIND CONTRIBUTIONS

In-kind contributions are any donated goods or services. In-kind contributions cannot be used as match, but they may be discussed in the Applicant Capacity or the Public Benefit section of the application to indicate community support for the project.

To reiterate:

1. Cash match must be cash in the bank. HC-SHF will not accept cash match in the form of in-kind donations or labor hours not above and beyond those already performed by staff.
2. Cash match must be available, not pledged, at the time you sign the HC-SHF contract.
3. Cash match cannot derive from monies distributed to the municipalities of Black Hawk, Cripple Creek, and Central City, as stipulated by the 1991 Limited Gaming Act.
4. Remember to check that your source of cash match allows you to use it as a match for your HC-SHF project.

****INELIGIBLE PROJECTS AND COSTS****

Some projects, activities, and costs do not qualify for assistance from the HC-SHF and cannot be included in the Scope of Work, Budget and/or cash match for HC-SHF funded projects. The State Historical Fund does not fund work that is required by Section 106 of the National Historic Preservation Act (Section 106). The State Historical Fund may complement ongoing Section 106 mandated identification of historic properties by funding survey outside of the documented Area of Potential Effects. Funds allocated for Section 106 may not be used as cash match for the complementary State Historical Fund project.

All applicants are encouraged to contact the HC-SHF Outreach Staff if they have questions regarding project or activity eligibility. Ineligible costs include:

- Acquisition and development work or intensive archaeological excavation on non-designated properties.
- Work on building elements or objects that contain religious symbols.
- Travel expenses in excess of the SHF rates specified in Exhibit B of your contract.
- Oral histories or social history research that does not bear a strong relationship to historic places.
- Printing or reprinting materials produced without HC-SHF research participation.

- Education programs or special events that do not bear a strong relationship to historic preservation or historic landmarks and place.
- Work that has been performed or encumbered prior to the grant recipient going under contract with the HC-SHF.
- Moving historic buildings.
- Moving or relocation costs.
- Construction of new buildings.
- Construction of new parking lots, sidewalks or facilities unless it is to replace one that had been destroyed to enable other work funded by HC-SHF.
- Costs of utilities outside the designated area.
- Work that does not take into account possible archaeological considerations.
- Fundraising.
- Grant writing costs.
- Lobbying expenses.
- Gifts, awards, and contributions.
- In-kind goods and services (anything donated).
- Late fees or interest charged for delinquent payment of invoices.
- Entertainment costs and alcohol.
- The storage, conservation, curation, exhibition, or interpretation of museum or archival collections including documents, photographs and artifacts. The exception is archaeological collections.
- Educational projects that do not have a direct correlation to historic preservation, historic properties and sites, or archaeology.
- Purchase of Equipment: Equipment that costs more than \$5,000 or costs more than the costs for rental of the equipment for the project contract period.

INSURANCE REQUIREMENTS

State regulations require your organization to carry Worker's Compensation, Employer's Liability (if you have employees), General Liability, and Automobile Liability Insurance. Most governmental entities and non-profits carry this type of insurance:

- Any organization with employees is required by state regulations to carry Workers' Compensation and Employer's Liability 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.

PROFIT EARNED FROM GRANT PROJECTS

Projects that result in a profit, such as publications or workshops, must report the amount of profit earned and certify that the funds will be used by the grant recipient organization to further their historic preservation mission. Applications for such projects should include information regarding the projected amount of profit you will earn and how the funds will be used.

PUBLIC ACKNOWLEDGMENT OF FUNDING SOURCE

In all publications and similar materials funded by the HC-SHF grants program, a credit line should be included that reads: “This project is / was paid for in part by a HC-SHF grant.”

In addition, History Colorado reserves the right to require that the following sentence be included in any publication or similar material funded through this program: “The content and opinions contained herein do not necessarily reflect the views or policies of History Colorado.” Also, a copy of any printed or digital materials (e.g. brochure, signage, press materials) that includes the public acknowledgement of funding source should be provided to HC-SHF for file documentation.

Acquisition and development projects should also acknowledge state assistance by means of a temporary project sign or banner. Signs are distributed by your Historic Preservation Specialist or are available upon request from our office.

PUBLICATIONS AND REPRODUCTION OF OTHER MEDIA (INCLUDING SIGNAGE)

The HC-SHF encourages applications for projects that involve research, writing, design, preparation, printing, and distribution of literature, or reproduction of materials in other media, including interpretative signage and brochures that relate to historic buildings, sites or structures. However, HC-SHF is not a publisher and will not fund projects that involve the printing or production of materials that have been previously produced without HC-SHF assistance. Funding may be considered for publication or reprinting of materials or signage previously funded by HC-SHF when extensive revisions are contemplated.

PURCHASE OF EQUIPMENT, PRODUCTS OR SUPPLIES

Equipment, products or supplies purchased as part of a grant-funded project must be dedicated solely to the performance of that project. Equipment with a useful life beyond the performance of the project should be rented, unless the grant recipient can document that the cost of renting the equipment during the project period exceeds the cost of purchase. In all other cases, equipment with a useful life beyond the performance of the project should be pro-rated between the grant budget and other non-project-related funds. Equipment that costs more than \$5,000 or costs more than the cost for rental of the equipment for the contract period should be rented.

RECAPTURE OF GRANT AWARDS DUE TO SALE OF PROPERTY

In the event that 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, one-hundred percent (100%) of the fund awarded shall be returned to the State, with a twenty percent (20%) reduction per year thereafter.

RELIGIOUS PROPERTIES

Properties used for religious purposes may be considered for funding if the following criteria apply: A significant public benefit must exist. If interior work is involved, the public must have reasonable access to that portion of the building without being required to participate in or witness any religious activities. The work should also be in the portion of the building used by the secular groups from which the public benefit is derived. Buildings that are also used by the general public for secular community purposes will meet this requirement. The purpose of the grant must be secular, cannot promote religion, and must seek to protect those qualities that are historically or architecturally significant. Grant funds cannot be applied toward work on religious symbols.

REQUEST FOR PROPOSALS (RFP)

Process used to help Grant Recipients select the most qualified subcontractor for the best price. This process is designed to select the best-qualified professional based on their background, experience, qualifications and project approach. Two or more professionals in a given field (architecture, landscape architecture, engineering, graphic design, etc.) are asked to define and develop a specific project approach, scope of work, budget, and timeline for completion of the project, and to state their qualifications for seeing the project through to completion. At least 15 days should be provided for the consultants to respond to an RFP.

RIGHT TO USE GRANT-FUNDED PROJECTS

Any products (architectural drawings, written publications, photos, etc.) submitted to the HC-SHF as part of a grant-funded project will become part of the public record. History Colorado shall have the right to reproduce, publish, display, perform, prepare derivative works and otherwise use, as well as authorize others to use, such works for History Colorado. Grant recipients will be required to include approved language expressing this policy in all contracts with consultants and contractors.

SIGNATURE

An original (“wet”) signature of a Legally Authorized Representative is required for all projects. This is a person who is legally authorized to sign on behalf of the applicant organization. This is typically the president, treasurer, or chairperson of the applicant organization, and is usually designated in an organization’s bylaws. Traditional signature authority examples for public entities may be Mayor, City Manager, or County Commissioner. An original (“wet”) signature of the Legal Owner is required when an eligible applicant is submitting the application on behalf of another entity such as a federal or for-profit property owner.

An original (“wet”) signature from the GRC is also required on most other documents including payment requests, budget revisions or contingency use, and certification of expenditure forms.

STATE RECOMMENDED GUIDELINES FOR PROCUREMENT

Open, competitive bidding generally ensures that your project does not violate the Conflict of Interest term of the contract. You may follow your organization's established procurement process for selecting Subcontractors. If your organization does not have an established procurement process, you may follow the State's Recommended Guidelines for Procurement detailed below:

1. A process of obtaining documented quotes from at least two qualified vendors is acceptable for the following purchases:

- Acquisition of equipment, products, or supplies using more than \$10,000 but less than \$150,000 in grant funds
- Acquisition of services using more than \$25,000 but less than \$150,000 in grant funds
- Construction projects using more than \$25,000 but less than \$150,000 in grant funds

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 equipment, products, or supplies using \$50,000 or more in grant funds
- Acquisition of services using \$150,000 or more in grant funds
- Construction projects using \$150,000 or more in grant funds

SUBCONTRACTORS

Individual or Company hired by Grant Recipient to complete certain tasks. When hiring construction contractors such as general contractors, masonry experts, roofers, etc., there are several things that should be required of the contractor prior to hiring that individual or company. These might include Certificates of Insurance, Labor and Material Payment Bonds, and Performance Bonds. If a contractor is selected based on a competitive bid process, the grant recipient should select reasonable bids from individuals who can carry out the project according to the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties and meet the expectations of the grant recipient and the HC-SHF. If the grant recipient is not confident that any of the bidders can do the work adequately, bids can be reopened according to a revised schedule. To avoid receiving bids from unqualified contractors, it is often helpful to establish pre-qualifications for prospective bidders.

TAX STATUS

If you are unaware of your tax status, you can call the IRS at 877-829-5500 to have a current letter of determination mailed to you.

TAXABLE INCOME OR REVENUE

An HC-SHF grant may be considered taxable income or revenue to the grant recipient, the property owner or other beneficiary of grant funds. However, HC-SHF staff are not authorized to provide legal advice on this issue. Grant recipients, property owners or other beneficiaries of grant funds are advised to consult with their tax attorney or accountant.

UNDOCUMENTED WORKERS AND PUBLIC CONTRACTS FOR SERVICE

All recipients of HC-SHF grants are required to comply with and implement Colorado House Bill 06-1343 and 08-S-193. This means that grant recipients may not knowingly employ or contract with an illegal alien to perform work under the HC-SHF contract, nor enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien. Information on how to comply with House Bill 06-1343 and 08-S-193 and the HC-SHF contract is available in the Grants Manual. To review House Bill 06-1343 and 08-S-195 go to the General Assembly web site at www.leg.colorado.gov.

UTILITIES OUTSIDE THE AREA OF DESIGNATION

Utility connections outside the area of designation, including sewer, water and electrical lines, or portions of mechanical, plumbing or electrical systems cannot be included in the Scope of Work or Budget of HC-SHF projects, either as part of the grant request or as cash match.

VENDOR OFFSET

Monies owed to the HC-SHF or other state agencies, may be deducted from grant payments.

WAIVERS

In rare cases, applicants may request a waiver of all or some of the cash match requirement. The request for a waiver of the cash match requirement, with reasonable justification, must be provided in the application.

WORK COMPLETED PRIOR TO THE SIGNING OF THE CONTRACT

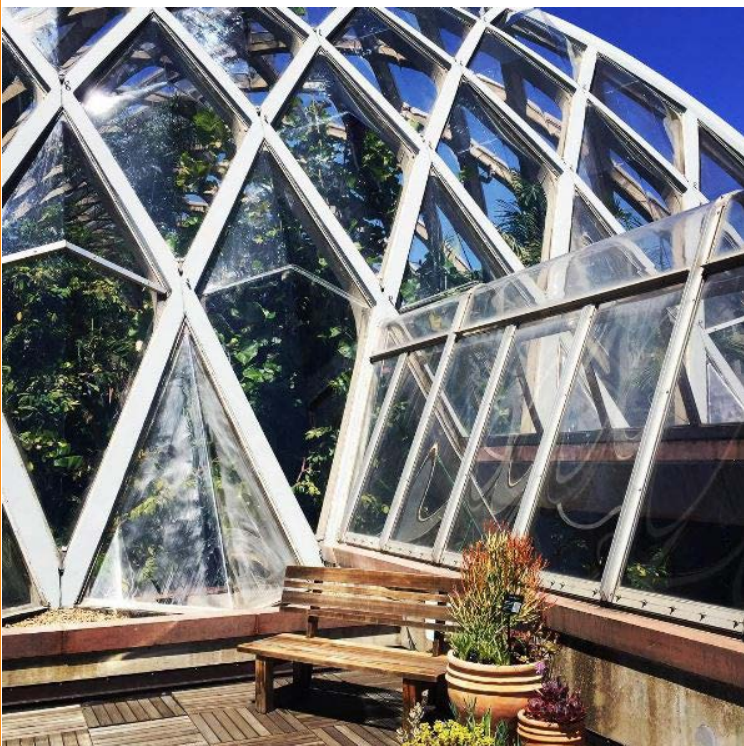
Grant recipients must not carry out any work included in the application, nor obligate, encumber or expend any grant or cash match funds prior to receiving a fully executed (signed) contract from the HC-SHF. Expenses obligated, encumbered or incurred prior to the execution of the contract and the project start date specified in the contract are the obligation of the grant recipient and cannot be reimbursed by HC-SHF or used for cash match. Your contract must be fully executed before any project-related activities may begin.

These activities include the following:

- ordering or purchasing supplies
- ordering or making travel arrangements
- contracting for goods or services
- contracting for professional services (i.e., signing subcontracts)

On average it takes between two to four months—depending on the length of the time requested for the Contractor signature—for HC-SHF staff to review, process, and legally contract with each of the 75 to 100 awarded Contractors each grant round. You can assist in your project contract development by submitting all of the requested information and replying to any pre-contracting requirements, such as those listed on your award letter, in a timely manner.

Application Essentials



Boettcher Conservatory, Denver

APPLICATION DEADLINES FOR COMPETITIVE GRANTS

All final applications for Competitive Grants are due by April 1 and October 1 of each year but may be extended if the deadline falls on a Saturday, Sunday, or holiday. Late applications will not be processed, and additional attachments cannot be added to applications after the deadline. All applications are submitted online and are available at www.historycolorado.org/grants/non-competitive-grant-applications.

GRANT AMOUNT	APPLICATION DEADLINE	AWARD ANNOUNCEMENT
\$35,000 AND UNDER	APRIL 1	JUNE 1
	OCTOBER 1	DECEMBER 1
OVER \$35,000	APRIL 1	AUGUST
	OCTOBER 1	FEBRUARY

Competitive Grant Scoring Criteria

APPLICANT CAPACITY

This category demonstrates the applicant's ability and commitment to successfully complete the proposed project. This category speaks to grant and project management capacity. (0-10 points)

PROPERTY OR PROJECT HISTORY

This category explains why this property or resource is important and what work has already been done on your property. (0-10 points)

PROJECT DESCRIPTION

This category indicates that the project has been clearly thought through and explains how the proposal complies with The Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties at www.nps.gov/tps/standards.htm. (0-20 points)

URGENCY

This category explores why this project is urgent and how you will protect the resource in the future. (0-15 points)

TIMELINE

This category demonstrates how your project has adequately considered the 24-month contract period and has included time for HC-SHF review and outside factors that may affect the project. Create a list with key project milestones, deliverables, and dates that show how your project will be carried out. (0-5 points)

PUBLIC BENEFIT

This category shows the overall benefit of the project to the community. Tell us how and why the community supports and benefits from this project. Applicants are required to indicate how they will be publicizing the benefits of this particular project, historic preservation, and the HC-SHF. (0-15 points)

STATE PRESERVATION PLAN

This category demonstrates how the project relates to one or more of Goals A-F of the State Preservation Plan. (0-5 points) Review the Plan at:

www.historycolorado.org/archaeologists/state-preservation-plan.

COMBINED SCOPE OF WORK AND BUDGET

This category shows that you have carefully matched cost and required work associated with the project. (0-20 points)

Stakeholders

GRANT RECIPIENT CONTACT (GRC)

Responsible for the overall success of the project. Part of an organization's capacity is determined by how well the various project stakeholders accomplish their responsibilities. The Grant Recipient Contact drives the project by coordinating all project components so that the project complies with the contractual requirements and that the stakeholders complete their tasks in a timely manner. The GRC, not the property owner or any subcontractor, is responsible for the fulfillment of the contract. They are responsible for the terms of the contract and cannot assign, or pass through, their responsibilities to a third party. The GRC may also act as the Grant Administrator.

GRANT ADMINISTRATOR

Responsible for making certain all financial documentation, deliverables, and submittals are provided on time and in the correct format to HC-SHF. The Grant Administrator must follow the Grant Manual, the Grant Contract Requirements, and general accounting procedures. If financially compensated, he/she must work independently, i.e., not assign these duties to the Preservation Architect or other paid stakeholders.

PROJECT MANAGER

Oversees the physical work on the building and makes certain that the work complies with The Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties. The Project Manager should be familiar with construction processes and be able to read and interpret construction documents and specifications. Knowledge of logical mobilization is key.

CONSULTANT

A professional hired by the Grant Recipient. Qualified professionals can often provide valuable assistance in the planning and execution of even the smallest project. The employment of a qualified professional consultant may save you considerable time and frustration. A set of standard qualifications for some professional consultants have been developed and published as the Secretary of the Interior's Professional Qualification Standards (36CFR Part 61), a copy of which is available at:

www.nps.gov/history/local-law/arch_stnds_9.htm.

It is recommended that consultants working on HC-SHF projects meet these standards. At a minimum all consultants hired by grant recipients should be familiar with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties and have the appropriate certifications and licenses for their profession

GENERAL CONTRACTOR

Consultant or company handling the general construction portion of the project usually hired by the Grant Recipient.

PRESERVATION ARCHITECT

Creates construction documents that meet The Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties as interpreted by HC-SHF. Preservation Architects should interview clients about programmatic use FIRST to alleviate issues with planning, construction documents and mobilization. The Preservation Architect's responsibility is to provide historic preservation solutions to the challenges of the projects. All planning documents must be approved by the HC-SHF Historic Preservation Specialist before physical work can move forward. The Preservation Architect may also review physical work for compliance with the Construction Documents. He/she may also provide bidding documents, assistance and/or construction administration.

SHF Staff

OUTREACH SPECIALIST

Advises the applicant of the requirements and components of the different HC-SHF grants, and assists the applicant in developing a detailed and robust application which meets the needs of the applicant/historic resource and also the particulars of the grant application and agency. The Outreach Specialist supports declined applicants in re-application by answering questions and providing supportive coaching in the application process.

SHF HISTORIC PRESERVATION SPECIALIST

Oversees the project by advising the GRC and the subcontractors, and by reviewing and approving all submittals, deliverables, and providing final approval of all work for payment. Makes certain that all work follows The Secretary of the Interior's Standards & Guidelines for the Treatment of Historic Properties and the contractual agreement with the HC-SHF. The Historic Preservation Specialist approves all proposed work prior to its implementation. Not attaining said approval can jeopardize potential payments and the success of the project.

SHF GRANT CONTRACTS SPECIALIST

Oversees the financial submittals to make certain they meet state of Colorado compliance. The Contracts Specialist coordinates the contractual and financial elements and advises the GRC and the Grant Administrator.

PROPERTY PROTECTION COORDINATOR

Advises the applicant and property owner(s) on HC-SHF property protection requirements effective upon the completion of a HC-SHF's contracted scope of work. Assists the applicant and property owner(s) on compliance with the HC-SHF property protection requirements, per the fully executed state contract. The Property Protection Coordinator reviews construction/alteration plans and visits and documents sites as needed to verify compliance with covenant and letter of agreement requirements.

PRESERVATION COMMUNICATIONS MANAGER

Supports the applicant in the development of a media toolkit and materials which share the progress and successes of the HC-SHF funded projects to the wider public. The Preservation Communications Manager develops materials which share the message of preservation with the HC-SHF constituency throughout the year.

GRANT APPLICATION INSTRUCTIONS ON STAKEHOLDER ROLES

In the Applicant Capacity section of your grant application, please identify the major stakeholders of your project and justify why each individual is qualified to hold their position. This helps to ensure that all invested parties understand their role in the project, and assures HC-SHF that an experienced professionals are taking responsibility for the project's success.

Reapplication

GUIDANCE FOR REAPPLICATION

If your application has been declined, we recommend taking the following actions before re-submitting:

- Address the specific questions that arose about the previous application.
- Contact HC-SHF Outreach Staff well in advance of re-submitting. Ask for suggestions for the new draft and how to make the application more competitive. Call 303-866-2825 and ask to be redirected to the HC SHF Outreach Specialist in your area.

Application Checklist

- W-9 for grant applicant, available online at www.historycolorado.org/grants/non-competitive-grant-applications. Including a copy of your current (within the last 12 months) State of Colorado Substitute W-9 might seem like an extraneous request, but HC-SHF requires the FEIN to begin the contracting process. This will get you under contract quickly should you become an awardee. Even if you have submitted the W-9 form previously, HC-SHF still requires a current W-9.
- Clear, readable photographs with informative captions (color recommended). No matter what the project type, photographs aid the reviewer in understanding the resource(s) under consideration. Photos should show current views of the resource, both overall and in detail, and should demonstrate the need for the proposed work and its urgency. Historic photos are also helpful.
- Bids or estimates from contractors showing how you determined costs.
- If you are performing physical work on a building, you must provide proof of local designation if the property is not designated on the State or National Register. If you are requesting any physical work around the foundation or on the site, please be certain the designation extends to that area.
- Maps, site plans, or drawings as needed.
- Applicable excerpts from Historic Structure or Archaeological Assessments.
- Two to five recent letters of support from users of the building, public officials, and others who will benefit from or support the proposed project. Thoughtful letters that reflect an awareness of the project's impact are more persuasive than numerous general letters. Please be judicious about the number of letters you attach.

How Funding Decisions Are Made

Grant Review and Award Process \$35,000 or Less

ROLES OF THE HC-SHF APPLICATION REVIEWERS FOR \$35,000 OR LESS

All competitive grant requests for \$35,000 or less pass through four levels of review: History Colorado staff; a committee made up of the Chairperson of the Archaeology & Historic Preservation Council, HC-SHF Director, and the State Archaeologist; and the History Colorado Board of Directors.

HISTORY COLORADO STAFF REVIEW COMMITTEE

For all competitive grants for requests of \$35,000 or less, applications receive four total written reviews by History Colorado staff.

HC-SHF staff reviewers focus on the technical merits of grants and rank applications based on scored criteria including capacity, the project's and/or program's relationship to preservation, the appropriateness of the proposal—including the treatments, scope of work, and budget—as well as the urgency, planning, and relationship of the proposal to the State Preservation Plan. They rank the grant applications to serve as a recommendation to the Chairperson of the Archaeology and Historic Preservation Council (AHPC), the HC-SHF Director, and the State Archaeologist.

REVIEW BY CHAIRPERSON OF THE ARCHAEOLOGY AND HISTORIC PRESERVATION COUNCIL (AHPC), HC-SHF DIRECTOR, AND THE STATE ARCHAEOLOGIST

The SHF Director, State Archaeologist, and the AHPC Chair review staff recommendations for funding. The purpose of the review is to evaluate the HC-SHF staff recommendations and to ensure that factors such as the geographical distribution of grants, special initiatives, and broader perspectives are taken under consideration.

ARCHAEOLOGY AND HISTORIC PRESERVATION COUNCIL

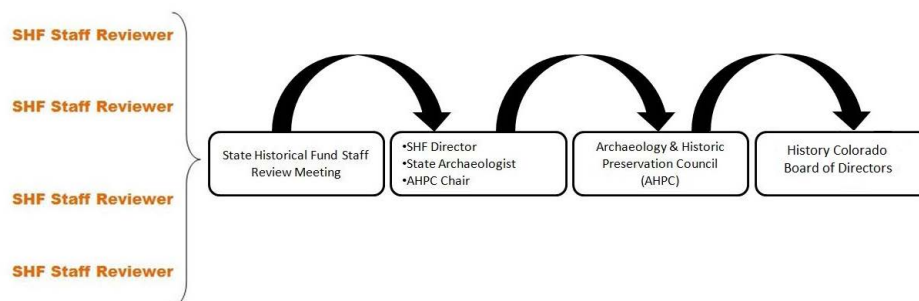
The Archaeology and Historic Preservation Council is charged with reviewing the grants and making final recommendations to the History Colorado Board of Directors.

HISTORY COLORADO BOARD OF DIRECTORS

The History Colorado Board of Directors reviews all recommendations and makes the final decision on which grants to fund.

Review Process: Mini Grants Requests

\$1 to \$35,000



Grant Review and Award Process more than \$35,000

ROLES OF THE HC-SHF APPLICATION REVIEWERS FOR OVER \$35,000

All competitive grant requests in amounts greater than \$35,000 receive four total written reviews including a HC-SHF staff reviewer, two HC-SHF Advisory Council (HC-SHFAC) members, and one volunteer outside reviewer. Below are the roles of each of these reviewers and how they are selected.

HC-SHFAC, general reviewers, and the staff reviewers focus on the technical merits of applications and rank them based on scored criteria including capacity, the project's and/or program's relationship to preservation, the appropriateness of the proposal—including the treatments, scope of work, and budget—as well as the urgency, planning, public benefit, and relationship of the proposal to the State Preservation Plan. They rank the grant applications to serve as a recommendation to the Archaeology & Historic Preservation Council (AHPC), and ultimately the History Colorado Board of Directors. General policy and procedural questions are not discussed at this level.

HC-SHF ADVISORY COUNCIL

Members are drawn from trade experts, consultants, academicians, and community members from across Colorado with experience in historic preservation and/or archaeology. All members are familiar with the HC-SHF grant program.

VOLUNTEER OUTSIDE REVIEWERS

These reviewers are vetted for their educational qualifications, years of applying the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties and archaeological theory and practice, knowledge of the HC-SHF grant program.

FOR ALL COMPETITIVE GRANTS OF MORE THAN \$35,000, THE DECISION-MAKING PROCESS IS AS FOLLOWS:

Staff devotes an entire day to discussing the grant applications and devising one score per application on which all staff reviewers concur. They apply the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties on a daily basis as part of their jobs and are fully aware of HC-SHF policies and procedures.

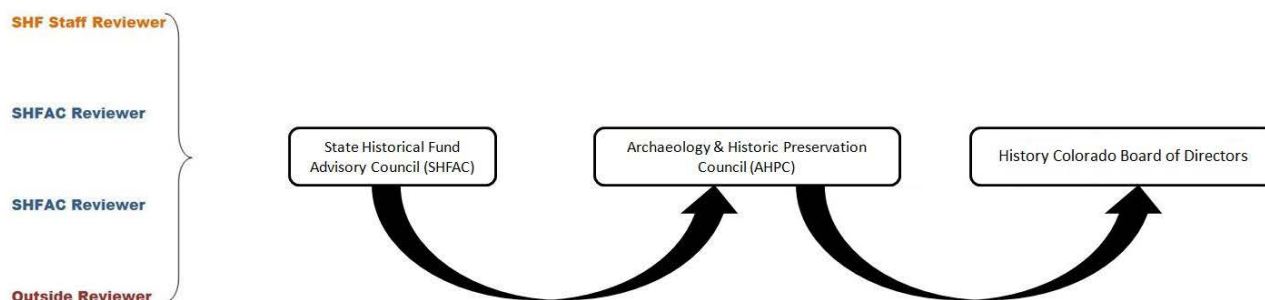
Recommendations and scores from the volunteer, outside reviewers, staff, and SHFAC reviewers are referred to the State Historical Fund Advisory Council (HC-SHFAC). They, in turn, make recommendations for funding to AHPC.

ARCHAEOLOGY AND HISTORIC PRESERVATION COUNCIL

One of the responsibilities of AHPC is to review the recommendations for funding by the HC-SHFAC. The focus of the AHPC is to evaluate the HC-SHFAC recommendations and to ensure that factors such as the geographical distribution of grants, special initiatives, and broader perspectives are taken under consideration. AHPC considers the HC-SHFAC recommendations, and makes final recommendations to the History Colorado Board of Directors.

Review Process: General Grants Requests

\$35,001 to \$200,000



HISTORY COLORADO BOARD OF DIRECTORS

The History Colorado Board of Directors takes all recommendations into account and makes final funding decisions for the general grants.

Public Notice and Appeals

PUBLIC NOTICE AND INPUT

After grant applications are received, a list of all applications is placed on the History Colorado web site www.historycolorado.org/grants/grant-news. Interested parties may provide comment on grant applications by writing to the HC-SHF Director. All comments must be in writing and received at the HC-SHF offices by the date indicated on the web site. Comments will be provided to the review committees for consideration during the review process.

APPEALS FOR UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants may appeal a denial of funding by submitting a letter explaining the reason for the appeal and the desired remedy to: The HC-SHF, 1200 Broadway, Denver, CO 80203. Appeals must be received within 30 days of receipt of the letter explaining the reasons for non-funding. Please note that this appeal process does not apply to applications returned for failure to meet the basic requirements of the program or for applications determined not to be eligible for funding pursuant to state statute or the policies described in this guide. The History Colorado Board of Directors reviews all appeals.



1200 Broadway

Denver, CO 80203

HistoryColorado.org

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HONOR *the* PAST.

