


## 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 DOUGLAS COUNTY  
ROCKSHELTER EXCAVATION PROJECT IN THE AMOUNT OF \$250,000 AND A  
COUNTY CONTRIBUTION OF \$10,000**

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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 State Historical Fund (SHF) Grant to complete reporting and data analysis for the Douglas County rockshelter excavation project in the amount of \$250,000, requiring a cash match from the County of \$10,000. The application is due on April 1, 2024.

**II. REQUEST**

**A. Request**

This is a request for approval of a \$250,000 SHF grant application for reporting and data analysis of artifacts from the Douglas County rockshelter. The County's cash match is projected to be \$10,000, which is about 4% of the total project funding. The minimal cash match amount is due to the project qualifying as a Black Indigenous and People of Color (BIPOC) project as a result of partnering with Native American tribes on interpretation of artifacts. The total funding for the project is \$260,000. The funds for the cash match are available from the 2024 Parks, Trails, Historic Preservation and Open Space sales tax (PTHROS) and were approved in the 2024 County budget.

**B. Location**

The rockshelter 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 rockshelter will be added to the grant application as part of the technical corrections prior to formal submittal to the State.

**III. BACKGROUND**

In 2017, the land that includes the rockshelter was acquired by the Douglas County Board of County Commissioners (Board). In 2019, Douglas County contracted with a Cultural Resource Management (CRM) company to complete a site survey of the property prior to any development to ensure cultural resources remained protected.

In late 2020, the CRM completed evaluative testing at the rockshelter. The test excavation demonstrated that significant buried cultural deposits are present. The significance of these deposits, coupled with encroaching residential development, spurred staff to pursue a SHF grant to assist with the recovery of the cultural deposits before they are impacted by members of the public. In 2021, the County was awarded a SHF grant in the amount of \$106,065. This grant funded the first excavation in the rockshelter which discovered intact cultural deposits. In 2023, a second SHF grant was awarded in the amount of \$250,000 to complete excavation of cultural deposits in the shelter at the request of the consulting tribes. The project partnered with multiple tribes for both excavations.

This next grant will focus on reporting and analysis of the artifacts and work with the tribes on interpretation of the rockshelter occupation.

This rockshelter 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 the Douglas County rockshelter excavation project in the amount of \$250,000, with a County contribution of \$10,000, may be approved for submission by the Board 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.

**ATTACHMENTS**

**PAGE**

State Historical Fund Grant Application ..... 3-31

# Competitive Grant Application - April 2024

## Organization and Contact Information

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

### Applicant Organization

#### Applicant Organization Name

Douglas County Department of Community Development (the County)

#### 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 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?

No

### 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**

Brittany

**Last Name**

Cassell

**Title**

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

**Mailing 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.

**Prefix**

- Select One -

**Contact First Name**

Brittany

**Contact Last Name**

Cassell

**Title**

**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

**Primary Phone**

Ex. xxx-xxx-xxxx

720-661-9103

**E-mail Address**

bcassell@douglas.co.us

Property and Project Information

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

**Property Owner Information**

Does your Survey or Planning project require access to private property? If so, please attach property owner permission in a signed letter of support or on 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**

Castle Rock              CO

**Zip Code**

80104

### Telephone

Ex. XXX-XXX-XXXX

720-661-9103

**Email**

bcassell@douglas.co.us

### Geographic Information

#### County and City where Project is located

Douglas-Castle Rock

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 legislative districts? Click here.

**Colorado State Senate District**

██████

**Colorado State House District**

██████

**US Representative District**

██████

### Property Information

#### Property Street Address

████████████████████

**Property City**              **State**

██████████                      CO

**Zip Code**

██████

## Property Legal Description

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

## Project Information

### Project Title

Please give us a brief title that explains what you want to do. Examples are: Interior Restoration, Exterior Rehabilitation, Cultural Resource Survey, Construction Documents, etc.

5DA3991 Reporting and Analysis

### 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.

ERO, contracted by the County, excavated 26 square meters of vulnerable shelter deposits at the 5DA3991 rockshelter. The data recovery excavation confirmed a dense assemblage of archaeological materials from surface to bedrock, [REDACTED]

[REDACTED] The density of other cultural materials within the rockshelter is remarkable relative to nearby excavations. The goal of this grant is to perform data analysis and reporting on the recovered assemblage including the remains of 24 features and more than 51,000 artifacts and samples. The tasks to meet this goal will be performed with ongoing support and consultation with consulting tribes to ensure tribal perspectives are honored throughout every aspect of the project.

## Revised Application

### Is this a revised application for this scope of work?

Indicate if you are reapplying for all or any part of a previously declined grant.

No

If this is a revised application, please explain how this application addresses the previous reviewers' concerns and include the declined SHF project number. (500 words or less)

## Diversity, Equity, and Inclusion

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

## Diversity, Equity, and Inclusion (0-10 points)

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. Addressing structural inequities and amplifying voices that have not traditionally been heard, particularly those of underrepresented communities.

**A BIPOC project is one that significantly benefits (FOR) AND involves (BY/LED) one or more BIPOC communities. Click on link for more information.**

- To be eligible for the BIPOC cash match and the points in this section, your project must qualify as a BIPOC Project **according to the two criteria below.**
- For examples of how a project can benefit and involve BIPOC communities, [clickhere.](#)
- If you are unsure if your project is a BIPOC project, see the two criteria below or call us at 303-866-2825.

### **SHF BIPOC Criteria**

**Criteria 1 - APPLICANT ENTITY (must answer Yes to at least one statement)**

- **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 both of these statements)**

- The completed project will directly benefit the BIPOC community.
- Two or more letters of support from that community are included in the application.

If you can respond "Yes" to both criteria,



- SHF invites you to answer the three questions that follow, and you are eligible to request the lower BIPOC Cash Match.
- Please note, should reviewers determine your project does not satisfy the two criteria, these points will not be counted and the lower BIPOC cash match, if requested, may be denied.

If the answer is “No” to either criterion, this section of questions is not eligible for points.

- 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 upcoming Resource Significance or Public Benefit sections.

Yes **Check the box if this project meets the two criteria listed above.**

If this project does not meet the two criteria listed above, please skip the 3 questions below and proceed to the next section.

### 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.

The impetus of this grant originated from the County's consultation with five American Indian tribes, who have been involved with the project since early summer 2022, before human remains were uncovered in the rockshelter. Tribal consultation guided the project's research design and resulted in the allocation of funding for Tribal Cultural Specialist (TCS) support and site visits by tribal representatives. Mr. Michael Redman, a TCS from the Northern Arapaho Tribe of Wyoming, was contracted and present for the duration of the 2022 field season and Mr. Aaron Sleeper was present for the end of the 2023 season. [REDACTED]

[REDACTED] In addition to TCS presence, weekly email updates were provided throughout the duration of the excavation to the consulting tribes discussing the results of the prior week of work and providing information about where and how ERO expected to excavate in the upcoming week. ERO also hosted weekly virtual meetings from the shelter and provided live video feed of the excavation. ERO solicited feedback in each of the emails and virtual meetings regarding interpretations and excavation methods. [REDACTED]

[REDACTED] Members of XX tribes have graciously provided letters of support for the project (attached). The County feels that tribal support for this project is a direct result of the project's proactive and continued commitment to honoring tribal perspectives and values throughout the project's implementation. [REDACTED]

[REDACTED] Additionally, the comprehensive analysis and opportunity for input on the final deliverables will provide a sense of resolution and acknowledgement to those who have been intimately involved throughout the project.

The County will continue to be guided by tribal perspectives at all stages. Upon award of the grant, the County and ERO will continue consulting with tribes who may include, at their discretion, the Jicarilla Apache, Northern Arapaho, Northern Cheyenne, Pawnee Nation, Rosebud Sioux, the Southern Cheyenne and Arapaho Tribes of Oklahoma, Southern Ute Indian Tribe. Other consulting tribes may be identified through tribal consultation. Any other tribe with historical ties to Colorado that wishes to participate would be welcome to join at any time. The 2022 and 2023 excavation summaries are included as attachments to this grant application and provide additional information including a full list of consulting tribes.

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

Select all that apply

American Indian, Native American

**Prefer to Self-describe**

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

Grant funds will support tribal participation in the analysis, interpretation, and reporting on the rockshelter excavation, and in review of the public dissemination of information. Tribal consultation will occur in two ways: virtual meetings and site visits. Virtual meeting cadence will depend on milestones created during the 2024 analysis, as well as any other schedule determined in consultation with the consulting tribes. In-person visits will be at the convenience of the consulting tribal members.

Consultation will include in-person review of the assemblage for interpretation, interpretation of excavation results, and the final report will include a section dedicated to Indigenous perspectives. The aforementioned section may either be authored or coauthored by consulting tribes or may be prepared by ERO and the County based on oral interviews and discussions. The draft report will be submitted to consulting tribes for review, comment, and additional interpretations.

The County expects the results of this report to provide a unique perspective into the Indigenous history of Douglas County due to the project's commitment to regular and purposeful tribal consultation. Interpretations and perspectives on the shelter thus far were directly informed and enriched by the project's tribal involvement and are gratefully included in the 5DA3991 Rockshelter 2022 and 2023 excavation summary reports (attached). Tribal participation and involvement in the 2024 analysis benefits the consulting tribes by providing an avenue for agency over the interpretation, documentation, and public presentation of their history—an avenue that has been historically lacking.

The grant will also support site visits for consulting tribes and one site visit by Northern Arapaho faculty and students from St. Stephens School, a K-12 school in Riverton, Wyoming. Consulting tribe visits would include funding for two days of travel and two days for visiting the rockshelter and reviewing the recovered assemblage. Funding would be allocated for travel support for up to eight tribal members including three hotel nights, per diem, mileage, and professional fees (total allocated funding: \$27,129) (see attached Scope of Work). Funding for the St. Stephens field trip would include funding for seven individuals (staff and students) including two hotel nights, food stipends, and mileage (total allocated funding \$2,649). Students will be afforded an opportunity to visit the site and the Douglas County Repository (Repository).

The funding will directly benefit members of the consulting tribes by providing compensation for their travel expenses, time, and professional services. Because participants will be traveling from distant states, funding this aspect of the project facilitates the opportunity for dialog, connections, and sharing of insights that may otherwise be hindered by financial constraints. Furthermore, the project provides an opportunity for the St. Stephens students to experience an important site and geographic location that their community is historically tied to but that they may not otherwise be able to visit. Engaging students with the site and artifacts serves to enrich their understanding of and connection to their community's shared past and may also spark interests in a future in the field of historic preservation.

## Project Team

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

### Project Team (0-10 points) (1000 words or less)

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

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 managed and provided a cash match of \$29,550 for the 5DA3991 Rockshelter Excavation project (Project #2022-01-051) allocated under the 2022 budget and a cash match of \$15,125 under the 2023 excavation budget (Project #2023-02-044).

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 property became a County Landmark in 2015 and is used as a Douglas County Schools Outdoor Education Center. 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. The cabin is maintained by the County and is used as an interpretive center to host events for the Douglas County Historic Preservation Board and Larkspur Historical Society.

**Brittany Cassell, Curator, the County—Grant Administrator;** Brittany has managed the Douglas County History Repository for more than four 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 15 years of experience in Colorado archaeology with deep experience on the Front Range and Palmer Divide. He has worked on multiple SHF grants and 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. Jon will be responsible for overseeing all stages of analysis, reporting, consultation, and project management.

**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 SHF grants, including those for the previous 5DA3991 Rockshelter excavations (Project #2022-01-051 and Project #2023-02-044). Shayleen will be responsible for overseeing crew and volunteers, organizing reporting and analyses tasks, creating detailed excavation maps, 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 served as a crew chief during all phases of the 5DA3991 excavation. Justin graduated from the Masters in Anthropology program at the University of

Colorado, Denver in 2023 and specialized in zooarchaeological studies. He will be responsible for faunal and artifact analysis.

Marcus Espinosa, Laboratory and Records Manager, ERO -- Laboratory Manager; Mr. Espinosa has contributed to four previous and ongoing SHF grant projects, including those for the previous 5DA3991 Rockshelter excavations (Project #2022-01-051 and Project #2023-02-044). Marcus will continue his contributions to this project by ensuring proper cataloging and storage methods, provenience control, and curation preparation.

## Resource Description & Significance

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

### Resource Description and Significance (0-10 points)

#### Historic Designation

Select all levels of designation that apply to the property. Please note that designation is required for all Acquisition & Development grant projects.

**County Designated**

#### Designation Area

If the property 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: SHF cannot fund work outside the designation boundary.

**Acreage Only**

#### Resource Historic District Name

Please list the name of the historic district. If this does not apply to your project, please fill in with N/A.

N/A

#### Resource Historic Name

Property 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 property, contact the Cultural Resource Support Services office at 303-866-3392. If this does not apply to your project, please fill in with N/A.

5DA3991

#### 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, type N/A if this does not apply.

**Post-Contact/Historical periods, Late Ceramic/Earl**

#### 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).

Site 5DA3991, nominated as a Douglas County Landmark in 2021, is a small rockshelter that [REDACTED]. ERO, contracted by the County, excavated 26 square meters of vulnerable shelter deposits at the 5DA3991 rockshelter consisting of the remains of 24 features (mostly hearths or earth ovens) and more than 51,000 artifacts and samples. [REDACTED]

5DA3991 is significant under criteria A and D for listing in the NRHP at the local, state, and national levels because the shelter contains well-preserved cultural deposits, including perishable materials, dating to a broad number of time periods and related to a number of important themes. Local significance is present because the shelter represents a record of rich and detailed human history in the County from the Middle Archaic to the early 1900s. Community residents supported the excavations through their volunteered time and labor, further linking the site to the local community. At the state level, the shelter represents regional trends in subsistence patterns that will likely become clearer as analysis continues. Similarly, the shelter is nationally significant because it contains ceramics which demonstrate linkages to other states, including modern-day New Mexico, and the potential presence of Dismal River grayware ties the shelter into widespread Apachean conveyance networks. The shelter's national significance is supported by its importance to multiple consulting tribes.

Preserving archaeological resources in place is the preferable preservation method. But due to encroaching development, modern visitors, and natural erosion, excavation was completed to support preservation through data recovery and collaboration with tribal governments to ensure that significant cultural materials are protected from destruction or collection. While the site is excavated, documentation and reporting is the final critical step in ensuring that the excavation results are properly preserved in perpetuity.

Historical integrity has been impacted by the excavation. While artifacts outside the shelter and potential subsurface deposits in unexcavated portions of the shelter retain integrity of location and design, these aspects have been partially impacted by the 2022-2023 excavations, but cultural material persists beneath the talus apron and slope below. The locations and relationships of the excavated cultural materials are preserved via precise and thorough documentation, and can be recreated, interpreted, and displayed during the 2024 analysis phase. Integrity of workmanship and materials is evident in the diagnostic projectile points, a woven fiber mat, and ceramic artifacts. Integrity of association is present due to datable materials, and the density of the associated assemblages conveys the significance of that association. Although the setting has been compromised by nearby development, the development is largely obscured from the shelter interior. [REDACTED]

## Scope of Work/Budget

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

**Scope of Work and Budget (0-15 points)**

For all boxes that require a cash amount, use numerals only. Do not include decimal points, commas, or dollar signs. Provide a clear list of tasks and reasonable costs.

All of the boxes may not apply to your project.

**Task A**

**Title**

Assemblage and Data Preparation

**Description**

**\$ Amount**

34749

**Task B**

**Title**

Stratigraphic Interpretation

**Description**

**\$ Amount**

20233

**Task C**

**Title**

Artifact Analysis

**Description**

**\$ Amount**

87624

**Task D**

**Title**  
Reporting

**Description**

**\$ Amount**  
42284

**Task E**

**Title**  
Tribal Consultation

**Description**

**\$ Amount**  
53523

**Task F**

**Title**  
Curation Preparation

**Description**

**\$ Amount**  
12561

**Task G**

**Title**  
Public Outreach

**Description**

**\$ Amount**  
4662

**Task H**



**Title**  
Project Management

**Description**

**\$ Amount**  
4356

**Task I**

**Title**

**Description**

**\$ Amount**

**Scope  
Subtotal**  
Click on calculator  
259992

**For construction projects only.**

**General Conditions**

**\$ Amount**

**Permits**

**\$ Amount**

**Bonding**

**\$ Amount**

**Overhead and Profit**

**\$ Amount**

**Scope Total**

Click on calculator  
**259992**

**Architectural/Engineering Fees (For construction projects only)**

Calculation Details

**\$ Amount**

**Archaeological Monitoring**

\*Only for ground-disturbing construction projects

**\$ Amount**

**Project Subtotal**

Click on calculator  
**259992**

**Grant Administration & Indirect Costs**

Calculation Details  
Must not exceed 15% of project subtotal

**\$ Amount**

**Contingency**

**\$ Amount**

**Project Total**

Click on calculator

**259992.00**

**Grant Request**

**\$ Amount**

**249983**

**Grant Request Percentage of Project Total**

Click on calculator

**96.15%**

**Cash Match**

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

**\$ Amount**

**10000**

**Cash Match Percentage of Project Total**

Click on calculator

**3.85%**

**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 Program Guidebook, under Grant Programs (page 9).

### 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

Waiver

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

If you are unable to provide the minimum cash match required (25% of the project total for nonprofit or public owners or 50% of the project total for private owners; BIPOC projects: 0% for nonprofit/public owners or 10% for private owners), explain why the minimum cannot be met and the efforts your organization made to find funds or other community resources.

### Project Description

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

**Project Description (0-20 points) (1500 words or less)**

**Verify that the project description correlates directly with the scope of work. If you listed an activity or task in the scope, describe it in this section.**

**Your description should make clear that your project meets the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and/or the Colorado Cultural Resource Survey Manual.**

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

- 1. List the steps you completed that led to this grant project.**
- 2. Clearly explain the proposed project:**
  - Describe the tasks that will be completed.**
  - Explain how the components of the project will be executed.**
  - Discuss why the specific treatments, strategies, or methods were chosen.**
- 1. Briefly list future phases or programming directly related to this project.**
- 2. Describe how you will financially commit to this project or resource going forward.**
- 3. Depending on your type of project, attach photos that:**
  - Illustrate the condition of the resource(s), including overall and detailed views; or**
  - Illustrate a representative sample of the resource(s) to be researched; or**
  - Illustrate potential outcomes of the project; and**
  - Include captions.**
- 1. If previous planning documents exist for this project, attach the most recent and relevant sections of those documents that support this proposed project (e.g., historic structure assessment, construction documents, survey forms, reports).**

In 2019, the County contracted ERO to complete a proactive reconnaissance [REDACTED]. The survey identified the 5DA3991 rockshelter containing archaeological material. Because of an anticipated increase in public access to the site, the County contracted ERO to evaluate the shelter's potential to contain buried archaeological material. In March 2021, ERO excavated two 50-cm by 50-cm test units (TU1 and TU2). ERO's test excavation and accelerator mass spectrometry radiocarbon analysis demonstrated that dense, stratified, and significant buried cultural deposits were present. The significance of these deposits, coupled with the presence of modern trash and encroaching residential development, spurred the County to pursue an SHF grant to assist with the recovery of the most vulnerable deposits before they were inadvertently or purposefully impacted by members of the public. As part of the SHF grant process, the site was nominated as a Douglas County Landmark in 2021. Under SHF grant number 2022-01-051, ERO began excavation of the rockshelter deposits in June 2022. [REDACTED]

[REDACTED] The 2023 excavation was conducted under SHF grant number 2023-02-044 and recovered more than 51,000 artifacts

and samples. Additional information, including resource photos, is provided in the 2022 and 2023 Excavation Summary Reports (Hedlund, Batista, and Ottman, 2022; attached) and is provided as an attachment to this application.

The density of cultural material within the rockshelter is remarkable relative to nearby excavations. 5DA3991 yielded an average of 1,800 artifacts per square meter (m<sup>2</sup>). In comparison, sites like 5DA3419 yielded on average 94 artifacts/m<sup>2</sup>; Bayou Gulch (5DA265) yielded 154 artifacts/ m<sup>2</sup>; Hess (5DA1951) yielded 35.85 artifacts/ m<sup>2</sup>; Oeskeso (5DA1957) yielded 45.4 artifacts/ m<sup>2</sup>; and Magic Mountain (5JF223) yielded 989 artifacts/ m<sup>2</sup>.

The artifact and sample count is the primary driver of cost for this scope of work, which is based on artifact counts and the estimated time it will take to complete each task. The scope of work includes eight tasks (Task 1 through Task 8) that will be roughly completed in numerical order. Tasks include assemblage preparation (Task 1); stratigraphic analysis and interpretations (Task 2); artifact analysis (Task 3); report preparation (Task 4); tribal consultation (which will occur throughout the duration of the project as different milestones are achieved and funding is allocated for site visits) (Task 5); curation preparation (Task 6); public outreach (Task 7); and project management (Task 8). The County will contract ERO to complete the final phase of this project to ensure continuity of knowledge, practices, standards, and team members. The work will be completed in accordance with the methods outlined in ERO's 2023 research design (attached). Additional details about the work described below is included in ERO's scope of work (attached).

**Task 1. Assemblage and Data Preparation.** ERO will complete comprehensive data cleaning, artifact washing, and sediment sample flotation. Data cleaning entails a line-by-line review of all collected artifacts and samples by cross checking their information against excavation records and data collected with the Total Station. This review will include the excavation records of 28 excavation units (EUs), 24 features, more than 4,000 total station points, hundreds of photographs, and dozens of feature and profile drawings spanning two different field seasons. ERO will wash all artifacts suitable for wet or dry washing that will not be submitted for specialized analysis. Fill from features or other contexts will be processed through flotation. Reserve samples for most contexts will be retained for future studies.

**Task 2. Stratigraphic Interpretation.** Data obtained from 5DA3991 will only be interpretable archaeologically if the assemblage can be organized into stratigraphically separable temporal components. Currently, the assemblage is assigned to different strata; however, the chronological relationship between strata remains complicated. ERO will reconstruct and associate the site's strata using multiple methods including textural analysis, mapping relationships of refitting ground stone and articulating or refitting human remains, radiocarbon (<sup>14</sup>C) date interpretation, and profile mapping.

**Task 3. Artifact Analysis.** Multiple artifact analyses methods will be used to address different research domains (RD) from ERO's 2023 research design. Artifact analysis will include samples submitted to outside contractors for specialized analyses including ceramic petrography, fiber identification, macrobotanical identification, neutron activation, photogrammetry processing, 3D modeling, phytolith, pollen, protein, starch, and radiocarbon dating of carbonized material or collagen. ERO will perform macroscopic debitage, flaked stone tool, ground stone, faunal, and ceramic analysis. Use-wear on flaked stone tools, polish on ground stone, and anthropogenic modification of faunal material are examined microscopically with a Barska stereo microscope capable of 40x magnification. Photographs of microscopic details (e.g., bone cut marks) are taken with an AmScope stereo microscope with a 5-millimeter (mm) scale.

**Task 4. Reporting.** Under this task, ERO will interpret and synthesize the data generated in Tasks 1–3. The final synthetic report will be prepared according to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, the Advisory Council on Historic Preservation's Treatment of Archaeological Properties: A Handbook, and the Office of Archeology and Historic Preservation's (OAHP) Colorado Cultural Resource Survey Manual Guidelines for Identification: History and Archeology. The report will synthesize the methods and results of both the excavation and the analysis phases. An updated site form will also be provided to OAHP following submission of the final report.

The report will discuss the five identified temporal components and any other components identified during analysis. The material culture of each component will be described and figures depicting the distribution of associated assemblages will be created. The research questions identified in the 2023 research design (attached) will be addressed. ERO will incorporate priorities and perspectives provided by the consulting tribes during excavation and during consultation meetings that occur during the prior tasks and assemblage reviews (Task 5).

**Task 5. Tribal Consultation.** Tribal consultation has guided the previous phases of this project, and maintaining the relationships built through this process is important to the goals of this project. Tribal consultation will occur in two ways: virtual meetings and site visits. ERO will host eight virtual meetings throughout the duration of the project. Meeting cadence will depend on milestones created by Tasks 1-4 as well as any other schedule determined in consultation with the consulting tribes. This task also allocates funding for site visits for consulting tribes (eight individuals) and one site visit by Northern Arapaho faculty and students from St. Stephens School in Riverton, Wyoming. Consulting tribe visits will include time for travel to review the recovered assemblage and to visit the rockshelter. Funding for the St. Stephens field trip includes funding for seven individuals (staff and students) to visit the site and the Repository.

**Task 6. Curation Preparation.** After analysis, artifacts will be prepared for curation according to the County's 2024 curation standards and delivered to the Repository for accession. ERO's cost accounts for 1,700 individual artifacts that will be hand-labeled at five minutes per artifact. Bulk lots will not be hand-labeled.

**Task 7. Public Outreach.** ERO will facilitate public outreach by presenting about the project at a public conference like International Archaeology Day or as a continuation of the presentation ERO prepared for the County in February 2024. As part of this grant, ERO will provide two one-hour classes on debitage analysis and ground stone analysis to Repository volunteers, which serves both the current and future artifact assemblages curated at the Repository. ERO will also solicit volunteers from the Colorado Archaeological Society (CAS) and work with the University of Denver or University of Colorado Denver to arrange for a project-specific internship for a graduate or undergraduate student to work on the project.

**Task 8. Project Management.** This task includes items specifically associated with contract and project management throughout the duration of the contract, including project start-up documentation, monthly invoicing, County and agency communication through emails and phone calls, and project close-out documentation.

No future phases of this project are anticipated. However, the County or ERO may choose to present public or professional demonstrations about the project after the closure of this project. The County will provide a \$15,125 cash match to help complete the analysis and reporting phase of this project. In addition, the County is committed to the protection and preservation of the site. The County establishes a budget to preserve or maintain historic properties each year and is proactive in its preservation approach.

The County continues to take steps to discourage unauthorized visitors to the rockshelter. A proposed trail above 5DA3991 will guide visitors away from the shelter rim and keep the rockshelter out of public view.

## Urgency

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

**Urgency (0-15 points) (1000 words or less)**

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

- 1. The physical conditions of the resource that make the project urgent. For example, if the grant is not funded now:**
  - **The conditions that could cause a public health or safety concern.**
  - **The conditions that will quickly deteriorate.**
  - **The conditions that will further damage the resource.**
- 2. All current or potential threats to the resource(s) or program.**
- 3. Any community participation, partnerships, or cash match funds that might be in jeopardy or dependent on this grant.**
- 4. Whether this project will be delayed if this grant is not awarded.**
- 5. Other valid reasons for urgency.**

Although the excavation phases of the project are complete and the most vulnerable archaeological deposits are no longer at risk of disturbance, the 2024 analysis phase is urgent for several reasons. Ultimately, maintaining the momentum of the project will ensure continuity of team members, data, and tribal relationships. Without the grant, the County will be unable to fully fund the analysis within a reasonable period of time.

All team members from the County and ERO who have been working on the 5DA3991 project since the beginning are still involved. These team members have participated in the budgeting, grant writing, excavation, site interpretation, tribal consultation, state correspondence, and reporting for all phases of the project. In instances when archeological sites are excavated but not reported on quickly, team members move on, data is lost, and priorities can shift. Awarding the project in 2024 will ensure consistency by continuing to involve individuals intimately familiar with the project.

In addition to maintaining continuity of team members, it is equally important to maintain relationships between the County and consulting tribes. The County and the tribes have worked together since the beginning of the project to determine priorities. These relationships between individuals and communities were sustained in part by weekly on-site calls discussing the progress of the excavation and ongoing concerns. A commitment to collaboration, transparency, and trust building requires constant dedication and maintenance. Because avenues of research important to the consulting tribes will be prioritized for the 2024 analysis, it is necessary to continue engagement between all involved parties without major gaps in the project timeline.

**Public Benefit**

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

**Public Benefit, Project Promotion and State Preservation Plan (0-20 points)**

**Community Support & Benefit of Project (750 words or less)**



Explain how the public supports and benefits from this project.

Things to consider:

- The use of the resource or project products.
- The source(s) of the cash match and whether it was provided by the community.
- Non-monetary ways the community supports this project.
- Enhancement of historic preservation, economic development, and heritage tourism.
- Encouragement of existing or new partnerships.
- Increasing historically excluded community engagement in preservation. (For example, LGBTQ+, women, religious minorities, etc.)

Highly recommended:

- Attach at least five recent letters of support (dated within the last six months) from people and organizations who will use this resource, community members and elected officials.

**Public benefit and promotion for this project will foremost consider the sensitivity of the site and assemblage and will continue to be guided by consulting tribes and their comfort with outside member involvement and with the content of distributed information. How this project benefits Indigenous communities is detailed elsewhere in this application, and therefore, this section will focus primarily on benefit to other communities.**

**From the beginning, this project has prioritized public benefit by soliciting diverse involvement from members of the public, local government, education groups, universities, and advocational and professional archaeology communities. A full list of public groups and members involved with past phases of the project is attached to this application , and is summarized here: Sixteen volunteers and one intern participated in the 2022 and 2023 excavations from groups including CAS, the Repository, Metropolitan State University, University of Colorado, Colorado State University, University of Denver, and Legacy High School. Several groups participated in tours of the rockshelter during excavations including the Colorado Alliance of Black Professional Scientists and Engineers; History Colorado; SHF; County Commissioners; County Coroners; County Parks, Trails, and Building Grounds; archaeologists from HDR; and non-archaeologists from ERO.**

**The public benefit goals of this phase support the 2020 State Preservation Plan and include providing public and professional education opportunities (Goals E and F), strengthening network connections (Goal B), and publicizing the importance of preservation in Colorado (Goal D). The volunteer opportunities and tours provided exposure to an important archaeological site, which is a unique experience that serves to foster a deeper appreciation for the history present in one's own community. By completing the 2024 analysis of the excavation that the participants witnessed firsthand, the project aims to solidify a sense of stewardship and shared commitment to preserving cultural heritage by promoting collaboration, support, resource allocation, and responsible decision-making for this and future preservation projects.**

**A public presentation, aimed at members of the community, particularly those residing in the County, will serve to benefit members of the public by emphasizing the importance of the project and the site as they relate to the preservation of Colorado's shared history. By highlighting the value of tribal perspectives, the collaborative relationships built and sustained throughout the project's duration, and the role of community involvement, the presentation will aim to foster support for and involvement in future archaeological efforts within Colorado. The presentation will be given at a public conference like International Archaeology Day or as a continuation of the presentation ERO prepared for the County in February 2024. The public demonstration may be adapted for presentation at conferences such as those held by the CAS, Colorado Council of Professional Archaeologists, Society for American Archaeologists, Plains Anthropological Society, etc., which not only benefits these organizations, but also adds unique and critical data to the body of knowledge for professionals within the Colorado archaeological community.**

**To build community engagement in the preservation process and to support Repository volunteers' work**

with current and future artifact assemblages curated at the Repository, grant funding will support two one-hour classes on debitage analysis and ground stone analysis to Repository volunteers. In addition, to further promote education and connections within the preservation community, the County will solicit volunteers from the avocational archaeological community and work with the University of Denver or University of Colorado Denver to arrange for a project-specific internship for a graduate or undergraduate student.

Information and interpretations from the excavation will eventually be available at the Repository and displayed online to benefit visitors from anywhere. All final deliverables, including those for public display or benefit, will be informed by tribal perspective resulting from a collaborative approach with consulting tribes. This critical component of public involvement and project promotion benefits the consulting tribes by providing an avenue for agency over the presentation of their history to other communities.

As demonstrated by the letters of support (attached), this project has the continued support of members of the communities that have been involved in previous phases of the project.

### **Project Promotion (300 words or less)**

Explain how you will promote this project, such as:

- Public events or celebrations
- Physical and digital media
- Presentations
- Other

The project, and the 2024 analysis phase, have been promoted throughout the project's duration. Promotion of the 2024 analysis will occur through several avenues. First, the project will be promoted via direct email communication to the consulting tribes. The project may also be promoted to all 48 tribes with historical connection to Colorado based on input from the SHF. The County and ERO will provide regular communication to interested tribes throughout the course of the project.

The County will also promote the project to the public via the public presentation further described in the Community Support and Benefit section. The presentation will promote the project and its importance to the preservation of Colorado's cultural heritage. The presentation will be given at a public conference like International Archaeology Day or as a continuation of the presentation ERO prepared for the County in February 2024.

The County will also promote the project virtually through the Repository's online exhibit, which will display digital images, information, and interpretations from the project. The online exhibit will be available to audiences local to the County and Colorado, as well as to visitors from anywhere. To further promote the project using the online exhibit, the County will contact the individuals and groups who participated in prior phases of the project to provide them with the final interpretations of excavations they were able to participate in or witness firsthand.

### **State Preservation Plan (200 words or less)**

Explain how this project will directly support at least two goals in the 2020 Colorado Statewide Preservation Plan Summary

The project relates to Goals A, B, D, E, and F of the 2020 Statewide Preservation Plan. 5DA3991 is an irreplaceable archaeological site with a wealth of data and avenues for analysis (Goal A). The project will strengthen Colorado's preservation network through new and continuing relationship-building between the County and American Indian tribes (Goal B). The project seeks to approach analysis and interpretation as a collaboration, rather than a review and approval process.

In public, professional, and educational settings, the project has and will continue to publicize the benefits of preserving Colorado's important cultural resources (Goal D). The project will continue its practice of including students (high school and university) and local planners (Douglas County Commissioners) in

public education events in the 2024 analysis phase, which supports the goal of weaving preservation throughout education (Goal E). Further, the project will advance preservation practices (Goal F) by offering training to Repository volunteers and opportunities for CAS community members to engage in the curation process. The County and ERO look forward to working with consulting tribes, community members, interns, and volunteers, and expect new partnerships and opportunities to result from the collaborative project experience.

### Project Timeline

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

#### Project Timeline

Please check the box below each statement:

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

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

#### 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

## Attachments

Questions about the grant application? Please refer to the State Historical Fund Guidebook or email SHF staff at [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us).

### Attachments

Once you have chosen your file, you must select the **Upload** button to complete the attachment.

#### REQUIRED

##### **Colorado Substitute W-9 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

##### **Proof of Local Designation (Only required if physical work/excavation or an acquisition is occurring and the property/site is not on the State or National Register).**

Label file in this format: Applicant Organization\_Designation

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

Please attach two letters of support from the BIPOC communities the project benefits.

Label file in this format: Applicant Organization\_BIPOC LOS

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

Label file in this format: Applicant Organization\_IRS Letter

**Archaeological Permit (Archaeology Projects Only)**

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**

**Bids and/or Estimates**

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

**Excerpts of most recent supporting documents**

(archaeological assessment, historic structure assessment, construction documents, survey forms, reports)

Label file in this format: Applicant Organization\_HSA Excerpts

**Images**

Label file in this format: Applicant Organization\_Images

**Letters of Support**

Label file in this format: Applicant Organization\_Letters

**Overall Image**

Label file in this format: Applicant Organization\_Overall Image

**Professional Project Team Members' Resumes**

Label file in this format: Applicant Organization\_Resumes

**OPTIONAL**

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

Label file in this format: Applicant Organization\_Detailed SOW

## **Historic Images**

Label file in this format: Applicant Organization\_Historic Images

## **Maps, Site Plans, or Drawings**

Label file in this format: Applicant Organization\_Plans

## **Media Images, Newspaper Clippings, etc.**

Label file in this format: Applicant Organization\_Media Images

## **Miscellaneous Attachments**

Label file in this format: Applicant Organization\_Misc

## **Research Design**

For example, document outlining archaeological or survey research questions and methods for obtaining data to answer those questions.

Label file in this format: Applicant Organization\_Research Design