

STATE HISTORICAL FUND PROJECT DELIVERABLES CHECKLIST

Please attach when submitting project deliverables to the State Historical Fund office for review (make additional copies as needed). Thank you.

Grant Recipient: _____ Date: _____

Project Title: _____ Project Number: _____

The following deliverables are enclosed (deliverable numbers as listed on Exhibit C of contract or Attachment A of purchase order):

Circle the following:

- | | | | | | | | | | |
|--------------------|---------------------------|----|---|--------------------|------------------------|---------------|---------------------------|--------------------|-------------------------|
| Yes | No | NA | 1. Deliverables are clearly labeled with project number, project title, and grant recipient name. | | | | | | |
| Yes | No | NA | 2. Reports, maps, etc. have been individually identified. | | | | | | |
| Yes | No | NA | 3. "Before" and "After" Photographs that document all areas covered by Scope of Work and are labeled with the following information:
<table border="0" style="margin-left: 40px;"> <tr> <td style="width: 50%;">SHF Project number</td> <td style="width: 50%;">SHF Deliverable Number</td> </tr> <tr> <td>Historic name</td> <td>Site Number (Smithsonian)</td> </tr> <tr> <td>Date (Photo taken)</td> <td>View and/or Description</td> </tr> </table> <ul style="list-style-type: none"> • Label only with a pencil or a fine point "Sharpie" ink pen. (Photographs with adhesive labels will not be accepted because over time the labels separate from the photograph). • Photographs are at least 3½ " x 5" and printed on photographic paper. (Polaroids, slides, electronic files, compact discs or images printed on home or office printers will not be accepted). • Photographs are clear and fully illustrate the property and its condition. (Use the same perspective and approximate distance when taking "before" and "after" photographs so that a comparison can be made). | SHF Project number | SHF Deliverable Number | Historic name | Site Number (Smithsonian) | Date (Photo taken) | View and/or Description |
| SHF Project number | SHF Deliverable Number | | | | | | | | |
| Historic name | Site Number (Smithsonian) | | | | | | | | |
| Date (Photo taken) | View and/or Description | | | | | | | | |
| Yes | No | NA | 4. Survey and/or inventory projects follow guidelines | | | | | | |
| Yes | No | NA | 5. Deliverable number (according to Exhibit C of contract or Attachment A of purchase order) has been visibly written on the first page of all deliverables. | | | | | | |
| Yes | No | NA | 6. Written/published documents such as pamphlets, reports, brochures, etc., contain acknowledgement of funding source: "This project is/was partially funded by a State Historical Fund grant award from the Colorado Historical Society." | | | | | | |
| Yes | No | NA | 7. Written/published documents or reports developed by subcontractor/consultant have been reviewed by Grant Recipient. If yes, complete the following:
On a scale of 1 – 10 please rate the quality of the document/report. _____
1 = unsatisfactory 5= average, meets expectations 10= exceptional, exceeds expectations | | | | | | |
| Yes | No | NA | 8. Project site acknowledges funding source. A CHS, SHF project sign is displayed on site. | | | | | | |