

## Grant Application Staff Report

**DATE:** FEBRUARY 29, 2024

**TO:** DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

**THROUGH:** DOUGLAS J. DEBORD, COUNTY MANAGER

**FROM:** TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT 

**CC:** BRITTANY CASSELL, CURATOR  
LAUREN PULVER, PLANNING SUPERVISOR  
KATI CARTER, AICP, ASSISTANT DIRECTOR OF PLANNING RESOURCES

**SUBJECT:** STATE HISTORICAL FUND GRANT APPLICATION FOR SITE 5DA.265 IN THE AMOUNT OF \$15,000 AND A COUNTY CONTRIBUTION OF \$1,500

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**BOARD OF COUNTY COMMISSIONERS MEETING:**

**March 12, 2024 @ 1:30 PM**

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### I. EXECUTIVE SUMMARY

Staff is requesting approval to apply for a non-competitive State Historical Fund (SHF) Grant to perform an archaeological assessment of site 5DA.265 in the amount of \$15,000, requiring a cash match from the County of \$1,500. The application is due on April 1, 2024.

### II. REQUEST

#### A. Request

This is a request for approval of a \$15,000 SHF grant application to redocument and reassess the site and obtain recommendations from an erosion control subcontractor for future site stabilization. The County's cash match is projected to be \$1,500, which is 10% of the total project funding. The total funding for the project is \$16,500. The funds for the cash match are available from the 2024 Parks, Trails, Historic Preservation and Open Space (PTHROS) sales tax and were approved in the 2024 County budget.

#### B. Location

The site is located in Douglas County and is considered a protected archeological site. As a result of Colorado law to protect archaeological sites, the location of the site will be added to the grant application as part of the technical corrections prior to formal submittal to the State.

**III. BACKGROUND**

Site 5DA.265, located in northeastern Douglas County, is a defining site in Colorado and regional prehistory, used to establish and corroborate the chronological prehistory of eastern Colorado and the western Central Plains. The previously excavated collection was reevaluated by a Cultural Resource Management company in 2018 with funding from a SHF grant and a cash match from the Colorado Department of Transportation (CDOT). The site was also listed on the National Register of Historic Places in 2020.

The goal of this grant is to redocument and reassess the site. Therefore, the County proposes to redocument the surface assemblage, establish baseline site condition data, and obtain recommendations from an erosion control subcontractor for future stabilization. Future erosion control work will result from these recommendations. It is possible there may be some emergency mitigation of the slope before erosion solutions can be completed. The results of the reassessment of the site may also lead to new excavation units if there are areas of significant intact cultural deposits.

Site 5DA.265 is a significant site, and a County landmark, because of its cultural resource contribution to Colorado and Douglas County prehistory and the archaeological record.

**IV. RECOMMENDED ACTION**

The SHF grant application for site 5DA.265 in the amount of \$15,000, with a County contribution of \$1,500, may be approved for submission by the Board of County Commissioners as it complies with County approval standards and policies. Technical corrections will be made to the application prior to the April 1, 2024, submittal deadline.

Redactions to the grant application have been made as some information pertaining to this site is not available for public information per C.R.S. § 24-80-401 and Office of Archaeological and Historic Preservation Publication #1333.

<b>ATTACHMENTS</b>	<b>PAGE</b>
State Historical Fund Grant Application .....	3-22

# Archaeological Assessment- July 2023

Organization and Contact Information

## ARCHAEOLOGICAL ASSESSMENT APPLICATION

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

### Applicant Organization

#### Applicant Organization Name

Douglas County Government

#### Federal Tax ID Number

Please enter the 9-digit Tax ID#. Please do not include spaces or dashes.

84-6000761

#### First Time Applying?

Please check box below if this is the first time that your organization is applying for an SHF grant.

No

### Black, Indigenous, People of Color (BIPOC) Information

To help us gather data about our applicants and measure our progress in our diversity, equity, and inclusion work, please answer all of the following questions.

#### Does your organization work with or for BIPOC communities?

Yes

#### Does your organization's Board of Directors include people who identify as BIPOC?

No

#### Does your staff include people who identify as BIPOC?

Yes

#### Does your mission statement address diversity, equity, and inclusion?

**Applicant Organization Representative**

This individual is the legal contact between the State Historical Fund and the Applicant organization, and should have the legal authority to sign contracts.

**First Name**

Douglas County Government

**Last Name**

N/A

**Title**

Grant Administrator, Administrator for the Douglas County Historic Preservation Board, Douglas Count

**Address**

Include floor number, suite number, etc.

100 Third St.

**City**

Castle Rock

**State**

CO

**Zip Code**

80104

**Telephone**

Ex. xxx-xxx-xxxx

720-661-9103

**E-mail Address**

bcassell@douglas.co.us

**Grant Recipient Contact**

This individual will be the primary point of contact between the State Historical Fund and the grant recipient organization throughout the project. Private owners can not be the grant recipient contact.

**First Name**

Brittany

**Last Name**

**Title**

Grant Administrator, Administrator for the Douglas County Historic Preservation Board, Douglas Count

**Grant Recipient Contact's Organization**

Douglas County Department of Community Development

**Mailing Address**

Include floor number, suite number, etc.  
100 Third St.

**City State**

Castle Rock CO

**Zip Code**

80104

**Telephone**

Ex. xxx-xxx-xxxx  
720-661-9103

**E-mail Address**

bcassell@douglas.co.us

Property and Project Information

**ARCHAEOLOGICAL ASSESSMENT APPLICATION**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

**Property Owner Information**

If any fieldwork for survey and planning projects cannot be completed from the public right-of-way, permission to

access private property must be obtained at the time of application. Property owner permission can be provided in a

signed letter of support for the project or with the property owner signature page attachment.

**Is the property owned by the Applicant Organization?**

Yes

**Legal Property Owner Name**

Douglas County Government

**Property Owner Tax Status**

Public Entity

**Property Owner First Name**

Douglas County Government

**Property Owner Last Name**

N/A

**Mailing Address**

Include floor number, suite number, etc.

100 Third St.

**City State Zip Code**

Castle Rock CO 80104

**Owner Email**

bcassell@douglas.co.us

**Geographic Information**

**County and City where project is located.**

[REDACTED]

**In 2021, new Colorado state legislative districts were drawn. Your district may have changed, please verify!** Select legislative districts where the property/resource is located. If project benefits the entire state, select Statewide. Don't know your Colorado legislative districts? [Click here](#). Don't know your U.S. Representative district? [Click here](#).

**Colorado State Senate District**

[REDACTED]

**Colorado State House District**

[REDACTED]

**US Representative District**

[REDACTED]

**Property Information**

**Property Street Address**

Unincorporated

**City**

**State**

CO

**Zip Code**

**Property Legal Description**

Contact your County Assessor or visit <http://publicrecords.netronline.com/state/CO/>.

**Project Information**

**Project Title**

Archaeological Assessment of 5DA265

**Brief Summary of Project (150 words or less)**

Expanding upon the Project Title, please summarize the proposed project. Please include the applicant organization, property name, and a brief summary of the proposed work.

site is a defining site in Colorado and regional prehistory, used to establish and corroborate the chronological prehistory of eastern Colorado and the western Central Plains. The site retains significant subsurface cultural deposits and has potential to contribute information significant to the interpretation of regional prehistory. The goal of this grant is to redocument and reassess the site, because in the last 10 years, artifacts have eroded out of a steep slope created by a road cut. This slope remains unvegetated and will continue to erode unless the County intervenes. Therefore, the County proposes to redocument the surface assemblage, establish baseline site condition data, and obtain recommendations from an erosion control subcontractor for future stabilization. The results will be compiled in a memorandum with an accompanying site form for use in future erosion control efforts that will be funded by the County.

**Diversity, Equity and Inclusion**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

**Diversity, Equity, and Inclusion**

The State Historical Fund is committed to diversity, equity, and inclusion rooted in History Colorado's Anti-racism Grounding Virtues. One of our goals is to seek racial equity within our funding by providing grants that clearly benefit Black, Indigenous, and People of Color (BIPOC) communities.

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

To be eligible for the BIPOC cash match, your project must qualify as a BIPOC Project according to the two criteria below and attach two letters of support from BIPOC organizations or individuals. Please upload the letters as the "BIPOC Letters of Support" attachment at the end of the application.

If you can respond "Yes" to both criteria below, please answer the three questions that follow in order to be eligible for the lower BIPOC Cash Match. Please note, it be determined your project does not satisfy the two criteria, the lower BIPOC cash match, if requested, may be denied.

If the answer is "No" to either Criteria, skip the questions that follow and continue on to the Project Team tab.

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

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

For examples of how a project can benefit and involve BIPOC communities, [click here](#). If you are unsure if your project is a BIPOC project, see the two criteria below or call us at 303-866-2825.

Criteria 1 (must answer Yes to at least one statement)

- The applicant organization identifies as a BIPOC organization or primarily serves the BIPOC community.

Or

- The property is owned by a BIPOC organization or BIPOC individual/private owner.

Or

- The BIPOC community is involved in project planning and/or will be involved during the project.

Criteria 2 (must answer Yes to this statement)

- The completed project will directly benefit the BIPOC community and two letters of support from that community are included with the application.

### **Diversity, Equity, and Inclusion Questions:**

#### **1. How has and/or how will the BIPOC community be involved in this project? (500 words or less)**

Include BIPOC partnerships, consultation, reference letters of support, etc.

#### **2. Which communities will benefit from the project and/or will be involved?**

Select all that apply.

**Prefer to Self-describe**

#### **3. How will BIPOC communities directly benefit from the completed project? (500 words or less)**

Project Team

## **ARCHAEOLOGICAL ASSESSMENT APPLICATION**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

### **Project Team**

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

**(750 words or less)**

**1. Briefly describe similar projects or grants the applicant has completed or managed.**

**2. List your project team members and include:**

- **Each person's role and responsibilities for this project.**
- **Their qualifications that are applicable to this project.**
- **Any other relevant experience with historic preservation, and/or grant finance and management, etc.**

The County is currently managing the 2023 phase of the 5DA3991 Rockshelter Excavation project and provided a cash match of \$15,125 (Project #2023-02-044). The County previously managed with a cash match of \$29,550 for the 2022 Excavation phase (Project #2022-01-051).

Previous SHF projects managed by the County include:

Greenland Post Office restoration project (2020-01-024) (\$156,160), with a County contribution of \$52,053

Prairie Canyon Ranch restoration project (2020-02-031) (\$141,547), with a County contribution of \$47,182

Miksch-Helmer Cabin stabilization and rehabilitation (19-02-007) (\$131,035), with a County contribution of \$43,678

Excavation and interpretation of the (County-owned) Blackfoot Cave (2012-MI-020, two grants)

Russellville Ranch archaeological assessment (95-02-079) (\$30,000)

Bayou Gulch site artifact analysis and National Register nomination grant (15-02-013) (\$89,684)

William Converse Ranch restoration project (16-02-032) (\$174,803), with a County contribution of \$64,653

Fourteen Historic Structure Assessment grants (\$160,100), with County contributions totaling \$14,482

Four Historic Resource Surveys grants, with County contributions, totaling \$45,870

Nine Restoration and Rehabilitation grants (\$988,485) –these properties included: Louviers Village Club (5 phases), Rock Ridge Ranch (1 phase), Bartuff-Bihlmeyer Ranch (2 phases), the William Converse Ranch (2 phases), and the Greenland Post Office (3 phases)

Previous County-funded preservation projects include:

The 2020 County budget request included \$182,500 for self-funded stabilization and preservation work at the Rock Ridge Cemetery, Crull Homestead, William Converse Ranch, and Columbine Open Space.

The 2018 and 2019 County budget allocated more than \$400,000 to complete self-funded projects on the Evans Gandy Homestead, Miksch-Helmer Cabin, and Spring Valley School.

In 2014, the County self-funded \$14,938 to update previously completed historic structure assessments (HSAs) on all county-owned historic properties, including Crull Hammond Turkey Ranch, Louviers Village Clubhouse, Rock Ridge Cemetery, Spring Valley School, Lincoln Mountain Open Space, Hidden Mesa Open Space, Columbine Open Space, Snortland Open Space, Prairie Canyon Ranch Open Space, Miksch-Helmer Cabin, Greenland School House, and Greenland Post Office. Douglas County uses the HSAs to prioritize rehabilitation and stabilization projects on its historic properties each year.

In 2012, the Douglas County Board of Commissioners purchased the historic Freedom School property for \$985,000. The County then quitclaimed the property to the Douglas County School District, which continues to receive SHF grant awards for restoration of the historic buildings. The County devoted \$150,000 to rehabilitate the Crull Hammond Turkey Ranch Cabin along with more than 300 hours of volunteer time. The County also provided \$2,000 for interpretive signs at the site.

Brittany Cassell, Curator, the County—Grant Administrator; Brittany has managed the Douglas County History Repository for more than five years and is the Administrator for the Douglas County Historic Preservation Board. She will manage the grant and ensure that the project is on schedule and submit the required SHF deliverables and reports. She also will be responsible for the financial reporting.

Jonathan Hedlund, Senior Archaeologist, ERO—Principal Investigator; Jonathan has more than 13 years of experience in Colorado archaeology with deep experience on the Front Range and Palmer Divide. He has worked on multiple SHF grants, including SHF Project No. 15-02-013, and has overseen the data recovery excavation of more than 12 Indigenous archaeological sites in Douglas County associated with the Early Archaic through Historical periods. He also works closely with many Native American tribes for outreach, planning, and excavation projects. Jonathan will oversee all aspects of the project including fieldwork, reporting, and data analysis.

Shayleen Ottman, Staff Archaeologist, ERO—Crew Chief; Shayleen has worked in cultural resource management since 2014; in her last 7 years at ERO, she has conducted fieldwork and reporting for projects across Colorado with a focus on the Front Range. Shayleen has contributed to seven previous and ongoing SHF grant projects, including SHF Project No. 15-02-013. Shayleen will be responsible for overseeing crew, detailed data collection, and site documentation and reporting.

Justin Batista, Staff Archaeologist, ERO—Crew Chief; Justin has worked in cultural resource management since 2015 and in Colorado with ERO since 2017. Justin has earned a Masters in Anthropology with a specialization in Zooarchaeological studies from the University of Colorado, Denver. He has contributed to three previous and ongoing SHF grant projects, including SHF Project No. 15-02-013. Justin will be responsible for overseeing crew, detailed data collection, and site documentation and reporting.

Marcus Espinosa, Laboratory and Records Manager, ERO – Laboratory Manager; Mr. Espinosa has contributed to four previous and ongoing SHF grant projects and was extensively involved with artifact analysis and collections management for SHF Project No. 15-02-013. He will ensure proper artifact analysis and laboratory methods and will be responsible for creating detailed site maps for the final report.

## Resource Description and Significance

### **ARCHAEOLOGICAL ASSESSMENT APPLICATION**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

## **Resource Description and Significance**

## Historic Designation

Select all levels of designation that apply to the resource. If the resource is not designated please include a copy of the Preliminary Property Evaluation form (#1419) in your attachments.

National Register of Historic Places

## Designation Comments (200 words or less)

If the resource is not designated, please describe what steps are being taken to achieve designation.

[REDACTED] (5DA265) was subject to one of the largest excavation endeavors in Colorado to date and yet remains only partially excavated, [REDACTED]

[REDACTED] The site is significant under Criterion D because it has yielded and is likely to continue to yield information important to our understanding of the prehistory of eastern Colorado and the west-central Plains, especially in the areas of industry (lithic, ceramic, and ground stone technology), chronology and settlement (represented by diachronic changes in material culture), agriculture (one of the few indigenous sites in northeastern Colorado to contain evidence of corn), and social history (changes in social structure, ideology and adaptive strategies reflected in changes in material culture). Data recovered from the site has been used to establish and substantiate the prehistoric chronology for eastern Colorado and the west-central Great Plains; as such, the site was nominated at the state level of significance. The period of significance for the site is 7800 to 150 B.P., based on both temporally diagnostic artifacts and chronometric dates.

## Designation Area

If the resource is historically designated, indicate the general boundary of the designation (i.e., the building footprint only, the building and surrounding property, or if the building is contributing to a historic district). If you are unsure of the designation boundary, please contact State Historical Fund Staff at 303-866-2825. NOTE: The State Historical Fund cannot fund work outside of the designation boundary.

Acreage Only

## Resource Historic Name

Resource historic name can be found on the state or national nomination form or certification of local designation.

N/A

## Resource Site Number (e.g., 5DV.1234)

If you do not know the Smithsonian site number for your resource, contact the Office of Archaeology and Historic Preservation at 303-866-3392. If this does not apply to your project, please fill in with N/A.

5DA265

## Resource Period of Significance

Provide period(s) of significance as listed in your historic designation. NOTE: Some older or local nominations may not include a period of significance, enter N/A if this does not apply.

Early Archaic (7500-5000 BP) through Protohistoric

## Resource Description and Significance (500 words or less)

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

1. Briefly describe the prehistory or history of the resource, survey area or archaeological site. If applicable, describe how the resource represents a historically excluded history or community. (For example, LGBTQ+, women's history, religious minorities, etc.)
2. In your own words, briefly explain why the resource, survey area or archaeological site is important. (For example, the importance to a community, architectural or archaeological value).
3. Briefly describe the appearance of the resource and how it has changed over time (refer to construction history on survey/site forms or nominations, if available).

[REDACTED]  
[REDACTED] is a multi-component site with evidence of occupation from the Early Archaic (7800 to 5000 BP, 6650 to 3800 BC) through Protohistoric (AD 1540-1860) periods. Based on

previous investigations (Gilmore 1991; Larmore 2002) and the recent reassessment and reconciliation of the site and artifact assemblage (Gilmore, Espinosa et al. 2019), the most intensive occupations occurred during the Middle Archaic and the Early Ceramic periods. Approximately 450 m2 at the [REDACTED] site were excavated by Colorado Department of Highways in 1979, representing the largest excavation in eastern Colorado to date (Colorado Department of Highways 1979).

[REDACTED] is a defining site in Colorado and regional prehistory, used to establish and corroborate the chronological prehistory of eastern Colorado and the western Central Plains. Investigations in 2014 (Gilmore et al. 2014) and 2019-2020 collections reanalysis determined that [REDACTED] retains significant subsurface cultural deposits and has the potential to contribute information significant to the interpretation of regional prehistory.

Aerial photographs indicate that the eastern half of the site was a dry-farmed field historically, it is assumed that portion of the site was plowed and therefore that the upper 30–40 cm of sediment are completely disturbed.

[REDACTED] The last formal documentation of the site was completed by ERO in 2013. In the last 10 years, multiple diagnostic artifacts have eroded out of the sediments. Most erosion is occurring on the steep, west-facing slope [REDACTED] This slope remains unvegetated and will continue to erode unless the County intervenes.

### Scope of Work and Budget

## ARCHAEOLOGICAL ASSESSMENT APPLICATION

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

### Scope of Work and Budget

For all boxes that require a cash amount, use numerals only. Do not include decimal points, commas, or dollar signs.

All of the boxes may not apply to your project.

#### Task A

Title

Site Documentation and Baseline Assessment

A.

**A. \$ Amount**

8760

**Task B**

Title

Technical Memorandum

**B.**

**B. \$ Amount**

6911

**Task C**

Title

Project Management

**C.**

**C. \$ Amount**

790

**Task D**

Title

**D.**

**D. \$ Amount**

**Task E**

Title

**E.**

**E. \$ Amount**

**Project Total**

Click on calculator

16461

**Cash Match**

**If no cash match, please enter a zero**

**\$ Amount**

1500

**Percentage**

**Cash Match Percentage of Project Total**

Click on calculator  
9.11%

**Grant Request**

**\$ Amount**  
15000

**Grant Request Percentage of Project Total**

**Percentage**  
Click on calculator  
91.12%

**Scope of Work and Budget Comments (200 words or less)**

**Grant Request + Cash Match = Project Total**

\*\*\*Please verify that your grant request and cash match percentages add up to 100%\*\*\*

**Cash Match Requirements**

In alignment with our Diversity, Equity, and Inclusion work, lower cash match requirements are available for projects that directly support or focus on BIPOC communities.

Questions? Please refer to the State Historical Fund Guidebook under Grant Programs (page 8).

**Cash Match for BIPOC Projects**

If your project qualifies as a BIPOC Project and your project total allows, you are eligible to request the lower BIPOC cash match (0% for nonprofit and public owners, 10% for private owners). The scope of work above must include this lower cash match, and two letters of support must be attached as the "BIPOC Letters of Support" at the end of the application.

**Indicate if you are requesting a waiver for the Cash Match requirement**

No Waiver

**Waiver Justification (150 words or less)**

Project Description

**ARCHAEOLOGICAL ASSESSMENT APPLICATION**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

**Project Description**

**Provide a brief description of the project, why it is needed, and how the findings will be used in the future. (1500 words or less)**

- What has happened/is happening to the resource that indicates a need for the Archaeological Assessment?
- Where will funding for the project come from after the Archaeological Assessment?

ERO Resources Corporation (ERO) will support Douglas County (County) in the redocumentation and condition assessment of the [REDACTED] (5DA265). The last formal documentation of the site was completed by ERO in 2013. In the last 10 years, multiple diagnostic artifacts have eroded out of the sediments. Most erosion is occurring on a steep, west-facing slope that was created by a road cut in the early 1900s. This slope remains unvegetated and will continue to erode unless the County intervenes.

The project aims to redocument the surface assemblage, establish baseline site condition data, and obtain recommendations from an erosion control subcontractor for future stabilization (Task 1). The results will be compiled in a technical memorandum with an accompanying site form (Task 2), for use in the future erosion control efforts that will be funded by the County.

### Task 1. Site Documentation and Baseline Assessment

Prior to field work, ERO will review prior documentation (including site photos, sketch maps, and analyses). ERO will document the site with an overlay of mapping techniques. ERO will survey the site, flag out artifacts, and map the site using a sub-centimeter capable GPS. ERO will also map erosion features like headcuts and rills. ERO will establish a new site datum (if prior datums cannot be located) and five to six additional subdatums along the western edge of the site. The subdatums will serve two purposes. The first is they will allow for simple erosion assessment for future years by comparing the datum location to the eroding site margin and they will also serve as ground control points for aerial imagery. Aerial imagery is obtained using a small unmanned aerial system (i.e., a drone) in conjunction with a D-Real-Time Kinematic (RTK) 2 base station. The D-RTK 2 base station pulls location information from GNSS as well as GPS, GLONASS, Beidou, and Galileo satellite systems and corrects the GPS positioning data obtained by the drone in real time. The end result is baseline imagery with centimeter-level (or less) positioning accuracy. Task 1 will produce a detailed site sketch map with orthomosaic background that can be compared against future conditions.

ERO will hire an engineer subcontractor to evaluate the eroding slope and provide recommendations for stabilization.

### Task 2. Technical Memorandum

ERO will prepare a technical memorandum that describes ERO's methods, results, and interpretations. ERO will provide an evaluation of erosion that has occurred since 2013 and will pair archaeological recommendations with those provided by the engineer. An Office of Archaeology and Historic Preservation site form and the engineer's assessment report will be amended to the technical memorandum. The memorandum can be used to assist in future work in slope stabilization.

### Task 3. Project Management

This task includes items specifically associated with contract and project management throughout the duration of the contract, including project start-up documentation, health and safety plan compliance, monthly invoicing, County and agency communication through emails and phone calls, and project close-out documentation.

## Project Timeline

## **ARCHAEOLOGICAL ASSESSMENT APPLICATION**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

## Project Timeline

Check each box to confirm the following statements regarding the project timeline.

**I understand that if awarded, it can take up to 6 weeks to execute the grant agreement with the State Historical Fund.**

Yes

**I understand that the State Historical Fund agreement period is 24 months and this project will be completed within that time period.**

Yes

**I understand that the State Historical Fund has 30 calendar days to complete review of the deliverables (products) that will be required with this project and I have accounted for the 30 day reviews within the 24 month agreement period.**

Yes

**I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24 month agreement period.**

Yes

Agreement

## ARCHAEOLOGICAL ASSESSMENT APPLICATION

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

### Acknowledgement of Award Conditions

**I understand and agree with the following conditions associated with all State Historical Fund grants:**

- I understand that my organization will enter into a grant agreement with the State of Colorado. My organization will be responsible for meeting the terms of the grant agreement, and cannot pass fiscal or project responsibility to another organization.

- I understand that the State grant agreement contains non-negotiable terms, and it is my responsibility to review the SHF grant templates prior to going under award to assure that my organization accepts those terms.
- I understand that my organization will work in partnership with the State Historical Fund to meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. I will comply with State Historical Fund review expectations and refrain from carrying out any work until I have the approval of a State Historical Fund Resource Specialist to proceed. For archaeology and survey projects, I will adhere to the current Colorado Cultural Resource Survey Manual.
- I understand that all cash match must be in the bank before my organization signs the State Historical Fund grant agreement.
- I understand that my organization is solely responsible for determining if my cash match resources are eligible for use with State Historical Fund grant programs.
- I understand that the State Historical Fund will only pay for work that takes place within the State Historical Fund grant agreement period.
- I understand that all project expenses must be associated with one of the tasks listed in my scope and budget and reported as such. I am not allowed to collapse task items under one category.
- I understand project cost savings will be shared with the State Historical Fund according to the grant request/cash match ratio.
- I understand that the State Historical Fund will require documentation of any and all grant administration or indirect expenditures, including time sheets, rates, and clear calculations.
- I understand that property protections may apply to my project based on project type and cumulative State Historical Fund funds previously received for work on the building. If applicable, I will receive a letter explaining the requirements after all applications are processed.
- I understand that my organization must adhere to all program policies, state regulations, provisions, and laws.
- I understand that my organization cannot use State Historical Fund funds in a manner that may result in an actual or perceived conflict of interest.

**By checking the box below, you are indicating that you understand and agree with the above conditions associated with State Historical Fund grants, if awarded.**

Yes

**ARCHAEOLOGICAL ASSESSMENT APPLICATION**

Questions about the grant application? Please refer to the State Historical Fund Guidebook, the Archaeological Assessment Instructions, or call SHF staff at 303-866-2825.

**Attachments****General Instructions**

- Please combine all images into one PDF document before uploading to the "Images" section. For complete instructions on how to combine files into one PDF, please click **here**.
- Once you have chosen your file, you must select the **Upload** button to complete the attachment process.
- Use the following naming convention to name your files: Applicant Organization\_Title.pdf (for example, Cabin\_Images.pdf).
- There is a 25MB size limit per application.

**REQUIRED****Colorado Substitute W-9 for Applicant Organization**

Required W-9 form available [here](#).

Label file in this format: Applicant Organization\_W9

**Signature Page**

Please download, complete, and attach your Signature Page. A blank copy can be found [here](#).

Label file in this format:: Applicant Organization\_Title

**BIPOC Community Letters of Support (Only required if you are requesting the BIPOC cash match)**

Label file in this format: Applicant Organization\_BIPOC Letters of Support

**IRS Letter of Determination (Only required for religious organizations).**

## **Archaeological Permit**

All applications for archaeology projects must include an approved archaeological permit from either the Office of Archaeology and Historic Preservation (for private land and state lands, which includes city and county as well as any political subdivision of the state) or the federal agency managing the federal land.

Label file in this format: Application Organization\_Archaeology Permit

## **HIGHLY RECOMMENDED**

### **Images**

Label file in this format: Applicant Organization\_Images

### **Bids and/or Estimates**

Label file in this format: Applicant Organization\_Bids\_ or\_Estimates

### **Project Participants Resumes**

Label file in this format: Applicant Organization\_Resumes

### **Maps**

Label file in this format: Applicant Organization\_Maps

### **Preliminary Property Evaluation Form #1419**

If the property is not designated, please submit Form 1419, available [here](#).

Label file in this format: Applicant Organization\_1419 .

## **RECOMMENDED**

### **Research Design**

If testing a unique research methodology, please attached a more detailed research design.

Label file in this format: **Applicant Organization\_Research Design**

### **Detailed Scope of Work and Budget**

Applicants may choose to upload a PDF document of a more detailed scope of work and budget prepared by their archaeologist/ museum professional/ consultant.

Label file in this format: **Applicant Organization\_Detailed SOW**

### **Miscellaneous Attachments**

Please combine all Miscellaneous Attachments into one PDF document.  
Label file in this format: Applicant Organization\_Misc