



Administration Building
West Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
Relay Colorado 711
303-795-4630 Audio Agenda Line

Nancy A. Doty, Chair, District 1
Nancy Sharpe, District 2
Rod Bockenfeld, District 3
Nancy Jackson, Chair Pro-Tem, District 4
Bill Holen, District 5

Study Session

September 6, 2016

The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on Monday and Tuesday. Study Sessions (except for Executive Sessions) are open to the public and items for discussion are included on this agenda. Agendas (except for Executive Sessions agendas) are available through the Commissioners' Office or through the County's web site at www.arapahoegov.com. Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noticed on this agenda. In particular, the Board typically schedules time each Monday under "Committee Updates" to discuss a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners' Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com

Study Session Topics

10:30 A.M. *District Attorney 2017 Budget Request (WHR)

Discuss the District Attorney's 2016 Budget requests

Request: Information/Direction

George Brauchler, District Attorney, 18th Judicial District

Mark Hurlbert, Assistant District Attorney, 18th Judicial District

Jeff Ulrich, CPA, Controller, Office of the District Attorney, 18th Judicial District

Todd Weaver, Budget Manager, Finance

John Christofferson, Deputy County Attorney

Documents:

[2016 ARAPAHOE COUNTY STUDY SESSION COVER.DOC](#)
[ORIGINAL 2017 BUDGET SUBMISSION.PDF](#)

Break

1:00 P.M. Calendar Updates (WHR)

Diana Maes

BoCC Administration Manager

1:30 P.M. BOCC Updates (WHR)

Board of County Commissioners

2:00 P.M. *Drop In (WHR)

Board of County Commissioners

1. Medicaid Incentive Funds SFY 2015-2016

Provide information to the Board of County Commissioners that The Department of Human Services (DHS) has received Medicaid Incentives in the amount of \$479,012

Request: Information/Direction

*Bob Prevost, Human Services Deputy Director
Cheryl Ternes, Human Services Director
Janet Kennedy, Finance Department Director
Patrick Hernandez, Human Resources Director
Suzanna Dobbins, Human Services Finance Division Manager
Michael Valentine, Deputy County Attorney*

Documents:

[MEDICAID INCENTIVES 2015-2016.DOC](#)

2. Grant Application To State Historical Fund (17 Mile House Barn)

Discussion of requests from Open Space to stabilize and restore the iconic 17 Mile House Barn, by 1) submitting a grant application to the State Historical Fund and 2) contributing up to \$75,000 in matching funds from the Arapahoe County Open Spaces Heritage Fund

Request: Information/Direction

*Lindsey Miller, Grants Program Administrator, Open Spaces
Josh Tenneson, Grants and Acquisitions Administrator, Open Spaces
Shannon Carter, Director, Intergovernmental Relations and Open Spaces
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney*

Documents:

[BSR_STATE_HISTORICAL_FUND_GRANT_17MILEHOUSEBARN.DOC](#)
[GRANT_APPLICATION_HANDBOOK_SPRING_2016.PDF](#)

3. Open Space Grants Program - 2017 Grant Allocations

Discussion of a request from Open Space for approval to move forward with the suggested allocations to the Open Spaces Grants program in 2017 and to adopt and implement the changes upon final review by the County Attorney as to form template and overall consistency with the Open Space Resolution

Request: Information/Direction

*Lindsey Miller, Grants Program Administrator, Open Spaces
Bethany Collins, Grants and Acquisitions Administrator, Open Spaces
Shannon Carter, Director, Intergovernmental Relations and Open Spaces
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney*

Documents:

OSTAB RECOMMENDATION TO BOCC_2017 GRANT ALLOCATIONS
8.22.16.PDF
BOCC_DI_2017GRANT ALLOCATIONS 8 23 16 FOR 9 6 16_FINAL.PDF

2:30 P.M. * Executive Session (WHR)

Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402 (4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session) (WHR)

Ron Carl, County Attorney

*** To Be Recorded As Required By Law**

WHR - West Hearing Room

Arapahoe County is committed to making its public meetings accessible to persons with disabilities.

Assisted listening devices are available. Ask any staff member and we will provide one for you.

If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or Relay Colorado 711.

Please contact our office at least 3 days in advance to make arrangements.



Board Summary Report

Date: August 25, 2016
To: Board of County Commissioners
From: George Brauchler, District Attorney
Subject: 2017 Budget Request

Purpose and Recommendation

The purpose of this study session is to update the Board of County Commissioners (BOCC) on 2016 activities of the Office and to present the 2017 County budget request of the Office. It will be included in the 2017 budget requests reviewed by the Executive Budget Committee and recommended for approval by the Board.

Background

The District Attorney's Office is funded by four counties and will be presenting the same budget for recommendation to each of its funding counties.

Link to Align Arapahoe

The review of the DA's budget request is in line with the County's objective of Fiscal Responsibility related to responsible use of taxpayers' funds. It also funds positions that protect the rights of victims of crime and seek justice to ensure a high quality of life for our community, in fostering safe communities.

Discussion

The presentation will include a discussion on trends in crime and law enforcement funding, accomplishments in 2016 and new legislation.

Fiscal Impact

The Office is requesting a 5.53% increase for 2017. Arapahoe County's share of this is \$754,199.

OFFICE OF THE DISTRICT ATTORNEY-18TH JUDICIAL DISTRICT
2017 Reconciliation of Budget by County
Allocations Based on Population

DESCRIPTION	ARAPAHOE COUNTY	DOUGLAS COUNTY	ELBERT COUNTY	LINCOLN COUNTY	DISTRICT TOTALS
2016 Base Budget by County	\$ 13,661,203	\$ 6,949,691	\$ 533,774	\$ 121,216	\$ 21,265,884
2016 Percentage Change	(0.0008)	0.0008	0.0000	0.0000	-
2016 Population Adjustment	(17,013)	17,013	-	-	-
2016 Restated Base Budget	13,644,190	6,966,704	533,774	121,216	21,265,884
2017 Salary and Benefits	503,661	257,210	19,724	4,432	785,027
2017 Elder Abuse	168,737	86,171	6,608	1,484	263,000
2017 Gang Unit	81,802	41,775	3,204	719	127,500
2017 Budget Request	<u>\$ 14,398,390</u>	<u>\$ 7,351,860</u>	<u>\$ 563,310</u>	<u>\$ 127,851</u>	<u>\$ 22,441,411</u>
Increase/(Decrease) Budget Request	<u>\$ 754,199</u>	<u>\$ 385,155</u>	<u>\$ 29,536</u>	<u>\$ 6,635</u>	<u>\$ 1,175,526</u>

**OFFICE OF THE DISTRICT ATTORNEY-18TH JUDICIAL DISTRICT
2017 Office Budget**

Line Items	2016 Proposed Budget	2016 Projected	2016 Baseline Budget	Salary and Benefit Adjustments	Elder Abuse Staffing	Gang Prosecutor	Total Request
Salaries	\$ 14,652,328	14,652,000	\$ 14,652,328	\$ 475,094	\$ 181,000	\$ 95,000	\$ 15,403,422
Insurance benefits	2,434,542	2,409,542	2,434,542	165,458	26,366	13,996	2,640,362
401K contribution	931,203	909,097	931,203	42,936	14,480	7,600	996,219
Payroll Taxes	1,081,311	1,081,311	1,081,311	32,439	13,154	6,904	1,133,808
Total Personal Services	19,099,384	19,051,950	19,099,384	715,927	235,000	123,500	\$ 20,173,811
Temporary Employment	5,000	80,000	5,000				5,000
Office Supplies	125,000	115,000	125,000	(10,000)			115,000
Postage	62,000	50,000	62,000	(10,000)			52,000
Operating Supplies	195,000	185,000	66,500	(10,000)	5,000	2,500	64,000
Travel & Transportation	7,000	3,000	7,000	(4,000)			3,000
Business Mileage	6,000	15,000	6,000	9,000			15,000
Advertising	2,500	2,500	2,500				2,500
Printing	57,500	67,500	57,500	(10,000)			47,500
Insurance & Bonds	213,000	213,000	213,000				213,000
Cellular/Paging Services	55,000	55,000	55,000				55,000
Subscriptions/Books	31,000	40,000	31,000	9,000			40,000
Dues and Meetings	148,000	148,000	148,000				148,000
Witness Expenses	25,000	15,000	25,000	(10,000)			15,000
Transcripts	5,000	2,000	5,000	(3,000)			2,000
Professional Services	239,000	240,000	139,000				139,000
Audit Services	18,500	18,500	18,500				18,500
Equipment Maintenance	12,500	5,000	12,500	(7,500)			5,000
Vehicle Maintenance	100,000	85,000	100,000	(15,000)			85,000
Software Maintenance	133,000	133,000	133,000	12,000			145,000
Hardware Maintenance	53,000	53,000	53,000	(28,000)			25,000
External Telecom Services	127,000	115,000	127,000	(16,000)			111,000
Equipment Rental	156,000	90,000	156,000				156,000
Operating Software	33,500	33,500	33,500	33,600	20,000		87,100
Operating Hardware	201,000	182,000	182,000	38,000	3,000	1,500	224,500
Training & Education	111,000	110,000	111,000				111,000
Miscellaneous	1,500	1,500	1,500				1,500
Capital Outlay	369,000	369,000	291,000	91,000			382,000
Total Operating Expenses	2,492,000	2,426,500	2,166,500	69,100	28,000	4,000	2,267,600
Total Main Office	\$ 21,591,384	\$ 21,478,450	\$ 21,265,884	\$ 785,027	\$ 263,000	\$ 127,500	\$ 22,441,411

2017 Budget Request

The Office of the District Attorney is requesting a total budget increase of 5.53%. We understand the budget guidance issued by Arapahoe County, and have documented our need for the positions in this request.

In 2016 we have taken a proactive approach in identifying and applying for funding outside of the county budget requests. The Office pursued 4 new grant opportunities in 2016 in hopes of obtaining additional funding to address staffing needs. If fulfilled, the grants would fund salaries and benefits for 4.5 FTE to address increased caseloads in Juvenile Diversion, Elder Abuse and Gang related activities. Award announcements will begin in August and continue through September 30th. The requests if granted in full would bring in an additional \$335,000 in grant revenues to support the \$1,400,000 in expected 2017 grant revenues. In August, we were notified we will not be receiving 2017 funding for a grant proposal surrounding gang activities and therefore included a request for local funding. We also were notified we did receive partial funding (\$96,000) to fund the needs in Juvenile Diversion we discussed with the citizens budget committee. The remaining grant request has not been included in our budget request with hopes it will be fulfilled with grant funding.

The Office has seen 24 employees, approximately 10% of its workforce, leave during the year. 25% of these employees left to take higher paying jobs with other governmental/non-profit judicial organizations. We also had 5 employees retire. With tenured employees leaving and being replaced by internal promotions the Office was able to fill two juvenile positions we had originally expected to request through the budget process.

Overall with the current year request, we find our actions to be fiscally conservative within the community and law enforcement funding. We have vetted all of our budget requests and support these as being high priority funding, removing all secondary requests.

Here is a six year comparison of budget growth with similar judicial and law enforcement entities:

	18th Arap/Doug	2nd Denver	1st Jeff Co	17th Adams	4th El Paso	20th Boulder
2016 Budget	\$ 21,591,384	\$ 22,737,373	\$ 22,097,590	\$ 17,070,381	\$ 12,309,148	\$ 6,952,699
Five Year Growth in Dollars	\$ 2,891,584	\$ 4,918,373	\$ 4,083,788	\$ 2,237,591	\$ 2,811,148	\$ 2,436,957
Five Year Growth as a Percentage	15%	28%	23%	15%	30%	50%

	Public Defender	Attorney General	CBI	Judicial	Corrections	Treasurer
2016 Budget	\$ 86,639,883	\$ 78,084,368	\$ 39,178,824	\$ 673,771,294	\$ 846,756,203	\$ 518,036,107
Five Year Growth in Dollars	\$ 25,764,337	\$ 23,737,795	\$ 11,386,617	\$ 226,071,294	\$ 103,776,013	\$ 161,036,290
Five Year Growth as a Percentage	42%	44%	41%	50%	14%	45%

	2010	2016	Overall Growth
Douglas			
Human Services	\$ 25,580,400	\$ 30,813,415	20%
Sheriff	\$ 28,763,427	\$ 34,927,785	21%
DA	\$ 19,738,000	\$ 21,594,384	9%
Arapahoe			
Human Services	\$ 47,442,384	\$ 53,001,035	12%
Sheriff	\$ 70,534,075	\$ 81,819,639	16%
DA	\$ 19,738,000	\$ 21,594,384	9%

Budget Package #1: Salaries and Benefits

The Office of the District Attorney is seeking \$475,094 in additional funding for the FY 2017 budget for salaries and benefits to 1) implement market adjustments for three position classes, 2) provide a 3% merit increase pool for current employees. The office's 401K plan and payroll taxes will also increase accordingly with the salary increase request.

Market Adjustments

Annually, Colorado's twenty-two elected District Attorneys, including the Eighteenth Judicial District, and the Office of the Attorney General conduct a salary survey for the purpose of comparing job descriptions and salaries. The Office's goal is to remain competitive with metro area judicial districts, in order to maintain a talented workforce. For FY 2017, we are requesting a \$2,000-\$3,000 increase pay for our entry level county court (misdemeanor and traffic) prosecutors, juvenile diversion counselors and our victim witness assistants, totaling \$155,000 in additional funding. Below is a comparison of our current base pay by position compared to other metro area District Attorney offices and the Office of the Attorney General.

	18 th	1 st	2 nd	17 th	20 th	4 th
	Arap/Doug	Jefferson	Denver	Adams	Boulder	El Paso
County Court Deputies	60,000	60,000	70,276	60,624	59,580	62,200
JD Counselor	48,000	56,800	51,604	48,666	53,238	43,250
VW Specialists	39,000	44,800	42,164	43,146	39,528	36,700

Merit Increase Pool

The Office is requesting \$320,094 in funding to create a 3% merit increase pool for all remaining employee position classes. The pool will be allocated based on merit/performance throughout the Office of the District Attorney. A comparison of our Office's salary growth since 2010 with the salary growth of Arapahoe County and Douglas County is depicted below.

	2014	2015	2016	Total
Arapahoe	2.00	3.25	4.80	10.05
Douglas [^]	3.00	3.00	3.5	9.5
18 th JD	0.00	4.84	3.65	8.5

*One-time salary payment based upon base salaries no compounding effect

**One-time salary payment to 30% of staff

[^]Douglas County increases are all merit, no separate market adjustments are given

Employer Retirement Contribution and Payroll taxes

Based upon the merit increase pool and requested changes, we anticipate payroll taxes to increase by \$32,439. We anticipate our Vanguard contributions to increase by \$42,936.

Health Insurance

Cigna is the Office's current health insurance carrier. Cigna's initial health insurance renewal increase for FY 2017 is 15.9%. Our insurance broker is marketing our coverage and believes our claims history justify a 8.6% (\$178,695) increase. We included our health insurance request based on the insurance broker's estimate and are continuing our analysis and negotiations with carriers. As a result of the Office's transition to partially self-insured coverage and the implementation of an HRA plan in 2013, the Office has been able to create HRA reserves that will approximate \$140,000 by the end of 2016. These reserves will be utilized in 2017 reducing the requested funding increase. The Office's participation rate has also increased by 4.5% or 8 additional participants resulting in a \$100,000 increase in funding.

Worker's Compensation Insurance

In 2015, the Office had an employee pass away due to complications from a Worker's Comp injury in our parking lot when she fell and was injured on unremoved ice and snow. This resulted in the doubling of our experience modification and doubling of our premium to \$150,000.

Budget Package #2: Elder Abuse Unit

The Office of the District Attorney is seeking \$232,500 in additional funding for the FY 2017 budget for a senior prosecutor and investigator to support the expanded needs of an Elder Abuse Unit.

In July 2014, the legislature enacted a number of laws creating new criminal offenses for the exploitation, neglect, or abuse of elderly victims. In July 2016, the legislature expanded those laws to apply to individuals who are intellectually or developmentally disabled. The laws also created mandatory reporting laws for suspected exploitation, neglect, or abuse of elders (effective 2014) and IDD individuals (effective 2016). Mandatory reporters now include medical professionals, caretakers, and financial institutions, among others.

Since the 2014 change, the Eighteenth Judicial District has seen a significant increase in referrals for suspected exploitation, neglect, or abuse. In the six months after the 2014 change in the law, there were 275 referrals for elder abuse. In 2015, there were 1,045 total referrals (meaning the number of referrals doubled from the same timeframe). As of the midpoint of 2016, the referrals continue to increase and we are on track to see more than a 63% increase in the number of total referrals from 2015. Seventy five percent (75%) of all referrals received in 2015 and 80% of all referrals received in 2016 occurred in Arapahoe County.

Those referrals have resulted in the filing of 60 criminal cases in 2015 and 37 criminal cases, through June 2016. Of the 96 cases filed in 2015 and 2016, 93% are felonies. A number of cases involving serious bodily injury or death are pending investigation and criminal charges will be brought later this year. Cases have been filed for assault, sex assault, financial exploitation, caregiver neglect, theft, and robbery.

Additionally, the elderly population is expected to continue to grow (as a percentage of the overall population) over the next two decades. An average of 10,000 people each day will reach the age 65. The senior population in Douglas County has increased 178% in the last decade, the largest increase in the nation among people 60 and over. Accordingly, we expect the number of referrals to continue to rise each year. Furthermore, it is unknown what impact the change in mandatory reporting for the exploitation, abuse or neglect of IDD individuals will have. Many professionals working in the field estimate that the number of annual referrals could increase anywhere from 10% to 30%.

Currently, three district attorney offices in the metro area have devoted a Deputy District Attorney position to the investigation of exploitation, neglect, or abuse of elderly victims and persons with IDD. Adams County (Seventeenth Judicial District) has two dedicated prosecutors, Boulder County (Twentieth Judicial District) has a dedicated prosecutor, and Jefferson County (First Judicial District) has two dedicated prosecutors and a dedicated investigator.

Since July 2014, the largest police agency in Arapahoe County has recognized the need for investigators dedicated to working these cases: the Aurora Police Department created a Special Victims Investigations Unit adding a sergeant and seven detectives, which exclusively

investigates the exploitation, neglect, or abuse of elderly victims and at-risk persons. Arapahoe County Department of Human Services has added four positions to address this growth.

In order to support the efforts of law enforcement and to properly investigate the thousands of referrals that are received each year, we need a designated deputy district attorney and criminal investigator. However, our efforts cannot continue, much less expand, without additional personnel and resources. When the Legislature enacted these new laws, it created a task force to assess the budgetary impact of training mandatory reporters and investigating the significant increase in referrals, yet no funding has been allocated to date.

Through the broadening of awareness and education in the community, we are receiving an incredible amount of referrals regarding the abuse and neglect of our most vulnerable adult populations. However, law enforcement and our office currently lack the resources to properly investigate thousands of referrals and prosecute those who are the most culpable. One of the important projects our office is currently tackling is creating a multi-disciplinary and collaborative approach to combating abuse and exploitation of at-risk persons in the 18th Judicial District.

In addition to investigation, prosecution, and collaborative work with other governmental agencies—community education and prevention are a key goal. Both the Deputy District Attorney and Criminal Investigator will be expected to make oral presentations before business, civic, financial, care providers and other groups on topics pertaining to identifying, reporting, and preventing abuse.

Finally, the District Attorney's Office pursued emergency grant funding through a Justice Assistance Grant from the Bureau of Justice to develop a multi-jurisdictional notification and law enforcement response database, but funding was not available. Currently law enforcement, Department of Human Services and the District Attorney's office are maintaining independent databases with no interaction or notification of actions taken by others.

If funding is delayed, there is a significant risk serious cases could be overlooked and resources to assist this vulnerable population in our community will be missed.

Budget Package #3: Gang Prosecutor

The Office of the District Attorney is seeking \$123,500 in additional funding for the FY 2017 budget for a senior prosecutor to address increased violent gang activity within the District.

As the 18th Judicial District of Colorado continues to grow, the District faces an increase in the number of gang members and a rise in the number of gang related gun and narcotics crimes as well as gang connected homicides. The District witnessed 9 homicides in 2015. Of those 9, 4 were committed by known gang members and with firearms. In 2016 alone, homicides are up 118% in the city of Aurora and gang violence is on the rise. Our data has shown, illegal gangs remain the source of much of the violence, and have accounted for 63% of the homicides, 20.87% of aggravated robberies, 23.98% of Assault 1, and 27.12 % of Defaced Firearms crimes in the last five years. The Aurora Police department reports that the city has 125 documented gangs and approximately 4,500 gang members and gang associates, ranging in age from 12 to 28 years, with guns the most obvious weapons choice used in gang related violent crime. In order to combat this new rise in gang violence, we are asking for funding to establish a gang prosecutor to focus solely on these issues. This funding will be used to target gang violence through vigorously prosecuting violent gang members and connect with community leaders, specifically Aurora Gang Response Impact Program, to identify and fix the troubled areas of the County. The designated prosecutor will work closely with Gang and Narcotics officers to create an updated list of the most influential and dangerous gang members, drug traffickers and prolific violent offenders. Further, the prosecutor will attend community meetings and speak to community leaders in order to address the problems in their particular neighborhoods. This type of teamwork and coordination will ensure that there will be a multi-agency answer to gang and gun violence in the 18th Judicial District. Since a specialized prosecutor will be assigned to gang, narcotics, and cases with specified community safety issues, they will be able to form close relationships with the officers that investigate these types of cases. Consequently, there will be a direct flow of communication between our office and the Aurora Police Department's Gang Intervention Unit, Vice and Narcotics Unit, Arapahoe and Douglas County IMPACT Teams, as well as the other 25 agencies and DOC. This will ensure that our office and other law enforcement agencies work towards the same goal of reducing the number of gang members and violent crime in those neighborhoods most impacted. Eventually, we will collect and analyze data in order to measure our progress and effectiveness and will request a part-time crime analyst to compile and analyze gang and gun case data. All of this will be facilitated by first-of-its-kind information sharing among all the involved agencies and combat the recent rise of violent gang members and gun violence in the 18th Judicial District.

The areas that will be targeted with additional funding will be:

- disproportionately high number of aggravated robberies and assaults;
- unsolved shootings and homicides;
- narcotics crimes;
- youth violence;
- gang retaliation;
- witness intimidation.

This District Attorney's Office seeks to reduce gang, gun, narcotics, and aggravated assaults, and keep guns out of the hands of youth by:

- developing better cases and improving prosecution of adults and juveniles who commit gun and gang-related crimes by having a specially trained gang and gun prosecutor;
- collaborating and sharing information with residents, community and faith organizations, the clergy, youth detention agencies, and local law enforcement partners;
- ensuring better intervention and prevention programming focused on stopping violent crimes.

The 18th Judicial District is cooperating with law enforcement and community partners, and will use a combination of prevention, intervention, community outreach, and enforcement activities that uses effective initiatives to strategically address gang and illegal weapons activity concurrently at three levels:

1. Youth at risk of becoming involved in gangs and firearm activity;
2. Offenders and impact players who are involved in gun and gang violence;
3. Convicted offenders who return to city neighborhoods from incarceration with histories of gang involvement and illegal gun activity.

In April of 2016, the Office applied for federal grant funding to staff this unit. The grant proposal seeking \$150,000 in funding was not selected for funding. As part of the process, the Office received endorsement from Arapahoe County Sheriff's Office, Aurora Police Department, and Englewood Police department.

In 2016, the 18th Judicial District Attorney's Office has documented a surge in the use of firearms during aggravated assaults and robberies, specifically involving the Rich Boy Gang. The Aurora Gang Unit has identified a trend of escalating violence concerning this gang in the last few months. These gang members have access to illegal firearms, shown through their Facebook pages. Further, most of them are juveniles and, therefore, are not subject to the same probation constraints, which they would face in the adult system. Rich Boy Gang's violent actions, which include a homicide, shootings, and aggravated robberies, create a very serious threat to the community and today's youth.

Currently the Office is aware of 81 members of the gang. Collectively they have 54 current open cases pending against them and 52 prior closed offenses. 36 of the cases were filed in 2016 and there are many other incidents in which they are expected to be involved, but charges have yet to be filed.

**Office of the District Attorney-18th Judicial District
2015 Population Information by County
For the 2017 Budget**

<u>County</u>	<u>2015 Population</u>	<u>2016 Percentage</u>	<u>Comparative 2016 Percentage</u>	<u>Increase (Decrease)</u>
Arapahoe	630,564	64.16%	64.24%	(0.0008)
Douglas	322,017	32.76%	32.68%	0.0008
Elbert	24,694	2.51%	2.51%	0.0000
Lincoln	<u>5,549</u>	<u>0.56%</u>	<u>0.57%</u>	<u>(0.0001)</u>
Totals	<u><u>982,824</u></u>	<u><u>100%</u></u>	<u><u>100%</u></u>	<u><u>-0.01%</u></u>

Jeff Ulrich

From: Kemp - DOLA, Robert <robert.kemp@state.co.us>
Sent: Monday, August 01, 2016 10:18 AM
To: Jeff Ulrich
Subject: Re: FW: 2013 estimates

Hi Jeff,

Here you go!

TotalPopulationbyCounty (Vintage 2015)								
RegionNumber	CountyFIPS	Area	Tp10c	Tp10	Tp11	Tp12	Tp13	Tp14
	3 005	ARAPAHOE COUNTY	572,003.00	574,819.00	585,590.00	595,961.00	607,751.00	619,093.00
	3 035	DOUGLAS COUNTY	285,465.00	287,124.00	292,472.00	298,604.00	306,604.00	314,749.00
	5 039	ELBERT COUNTY	23,086.00	23,107.00	23,218.00	23,381.00	23,649.00	24,133.00
	5 073	LINCOLN COUNTY	5,467.00	5,474.00	5,405.00	5,445.00	5,423.00	5,511.00

rk

Rob Kemp, PhD
Demographer
State Demography Office



P 303.864.7755 | F 303.864.7759
1313 Sherman St., Suite 521, Denver, CO 80203
robert.kemp@state.co.us | www.colorado.gov/demography

Under the Colorado Open Records Act (CORA), all messages sent by or to me on this state-owned e-mail account may be subject to public disclosure.

On Mon, Aug 1, 2016 at 10:06 AM, Jeff Ulrich <JUlrich@da18.state.co.us> wrote:

Hi Robert,

OFFICE OF THE DISTRICT ATTORNEY-18TH JUDICIAL DISTRICT
Request for New Positions
For the year 2017

New Positions

	Salary (\$)	Benefits (\$)	Total (\$)
1 Elder Abuse Senior Deputy DA	95,000	28,500	123,500
1 Elder Abuse Investigator	86,000	25,500	111,500
1 Gang Senior Deputy DA	95,000	28,500	123,500
Total request for new Main Office positions	\$ 276,000	\$ 82,500	\$ 358,500

Arapahoe County allocation of new position requests	\$ 230,008
Douglas County allocation of new position requests	117,461
Elbert County allocation of new position requests	9,008
Lincoln County allocation of new position requests	2,024
Total request for new positions	\$ 358,500



Board Summary Report

Date: August 24, 2016
To: Board of County Commissioners
Through: Cheryl Ternes, Human Services Director
Subject: Medicaid Incentives earned in SFY 2015/2016

Direction/Information: The Department of Human Services (DHS) is informing the Board of County Commissioners that Medicaid Incentives in the amount of \$479,012 have been received.

Request and Recommendation

No request or recommendation at this time.

Background

In August of 2015, the DHS received \$351,614 in Medicaid Incentives dollars for meeting all of the Medicaid Program requirements. The Board approved use of the dollars for one-time incentive payments of \$93,563 to the program staff and paying the Colorado Department of Human Services (CDHS) \$245,050 for an audit finding that occurred in 2007 and subsequent years due to a CDHS error. DHS was recently informed that we met the requirements for Medicaid Incentives for SFY 2015/2016 and have been awarded \$479,012.

Discussion

The BoCC may use the Incentive funds for whatever purpose they deem appropriate. In discussion with the County Budget Office, several options have been identified for the BoCC to consider:

1. Leave the funds in the Human Services budget anticipating that any amount above the Human Services Fund Balance Cap (\$8.5M) would revert to the County General Fund in 2017. Please note the Human Services budget is currently balanced and there is not a deficit. The DHS expects to receive approximately \$3,525,224 in Managed Care Savings to be utilized to offset the County Share during CY 2016. We are anticipating transferring approximately \$3M to the County General fund in CFY 2017. This varies from year to year and we expect this to decrease over the coming years.
2. Transfer the \$479,012 directly to the County General Fund immediately.
3. Direct the Executive Budget Committee to identify a specific need and recommend to the BoCC how these funds should be used.

Reviewed By:

Bob Prevost, DHS Deputy Director
Janet Kennedy, Finance Department Director
Todd Weaver, Budget Division Manager
Suzanna Dobbins, DHS Finance Division Manager
Michael Valentine, Deputy DHS County Attorney



Board Summary Report

Date: August 24, 2016

To: Board of County Commissioners

Through: Shannon Carter, Open Space Director

From: Glen Poole, Open Space Operations Manager

Subject: **Grant Application to State Historical Fund, 17 Mile House Barn**

Direction/Information

Open Space staff is seeking direction from the Board of County Commissioners regarding a fall grant application to the State Historical Fund for financial support to stabilize and rehabilitate the historic 17 Mile House Barn.

Request and Recommendation

In order to stabilize and rehabilitate the iconic 17 Mile House Barn, Open Space staff recommends that the BoCC approve: 1) submitting a grant application to the State Historical Fund and 2) contributing up to \$75,000 in matching funds from the Arapahoe County Open Spaces Heritage Fund.

Background

The 17 Mile House Farm Park is one of two Arapahoe County Designated Heritage Areas. The site is home to the 17 Mile House which is on the National Register of Historic Places. The house served as a stop along the historic Cherokee / Smokey Hill Trails. The 17 Mile House Farm Park is experiencing significant public use by park visitors, volunteer historians and local elementary school groups.

In late 2007, the County completed a Master Plan for the 17 Mile House Farm Park. This Master Plan outlined goals for improving the site and opening it for public use and enjoyment. Open Space staff have been continuously working on implementing the site's Master Plan. The first phase of implementation was the restoration and opening of the 17 Mile House for public use. The house has now been open for public use, education and events for several years. Open Space staff recently installed two historic windmills to the site as well as rehabilitated the Milk Shed.

In March 2015, the Open Spaces Department received a grant from the State Historical Fund to conduct a *Historic Structure Assessment (HSA)* on the 17 Mile House Barn. Open Space staff, in partnership with Sheuber and Darden Architects, completed the assessment in November of 2015. The assessment contains a preservation plan that calls out high priority structural and rehabilitation needs for the barn. In an effort to address these high priority deficiencies, Open Space staff is proposing to submit a competitive grant application to the State Historical Fund for financial support to stabilize and rehabilitate the 17 Mile House Barn.

Links to Align Arapahoe

Fiscal Responsibility

- Improve the economic sustainability of the 17 Mile House Farm Park through a financial partnership with History Colorado to ensure the barn is a stable and usable structure today and into the future.

Quality of Life

- Provide an opportunity for local citizens, historians, non-profit partners and school aged children to directly connect with the history of Colorado and the local history of Arapahoe County.

Service First

- Achieve customer service excellence through a well-managed and maintained historic site that is usable, accessible and safe for the public to visit.

Discussion

After the 17 Mile House property was acquired by the County, staff worked on minor improvements to the barn's siding, brick foundation and windows. Cable bracing was added to the interior of the barn to stabilize it during wind or snowstorm events. County staff, in partnership with Scheuber and Darden Architects, completed an updated 2015 *Historical Structure Assessment (HSA)*. This assessment provides clear guidance on the need for additional stabilization and rehabilitation of the barn. Given the scope of the improvements and the recommended timeline for these improvements Open Space staff have determined that there is an immediate need to work on the barn. Open Space staff has developed a work plan, supported by the *HSA*, and are now considering funding requirements to implement the project.

Open Space staff recommends submitting a fall 2016 competitive grant application to the History Colorado, State Historical Fund. The grant request would be for \$180,000. The State Historical Fund requires the applicant to provide a minimum cash match in the amount of 25% of the total project cost. The grant funding request is based on the recommendations within the updated *HSA* and the forthcoming Design and Development drawings currently under development by Intergroup Architects, the Department's architectural consultant.

Primary Goals of the Grant Application as recommended in the HSA:

1. Address the primary structural and aesthetic concerns outlined in the November, 2015 *Historical Structure Assessment (HSA)* of the 17 Mile House Barn.
2. Establish a funding partner to assist in the cost of stabilization and restoration of the 17 Mile House Barn.
3. Provide a stable and usable barn to support public historical education and community events at the 17 Mile House Farm Park while involving local historical partners.
4. Continue a long standing partnership with History Colorado, the State Historical Fund and their associated staff of historical preservation specialists.

Alternatives

There are several options for staffing and funding the barn improvements as outlined in the 2015 *HSA*. Open Spaces staff recommends Alternative #2 as the preferred alternative.

1. Internally Funded Stabilization / Rehabilitation: Address the critical and serious deficiencies outlined in the *HSA* through County staff only. Support funding the project scope with solely

Open Space Heritage Funds with a total project cost of \$255,000 dollars. This option limits funding for other Heritage Area projects which includes projects at the Arapahoe County Fairgrounds.

- 2. Stabilization / Rehabilitation through Partnership: Address the critical and serious deficiencies outlined in the *HSA* through a partnership between County staff and staff from History Colorado. Support funding the project scope with funds from both the Open Space Heritage Fund and the History Colorado State Historical Fund. Support project scope with a County cash match of \$75,000 dollars from the Open Space Heritage Funds with the remaining \$180,000 dollars of scope being funded through a grant from the State Historical Fund.
- 3. Take No Action on Barn Improvements: Postpone or take no action to address deficiencies outlined in the *HSA*. Reserve Open Space Heritage Funds for alternate or future projects. No financial impact to Open Space funds. This option does not address the maintenance needs of the barn and will result in additional damage, which could include structural failure, to the structure and will likely increase future costs of repairs.

Fiscal Impact

Open Space staff is recommending Alternative #2 as the preferred alternative for addressing the structural and rehabilitation deficiencies as outlined in the *HSA*. The total financial impact to the Open Space Heritage fund will be \$75,000.

17 Mile House Barn Stabilization / Rehabilitation Project Expenditure Summary

AC Open Space Heritage Fund	\$75,000
State Historical Fund Grant	<u>\$180,000</u>
Total Project Cost:	<u>\$255,000</u>

Concurrence

Open Spaces Staff has concurrence for this grant request from the Arapahoe County Finance Department. Other Support for this grant application will come from the following external partners: The Cherry Creek Valley Historical Society, the local chapter of the Daughters of the American Revolution, Cherry Creek Stewardship Partners and the Red Hawk Ridge Elementary School.

Attorney Comments

The County Attorney’s Office supports this request to submit a grant application to the History Colorado, State Historical Fund.

Reviewed By:

- Tiffanie Bleu, Senior Assistant County Attorney
- Leanna Quint, Budget Analyst
- Shannon Carter, Director of Open Spaces & Intergovernmental Relations
- Glen Poole, Open Spaces Operations Manager
- Josh Tenneson, Open Space Grants and Acquisitions Manager
- Lindsey Miller, Open Spaces Grants Administrator

CREATE *the* FUTURE.
HONOR *the* PAST.

1412

State Historical Fund
Grants Application Handbook Spring 2016



HISTORY *Colorado*

STATE HISTORICAL FUND

February 2016

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

All images from the collections of History Colorado unless otherwise noted.



HOW TO USE THIS HANDBOOK

This handbook contains helpful information for understanding the State Historical Fund grant programs. Download copies of this handbook 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 handbook to supplement the application.



Crossans M&A Market, Yampa, Routt County

CONTENTS

HOW TO USE THIS HANDBOOK.....	I
HISTORY COLORADO STATE HISTORICAL FUND STAFF ROSTER	IV
SHF HISTORIC PRESERVATION SPECIALIST REGIONS	V
Your State Historical Fund Staff	v
Historic Preservation Specialists	v
Historic Preservation Grant Contracts Specialists	v
WHAT IS THE HISTORY COLORADO STATE HISTORICAL FUND?	6
HISTORY COLORADO SHF GOALS AND PRIORITIES	7
TYPES OF GRANTS	8
NON-COMPETITIVE GRANTS	10
Eligible Applicants	10
Ineligible Applicants.....	11
Historic Structure Assessments	12
Purpose	12
Requirements	12
Award Announcement Dates	13
Archaeological Assessments	14
Purpose	14
Requirements	15
Award Announcement Dates	15
Emergency Grants.....	16
Purpose	16
Requirements	16
Award Announcement Dates	17
COMPETITIVE GRANTS	18
Eligible Applicants	18
Ineligible Applicants.....	19
Eligible Competitive Projects	20
Acquisition and Development	20
Survey and Planning	20
Education.....	21
Archaeology.....	21
Grant Amounts Awarded.....	21
Application Deadlines	22
Requirements	22
Direct and Indirect Cost.....	24
Ineligible Projects & Costs	25

The Importance of Attachments	26
Photographs.....	26
Letters of Support.....	27
Acquisition.....	27
Archaeology.....	27
Education.....	27
Historic Structure Assessments (HSA).....	27
W-9.....	27
Local Designation.....	27
Competitive Grant Scoring Criteria	28
Applicant Capacity and Roles	30
Potential Stakeholders	30
Grant Review and Award Process \$35,000 or Less	32
Grant Review and Award Process more \$35,000.....	34
Protection on Acquisition and Development Properties	36
Types of Property Protections	37
Submitting an Application.....	38
Application Checklist	38
APPLICATION GUIDANCE	40
Outreach Assistance.....	40
Secretary of the Interior’s Standards and Guidelines for the Treatment of Historic Properties	42
Guidance for Acquisition and Development Projects	44
Trades Education Component or Workshop for A & D Grants.....	48
Required Application Components.....	49
Guidance for Education Projects	50
What Makes A Good Education Project?	51
Guidance for Survey and Historic Context Projects	56
Guidance for Archaeology Projects	62
Sponsored Programs.....	63
Sample Application Documents	72
GLOSSARY.....	76
NOTES	86

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

General SHF Phone..... (303) 866-2825

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

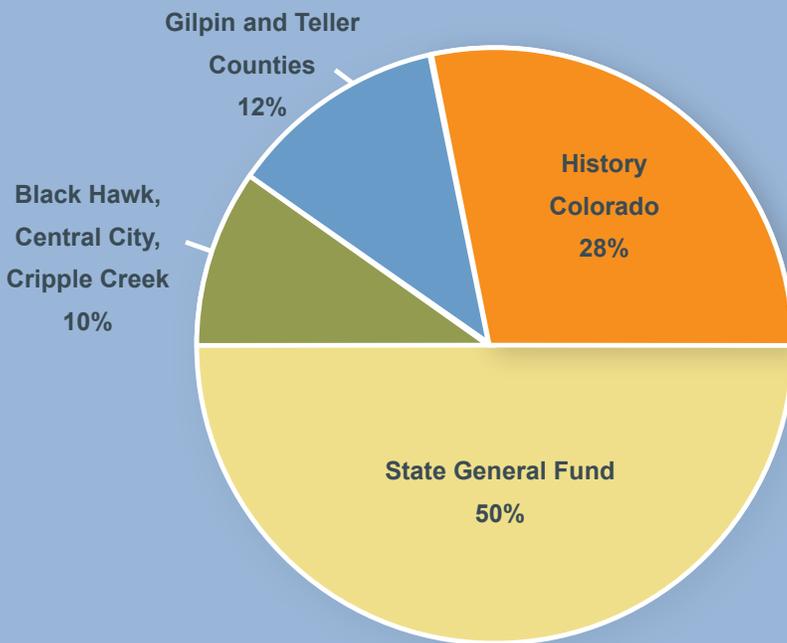
To contact your specifically assigned staff specialist by email, send correspondence to firstname.lastname@state.co.us. If you need assistance at any time, please do not hesitate to contact our office, 303-866-2825 or toll free at 877-788-3780.

WHAT IS THE HISTORY COLORADO STATE HISTORICAL FUND?

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

The History Colorado State Historical Fund is a program established by the 1990 constitutional amendment that legalized gambling in Central City, Black Hawk, 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 History Colorado State Historical Fund as a statewide grants program.

STATE TAX REVENUES



HISTORY COLORADO SHF GOALS AND PRIORITIES

As stipulated in the state constitution, the History Colorado State Historical Fund 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 History Colorado State Historical Fund is one tool used to advance the goals.

To be eligible for funding, all History Colorado State Historical Fund projects must relate to one or more of the following 2020 Action Agenda goals:

- Goal A: Preserving the Places that Matter
- Goal B: Strengthening and Connecting the Colorado Preservation Network
- Goal C: Shaping the Preservation Message
- Goal D: Publicizing the Benefits of Preservation
- Goal E: Weaving Preservation Throughout Education
- Goal F: Advancing Preservation Practices

READ THE COMPLETE ACTION PLAN

www.h-co.org/statepreservationplan

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	None	
		Specialized consultants, if justified	\$5,000		
		Economic Feasibility Study, if justified	\$5,000		
	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	None	
		Specialized consultants, if justified	\$5,000		
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	None; however, contact SHF staff as soon as possible after the emergency occurs.		
Competitive Grants	Acquisition and Development	Excavation, 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.	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, must be moving toward designation, which means that OAHP Form 1419 should be submitted to the Office of Archaeology and Historic Preservation.	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 SHF receiving completed application.
	None	None, but private and for-profit business owners should provide a cash match if possible.	Typically within one month of SHF receiving 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 SHF receiving 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

NON-COMPETITIVE GRANTS

Non-competitive grants may be submitted at any time of the year and are for smaller amounts of money than competitive grants. They include:

Historic Structure Assessment: a report that details the physical condition of a building or structure and provides suggestions for preservation.

Archaeological Assessment: an evaluation of the condition and/or archaeological potential of a site used to develop a plan for additional work or site preservation.

Emergency Grant: a grant awarded for a property that is in immediate, sudden, and unexpected danger of being lost, seriously damaged, or partially demolished by an act of providence.

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).



*Buena Vista
Depot,
Buena Vista,
Chaffee
County*

INELIGIBLE APPLICANTS

The following applicants are not eligible to apply directly for History Colorado State Historical Fund grants, but may partner with an eligible applicant.

Private Individuals and For-Profit Business

Private individuals and for-profit businesses may participate in History Colorado State Historical Fund 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 History Colorado State Historical Fund, 8 CCR 1504-8. See the SHF Competitive Online Grant application.

Federal Agencies

The History Colorado State Historical Fund 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 Cripple Creek, Black Hawk and Central City

The three gaming town governments receive a direct allocation of the History Colorado State Historical Fund’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.

PARTNER APPLICANTS

Public and non-profit applicants acting on behalf of private owners, businesses, or federal agencies are legally and financially responsible for ensuring that projects are carried out in accordance with History Colorado State Historical Fund 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 History Colorado State Historical Fund 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 History Colorado State Historical Fund in the future.

Historic Structure Assessments

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 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 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 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 preservation and maintenance efforts. If an assessment grant is awarded, it should have final approval from SHF staff before a Competitive Grant application is submitted for physical work to the property.

REQUIREMENTS

Cash Match: A cash match is not typically required for HSA grants, but in some situations may be requested by SHF as a condition of award. A cash match of at least fifty percent (50%) is required for properties owned by private individuals or for-profit entities. If the property is not designated, a larger cash match will help illustrate the owner's commitment.

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

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 www.h-co.org/preservationforms). Contact SHF Outreach staff if you are interested in submitting an application for an undesignated site.

Budget: Line items must denote 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.

Amount of Request: \$10,000; however, some projects may cost more or less depending on the size and complexity of the site. If justified, an additional \$5,000 may be available to hire specialized consultants, and another \$5,000 is available for an Economic Feasibility Study. If the cost is more than the amount awarded by SHF, the difference must be made up by the applicant, or the applicant should 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 one month of submitting a complete application. It may take an additional month of contract negotiation before work can begin.

**SHF GENERAL NUMBER:
303/866-2825**

Archaeological Assessments

PURPOSE

An Archaeological Assessment is defined as the evaluation of the condition and archaeological potential of archaeological sites or historic sites with archaeological resources. Archaeological Assessment Grants from the History Colorado State Historical Fund 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 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 State Historical Fund staff before a Competitive Grant application is submitted.

The grant recipient contact and the primary consultants are required to attend an initial consultation with 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.

The Archaeological Assessment will be reviewed by Dr. Holly Norton, Colorado State Archaeologist, or Office of Archaeology and Historic Preservation staff.



Marble Mill site, Gunnison County

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.

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.

Amount of request: \$10,000 or less; however, like Historic Structure Assessments, some projects may cost more or less depending on the size and complexity of the site. 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. State Historical Fund dollars cannot be used to pay for work performed or costs encumbered prior to the execution of a contract.

HELPFUL TIPS - CONTACTING SHF

It may be difficult to determine whether a project qualifies for an Archaeological Assessment grant. Contact the History Colorado State Historical Fund Archaeology Manager, Gheda Gayou, at 303-866-2835 before completing an application.

Emergency Grants

PURPOSE

Emergency Grants are awarded to provide stabilization to significant resources that are in imminent danger of being lost, demolished, or seriously damaged, or 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

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.

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.

Designation: Must be obtained prior to application from a local government, State, or National Register.



Little Church in the Pines, Boulder County

Application Deadlines: Applications have no deadlines and will be processed immediately. Applicants should contact the History Colorado State Historical Fund 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 are met. SHF funds cannot be used to pay for work performed or costs encumbered prior to the execution of the contract.

ACCESS AN APPLICATION

Non-competitive grant applications are available by contacting History Colorado State Historical Fund Outreach Staff at 303/866-2825 or download an application at www.h-co.org/oahpapplications.

Competitive applications will be accepted only through our online application at www.h-co.org/SHFOnlineApp.

COMPETITIVE GRANTS

There are three essential requirements for applying for a competitive History Colorado State Historical Fund grant:

- » Your organization must be/or work with an eligible grant applicant.
- » If you are planning to do physical work on a structure, building, site, or object, the resource must be historically designated at the time of application. If this is a survey and planning, archaeological survey, or education project, the focus of your project must directly relate to historic preservation.
- » You must only apply for projects, activities, and costs that qualify for assistance from the History Colorado State Historical Fund.

IMPORTANT DATES

	Application Deadline	Award Announcement
\$35,000 and under	April 1 October 1	June 1 December 1
Over \$35,000	April 1 October 1	August 1 February 1

**Please note that sometimes dates change/or are canceled based on funding allocated to the State Historical Fund for that year*

ELIGIBLE APPLICANTS

Only public entities and non-profit organizations may directly apply for grants administered by SHF.

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.

INELIGIBLE APPLICANTS

The following applicants are not eligible to apply directly for History Colorado State Historical Fund grants, but may partner with an eligible applicant.

Private Individuals and For-Profit Business: Private individuals and for-profit businesses may participate in History Colorado State Historical Fund 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 History Colorado State Historical Fund, 8 CCR 1504-8. See the SHF Competitive Online Grant application.

Federal Agencies: History Colorado State Historical Fund projects may occur on federal lands if an eligible entity, such as a non-profit or public entity, serves as grant applicant and administrator.

The Municipal Governments of Cripple Creek, Black Hawk and Central City: The three gaming town governments receive a direct allocation of History Colorado State Historical Fund’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.

PARTNER APPLICANTS

Public and non-profit applicants acting on behalf of private owners, businesses, or federal agencies are legally and financially responsible for ensuring that projects are carried out in accordance with History Colorado State Historical Fund 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 History Colorado State Historical Fund 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, History Colorado State Historical Fund in the future.

STATE & NATIONAL REGISTER NOMINATIONS

Did you know that we award grants to prepare local landmark, Colorado State Register of Historic Properties, or National Register of Historic Places nominations? Survey and Planning grant applications are most often for survey projects or larger Historic Structure Assessments, but Survey and Planning grants are also awarded for the preparation of nominations. Information gathered from previous surveys can develop excellent educational projects (like driving tours, walking tours, booklets, or websites), but it can also serve as the fundamental building block for a State, or National Register nomination.

Nomination grant proposals can include multiple property submissions, archaeological sites and districts, individual properties, commercial or residential districts, and rural or cultural landscapes. If you’re new to the designation process, nomination grants are a good way to bring in experts who can address properties with complicated architectural detail or numerous resources, or assist with documenting multiple properties as part of a thematic listing.

Eligible Competitive Projects

ACQUISITION AND DEVELOPMENT

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

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, 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 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 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.

Acquisition grants must include justification for the proposed purchase price of the property, which must be fair market value.

SURVEY AND PLANNING

Survey and planning projects involve identification, recording, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts.

GUIDANCE FOR REAPPLICATION

If your application has been declined, we recommend taking the following actions before resubmitting:

- 1. Address the specific questions that arose about the previous application.**
- 2. Contact SHF Outreach Staff well in advance of resubmitting. Ask for suggestions for the new draft and how to make the application more competitive.**

**For assistance, call (303) 866-2825
Toll free (877) 788-3780**

EDUCATION

Education projects provide information about historic preservation and historic sites through interpretation, outreach projects, public media creation, or curriculum development. Hands-on learning projects also fall in this category.

It is critical that Survey and Planning and Education projects be directly tied to historic preservation and focus on historic buildings, structures, sites, and districts. Make sure to include information on the historical significance and integrity of the related resources in the application, including and not limited to designation.

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.

ARCHAEOLOGY

A new “Project Type” has been included that encompasses all things archaeological. For example, applicants will no longer need to choose between Education, Survey and Planning, or Acquisition and Development when submitting an application for a field school. Your sole choice will be the project type, “Archaeology.” In addition, more guidance has been provided to help explain how to answer each question in the Competitive Application. We hope these changes make applying for SHF competitive grants more accommodating to you and your organization.

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.

For instance, members of the Board of Directors of organizations and owners of properties receiving State Historical Fund grants may not be paid for providing professional services or acting as a contractor as part of those History Colorado State Historical Fund-funded projects. In addition, private, individual, or for-profit property owners benefiting from State Historical Fund grants may not act as paid consultants or contractors on State Historical Fund projects.

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.

GRANT AMOUNTS AWARDED

The maximum request amount for an SHF Competitive Grant Round is \$200,000. This request limitation is meant to ensure that 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.

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.

In accordance with rules adopted by the History Colorado Board of Directors, no project schedule may be extended beyond a total of 36 months. Projects not completed within 36 months will be subject to cancellation with no further extensions provided. Extension waivers may not exceed a total of 60 months total per grant contract period. Any remaining funds must be returned.

APPLICATION DEADLINES

All final applications for Competitive Grants are due by 11:59 p.m. April 1 and October 1 of each year, uploaded on or before the deadline date.

Late applications will not be processed, and additional information cannot be added to applications after the deadline.

REQUIREMENTS

Cash Match: A minimum cash match of 25 percent (25%) of the total project cost is required for all 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 percent (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.

In-kind contributions cannot be applied to the cash match requirement—they are ineligible. In-kind match is defined as any donated time, materials, or services. Cost of work that does not meet History Colorado State Historical Fund guidelines or funds received from other SHF 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. You can reach the Colorado Historical Foundation at www.cohf.org or (303) 894-2503. Other important financial incentives to consider are Federal and State Tax Credits, which are available for qualified projects on a non-competitive basis at www.h-co.org/statetaxcredit.

Cash match is actual money (not a donation of time or materials or "in-kind" contribution) that contributes to the completion of the project. If cash match originates as part of a salary of an applicant or employee, 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.

Designation: Required at the time of application for all Acquisition and Development projects.

Award Announcement Dates: Applicants for Competitive Grants of \$35,000 or less will be notified on or around June 1st and December 1st of each year. Applicants for Competitive Grant requests over \$35,000 will be notified on or around August 1 and February 1 of each year. After notification of the award, the contract process typically takes an additional two months once requested information has been received before work may begin. History Colorado State Historical Fund dollars cannot be used to pay for work performed or costs encumbered prior to the execution of a contract.

CASH MATCH

1. Cash match must be cash in-hand. 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 at the time you sign the 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 SHF project.



Gothic Townsite, Gunnison County

DOES YOUR PROJECT USE FEDERAL DOLLARS?

See the Competitive Grant application for addressing 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.

If you apply to SHF to fund a mitigation activity, consultation and a signed Memorandum of Agreement between the parties is required prior to application.

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.

Direct and Indirect Cost

In order to allow applicant organizations to recoup the costs of administering an SHF grant or hire services when there is no capacity, the History Colorado State Historical Fund 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: Expenses that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost related to the grant project alone. 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 SHF funding.

Applicants wishing to have their indirect costs covered by the 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 SHF grant funds up to the established amount in the project budget.

To determine the correct amount for administration and/or indirect costs, applicants are encouraged to use their organizations’s Cost Allocation Plan or the SHF Indirect Plan Costs Worksheet at www.h-co.org/grantapplications.

Ineligible Projects & Costs

Some projects, activities, and costs do not qualify for assistance from the History Colorado State Historical Fund and cannot be included in the Scope of Work, Budget and/or cash match for SHF funded projects. All applicants are encouraged to contact the SHF Outreach Staff if they have questions regarding project or activity eligibility. Ineligible costs include:

- Work on building elements or objects that contain religious symbols
- Oral histories or social history research that does not bear a strong relationship to historic places
- Printing or reprinting materials produced without History Colorado State Historical Fund research participation
- Work that has been performed or encumbered prior to the grant recipient going under contract with the History Colorado State Historical Fund
- Moving historic buildings
- Moving or relocation costs
- Construction of new buildings
- Construction of new parking lots or facilities unless it is to replace one that has been destroyed to enable other work funded by SHF
- Costs of utilities outside the building footprint
- Work that does not take into account possible archaeological considerations
- Fundraising
- Acquisition that does not include a transfer of title to a new owner (for example, the payoff of an existing mortgage is ineligible)
- 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, or curation of museum or archival collections including documents, photographs and artifacts; the exception is archaeological collections
- Educational projects or programs that do not have a direct correlation to historic preservation, historic properties and sites, or archaeology
- Purchase of equipment that costs more than \$5,000 and costs less than the rental of the equipment for the project

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 sold within the first year after completion of the project, one-hundred percent (100%) of the grant award shall be returned to the State, with a twenty percent (20%) reduction per year thereafter.

The Importance of Attachments

By the time you have completed the questions in the Competitive Online Grant 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. Even if this is an education or survey project photographs have an important place in the application.
- Include current photographs that show where and on what you propose to work.
- Floor plans, if applicable, assist reviewers in understanding the layout of the building.
- Include at least one photograph of the entire building or site that can be used by 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.



McNichols Civic Center Building, Denver

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 five or more letters of support.

- Be sure no letter is 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.
- 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 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 SHF.

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 SHF contract, you must have an appraisal or a mutually agreed upon way to establish fair market value. SHF cannot make awards in excess of an established fair market value.

ARCHAEOLOGY

If this is a large-scale archaeological investigation project, attach a research design. For assistance contact SHF Archaeology Manager Gheda Gayou at 303-866-2835 or gheda.gayou@state.co.us.

EDUCATION

If the project is educational in nature or provides interpretation for a larger public audience, ensure that the content incorporates an understanding of the historic place as well as historic preservation efforts of the site if appropriate.

Curriculum planning, field schools and hands-on learning projects should be tied directly to research, local, state and/or assessment needs. For assistance contact Survey and Education Grants Coordinator Amy Unger at amy.unger@state.co.us or 303-866-2976.

HISTORIC STRUCTURE ASSESSMENTS (HSA)

If you have a Historic Structure Assessment, please include excerpts only. Do not include the entire HSA as an attachment. The HSA should be approved—not in progress—before you include it.

W-9

Including a copy of your current W-9 might seem like an extraneous request, but SHF requires the FEIN to begin the contracting process. This will get you under contract quickly should you become an awardee. You can find a link to the State of Colorado Substitute W-9 form in the Competitive Online Grant Application. Even if you have submitted the W-9 form previously, SHF still requires a current W-9.

LOCAL DESIGNATION

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 the certificate from the granting entity. Documentation should specify the exact designated area.

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 place 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. (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 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 publicize the benefits of this particular project, historic preservation, and the History Colorado State Historical Fund.** (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.h-co.org/statepreservationplan.
- **Combined Scope of Work and Budget:** This category shows that you have carefully matched costs and required work associated with the scope of work. (0–20 points)

GOALS OF THE STATE PLAN

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.

Applicant Capacity and Roles

STAKEHOLDERS INCLUDE BUT ARE NOT LIMITED TO:

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 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 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.

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 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 project. All planning documents must be approved by the 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.



Silverton City Hall—after restoration

THE HISTORY COLORADO STATE HISTORICAL FUND'S STAFF MEMBERS PLAY A KEY ROLE IN YOUR PROJECT'S SUCCESS. THEY EXIST TO GUIDE YOU IN MAKING GOOD PRESERVATION DECISIONS.

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 History Colorado State Historical Fund. 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 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 SHF property protection requirements effective upon the completion of a History Colorado State Historical Fund's contracted scope of work. Assists the applicant and property owner(s) on compliance with the 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.

Outreach Specialist: Advises the applicant of the requirements and components of the different 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.

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

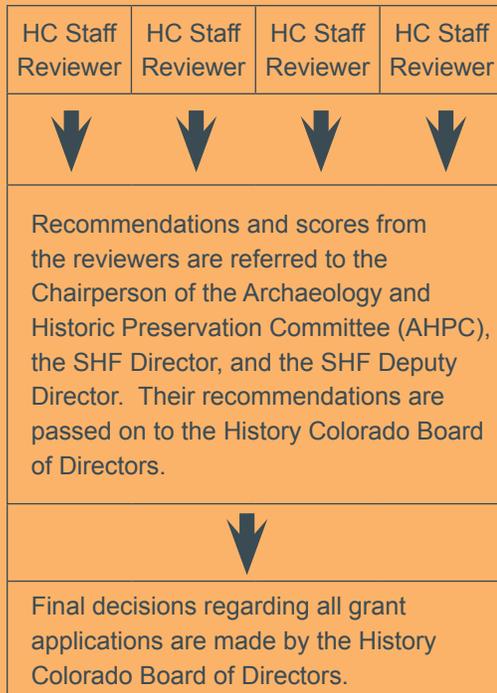
GRANT APPLICATION INSTRUCTIONS ON STAKEHOLDER ROLES

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. State the exact role he/she will play in the project. This helps to ensure that all invested parties understand their role in the project, and assures SHF that experienced professionals are taking responsibility for the project's success.

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

ROLES OF THE HISTORY COLORADO STATE HISTORICAL FUND APPLICATION REVIEWERS FOR \$35,000 OR LESS

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



All competitive grant requests for \$35,000 or less pass through three committees: History Colorado staff; a committee made up of the Chairperson of the Archaeology & Historic Preservation Committee, SHF Director, and SHF Deputy Director; and the History Colorado Board of Directors. Below is the role of each of these committees.

History Colorado Staff Review Committee

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

Staff reviewers devote an entire day to reviewing the grant applications. 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 the History Colorado State Historical Fund policies and procedures.

History Colorado and State Historical Fund 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 Committee (AHPC), the SHF Director, and the SHF Deputy Director.

Review by Chairperson of the Archaeology and Historic Preservation Committee (AHPC), SHF Director, and SHF Deputy Director

This committee reviews the SHF staff recommendations for funding. The focus of this committee is to evaluate the SHF and HC staff recommendations and to ensure that factors such as the geographical distribution of grants, special initiatives adopted by the History Colorado Board of Directors, and broader perspectives are taken into consideration.

History Colorado Board of Directors

The History Colorado Board of Directors is charged with reviewing and awarding the grants. Although rankings may be proposed at other levels of review, only the History Colorado Board of Directors has the authority to make the final determination of SHF grant awards.



Montrose City Hall, Montrose County

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

ROLES OF THE HISTORY COLORADO STATE HISTORICAL FUND APPLICATION REVIEWERS FOR OVER \$35,000

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



All competitive grant requests in excess of \$35,000 receive four written reviews; one by a History Colorado State Historical Fund staff reviewer, two History Colorado State Historical Fund Advisory Committee (SHFAC) members, and one external reviewer. Below are the roles of each committee and how they are selected.

All 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.

Staff Reviewers

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 SHF policies and procedures.

External 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, and knowledge of the SHF grant program.

History Colorado State Historical Fund Advisory Committee

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 History Colorado State Historical Fund grant program. They rank the grant applications to serve as a recommendation to a sub-committee of the History Colorado Board of Directors, the Archaeology & Historic Preservation Committee (AHPC). General policy and procedural questions are not discussed at this level.

Archaeology and Historic Preservation Committee

One of the responsibilities of the Archaeology and Historic Preservation Committee (AHPC) is to review the recommendations for funding by the SHFAC. The focus of the AHPC is to evaluate the SHFAC recommendations and to ensure that factors such as the geographical distribution of grants, special initiatives adopted by the History Colorado Board of Directors and broader perspectives are taken into consideration.

History Colorado Board of Directors

This History Colorado Board of Directors is charged with reviewing and awarding the grants. Although rankings may be proposed at other levels of review, only the History Colorado Board of Directors has the authority to make the final determination of SHF grant awards.



Walsenburg Middle School

Protection on Acquisition and Development Properties

Certain protections may be placed on properties receiving History Colorado State Historical Fund grants. The type of owner and the amount of grant funds received determine the period and form of agreements, covenants and easements, which protects the property from alterations that would affect the historic character. The protections require that any changes being proposed to the property must first receive approval from 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



Hohnstein Block, Angell's Delicatessen/Coca-Cola ghost sign, Fort Collins

TYPES OF PROPERTY PROTECTIONS

Letter of Agreement (LOA): Contract document that binds the current owner to restrictions for a specific period of time. The exact terms can be found in your contract.

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, 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 Michelle Chichester at (303) 866-2887 for more information on easement holding companies in Colorado. The cost of establishing an easement or an easement update is paid by SHF.

Restriction	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

Submitting an Application

APPLICATION CHECKLIST

Applications are submitted online at www.h-co.org/SHFOnlineApp.

Attachments:

- W-9 for grant applicant, available online at www.h-co.org/grantapplications.
- 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 a copy 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.



*Maytag Aircraft
Building, Colorado
Springs*

- Five (5) or more 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 this project's impact are more persuasive than numerous general letters. Please be judicious about the number of letters you attach.
- If this is a large-scale archaeological investigation, attach a research design. If you require more information, call SHF Archaeology Manager Gheda Gayou at (303) 866-2835.

Once your application has been received, no additional attachments will be accepted.

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

Deadlines: Applications must be submitted by 11:59 p.m. on April 1 or October 1.

UNDERSTANDING SHF CONTRACTS

History Colorado State Historical Fund contracts are non-negotiable. It is your responsibility to review the contract templates prior to applying to be certain your organization is willing to go under contract with the terms of the SHF contract. You can view the SHF contract templates on our website at www.h-co.org/stategrants.

APPLICATION GUIDANCE

This section contains additional information that may assist you in applying for a History Colorado State Historical Fund grant:

- » Outreach Assistance
 - » Secretary of Interior's Standards for the Treatment of Historic Properties
 - » Guidance for Acquisition and Development Projects
 - » Guidance for Education Projects
 - » Guidance for Survey and Historic Context Projects
 - » Guidance for Archaeology Projects

Outreach Assistance

The History Colorado State Historical Fund provides grant application assistance for every potential grant applicant. If you wish to submit a grant application, it is very important to contact the Outreach Staff for assistance as soon as possible to avoid spending time preparing an application that may not meet this program's basic requirements. Outreach staff accept drafts for review up to one month before the grant application deadline.



Harris Ranch, Durango Mountain Resort, La Plata County

NOTE: SHF will not support projects that fail to meet the Standards in any respect. 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**.

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 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.

Guidance for Acquisition and Development Projects

The History Colorado State Historical Fund provides grants to acquire, preserve, restore, and rehabilitate designated historic resources. These grant types include physical work on public buildings such as schools, town halls, and county courthouses as well as structures such as bridges and trestles. 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.htm.

Grants that involve physical work (preservation, restoration, or rehabilitation) require that the resource be designated at the local, State, or National level at the time of application. If the property is not designated, please contact the Preservation Planning Unit at 303-866-3392 or your local government.



Crawford House, Denver Botanic Gardens, Denver County

The purpose of this type of project is to conduct major activities that involve the acquisition of property or physical work on a property. Consider some of the following when planning this type of project to increase the competitiveness of the application:

Section A. Applicant Capacity

Explain skills and roles of project consultants as well as qualifications and training of all involved personnel.

Section B. Property or Project History

Assure the application narrative communicates a clear connection to buildings, structures, or sites with historic significance. A brief historic overview of the resource is helpful, but be sure the significance of the resource is clearly defined. Never assume grant reviewers have prior knowledge of the resource.

If the application is for a continuation of physical work, focus on the current project for which assistance is requested and its connection to historic preservation rather than on previously completed efforts.

Section 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 with the items listed in Section H: Scope of Work and Project Budget.

ARCHAEOLOGICAL CONSIDERATIONS

Every project that involves ground disturbance (breaking ground) in the vicinity of a historic property must include an archaeological monitoring component unless informed otherwise by the History Colorado State Historical Fund.



Kauffman House exterior preservation, Grand Lake

Section D. Urgency

Urgency of your project can be driven by more than a threat to the physical well-being of the resource. 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 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.h-co.org/conservationmaintenanceplan. All applicants should state their maintenance plan in the Urgency section of their grant application.

Section E. Timeline

The History Colorado State Historical Fund must review and approve all plans and specifications for work on historic resources. Be sure the timeline includes time for SHF contracting (typically 30-60 days) and review (30 days by policy) and that the project can be completed within the 24-month time frame of SHF contracts. If the Scope of Work can't be completed in 24 months, consider phasing the Work into manageable segments. The timeline should also include project milestones such as meetings, deliverables, bidding, mockups, financials, etc.

Section F. Public Benefit

What the public benefit will be at the end of the project is a significant part of all History Colorado State Historical Fund 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.

Section 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.

Section 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. Applicants may inflate construction costs, but they must explain this on the budget page.

Note: Do not average the costs of various proposals.

TRADES EDUCATION COMPONENT OR WORKSHOP FOR ACQUISITION & DEVELOPMENT GRANTS

Applicants for acquisition and development grants are encouraged to consider adding a trades education component to their scope of work as a way to both promote preservation practices and educate their community about the technical aspects of their project through hands-on workshops.

The workshops can be beneficial both for education and public benefit and should be included in the scope of work and budget. They can augment the construction documents and investigation phase. Workshops could 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?



Student Archaeology Program

REQUIRED APPLICATION COMPONENTS

Project Description: A trades education component to a preservation 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 including this component to their project should explain the purpose of the workshop. Take into consideration the following questions:

- Will it be purely educational?
- Will it be part of the 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?

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. The workshop option might be particularly helpful for applicants that are applying for construction documents, in order for them to do necessary testing as well as calculate concrete numbers for future application for work, as well as add some tangible public benefit to a “paper” project.

Guidance for Education Projects

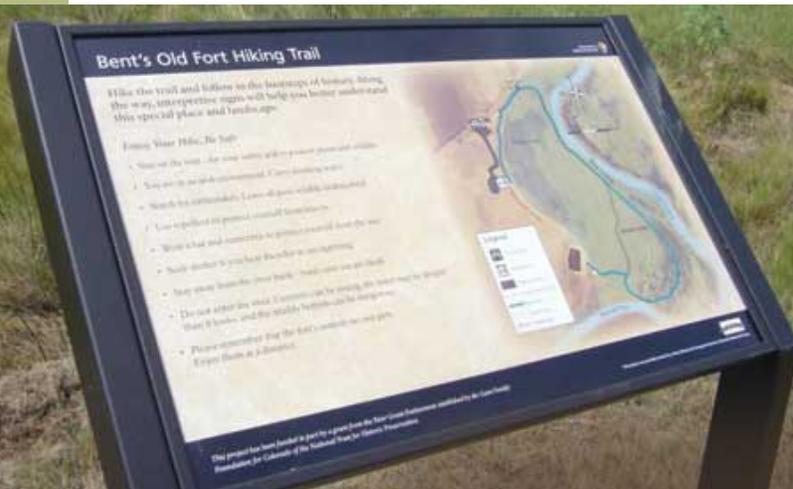
The purpose of this type of project is to educate professionals, students, volunteers, amateurs, and the general public. Educational projects can also include efforts to create interpretive materials for cultural resources.

Appropriate tasks for this type of grant include:

- Internship programs
- Public programs and/or interpretive materials
- Educational materials and curriculum creation/dissemination

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?
- 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?



Bent's Old Fort National Historic Site Interpretive Signage

WHAT MAKES A GOOD EDUCATION PROJECT?

Since its inception, the History Colorado State Historical Fund 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. Other creative ideas are welcome!

Education projects have the least rigid required standards, and as a result the narrative format varies more 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 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.

Section 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.
- 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.

Section B: Property or Project History

- The History Colorado State Historical Fund is dedicated to historic preservation and archaeology 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 not focus on past events. Past experience speaks to capacity and should be covered in Section A. Section B should focus on the current request and its connection to preservation.

Section 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 and explain how you selected that audience and how your project will reach them.



2010 Colorado Preserve America Youth Summit, Fort Garland

Section 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.

Section E: Timeline

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.

Section F: Public Benefit

Public benefit is a significant part of all History Colorado State Historical Fund projects. Your application must demonstrate a positive impact on the public.

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.

PUBLIC BENEFIT

Public benefit is a significant part of all State Historical Fund projects. Your application needs to demonstrate a positive impact on the public and publicize the benefits of historic preservation and the History Colorado State Historical Fund.

Section 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.

Section 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.

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 designates the site as a landmark 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

Products Can Include (but are not limited to):

- Brochures, pamphlets, fliers, and other printed materials
- Development of preservation-related electronic publications, apps, websites, videos, and other digital products
- Interpretive panels for historic sites
- Driving, biking, and walking tours to be disseminated to the public
- Curriculum design, mapping and alignment
- Historic preservation related films, commercial shorts, and documentaries with a direct relationship to historic places
- Preservation trades trainings that adhere to the Secretary of Interiors Standards for Preservation
- Preservation briefings or materials to support professionals and volunteers in the field
- Planning charettes that will create a sustainable strategic plan for a historic site



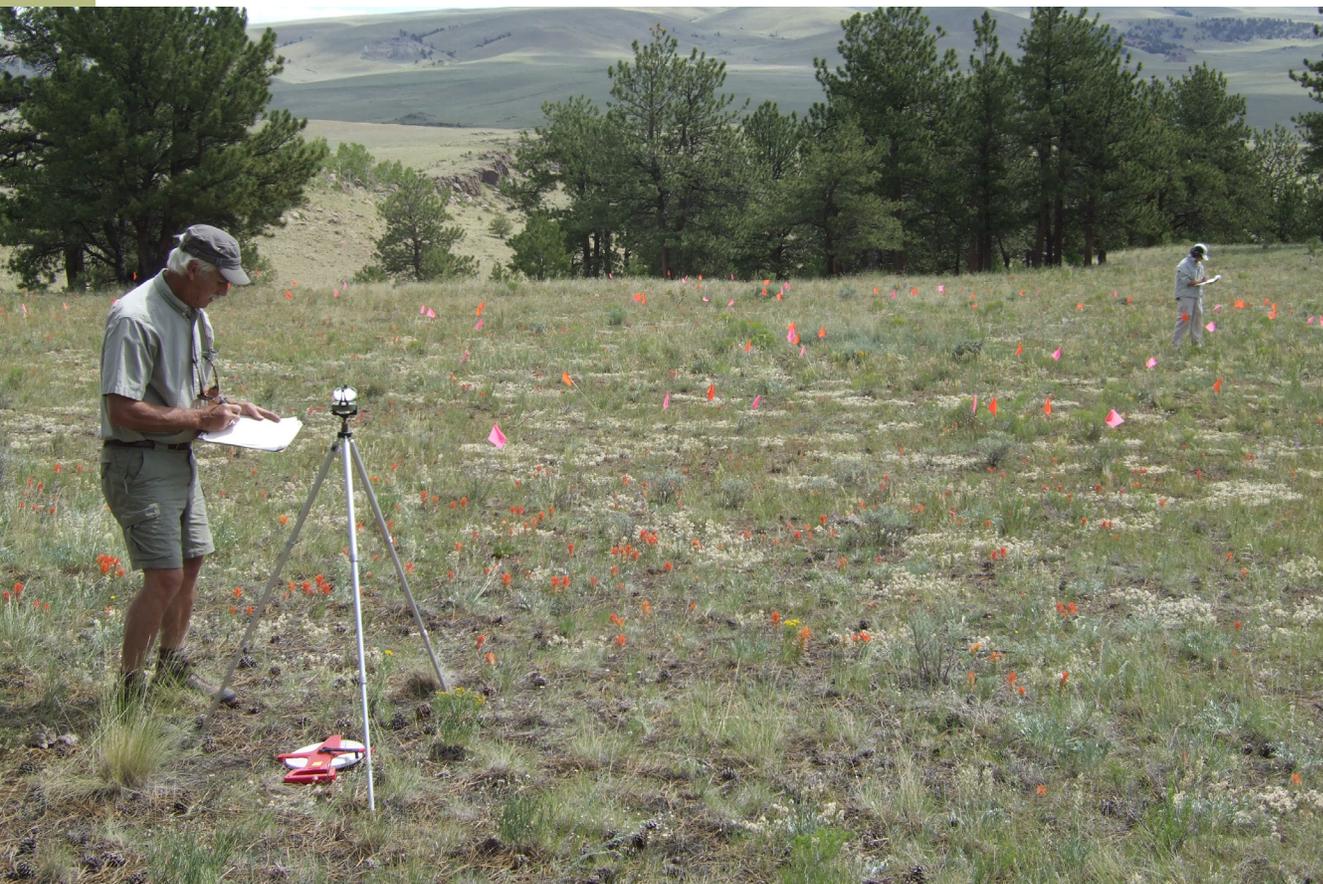
2013 Colorado Preserve America Youth Summit, Bent's Old Fort National Historic Site

Guidance for Survey and Historic Context Projects

History Colorado's Office of Archaeology & Historic Preservation (OAHP) has collected information on historic resources around Colorado for the last fifty years. OAHP has thousands of documents, including survey forms, survey reports, and historic contexts that can be used to better understand our state's heritage. The History Colorado State Historical Fund provides grant dollars to pay for surveys and historic context development because SHF views both as a significant part of the preservation process.

Due to the complex and varying nature of survey projects, SHF recommends that applicants contact staff in advance of submitting this type of application. Staff is always available to discuss your needs in more detail.

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



PAAC Survey in Antelope Gulch, Fremont County

Comprehensive Reconnaissance Survey

OAHHP has introduced the Comprehensive Reconnaissance survey model to better respond to survey planning strategies recommended by the National Park Service in the National Register Bulletin #24, Guidelines for Local Surveys: A Basis for Preservation Planning. The guidance in this bulletin recommends that for some planning purposes, reconnaissance may provide sufficient information to meet the established project goals. Please see below for examples of planning needs that would best benefit from a reconnaissance approach.

A comprehensive reconnaissance survey gathers information on all resources located within the survey area and is:

- 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.

Based upon an average of cost estimates received for comparable projects over the last two years, a Comprehensive Reconnaissance project prices at \$200/resource. For example, if the project proposes survey of 135 resources, the total project cost would be near \$27,000.

This project format focuses on a geographic area and includes 90 percent (90%) of resources recorded on reconnaissance survey forms, 10 percent (10%) recorded on intensive forms, and completion of a survey report. The Historical and Architectural Reconnaissance form (#1417) is the recommended standard for recording 90 percent (90%) of resources within a comprehensive reconnaissance survey area. The Architectural Inventory Form (#1403) is the recommended form for documentation of the remaining 10 percent (10%) of resources. Survey reports should comply with the format described in the Colorado Cultural Resources Survey Manual.

Download survey forms online at www.h-co.org/oahpforms.

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

PUBLIC ACCESS TO INFORMATION

In your application, be sure to explain the ways you plan to share the survey information with the public. Survey and context development projects should include public meetings at both the beginning and end of the project. Some communities also put the final documents online so the public can freely access them.

Selective Intensive Survey

Intensive surveys provide comprehensive views of individual resources. They are ideal for determining individual eligibility to the State or National Register, investigating historic themes, and can provide a wealth of information that can be used in interpretive materials.

The Architectural Inventory Form (#1403) is most often used for SHF-funded intensive surveys, and each project includes a survey report completed in accordance with the Colorado Cultural Resources Survey Manual. OAHP recommends that intensive surveys be selective. A selective survey will only look at a certain few resources within an area, and:

- Can focus on the resources that seem to be the most likely candidates for individual listing 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.

Download survey forms online at www.h-co.org/oahpforms.

SURVEY TIPS

Include maps and photos of the proposed survey area within your application. It is difficult for grant reviewers to understand your project without visual aids.

Include end goals in your application so that grant readers can see you have a demonstrated use for the information and that you've selected the right kind of survey or context to get the information you need.

Historic Contexts and MPDFs

In addition to collecting information on individual resources, OAHP encourages the development of historic 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. Multiple Property Documentation Forms (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.

Contexts and MPDFs:

- Are useful planning documents for identifying likely historic properties and prioritizing their future survey.
- 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).

Survey Project Application Tips

Research online resources and contact OAHP and SHF staff. Each survey project is different, and SHF highly recommends consulting staff while developing your survey project methodology. 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.

Define your project goals. Include a discussion of goals in your application so grant readers can see that you have a demonstrated use for the information, and that you've selected the proper project type for gathering that information.

Define the size of your survey and boundaries. Be sure that your application includes the total number of resources to be surveyed (and which form will be used). Include maps and photos of the proposed survey area.

Develop a plan for public outreach. Your grant application should include a plan for public outreach. All survey projects should at least have public meetings at both the beginning and end of the project. SHF recommends placing final documents online so the public can freely access them.

Get property owner permission. 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.

Solicit bids from survey professionals that will act as your research contractor. SHF encourages you to solicit bids for any aspect of your project that will involve a paid professional. SHF dollars are public funds, and it is important to demonstrate that your costs are consistent with industry standard.

See more at www.h-co.org/surveyapplicationtips.

STATE & NATIONAL REGISTER NOMINATION GRANTS

If your grant application includes a State or National Register nomination, make sure to consult with OAHP staff and complete a Preliminary Property Evaluation Form prior to applying.

If your grant application includes a State or National Register nomination(s) or MPDF, be sure that your timeline provides sufficient time for 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.



Cultural Resource Survey of Las Animas County, Otero County and Pueblo County

Guidance for Archaeology Projects

The History Colorado State Historical Fund provides grants to identify, record, preserve and interpret archaeological resources. This includes ancient and historic sites, as well as artifact collections that reflect Colorado's rich cultural heritage.

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 from the appraisal (recent fair market value) 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 chipped stone, ground stone, ceramics, wood and bone tools, woven materials, faunal and plant remains, and a variety of other procedures.

Cultural Resource Protection (Must be designated)

Cultural Resource Protection includes planning and implementation for protection, fencing, shelters, and signage.

Curation

Artifacts recovered from any archaeological activity are also required by law to be properly housed and protected for future research and interpretation. Curation activities can include cataloguing, data creation, storage, climate control, evaluation, planning, and access/dissemination. Only archaeological collections are eligible for 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 SHF and will have a great deal of new content reviewed by 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.

SPONSORED PROGRAMS

- **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 SHF and to follow reporting and financial standards as spelled out in the contract and SHF Grant Contract Manual.**
- **SHF will not mediate issues between Sponsored Programs and the project Grant Recipient Contact.**
- **The Grant Recipient Contact is ultimately responsible for communication with SHF and professional delivery of project financials and deliverables**

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.

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



Granada Relocation Center, Prowers County

GENERAL GUIDANCE

- All SHF grants must follow the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Properties, http://www.nps.gov/history/local-law/arch_stnds_0.htm and http://www.nps.gov/history/local-law/arch_stnds_7.htm
- Reports for all archaeological projects should follow the Colorado Cultural Resources Manual and should include Colorado Cultural Resource Inventory Forms such as the Cultural Resource Re-Visitation Form for excavation projects.
- Archaeological work on federal land requires permits or other agreements from the appropriate agency.
- 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.
- You do not need a federal or state permit for work on private land unless required as a condition of a publicly funded undertaking, if requested by a private landowner. If your project will require access to private property, you must have the property owner's written permission before submitting your application.
- 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 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 SHF contract guidelines.
- Standards, manuals, and forms are available on-line and at the Office of Archaeology and Historic Preservation at History Colorado. Contact SHF Archaeology Manager Gheda Gayou at 303-866-2835 or gheda.gayou@state.co.us for more information.

Consider the following when planning these 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 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 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?
- Explain how this project will provide information about archaeological sites that have historic significance.
- 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

All Projects

- Describe the proposed methods for accomplishing the project and how those methods relate to SHF program standards. Discuss why you chose this method over other methods.
- 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.
- 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.

Cultural Resource Protection (Must be designated)

- Cultural Resource Protection can include planning and implementation for protection, fencing, shelters, and signage.

Curation

- Describe where and how the artifacts will be cataloged and stored, as well as the method of collections analyses, rehabilitation and dissemination.

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 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 (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

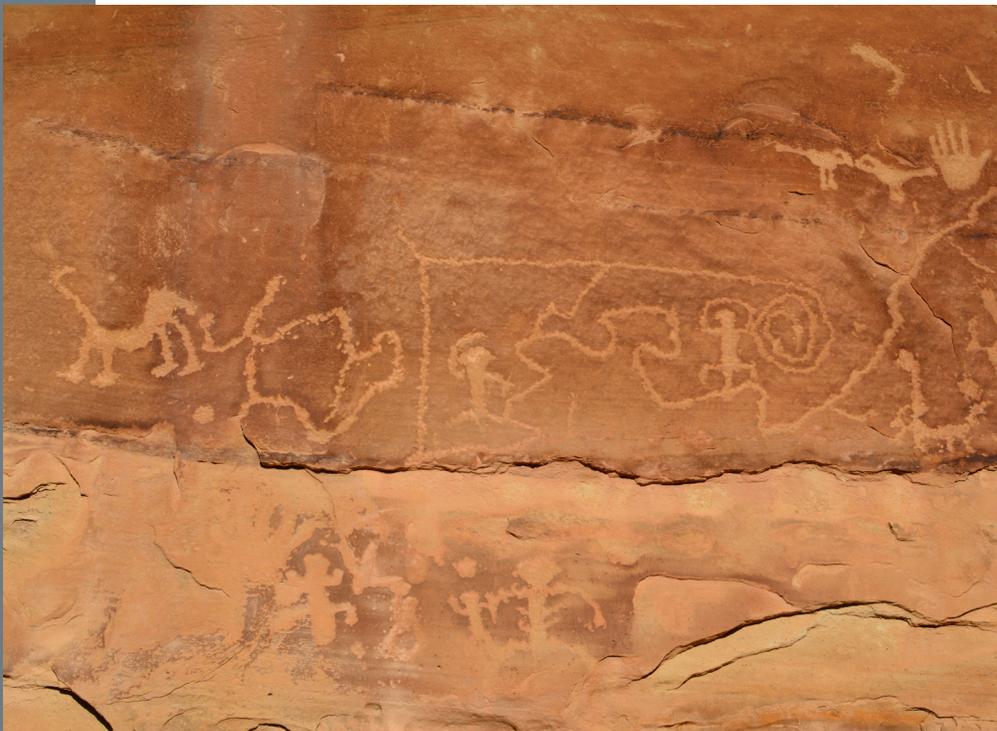
- Management plans of archaeological sites can define stakeholders, evaluation, recordation, future steps, protection, educational opportunities, and a host of information that will contribute to the proper oversight of these important resources.

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 amount 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 (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.



Petroglyph Point, Mesa Verde, Montezuma County (Photo by Gheda Gayou)

F. Public Benefit

- 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.preservecolorado.org, 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?
- 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 letters (no more than 2 months old) 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.
- What are the past and future investments in the project?
- 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.

G. State Preservation Plan

You can find the summary of the State Preservation Plan and its six goals online at <http://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.
- Preserving the Places that Matter: identify, document, evaluate, protect, and interpret Colorado's historic and cultural resources
- Strengthening and Connecting the Colorado Preservation Network: building capacity of preservation partners and networks, nurturing local leaders, and leveraging assets
- Shaping the Preservation Message: promoting and communicating historic preservation's mission and vision to all citizens
- Weaving Preservation Throughout Education: educating students and citizens of all ages about their shared heritage
- Advancing Preservation Practices: historic preservation outreach to define, describe, and preserve Colorado's historic and cultural resources.

H. Scope of Work and Budget

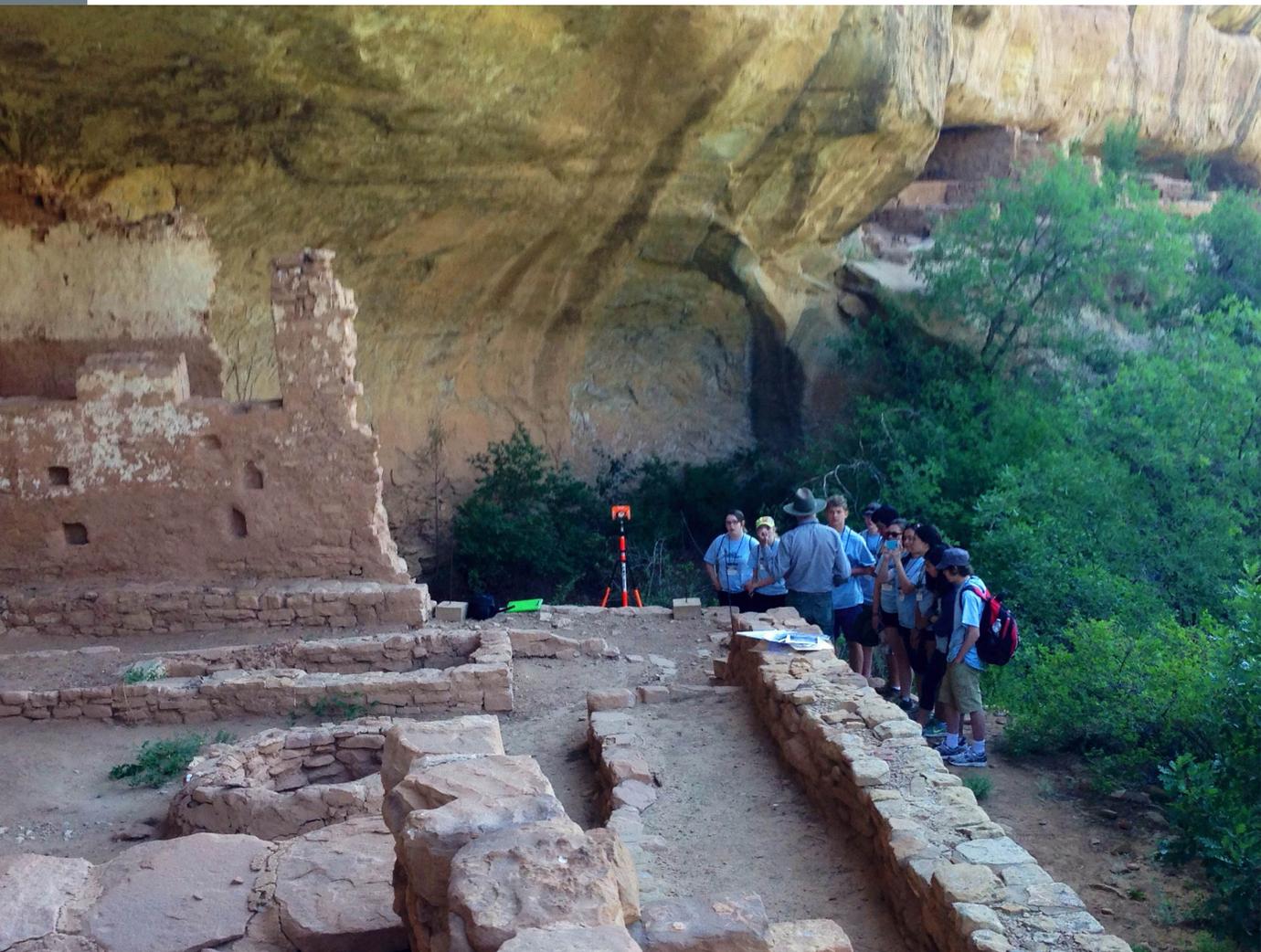
- The Project Description should directly correlate with the Scope of Work/Budget. However, there may be additional items in the Scope of Work/Budget such as grants administration, travel, contingency, etc.
- Use the same order of grouping like items in the Project Description as in the Scope of Work/Budget.
- 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% for land owned by individuals and for profits, and 25% 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.
- Check the handbook for the most current per diem and mileage rates.



Chimney Rock National Monument, Archuleta County

Sample Application Documents

In this section you will find sample documents for grant applications having to do with archaeological projects.



Mesa Verde, Montezuma County

State Historical Fund Example Scope & Budget for an Archaeology Survey Project

Archaeological Research Group
Archaeological Survey of the Ancient People site

SCOPE OF WORK

I. Project Purpose: The purpose of this project is to conduct archaeological survey and test excavations in the area of the Ancient People site.

II. Scope of Work is as follows:

A. Conduct Literature Review	\$12,850
a. File search at state and/or federal agencies	
b. Research of files at State University	
B. Conduct Fieldwork	\$45,850
a. Pedestrian survey and intensive documentation	
b. Geophysical survey specialist	
c. Test excavations	
C. Conduct Artifact Analysis	\$24,890
a. Specialist studies	
b. Chronometric dating of samples	
c. Artifact curation	
D. Prepare Final Report and Site Forms	\$10,320
a. Final survey and test excavation report	
b. Final OAHP site forms	
E. Materials and Supplies	\$8,000
a. Field supplies	
b. Laboratory Supplies	
F. Travel and Per Diem	\$1,200
a. Field vehicle rental	
b. Air travel for specialists	
	<i>Subtotal</i> \$103,110
G. Administration	\$10,311
H. Contingency	\$15,466

Project Total **\$128,887**

Cash Match (25%) **\$32,221**

State Historical Fund Example Scope & Budget for an Archaeological Excavation Project

Archaeological Research Group
Archaeological Excavations and Artifact Analysis at the Ancient People site

SCOPE OF WORK & BUDGET

I. Project Purpose: The purpose of this project is to conduct archaeological excavations of the Ancient People archaeological site, as well as artifact analysis, and Native American Consultation.

II. Scope of Work is as follows:

A.	Conduct Field Excavations	
	a. Supervisory Archaeologist	\$22,109
	b. Two Field Archaeologists	\$41,290
	c. Temporary Field Archaeologist	\$18,200
	d. 4 excavation interns	\$19,800
	e. Remote Sensing Specialist	\$10,000
		<i>Subtotal</i> \$111,399
B.	Conduct Laboratory Analysis	
	a. Three Laboratory Archaeologists	\$70,911
	b. Temporary Laboratory Archaeologist	\$18,200
	c. GIS Technician	\$ 8,673
	d. 4 laboratory interns	\$ 19,800
	e. Geomorphological Analysis	\$ 3,000
	f. Soil Nutrient Analysis	\$ 1,500
	g. Sourcing/Compositional Analyses	\$ 7,000
	h. Chronometric Analysis	\$ 14,750
	i. Subsistence Analyses	\$ 39,718
	j. AutoCAD Drafting and Database support	\$ 20,896
	k. Artifact Curation	\$ 6,000
		<i>Subtotal</i> \$210,448
C.	Expenses and Materials	
	a. Travel	\$ 3,150
	b. Mileage	\$ 1,785
	c. Field Materials and Supplies	\$ 10,100
	d. Lab Materials and Supplies	\$ 3,640
		<i>Subtotal</i> \$18,675
D.	Administration	\$18,402
E.	Contingency	\$23,122
<hr/>		
	Project Total	\$382,046
	Cash Match (47%)	\$179,561
	Grant Award (53%)	\$202,485

State Historical Fund Example Scope & Budget for an Archaeological Collection Project

Archaeological Research Group

Analysis and Interpretation of Artifacts from the 1970s Excavations at the Ancient People site

SCOPE OF WORK & BUDGET

I. Project Purpose: The purpose of this project is to preserve the Ancient People archaeological site artifact collection, reconcile the project database and document the collection, and to create an educational exhibit for the Museum. The artifacts were originally excavated in the 1970s.

II. Scope of Work is as follows:

- | | |
|---|----------|
| A. Artifact Preservation | \$52,950 |
| 1. Conduct artifact inventory. | |
| 2. Replace original storage containers with archival quality boxes, bags and labels. | |
| 3. Record collections management information, i.e. object count, location, condition, and additional descriptive information. | |
| B. Reconcile Database to improve accuracy and accessibility | \$52,950 |
| 1. Update records to include object count, location, condition, additional descriptive information. | |
| 2. Digitally photograph select collections for inclusion in Museum Database. | |
| 3. Link digital images of collections to catalog records. | |
| 4. Add select catalog records to Museum Visitor's Artifact Database. | |
| C. Exhibit Design – Update existing Exhibit | \$9,800 |
| 1. Compile information about recent and ongoing research using collections. | |
| 2. Compile information and photographs about the artifact and archive preservation project, including partnerships and grant support. | |
| 3. Work with Exhibit staff to develop design for new exhibit. | |

Subtotal \$115,700

Grant Administration \$13,884

Contingency \$5,000

PROJECT TOTAL **\$134,584**

Cash Match (25%) **\$33,646**

Grant Award (75%) **\$100,938**

GLOSSARY

A

Acquisition of Historic Properties

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 History Colorado State Historical Fund acquisition grant must result in transfer of defensible title to the grant recipient and conveyance of a perpetual easement to an appropriate easement holding organization. You must have an appraisal or a mutually agreed upon way to establish fair market value prior to going under contract with SHF. SHF cannot make awards in excess of established fair market value.

Americans with Disabilities Act

All projects funded through the State Historical Fund 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 archeological 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. The History Colorado State Historical Fund encourages compliance with ADA requirements and urges all applicants to include ADA compliance as a part of their History Colorado State Historical Fund project application.

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 History Colorado State Historical Fund, 1200 Broadway, Denver, CO 80203. Appeals must be received within 30 days of receipt of the letter explaining the reasons for non-funding. The History Colorado Board of Directors will review the appeal at its next regularly scheduled meeting. 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 handbook.

Architect

Consultant specializing in architecture and licensed to practice architecture in the state of Colorado.

Award Announcement Date

Applicants for Competitive Grants of \$35,000 or less will be notified of the results of their applications on or about June 1 and December 1 of each year. Applicants for Competitive Grant requests over \$35,000 will be notified on or about August 1 and February 1 of each year. After notification of the award, the contracting process typically takes an additional two months before the project may begin.

Archival Research

The use of primary and secondary records such as books, articles, newspapers, photographs, maps, and other materials to establish a historical context for the area being studied.

Terms listed here can be found throughout the handbook.

For more definitions and helpful materials:
www.h-co.org/stategrants

All photos courtesy of History Colorado unless otherwise noted.

Artifact Analysis

Artifacts recovered from any archaeological activity are often analyzed by specialists who can extract diagnostic data that contributes to our understanding of past behavior. Examples include chronometric dating methods such as radio-carbon dating, examination of artifact types such as chipped, ground stone, ceramics, wood and bone tools, woven materials, faunal and plant remains, and a variety of other procedures.

B

Budget

Amount of funds allotted to perform specific tasks referenced in the combined Scope of Work and Budget.

C

Cash Flow

The movement of incoming and outgoing money for the duration of the project.

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.

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 History Colorado State Historical Fund project. However, the emphasis and purpose of 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.

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.cr.nps.gov/local-law/gis/. It is recommended that consultants working on State Historical Fund 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.

Contract

Legal Document between Grant Recipient and the state of Colorado through the State Historical Fund. 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.

Contract Specialist (HP Grants Contract Specialist)

Member of SHF Contracts Staff. The Contract Specialist will review all financial reports and budget revision requests. In addition, they monitor performance to ensure state contracting rules and requirements are met.

Cost Sharing

If an organization is awarded a grant, the History Colorado State Historical Fund provides a “not to exceed” amount of money to complete the Scope of Work. Any savings realized must be shared between the grant recipient organization and SHF. Final reported costs will be adjusted to reflect the original cash match-to-grant request ratio defined in the SHF contract. This means that if the grant recipient saves money, SHF saves money as well. Any funds returned to SHF will be used to fund other worthy grant projects; however, if project costs exceed estimates, the grant recipient is responsible for completing the entire Scope of Work described in the History Colorado State Historical Fund grant contract at their expense.

Covenant

A recorded contract between the SHF and the property owner that runs with the land and binds current and future owners of the property to certain restrictions for a specific period of time.

Cultural Resource Survey

A cultural resource survey is the collection and analysis of information concerning physical remains that represent our past. All History Colorado State Historical Fund-funded historical and architectural surveys requiring access to private property must obtain written owner permission prior to commencing survey work. This situation occurs most often with survey projects either in rural areas or where large complexes such as ranch properties, resorts, and college campuses are being documented. Survey work which can be completed from the public right-of-way does not require signed owner permission, although owner/occupier notification is highly recommended. Obtaining owner permission can be a time-consuming process and should be considered both in the project planning and when establishing the time schedule for the project.

Curation

Artifacts recovered from any archaeological activity are also required by law to be properly housed and protected for future research and interpretation. Curation activities can include cataloguing, data creation, storage, climate control, evaluation, planning, and access/dissemination. Only archaeological collections are eligible for funding under SHF guidelines due to both federal and state laws. Curation agreements are required for all project types.

D

Data Recovery

A type of mitigation strategy that includes thoroughly documenting an archaeological site prior to disturbance or destruction.

Designation

By state statute, Acquisition and Development projects, which include those that involve the excavation, stabilization, restoration, rehabilitation, reconstruction, or the acquisition of a property or site, can only occur on officially designated properties. To qualify for consideration, a property must be officially designated at the time of application. Designated properties include those locally designated, as well as those listed on the Colorado State Register of Historic Properties or National Register of Historic Places.

Designation, Verification of

Verification of Local Designation is required for Acquisition and Development projects involving properties not listed on the State Register of Historic Properties or National Register of Historic Places.

If the property is designated through a local landmarking ordinance rather than through the State or National Registers, include proof of designation in the form of a copy of the ordinance designating the site as an attachment on your application. The History Colorado State Historical Fund may not recognize all forms of local designation. If the property is locally designated, it is useful to verify the designation with SHF outreach staff prior to writing an application.

All work areas described in the Scope of Work must be located within the boundaries of the designation.

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.

F

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.”

Food, Hotel and Mileage Reimbursement

When integral to the project, food may be reimbursed at a total of \$11 for breakfast, \$12 for lunch, and \$23 for dinner. The maximum allowable per diem for a hotel is \$100 with \$5 for incidentals. Mileage reimbursement is .49 for 2wd and .51 for 4wd.

G

General Conditions

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 overhead 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.

For more definitions and helpful materials:
www.h-co.org/stategrants

General Contractor

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

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.

Grant Recipient Contact (GRC)

Member of Grant Recipient organization or hired grant administrator who sends and receives all correspondence to and from the State Historical Fund. Ideally, the GRC should be able to answer questions regarding the project and remain associated with the project from inception to completion.

Grant Writing Costs

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

Grants Administration

Grants 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.

H

Historic Preservation Specialist

Member of State Historical Fund Preservation Staff. The HP Specialist will review and approve deliverables and help the Grant Recipient complete the project to the Secretary of the Interior's Standards and Guidelines for Historic Properties.

Illegal Aliens and Public Contracts for Service

All recipients of History Colorado State Historical Fund 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 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 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.state.co.us

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.

You are encouraged to use a indirect cost worksheet or the SHF Indirect Cost Worksheet available at the website, h-co.org/stategrants to determine the amount of indirect costs.

In-Kind Contributions

Any donated goods or services. In-kind contributions cannot be used as match, but they may be discussed in section “A” of the application to indicate community support for the project.

Interpretive Installations

As part of an overall educational or interpretive program that is otherwise eligible for History Colorado State Historical Fund 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 History Colorado State Historical Fund 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.

L

Landscapes and Streetscapes

The History Colorado State Historical Fund encourages applications for the restoration or appropriate rehabilitation 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. 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 districts. 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.

Large-scale Excavation

The use of two-by-two meter excavation units in a contiguous fashion over a large area in order to determine the detailed nature of an archaeological site.

Legal Description of Property

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.

M

Mitigation Strategy

A statement of proposals for reducing the overall effect of a development on archaeological remains within a site.

Monitoring

A mitigation strategy that documents archaeological resources that are impacted in the course of ground disturbance – often in association with architectural rehabilitation.

P

Phase

Breaking a project into discrete units of time. 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.

Project Management

Management of day-to-day activities of the project from initial implementation to completion.

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.

Property Name

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

Public Benefit

Public funds need to be distributed for public benefit. The definition of public benefit is broad and means that others beyond the direct recipients of the grant monies will benefit in some way from the project. Preserving a courthouse has immense public benefit because the entire county receives some benefit from doing business in a safe, preserved environment. Applicants can discuss whether the project will benefit under-represented groups such as under-funded groups or communities. Other forms of public benefit might be a stimulus to the local economy, heritage tourism, revitalization of the area, or community-building activities. In addition, publicizing the project, the benefits of preservation, and the History Colorado State Historical Fund also provides strong public benefit.

Public Notice and Input

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

Publications and Reproduction of Other Media (Including Signage)

The History Colorado State Historical Fund 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, SHF is not a publisher and will not fund projects that involve the printing or production of materials that have been previously produced without SHF assistance. Funding may be considered for publication or reprinting of materials or signage previously not funded by SHF, when extensive revisions or updates 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.

R

Relationship of Projects to Historic Sites

The purpose of SHF is the preservation of historic sites and structures. Preservation may be broadly interpreted to include identification, evaluation, documentation, study, and interpretation of historic properties. Historic properties should be understood to include prehistoric and archaeological sites, as well as the artifacts found in association with those sites. Within these parameters a wide variety of project types relating to specific historic sites or structures are clearly eligible for History Colorado State Historical Fund funding.

Religious Properties

Properties used for religious purposes may be considered for funding if the following criteria apply: A public benefit must exist. If interior work is involved, the public must have reasonable access to the building without being required to participate in or witness any religious activities. 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 History Colorado State Historical Fund 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.

S

Scope of Work

List of activities that will be performed during the project.

Signature

An original (“wet”) signature of the 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. 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.

Site Stabilization

The process of conducting physical work at a historic archaeological site to either work on the physical structure of a ruin, or on the surrounding natural landscape with the goal of securing and protecting the resource.

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 History Colorado State Historical Fund. 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.

Survey (Archaeological)

The systematic examination of a defined geographic area in order to locate potential site types, and/or inventory all visible surface sites, artifacts, features, and potential buried deposits and features. This can include pedestrian, geophysical, aerial, and other means of evaluation. No excavations are conducted and the collection of artifacts is typically limited to diagnostic materials found on the surface.

T

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

A History Colorado State Historical Fund grant may be considered taxable income or revenue to the grant recipient, the property owner or other beneficiary of grant funds. However, History Colorado State Historical Fund 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.

Test Excavation

The use of a small number (proportional to the overall size of the site) of typically one-by-one meter excavation units to determine the general character of the subsurface at an archaeological site. The units are usually not contiguous.

U

Utilities Outside the Building Footprint

Utility connections outside the building footprint, 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 State Historical Fund projects, either as part of the grant request or as cash match.

Urgency

Properly describing the urgency of a project can mean the difference between funding during the current round or a suggestion to come back with a request during a subsequent grant round. Urgency may be interpreted in different ways. For example, one project might be urgent because a building is deteriorating, while another might be urgent because of an upcoming special event or the existence of conditions, such as proposed cash match, that might not be in place in the future. Maintaining project momentum and reducing construction remobilization costs can also be a justification for urgency.

V

Vendor Offset

Monies owed to the State Historical Fund or other state agencies, may be deducted from grant payments.

W

Waiver

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.

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.

Work Completed Prior to the Signing of the Grant 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 History Colorado State Historical Fund. 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 SHF or used for cash match.



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OSTAB Recommendation

Date: August 22, 2016
To: Board of County Commissioners
From: Open Space Trails and Advisory Board (OSTAB)
Subject: **Open Space Grants Program – 2017 Grant Cycle Allocations**

OSTAB Recommendation – After considering the recommended allocations to Open Space Grants program in 2017 from the Open Space Grants staff and the OSTAB Grants Subcommittee, OSTAB recommends that the Board of County Commissioners approve the implementation of the allocations contingent upon final review by the County Attorney as to form template and overall consistency with the Open Space Resolution.

Motion by: Ron Weidmann

Seconded by: Sharon Powers

Vote: __4__ Yes
 __0__ No
 __2__ Absent and Excused
 __0__ Abstain



Board Summary Report

Date: August 23, 2016 for September 6, 2016

To: Board of County Commissioners

Through: Shannon Carter, Intergovernmental Relations and Open Spaces Director

Through: Josh Tenneson, Grants and Acquisitions Manager

From: Lindsey Miller, Grants Program Administrator

Subject: **Open Space Grants Program – 2017 Grant Cycle Allocations**

Direction/Information: To provide information on the recommended changes to the Open Space Grants Program for 2017.

Request and Recommendation

Request approval to move forward with the suggested allocations to the Open Spaces Grants program in 2017 and to adopt and implement the changes upon final review by the County Attorney as to form template and overall consistency with the Open Space Resolution.

Background

Twelve percent (12%) of the annual revenue from the County Open Space Sales and Use Tax Fund is available for distribution as grants to eligible entities. Since its inception, the Open Space Grants Program has awarded more than \$28 million to eligible entities for local parks, trails and open space projects. Entering its 13th year, the program has continued to evolve to include specific grant categories, funding caps, and more detailed application criteria to encourage competitive, high quality projects. Staff and the Open Space Trails and Advisory Board (OSTAB) are recommending funding allocations for the Open Space Grants Program for 2017.

Links to Align Arapahoe

- Improve Services
- Optimize Use of Financial Assets
- Improve and Align Business Processes
- Improve Internal and External Communication
- Improve Park, Trail and Open Space Opportunities
- Improve Communication and Stakeholder Input
- Increase Accountability

Discussion

Proposed Grant Program Opportunities for 2017: The Grants Program fund will carry forward a balance of approximately \$1.6 million of unencumbered funds into calendar year 2017. The fund is projected to

receive approximately \$2.9 million additional dollars in 2017, bringing the overall total to approximately \$4.5 million. Through communications with our partner agencies and potential grantees, staff determined that there is a significant need for active recreation projects, which include playgrounds and ballfields. Based on this information, staff and OSTAB recommend spending \$3.5 million in 2017 across a regular grant round and a special grant round. Staff and OSTAB also recommend carrying a \$1 million grants fund balance forward into 2018 so that the program can: 1) keep grant rounds competitive (which increases project quality and accountability) and 2) offer a special grant cycle in 2018.

Unlike joint project funding, which can only be used to fund open space, trails, and restoration activities, the Grants Program can fund active parks and recreation projects (as discussed in the Resolution) in addition to the items just mentioned. Thus, the Grants Program fund is one of the most flexible sources of money that the County has to fund parks, trails and open space projects. We believe that we can provide the greatest benefits to Arapahoe County communities and citizens by offering the recommended grant opportunities in 2017. Below is a comparison of the current 2016 grant cycle allocations and the proposed 2017 grant cycle allocations.

Current 2016 Grant Cycle Allocations:

Spring Cycle: The Spring cycle consisted of three (3) competitive grant categories. The County allocated a maximum of \$3M for the Spring cycle. The \$3M for the spring cycle was an increased total from 2015 and was based additional sales and use tax revenue. The cap for the standard grant category was increased for 2016 to spend down the grant fund.

The maximum number of applications per entity was (3) three per cycle. Combinations of applications were allowed, not to exceed more than (2) two standard grant applications per cycle. Applicants were limited to one proposal per site per cycle.

ACOS Awarded \$2,966,381 for the Spring Grant Cycle (10 standard grants, 5 planning grant, 3 small grants).

Fall Special Cycle: We are offering a \$1M Trails Grant round this fall, which aligns with a Great Outdoors Colorado special trails cycle. Applications are due August 26, 2016. We will be making recommendations to the BoCC in November or December. The category for the 2016 Fall Grant cycle is detailed below:

- Two (2) or more Trails Grant Awards: \$100 - \$500,000, 25% total project cost minimum cash match

The maximum number of applications per entity is one (1) per cycle.

Proposed 2017 Grant Cycle Allocations:

Spring Cycle: The Spring cycle will consist of three (3) competitive grant categories offering the following opportunities. We are recommending awarding a maximum of \$2.5 M for the Spring cycle. The categories for the 2017 Spring cycle are as follows:

- Six (6) or More Standard Grant Awards: \$50,100 to \$300,000, 25% total project cost minimum cash match
- Four (4) Small Grant Awards: \$100-\$50,000, 10% total project cost minimum cash match
- Five (5) Planning Grant Awards: \$100-\$100,000, 10% total project cost minimum cash match

Project Type: Applications should support Arapahoe County's funding priorities for outdoor recreation: land acquisition, park or open space improvements, trail construction or site renovation.

Total maximum number of applications per entity is three (3) per cycle. Any combination of applications will be allowed, not to exceed more than two (2) standard grant applications per cycle. Applicants will be limited to one proposal per site per cycle.

Fall Special Cycle: The Fall cycle will offer a \$1M Active Recreation grant round that focuses on playgrounds and ballfields. Offering an additional fall opportunity focusing on active recreation projects, including playgrounds and ballfields, will allow ACOS to fund projects that it can really only do through the Grants Program. Offering this opportunity in the Fall of 2017 will allow ACOS to meet partner and citizen demand for playground and ballfield funding.

We are specifically recommending the following:

- Large Active Recreation Grant Awards: \$101,000 - \$450,000, 25% total project cost minimum cash match
- Small Active Recreation Grant Awards: \$1,000 - \$100,000, 10% total project cost minimum cash match

Both project categories (Large and Small opportunities) will compete in the same pool for the \$1M allocated to this active recreation initiative.

The total maximum number of applications per entity is one (1) per cycle.

Grant Workshop: Grant Training will be voluntary; eligible entities are recommended to send at least one staff member to the workshop. We will offer two in-person grant training classes and post the material online for future reference.

Evaluation of Proposals: The grant application evaluation process will be formalized and conveyed to applicants – including the initial screening for eligibility and minimum qualifications.

Alternatives

Recommend approval, approval with changes, or denial.

Fiscal Impact

Twelve percent (12%) of the annual revenue from the County Open Space Sales and Use Tax Fund is available for distribution as grants to eligible entities. The fund balance will exceed the recommendations for the 2017 cycle prior to each cycle. If all of the proposed funds are awarded in 2017, the rollover balance in the grant fund into 2018 will be approximately \$1M that we will apply towards a Fall Special Grant cycle in 2018.

Concurrence

OSTAB and Open Space Staff recommend moving forward with the suggested grants program allocations and implementing the changes upon final review by the County Attorney as to form template and overall consistency with the Open Space Resolution. See attached recommendation from the OSTAB.

Attorney Comments

None

Reviewed By:

Josh Tenneson
Open Spaces Grants and Acquisitions Manager

Shannon Carter,
Intergovernmental Relations and Open Spaces Director

Tiffanie Bleau
Assistant County Attorney

Janet Kennedy
Finance Director

Attachments

1. OSTAB Recommendation – August 22, 2016