

*Bureau of Historic Preservation*



*2015-2016 Historic Preservation  
Small Matching Grant Review  
Electronic Handbook*

*Florida Department of State  
Division of Historical Resources*



## **PANELIST GUIDELINES FOR REVIEW OF HISTORIC PRESERVATION GRANTS-IN-AID APPLICATIONS**

### **WELCOME**

Welcome to the grants review process, and thank you for agreeing to serve on one of the Historic Preservation Grant Review Panels. As a panel member, you are a very important element of the grant review process and your expertise and knowledge are vital components in building a responsible and professional panel. Although you may find it to be a challenge reviewing and ranking so many interesting projects, we are certain that your experience as a panelist will be both educational and rewarding.

The Secretary of State, the Division of Historical Resources, and the people of Florida all rely on professionals, as well as citizens who have demonstrated an interest in the preservation of our heritage, in order to rank applications for the receipt of Historic Preservation grant funding. The public dollars that fund our programs are limited and it is the responsibility of the panel to select proposals that reflect the highest quality projects for the greatest benefit of all members of the local community. Thank you for your generous contribution of time and interest in Florida's Historic Preservation Grants-in-Aid Program.

### **PANEL ADMINISTRATIVE ISSUES**

There are three steps in the review process: staff review, individual panel member review, and full panel review. These guidelines are intended to give some background and suggestions for a complete and thorough evaluation of each application before you.

#### **Composition of Panels**

The Historic Preservation Grant Review Panels are comprised of individuals from different areas of the state who, due to education, experience, or special interest, are knowledgeable about Florida's historical resources and historic preservation. In accordance with Chapter 267.0617(3) Florida Statutes, Grant Review Panels are appointed by the Secretary of State and review each application for Historic Preservation Grants-in-Aid assistance. The Panels are chaired by a non-voting member of the Florida Historical Commission or a designee appointed by the commission. After public ranking of the project proposals, the Grant Review Panels submit lists of applications, arranged in priority order, to the Secretary of State for approval of the award of grant funds.

#### **Duties of Panel Members**

It is the responsibility of each Panel member to review and assess each grant application submitted under the categories assigned to that panel unless there is a conflict of interest. Application Evaluation Sheets are electronically-based via our online review system. Please enter preliminary assessments of each application, indicating High, Medium, or Low for each of the ten criteria. Be sure to include comments, notes and questions in the electronic system before the meeting. You will only finalize your responses and comments in the electronic evaluation system during the public review meeting. You will also submit the final ranking for each application at the conclusion of the meeting. Please be certain to submit final comments for each application that justify and explain your final ranking, and please include suggestions for improvement as well. Please remember that applicants frequently request to see your comments after the meeting has concluded.

#### **Conflict of Interest Issues**

Grant Review Panel members should refrain from discussing panel matters with other panel members prior to the noticed meeting. Such discussion could violate Florida's Government in the Sunshine Law found in Chapter 286.011 of the Florida Statutes. In addition, all panel members must agree to excuse themselves during the discussion of any application from an organization in which they serve as a patron, board member, volunteer, or any other association which will give the appearance of a conflict. If such a conflict arises, please announce the reason for the conflict during the public meeting and leave the meeting area during the review of the application. The panelist will also abstain from ranking the subject application.

## **STAFF REVIEW OF APPLICATIONS**

Concurrently with the individual panel reviews, each application is reviewed by the staff of the Bureau of Historic Preservation (BHP). BHP staff checks applications for completeness, eligibility and sufficiency, and request additional documentation and clarification when necessary. Each Panel member will be provided with a staff prepared synopsis of the applications at the time of the public review meeting along with any updates to application materials or clarifications. Each synopsis includes recommendations by BHP staff regarding funding and an outline of the scope of requested grant assisted work.

BHP staff will assign the following designations to each application during the public review meeting:

### **Ineligible**

- Announced at beginning of hearing
- No Panel action required
- No further consideration will be given to ineligible projects

### **Withdrawn by Applicant**

- Announced at beginning of hearing
- No Panel action required
- No further consideration will be given to withdrawn projects

### **Full Funding**

- Announced at time of staff presentation
- If Panel desires to reduce recommended funding level, Panel action required

### **Reduced Funding**

- Announced at time of staff presentation
- If Panel desires to alter recommended funding level, Panel action required

### **Zero Funding**

- Announced at time of staff presentation
- Panel action required for no further consideration or to continue review at Panel recommended funding level

Final funding recommendations and priority rankings are made by the members of the Grant Review Panel.

## **PROJECT CATEGORIES**

The applications for Historic Preservation Grants-In-Aid have been divided into two general categories: Acquisition & Development and Protection & Education (previously known as Survey & Planning). Included in these guidelines are the lists of applications that each panel will review.

**ACQUISITION & DEVELOPMENT:** those applications that propose to restore or rehabilitate a historic building, undertake restoration planning, site-specific archaeological excavations, or the acquisition of a historic building or archaeological site.

**PROTECTION & EDUCATION:** the general category for the following project types:

### **STATEWIDE PROJECTS**

#### **1. Inventory of Structures within the St. Augustine National Register Historic District**

Special consideration will be given to applications to survey and update the inventory of historic structures within the St. Augustine National Register of Historic Places District. The survey shall record and update Florida Master Site File (FMSF) forms for all structures 45 years or older, and shall also record and update FMSF forms for structures less than 45 years old that are considered “reconstructions” on original locations. A maximum of \$50,000 will be available for this project. If the project can be done for a lesser amount, this is encouraged. Multiple applications may compete to determine the best and the most cost-effective project. Due to the nature and scope of this project, it is expected that the applicant, if funded, will hire a Cultural Resource Management consultant to complete the project, rather than planning this as an in-house project.

Product deliverables required for this project are as follows: 1) The survey must meet requirements under 1A-46, Florida Administrative Code, including but not limited to survey manuscript (including text description of contributing and non-contributing buildings); both electronic and hard copies of Florida Master Site File forms, including updates and newly recorded sites; and a Site File Survey Log Sheet; 2) one electronic copy of project GIS data layer showing all structures in St. Augustine that are at least 45 years of age, including “reconstructions” as described above; 3) one electronic copy of a color overlay map depicting all recorded structures in St. Augustine that are at least 45 years of age, including and delineating the “reconstructions” as described above; 4) In addition to requirements under 1A-46, Florida Administrative Code, the survey report will identify historic structures within the St. Augustine National Register of Historic Places District that are also eligible as contributing properties to the National Historic Landmark (NHL) district. Methodology and rationale for NHL selection shall be specified in the survey report, and the integrity of each structure shall be addressed in detail.

## **2. Florida Main Street Program**

Newly selected Florida Main Street communities will be eligible for non-matching Main Street “start-up” grants of \$10,000.

## **CERTIFIED LOCAL GOVERNMENT**

These projects will compete for funding generated by the ten percent of Florida’s 2014 Federal Historic Preservation Fund apportionment which must be set aside for the Certified Local Government program, and will be available only to those local governments which are already certified in accordance with Section 101(c) of the National Historic Preservation Act, as amended. Certified Local Government projects consist of either Community Education or Survey and Planning activities.

## **FLORIDA HISTORICAL MARKERS**

Applications for Florida Historical Markers provide matching fund assistance for the purchase and installation of a Florida Historical Marker. Only those applications that show proof of review approval by the Florida Marker Council are eligible to apply for funding.

## **COMMUNITY EDUCATION**

Applications for Community Education seek matching grant assistance for historic preservation-focused projects such as educational booklets, audio-visual products, folklife documentation or oral history projects, or projects that are heritage education related. Historic preservation applies to any historic or prehistoric site, district, building, object of historical, architectural, or archaeological value, and folklife resources.

## **SURVEY & PLANNING**

Applications for Survey & Planning seek matching grant assistance for the survey and evaluation of historical and archaeological sites, preparation of data for and the actual listing or registering of historical and archaeological sites in the Florida Master Site File or the National Register of Historic Places, preparation of long-range historic preservation and management plans for historical and archaeological sites, development of automated information systems to facilitate the recording of site data or to facilitate the management of information on other subjects pertaining to historic preservation.

## **National Register**

Applications for National Register seek matching grant assistance for hiring of consultants to write nomination proposals for submission to the Florida National Register Review Board, with an ultimate goal of the property being listed in the National Register of Historic Places. Only those proposals in which have been prescreened by staff of the Survey & Registration section, Florida Department of State, via the Preliminary Site Information Questionnaire (PSIQ), are to be considered.

## **PUBLIC REVIEW AND APPLICATION RANKING**

During the teleconference, Grant Review Panel members may ask questions of applicants as needed; however, due to time constraints, applicants will not be allowed to make formal presentations in defense of their applications. Applicants are encouraged to participate by telephone and will be allowed the opportunity to answer questions and provide updates to their project. After the completion of the public review, applications earning an average LOW (1.5 or less) preliminary evaluation score will be removed from further consideration. Grant Review Panel members will then be asked to rank the remaining applications in a priority order, abstaining from projects with which they have previously declared conflict of interest. Members of the Acquisition & Development Grants Review Panel will be asked to rank all the applications assigned to that panel. Members of the Protection & Education Panel will be asked to rank the Solicited Project applications, Certified Local Government, Historical Marker, Community Education, National Register and Survey & Planning categories. Main Street start-up applications are not ranked but voted as a group, yes or no. Each panel member will be verbally polled for their individual rank for each application. The rank scores are added together and divided by the number of panel members voting to determine an average score for each application in a given category. The applications are then sorted by score, with the lowest average score representing the top ranked funding priority. Ties in the ranking list will require panel action to decide priority order. Once the panel rankings and funding recommendations have been completed, the prioritized lists will be presented to the Review Panel and then forwarded to the Secretary of State for approval.

### **Additional items to remember:**

- ✓ Please join the teleconference no later than 8:30 a.m. *Time will be needed to be insure that participants are not experiencing any technical difficulties prior to the teleconference.*
- ✓ We will promptly start the teleconference meeting at 9:00 a.m.; please have prepared a preliminary evaluation, comments and/or questions for each application.
- ✓ Use the Electronic Evaluation Form to enter your initial thoughts, impressions and questions. Later, you can amend these comments for the applicants.
- ✓ Please consider the following during your review (based on the 1A-39 criteria):
  - Historic significance of the property
  - Endangerment
  - Appropriateness of the proposed work
  - Administrative capabilities of the applicant
  - Adequate local match
  - Availability of technical services
  - Educational potential
  - Economic benefit
  - Sustainability
  - Equitable geographic distribution
- ✓ Be sure to finalize your comments or suggestions on the Electronic Evaluation Sheet. *Your comments are much appreciated by the applicants and could help them in writing future grant proposals.*

**REVIEW CRITERIA and STATEWIDE PRIORITIES  
FOR REVIEW OF  
HISTORIC PRESERVATION GRANTS-IN-AID APPLICATIONS**

**I. Criteria:**

A. Related to the site:

1. Historic significance, meaning the relative importance of the site in connection with prehistory, historical events, developments and/or personalities.
2. Endangerment, meaning existing or potential threats of loss or damage through demolition, deterioration and/or encroaching development.
3. Appropriateness of the historic preservation treatment proposed in relation to the preservation of the historic appearance and character of the site and the protection to be provided against existing or potential threats.

B. Related to the grantee:

1. Administrative capability, including personnel, facilities and organization adequate to complete the project and meet the administrative requirements of the grant.
2. Financial resources adequate to carry project costs as necessary pending receipt of reimbursements from grant funds.
3. Availability of professional and technical services required to carry out the project work.

C. Related to public benefit:

1. Compatibility with statewide historic preservation priorities, including equitable geographic and demographic distribution of available grant funds.
2. Educational potential or demonstration value for enhancing the public awareness of Florida history; Florida historic sites and properties; the objectives of historic preservation; and the application of historic preservation methods, materials and standards.
3. Anticipated economic benefits, including direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects.
4. Public use or other public good resulting from the project.

**II. Statewide Historic Preservation Priorities:**

Compatibility with statewide historic preservation priorities includes the equitable geographic and demographic distribution of available grant funds. The statewide preservation priorities are:

A. Survey Priorities

1. Surveys of broad areas where no previous surveys have been undertaken.
2. Surveys located in areas subject to intensive development pressure.
3. Surveys to identify, evaluate and document historic properties and archaeological sites associated with Florida's minority heritage.
4. Surveys designed to complete comprehensive coverage of areas in which partial surveys have been made.
5. Surveys that address historic themes not covered or under-represented in previous surveys.

B. Registration (National Register) Priorities

1. Registration of historical resources identified by previous survey activity.
2. Registration of properties of national significance.
3. Registration of properties of statewide or local significance.

C. Planning Priorities

1. Development of historic preservation elements (or historic preservation components of coastal management, future land use or housing elements) of Local Government Comprehensive Plans.
2. Development of plans for informing the public as to the economic and other benefits of preserving historical resources.
3. Development of protection tools, such as local ordinances.
4. Implementation of automated information systems to facilitate the recording of site data or information on other historic preservation subjects.

D. Community Education Priorities

1. General publications about preservation.
2. Historic preservation education programs for school children.
3. Projects having to do with minority historic preservation.
4. Self-guided tours of historic areas.

E. Acquisition and Development Priorities

1. Assistance for stabilization or other appropriate preservation treatments for properties, which are in imminent danger of being lost due to physical deterioration, or planned development.
2. Assistance in the development of plans for the restoration or rehabilitation of properties, particularly those that will be placed in public use.
3. Assistance in the restoration and rehabilitation of properties for which appropriate preservation planning is complete or well underway, particularly those which will be placed in public use.
4. Assistance for restoration or rehabilitation projects which will yield technical innovations which will have application in other projects.
5. Assistance for restoration or rehabilitation projects that will demonstrate the environmental value of historic preservation. Such projects must adhere to recognized sustainability standards and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.



**Historic Preservation Grant Review Panel Meeting  
2015/2016 Small Matching Protection & Education Applications  
August 19, 2014**

Heritage Hall (Auditorium), R. A. Gray Building, Tallahassee

**AGENDA**

- I. Call to Order at 9:00 a.m.
  - II. Introduction of Panelists and Bureau of Historic Preservation Staff
  - III. Opening Remarks by Chairperson on Purpose of Meeting
  - IV. Overview of Protection and Education Applications Received for Grant Assistance
  - V. Discussion of Conduct of Grant Review Panel Meeting including Method of Ranking Applications, Recommended Funding Levels and Conflict of Interest
  - VI. Technical Discussion of Grant Applications
  - VII. Recommendations for Priority Ranking and Funding Levels for Grant Awards
  - VIII. Adjourn
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**Order of Discussion**

The Protection & Education Grant Review Panel will discuss applications in order of their application identification number (numbers 1-29). Ranking will take place immediately following the review of applications.

**Type of Discussion**

The staff of the Bureau of Historic Preservation will present the results of their technical review of each application. Panel members may direct questions to applicants during the meeting. Staff recommends that at least one representative be available in person or by telephone to represent each project and answer any questions from the panel. No presentations may be given for the projects due to time constraints.

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If you would like to participate via teleconference, please call **888.670.3525** and enter conference code: **804 336 4517**. Pre-registration is not required for this service.

To request copies of meeting materials associated with this agenda, but not included herein, contact the Division of Historical Resources at 850.245.6333, or toll free at 800.847.7278.

Items printed in **RED** indicate that a motion is required.





**Historic Preservation Grant Review Panel Meeting  
2015/2016 Small Matching Acquisition & Development Applications  
August 20, 2014  
Heritage Hall (Auditorium), R. A. Gray Building, Tallahassee**

**AGENDA**

- I. Call to Order at 9:00 a.m.
  - II. Introduction of Panelists and Bureau of Historic Preservation Staff
  - III. Opening Remarks by Chairperson on Purpose of Meeting
  - IV. Overview of Acquisition & Development Applications Received for Grant Assistance
  - V. Discussion of Conduct of Grant Review Panel Meeting including Method of Ranking Applications, Recommended Funding Levels and Conflict of Interest
  - VI. Technical Discussion of Grant Applications
  - VII. Recommendations for Priority Ranking and Funding Levels for Grant Awards
  - VIII. Adjourn
- 

**Order of Discussion**

The Acquisition & Development Grant Review Panel will discuss applications in order of their application identification number (numbers 30-71). Ranking will take place immediately following the review of applications.

**Type of Discussion**

The staff of the Bureau of Historic Preservation will present the results of their technical review of each application. Panel members may direct questions to applicants during the meeting. Staff recommends that at least one representative be available in person or by telephone to represent each project and answer any questions from the panel. No presentations may be given for the projects due to time constraints.

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## EDUCATION AND PRESERVATION PANEL

August 19, 2014

**Alicia Antone** is the Development and Partnership Coordinator for the City of Gainesville Parks, Recreation, and Cultural Affairs Department. Antone graduated from Johnson and Wales University in Providence, R.I. She later received a master's degree in Public Administration and a master's degree in Library and Information Science from the University of Rhode Island. She received a Certificate in Fundraising Management from Indiana University. Antone has devoted her career to the field of library studies, including research, fundraising, and grants development. She is the former Executive Director of the Matheson Museum and the Director of Development at the University of Florida's George A. Smathers Libraries, both in Gainesville. Antone also formally served as the Executive Director of the African-American Research Library and Cultural Center in Fort Lauderdale.

**Dr. John Bratten** is a maritime archaeologist and conservator for the University of West Florida. A graduate of the Nautical Archaeology Program at Texas A&M University, he has extensive experience in the analysis and conservation of artifacts from diverse sources including Florida shipwrecks, the sunken town of Port Royal, Jamaica, and Revolutionary War munitions recovered from Lake Champlain. Since 1996, Bratten has served as a principal investigator for numerous maritime archaeology projects in the state of Florida. He is an Associate Professor and Chair of UWF's Anthropology Department.

**Richard Forbes**, AIA, NCARB, LEED AP, has been involved in national preservation projects since 1990, when he became President of Richard Forbes Design, Inc. Forbes's projects included major renovations of historic homes in San Francisco, Maine, New York, and Florida. The firm also established a division for the design and manufacture of architecturally inspired jewelry and accessories sold in Museum stores and boutiques internationally. Design of custom pieces for Museums including the Picasso Museum and Boston MFA. Forbes is currently a Historic Preservation Officer and Appearance Review Official for the City of Orlando. He has a Bachelor of Design, Architecture from the University of Florida (1981) and a Master of Architecture from the California Polytechnic State University (1986), and also studied architecture in Fountainebleau, France.

**Sally O'Hara**, MHRM, is a consultant with Tara Hill Specialties, LLC. Specialties include accomplishments as a certified faculty trainer, speaker, grant writer, contract manager, quality management application specialist, operations manager, support manager and management consultant experienced in working with private, nonprofit, and governmental entities. She served as a consultant with Friends of AIA for seven years until moving on recently to serve on the National Scenic Byways Foundation Board of Directors. She serves as a part-time Program Manager with the Vilano Beach Main Street, which hosted the 2013 Florida Main Street Conference, winning numerous awards. She assists non-profits in grant writing, management, and marketing. As a lifelong resident of Northeast Florida, she participates in numerous organizations. She will be speaking next in Savannah, Georgia at the *Preserving Historic Roads Conference* in September.

**Ruth Stanbridge** retired after 35 years as a member of the biological field station, Office of Environmental Services, Florida Game and Fresh Water Fish Commission in 1998. During the 1980s, she was appointed to the Indian River County Planning and Zoning Commission, where she served until the County's first Comprehensive Land Use Plan was adopted in 1989. A respected historian, Mrs. Stanbridge owns a small historical and environmental research and grant writing firm. In 1997 the Indian River County Board of County Commissioners appointed her County Historian. She has served on the statewide Greenways and Trails Commission (appointed by Governor Bush) and for the Florida Association of Counties as vice-chairman of their Health and Human Services sub-committee. Presently, she serves on the Florida Governing Board of the Florida Community Trust. Mrs. Stanbridge has worked as a historian for several PBS films including *River into the New World – the St. Johns River and Feather Wars, a Story of Paul Kroegel and Pelican Island*. This documentary was based on how one person can make a difference to the world around him and how that difference can effect generations to come.

## ACQUISITION AND DEVELOPMENT PANEL

August 20, 2014

**Bert L. Bender**, LEED AP, is a Principal and Architect of Bender & Associates Architects in Key West, Florida. Bender was born in Chicago, Illinois in 1947, and studied architecture at the Urbana Campus of the University of Illinois. After obtaining his professional degree, he traveled to Arizona to intern with visionary architect Paolo Soleri. While growing up in the inner city of Chicago, Bender developed an appreciation for and a love of the lifestyle, vitality, convenience, and excitement that is central to the historic urban experience. These experiences combined to form the basis for his architectural philosophy of producing environmentally sensitive and ecologically responsible designs that respond to and are respectful of their surroundings; rural, urban, natural, or historic. The evolution of this philosophy led to an interest in and development of a particular expertise in historic preservation. Bender is a trustee on the Florida Trust for Historic Preservation and serves on the Monroe County Historic Preservation Commission. He is a member of the National Trust for Historic Preservation, the Key West Art & Historical Society, the Old Island Restoration Foundation, the Historic Florida Keys Foundation, the Monroe Council of the Arts, the Florida Keys Land & Sea Trust and the Nature Conservancy of the Florida Keys.

**Thomas Hammer**, AIA, LEED AP, is a Principal of Rowe Architects Incorporated, specializing in historic preservation projects. His historic preservation projects have primarily been rehabilitations of large scale masonry civic buildings. His experience encompasses all aspects of historic preservation; including grant writing, feasibility studies, historic structures reports, as well as the traditional aspects of architectural practice. Hammer's projects include 13 buildings listed on the National Register of Historic Places and 9 projects funded in part by Florida Historic Preservation Grants. The Florida Trust for Historic Preservation has recognized 10 of his projects with awards for historic preservation. Hammer holds a Bachelor of Architecture (1968) from the University of Florida, and a Master of Business Administration (1980) from the University of South Florida. He has also been a guest lecturer at the University of Florida's Preservation Institution: Nantucket. Hammer has served his profession by being a juror for the National Architectural Registration Examination for 9 years.

**William B. Medellin** is the Principal of William B. Medellin Architect, P.A., a firm with more than twenty five years of experience in all aspects of the profession of architecture. During this time he has been involved in several outstanding, award winning, high profile, and varied historic preservation architectural achievements. His firm has been the recipient of numerous historic preservation awards from the Florida Trust for Historic Preservation, the Broward Trust for Historic Preservation, and the Dade Heritage Trust. Mr. Medellin has extensive experience working with local, state, and federal governing agencies. Most of his projects have been historic restorations certified by the Secretary of State, Department of the Interior. He served as a member of the City of Miami Beach, Historic Preservation Review Board for a period of five years, and is currently an architectural consultant for Heritage Preservation and the National Trust for Historic Preservation National Main Street Program. Mr. Medellin holds a Bachelor of Design and a Master's Degree in Architecture from the University of Florida.

**Ross Pristera** has an undergraduate degree in Architecture from the University of Florida and a Master's in Historic Preservation Planning from Cornell University. He has worked on various preservation projects, ranging from surveying, planning, and the restoration of a historic Olmsted designed park system in Utica, New York; a \$1.2 million renovation of a two-story urban building in Pensacola, Florida; a rehabilitation of an 1880 shotgun house; drafting historic district code and policy updates for the City of Pensacola; and other smaller preservation related projects. Pristera is the Historic Preservationist for the University of West Florida Historic Trust in Pensacola; he is the President of the St. Michael's Cemetery Foundation, which oversees the preservation of one of Florida's oldest cemeteries; he is the Vice President of the General Daniel "Chappie" James Boyhood Home Museum, a non-profit working to save the home of the first four-star African American general; and is on the Santa Rosa Historical Society Board as a preservation advisor.

**Jenny Wolfe** is a graduate of the University of Florida programs in Political Science for undergraduate studies and Historic Preservation for her graduate studies. During her 15 years in Gainesville, her travels included Mexico City, the Mid-Atlantic Region, Nantucket, and Jekyll Island to study historic preservation in its diverse settings. As a professional historic preservationist, she worked up to president of Historic Gainesville, Inc. and began a career in city government with the City of Gainesville followed by her current position as Historic Preservation and Special Projects Planner for the City of St. Augustine. She was recently honored to be nominated to the Florida Trust for Historic Preservation as a trustee.

## 2014 Small Matching Application Totals

Type	Number of Applications	Request Amount
MS	2	\$20,000.00
NM	1	\$50,000.00
HM	0	\$0.00
CE	13	\$397,110.00
SP	4	\$118,822.00
NR	0	\$0.00
CLG	9	\$302,105.00
AD/DEV	42	\$1,767,980.00
<b>TOTAL</b>	<b>71</b>	<b>\$2,656,067.00</b>

MS = Main Street Projects

NM = Statewide Special Projects (Non Matching)

HM = Historical Marker Projects

CE = Community Education Projects

SP = Survey & Planning Projects

NR = National Register Nomination Projects

CLG = Certified Local Government Projects

AD/DEV = Acquisition & Development or Development Projects

## 2015-2016 Small Matching Historic Preservation Applications in Review Order

Review #	App #	Project Type	Project Title	Organization	County	Request Amount	Match Amount
1	FSM16_0028	MS	Chattahoochee Main Street: Start-Up Funding Assistance	Chattahoochee Main Street, Inc.	Gadsden	\$10,000	\$0
2	FSM16_0006	MS	Main Street Start Up	Tallahassee Downtown - Main Street	Leon	\$10,000	\$10,000
3	FSM16_0045	NM	Inventory of Structures within the St. Augustine National Register Historic District	City of St. Augustine	St. Johns	\$50,000	\$0
4	FSM_0038	CE	The Structures of Colonial St. Augustine, 1572-1763	City of St. Augustine	St. Johns	\$42,500	\$53,000
5	FSM16_0023	CE	Project Archaeology: Investigating a Lighthouse Keeper's House	Flagler College	St. Johns	\$10,000	\$16,000
6	FSM16_0012	CE	Train Depot Historic Research and Education Program	City of Chiefland	Levy	\$14,000	\$0
7	FSM16_0063	CE	DeLand Historic Mural Walk Booklet	Main Street DeLand Association, Inc.	Volusia	\$6,738	\$6,738
8	FSM16_0014	CE	New Smyrna Beach Historical Museum Community Education Programs	Southeast Volusia Historical Society, Inc.	Volusia	\$10,000	\$12,000
9	FSM16_0073	CE	Moseley House Community Education Project	Zeta Educational Thespian Association, Inc.	Orange	\$50,000	\$50,000
10	FSM16_0068	CE	Florida Historical Society Archaeological Institute (FHSAI): A Statewide Education Project	Florida Historical Society, Inc.	Brevard	\$50,000	\$50,000
11	FSM16_0055	CE	St. Petersburg Historic Tour Booklet	Saint Petersburg Preservation, Inc.	Pinellas	\$4,255	\$5,325
12	FSM16_0031	CE	Using Today's Technology to Document Barry University's History, Phase III	Barry University	Miami-Dade	\$49,359	\$49,683
13	FSM16_0067	CE	Old Police and Fire Station Education Materials	Coral Gables Museum	Miami-Dade	\$10,800	\$10,800
14	FSM16_0021	CE	Community Education Projects (such as walking tour brochures, educational workshops and presentation of historic preservation and uses)	Historic City Hall - Educational Programming and Community Education (City of Opa-Locka)	Miami-Dade	\$50,000	\$12,500
15	FSM16_0041	CE	Historic Key West	Historic Markers, Inc.	Monroe	\$49,458	\$52,476

Note: This is not a ranked list.

Updated: August 4, 2014

## 2015-2016 Small Matching Historic Preservation Applications in Review Order

16	FSM16_0069	CE	New World Coins from Old World Shipwrecks: Pop Up Museums for Florida Schools	Mel Fisher Maritime Heritage Society, Inc.	Monroe	\$50,000	\$50,000
17	FSM16_0010	SP	Chestnut Street Cemetery Preservation Plan	City of Apalachicola	Franklin	\$11,000	\$5,000
18	FSM16_0050	SP	Lake Kanapaha/Hogtown Prairie Area Archaeological Site Condition Assessments	City of Gainesville Parks, Recreation and Cultural Affairs Department	Alachua	\$7,875	\$7,875
19	FSM16_0060	SP	450th Anniversary Shipwreck Survey	Lighthouse Archaeological Maritime Program	St. Johns	\$49,947	\$104,041
20	FSM16_0032	SP	Historic Hollywood: Preserving & Protecting Our Districts	Hollywood Community Redevelopment Agency	Broward	\$50,000	\$25,000
21	FSM16_0037	CLG-CE	Historic Preservation and Community: Education, Economics, Resources, and Sustainability	Tallahassee Trust for Historic Preservation, Inc.	Leon	\$30,715	\$0
22	FSM16_0046	CLG-CE	St. Augustine Wayfinding Arrival Program	City of St. Augustine	St. Johns	\$50,000	\$0
23	FSM16_0072	CLG-CE	West Augustine Oral History Project	St. Johns County, Growth Management Development	St. Johns	\$29,150	\$0
24	FSM16_0057	CLG-CE	Public Access to Historic Resources Information via Geographic Information Systems Mapping Application	City of Eustis	Lake	\$4,800	\$0
25	FSM16_0016	CLG-SP	GIS Archaeological Predictability Model	City of Tarpon Springs	Pinellas	\$15,000	\$0
26	FSM16_0039	CLG-CE	Lake Worth Historic Design Guidelines	City of Lake Worth	Palm Beach	\$25,000	\$3,055
27	FSM16_0047	CLG-CE	Blanche Ely House Museum: Community Education	City of Pompano Beach	Broward	\$49,723	\$0
28	FSM16_0018	CLG-CE	City of Key West History and Heritage	City of Key West	Monroe	\$49,717	\$0
29	FSM16_0003	CLG-SP	Monroe County Cultural Resource Assessment Update	Monroe County	Monroe	\$48,000	\$2,000
30	FSM16_0061	DEV	Pensacola Lighthouse Staircase Restoration	Pensacola Lighthouse Association, Inc.	Escambia	\$50,000	\$220,000
31	FSM16_0054	DEV	Commanding Officer's Compound Outdoor Exhibit Improvements	UWF Historic Trust	Escambia	\$50,000	\$57,240
32	FSM16_0013	DEV	Darlington School / Community Center Restoration, Phase I	Walton County Board of County Commissioners	Walton	\$50,000	\$0

Note: This is not a ranked list.

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## 2015-2016 Small Matching Historic Preservation Applications in Review Order

33	FSM16_0009	DEV	Chipola Primitive Baptist Church Rehabilitation, Phase II	Chipola Primitive Baptist Church Heritage, Inc.	Calhoun	\$50,000	\$0
34	FSM16_0033	DEV	Dezell House Restoration & Rehabilitation, Phase II	West Gadsden Historical Society, Inc.	Gadsden	\$50,000	\$0
35	FSM16_0071	DEV	Restoration and Rehabilitation of the Rough House	Goodwood Museum and Gardens, Inc.	Leon	\$50,000	\$50,000
36	FSM16_0051	DEV	Meginnis-Munroe House Rehabilitation, Phase II	LeMoyné Art Foundation, Inc.	Leon	\$50,000	\$50,000
37	FSM16_0015	DEV	Heritage Village Park Structures Stabilization / Relocation	Wakulla County Historical Society, Inc.	Wakulla	\$50,000	\$0
38	FSM16_0017	DEV	Lamont Schoolhouse Rehabilitation Project	Jefferson County Board of County Commissioners	Jefferson	\$50,000	\$0
39	FSM16_0022	DEV	Monticello Opera House Preservation	Monticello Opera House, Inc.	Jefferson	\$50,000	\$0
40	FSM16_0008	DEV	Woman's Club of Starke Interior Lighting, Ceiling Drywall and Painting Project	The Woman's Club of Starke	Bradford	\$21,835	\$0
41	FSM16_0065	DEV	Bethlehem Presbyterian Church Historic Sanctuary Restoration	Bethlehem Presbyterian Church	Alachua	\$50,000	\$50,000
42	FSM16_0048	DEV	Baker County Old Jail, Phase V	Baker County Board of County Commissioners	Baker	\$50,000	\$0
43	FSM16_0056	DEV	Baldwin Old Jail Restoration	Town Council of the Town of Baldwin	Duval	\$50,000	\$50,000
44	FSM16_0066	DEV	Garden Club of Palatka Building Restoration and Emergency Repairs	City of Palatka	Putnam	\$50,000	\$0
45	FSM16_0034	DEV	Riverboat NOAH'S ARK Restoration, Phase I	Putnam County Historical Society, Ltd.	Putnam	\$30,000	\$0
46	FSM16_0064	DEV	Pomona Public School	Town of Pomona Park	Putnam	\$50,000	\$0
47	FSM16_0029	DEV	Phase I, Seal and Stabilize St. Benedict the Moor School Building	Saint Benedict the Moor Preservation Association, Inc.	St. Johns	\$50,000	\$53,000
48	FSM16_0030	DEV	Architectural Planning, Villa Flora	Sisters of St. Joseph, Inc.	St. Johns	\$12,500	\$12,500
49	FSM16_0052	DEV	HHS Community Building - South Wing Window Replacement	Town of Hastings	St. Johns	\$18,000	\$18,000
50	FSM16_0053	DEV	Duval House Restoration	Duval Preservation Trust, Inc.	Citrus	\$15,000	\$15,000
51	FSM16_0027	DEV	First Presbyterian Steeple Preservation	First Presbyterian Church of Ocala	Marion	\$50,000	\$50,000
52	FSM16_0026	DEV	Clock Tower Rehabilitation	City of Daytona Beach	Volusia	\$50,000	\$50,000
53	FSM16_0005	DEV	PTF3 Restoration Project, Inc.	PTF3 Restoration Project, Inc.	Volusia	\$4,000	\$4,000

Note: This is not a ranked list.

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## 2015-2016 Small Matching Historic Preservation Applications in Review Order

54	FSM16_0062	DEV	Wells Heritage House Restoration Project	The Association to Preserve African American Society, History, and Tradition, Inc.	Orange	\$50,000	\$0
55	FSM16_0025	DEV	Narcoossee Historic Schoolhouse Restoration	Osceola County Historical Society, Inc. on behalf of the Narcoossee Area Chapter	Osceola	\$26,500	\$26,500
56	FSM16_0019	DEV	Harry T. Moore Center Restoration Project	City of Cocoa	Brevard	\$50,000	\$50,000
57	FSM16_0043	DEV	City Hall Restoration, Phase I	City of Fort Meade	Polk	\$47,911	\$0
58	FSM16_0044	DEV	Mackay Estates House Restoration, Phase II	City of Lake Alfred	Polk	\$50,000	\$50,000
59	FSM16_0040	DEV	St. Paul Lutheran Church Exterior Renovations and Roof Replacement	St. Paul Lutheran Church of Tampa, Florida, Inc.	Hillsborough	\$50,000	\$51,275
60	FSM16_0020	DEV	Tampa JCC South	Tampa JCC/Federation, Inc.	Hillsborough	\$50,000	\$50,000
61	FSM16_0024	DEV	Hermitage House Rehabilitation	The Hermitage Artist Retreat, Inc.	Sarasota	\$26,000	\$26,520
62	FSM16_0042	DEV	Atlantic Coast Line Railroad Depot Roof Replacement and Damage Repair	Punta Gorda Historical Society	Charlotte	\$25,000	\$6,250
63	FSM16_0036	DEV	Sanibel "Shore Haven" Sears Kit House	City of Sanibel	Lee	\$30,289	\$30,289
64	FSM16_0035	DEV	Railroad Section Foreman's House	City of Fellsmere	Indian River	\$50,000	\$50,000
65	FSM16_0011	DEV	Old Vero Ice Age Sites Archaeological Excavation and Analysis	Old Vero Ice Age Sites Committee, Inc.	Indian River	\$50,000	\$50,000
66	FSM16_0070	DEV	Seminole Theatre	City of Homestead	Miami-Dade	\$50,000	\$50,000
67	FSM16_0049	DEV	"The Great Spirit" Conservation Project	City of Miami Beach	Miami-Dade	\$15,445	\$15,445
68	FSM16_0059	DEV	Restoration of the Fairchild-Sweeny Home	The Kampong of the National Tropical Botanical Garden (Inc.)	Miami-Dade	\$50,000	\$50,200
69	FSM16_0007	DEV	Adderly House Restoration	Florida Keys Land & Sea Trust, Inc.	Monroe	\$45,550	\$50,000
70	FSM16_0004	DEV	Historic Key West Armory Restoration	Historic Florida Keys Foundation	Monroe	\$50,000	\$50,000
71	FSM16_0058	DEV	Scottish Rite Masonic Temple Rehabilitation	The Studios of Key West, Inc.	Monroe	\$50,000	\$50,000
					<b>TOTAL</b>	\$2,656,067	\$1,861,712

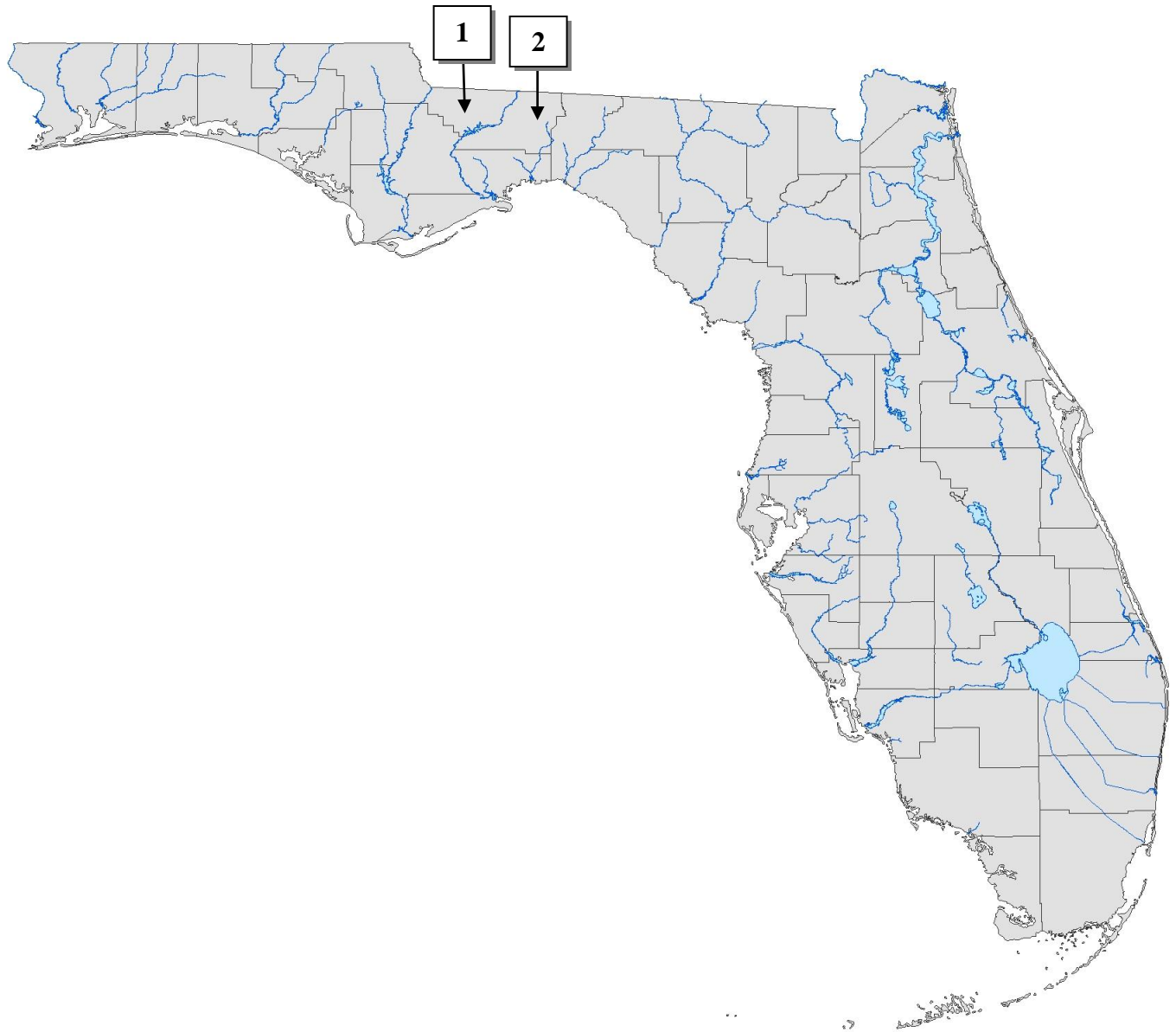
Note: This is not a ranked list.

Updated: August 4, 2014



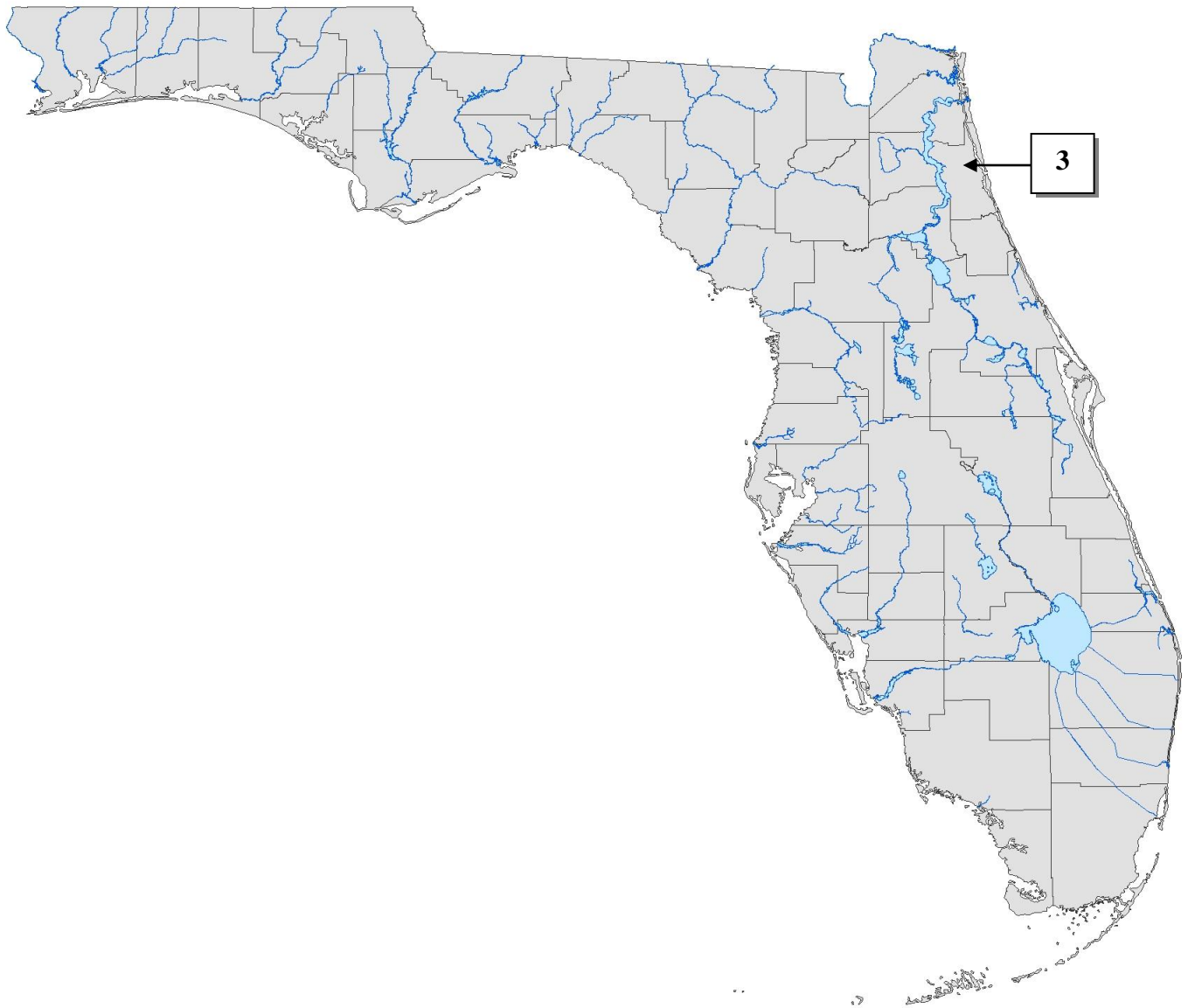
**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM**  
**2016 Small Matching State-Federal Cycle**

**Main Street Projects**  
**GRANT APPLICATION LOCATIONS**



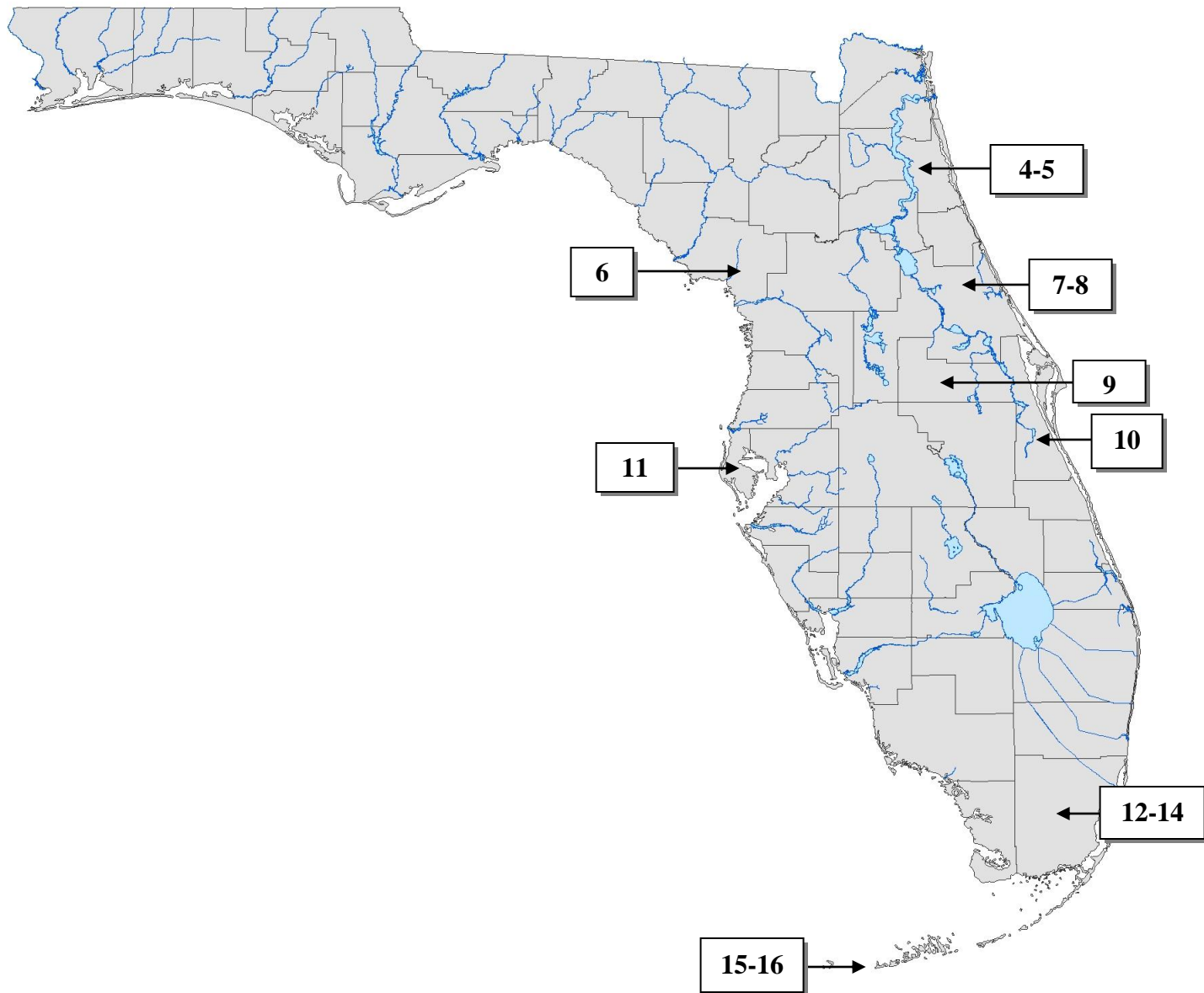
**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM**  
**2016 Small Matching State-Federal Cycle**

**Special Statewide Non-Matching Projects**  
**GRANT APPLICATION LOCATIONS**



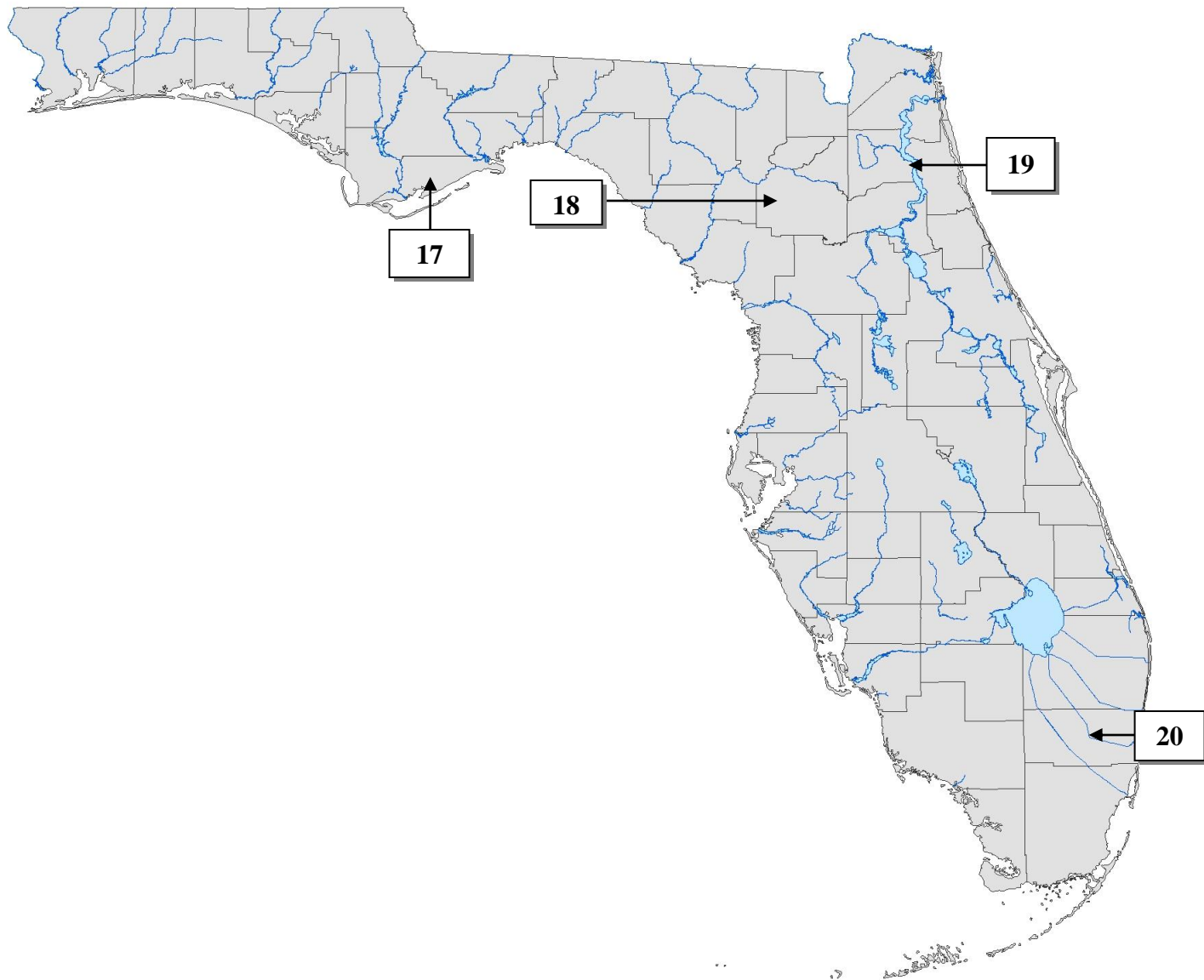
**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM**  
**2016 Small Matching State-Federal Cycle**

**Community Education Projects**  
**GRANT APPLICATION LOCATIONS**



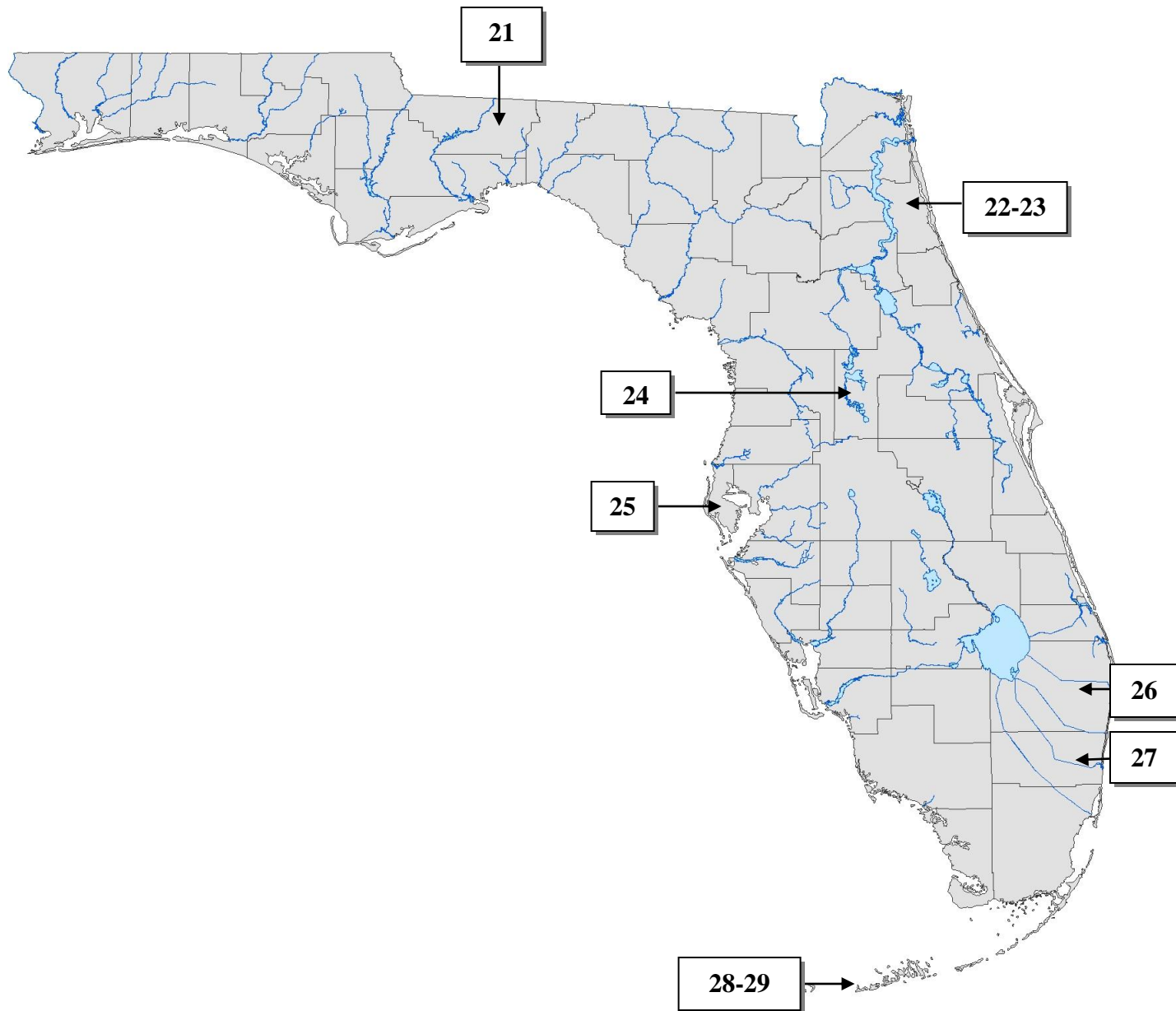
**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM**  
**2016 Small Matching State-Federal Cycle**

**Survey & Planning Projects**  
**GRANT APPLICATION LOCATIONS**



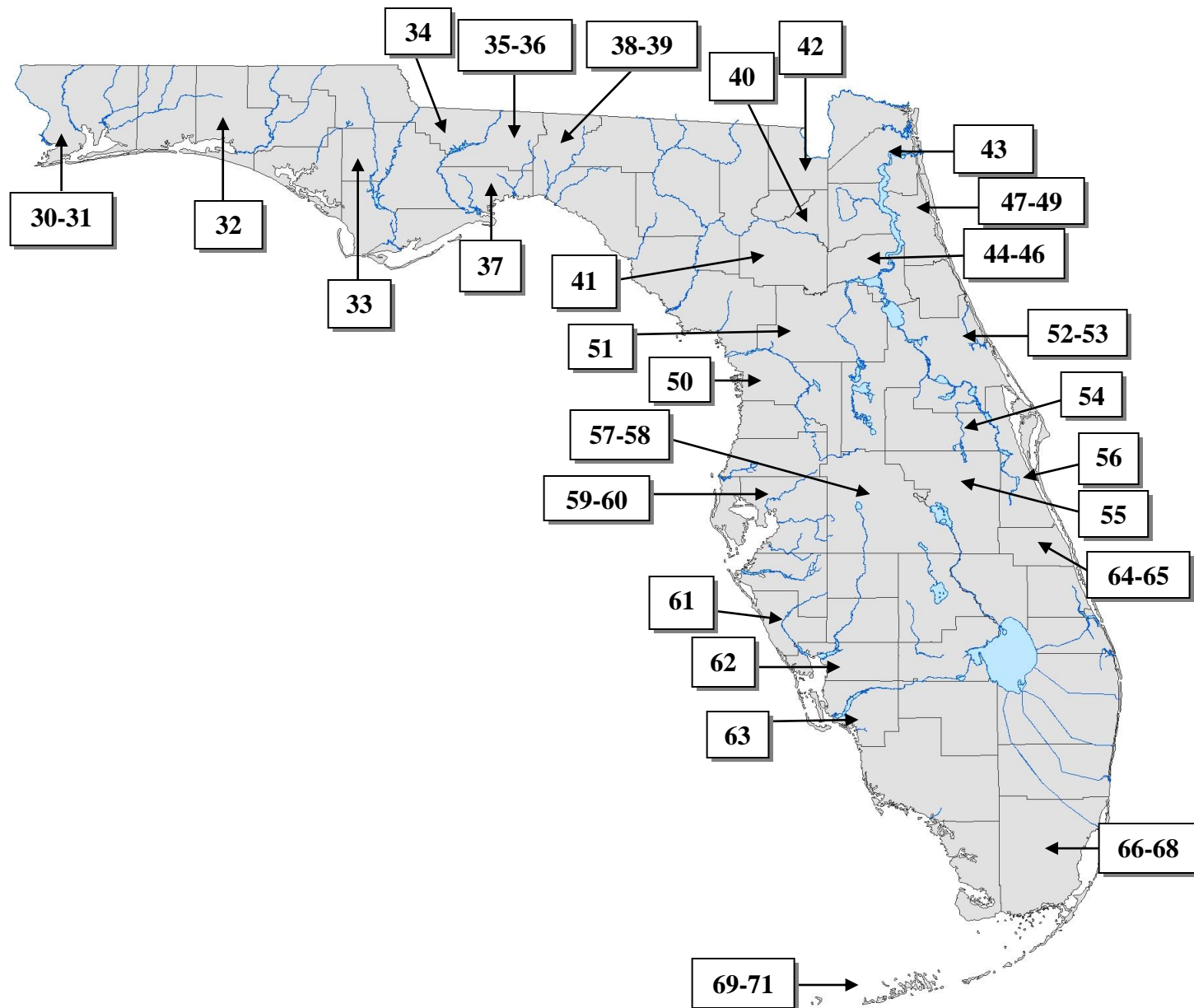
**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM**  
**2016 Small Matching State-Federal Cycle**

**Certified Local Government Projects**  
**GRANT APPLICATION LOCATIONS**



**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM**  
**2016 Small Matching State-Federal Cycle**

**Development Projects**  
**GRANT APPLICATION LOCATIONS**



# Rural Economic Development Initiative

<http://www.florida-redi.com/Default.aspx>

The Rural Economic Development Initiative (REDI), recognizes those rural or economically distressed counties or communities designated as REDI qualified pursuant to sections [288.0656](#) and [288.06561](#), *Florida Statutes*. The REDI program is administered by the [Department of Economic Opportunity](#) (DEO).

## Rural Definition

Per s. [288.0656](#) a rural county is defined as:

- A county with a population of 75,000 or less
- A county with a population of 125,000 or less which is contiguous to a county with a population of 75,000 or less
- Any municipality within a county as described above

The Rural Economic Development Initiative (REDI) was established to better serve Florida's economically distressed rural communities. An "economically distressed" county/community is eligible to request a "Waiver or Reduction of Match" of jobs or wage requirements, eligible company criterion, inducement requirement and grants. Each state agency determines which grant programs will allow for a waiver of match based on their annual budget and federal and state guidelines.

The following counties, and all municipalities within, are eligible to request a reduction or waiver of match. Please [click here](#) for a map of qualified counties.

Baker	Franklin	Hendry	Liberty	Union
Bradford	Gadsden	Highlands	Madison	Wakulla
Calhoun	Gilchrist	Holmes	Nassau	Washington
Columbia	Glades	Jackson	Okeechobee	Walton
DeSoto	Gulf	Jefferson	Putnam	
Dixie	Hamilton	Lafayette	Suwannee	
Flagler	Hardee	Levy	Taylor	

### Communities

An unincorporated federal enterprise community or an incorporated rural city with a population of 25,000 or less and an employment base focused on traditional agricultural or resource-based industries, located in a county not defined as rural, which has multiple economic distress factors may qualify for a reduction or waiver of match and technical assistance from REDI. To learn more, please [click here](#).

The following communities are currently eligible for a reduction or waiver of match based upon documentation submitted, verified and approved by the Department of Economic Opportunity. Eligibility is good for one year and will expire on the corresponding dates shown below.

Cities/Towns (County)	Expiration Date	Cities/Towns (County)	Expiration Date
Center Hill (Sumter)	7/18/2013	Frostproof (Polk)	7/18/2013
Coleman (Sumter)	9/28/2013	Jay (Santa Rosa)	9/28/2013

Section [288.0656](#), Florida Statutes, establishes the Rural Economic Development Initiative (REDI) to better serve Florida's rural communities by providing a more focused and coordinated effort among state and regional agencies that provide programs and services for rural areas.

***REDI:***

- Responds to specific community needs and requests.
- Works with communities to improve their rural economies.
- Assists communities in improving access to housing, health care, and educational opportunities.
- Recommends waivers of provisions of economic development programs on a project-by-project basis.
- Undertakes advocacy, outreach, and capacity building to improve conditions in rural communities.
- Provides direct access and referrals to appropriate state agencies as well as county and city associations.
- Reviews and evaluates the impact of statutes and rules on rural communities and works to minimize adverse impact.



## Florida Statutes

### **267.0612 Florida Historical Commission; creation; membership; powers and duties.**

In order to enhance public participation and involvement in the preservation and protection of the state's historic and archaeological sites and properties, there is created within the Department of State the "Florida Historical Commission." The commission shall serve in an advisory capacity to the director of the Division of Historical Resources to assist the director in carrying out the purposes, duties, and responsibilities of the division, as specified in this chapter.

(1)(a)1. The commission shall be composed of 11 members. Seven members shall be appointed by the Governor in consultation with the Secretary of State, two members shall be appointed by the President of the Senate, and two members shall be appointed by the Speaker of the House of Representatives. Of the seven members appointed by the Governor, one member must be a licensed architect who has expertise in historic preservation and architectural history; one member must be a professional historian in the field of American history; one member must be a professional architectural historian; one member must be an archaeologist specializing in the field of prehistory; and one member must be an archaeologist specializing in the historic period. The remaining two members appointed by the Governor and the two members appointed by the President of the Senate and the Speaker of the House of Representatives, respectively, must be representatives of the general public with demonstrated interest in the preservation of Florida's historical and archaeological heritage. At least one member of the commission shall be a resident of a county that has a population of 75,000 or fewer.

2. After June 30, 2008, terms of appointment shall begin on January 1 of the year of appointment.

(b) Notwithstanding the provisions of paragraph (a), the initial members of the commission shall be the members of the Historic Preservation Advisory Council and the National Register of Historic Places Review Board, serving on January 1, 2002, who may serve the remainder of their respective terms. New appointments to the commission shall not be made until the retirement, resignation, removal, or expiration of the terms of the initial members results in fewer than 11 members remaining. As vacancies occur, the first appointments shall be the five professionally designated members appointed by the Governor. The President of the Senate, the Speaker of the House of Representatives, and the Governor, respectively, shall then alternate appointments until the commission is composed as required herein.

(2) Commission members appointed by the President of the Senate and the Speaker of the House of Representatives shall be appointed for 2-year terms. Additionally, these commission members shall serve as the legislative historic preservation advisory body to the Speaker of the House of Representatives and the President of the Senate with respect to the collection and preservation of the historic records of both houses of the Legislature. Commission members appointed by the Governor shall be appointed to 4-year terms. A member whose term has expired shall continue to serve on the commission until such time as a replacement is appointed. Vacancies shall be filled for the remainder of the term and by the original appointing authority.

(3) The Governor shall designate a member of the commission as the commission's presiding officer to serve in that capacity at the pleasure of the Governor. Each year the commission shall select an assistant presiding officer from its membership.

(4) The commission shall meet upon the call of the presiding officer or Secretary of State, which shall occur at least quarterly. Members shall serve without pay, but shall be entitled to reimbursement for their expenses in carrying out their official duties, as provided in s. [112.061](#).

- (5) All action taken by the commission shall be by majority vote of those members present. The director of the division or the director's designee shall serve without voting rights as secretary to the commission. The division shall provide necessary staff assistance to the commission.
- (6) It shall be the responsibility of the commission to provide assistance, advice, and recommendations to the division in:
- (a) Establishing priorities for the identification, acquisition, protection, and preservation of historic and archaeological sites and properties.
  - (b) Establishing criteria for use in assessing the significance of historic and archaeological sites and properties.
  - (c) Evaluating proposals for awards of special category historic preservation grants-in-aid administered by the division. Pursuant thereto, the commission shall review and evaluate proposals for special category grants and shall make recommendations, including a priority ranking, reflecting such evaluation. In making such evaluation and recommendations, the commission shall, at a minimum, consider the purpose, economic and other public benefit, location, compatibility with statewide historic preservation priorities, and cost of each proposal for special category grant assistance.
  - (d) Providing an active outreach program to encourage public understanding of and involvement in the preservation of the state's historic and archaeological sites and properties.
  - (e) Identifying and expressing public goals for historic preservation and gathering public ideas necessary for the formulation of alternative policies.
  - (f) Recommending rules relating to the historic preservation programs administered by the division pursuant to this chapter.
- (7) It shall be the additional responsibility of the commission to provide such other assistance and advice to the division as required by this chapter and as may be required from time to time in matters pertaining to the protection and preservation of the state's historic and archaeological sites and properties.
- (8) The five members appointed by the Governor from the professions designated in paragraph (1)(a) shall sit as Florida's National Register Review Board and shall perform the duties of that board established by the National Historic Preservation Act of 1966, as amended. If a vacancy exists in one of the five designated seats, the division director shall assign another member of the Florida Historical Commission to serve until the vacancy is filled.

**History.**--ss. 1, 2, ch. 83-103; s. 48, ch. 86-163; s. 1, ch. 87-33; ss. 1, 2, ch. 90-26; s. 5, ch. 91-429; s. 4, ch. 94-190; s. 855, ch. 95-148; s. 5, ch. 2001-199; s. 14, ch. 2005-207; s. 9, ch. 2008-199.

## **Florida Statutes**

### **267.0617 Historic Preservation Grant Program.**

(1) There is hereby created within the division the Historic Preservation Grant Program, which shall make grants of moneys appropriated by the Legislature, moneys deposited pursuant to s. [550.0351](#)(2), and moneys contributed for that purpose from any other source. The program funds shall be used by the division for the purpose of financing grants in furtherance of the purposes of this section.

(2) The division is authorized to conduct and carry out a program of historic preservation grants-in-aid, including matching grants, to any department or agency of the state; any unit of county, municipal, or other local government; any corporation, partnership, or other organization, whether public or private or whether or not for profit; or any individual for projects having as their purpose the identification, acquisition, protection, preservation, rehabilitation, restoration, or construction of historic sites and properties, or Florida history, or the planning of such activities. Funds appropriated from general revenue for the historic preservation grants-in-aid program shall not be provided for a project owned by private individuals or owned by for-profit corporations. All moneys received from any source as appropriations, deposits, or contributions to this program shall be paid and credited to the Historical Resources Operating Trust Fund.

(3) All grants of state funds to assist in the preservation of historic properties shall be made from the Historical Resources Operating Trust Fund and may be awarded only pursuant to applications for such assistance made to the Division of Historical Resources. The Florida Historical Commission shall review each application for a special category historic preservation grant-in-aid. Special category historic preservation grants-in-aid are those reviewed and recommended by the Secretary of State for submission for legislative funding consideration. Grant review panels appointed by the Secretary of State and chaired by a member of the Florida Historical Commission or a designee appointed by the commission's presiding officer shall review each application for other historic preservation grants-in-aid. The reviewing body shall submit annually to the Secretary of State for approval lists of all applications that are recommended by the reviewing body for the award of grants, arranged in order of priority.

(4) The Division of Historical Resources may accept and administer moneys appropriated to it for the purpose of providing grants for the projects approved by the Secretary of State.

(5) The Division of Historical Resources shall adopt rules prescribing the criteria to be applied by the Florida Historical Commission and the grant review panels in recommending applications for the award of grants and rules providing for the administration of the other provisions of this section.

**History.**--s. 3, ch. 78-357; s. 1, ch. 81-126; s. 170, ch. 81-259; s. 1, ch. 84-248; s. 49, ch. 86-163; s. 8, ch. 88-137; s. 2, ch. 90-26; s. 3, ch. 90-267; s. 5, ch. 91-429; s. 59, ch. 92-348; s. 5, ch. 94-190; ss. 28, 31, ch. 95-242; s. 10, ch. 96-418; s. 6, ch. 2001-199; s. 8, ch. 2003-401; s. 15, ch. 2005-207.

## **CHAPTER 1A-39**

### **Historic Preservation Grant Programs**

- 1A-39.001 Division of Historical Resources Grant Programs
- 1A-39.002 Definitions
- 1A-39.003 Grant Funding
- 1A-39.004 Grant Programs
- 1A-39.005 Non-Allowable Costs
- 1A-39.006 Match Contributions
- 1A-39.007 Application Procedures
- 1A-39.008 Application Review
- 1A-39.009 Grant Award Agreement
- 1A-39.010 Reporting Requirements
- 1A-39.011 Restrictive Covenants
- 1A-39.012 Preservation Agreement

#### **1A-39.001 Division of Historical Resources Grant Programs.**

The purpose of this chapter is to establish administrative procedures for all Division of Historical Resources (Division) grant programs conducted pursuant to Section 267.0617, F.S., and shall apply to all applications received for grant assistance and all grant awards made following the date of adoption. Grants awarded prior to the effective date of this rule shall continue to be subject to the provisions of Chapter 1A-35, F.A.C.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

#### **1A-39.002 Definitions.**

The following words and terms shall have the following meanings:

- (1) “Acquisition” means fee simple purchase of real property.
- (2) “Acquisition & Development” means a project involving the purchase and/or improvement (restoration, rehabilitation, preservation or reconstruction) of a historic building, structure, site or object.
- (3) “Applicant” means an eligible applicant as defined in subsection 1A-39.007(5), F.A.C.
- (4) “Approved Scope of Work” means the work specified in Section I of the Historic Preservation Grant Award Agreement, or in a fully executed amendment thereto, as being authorized for expenditure of grant funds and for contribution to the required match. Expenditures for work not included in the Approved Scope of Work are not eligible for grant funding or contribution to match.
- (5) “Bureau” means the Bureau of Historic Preservation within the Division of Historical Resources of the Department of State.

The Bureau’s mailing address is 500 South Bronough Street, Tallahassee, Florida 32399-0250. Its telephone number is (850) 2456333, and its web address is [www.flheritage.com](http://www.flheritage.com).
- (6) “Certified Local Government” means a historic preservation program established by county or municipal ordinance that is certified by the Secretary of the Interior pursuant to 36 CFR Part 61, the implementing regulations for the National Historic Preservation Act of 1966, as amended.
- (7) “Development” means architectural and other planning and construction required to facilitate the preservation, rehabilitation or restoration of a historic property, or the reconstruction of such property that no longer exists.
- (8) “Division” means the Division of Historical Resources of the Florida Department of State.

(9) “Effective Date” means July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida

Legislature. Neither grant funds nor match contributions may be expended before this date except as allowed in subsection 1A39.009(3), F.A.C.

(10) “Encumbrance” means commitment of grant funds and match by binding contract.

(11) “Expenditure” means the outlay of cash or the amount due and owing after receipt of goods or services included in the Approved Scope of Work.

(12) “Expiration Date” means the date by which all grant funds and match must be expended.

(13) “Florida Historical Commission” means the eleven (11)-member advisory body created pursuant to Section 267.0612, F.S., to assist the director of the Division of Historical Resources in carrying out the purposes, duties, and responsibilities of the division.

(14) “Florida Master Site File” means the list maintained by the Division of Historical Resources, of all recorded historical and archaeological sites and properties in the State of Florida.

(15) “Florida Single Audit Act” means the uniform state audit requirements for state financial assistance provided by state agencies to nonstate entities as codified in Section 215.97, F.S. (see subsection 1A-39.010(4), F.A.C.).

(16) “Furniture and Equipment” means features not physically attached to a structure, including but not limited to: desks, tables, chairs, area rugs, computers, kitchen appliances, portable lighting fixtures, and components of portable sound or projection systems.

(17) “Grantee” means the organization or governmental entity to which a grant is awarded, which has entered into a binding agreement (Historic Preservation Grant Award Agreement) with the Division of Historical Resources, Florida Department of State, and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-assisted project.

(18) “Grant Period” means the period between “effective date” and “expiration date” of the Historic Preservation Grant Award Agreement during which time expenditure of all grant funds and all contributions to match must be made.

(19) “Historic District” means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

(20) “Historic Markers” means Official Florida Historic Markers as defined by subsection 1A-48.002(3) F.A.C.

(21) “Historic Preservation Grant Award Agreement” means the legal instrument which binds the Grantee and the Division of Historical Resources, Florida Department of State, to the terms, conditions, and limitations of the Division’s grants programs.

(22) “Historic Property” means any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value, and folklife resources. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of Florida. (Reference: Section 267.021(3), F.S.).

(23) “Indirect Costs” means grantee overhead, management expenses, general operating costs and other costs (excluding contractor’s overhead and profit, which are considered direct project costs) that

are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Approved Scope of Work in Section I of the Historic Preservation Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, non-grant related administrative and clerical staffing, and fundraising activities.

(24) “In-kind Contribution” means a non-monetary contribution of equipment, services, or labor provided by the grantee to meet match requirements. Items and services must be such that there would normally be a charge for them and must be essential to the implementation of the project and can be documented as to value.

(25) “Match” means cash, in-kind contributions or donated materials, which must be made by the grantee in order to receive the grant award. All match contributions, whether cash, in-kind contributions, or donated materials, must be consistent with the Approved Scope of Work and must be essential to the implementation of the project.

(26) “National Register of Historic Places” means the list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering and culture, authorized by the National Historic Preservation Act of 1966, as amended through 2000, and administered by the U.S. Department of the Interior, National Park Service. Copies are available from the Bureau.

(27) “Non-profit Organization” means a corporate entity which is registered pursuant to Chapter 617, F.S., as a Florida nonprofit corporation with the Division of Corporations, Florida Department of State. Grantees other than government entities must maintain active non-profit status with the Division of Corporations during the grant period. Exception: To qualify as a “non-profit organization,” organizations from outside of Florida must have been determined by the U.S. Department of the Treasury, Internal Revenue Service, to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

(28) “Planning” means research, testing, analysis and design required for implementation of an Acquisition & Development, Archaeological Excavation or Museum Exhibit project.

(a) Planning for an Acquisition & Development project may include: historical research, development of a Historic Structures Report, condition assessment, survey, hazardous materials survey and abatement plan, rehabilitation feasibility study, and construction documents (plans and specifications).

(b) Planning for an Archaeological Excavation project may include research, predictive modeling and remote sensing applications, as necessary for development of a research design for the project.

(c) Planning for a Museum Exhibit project may include historical research, conceptual and design documents and specifications.

(29) “Preservation” means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work (including accessibility and life safety requirements) to make properties functional is appropriate within a preservation project.

(30) “Preservation Agreement” means the notarized legal instrument by which a Grant Recipient and Owner commit to maintenance and preservation of the historic integrity of a historic property improved with Small Matching Grant assistance or a property other than real property improved with

Special Category grant assistance. This legal instrument is applicable only to those Acquisition & Development projects for which recordation of Restrictive Covenants is not possible or required. Properties other than real property include but are not limited to: locomotives, railcars, marine vessels, aircraft and other movable objects. The term of the Preservation Agreement for Special Category grants is ten (10) years from the date of execution. The term of the Preservation Agreement for a Small Matching Grant Acquisition & Development project is five (5) years. The Preservation Agreement must be executed and submitted to the Department prior to any release of grant funding.

(31) “Preservation Standards” means the following standards promulgated by the National Park Service, United States Department of the Interior and the Division for the types of projects indicated:

(a) For projects involving individual historic buildings, the Secretary of the Interior’s Standards for the Treatment of Historic Properties;

(b) For projects involving archaeological investigation, the Secretary of the Interior’s Standards for Archaeological Documentation;

(c) For projects involving historical research, the Secretary of the Interior’s Standards for Historical Documentation;

(d) For projects involving documentation of a historic structure, the Secretary of the Interior’s Standards for Architectural and Engineering Documentation; and

(e) For survey projects, in addition to the Secretary of the Interior’s Standards for Preservation Planning, the Florida Master Site File Guidelines for Users, Photo Submission Policy and How to Package Documents checklist.

(f) The National Park Service and Division standards referenced in paragraphs (a) through (e) above are available from the Bureau.

(32) “Project” means the undertaking that encompasses a set of tasks or activities defined by the scope of work and budget included in the Small Matching Historic Preservation Grant Application or Special Category Historic Preservation Grant Application and formalized in the Historic Preservation Grant Award Agreement. The project must begin on the grant effective date and end on or before the grant expiration date. A project may be a part of a larger effort undertaken in a series of distinct phases, which may have begun before the grant period and which may extend beyond the grant period.

(33) “Project Administrative Expenditures” means those expenditures directly attributable to management and oversight of the grant-assisted Project and meeting the reporting and associated requirements of the Historic Preservation Grant Award Agreement.

(34) “Project Budget” means the budget and project description included in the Small Matching Historic Preservation Grant Application or Special Category Historic Preservation Grant Application. The project budget must succinctly describe all major elements of project work, the estimated cost of each and clearly allocate requested grant funding and match contributions to each.

(35) “Project Manager” means the designated representative of the Grantee who is authorized to serve as liaison with the Department for all administrative requirements set forth in the Historic Preservation Grant Award Agreement.

(36) “Project Schedule” means the detailed timeline showing beginning and ending dates for all key elements of the Approved Scope of Work and all other major activities associated with project

completion (e.g., draft report or construction document reviews, bidding, contract negotiation, and local permitting reviews).

(37) “Property Owner” means the owner(s) of land or building(s) or both, and of all improvements made with grant funds.

(38) “Real Property” means all land, structures, firmly attached and integrated equipment (e.g., light fixtures or a well pump), and anything growing on the land, as opposed to personal property (movable assets).

(39) “Reconstruction” means depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location and for which there is sufficient documentation available to accurately replicate the property.

(40) “Rehabilitation” means making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

(41) “Religious Property” means any real property and associated improvements owned by a religious institution (examples include churches, schools, meeting halls and parish houses) and any real property, regardless of ownership, that is used as a place of worship.

(42) “Restoration” means accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

(43) “Restrictive Covenants” means the legal instrument by which a Grant Recipient and Owner commit to maintenance and preservation of the historic integrity of a property improved with Special Category grant assistance. This legal instrument is recorded at the appropriate county clerk’s office in the county in which the property is located and is binding on the current and subsequent owners for a term of ten (10) years from the date on which the instrument is recorded. The Restrictive Covenants must be recorded and submitted to the Department for projects involving real property prior to any release of Special Category Grant funding.

(44) “Review Panels” means ad hoc groups appointed by the Secretary of State to review, rank and recommend funding levels for Small Matching Historic Preservation Grant Applications. Panel members may include architects, engineers, historians, architectural historians, archaeologists, educators and museum professionals with experience in historic preservation, as well as citizens with demonstrated interest and experience in historic preservation.

(45) “Stabilization” means applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present. Also see “Preservation” in subsection (29) above.

(46) “Survey” means the act or process of determining the location and identification of historical and archaeological sites and properties. An aspect of identification is evaluation, meaning determination of the historical significance or values represented by historical and archaeological sites and properties which have been located and otherwise described. For the purpose of this grant program, historic significance is evaluated on the basis of the Criteria for Evaluation for the National Register of Historic Places as set forth in 36 CFR 60.4, as revised July 1, 2008, which are incorporated by reference and are available from the Bureau.



### **1A-39.003 Grant Funding.**

#### **Source of Grant Funds.**

(1) The Division of Historical Resources (Division) grants both state and federal funds to assist historic preservation activities authorized by Section 267.0617, F.S.

(2) Federal funds for historic preservation grants-in-aid are apportioned to the State of Florida by the U.S. Department of the Interior, pursuant to the National Historic Preservation Act. No Acquisition & Development projects for religious properties may be funded with these federal funds.

(3) The use of federal funds provided by the U.S. Department of the Interior for historic preservation grants-in-aid is subject to the policies, procedures, and guidelines set forth by that agency in Chapters 8 (Subgrants, Contracts and Third Party Agreements), 9 (Certified Local Governments), and 17 (Procurement Standards) of the July 2007 edition of the Historic Preservation Fund Grants Manual, incorporated by reference, and to any special conditions required by the U.S. Department of the Interior in apportioning monies to the State of Florida from which such projects will be funded. Examples of special conditions include ending dates by which all costs charged against a federal grant must be incurred and any prohibitions against the use of federal grant funds for lobbying activities. The federal Historic Preservation Fund Grants Manual is available online at <http://www.nps.gov/history/hps/hpg/downloads/June2007HPFManual.pdf>.

(4) Should the Division receive federal funding for Acquisition & Development grant activities, federal regulations require that properties be listed in the National Register of Historic Places or listed as contributing to the significance of a historic district listed in the National Register of Historic Places to be eligible for such funding.

(5) State funds consist of funds which have been appropriated by the Florida Legislature, made available from dedicated sources, donated pursuant to Section 550.0351(2), F.S., or contributed from any other public or private source, except those federal funds for grants-in-aid received from the U.S. Department of the Interior, pursuant to the National Historic Preservation Act.

(6) State-funded Acquisition & Development activities for religious properties shall be limited to exterior work and only such interior work as is essential to the preservation of basic structural integrity.

(7) At least 80% of each donation made pursuant to Section 550.0351(2), F.S., shall be available for allocation to eligible projects within a 50-mile radius of the racetrack or fronton which held the Charity Day from which the donation is derived. The remaining 20% of each donation may be used for eligible projects in other areas of the state.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

### **1A-39.004 Grant Programs.**

Grant funds for historic preservation activities are awarded through two grant programs, the Small Matching Grant program and the Special Category Grant program, each with distinct program requirements and separate annual application cycles.

(1) Small Matching Grant Program. The purpose of this program is to provide funding to assist local, regional and state-wide efforts to preserve significant historic structures and archaeological sites, and promote knowledge and appreciation of the history of Florida. This program does not fund operational support for historic preservation organizations. (a) Small Matching Grant project categories include:

1. Acquisition & Development projects:

a. Acquisition of historic properties or archaeological sites;

b. Development activities including: restoration, rehabilitation, preservation and reconstruction, and site-specific planning for these activities; and recordation of historic and archaeological properties threatened with damage or destruction;

2. Protection & Education projects:

a. Community Education projects aimed at increasing public understanding and awareness of the importance of historic and archaeological resources and their preservation, in general and for specific sites and properties;

b. Survey & Planning projects, which identify and evaluate cultural resources and which contribute to processes and programs to protect those resources; and preparation of long-range historic preservation and management plans for historic and archaeological properties;

c. Main Street projects include those providing technical support to the statewide Florida Main Street Program and a one-time start-up grant to newly designated Florida Main Street communities pursuant to Chapter 1A-36, F.A.C.;

d. Marker projects assist with the acquisition of state markers for which texts have been approved by the State Historic Marker Council;

e. Preparation of National Register nomination proposals for individual historic properties or archaeological sites, historic or archaeological districts, or thematic or multiple resource groups;

f. Statewide Special Projects, which address one or more statewide historic preservation needs identified by the Division.

Applications for these projects are solicited by the Division within the regular grant cycle announcement; and

g. Florida Certified Local Governments (CLGs) (see subsection 1A-39.002(6), F.A.C.) are eligible to compete for a minimum of 10% of the annual federal Historic Preservation Fund apportionment received by the Division from the National Park Service. These CLG grants are awarded for Community Education, Survey & Planning, Marker and National Register nomination projects.

(b) Award Amount and Match Requirements. Except for projects providing technical support to the statewide Florida Main Street Program and Statewide Special Projects, the maximum award amount for the Small Matching Grant program is \$50,000. All Small Matching Grant awards require an equal match unless exempted as follows:

1. Match requirements shall be waived by the Division for projects providing technical support to the statewide Florida Main Street Program and for Statewide Special Projects.

2. Rural Economic Development Initiative (REDI) Communities – For Small Matching Grants, the match requirement will be waived for applications for projects within communities designated as REDI qualified in accordance with Sections 288.0656 and 288.06561, F.S. Exceptions to this waiver allowance are funding requests for acquisition of historic properties or purchase of historic markers, both of which must meet the full match requirement. The community in which the project site is located must be a designated REDI community at the time of application. A list of REDI qualified counties and municipal governments is available from the Governor's Office of Tourism Trade and Economic Development.

(c) An applicant from the same organization shall submit no more than one (1) application under a single application deadline in any Small Matching Grant category. State, county or city governments,

or universities may submit single applications from more than one division or department during any grant cycle provided that those divisions or departments are separate and distinct budgetary units and providing that applications do not address the same facility, project or site.

(2) Special Category Grant Program. The purpose of this program is to provide funding to assist major local, regional and statewide efforts to preserve significant historic structures and archaeological sites, to assist major archaeological excavations, and assist in the development and fabrication of major museum exhibits that will promote knowledge and appreciation of the history of Florida. For the purpose of this program, the term “major” means projects with grant funding needs in excess of \$50,000. This program does not fund operational support for historic preservation organizations.

(a) Special Category Grant project categories include:

1. Acquisition of historic properties or archaeological sites;
2. Development activities, including: restoration, rehabilitation, preservation, and reconstruction, and site-specific planning required for these activities;
3. Archaeological excavation projects, including: research, field investigation, testing, analysis and publication of findings; and
4. Museum exhibit projects for Florida history museums, including: research, exhibit design, fabrication and installation.

(b) Award Amount and Match Requirements.

1. The applicant shall request no more than \$350,000 in a single application. The minimum grant request amount for the Special Category Grant Program is \$50,000.

2. The match requirement for the Special Category Grant Program shall be the greater of \$50,000 or 50% of the requested grant amount unless as reduced in subparagraph 3. below.

3. Rural Economic Development Initiative (REDI) Communities. For Special Category Grants, the match requirement shall be reduced to 10% of the requested grant amount for projects within rural communities designated as REDI qualified in accordance with Sections 288.0656 and 288.06561, F.S. The community in which the project site is located must be a REDI community at the time of application. A list of REDI qualified counties and municipal governments is available from the Governor’s Office of Tourism Trade and Economic Development.

(c) An applicant from the same organization shall submit no more than one (1) Special Category Historic Preservation Grant Application under a single application deadline. State, county or city governments, or universities may submit single applications from more than one division or department during any grant cycle provided that those divisions or departments are separate and distinct budgetary units and providing that applications do not address the same facility, project or site.

(d) Grantees may have no more than one (1) previously awarded Special Category Grant open at the time of application. Applications from applicants with more than one open Special Category Grant shall be declared ineligible by staff and such applications shall be returned to the applicant with a written explanation.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

#### **1A-39.005 Non-Allowable Costs.**

The following categories of expenditures are non-allowable for expenditure of grant funds and as contributions to required match:

- (1) Expenditures for work not included in the Approved Scope of Work;
- (2) Costs of goods and services not procured in accordance with procurement procedures set forth in the Historic Preservation

Grant Award Agreement;

- (3) Expenses incurred or obligated prior to or after the grant period;
- (4) Expenditures for work not consistent with the applicable preservation standards (see subsection 1A-39.002(31), F.A.C.);
- (5) Expenditures for Furniture and Equipment, unless specifically authorized as a part of a grant project;
- (6) Expenses associated with lobbying or attempting to influence federal, state, or local legislation, the judicial branch, or any state agency;
- (7) Private entertainment, food, beverages, plaques, awards, or gifts;
- (8) Costs or value of donations or in-kind contributions not documented in accordance with the provisions of the Historic

Preservation Grant Award Agreement;

- (9) Indirect costs, except indirect costs for Statewide Special Projects and grants providing technical assistance to the statewide Florida Main Street Program, which shall be considered on a case-by-case basis but shall not exceed 20% of the grant award amount;
- (10) Project Administrative Expenditures, whether grant expenditures or match contributions, which in aggregate exceed 10% of the grant award amount;
- (11) Costs for projects having as their primary purpose the fulfillment of federal or state historic preservation regulatory requirements, specifically, costs of consultation and mitigation measures required under Section 106 of the *National Historic Preservation Act of 1966*, as amended through 2006, or under Section 267.031, F.S.;
- (12) Projects which are restricted to private or exclusive participation, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, handicap, or marital status;
- (13) Grantee operational support (i.e., organization salaries, travel, supplies) (Note: project-specific travel costs shall be allowed if requested in the application, included in the Project Budget and clearly demonstrated by the applicant to be essential to completion of the proposed project);
- (14) Vehicular circulation and parking (Exception: provision of code-required handicapped parking pad);
- (15) Sidewalks, landscape features, planting, irrigation systems and site lighting (Exception: sidewalk required to link coderequired handicapped parking pad to the accessible entry, planting required to halt erosion, and limited site lighting required for security, if included in the Approved Scope of Work);
- (16) Capital improvements to non-historic properties (except as approved for Museum Exhibit projects);
- (17) Capital improvements to the interior of religious properties (Exception: repairs to primary elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, and window and exterior door repairs);
- (18) Code-required accessibility improvements for religious properties;
- (19) Insurance costs (Exception: costs for builder's risk, workers compensation and contractor's liability insurance); and
- (20) Purchase of equipment (other than equipment incorporated as capital improvements into a historic building during restoration or rehabilitation, and equipment required for a museum

exhibit). If special equipment is required for completion of the Project and said equipment is included in the Approved Scope of Work for the Project as an eligible grant expense, it shall be rented for the grant term. If the value of special equipment is to be used as a match contribution, the value of the match contribution shall be limited to the cost of rental for the grant period at the market rate for such rental in the region.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

#### **1A-39.006 Match Contributions.**

(1) For the purposes of this program, allowable match contributions must relate directly to the Approved Scope of Work and may include cash, the value of in-kind services, and donated property and materials directly involved in project work. The required match must include a minimum cash contribution of 25%.

(a) In-kind services must be valued at the current Florida minimum wage unless the donor is performing services for which he or she is regularly employed at a higher prevailing wage, in which case, their value may include salary and benefits. Donated materials must be valued at the actual cost or fair market value and must be documented as such.

(b) The full amount of the cash match contribution must be cash-on-hand and dedicated to the project as documented by resolution or documented board action. Availability of cash match contributions must be documented by a bank statement or letter from the grantee's financial institution. For the purpose of this program, cash-on-hand includes funds identified in executed award letters or contracts from third parties, provided that those funds are expressly for the project for which the grant application is submitted.

(c) Written Pledges committed to be paid by a donor over a defined time frame (e.g., two (2) \$1,000.00 cash payments, the first to be made on January 31, 2010 and the second on January 31, 2011), with a donor's signature will be accepted as contributions to the required match. Anonymous pledges shall not be accepted as match contributions.

(d) The value of donated property will be accepted as a contribution to the required match, with the following conditions:

1. The donated property must be the historic property or archaeological site that is the subject of the project for which grant funds are requested.
2. Donation of the property must take place during the grant period.
3. Only the value of the historic building and its footprint or the portion of the property occupied by the archaeological site is eligible for contribution to the required match. This value must be based on a complete summary appraisal prepared by a Florida State Certified General Real Estate Appraiser.
4. Legal fees and other costs associated with the donation are not eligible match contributions.

(e) All match contributions must be documented as prescribed in the application. Match contributions that are not so documented will be disallowed, potentially resulting in a determination of application ineligibility or in reduction of the amount of grant award.

(2) Non-allowable match contributions include:

- (a) Funding requested but not yet approved through local or state government appropriation processes;
- (b) Anticipated proceeds from fundraising activities;
- (c) Expenditures made prior to or after the Grant Period;
- (d) Grant funding from other sources applied for but not yet awarded;

(e) Cash pledges not meeting the requirements in paragraph 1A-39.006(1)(c), F.A.C.;

(f) Other grant funds from the Department of State or resources contributing to match requirements for other Department of State grant awards;

(3) Municipalities and counties must submit a copy of the approved resolution or minutes from the commission meeting, with the required support material, which includes the dollar amount dedicated to the project and the date the funds will be available. Resolutions that have not been approved by the application deadline shall not be used as match documentation.

(4) State agencies and universities must document all match contributions in writing. Match commitment letters must be signed by the duly authorized representative of the applicant agency.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

### **1A-39.007 Application Procedures.**

(1) The Division shall be responsible for the administration of all grant applications, procedures, and awards. Applicants shall meet all program deadlines as posted on the Division's website. Posted deadlines will appear at least sixty (60) days in advance of the deadline. Deadline dates are also available by contacting the Bureau at the address or telephone numbers indicated in subsection 1A-39.002(5), F.A.C.

(2) At least seven (7) days prior to each grant solicitation period, the Division shall publish in the Florida Administrative Weekly notification of the impending grant application period. This notification shall include the address of the online site where a solicitation letter describing any Statewide Special Projects or technical assistance projects for the Florida Main Street Program to be considered for funding is posted, where applications may be found, and where a mailing address and telephone number may be found through which additional information and assistance may be obtained.

(3) Florida Historical Commission and Review Panel meetings shall be noticed in the Florida Administrative Weekly and on the Division's website. Application review meetings shall be conducted in accordance with procedures outlined in this chapter and in Sections 112.313, 112.3143, 120.525 and 267.0617, F.S.

(4) Program guidelines shall be posted on the Division's website and shall contain information on eligibility requirements, application review procedures, evaluation criteria, disbursement of funds, and grant administration procedures.

(5) Applicant Eligibility. To be eligible to apply to the Division for grant funding, an applicant organization must:

(a) Be a public entity governed by a county, municipality, school district, community college, college, university, or an agency of state government; or a non-profit organization.

(b) Have ownership of the property for which grant funding is requested or have the concurrence of the property owner. Except for projects involving property acquisition or site-specific archaeological investigation, the owner must be a public entity governed by either a municipality, county, or a non-profit organization as defined in subsection 1A-39.002(27), F.A.C. For the purposes of this program, an eligible applicant may lease state-owned land or building(s) or both.

(c) Have satisfied the administrative requirements of previous grants received from the Division or other Divisions of the Department of State, including grants that may be open at the time of application.

(d) Agree to and be able to match the requested grant amount or portion thereof as required by the specific grant program.

(e) Submit a completed application. Except as allowed in paragraph 1A-39.007(8)(c), F.A.C., applications shall be submitted to the Division online with specified supporting documents submitted by mail or express delivery service (unless applicants are specifically directed to do otherwise for special historic preservation funding appropriated by the Florida Legislature or made available by the federal government), and

(f) Agree to comply with all legal and financial requirements as set forth in this chapter and the grant program guidelines.

(6) For Acquisition & Development grant assistance, projects must be limited to a single site, or group of sites in which all the properties have the same owner(s).

(7) Should an entity receive legislative funding outside the review of the Florida Historical Commission, Review Panel or Secretary of State, that entity shall not be eligible to receive historic preservation grant assistance from the Division for the same project within the same fiscal year in which the legislative funding is made available.

(8) Applications for historic preservation grant assistance shall be made on the appropriate historic preservation grant application form:

(a) Small Matching Historic Preservation Grant Application (DOS Form HR3E0410705SM, effective October 14, 2009, incorporated by reference).

(b) Special Category Historic Preservation Grant Application (DOS Form HR3E0410705SC, effective October 14, 2009, incorporated by reference).

(c) Online applications and instructions are available at the Division's web site. A copy of the application and all applicable supporting materials must be submitted to the attention of the Bureau by mail or express delivery service as specified in the instructions. If a prospective applicant does not have access to the internet, paper copies of the application may be obtained from the Bureau by writing to the address indicated in subsection 1A-39.002(5), F.A.C.

(d) For Acquisition projects:

1. In addition to the supporting documents referenced above, the application must include the following:

a. A copy of the complete summary appraisal prepared by a Florida State Certified General Real Estate Appraiser. Two

appraisals are required if the first appraisal exceeds \$500,000.00;

b. A copy of a title search;

c. A copy of an executed option or purchase agreement;

d. A copy of the certified land survey; and

e. If applicable, a copy of the archaeological survey report justifying the archaeological site Acquisition project.

2. The maximum grant share for an Acquisition project shall not exceed 50% of the value of the property as determined by a complete summary appraisal prepared by a Florida State Certified General Real Estate Appraiser. If the appraisal exceeds \$500,000, a second appraisal must be obtained. In such case, the grant award shall not exceed 50% of the average of the two appraisals.

3. Only the purchase of the historic property or archaeological site is eligible for grant funding. All closing costs are the responsibility of the Grantee organization.

(9) Application Deadlines. There are two funding cycles annually; one for Special Category Grant funds, and one for state and federal Small Matching Grant funds. Applicants must submit separate applications for each cycle.

(a) To be considered for funding, online applications must be submitted by 12:00 midnight, on the deadline specified in the grant solicitation notice for the given grant cycle. Paper applications and required supporting materials must be received in the Division offices on or before 5:00 p.m., on the deadline specified in the grant solicitation letter for the given grant cycle, or be clearly postmarked or show evidence of submission to an express mail service on or before the online application deadline.

(b) In addition to the annual Special Category and Small Matching Grant cycles, the Division may also conduct special grant cycles should additional grant funds become available.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

### **1A-39.008 Application Review.**

(1) Upon receipt of grant applications, the Division shall review and evaluate each application for completeness and eligibility according to the funding cycle and application deadline for which it is intended. Each complete and eligible application shall be assigned an identification number.

(2) Late, Incomplete and Ineligible Applications.

(a) If the online application is submitted after the established deadline or if the required supporting materials are postmarked or submitted to an express parcel service after the established deadline, the application will be declared ineligible by Division staff and will be returned to the applicant with a written explanation.

(b) Grants staff will perform a completeness review of each application received by the established submission deadline. If an application is found to be incomplete, the applicant will be notified in writing of the identified completeness deficiencies and will be given an opportunity, by a date certain deadline, to submit to the Division information and documentation necessary to render the application complete. If the identified completeness deficiencies are not corrected by the established deadline, the application will be declared ineligible by Division staff and will be returned to the sender with a written explanation of the Division's finding of ineligibility. Incomplete applications are those for which responses have not been provided for all required application questions, or applications lacking required supporting materials (as so indicated in the Application Checklist included with the application) such as documentation of match availability, and current photographs of the resource(s) involved in the project.

(c) Ineligible applications also include those from applicants that do not meet the eligibility requirements in subsection 1A-

39.007(5), F.A.C., applications requesting funding amounts inconsistent with the maximum award amounts in paragraph 1A39.004(1)(b), F.A.C. for Small Matching Grants or paragraph 1A-39.004(2)(b), F.A.C., for Special Category Grants, or those from applicants claiming the REDI match waiver or reduction provided by subparagraphs 1A-39.004(1)(b)2. and 1A-39.004(2)(b)3., F.A.C., but who are not eligible for such waiver or match reduction.

(3) All complete and eligible applications shall be reviewed by the Division professional staff for sufficiency and conformance with the evaluation criteria in subsection 1A-39.008(8), F.A.C.

(4) After initial staff technical review, if clarification is required, staff will request necessary additional information and establish a deadline for submission of that information by the applicant.



Such request may be made of the applicant by letter, facsimile, e-mail, or by telephone, based on contact information provided in the application. Additional information received after the established deadline will not be accepted.

(5) The Division shall send copies of the applications and submitted supporting materials to each member of the Historical Commission or the Review Panel or make these materials available online in sufficient time for members to review all applications prior to the Commission or Panel convening in a public meeting for the purpose of considering the applications for funding.

(6) The Division shall also provide the following information to the Historical Commission or the Review Panels, as applicable, during or prior to the public meeting at which applications are considered:

(a) An opinion as to whether or not the project is appropriate for the type of grant assistance requested in the application;

(b) An assessment of compliance of the proposed project with applicable preservation standards;

(c) Any additional information or clarification requested from an applicant and received within the specified timeframe;

(d) An assessment of the eligibility of claimed match contributions and the project budget, with recommendations for any grant funding level adjustments that may be justified by the findings of the staff technical review. Examples of the need for such adjustment would be a recommendation to delete work not consistent with the applicable preservation standards or to reduce the grant award in an amount commensurate with inadequately documented or non-allowable match contributions.

(e) Information regarding the applicant's administrative performance for open or previous Department grants. This information shall be considered in evaluating administrative capability and in development of funding recommendations. Among factors to be considered are:

1. Timeliness of Progress and Expenditure Report submissions;
2. Adequacy of expenditure documentation;
3. Compliance with interest reporting or payment requirements;
4. Compliance of previous project or project phases with applicable preservation standards;
5. Compliance with draft contract and product review submission requirements; and
6. Time required for project completion.

(f) For Florida Certified Local Government (CLG) applicants competing for the federal funding described in sub-subparagraph 1A-39.004(1)(a)2.g., F.A.C., information regarding the applicant's compliance with CLG reporting requirements will be provided.

(7) The Historical Commission and the Review Panels shall annually convene separate public meetings, either in person or by teleconference, to consider applications for federal or state Small Matching Grant assistance, and Special Category Grant assistance, within 150 days of the relevant application deadline.

(a) Applications for Small Matching Grant assistance shall be reviewed by a Review Panel.

(b) Applications for Special Category Grant assistance shall be reviewed by the members of the Historical Commission.

(c) The Division shall publish a notification of the time and place of the meeting and where a copy of the agenda may be obtained in the Florida Administrative Weekly at least seven (7) days prior to the Historical Commission or Review Panel meeting.

(8) The Historical Commission and the Review Panels shall evaluate each application based on the criteria relating to the site involved, the prospective grantee, and the anticipated public benefit, as follows:

(a) Criteria related to the site:

1. Historic significance, meaning the relative importance of the site in connection with prehistory or historical events, developments or personalities.
2. Endangerment, meaning existing or potential threats of loss or damage through demolition, deterioration or encroaching development.
3. Appropriateness of the historic preservation treatment proposed in relation to the preservation of the historic appearance and character of the site and the protection to be provided against existing or potential threats.

(b) Criteria related to the grantee:

1. Administrative capability, including personnel, facilities and organization adequate to complete the project and meet the administrative requirements of the grant. Applicant administrative performance for previous or open grants awarded by the Division or other divisions of the Department of State shall be considered.
2. Financial resources adequate to meet grant match requirements and, as applicable, to carry project costs as necessary pending receipt of reimbursements from grant funds.
3. Availability of professional and technical services required to carry out the project work.

(c) Criteria related to public benefit:

1. Compatibility with statewide historic preservation priorities established by the Division, which include but are not limited to: equitable geographic and demographic distribution of available grant funds. These priorities are subject to change depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage). Further information about these priorities is available from the Bureau.
2. Educational potential or demonstration value for enhancing the public awareness of Florida history, Florida historic sites and properties, the objectives of historic preservation, and the application of historic preservation methods, materials and standards.
3. Anticipated economic benefits, including direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects.
4. Public use or other public good resulting from the project.

(9) Overmatch (contribution of match resources in excess of the match requirements indicated in paragraph 1A-39.004(1)(b), subsection 1A-39.004(2) and paragraph 1A-39.004(2)(b), F.A.C.) shall result in no special consideration or advantage in application ranking; however, the applicant shall be required to document the availability of funding sufficient to complete the project if completion requires more than the sum of the required match and the requested grant funding.

(10) The Historical Commission and the Review Panels shall each develop priority listings of all project applications reviewed by ranking each project relative to the others and shall recommend funding levels and any appropriate special conditions for each individual project. An example of a special condition is a requirement that the grantee must ensure that masonry repairs are undertaken in accordance with the guidance contained in National Park Service Preservation Brief No. 2: Repointing Mortar Joints in Historic Buildings, available from the Bureau.

(11) For the purpose of establishing priority listings and recommending funding levels within the Small Matching Grant program, two (2) Review Panels shall consider applications in two general

categories, Acquisition & Development and Protection & Education. Applications within the Protection & Education category shall be considered by groups in the following sub-categories: Survey & Planning, Community Education, Main Street, Historical Markers, National Register Nominations, and Statewide Special Projects. The Review Panels shall rank individual projects within each sub-category, also recommending funding levels for each individual project.

(12) The recommendations of the Historical Commission and the Review Panels shall be submitted by the Division to the Secretary of State for review and approval. At a minimum, the written recommendations shall include a ranking of all proposed projects, however categorized, and the recommended funding level for each proposed project.

(13) The Division shall prepare a final priority listing of all project applications with an associated level of funding for each project, as approved by the Secretary, and shall notify all applicants in writing of the final decision on the priority order and the recommended funding level for their respective applications.

(14) Funding for state Small Matching Grants and Special Category Grants is contingent on an annual appropriation by the Florida Legislature.

(15) Grant funds shall be awarded in accordance with the final priority listing of the applications considered for grant assistance in a given funding cycle, unless otherwise provided by the Legislature. Funds shall not be provided for projects which were not applied for, reviewed and recommended in accordance with procedures outlined in this chapter.

(16) If reallocation of grant funds becomes necessary due to completion of a project at less than anticipated cost or project cancellation during the grant period for either a federal-funded or state-funded grant project:

(a) The Division Director shall increase the grant award amount for projects funded in the same grant cycle that received only a portion of the recommended funding amount; and

(b) If the funds available for reallocation exceed the amount needed to accomplish the objective of paragraph (a) above, after funding the projects in paragraph (a), the Division Director shall allocate remaining additional funds to new grant awards in rank order at the recommended funding level for projects reviewed and ranked in the same grant cycle but not funded because of insufficient funding.

(c) Any funds remaining in any grant allocation as a result of completion of a project at less than anticipated cost or project cancellation that are not reallocated in accordance with paragraph (a) or (b) above, shall revert to the funding source from which the grant funds were appropriated.

(17) If additional grant funds become available during the grant year for either federal-funded or state-funded grants, the Director shall increase grant awards or award new grants for applications reviewed by the Historical Commission or Review Panel during the normal review processes as in subsection 1A-39.008(1), F.A.C., or establish a special process for awarding such additional funds.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

#### **1A-39.009 Grant Award Agreement.**

(1) All grant awards which have been approved in accordance with subsection 1A-39.008(15), F.A.C., shall be formalized through a Historic Preservation Grant Award Agreement by which the grantee enters into a contract with the State of Florida for the management of grant funds. The grant award agreement is specific to the type of project being assisted. Each of the following four types of grant award agreements is incorporated by reference and is available on the Division's web site:

(a) Special Category Grants Historic Preservation Grant Award Agreement, DOS Form HR3E1208GAASC, effective October 14, 2009. This agreement shall be used for all Special Category Grant awards.

(b) Small Matching Grants Historic Preservation Grant Award Agreement, DOS Form HR3E1208GAASM, effective October 14, 2009. This agreement shall be used for all Acquisition & Development, Survey & Planning, Community Education, and National Register Nomination projects for which a match is required.

(c) Non-Matching Grants Historic Preservation Grant Award Agreement, DOS Form HR3E1208GAANM, effective October 14, 2009. This agreement shall be used for all Statewide Special Projects and technical assistance projects for the Florida Main Street Program that have been solicited by the Division to meet statewide historic preservation needs, as well as all Acquisition & Development, Survey & Planning, Community Education, National Register Nomination projects for which the match requirement has been waived.

(d) Abbreviated Historic Preservation Grant Award Agreement, DOS Form HR3E1208GAAAB, effective October 14, 2009. This agreement shall be used for all local Main Street and Historic Marker projects.

(2) The project work may not be initiated prior to the effective date of the Historic Preservation Grant Award Agreement, except as allowed in subsection 1A-39.009(3), F.A.C.

(3) The Division shall authorize initiation of project work prior to the effective date of the Historic Preservation Grant Award Agreement if loss of the property would likely otherwise occur. Such authorization must be secured prior to the initiation of work and shall apply only to work to be undertaken during the period after the project has been recommended to the Legislature for funding by the Secretary of State and before legislative appropriation of grant funds. The grantee must request such authorization in writing and must document the imminent threat to the property by submission of a letter report from a Florida registered structural engineer clearly describing the conditions constituting the threat and proposed corrective measures. The Division shall review the documentation provided by the grantee and make a determination regarding justification for requested authorization. The written determination of the Division shall be final. Any authorization granted for work initiated prior to the effective date of the Historic Preservation Grant Award Agreement shall apply only to that work addressing the conditions contributing to the identified threat to the property. All proposed corrective measures shall meet applicable preservation standards. Division authorization for initiation of project work prior to the effective date of the Historic Preservation Grant Award Agreement shall impose no liability on the Division if anticipated grant funds are not appropriated by the legislature. All such work shall be undertaken solely at the applicant's risk.

(4) Grant Encumbrance Period and Expenditure Period:

(a) Encumbrance Period for Projects Requiring Contractual Services:

1. During the encumbrance period, but not later than the end date of the encumbrance period, the grantee shall execute all required contracts for all work to be accomplished with grant funds. Projects for which encumbrance is not accomplished by the established deadline may be cancelled by the Division and the grant funds may be reallocated in accordance with subsection 1A39.008(16), F.A.C.

2. For the purpose of the Special Category Grant program, the encumbrance deadline is June 30 of the state fiscal year in which grant funds are appropriated by the Legislature.

3. For the purpose of the Small Matching Grant program (including: matching Acquisition & Development, Survey & Planning,

Community Education, and National Register Nomination projects; non-matching Acquisition & Development, Survey & Planning, Community Education, National Register Nomination projects; and Main Street and Historic Marker projects), grant funds must be encumbered by November 1 of the state fiscal year in which the grant funds are appropriated by the Legislature.

4. Exception: The encumbrance period for a Special Category Grant project shall be extended by written approval of the Division if requested in writing as indicated below and if the Grantee demonstrates to the satisfaction of the Division that full encumbrance of grant funding and the required match by binding contract(s) is achievable by the end of the requested extended encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Division no later than May 31 of the state fiscal year in which the grant funds are appropriated by the Legislature. For Special Category Grant projects, the maximum extension of the encumbrance period shall be 180 days.

5. Exception: A one-time thirty (30) day extension of the encumbrance period for Small Matching Grant projects shall be granted by the Division if requested in writing as indicated below and if the Grantee demonstrates to the satisfaction of the Division that full encumbrance of grant funding and the required match by binding contract(s) is achievable by December 1 of the state fiscal year in which the grant funds are appropriated by the Legislature. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Division no later than October 1 of the state fiscal year in which the grant funds are appropriated by the Legislature. No further extension of the encumbrance period shall be granted.

6. Small Matching Grant projects for which full encumbrance of grant funding and the required match is not accomplished by the extended encumbrance deadline shall be terminated by the Division. In such cases, all grant funds not expended in accordance with the provisions of the Historic Preservation Grant Award Agreement by the extended encumbrance period end date will be reallocated in accordance with subsection 1A-39.008(16), F.A.C.

(b) For projects not involving contract services (e.g., archaeological or other research projects conducted by universities, projects conducted by staff within State Parks, or small development projects involving repairs undertaken by volunteers), the grantee and the Division shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.

(c) The Division will not release more than 25% of the total grant amount until an executed contract with an architect, contractor, consultant or vendor has been submitted by the grantee and approved by the Division. Acquisition grants that were awarded for the purchase of real property are exempt from this provision. The Division shall maintain a copy of all such executed contracts in the grant files.

(d) Expenditure Period.

1. For Special Category Grant projects, grant funds and required match resources must be expended by June 30 of the fiscal year following the fiscal year in which grant funds were appropriated by the Legislature.

2. For Small Matching Grant projects, grant funds must be expended by June 30 of the fiscal year in which grant funds were appropriated by the Legislature.

3. Grant funds shall not be used for project expenditures that are incurred after the expenditure period end date, which is the termination date of the Historic Preservation Grant Award Agreement.

4. For Special Category Grant projects, the Division shall extend the expenditure period by not more than 180 days provided that the grantee requests the extension in writing and:

a. Documents that all grant funds and match contributions are encumbered; and

b. Demonstrates to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended expenditure period.

5. For Small Matching Grant Projects, a one-time thirty (30) day extension shall be granted by the Division if requested in writing by the Grantee and if the Grantee demonstrates to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended grant period.

6. For Special Category and Small Matching Grant projects, the grantee's written request for extension shall be submitted to the Division no later than thirty (30) days prior to the termination date of the Historic Preservation Grant Award Agreement.

(5) Grant Funding Disbursement.

(a) Grantees may elect either Advance Disbursement or Reimbursement of grant funds in the Historic Preservation Grant Award Agreement. Once this election is made, it shall not be amended.

(b) All grantee payment requests must be submitted to the Division on the Payment Request Form provided by the Division (DOS Form HR3E1208PRF, effective October 14, 2009), incorporated by reference and available on the Division web site).

(c) Grant payments are contingent upon completion by the grantee of specific performance measures as prescribed in the Historic Preservation Grant Award Agreement.

(d) Reimbursement for expenditures shall be based on documentation provided in the Project Progress and Expenditure Reports described in Rule 1A-39.010, F.A.C.

(e) Release of grant funds for Advance Disbursement projects shall be as specified in the Historic Preservation Grant Award Agreement, subject to release of state appropriation to the Division. The release schedule may be adjusted by the Division with prior notice to the Grantee.

(f) The Final Payment (10% of the grant award amount) shall be retained by the Division until receipt, review and approval of the Final Project Progress and Expenditure Report described in paragraphs 1A-39.010(1)(b) and (2)(c), F.A.C., documenting full expenditure of all grant funds and required match contributions. For the purpose of this provision, "expenditure" shall mean that all goods and services have been delivered, invoiced, and approved by the Division. While proof of payment is not required for request of the 10% retainage amount, such proof of payment must be submitted to the Division within thirty (30) days after the date of issuance of the state warrant for the final grant payment.

(g) The Department shall reduce total grant funding for the Project in direct proportion to match contributions not met by the end of the Grant Period. This reduction shall be calculated by dividing the actual match amount by the required match amount indicated in the Historic Grant Award Agreement and multiplying the product by the grant award amount indicated in the Historic Grant Award Agreement.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

### **1A-39.010 Reporting Requirements.**

#### **(1) Special Category Grant Project Reporting Requirements.**

(a) Special Category Grant Project Progress and Expenditure Reports (DOS Form HR3E1208PERSC, effective October 14, 2009), incorporated by reference and available on the Division's web site, covering six (6) month reporting intervals shall be submitted until the project is complete. For the purpose of this program, a project is considered complete when all grant funding

and required match resources have been expended, and all corresponding project work has been reviewed and approved by the Division. Reports are due thirty (30) days following the end date of each reporting interval. The first Project Progress and Expenditure Report is due on January 31 of the state fiscal year in which the grant was awarded.

(b) A Final Special Category Grant Project Progress and Expenditure Report, contained in DOS Form HR3E1208PERSC, and photographs of completed project work or copies of final grant products shall be submitted within thirty (30) days following the expenditure of all grant and match funding, and contribution of all in-kind services, and donated materials included in the match documented in the grant application for the project, which is incorporated by reference in the Historic Preservation Grant Award Agreement.

(2) Small Matching Grant Project Reporting Requirements.

(a) For each type of Small Matching Grant Project, a Project Progress and Expenditure Report shall be submitted at three-month reporting intervals until the project is complete. For the purpose of this program, a project is considered complete when all grant funds and required match resources have been expended, and all project work or final grant-assisted products have been reviewed and approved by the Division. Reports are due thirty (30) days following the end date of each reporting interval. The first Project Progress and Expenditure Report is due on October 31 of the state fiscal year in which the grant was awarded.

(b) The following Project Progress and Expenditure Report forms, incorporated by reference and available on the Division's web site, shall be used for the corresponding Small Matching Grant project type:

1. Acquisition & Development Project Progress and Expenditure Report (DOS Form HR3E1208PERSMAD, effective October 14, 2009);

2. Survey and Planning/Community Education Project Progress and Expenditure Reports (DOS Form HR3E1208PERSMSPCE, effective October 14, 2009) (for Survey & Planning, Community Education and National Register nomination projects for which a match is required);

3. Non-Matching Grant Project Progress and Expenditure Reports (DOS Form HR3E1208PERNM, effective October 14, 2009) (for special solicited projects and REDI waiver projects);

4. Abbreviated Historic Preservation Grant Project Progress and Expenditure Reports (DOS Form HR3E1208PERAB, effective October 14, 2009 ) (for Historical Marker and Main Street projects); and

5. Certified Local Government Grant Project Progress and Expenditure Reports (DOS Form HR3E1208PERCLG, effective October 14, 2009).

(c) Final Project Progress and Expenditure Reports for each type of Small Matching Grant (contained in each of the Project Progress and Expenditure Report forms listed in subparagraph 2. above) shall be submitted within thirty (30) days following the expiration date but not later than July 31 of the year following the state fiscal year in which the grant was awarded. Final Project Progress and Expenditure Reports shall include photographs of completed project work or copies of final grant products.

(3) All Project Progress and Expenditure Reports shall include the following:

(a) A written description of the work completed;

(b) Financial documentation showing the expenditure of grant funds and match resources including: a detail listing check number, amount of check, date of check, name of payee, a description

of the expenditure, and copies of invoices and cancelled checks, copies of the paid invoices for all cash purchases, or alternative expenditure documentation as approved in writing by the Division.

(c) For all Acquisition & Development projects, photographs describing the current status of project work as related to the Approved Scope of Work. All photographs shall be captioned with property name, date of photograph, and description of feature and work described. Photographs shall be clear and sufficient to describe all completed elements of the Approved Scope of Work.

(4) All Project Progress and Expenditure Reports require completion of a grantee assessment to assist in identifying non-state entity grantees that are required to comply with the Florida Single Audit Act, Sections 215.97(2)(a) and 215.97(8)(a), F.S. Information provided by this grantee assessment shall be reported by grants staff to the Department's Office of Inspector General in accordance with the established procedures of that office.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

### **1A-39.011 Restrictive Covenants.**

(1) For Special Category Grant projects involving acquisition of or improvement to real property, the grantee and the property owner(s) shall execute and file a Restrictive Covenants, DOS Form HR3E1208RC, effective October 14, 2009, with the Clerk of the Circuit Court in the county where the property is located, prior to release of the grant funds. This Restrictive Covenants form, incorporated by reference, is available on the Division's web site.

(2) The restrictive covenant shall include the following provisions:

(a) The Restrictive Covenants, incorporated herein by reference, shall run with the title of the property, shall encumber the property and shall be binding upon the grantee and the owner(s), if different, and the successors in interest for ten (10) years from the date of the recordation of the Restrictive Covenants.

(b) The grantee and owner(s) shall permit the Division to inspect the property at all reasonable times to determine whether the grantee and owner(s) are in compliance with the terms of the Restrictive Covenants.

(c) The grantee and owner(s) shall maintain the property in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

(d) The grantee and owner(s) agree that no modifications will be made to the property, other than routine repairs and maintenance, without advance review and approval of the plans and specifications by the Division's Bureau of Historic Preservation.

(e) The Restrictive Covenants shall also contain an amortization schedule of the repayment of grant funds, should the grantee or owner(s) or their successors in interest violate the Restrictive Covenants.

(f) Other provisions as agreed upon by the Division and the grantee.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

### **1A-39.012 Preservation Agreement.**

(1) For Special Category and Small Matching Grant projects involving properties other than real property (e.g., an aircraft, locomotive or marine vessel), Division receipt of an executed and notarized Preservation Agreement, DOS Form HR3E1208PASC, effective October 14, 2009, incorporated herein by reference and available on the Division's web site, shall be required prior to the release of



grant funds. Through this Preservation Agreement, the grantee and the property owner(s) shall commit to the following for a term of ten (10) years for Special Category Grant projects and five (5) years for Small Matching Grant projects:

(a) To assume the cost of the continued maintenance and repair of the property so as to preserve the architectural or historical integrity of the same.

(b) That no visual or structural alterations will be made to the property without prior written permission of the Division.

(c) That the Division, its agents and designees shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.

(d) The Preservation Agreement shall also contain an amortization schedule for the repayment of grant funds, should the grantee or owners or their successors in interest violate the Preservation Agreement.

(e) Other provisions as agreed upon by the Division and the grantee.

(2) For Small Matching Grant projects involving acquisition of or improvement to a historic property, Division receipt of an executed and notarized Preservation Agreement, DOS Form HR3E1208PASM, effective October 14, 2009, incorporated herein by reference and available on the Division's web site, shall be required prior to the release of grant funds. Through this Preservation Agreement, the grantee and the property owner(s) shall commit to the provisions indicated in subsection 1A-39.012(1), F.A.C. for a term of five (5) years.

*Rulemaking Authority 267.031(1), 267.0617(5) FS. Law Implemented 267.0617(2), (3) FS. History—New 10-14-09.*

**Small Matching Historic Preservation Grants  
Formal Solicitation for Applications  
April 1, 2014 – May 31, 2014  
for Fiscal Year 2015-2016**

The purpose of this notice is to formally announce that the Florida Department of State is currently soliciting applications for Small Matching Grant-in-Aid assistance for historic preservation projects.

The solicitation period begins April 1, 2014, and extends through May 31, 2014. A preview of the online application is available at [flheritage.com/grants/](http://flheritage.com/grants/) and submissions of the application will be accepted beginning April 1, 2014. Applications must be submitted online by 11:59 p.m. on May 31, 2014. Application attachments must be delivered to the Bureau of Historic Preservation, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 no later than 5:00 p.m., Friday May 30, 2014, or be clearly postmarked on or before May 31, 2014, or show evidence of submission to an express mail service on or before May 31, 2014. Arrangements for the submission of paper applications may be made by calling the Bureau at 850.245.6333 or toll free at 1.800.847.7278.

**FUNDS AVAILABLE**

Funding availability will depend upon legislative appropriation during the 2015 Legislative Session. Recommended grant awards will not exceed \$50,000.00.

It is projected that approximately \$118,250 will be made available for Certified Local Government (CLG) program grants for conducting survey, planning and community education projects. These funds will be comprised of the required 10% of Florida's 2015 Federal Historic Preservation Fund apportionment, and will be available only to those local governments that are already certified or meet the requirements of item (d) below.

**WHO IS ELIGIBLE TO APPLY**

Eligible applicants include:

- (a) Departments or agencies of the State of Florida (including state universities);
- (b) Units of county, municipal or other local governments;
- (c) Any Florida not-for-profit corporation, institution, or organization; and
- (d) Certified Local Governments or any local government that has received National Park Service certification by May 31, 2014.

Non-secular organizations are eligible to apply for grant-in-aid assistance. However, eligible development activities involving non-secular properties are limited to work on the exterior of the property and only those interior activities that are essential to the preservation of the structural integrity of the property.

**PROJECTS ELIGIBLE FOR FUNDING**

Small Matching grant funds will be available to support both Acquisition & Development and Protection & Education activities.

**Acquisition & Development projects** include acquisition, preservation, protection, restoration, rehabilitation and stabilization of historical and archaeological properties; investigation of archaeological sites; recording historical and archaeological sites; and planning for eligible Acquisition & Development activities, such as the preparation of plans and specifications.

**Protection & Education activities** include survey and evaluation of historical and archaeological properties; preparation of data for and the actual listing or registering of historical and archaeological properties in the Florida Master Site File or the National Register of Historic Places; preparation of long-range historic preservation and management plans for historical and archaeological properties; community education and community relations projects promoting the preservation of historical and archaeological properties; research of historical documents for the purpose of documenting and evaluating the significance of historical and archaeological properties; and to organize a Certified Local Government program or its components.

Other preservation activities may also be eligible for grant assistance. If you have a question about the eligibility of a project or work element, please call the staff of the Bureau of Historic Preservation at 1.800.847.7278 (PAST) or 850. 245.6333.

## **GENERAL PRIORITIES**

### **Historic Preservation**

The goal of the Bureau is to locate, identify, interpret, and protect significant historic properties in the State of Florida and to provide a basis for effective preservation planning throughout the state. In accordance with the application evaluation criteria outlined in Chapter 1A-39, Florida Administrative Code, projects within each category shall be compatible with the following priorities:

#### **A. Survey Priorities**

1. Surveys to identify, evaluate and document historic properties and archaeological sites associated with Florida's minority heritage.
2. Surveys of broad areas where no previous surveys have been undertaken.
3. Surveys located in areas subject to intensive development pressure.
4. Surveys designed to complete comprehensive coverage of areas in which partial surveys have been made.
5. Surveys that address historic themes not covered or under-represented in previous surveys.

#### **B. Registration (National Register) Priorities**

1. Registration of historical resources identified by previous survey activity.
2. Registration of properties of national significance, and not previously listed in the National Register.
3. Registration of properties of statewide or local significance, and not previously listed in the National Register.

#### **C. Planning Priorities**

1. Development of plans for informing the public as to the economic and other benefits of preserving historical resources.
2. Development of protection tools, such as local ordinances.
3. Implementation of automated information systems to facilitate the recording of site data or information on other historic preservation subjects.

#### **D. Community Education Priorities**

1. Historic preservation education programs for school children.
2. Projects having to do with minority historic preservation.
3. General publications about preservation.
4. Self-guided tours of historic areas.

#### **E. Acquisition and Development Priorities**

1. Assistance for stabilization or other appropriate preservation treatments for properties which are in danger of being lost due to physical deterioration or planned development.
2. Assistance in the development of plans for the restoration or rehabilitation of properties, particularly those that will be placed in public use.
3. Assistance in the restoration and rehabilitation of properties for which appropriate preservation planning is complete or well underway, particularly those which will be placed in public use.
4. Assistance for restoration or rehabilitation projects which will yield technical innovations which will have application in other projects.

Applications for all types of eligible projects will be judged on their merits according to the criteria in Section 1A-39.008, Florida Administrative Code.

#### **NON-MATCHING SPECIAL PROJECTS**

Small Matching grant funds will also be made available to support the following Non-Matching Special Projects. These projects do not require a match. The Grant Review Panel reserves the right to decline to recommend funding for any applications in these areas if, in the judgment of the Bureau and the Panel, the goals of these areas would not be sufficiently met. The following Non-Matching Special Projects are of statewide significance, and if recommended by the Panel and the Secretary of State, will receive top rankings in the Historic Preservation Grants Recommended List that will be submitted to the Legislature.

##### **1. Inventory of Structures within the St. Augustine National Register Historic District**

Special consideration will be given to applications to survey and update the inventory of historic structures within the St. Augustine National Register of Historic Places District. The survey shall record and update Florida Master Site File (FMSF) forms for all structures 45 years or older, and shall also record and update FMSF forms for structures less than 45 years old that are considered “reconstructions” on original locations. A maximum of \$50,000 will be available for this project. If the project can be done for a lesser amount, this is encouraged. Multiple applications may compete to determine the best and the most cost-effective project. Due to the nature and scope of this project, it is expected that the applicant, if funded, will hire a Cultural Resource Management consultant to complete the project, rather than planning this as an in-house project.

Product deliverables required for this project are as follows: 1) The survey must meet requirements under 1A-46, Florida Administrative Code, including but not limited to survey manuscript (including text description of contributing and non-contributing buildings); both electronic and hard copies of Florida Master Site File forms, including updates and newly recorded sites; and a Site File Survey Log Sheet; 2) one electronic copy of project GIS data layer showing all structures in St. Augustine that are at least 45 years of age, including “reconstructions” as described above; 3) one electronic copy of a color overlay map depicting all recorded structures in St. Augustine that are at least 45 years of age, including and delineating the “reconstructions” as described above; 4) In addition to requirements under 1A-46, Florida Administrative Code, the survey report will identify historic structures within the St. Augustine National Register of Historic Places District that are also eligible as contributing properties to the National Historic Landmark (NHL) district. Methodology and rationale for NHL selection shall be specified in the survey report, and the integrity of each structure shall be addressed in detail.

#### **Florida Main Street Program**

Newly selected Florida Main Street communities will be eligible for non-matching “start-up” grants of \$10,000.

#### **MATCH REQUIREMENTS AND PROJECT SUPPORT**

Applications submitted by local governments and not-for-profit organizations for projects located in Rural Economic Development Initiative (REDI)-designated communities are eligible to request a waiver of all matching requirements as per Section 288.06561, Florida Statutes. Please visit [florida-redi.com](http://florida-redi.com) for information on currently-designated REDI counties and communities.

In addition to REDI applications, Non-Matching Special Projects and CLG applications do not require matching contributions from applicants.

All other applications require a 1:1, equivalent match. That is, grant funds will be given to support up to 50% of the cost of an eligible project, with the other 50% provided by the grant recipient (grantee) in the form of cash match or match in the form of allowable in-kind services and materials with a specified cash value. The required match must include a minimum cash match contribution of 25%. In valuing in-kind and donated services, please be sure to use a value that reflects a typical fair market value you would pay if you were purchasing such services. All match contributions must occur during the July 1, 2015 – June 30, 2016 grant period. **Any expenditures or donations made prior to the grant period are not allowable match contributions.**

Further, in computing grant match, please note that, while direct administrative and project management costs for conducting grant activities may be considered allowable, indirect administrative charges or overhead are not allowable as match and are not reimbursable grant expenditures. Project Administrative Expenditures may not exceed 10% of the grant award amount.

It is important that the applicant document support for the project for which funding is requested. Several letters of support, endorsements, resolutions, and other documentation evidencing local, regional or statewide support for the project contribute significantly to the application review.

#### **NUMBER OF APPLICATIONS**

An applicant from the same organization shall submit no more than one (1) application under a single application deadline in any Small Matching Grant category.

#### **APPLICATION REVIEW AND PROJECT SELECTION**

Applications must be submitted online by 11:59 p.m. on May 31, 2014. Application attachments must be delivered to the Bureau of Historic Preservation, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 no later than 5:00 p.m., Friday May 30, 2014, OR be clearly postmarked on or before May 31, 2014, OR show evidence of submission to an express mail service on or before May 31, 2014.

All eligible applications will be evaluated on a competitive basis by Grant Review Panels appointed by the Secretary of State in public meetings in Tallahassee.

The Grant Review Panels will prioritize all applications and recommend a level of funding (full or partial) for each project. In accordance with the Government Performance and Accountability Act of 1994, the Division of Historical Resources is mandated to increase the number of historic and archaeological properties protected or preserved for public use.

Please note that projects may not be recommended for the full amount requested; rather, the Grant Review Panel members may recommend an amount intended as a significant contribution to the project. Final project selection will be made by the Department of State and will depend heavily upon the Grant Review Panels' recommendations.

Projects selected for grant awards will be announced by July 1, 2015. **Grant award agreements will be forwarded to grantees.** No work begun before July 1, 2015, will be eligible for payment.

**ADDITIONAL INFORMATION**

If you have any questions regarding proposed projects or the application process, please call the staff of the Bureau of Historic Preservation at 1.800.847.7278 (PAST) or 850.245.6333.

Please visit our Web site at [flheritage.com/grants/](http://flheritage.com/grants/) for more information on the grants program and to begin the application process.

## 2015-2016 Small Matching Grant Review Panel Panelist Evaluation Sheet

Application I.D. No.:

Project Name:

**Preliminary Evaluation:** Based on the information provided in the application, and in relation to all applications submitted for this review, this project is considered to meet the following 10 criteria as outlined in 1A-39.008 F.A.C. in the manner indicated below.

**Please check High (=3 points), Medium (= 2 points), or Low (= 1 point) for each criterion.**

A. Criteria relating to project site/area:	High (=3 pts)	Medium (=2 pts)	Low (=1pt)
1. Historic significance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Endangerment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appropriateness of the type of project proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Criteria relative to applicant:	High (=3 pts)	Medium (=2 pts)	Low (=1pt)
1. Administrative capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adequate financial resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Availability of professional and technical services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Criteria related to public benefit:	High (=3 pts)	Medium (=2 pts)	Low (=1pt)
1. Compatibility with statewide historic preservation priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Educational potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Economic benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Public use or benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. AVERAGE PRELIMINARY SCORE*</b>	<b>High (=3.00-2.51)</b>	<b>Medium (=2.50-1.51)</b>	<b>Low (=1.50-1.00)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**E. FINAL COMMENTS based on review of application and public meeting discussion. Please suggest areas for improvement as applicable.** Please be clear and concise, as applicants may request to view comments.

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**\*Final Ranking:** Applications with an Average Preliminary Score of Low as indicated in D. above are eliminated from further consideration before Final Numeric Rankings are determined.

**F. FINAL NUMERIC RANKING:** In relation to all applications considered in this review, I recommend that this application be considered, in order of priority for funding, number:

Signature, Grant Review Panel Member

Date completed



**HISTORIC PRESERVATION GRANTS-IN-AID PROGRAM  
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Signature, Grant Review Panel Member

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Date completed