


Grant Application Staff Report

DATE: SEPTEMBER 12, 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 GREENLAND POST OFFICE RESTORATION IN THE AMOUNT OF \$170,099 AND A COUNTY CONTRIBUTION OF \$56,700

BOARD OF COUNTY COMMISSIONERS MEETING:

SEPTEMBER 24, 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 Greenland Post Office in the amount of \$170,099, requiring a cash match from the County of \$56,700. The application is due on October 1, 2024.

II. REQUEST

A. Request

This is a request for approval of a \$170,099 SHF grant application for restoration and stabilization work at the Greenland Post Office. The County's cash match is projected to be \$56,700, which is 25% of the total project funding. The total funding for the project is \$226,799. The funds for the cash match have been requested from the 2025 Parks, Trails, Historic Resources and Open Space (PTHROS) sales tax fund and are waiting for approval. The cash match will not be required until early 2025 if a grant is awarded in December 2024. The County has the ability to not accept the award should funding not be available.

B. Location

The property is located at 1524 E Noe Road, in the southeastern portion of Douglas County. 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 \$156,160, with total project funding at \$208,213. The previous grant focused on foundation, floor, and wall stabilization. The grant also funded an asphalt shingle siding study.

The next phase, and purpose of this application, is to continue restoration on the Greenland Post Office and focus on restoration of the windows and doors.

The post office was a significant contributor to the growth and development of the Town of Greenland from 1925 to 1959. It was a significant element of the cultural and social growth of the community, as the citizens came to the post office to catch up on the local news and learn about what was going on elsewhere in the County. The post office was located in a rural part of the County, serving Greenland and several large ranches in the area.

The post office, along with its outbuildings, are some of the only remaining buildings in the Greenland Townsite that are considered to be historically significant. The Townsite was designated as a County landmark in 2011.

IV. RECOMMENDED ACTION

The SHF grant application for Greenland Post Office in the amount of \$170,099, with a County contribution of \$56,700 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 October 1, 2024, submittal deadline.

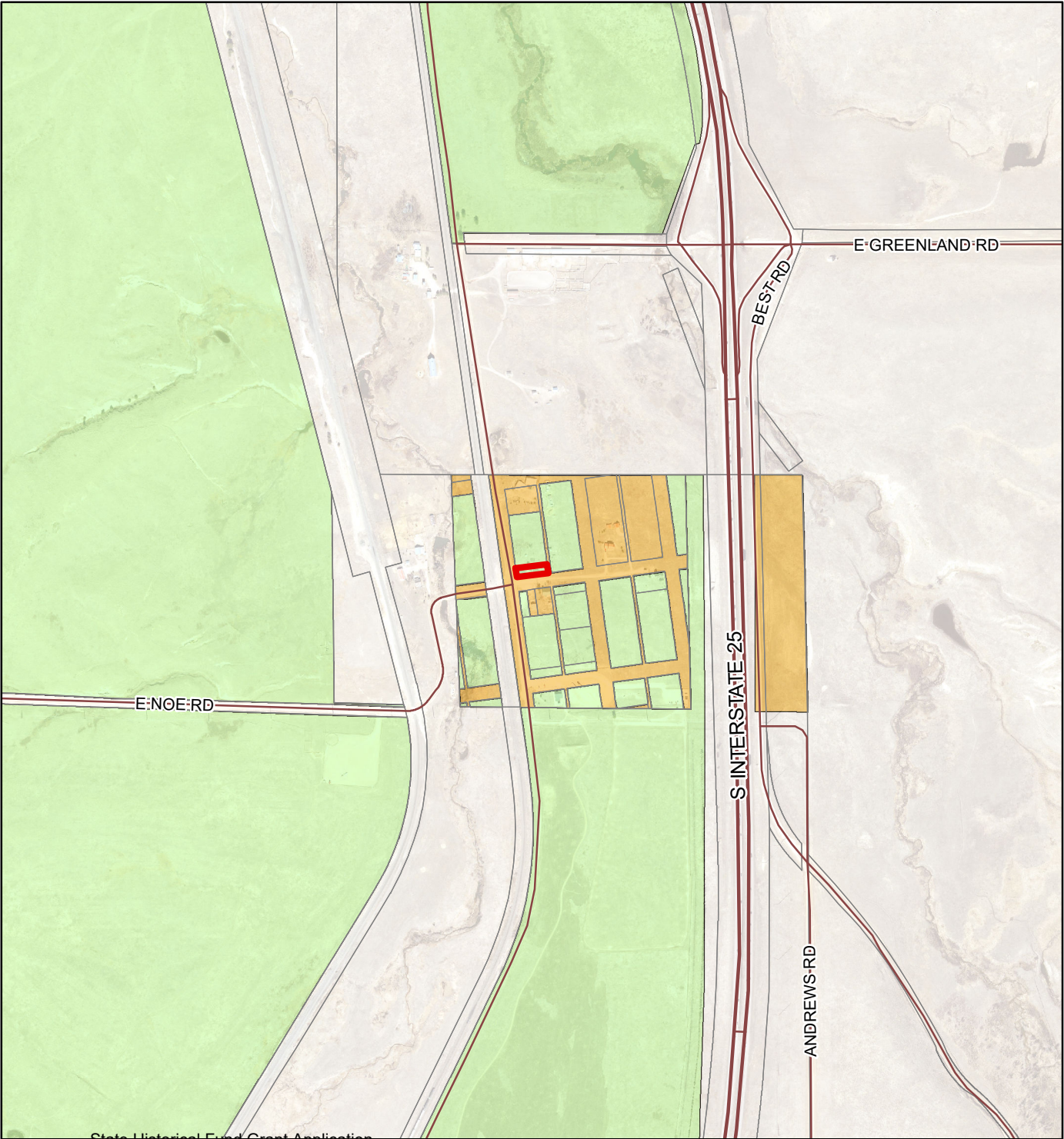
ATTACHMENTS

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STATE HISTORICAL FUND
GRANT REQUEST
GREENLAND
POST OFFICE

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






STATE HISTORICAL FUND GRANT REQUEST GREENLAND POST OFFICE

AERIAL MAP



LEGEND

-  PROJECT SITE
-  MAJOR ROADS
-  OTHER ROADS



E-NOE RD

Competitive Grant Application - October 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.

History Colorado State Historical Fund is committed to providing equitable access to our grants to everyone. If you require an accommodation to fill out the grant application, please view [History Colorado's accessibility statement](#) to make an accommodation request, or contact 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 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

Title

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

Grant Recipient Contact's Organization

Douglas County Department of Community Development

Mailing Address

Include floor number, suite number, etc.

100 Third Street

City

Castle Rock

State

CO

Zip Code

80104

Primary Phone

Ex. xxx-xxx-xxxx

720-661-9103

E-mail Address

bcassell@douglas.co.us

Property and Project Information

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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

Property Owner Tax Status

Public Entity

Property Owner First Name

Property Owner Last Name

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

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

State Historical Fund Grant Application

Greenland Post Office

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1524 E. Noe Road

Property City **State**
Larkspur CO

Zip Code
80118

Property Legal Description

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

Section 14, T10S, R67W, Block 1, Lot 10, Greenland

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.

Greenland Post Office Window and Door Restoration

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.

Douglas County Government is applying for the window and door restoration for the Greenland Post Office. The building is located in the Town of Greenland, now a ghost town, located between Larkspur and Monument, alongside Interstate 25. Greenland

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.

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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](#). To address the preservation needs for Colorado communities that have been traditionally marginalized and underserved, there is an opportunity to score additional points if your grant request directly benefits AND involves communities of color in Colorado, including African American, Indigenous, Latino, and Asian American Pacific Islander communities (also referred to by the acronym BIPOC). Grant requests that do qualify can:

- Receive up to 10 points on their score
- Be eligible for a reduced cash match

To be eligible to complete this section, you must meet and demonstrate both of the criteria below:

- Community Involvement
- Project Benefit

Eligibility Criteria

To qualify for BIPOC points and the reduced cash match, you must meet the following two criteria:

Criteria 1: Community Involvement - Active participation and engagement in the project's development and execution. One or more BIPOC communities must be involved in your proposed project. You must be able to demonstrate ONE of the following:

The BIPOC community is directly and materially involved in project planning and/or implementation.

(or)

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

(or)

The property is owned by a BIPOC organization or individual.

Supporting Attachments for Criteria 1

- Documented partnerships with BIPOC-led or focused organizations in application i.e. Memorandum of Understanding (See the glossary in the [guidebook](#) for definitions) or testimonials.
- Ownership by a BIPOC individual or organization.

- Local demographic data included in the application and evidence that BIPOC community(ies) reflected in the data are actively participating in the project or program.
- Documented partnerships with BIPOC-led or focused organizations in application i.e. stated partners and their current role (aspirational and/or possible future partnership do not qualify) or a recommendation letter.
- A mission statement committed to primarily serving BIPOC communities i.e. specified community is centered on the organization's mission, programs for BIPOC communities, diverse leadership, partnerships with BIPOC groups, and impact

You must ALSO meet Criteria 2, below.

Criteria 2: Project Benefit - Demonstrate how the project will make a real and positive difference for specified communities. You must be able to show that the completed project will directly benefit one or more BIPOC communities.

Supporting Attachments for Criteria 2:

Two letters of support from BIPOC community members actively impacted by the project are mandatory upon submission of the application.

Note:

- Any grant proposal that does not include these letters of support in their grant application will automatically be ineligible as a BIPOC Project.
- These letters should be authentic, clearly identifiable as coming from the specific BIPOC community benefiting, and detailed expressions from the community. They should not be boilerplate letters.

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.

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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.

INTRODUCTION

Douglas County Government's mission is to govern with excellence, reflecting community values through fiscal responsibility, transparency, and accountability to safeguard the quality of life for all generations. One of the six core priorities the Board of County Commissioners has identified to further its mission is to protect historic and natural resources, which promotes the responsible stewardship of historic and natural resources in both rural and suburban areas.

The Department of Community Development administers support to the historic preservation program, including the Historic Preservation Board, the Landmark program, preserving historic structures and operating the History Repository.

STATE HISTORICAL FUND PROJECTS FOR GREENLAND POST OFFICE

2020-01-024 Foundation Stabilization, Wall and Floor Stabilization, Asphalt Shingle Siding Study. Grant Award: \$156,160, Cash Match: \$52,053. Complete.

2016-01-008 Foundation Stabilization, Roof and Wall Stabilization, Roof Replacement. Grant Request: \$70,572, Cash Match: \$29,000. Complete.

2014-M1-017 Construction Documents. Grant Request: \$14,175, Cash Match: \$11,815. Complete.

2001-HA-027 Historic Structure Assessment. Grant Request: \$10,000. Cash Match: \$0.

Douglas County has received over \$1.8 million dollars in SHF funding for our ten historic properties and multiple archaeological surveys.

SELF-FUNDED GREENLAND POST OFFICE PRESERVATION PROJECTS

2024 – 2025 Greenland Post Office Siding Rehabilitation. We have received bids to complete the rehabilitation of the exterior siding for the Greenland Post Office. We have met with Anne McCleave with the State Historical Fund to discuss our approach and how it meets the Secretary of the Interior's Standards. She has agreed to confer with us as needed during the rehabilitation work. Cost: \$118,500.

2016 Historic Structure Assessment update. We use the HSA's to prioritize rehabilitation and stabilization of our ten historic properties. Cost: \$14,270.

2012 Temporary Stabilization of the roof and foundation. Cost: \$7,500.

2008 Stabilization work and mothballing. Cost: \$5,000.

2000 Greenland Ranch purchase of a conservation easement preserving the Greenland Townsite where this building is located. Cost: \$10,175,000.

1996 Purchase of 96 lots at the Greenland Townsite, which included the Greenland Post Office. Cost: \$209,900.

Douglas County has self-funded over 2 million dollars on their ten historic properties and archaeological sites. They have a historic preservation budget that is funded every year because the citizens of Douglas County feel that historic preservation should be a top priority. Additionally, in 2023, Douglas County citizens voted to implement a historic preservation and open space tax to assist with the preservation of our historic properties and sites and our open space properties.

PROJECT TEAM

Brittany Cassell, Curator, Douglas County—Grant Administrator; Brittany manages the Douglas County History Repository and is the Administrator for the Douglas County Historic Preservation Board. She was the grant administrator on the previous Greenland Post Office project (2020-01-024). She has also been the grant administrator on numerous other SHF grants. She will manage this grant and ensure that the project is on schedule and submit the required SHF deliverables, progress reports and financial reports. She will also be responsible for the Financial Reporting.

Barbara Darden, Scheuber + Darden Architects – Preservation Architect; Barbara has been working on the rehabilitation of this property since 2001. The firm has completed over 75 HSAs and 100 rehabilitation projects with SHF. The firm will be responsible for the updating of the construction documents to reflect current conditions and construction administration to assure compliance with the Secretary of the Interior's Standards.

Preservation Contractor – The preservation contractor for this project will be selected from a competitive bid process including a prequalification round that will select three to five contractors with preservation experience that are familiar with the Secretary of the Interior's Standards and State Historical Fund grants. We asked Jon Sargent with Deep Roots Craftsmen to provide the estimate for this grant. Deep Roots Craftsmen has completed over 50 SHF funded restoration/rehabilitation projects. The selected contractor will be responsible for implementing the construction documents and meeting the Secretary of the

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.

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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.

Historic District

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.

Greenland Townsite District

Resource Historic Name

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

Greenland Post Office

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.

5DA.1869

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.

1890 - 1959

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 AND ARCHITECTURE

Frederick Z. Salomon purchased the Greenland area along the Denver & Rio Grande right-of-way and established the 20-acre Greenland town plat in 1875. By the 1880s, cattle ranching began to grow in this area and several large ranches headquartered in Greenland. Ranching was first and foremost in importance to Greenland's development as was the proximity of the railroad. The trains carried mail, passengers, cargo and coal, and local farmers brought cream, wheat, potatoes and other goods from their farms to the town for shipping. Visitors from Denver would ride the train out to this beautiful valley for a respite from the more urban area.

Henry Lamar, a blacksmith, purchased this property in 1899 and is believed to have constructed the house. The building was constructed with a false front, front gable roof, clad with horizontal siding with double hung windows. Henry lived in the residence until 1902 when it was sold to B. J. Neff. The house was sold numerous times until it was purchased by Henry Barrett in 1918. He constructed the north addition of the house. The property was sold several more times before being purchased by Lucy Carrie Taylor in 1928.

Lucy Carrie and her husband Malrie Taylor began lived in the house in October 1925. It is believed the south addition was constructed at this time and the building was clad with asphalt shingle siding. The double hung windows on the original building were relocated to the south addition wall and rotated to become hopper windows. Carrie became postmistress of the Town of Greenland in 1927 and ran the Post Office, along with a restaurant, out of the front room of the house. The Post Office operated in the house until it was closed by the Federal Government in 1959. Carrie and Taylor remained living in the property until the early 1970s.

IMPORTANCE

In the 1920s, asphalt shingle siding was marketed specifically for renovation projects and was very popular during the Depression, as an option to make affordable improvements without using the more costly brick. By 1925, an old photograph of the building, shows the historic wood clapboarding as very deteriorated with no paint and the wood dry and split. The Taylors not only wanted to minimize their expense, as seen by the reuse of the historic windows, but they also dramatically "updated" the appearance of the building by covering the board siding with the more "contemporary" asphalt shingle siding when the south addition was constructed in 1925.

The Post Office is an important element in the interpretation of the Greenland Townsite and the interpretation of how rural communities utilized what they had on hand when rehabilitating their buildings. The building currently sits at the crossroads of three trailheads and a dog park that is visited by over 30,000 visitors every year. This building, currently an element on the landscape helps our visitors understand the history of our County with interpretation at the picnic shelter down the street.

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.

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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

Window Restoration

Description

- a) Reconstruct Window Frames/Openings – A, H, I, J1, J2
- b) Restore Windows – B1, B2, B3, C1, C2, C3, D1, D2, D3, G1, G2, I, J2
- c) Construct Replica Windows – A, E, F, H, J1
- d) Construct New Storms and Screens for all Windows.

\$ Amount

104900

Task B

Title

Exterior Door Restoration

Description

- Reconstruct Doors to Match Historic – 100, 107, 115
- b) New Threshold and Under framing – 100, 107, 115
- c) Restore Historic Door – 116
- d) Install Replica Door Hardware and Weatherstripping.
- e) Replica Screen Doors - 4

\$ Amount

30965

Task C

Title

Description

\$ Amount

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
135865

For construction projects only.

General Conditions

\$ Amount
20375

\$ Amount

Permits

Bonding

\$ Amount

5425

Overhead and Profit

\$ Amount

13585

Scope Total

Click on calculator

175250

Architectural/Engineering Fees (For construction projects only)

Calculation Details

1. Update Construction Documents

2. Provide Bidding Services

3. Construction Administration

Grant Kickoff Meeting

Pre-Construction Meeting

Requests for Information (Questions)

Change Orders Assistance

Construction Site Meetings

Submittal and Mockup Reviews

Before, Historic and After Photos

\$ Amount

20004

Archaeological Monitoring

*Only for ground-disturbing construction projects

N/A

\$ Amount

Project Subtotal

Click on calculator

195254

**Grant Administration & Indirect
Costs**

Calculation Details

Must not exceed 15% of project subtotal

Pro Bono By Douglas County

\$ Amount

Contingency

\$ Amount

31545

Project Total

Click on calculator

226799.00

Grant Request

\$ Amount

170099

Grant Request Percentage of Project Total

Click on calculator

75.00%

Cash Match

If no cash match, enter a zero.

\$ Amount

56700

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 no
