

History Colorado

Certified Local Government Program
Subgrant Program Manual FY 2027

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Subgrant Program Overview

Through the State Historic Preservation Office (SHPO), History Colorado administers the U.S. Department of Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service (NPS), an office of the U.S. Department of Interior. Under this program, NPS has specified that at least 10% of Colorado's annual program funds must be subgranted to Certified Local Governments (CLGs). Grants are awarded on a competitive basis and no applicant is guaranteed funding.

Since 2000, Colorado's 10% requirement has been augmented by additional money from the History Colorado State Historical Fund. The anticipated total amount available for Fiscal Year 2027 grants is approximately $150,000. By extending a CLG subgrant to your project, History Colorado assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. History Colorado is held accountable by NPS for compliance with all applicable federal laws and regulations.

Please note:

- The deadline for grant project completion is June 1, 2029, with **no extensions available**. Please carefully review the grant timeline before preparing your application.
- CLG staff should anticipate documenting any cash or in-kind match expenditures throughout the course of their grant project to correspond to the CLG's grant application.

Eligibility

Only official Certified Local Governments in **good standing** are eligible to participate in this federally-funded grant program. To be in good standing, a CLG must meet the following requirements:

- Have an accurate Annual Report for the most recent fiscal year on file with History Colorado
- Have met previous state contract management obligations, if applicable
- Have completed a work plan to avoid decertification, if applicable

Grant Types

Two types of grants will be offered for FY27: General and Scholarship. Scholarship grants are offered for specific training opportunities from a separate funding pool and have different requirements than General grants. The requirements for Scholarship grants are detailed in the Scholarship Application. General grants are offered for all other types of eligible projects and are subject to the rules outlined in this Manual. General grant awards are limited to **$25,000 or less** but CLGs may apply for more than one General grant during the application period.

Timeline

- Grant Application Available – October 15, 2026
- Draft Applications Due (Optional) – December 14, 2026 by end of day
- Applications Due – January 15, 2027 at 5:00 pm
- Award Notifications – June 1, 2027 (anticipated)

  - Projects may commence as early as August. Reimbursable work **cannot be initiated** until federal funding is available and a grant agreement is executed between the CLG and History Colorado.
- Projects Completed – June 1, 2029

Project Requirements

All projects must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Survey projects must also meet the standards detailed in the Colorado Cultural Resources Survey Manual. Consultants who will perform the scope of work for the project must meet the Secretary of the Interior's Professional Qualifications Standards for the discipline relevant to the project. All aspects of the project must conform to the federal OMB's Uniform Guidance regarding allowable costs as well as other administrative requirements, federal regulations, and the Historic Preservation Fund Grants Manual identified in the CLG grant agreement.

Eligible Project Types

History Colorado has established the following state funding priorities for CLG subgrants:

1. Projects that promote the preservation of resources associated with underrepresented communities
2. Surveys to identify cultural resources in order to complete or update local cultural resource inventories
3. Development of historic contexts for evaluation of resources identified during the survey process
4. Comprehensive historic preservation planning that may include:
    - Development of community-wide preservation plans and survey plans
    - Development of architectural design guidelines
    - Improvement of local historic preservation ordinances
    - Development of community disaster preparedness and resilience plans focusing on historic preservation and cultural resources
5. Nomination of properties to the National, State, or local register
6. Educational speakers, programs, sessions, and conferences for historic preservation commissioners
7. Innovative projects that address the application or development of new methods, tools, or technologies for historic preservation and that have potential for broad application beyond a specific project
8. Public education programs, activities, or publications that create an awareness or understanding of local, state, or federal preservation programs, or that inform broad sectors of the public on preservation issues

Expenses

All expenses must be within state allowable rates. Current mileage and per diem rates are available here. Four-wheel drive expenses must be justified. Lodging rates are reimbursable at cost.

Staff time for grant and project management may be included as part of an eligible grant project, but it must be included as an in-kind donation, not reimbursable expenses. All donated staff time must fall within federal rates. Costs associated with staff time must be supported by copies of records showing the employee name, dates, hours worked, dollar amount donated, description of work performed, and signatures of the employee and the employee's supervisor

Eligible Expenses

- Consultant Services
- Supplies and Materials
- Mileage and Travel Expenses

Ineligible Expenses

- Commemorative markers or plaques
- Staff time, but it may be reported as an in-kind donation
- Acquisition and development (purchase of buildings/structures and construction)
- Food/drink associated with events (this does not include per diem for consultants)

Scope of Work

History Colorado strongly advises applicants to consult with History Colorado staff when developing project proposals and to discuss the project scope of work and budget with a professional consultant prior to submitting an application. Grant application reviewers are better able to determine if project costs are reasonable if they are based upon recent estimates. Providing estimates with your application ensures that reviewers will understand the costs associated with your project and that sufficient funds have been requested to complete the proposed scope of work. If you have multiple estimates, base your budget on the highest estimate received. When applicable, include the basis (metrics) used to determine budget figures, for instance, reconnaissance survey of 30 sites @ 5 hours x $50 per hour = $7,500.

Including at least one estimate for the work to be performed in the grant application is required. Once awarded, CLGs will be required to show documentation that they sought proposals from at least three qualified consultants. This can be completed either during the application process, or after a project is awarded. If you have chosen a consultant or narrowed the field, History Colorado advises that you provide that information in the grant application. If a consultant has been selected, you must provide evidence in your application that two additional estimates were received and considered prior to making your selection.

Match Requirements

No match is currently required for Colorado CLG subgrants; however, a statement describing the nature of any match—cash or in-kind/volunteer—may make the application more competitive. Many successful past applicants have provided a cash match or in-kind/volunteer match. All volunteer/in-kind hours must be fairly valued and consistent with those regular rates paid for similar work.

In the case of partial funding, all cash and in-kind/volunteer matches included as part of the application will remain the same percentage of the project total.

Please note: Because a portion of the funds awarded to CLG grant recipients is provided by the State Historical Fund, CLG grant funds cannot be used to match State Historical Fund grants.

Consultant Services

Consultant services are defined as services necessary for the completion of the project that are subcontracted by the CLG. The CLG must follow the requirements of Title 2 Part 200.318 of the Code of Federal Regulations when arranging for this type of service. Documentation of this process (procurement standards) is subject to audit. Consultants are required to register with SAM.gov and possess a Unique Entity Identifier (UEI) prior to subcontracting with the Certified Local Government.

Standards & Guidelines

Because CLG subgrants are funded by the U.S. Department of Interior's Historic Preservation Fund (HPF) and History Colorado, the scope of work and grant administration must adhere to certain standards and guidelines. All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Survey projects must also meet the standards established by History Colorado and detailed in the Colorado Cultural Resources Survey Manual. Work not meeting the Secretary of the Interior's Standards in the judgment of History Colorado staff shall not be reimbursed. The following documents contain other relevant standards and guidelines for CLG subgrants:

- Historic Preservation Fund Grants Manual (Chapter 9, Section K)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- All currently effective and applicable Federal Executive Orders and Secretary's Orders
- Colorado CLG Handbook
- Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation
- Secretary of the Interior's Professional Qualification Standards

Grantees are responsible for ensuring their funded activities are consistent with the intent and requirements of these directives, standards, and guidelines.

Projects that develop work in digital format (PDFs, Word documents, Videos, etc) must comply with all applicable provisions of §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the Governor's Office of Information Technology (OIT), pursuant to Section §24-85-103 (2.5), C.R.S. Work product must comply with all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards. Your project budget may need to accommodate for the additional cost of satisfying this requirement.

Projects that include the use of artificial intelligence shall disclose the use of AI as a source. If using AI, ensure that all citations are verified for accuracy.

Application Instructions

The CLG Grant Application is short and concise, consisting of a completed application form, narrative-form responses to application questions, a detailed combined scope of work and budget, recent W-9, and associated attachments that help explain the project, such as photos, maps, or consultant estimates. The free Adobe Reader program is needed to complete the application. Applications must be submitted in PDF format via email by the application deadline. If you need help creating PDFs of your application documents, contact History Colorado staff for assistance. You are encouraged to submit draft applications for History Colorado staff comment prior to the application deadline. Please submit draft applications to lindsey.flewelling@state.co.us for review by December 14, 2026.

Applications must be sent via email to lindsey.flewelling@state.co.us by 5:00 pm on January 15, 2027. Applicants should use the "request a read receipt" function of their email application to confirm that History Colorado has received the submittal. **History Colorado will not accept mailed or faxed CLG grant applications or applications emailed to any address other than lindsey.flewelling@state.co.us. Incomplete applications will be determined ineligible and the applicant will be notified.**

Project Information

This section provides the basic information for your grant project and all fields are required. The Name of CLG is the name of your local government (e.g. Town of Sample), not the name of the Historic Preservation Commission. A local government staff person must be identified as the grant recipient contact and their contact information provided. This person will be the primary contact for all matters related to the grant application and agreement, if awarded. The Chief Elected Official is the Mayor or Police Judge for a municipality or chair of the Board of County Commissioners for a county. All local governments are **required** to register with SAM.gov and obtain a Unique Entity Identifier (UEI) prior to any grants being awarded.

Signatures

Three signatures are required for an application to be considered complete to ensure that your project will be successful if funded. The local government staff person responsible for the grant will need to acknowledge that they have read and understand the CLG Subgrant Program policies before signing. The grant application must also be signed by the chair of the Historic Preservation Commission and the Chief Elected Official. CLGs should follow their local government procedures when obtaining signatures for grant applications, which may include a formal vote at a public meeting for the Historic Preservation Commission and/or board of elected officials.

Project Selection

Describe why you have selected this project and why it is a priority for your CLG. A successful CLG grant project will follow your local planning efforts, fulfill your responsibilities as a CLG, be proactive rather than reactive, and is supported by your community.

- Describe how your project will support and inform other current critical preservation efforts in your community.

- If your CLG has a preservation plan or comprehensive plan, how is this project a part of that plan?
- Describe any relevant work or previous phases that have been completed for this project.
- Explain the preservation opportunities that will be affected if the project is not funded.
- Explain any threats to the resource(s) around which your project is centered. Be sure to mention if your project will help to mitigate or eliminate threats.
- Why is the project important for the resource(s) and/or community?
- Demonstrate that all planning is complete and all partnerships are in place. Explain how the project momentum, mobilization, and/or project participants/partners will be affected if funding is not awarded now.
- If other funders are committing to your project, does your cash match need to be spent during a specific period?
- If this project lays the groundwork to meet goals in the future, explain how the proposed project is the next logical step or natural culmination of a multi-phased effort.

Project Team

Describe the project participants, their qualifications, preservation experience, and role in the project.

- What other recent preservation projects has your CLG undertaken?
- Who will manage the grant? What other grants have they managed?
- What roles will CLG staff and/or HPC members play in this project?
- Have you consulted with History Colorado staff and/or qualified consultants?
- Who will serve as the project lead?
- Who will perform the scope of work? Do they meet the Secretary of the Interior's Qualification Standards?
- Are you pursuing this project jointly with other groups? If so, describe your partners and their role(s).

Project Description

Describe the work to be done in detail.

- What work will be performed?
- Has previous work been done in the project area or at the project site?
- What historic resources are involved (if any)? Provide a brief history of the project site or survey area along with photos and maps.
- How many resources will be addressed by the project?
- What is the historic significance of these resources?
- Are the resources historically designated? If so, at what level?
- What preservation practices will be used?
- How will the Secretary of the Interior's Standards and/or the Historic Preservation Fund Grant Manual requirements be upheld?

Urgency

Describe how this project addresses critical needs for your local government preservation program. This may include the following:

- Projects related to a rare historic resource type and/or projects related to historic resource types facing a high level of threats
- Projects related to disaster resiliency
- Projects that promote the preservation of resources associated with underrepresented and/or historically marginalized communities in your local area, which may include resources related to BIPOC, women, LGBTQ+, and people with disabilities. This includes communities that are not well represented in current preservation practices including survey, designation, and public education
- Projects in newly certified CLGs
- Projects in CLGs who have not received a CLG grant within the last several years
- Other demonstrated critical needs

What are the current conditions or potential threats leading to an urgent need for this project? How will this project help gain momentum in a critical area for your preservation program?

Timeline

Describe the timeline of your project, keeping in mind limitations such as weather, professional schedules, and deliverable review time. You are not permitted to begin work on your project under any circumstances until your agreement with History Colorado is finalized. History Colorado's agreement schedule is dependent on Congress and the National Park Service and the date that HPF funding is available to SHPOs for disbursement to CLGs changes annually. We expect CLG grant agreements to be finalized by July 2027. Projects must be fully completed by June 1, 2029. For these reasons, we recommend basing your timeline on a project start date of August 2027 and project completion date of May 2029. Please note that History Colorado guidelines allow up to 30 days for staff review of project deliverables.

Public Benefit & Outreach

Describe the public benefit of your project. Address the following questions and include any other pertinent information.

- What will the community gain from this project?
- Does the community support this project? How do you know? Providing letters of support will help strengthen your application.
- How will the project enhance the preservation ethic or highlight the importance of preservation?
- How will the community know the project is being undertaken?
- Is there a way for community members to become directly involved?
- How will the results or findings of the project contribute to the community's understanding of its historic resources?
- How will the results or findings be publicized?

Combined Scope of Work & Budget

The scope of work demonstrates to reviewers how your project will unfold and that you have considered all of the elements required to complete a successful project. The scope of work should mirror your timeline and project description.

Components and Line Items

Please break out the components of your project into line items using the outline provided. All of the components should be thoroughly described in your Project Description (Section 3) and found in your Timeline (Section 5).

Costs

Each line item should have a cost calculation or a cost that is directly sourced from one set of your project bids or estimates. All bids and estimates should be provided as attachments.

Description

Provide a brief list (3-4 lines) of tasks associated with each line item in the description box below. If there are more tasks associated with a line item than will fit in the description box, please break out the component into more than one line item or continue your description using the following budget line and corresponding description box. (e.g. A. Fieldwork and B. Fieldwork continued).

Supplemental Information

In addition to the required Scope of Work and Budget Form, you may submit a supplemental Scope of Work and Budget in your own format to provide additional description of each project component if you think it will help reviewers better understand your project.

State Preservation Plan

Please select at least one goal and three objectives of the 2030 State Preservation Plan that your project supports.

- GOAL 1: Preserve & Sustain
- GOAL 2: Include & Recognize
- GOAL 3: Engage & Co-Create
- GOAL 4: Educate & Train

Attachments

Applicants are **required** to submit a recently completed IRS Form W-9 and at least one estimate or bid from a qualified consultant with their application. If no W-9 or estimate/bid are included, your application will be considered incomplete and ineligible for funding. It is strongly recommended that you provide photographs, maps, plan excerpts, and letters of support when applicable.

Estimates demonstrate to reviewers that you have discussed your project with a qualified professional and that your budget and scope of work are accurate and reasonable. At least one estimate or bid from a qualified consultant **MUST** be included with your application. More than one estimate or bid is encouraged.

Photographs assist reviewers in understanding the resources involved in your project. For survey projects, please provide representative photos of the properties to be surveyed. For nominations, please provide multiple photos of the property or properties being designated.

Maps can illustrate survey boundaries or the location of a property being designated. If you have identified specific properties in a survey area to be surveyed, you should consider including a list of properties in addition to a map.

Plan Excerpts should be taken from your Survey Plan, Preservation Plan, or Comprehensive Plan to demonstrate that this project is part of a larger planning effort. Please only include an excerpt rather than the full plan. You may also include a link to the plan if it is available on your website with a page number reference.

Letters of Support should be provided to demonstrate public support for your project. For surveys or nominations, it is especially beneficial to include a letter of support from property owners. One thoughtful letter is more helpful than multiple generic letters. Letters should not be provided from your own organization as your support is assumed through completion of the grant application. Letters of support must be submitted with the application and will not be accepted if sent directly to History Colorado.

Application Process & Scoring

Review Process

1. Application processed by History Colorado staff
2. Application scored by History Colorado review panel
3. Review panel meets to discuss funding recommendations
4. State Historic Preservation Officer approves final grant awards

When grant applications are received, they are first processed by staff and checked for completeness. Incomplete applications will be determined ineligible and the applicant will be notified. If time allows, CLGs may submit a corrected application as long as it is submitted before the final deadline. For this reason, it is recommended that applications be submitted as early as possible.

After processing, each application is assigned to three History Colorado staff members for review and scoring. Reviewers complete a Grant Review Worksheet for each grant using the established grant criteria and scoring method described below. This sheet includes scores for each section of the application, comments, and a recommendation for full funding, partial funding or no funding. Grant Review Worksheets are available to all applicants upon request and are automatically provided for declined applications.

All applications are ranked by their total score in preparation for the grant review meeting, which typically occurs in March. All grant reviewers are invited to this meeting where each grant is discussed and the group votes on a proposed list of grants to fund. This list is then provided to the State Historic Preservation Officer for review and final approval.

Criteria

Grants are reviewed and scored based on the following criteria and points:

1. Project Selection (15 points)
2. Project Team (10 points)
3. Project Description (20 points)
4. Urgency (10 points)
5. Timeline (5 points)
6. Public Benefit and Outreach (15 points)
7. Combined Scope of Work and Budget (20 points)
8. State Preservation Plan (5 points)

If grant application reviewers believe that there are more projects worthy of funding than available money, they may consider certain non-scored factors. These non-scored factors may include past performance on other CLG requirements such as timeliness in submitting minutes, annual reports, and state tax credit reports, and equity issues such as geographic representation, number of grants awarded in previous years, and maturity of a local program. Cash or in-kind match may also be considered. Projects requesting funding for segments of a long-term project are not guaranteed funding for future phases. Each year's grant application will be judged on its merits for the current phase of the proposed project. Applications that are recommended for funding may be fully or partially funded. For example, a grant application that includes some ineligible expenses may be funded only for the project components which are eligible.

Award Notifications

Award decisions will be announced on June 1, 2027 (anticipated). Applicants will receive an award letter and a Risk Assessment Form via email, which must be completed and returned before the grant agreement can be executed. Email is the primary method of communication for CLG grants so please ensure that the assigned staff person monitors the email address provided in your application. **You may not begin work on your project until you have received your grant agreement.**

Reapplications

If your application is declined, you will be contacted by History Colorado staff to discuss the reason(s) for declination and will be provided with the Grant Review Worksheets for your application. You are encouraged to utilize this feedback in preparation for reapplication. CLGs may reapply the following year with a revised application for the same project.

Grant Administration

During the administration of funded projects, it is imperative that adequate and thorough records are maintained. It is also essential that the applicant have the capacity to comply with reporting deadlines on the programmatic and financial aspects of the project in accordance with an agreed upon schedule, as well as if the project were to be audited.

Procurement/Bidding

CLGs are required to show documentation that they sought proposals from at least three qualified consultants for their project. This process may occur before the grant application is submitted, after award notification, or after the grant agreement is received. CLGs should follow the procurement procedures of their local government when seeking proposals or estimates from consultants. Three proposals do not have to be received, but CLGs must demonstrate that they solicited proposals from at least three qualified consultants.

If this process has not been completed prior to the grant application submission, we highly recommend beginning this process upon award notification so that your consultant is in place when your grant agreement is finalized. CLGs **must be under contract with their selected consultant within 60 days of receipt of their fully executed grant agreement**, otherwise their funds will be forfeited. This ensures funding is allocated to projects that will be completed within the timeframe required for these federal funds. CLGs may enter into either a flat fee contract or a non-flat fee contract with their selected consultant.

Agreements

Funded applications require a non-negotiable Intergovernmental grant agreement between History Colorado and the CLG subgrantee. The agreement includes the federal requirements for the CLG subgrant and State of Colorado terms and conditions. You are not permitted to begin work on your project under any circumstances until your agreement with History Colorado is fully executed, which is dependent on Congress and the National Park Service. However, you may work on non-reimbursable aspects of the project such as issuing a Request for Proposals (RFP) or selecting a consultant. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually but we expect agreements to be finalized by July 2027.

The State of Colorado utilizes an agreement that does not require any signatures. For a sample CLG grant agreement, contact Lindsey Flewelling at lindsey.flewelling@state.co.us. History Colorado staff will provide you with a draft of the exhibit documents for your review and comment before the agreement is finalized. The exhibits of the agreement (Exhibit A: Scope of Work, Exhibit B: Budget, Exhibit C: List of Submittals) will outline the work to be completed, timeline for project reports and deliverables, as well as the budget structure.

Upon receipt of your fully executed agreement, you may proceed with your project.

Deadlines

It is the responsibility of the CLG to adhere to the deadlines outlined in the exhibits of their grant agreement. Due to the funding structure of CLG grants, **there are no extensions**. It is **strongly recommended** that CLGs provide explicit deadlines in their subcontract with the consultant so that the CLG may enforce these deadlines in the execution of their contract.

Project Team

History Colorado provides a staff of two or more people to support each CLG Subgrant. Staff will be introduced during the Kick-off Meeting. The Project Team is comprised of the following members:

- The **Preservation Planner** is the primary point of contact for CLG grants, reviews all deliverables for your project, and should be copied on all communications.
- The **Contract Specialist** is responsible for preparing the grant agreement and processing all payment requests. All questions regarding agreements, payments, and documentation should be directed to this person.
- The **Project Specialist(s)**, if assigned, is responsible for reviewing specific deliverables in their specialized field(s). Their level of involvement in your project will depend on the project type and will be discussed at the Kick-off Meeting.

Each CLG will provide their own Project Team, depending on the needs of the project. A typical project will include the following personnel:

- The **Local Government Staff** is the person responsible for the successful execution of the grant project on the local level. This person manages the consultant, submits deliverables and payments requests, and represents the local government on all matters related to the project.
- The **Consultant(s)** is the individual(s) or company that completes the items outlined in the Scope of Work.
- The **Historic Preservation Commission** has no defined responsibilities, but, at a minimum, should be involved in the public outreach portion of the project and should be kept apprised of the project's progress.

Payments

- The advance payment may be requested upon approval of deliverables outlined in the grant award. No funds need to be expended to receive this payment.
- Interim payments may be requested once the deliverables outlined in the grant agreement have been approved.
- The final payment is a reimbursement only.
- All costs must be for obligations incurred during the grant award period. Obligations made prior to the start date or after the ending date of the agreement will not be approved or reimbursed.
- All costs must represent expenditures that are necessary to the accomplishment of approved grant objectives and as agreed to in the agreement.
- All expenses must be within state allowable rates, as listed in Reporting Expenses.
- No changes or revisions to the project budget may be made without prior written request to and approval from History Colorado.

Reporting Expenses

The structure of a consultant's contract with the CLG will determine the level of documentation required. Consultant invoices generated from flat fee contracts should include a list of tasks and invoiced amount. If the contract between the CLG and consultant is a non-flat fee contract, the CLG is responsible for reporting hourly rates for the consultant. All costs must be supported by copies of invoices. Consultant invoices generated from non-flat fee contracts should include more detailed information about the consultant's hourly rates, travel expenses (mileage, per diem, lodging), and a breakdown of all other expenses. In-kind/volunteer contributions must be accompanied by a ledger of hours worked and rate used. Current mileage and per diem rates are available here. Four-

wheel drive expenses must be justified. Lodging rates are reimbursable at cost, but must be reasonable.

Supplies and Materials
Purchased supplies and materials are those bought specifically for the project. The CLG must follow the requirements of the federal OMB's Uniform Guidance in the purchase of supplies and materials. Documentation of this process is subject to audit. When not included in flat fee contracts, supply/materials reimbursement requests must be supported by invoices/receipts.

Mileage and Travel Expenses
Mileage costs may be charged to the grant budget for necessary costs incurred. Costs included for reimbursement must be supported with information as follows:

- Project personnel name
- Date of travel
- Purpose of travel
- Number of miles traveled and rate per mile claimed (see Reporting Expenses for current rates).

Other travel costs that are approved must be supported by actual travel expense documents up to the maximum agreed upon in the agreement. Travel expenses should be broken out when CLG has not entered into a flat fee contract with the consultant.

Forms & Reports

The following forms are required for the administration of your CLG Subgrant and can be downloaded from our website. All forms should be submitted to the Preservation Planner for review.

- **Subcontract Certification Form** ensures that your contract with your selected consultant(s) complies with the terms of your grant agreement with History Colorado. Please certify each item by initialing and providing relevant page numbers, where requested. This form should be completed and signed by the Local Government Staff person responsible for the grant. This form may be submitted via email.

- **Payment Request and Financial Report Form** is used to request payment from History Colorado and report expenses for your project. You should refer to Exhibit C of your grant agreement to find payment amounts and the deliverables that must be submitted before payment can be requested. Documentation of reported expenses must be included. This form and all expense documentation may be submitted via email.

    - Payments are typically processed 2-4 weeks after receipt and approval of a submitted Payment Request and Financial Report Form.
    - All payments are processed via electronic funds transfer. Contact Lindsey Flewelling at lindsey.flewelling@state.co.us to verify or change bank information or to provide specific notes or instructions to help your accounting staff know where to direct the funds.

- **Progress Report** and **Final Project Report Forms** summarize the information that must be provided for grant reporting. The information is used to help us identify ways that we may better serve you and to gather important information relative to the benefits of the Certified Local Government Subgrant Program in Colorado. Progress Reports and Final Project Reports may be submitted via email.

Deliverables

All deliverables should be submitted via email to the Preservation Planner for review by the deadline provided in your grant agreement. Please include the grant deliverable number(s) from Exhibit C of your grant agreement in the subject line of the email. Deliverables that require review by a Project Specialist will be forwarded by staff. It is important that you understand what is required for each deliverable in your contract to ensure you may request payments in a timely manner. Every CLG grant project requires, at minimum, the following five deliverables:

- Documentation of 3 bids (see Procurement/Bidding for more information)
- Consultant Resume(s) (to ensure that selected consultants meet the required Standards)
- Subcontract Certification Form
- Kick-off Meeting (between History Colorado staff, CLG staff, and the selected consultant)
- Final Project Report

Other project deliverables will be specific to the project type and will be outlined in your contract.

October 2027 edition. Cover: Nevadaville Masonic Temple, Central City-Black Hawk National Historic Landmark District, Gilpin County (Photo by Lindsey Flewelling).

History Colorado

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