



COLORADO HISTORICAL SOCIETY

STATE HISTORICAL FUND

GRANTS FOR
HISTORIC PRESERVATION

**HISTORIC STRUCTURE
ASSESSMENT
GRANT APPLICATION**

Version 2-2010

1560 BROADWAY, SUITE 400 DENVER COLORADO 80202 TEL 303/866-2825 FAX 303/866-2041

HOW TO COMPLETE THE STATE HISTORICAL FUND HISTORIC STRUCTURE ASSESSMENT GRANT APPLICATION

Historic Structure Assessment grants are awarded for the sole purpose of preparing a report of the physical condition of a historic building or structure in accordance with a mandatory State Historical Fund assessment outline (see enclosed Scope of Work). The Historic Structure Assessment must be prepared by an architect or a structural engineer working under the direct guidance of an architect. Other guidelines include:

- Architect or structural engineer must be the primary consultant on the project.
- Architect and structural engineer if applicable, must be licensed in the state of Colorado.
- Architect and structural engineer must be familiar with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Architect, and structural engineer if applicable, is required to attend an initial on site consultation with a State Historical Fund Historic Preservation Specialist at the commencement of the grant contract.

Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians and cost estimators may also be members of the assessment team.

These grants are available for \$10,000 or less. If the applicant can justify the need to hire additional consultants such as engineers, archaeologists, historic preservation consultants, contractors, historians or cost estimators an additional amount up to \$5,000 can be awarded at the discretion of the State Historical Fund.

Historic Structure Assessments may cost more or less depending on the size and complexity of the building or structure. If the cost to perform a Historic Structure Assessment is more than \$10,000 (or more than \$15,000 if other expertise is required and justified as stated above) the difference must be made up by the applicant, or the applicant may submit a General Grant application during the April 1 or October 1 deadlines. Although a cash match is not required for these grants it is strongly encouraged. It is unlikely that grants for properties owned by private individuals or for-profit entities will be made in the absence of a substantial cash match (i.e. less than 50%). **State Historical Fund funds can not be used to cover indirect or grant administration costs.**

For purposes of this program, the term "historic structure assessment" has been defined as an assessment of the condition of an entire historic building, site or structure. Such an assessment typically includes historical information about the property, examination of all structural components (e.g. foundation, framing, walls, and roofing), examination of building systems (e.g. mechanical, and electrical systems), interior and exterior finishes, and such additional issues as hazardous materials, access by the disabled, and building and zoning code compliance. An outline of suggested content under each item in the Scope of Work may be obtained by contacting the State Historical Fund office. The final product should prioritize the necessary work, and provide preliminary cost estimates. Illustrations are an important component of every study, and the work described should meet the requirements of the Secretary of the Interior's Standards.

A complete HSA application will consist of a cover letter, summary of applicant organization, two pages of narrative, a scope of work, a budget, and a few photographs per the outline provided below. There are also several optional attachments, but these should be kept to a minimum. PLEASE DO NOT USE BINDERS OR NOTEBOOKS. Submit an original and one copy of the entire application to the State Historical Fund offices at 1560 Broadway, Suite 400, Denver, CO 80202. Applications are accepted at any time. Applicants should call the State Historical Fund offices at (303) 866-2825 for advice before completing this application.

- A. COVER LETTER. This should be a one-page letter providing a brief introduction of your project.
- B. SUMMARY OF APPLICANT ORGANIZATION. Provide basic information about the applicant organization here. Grants can only be made to public entities and not-for-profit organizations. If the property that is the subject of the assessment is privately-owned, or owned by a federal agency, call the SHF offices for advice.

The first signature line is mandatory for all projects, and must be signed by the Legally Authorized Representative of the applicant organization. The second signature line must be signed by the legal owner of the

property. This is necessary only when the applicant is not the owner of the property that is the subject of the grant application. All signatures must be original (“wet”) signatures.

- C. **NARRATIVE.** This information may be provided in any format and should not exceed two pages in length. Some applicants may choose to provide a running narrative, while others may provide a separate answer to each individual question. This section should provide general information about your property and project. More detailed information regarding the way in which the project will be carried out is included in Attachment 1, Scope of Work.

Include the following information:

1. Description of the importance of the property or project;
2. Description of the goals and objectives for the purpose of the grant;
3. Timetable for implementation;
4. Long term sources/strategies for funding at end of grant period.

- D. **ATTACHMENTS. Attachments 1-3 are required for all applications.** Since these three Attachments will become the basis for your grant award contract, variations from this format, or failure to provide the information, will cause delays in processing the application. All other Attachments are highly recommended, although not mandatory. Photographs (Attachment 4) are highly recommended, although not mandatory, and are particularly useful in the review process.

1. Scope of Work . Use the form provided. This will be used in your contract with the State of Colorado and should be read and signed before submitting your application.
2. Budget. Use the blank form provided.
3. List of names and qualifications of key staff including architect and structural engineer if applicable.
4. Photographs of building façade and current conditions.
5. Copies of bids for the work described.
6. Maps, site plans, or similar information.

HISTORIC STRUCTURE ASSESSMENT GRANT APPLICATION
ORGANIZATION SUMMARY

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS (per W-9): _____

EMPLOYER ID #: _____

CONTACT PERSON: _____
(Name/Title)

CONTACT PERSON'S ADDRESS: _____
(if different than applicant organization's address)

PHONE: Office _____ Fax _____ E-Mail _____

LEGAL PROPERTY OWNER: _____
(if different than applicant organization)

LEGAL PROPERTY OWNER ADDRESS: _____

NAME OF PROPERTY/PROJECT: _____

PROJECT LOCATION: _____

BRIEF DESCRIPTION OF REQUEST: _____

AMOUNT OF REQUEST:

Grant Request: _____ Cash Match: _____ Total: _____

Signature of Legally Authorized Representative

Date

Signature of Legal Property Owner

Date

NAME OF APPLICANT: _____
NAME OF PROJECT: _____
PROJECT # (Leave blank) _____

ATTACHMENT 1

Scope Of Work

The Purpose of this Project is to Conduct a Historic Structure Assessment, Including the Following Components:

- 1.0 Introduction
 - 1.1 Research Background/Participants
 - 1.2 Building Location/Site Plan or Vicinity Map
- 2.0 History and Use
 - 2.1 Architectural Significance and Construction History
 - 2.2 Existing Sketch Plan
 - 2.3 Proposed Use(s)
- 3.0 Structure Condition Assessment
 - 3.1 Site
 - Associated Landscape Features
 - Parking
 - Archeology
 - 3.2 Foundations
 - Foundation System
 - Perimeter Foundation Drainage
 - 3.3 Building Structural System
 - General Structural System Description
 - Floor and Ceiling Systems
 - Roof Framing System
 - 3.4 Building Envelope-Exterior Walls
 - Exterior Wall Construction
 - Exterior Finishes
 - Exterior Masonry
 - Exterior Appendages - Porch, Stoop, Portico, Etc.
 - 3.5 Building Envelope-Roofing and Waterproofing
 - Roofing Systems
 - Sheet Metal Flashing
 - Drainage System, Gutters, and Downspouts
 - 3.6 Windows and Doors
 - Doors
 - Windows
 - Hardware
 - Trim
 - Finishes
 - 3.7 Interior Finishes
 - Wall Finish Materials
 - Ceiling Finish Materials
 - Floor Finish Materials
 - 3.8 Mechanical Systems
 - Heating / Air Conditioning
 - Ventilation
 - Water Service, Plumbing and Sewer Utilities
 - Fire Suppression - Sprinklers

- 3.9 Electrical Systems
 - Electrical Service and Panels
 - Electrical Distribution System
 - Lighting
 - Fire Detection System
 - Security Alarm System
- 4.0 Analysis and Compliance
 - 4.1 Hazardous Materials
 - 4.2 Materials Analysis
 - 4.3 Zoning Code Compliance
 - 4.4 Building Code Compliance
 - 4.5 Accessibility Compliance
- 5.0 Preservation Plan
 - 5.1 Prioritized Work
 - 5.2 Phasing Plan
 - 5.3 Estimate of Probable Cost of Construction
- 6.0 Photographs and Illustrations
- 7.0 Bibliography
- 8.0 Appendices
 - Drawings, Misc.

I have read and understand that, if my grant application is accepted and funded, this will be the Scope of Work for my contract with the State of Colorado. My enclosed budget is based on this Scope of Work.

Authorized Signature for Grant Recipient

Date

