


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 MIKSCH-HELMER CABIN RESTORATION IN THE AMOUNT OF \$117,341 AND A COUNTY CONTRIBUTION OF \$39,114

BOARD OF COUNTY COMMISSIONERS MEETING:

March 12, 2024 @ 1:30 PM

I. EXECUTIVE SUMMARY

Staff is requesting approval to apply for a State Historical Fund (SHF) Grant to continue restoration work at the Miksch-Helmer Cabin in the amount of \$117,341, requiring a cash match from the County of \$39,114. The application is due on April 1, 2024.

II. REQUEST

A. Request

This is a request for approval of a \$117,341 SHF grant application for restoration and stabilization work at the Miksch-Helmer Cabin. The County's cash match is projected to be \$39,114, which is 25% of the total project funding. The total funding for the project is \$156,455. 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 property is located at 8817 N Rampart Range Rd, in the northwestern portion of Douglas County, on a County-owned 0.33-acre parcel. The attached maps show the general vicinity and zoning of the property.

III. BACKGROUND

The County was awarded a SHF grant in 2019 in the amount of \$131,035. The total project funding was \$174,713. In addition to the grant awarded portion of the project, the County self-funded site grading around the cabin and the construction of a retaining wall in the amount of \$54,000.

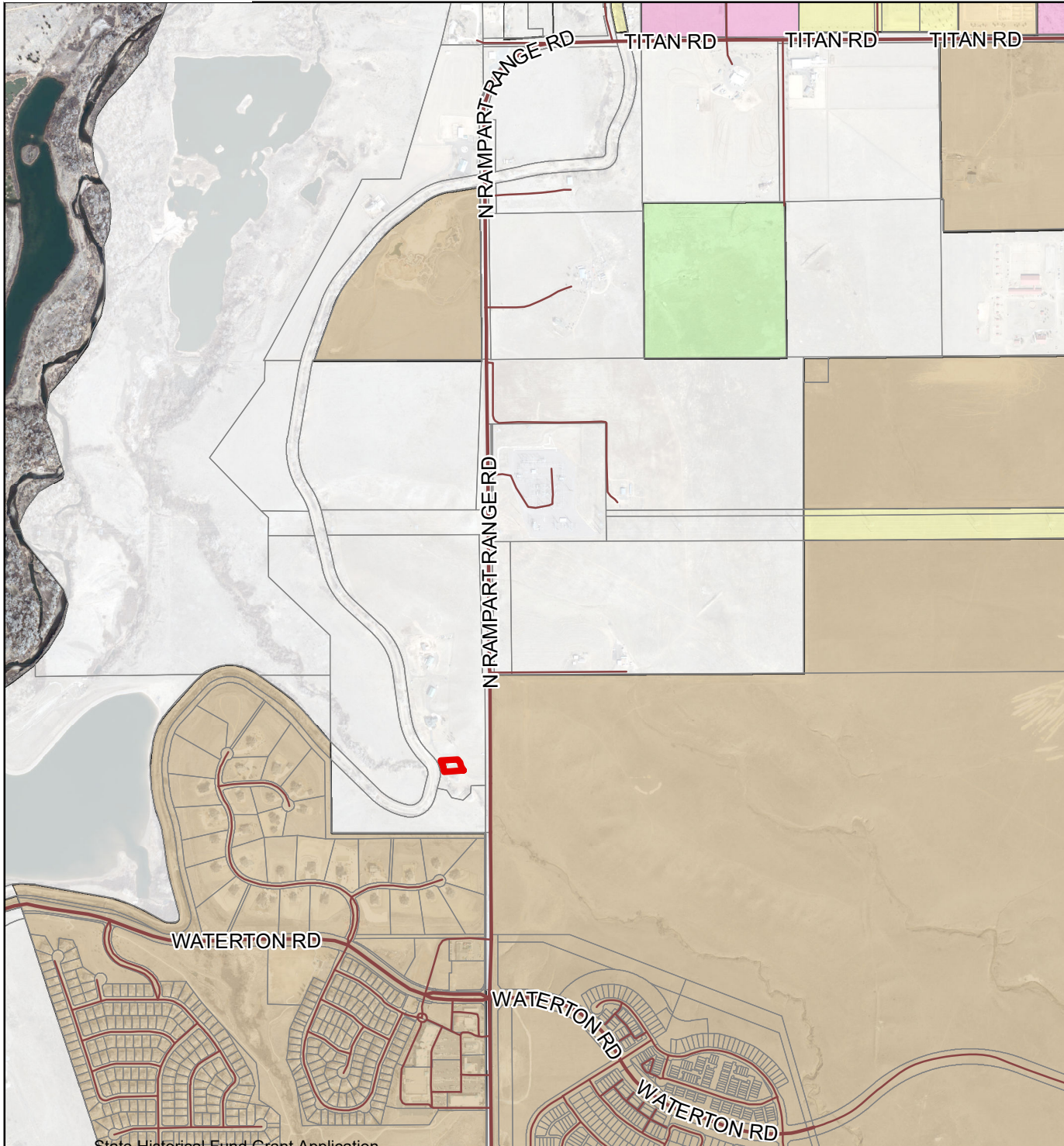
The next phase of work will continue restoration work on the exterior of the cabin including the windows, doors, and reconstruction of the historic porch.

Once this work is done, the future phase will address the needs of the interior of the cabin. Including staging the inside to enhance tours for the public.

IV. RECOMMENDED ACTION

The SHF grant application for Miksch-Helmer Cabin in the amount of \$117,341 with a County contribution of \$39,114 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.

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MIKSCH-HELMER CABIN SHF GRANT PROJECT

ZONING & VICINITY MAP

LEGEND

- PROJECT SITE
- MAJOR ROADS
- OTHER ROADS

ZONE DISTRICT

- A1 - AGRICULTURAL ONE
- LRR - LARGE RURAL RESIDENTIAL
- RR - RURAL RESIDENTIAL
- ER - ESTATE RESIDENTIAL
- SR - SUBURBAN RESIDENTIAL
- MF - MULTIFAMILY
- LSB - LIMITED SERVICE BUSINESS
- B - BUSINESS
- C - COMMERCIAL
- LI - LIGHT INDUSTRIAL
- GI - GENERAL INDUSTRIAL
- CMTY - SEDALIA COMMUNITY
- D - SEDALIA DOWNTOWN
- HC - SEDALIA HIGHWAY COMMERCIAL
- MI - SEDALIA MIXED INDUSTRIAL
- PD - PLANNED DEVELOPMENT
- OS - OPEN SPACE CONSERVATION
- NF - NATIONAL FOREST
- INCORPORATED AREAS

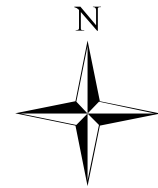


MARCH 2024
DOUGLAS COUNTY
DEPARTMENT OF
COMMUNITY DEVELOPMENT






MIKSCH-HELMER CABIN SHF GRANT PROJECT

AERIAL MAP



LEGEND

-  PROJECT SITE
-  MAJOR ROADS
-  OTHER ROADS

MARCH 2024
DOUGLAS COUNTY
DEPARTMENT OF
COMMUNITY DEVELOPMENT

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.

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 DCHPB, DC History Repository Curator

Mailing Address

Include floor number, suite number, etc.

100 Third Street

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

Ms.

Contact First Name

Brittany

Contact Last Name

Cassell

Title

State Historical Fund Grant Application
Miksch Helmer Cabin
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Grant Recipient Contact's Organization

Douglas County Department of Community Development

Mailing Address

Include floor number, suite number, etc.

100 Third Street

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.

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

Property Owner Last Name

Mailing Address

Include floor number, suite number, etc.

100 Third Street

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-Rural

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

S-02

Colorado State House District

R-45

US Representative District

US-04

Property Information

Property Street Address

8817 Rampart Range Road

Property City **State**

Roxborough CO

Zip Code

80125

Property Legal Description

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

Commencing at the Northeast corner of the Northeast ¼ of the Northeast ¼ and considering the East line of said Northeast ¼ of the Northeast ¼ to bear S 00°07'33" E with all bearings contained herein relative thereto;

Thence S20°53'32"W along said West line a distance of 761.14 feet to the true point of beginning;

Thence along the arc of a curve to the right a distance of 37.21 feet, said curve has a radius of 89.80 feet and a central angle of 23°44'17" and a cord that Bears S34°45'45" E a distance of 36.94 feet;

Thence S 19°11'27"E a distance of 27.69 feet;

Thence along the arc of a curve to the left a distance of 44.71 feet, said curve has a radius of 369.50 feet and a central angle of 06°55'56" and a cord that Bears S28°53'31" E a distance of 44.68 feet;

Thence S 86°52'08"W a distance of 162.26 feet;

Thence along the arc of a curve to the left a distance of 101.13 feet, said curve has a radius of 235.93 feet and a central angle of 24°33'34" and a cord that Bears N15°59'52"W a distance of 100.36 feet;

Thence N 86°40'43"E a distance of 138.16 feet to the true point of beginning.

Containing 0.33 Acres more or less.

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.

Miksch-Helmer Cabin Exterior Rehabilitation

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.

This grant is for the exterior stabilization and rehabilitation of the Douglas County landmarked Miksch Helmer Cabin located in western Douglas County in the community of Roxborough. The cabin was constructed in 1871 and today looks much as it did when it was constructed. The grant will restore the wood windows, siding on the historic framed cabin addition and the siding on the gable ends of the log cabin. It will also include the reconstruction of the historic porch. This grant will complete the exterior rehabilitation of the Miksch Helmer Cabin.

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.

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, [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.

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.**

No 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.

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

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at 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.**

SIMILAR PROJECTS DOUGLAS COUNTY HAS COMPLETED

The County managed and provided a cash match of \$43,678 for the Miksch-Helmer Cabin stabilization and rehabilitation project (19-02-007) allocated under the 2019 budget.

It also completed a project in 2018 to replace the roof on the cabin, which was self-funded by Douglas County - \$39,800.

The County managed a grant from the State Historical Fund for the completion of a Historic Structure Assessment for the Miksch Helmer Cabin (2014-HA-15) in the amount of \$9,450.

PREVIOUS SHF GRANTS MANAGED BY DOUGLAS COUNTY

- The County manages the 2023 5DA3991 Rockshelter Excavation project and provided a cash match of \$15,125 (Project #2023-02-044). The County previously managed with cash match of \$29,550 for the 2022 Excavation of the same project (Project #2022-01-051).**
- Greenland Post Office restoration project (2020-01-024) (\$156,160), with a County cash match of \$52,053**
- Prairie Canyon Ranch restoration project (2020-02-031) (\$141,547), with a County cash match of \$47,182**

- William Converse Ranch restoration project (16-02-032) (\$174,803), with a County cash match of \$64,653
- Bayou Gulch site artifact analysis and National Register nomination grant (15-02-013) (\$89,684)
- Excavation and interpretation of the (County-owned) Blackfoot Cave (2012-MI-020, two grants)
- Russellville Ranch archaeological assessment (95-02-079) (\$30,000)
- Fourteen Historic Structure Assessment grants (\$160,100), with County cash matches totaling \$14,482
- Four Historic Resource Surveys grants, with County cash matches, 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)

DOUGLAS COUNTY SELF-FUNDED PROJECTS

- Evans Gandy Homestead – Douglas County has been working on this two-story homestead located in Spring Valley for over ten years. It is located on an Open Space and Trail System. The County has stabilized the roof framing and installed a new roof, completed a Historic Structure Assessment and completed comprehensive construction documents. It is currently completing structural stabilization, which includes a new foundation. This year we have budgeted \$350,000 to complete window/door restoration and siding restoration on the building.
- Miksch Helmer Retaining Wall and Site Grading – The 2019 County budget allocated \$49,908 to design and construct a retaining wall to stabilize soils and prevent further deterioration of the cabin from sifting dirt onto the base of the building.
- 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 (5 buildings), and Columbine Open Space (3 buildings).
- 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. The 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.

PROJECT TEAM

Brittany Cassell, Curator, Douglas 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 has been the grant administrator on all of Douglas County's SHF funded projects for the past five years. She will manage the grant and ensure that the project is on schedule and submit the required SHF deliverables and reports. She will also be responsible for the financial reporting.

Douglas County requested fee proposals and cost estimates for this grant from consultants and contractors familiar with the State Historical Fund and the Miksch Helmer Cabin. Douglas County will be following an RFP and competitive bid process for the work in this grant. All of the consultants and contractor selected will have experience with the State Historical Fund and very experienced in implementing the Secretary of the Interior's Standards. The selection process will be based on experience and not on costs.

For this grant, we received proposals from the following:

Barbara Darden, Scheuber + Darden Architects – Preservation Architect; The firm has completed over 100 HSAs and 150 rehabilitation projects with SHF. They completed the construction documents being used in this grant in the SHF#2019-02-007 grant and worked on previous phases on previous phases of the Miksch Helmer Cabin.

Dave Wittman, Martin Consulting Engineers – Preservation Structural Engineer; His experience includes 50 HSAs and 35 rehabilitation projects. They completed the construction documents being used in this grant (SHF# 2019-02-007).

Michelle Slaughter, Statistical Research Inc. – Senior Level Historical Archaeologist / Principal Investigator; Michelle is very familiar with the OAHP and its requirements for archaeological observation during construction. She has completed over 15075 SHF funded projects. She worked on the previous grant during the foundation stabilization of the Miksch Helmer Cabin. The selected archaeologist will be on site during any ground disturbance.

Kevin Murray, Empire Carpentry – Preservation Contractor. Empire Carpentry has completed over 20 SHF funded restoration/rehabilitation projects. He completed all the previous construction phases for the Miksch Helmer Cabin. In addition, he has completed over 50 SHF funded historic projects.

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.

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.

Building and Surrounding Area

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.

Miksch-Helmer Cabin

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.

5DA2755

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.

N/A

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).

HISTORY

The property is representative of early settlement and expansion, being directly associated with Amos Miksch who homesteaded and improved the property during the early 1870s, and later the Helmer's, who were a fixture of that area, running a successful cattle ranch for over 100 years.

Miksch migrated from Pennsylvania to Ohio, settling in the Colorado Territory by 1861 and proved up his homestead by constructing this log and frame cabin in the 1870s. He enlisted as a private in the First Cavalry Regiment of the Colorado Volunteers, fought in the Battle of Glorieta Pass, and witnessed the atrocities of the Sand Creek Massacre. Significantly, Miksch testified against Major John C. Chivington and others during the investigation.

Franz and Judith Helmer emigrated from Austria to New Jersey and after the Civil War ended in 1865, migrated with their children to the Colorado Territory. After purchasing the Miksch-improved 160 acres they began to build a cattle ranching operation that eventually grew to over 3,200 acres.

Joseph and Mary Cronen, donated the cabin and a third of an acre to Douglas County in 2013. The cabin is nestled near the base of a hill, with little visible development around it, and sits immediately adjacent to the High Line Canal, with Little Willow Creek running just 100 feet to the west on the acreage owned by the Cronens.

DESCRIPTION

The cabin is an excellent example of pioneer log architecture. Its character defining features are the hand-

State Historical Fund Grant Application

Miksch Helmer Cabin

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hewn logs that are laid with a square notch technique, the original front door, the ½ story loft, the gabled roof, and the original double-hung windows located on the west elevation. The wood-framed addition was built prior to 1920 and constructed of wood-frame with board-and batten siding.

The cabin looks much as it did when constructed. Original windows, doors, logs and floor plan are retained. The log cabin never had power, but power was added to the frame addition at some point. Additionally, no contemporary heat was ever added. The cabin has always been heated by a wood burning stove. The porch was removed in the 1980s – 1990s.

SIGNIFICANCE

The cabin is situated close to Chatfield State Park and Roxborough State Park. Recreationalists can easily observe it while using the High Line Canal trail, making it a visual landmark of interest and curiosity. The cabin can also be seen from Rampart Range Road, which triggered interest in its preservation from local community members. The cabin is important in the interpretation of the development of the Roxborough area and its early owners. The Roxborough Area Historical Society and the Douglas County Historic Preservation Board are both committed to its interpretation and preservation, as it is an asset that will provide enjoyment for this and future generations.

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.

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

Exterior Rehabilitation

Description

- 1. Remove non-original board and batten siding at frame addition and install new replica 1" x 12" vertical board siding, paint white.**
- 2. Remove deteriorated trim around doors and windows and install new replica trim.**
- 3. Remove non-original attic access at the east elevation of the frame addition and contemporary utility lines prior to residing the building.**
- 4. Remove non-original asphalt siding at gable ends of log cabin and install new building paper and new 5" exposure horizontal board siding to match the historic, paint white.**

5. Install new replica 1" x 6" rake board at the gable ends of log cabin to match the historic where missing, paint.

\$ Amount

29560

Task B

Title

Window and Door Restoration (7 Windows & 2 Doors)

Description

1. Restore Windows A & B
2. Restore Window D, using sash from demolished window adjacent to Window D.
3. Demolish non-original bathroom on the interior to complete restoration work on Window E. Install new replica window and window opening per historic photos.
4. Windows F & G - Reconstruct replica window sashes per historic photos and approved construction documents.
5. Door 100 - Restore historic vertical board door and paint. Install replica hardware.
6. Door 101 - Construct new replica vertical board door and paint. Install replica hardware.
7. Storm Windows with Lexan MR10 for security.

\$ Amount

26150

Task C

Title

Porch Reconstruction

Description

Reconstruct historic porch per approved construction documents and historic photographs.

\$ Amount

35950

Task D

Title

Description

\$ Amount

Task E

Title

Description

\$ Amount

Task F

Title

Description

\$ Amount

Task G

Title

Description

\$ Amount

Task H

Title

Description

\$ Amount

Task I

Title

Description

\$ Amount

**Scope
Subtotal**

Click on calculator

91660

For construction projects only.

General Conditions

\$ Amount

13585

Permits

\$ Amount

750

Bonding

\$ Amount

4529

Overhead and Profit

\$ Amount

9057

Scope Total

Click on calculator

119581

Architectural/Engineering Fees (For construction projects only)

Calculation Details

Construction Administration - Architectural

1. Before/Historic/After Photos
2. Construction Meetings - 10
3. Preconstruction Meeting
4. Final Punchlist
5. Shop Drawing, Mockups, Submittal Review
6. Change Order Assistance
7. Requests for Information Assistance
8. Reimbursable Expenses - Mileage (\$562)

Construction Administration - Structural Engineering

1. Construction Meeting - 1
2. Shop Drawing Review, Mockup Submittal Reviews, Questions

\$ Amount

16467

Archaeological Monitoring

*Only for ground-disturbing construction projects

We spoke with Eric McCann, the State Archaeologist. Since there was ground disturbance during the foundation stabilization in the last phase, he stated we did not need to have an archaeologist for the same area in this grant. See letter in attachments.

\$ Amount

Project Subtotal

Click on calculator

136048

Grant Administration & Indirect Costs

Calculation Details

Must not exceed 15% of project subtotal

Brittany Cassell, the Grant Administrator is doing Grant Administrator pro bono

\$ Amount

Contingency

\$ Amount

20407

Project Total

Click on calculator

156455.00

Grant Request

\$ Amount

117341

Grant Request Percentage of Project Total

Click on calculator

75.00%

Cash Match

If no cash match, enter a zero.

\$ Amount

39114

Cash Match Percentage of Project Total

Click on calculator

25.00%

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

No 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.

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 2013, the cabin and 0.33 acres was donated to the County by Joseph and Mary Cronen. After securing ownership, the Board of County Commissioners landmarked the 1871 cabin due to its connection with events that have made a significant contribution to history, its connection to persons who are significant in history, and its distinctive architectural characteristics.

Since 2014, the County has invested in the stabilization and restoration of this property. In 2014, they

received a grant from the SHF to complete a HSA, which has been used to guide us in the phased stabilization of the Miksch Helmer Cabin (see attachments). In 2018, they self-funded roof stabilization and replacement on the cabin. In 2019, the County was awarded a \$131,035 SHF grant (2019-02-007) to focus on the replacement of the severely deteriorated sill logs, foundation restoration, and structural stabilization. The County self-funded site grading and the construction of a retaining wall to protect the structure from future erosion.

We asked for fee proposals and cost estimates from Scheuber + Darden Architects, Statistical Research, Inc., and Empire Carpentry. Douglas County will be issuing an RFP to hire consultants for the A/E Services and a competitive bid process will occur prior to selecting a contractor for the Preservation Construction Services.

The construction documents were completed in a previous SHF grant (2019-02-007) and were approved by the SHF at that time (see plans attachments)

CONDITION

Exterior Siding: The exterior siding is heavily deteriorated due to age and risen grade, that has rotted the bottoms of the boards. According to the HSA, the siding on the frame addition is not original and the width is narrower than what historically existed. The fascia boards on both buildings are heavily deteriorated.

Doors: Poor to Critical Condition. Door 100 has been sealed with plywood on the exterior for many years. The door has several holes and the bottom of the door is deteriorated from being in contact with the ground. Door 101 is also in poor condition and is a contemporary wood door with contemporary hardware. The exterior is warped and heavily weathered, while the interior appears to be partially eaten by an animal. The trim around the doors is partially missing and heavily deteriorated.

Windows: The windows are in critical condition. They are heavily checked and dry. Mullions and glazing are missing and glazing putty is in critical condition. Most of the bottom rails have some rot and deterioration present. Most joints sash joints are loose and deteriorated.

According to the historic photos, the west window on the south elevation of the frame addition is not original and the adjacent window was much larger. It is believed that the larger window was divided to create two smaller windows in the 1980s – 1990s. The trim around the windows is partially missing and heavily deteriorated.

Porch: The porch no longer exists, although remnants of the roof ledger remains on the log cabin.

PROJECT SCOPE OF WORK

Based on the recommendations in the Historic Structure Assessment, the work will use the Rehabilitation Standard of The Secretary of the Interior's Standards. The building's character defining features will also be restored.

A. PRESERVATION CONSTRUCTION ACTIVITIES

1. Exterior Rehabilitation

- Remove non-original board and batten siding at the frame addition and install new replica 1" x 12" vertical board siding, paint white per historic photos.
- Remove heavily deteriorated trim around doors and windows and replace with new replica trim.
- Remove non-original attic access at the east elevation of the frame addition and contemporary utility lines prior to residing.

- Remove non-original asphalt siding at gable ends of the log cabin and install new building paper and new 5" exposure horizontal board siding to match the historic, paint white per historic photos.

- Install new replica 1" x 6" rake board at the gable ends of the log cabin to match the historic where missing, paint.

2. Window and Door Restoration (7 windows and 2 exterior doors)

The windows in this cabin are character defining elements that should be preserved and restored. Their removal would significantly alter the building's integrity, thus conflicting with The Secretary of the Interior's Standards. In general, the existing windows will take extensive restoration and dutchmen repairs to restore them. Where parts are missing, they will be replicated to match the historic, as will the new windows described below.

The HSA did not recommend storm windows, but as activity in the area has increased along the trail systems, there is a concern for vandalism, so storm windows are now recommended.

- **Windows A & B:** Restore Windows A and B in log cabin.

- **Window C:** During the stabilization of the north wall of the frame addition in the 2019-02-007 grant, we discovered a window opening on the north elevation. We have modified the approved construction documents and labeled Window C (see plans).

- **Window D:** Remove non-historic window opening adjacent to Door 101. Use removed sash as upper sash of Window D and reconstruct replica frame and sill to match historic photos.

- **Demolish non-original bathroom on the interior to be able to complete window restoration work on Window E.**

- **Window E –** Install new replica window and window opening to match historic photos and approved construction documents. This will require partial demolition of the non-original bathroom on the interior.

- **Window F & G (Gable Ends):** Reconstruct replica window sashes per historic photos and approved construction documents.

- **Door 100 –** restore historic vertical board door and paint. Install replica hardware.

- **Door 101 –** construct new replica vertical board door and paint. Install replica hardware.

3. Reconstruct historic porch based on approved construction documents and historic photographs.

B. ARCHITECTURAL, ENGINEERING AND CONSULTANT SERVICES

1. Construction Administration

- **Periodic Site Visits** during construction to observe work of the contractor.

- **Review of shop drawings, mockups and submittals.**

- **Assistance with Change Orders, if required.**

- **Final punchlist at the end of the project.**

- **Before, Historic and After photos.**

2. Archaeological Monitoring

- One day of field observations during excavation for the porch foundation system.
- Draft and Final Report of Findings
- Required OAHF forms
- Consultation with the State Archaeologist
- State Permit

FUTURE FUNDING AND COMMITMENT

Since 2014, the County has invested in the stabilization and restoration of this property. In 2014, they received a grant from the SHF to complete a HSA, which has been used to guide us in the phased stabilization of the Miksch Helmer Cabin (see attachments). In 2018, they self-funded roof stabilization and replacement on the cabin. In 2019, the County was awarded a \$131,035 SHF grant (2019-02-007) to focus on the replacement of the severely deteriorated sill logs, foundation restoration, and structural stabilization. The County self-funded site grading and the construction of a retaining wall to protect the structure from future erosion.

The County is committed to preserving and stabilizing the Miksch Helmer Cabin as seen in our past phases and the willingness to complete self-funded work. Douglas County takes the preservation, restoration and rehabilitation of their historic buildings, because the citizens have been vocal about how important these historic elements are to their communities. In 2021, the citizens of Douglas County voted to approve a tax that helps support the County's efforts to rehabilitate and restore these historic buildings. The funds from this tax are being used to provide a cash match for the Miksch Helmer cabin. In addition to providing funding for County owned historic buildings, the tax also benefits private owners, non-profits and municipalities by creating a grant program that allows them to do the same for their buildings.

FUTURE PHASES

We anticipate one more phase after we complete this grant. The interior of the Miksch Helmer Cabin is much as it looked when it was constructed with the original wood floors, ½ loft, log walls and remnants of the historic beadboard walls in the frame addition. The final phase, which we anticipate working on will be in 2025. We hope to have a grand opening in the fall of 2025 or spring of 2026 and have the cabin open to the public on a regular basis after that final phase.

Urgency

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at 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.

CONDITION OF THE BUILDING

Although we have mitigated the deterioration of the logs and stabilized the foundation in the previous grant, we are still trying to mitigate some of the most critical deficiencies. The windows and doors are in critical condition and continue to deteriorate due to their exposure to the weather and occasional vandalism. This will be the final phase on the exterior rehabilitation of the building and restoration of the character defining features – windows and doors.

As stated in the previous phase, the condition of the windows are critical and as much as we wanted to address these elements in previous phases, the foundation of the building and logs were more important. The windows are missing mullions, glazing and rot is present at the bottom rails of most sashes. Additionally, the windowsills on the cabin are in poor condition and most will need to be replaced with replica members. The doors are in equally critical condition. Door 100 into the log cabin cannot be opened and has been sealed shut. It also has two large holes in the door from previous vandalism. Door 101 into the framed addition, is difficult to open due to deterioration of the door and frame. It also a contemporary door and does not contribute to the historic character of the cabin.

We need to complete this work before we lose any more historic fabric.

POTENTIAL THREATS

Although we have been working on the cabin since 2014, it looks much like it did in 2014, because we have been addressing deficiencies that are not extremely visible to passersby that walk down the High Line Canal trail and drive on Rampart Range Road. Most of the work completed has been underground to stabilize the building and prevent it from collapsing and putting on a new roof.

The building still looks abandoned and although we have a locked fence around the property, vandalism still occurs, especially with the construction of the High Line Canal Trail just adjacent to the property and as more people notice the cabin. We want to complete this phase as this grant will complete the exterior of the building, making it look less abandoned and derelict and that it is being taken care of. The restored windows and doors and new replica siding on the framed addition and paint will complete its historic rehabilitation, along with a new replica wood porch that completes the historic rehabilitation and makes the cabin look less abandoned.

COMMUNITY PARTICIPATION, PARTNERSHIPS IN JEOPARDY

We have worked closely with the Roxborough Historical Society during the previous phases of work, identifying work to be completed and updating them on progress. Every year they request use of the building, but until recently the condition of the cabin would not allow the society to open it up to the public. With the foundation stabilization complete in 2023, we will now be able to open up the property, but the interior of the cabin is not safe. The progress on the cabin has been slow, as the County has fourteen historic buildings/sites/ranches that they maintain and complete work on to stabilize the historic buildings. Most of the rehabilitation of these properties are self-funded by the County, so progress tends to be slower than most of our citizens anticipate. As a partnership with Douglas County, the Roxborough Historical Society wants access to the building to increase the interpretation of the history of the Miksch and Helmer families and the contributions of the families to the Roxborough area. The Roxborough Historical Society

has recently finished the brick kiln stabilization and now want to focus on the interpretation of this cabin. Without this grant, the final phase of the exterior rehabilitation will not be completed, and the cabin will look much as it does today, and the society will be less willing to cooperate and coordinate with the County in other projects.

Our most important partner is our citizens though. They voted to increase taxes to preserve, restore and rehabilitate the historic buildings that tell the history of the County. They also want access to the properties, which we have done on most of the fourteen properties we own. Without this grant, it will be difficult to have the public see their tax dollars at work on the Miksch Helmer Cabin because it will take much longer to complete this phase. Without progress on this historic building and other County owned historic buildings, it will be difficult to show our citizens how the tax works to increase the preservation of our historic resources by working with other entities to maximize the impact through matching grants and funding.

WORK NOT COMPLETED WITHOUT THE GRANT

As stated above, this phase cannot be completed without the SHF grant. It is the final phase for the exterior rehabilitation and is a large amount of work to be completed. We have the cash match in place due to the tax that was approved by our citizens, but with our obligations to complete restoration/rehabilitation work on other historic properties throughout the County, we are unable to commit to doing this phase completely on our own. This year we are opening up Prairie Canyon Ranch to the public for hiking and interpretation of the nine historic buildings on the property, we have also committed to continuing rehabilitation work at the Spring Valley School, which also includes three other buildings, and Sundance Ranch, which is open to the public for trail rides and hiking has over ten historic buildings that need attention to prevent continued deterioration of their historic elements. We are committed to the Miksch Helmer Cabin, but we must show progress and commit monies to our other properties also to demonstrate to ALL our citizens that we are capable of using their tax monies wisely and leveraging those monies with other grants to make as big of an impact as possible.

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.

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.

USE OF THE RESOURCE

Prior to 2014, Douglas County provided yearly guided access to the Miksch Helmer Cabin, so that community events could occur on the property. Access to the interior was limited with only small, guided tours allowed. As the building deteriorated, Douglas County no longer allowed people inside the building, but events were allowed on the grounds. Since 2018, these events have been minimized as this property has been an active construction site most of the time. We still provide access to the property upon request, but do not allow scheduled events due to the condition of the site and the building. The last phase drastically improved the condition and stability of the building, and this phase will complete the exterior rehabilitation. We anticipate allowing the public back onto the property in late 2025 or early 2026 by holding a grand reopening/Open House so the public can observe what their tax dollars have paid for. Additionally, the Roxborough Historical Society are wanting to hold their annual event there once the exterior of the building is complete.

SOURCE OF CASH MATCH

The cash match was provided by the voter approved tax for historic properties in Douglas County. This tax approved in 2022 was specifically earmarked to restore, rehabilitate, and preserve the many historic buildings that are located in Douglas County.

NON-MONETARY WAYS OF SUPPORT

The community supports this project by calling and asking about the progress on the Miksch Helmer Cabin rehabilitation. They want access to the property once it is safe and to learn more about the Miksch and Helmer families and their contribution to the development of Douglas County. The Roxborough Historical Society holds monthly events and updates on the cabin are provided and they are readily available to coordinate site visits when requested. Additionally, we have had volunteers in the past complete an archaeological survey of the entire property to find artifacts for interpretation. We anticipate in the future, that the Roxborough Historical Society will assist us with the interpretative signage for the property, as they are more familiar with the history of the property.

ENHANCEMENT OF HISTORIC PRESERVATION

This cabin is one of a few historic buildings in the Roxborough area, outside of the Roxborough State Park. It is well located along the High Line Canal Trail and Rampart Range Road, the primary access to the Roxborough area. It is visible to passers-by and its rehabilitation enhances the importance of historic preservation of our resources to tell the story of our past. This phase in particular will finalize the exterior rehabilitation, so that the public fully understands what the cabin looked like when the Miksch and Helmer families lived and farmed on the property.

ENCOURAGEMENT OF PARTNERSHIPS

As stated in the previous section, our partnership with the Roxborough Historical Society has waned a bit because of the limited access to the site. Once this phase is complete, we will begin allowing people to visit the building once again and hold small events on the property.

Our partnerships with our citizens who approved our Historic Preservation Tax, will see their tax dollars at work and will be more willing to approve a future renewal of the tax (5 years) as we complete this phase and open it to visitors on a limited basis.

INCREASING HISTORICALLY EXCLUDED COMMUNITY ENGAGEMENT.

This phase will allow us to begin the interpretation of immigrant families that moved to Douglas County. One owner participated at the Sand Creek Massacre and was a hero when he assisted in bringing Chivington to justice, the other landowner, became a well-known, rancher, increasing his holdings by over 1000 acres. The story that will be told to visitors at the end of this phase is the story of pioneers, especially the experience of immigrants and women who made the trek to the West to create a community that valued their contribution and hard work. It will also highlight the difficult life of women without electricity, heat, and living in a cabin with few amenities, weathering the cold and hot weather to raise their children and care for the livestock and family. These stories will resonate with the citizens of Roxborough who are a diverse community and because of the lack of historic buildings have little opportunity to understand early

Douglas County history except through books.

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

Douglas County will promote this project through the Roxborough Historical Society newsletters and the local papers, which are both digital and print. Additionally, the grant and progress will be discussed during the County Commissioner's Meetings and the Douglas County Historic Preservation Board meetings. We will provide information on not only the State Historical Fund grant funding, but also information on how our cash match came from the Historic Preservation Tax approved by our voters.

At the end of the grant, we will hold a grand reopening/celebration to invite visitors to the property to see the completion of the exterior of the cabin with views to the interior (which will not be accessible to the public).

We also request that the State Historical Fund provide information on their website and newsletter discussing the newly awarded grant and what it will accomplish and how it will benefit the citizens of Douglas County.

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](#)

This project honors our rich, cultural heritage and raises the awareness of preservation's relevance. Specifically, it supports:

Goal A: Preserving Places That Matter

This grant continues to protect the historic 1871 Miksch Helmer Cabin. The cabin is an icon on the landscape and is seen by thousands of people every day from the High Line Canal Trail and Rampart Range Road. The progress on the building has been noted and the celebration at the end of this grant phase will interpret the building's rich cultural heritage.

Goal B: Strengthening and Connecting the Colorado Preservation Network

Douglas County's Historic Preservation Tax is the newest partner to Colorado's Preservation Network. This grant will demonstrate to other counties, municipalities, non-profits and private citizens how successful this tax is and how to successfully leverage funding to preserve and restore a community's important historic buildings. We hope this project will demonstrate to other counties and the state how important preserving our historic resources are and will promote more leveraging and initiating tax incentives for other areas of the state.

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.

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.

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.

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

[Douglas County_Plans.pdf](#)

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

[Douglas County_Resumes.pdf](#)

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

[Douglas County_Historic Images.pdf](#)

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