2019 Hurricane Irma NPS Subgrant Program

Funding provided by the National Park Service (NPS) pursuant to its Hurricane Harvey, Irma, and Maria (HIM) Emergency Supplemental Historic Preservation Fund (ESHPF) Grant Program.

NPS has awarded the Division of Historical Resources, Florida’s State Historic Preservation Office (SHPO), $5,932,724 from the ESHPF, of which $4,989,699 million is available for subgrants.
GRANT APPLICATION CYCLE

Submission Period Closes:
July 8, 2019
Applications must be received in-person by 5:00 p.m. or postmarked by 11:59 p.m.

APPLICATION INSTRUCTIONS:

• Applications can be downloaded at the following website:
  http://dos.myflorida.com/grants/irma

• Only hard-copies of completed applications and attachments will be accepted:
  Division of Historical Resources
  Director’s Office 3rd Floor, R. A. Gray Building
  500 South Bronough Street
  Tallahassee, Florida 32399-0250
<table>
<thead>
<tr>
<th>ELIGIBLE APPLICANTS</th>
<th>INELIGIBLE APPLICANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
<td>For-Profit Organizations</td>
</tr>
<tr>
<td>Public entities such as:</td>
<td>Individuals</td>
</tr>
<tr>
<td>Counties or Municipalities</td>
<td>Private Residences</td>
</tr>
<tr>
<td>School Districts</td>
<td>Federal Agencies</td>
</tr>
<tr>
<td>State Colleges or Universities</td>
<td>Federally-Owned Properties</td>
</tr>
<tr>
<td>Agencies of State Government</td>
<td></td>
</tr>
</tbody>
</table>

**APPLICANT ELIGIBILITY**
**Grant Request and Match**

**Grant Request**

- Hurricane Irma subgrants provide assistance up to $500,000.
- Your grant amount must be spent within the 24-month grant period.
- Grant period will be July 1, 2019-June 30, 2021.

**Match**

- There is no match requirement for this subgrant program.
HURRICANE IRMA SUBGRANT PROJECT TYPES AND ALLOWABLE COSTS
Rehabilitation and repair of historic properties in areas that received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.).

The causal relationship between the damage and Hurricane Irma must be documented and submitted with this application.
Survey and Inventory of historic properties to determine degree of damage by Hurricane Irma and provide preparedness for future disasters; or

Phase I archaeological survey to determine degree of damage and Phase II testing to determine National Register eligibility of sites damaged by Hurricane Irma.
PROJECT ELIGIBILITY

ELIGIBLE PROJECTS

• Must be tied to damage from Hurricane Irma in 2017
• Eligible activities:
  • Recovery and repair of damage to historic properties
  • Survey and inventory of historic properties to determine degree of damage
  • Phase I archaeological survey to determine degree of damage
• Projects must substantially mitigate threat of future damage
PROJECT ELIGIBILITY

Regardless of project type, the following requirements must be met to receive this funding:

• Properties/sites must be listed or eligible for listing in the National Register of Historic Places

• Eligible, but not listed, properties that receive funding must complete and submit a nomination to the National Register as part of the project

• Listed properties that receive funding must complete and submit an amendment to the current National Register listing

• All work must meet the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation
KEY SECTIONS OF THE GRANT APPLICATION
APPLICANT INFORMATION

• Organization Name and Contact Information
• Applicant DUNS Number (can be obtained at www.dnb.com)
• Applicant Organization’s Federal Employer Identification Number:
• Designated Project Contact
• Authorized Official
PROJECT INFORMATION

- Proposed Project Team
- Project Type
- Project Title and Location Information
HISTORICAL DESIGNATION

• Indicate the type of historical designation currently held by the historic resource:
  • Individual National Register Listing(s)
  • National Register District - Contributing Resource(s)
  • Not listed on the National Register (must complete PSIQ form)
  • Listed as a National Historic Landmark

NOTE: Properties must be listed in or eligible for the National Register listing in order to be eligible for development projects.

CONTACT:
Florida Master Site File
850.245.6440
SiteFile@dos.myflorida.com
Flheritage.com/preservation/master-site-file/
HURRICANE IRMA DAMAGE DOCUMENTATION

- For development projects, discuss damage sustained to property by Hurricane Irma
- For survey projects, please describe the current state of knowledge of potential damage to the historic district or archaeological area
- Causal relationship of damage caused by Hurricane Irma must be demonstrated in all development projects and included as an attachment
Explain the proposed project by listing the specific items of work.

Describe in detail:

• Major elements of the proposed project
• How these tasks will be accomplished
• Intended results

The scope of work described should be only that which is projected to be achievable in the 24-month grant period.
NON-ALLOWABLE ITEMS

Applicants are encouraged to pay special attention to non-allowable items as these cannot be listed as part of the proposed project. Some examples of non-allowable items include:

- Expenses incurred prior to the start date of the grant
- Work not consistent with the Secretary of the Interior’s Guidelines
- Grant administration costs above 5% of the grant award amount request

NOTE: For additional information on non-allowable costs, please refer to Section VIII. “Non-Allowable Expenses” of the Special Category Grants Guidelines available at:

HTTPS://DOS.MYFLORIDA.COM/HISTORICAL/GRANTS/IRMA/
# Tentative Project Timeline

Identify when major elements will be completed as the project progresses.

## Tentative Project Timeline Example

<table>
<thead>
<tr>
<th>Project Element</th>
<th>Starting Date</th>
<th>Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal</td>
<td>July 2019</td>
<td>August 2019</td>
</tr>
<tr>
<td>Hire Historic Architect</td>
<td>August 2019</td>
<td>September 2019</td>
</tr>
<tr>
<td>50% Construction Documents</td>
<td>September 2019</td>
<td>October 2019</td>
</tr>
<tr>
<td>100% Construction Documents</td>
<td>October 2019</td>
<td>November 2019</td>
</tr>
<tr>
<td>Restoration Work Commence</td>
<td>November 2019</td>
<td>February 2021</td>
</tr>
<tr>
<td>Restoration Work Completed</td>
<td>February 2021</td>
<td>May 2021</td>
</tr>
<tr>
<td>Final Inspection and Report</td>
<td>June 2021</td>
<td>June 2021</td>
</tr>
<tr>
<td>Submission of Close-out Documentation to the Division</td>
<td>June 2021</td>
<td>July 2021</td>
</tr>
</tbody>
</table>
**Budget**

- List work items necessary to carry out the proposed scope of work and the associated estimated expenses.
- Identify whether the items will be paid by the grant, or voluntary match, or both.
- Time dedicated to grant administration by staff employed by the Applicant Organization is allowable, but cannot exceed 5% of the requested grant amount.
- Identify the major components of the project. If multiple components will be carried out by the same entity, they can often be consolidated.
# ESTIMATED BUDGET EXAMPLE

<table>
<thead>
<tr>
<th>Budget Item Number</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Voluntary Match</th>
<th>Voluntary Match Type</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Roof repair/replacement</td>
<td>$38,000</td>
<td>$27,500</td>
<td>Cash</td>
<td>$65,500</td>
</tr>
<tr>
<td>2</td>
<td>Masonry repair and restoration</td>
<td>$0</td>
<td>$20,000</td>
<td>Cash</td>
<td>$20,000</td>
</tr>
<tr>
<td>3</td>
<td>Architectural engineering and conservation</td>
<td>$12,000</td>
<td>$0</td>
<td>$0</td>
<td>$12,000</td>
</tr>
<tr>
<td>4</td>
<td>Grant administration</td>
<td>$0</td>
<td>$2,500</td>
<td>In-Kind</td>
<td>$2,500</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$50,000</td>
<td>$50,000</td>
<td></td>
<td>$100,000</td>
</tr>
</tbody>
</table>
COMPLETED PROJECT ACTIVITIES

• Provide a summary of any relevant project-related activities completed at the time of application submittal.

• Such activities may include architectural studies or plans, or archaeological research accomplished such as research design or site assessment work.

• Work that is completed before the grant period begins is not an eligible grant or match expense.

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Date Completed</th>
<th>Cost/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans</td>
<td>3/15/19</td>
<td>$5,000</td>
</tr>
</tbody>
</table>
ATTACHMENTS

A - APPLICANT CERTIFICATION FORM

• Applications submitted without this certification sheet will be ineligible for review

• Certification must be signed by the authorized representative of the applicant organization or agency

B - CURRICULA VITAE OF PROPOSED PROJECT TEAM MEMBERS

• Those persons who will be directly involved with the administration or have a role in the completion of the grant project

• For archaeological projects, CV for principal investigator and key personnel
For all development projects, if property is not currently listed on the National Register, a PSIQ form must be submitted with this application for Division staff to evaluate.

Properties that are determined ineligible for the National Register by staff will not meet the requirements for this subgrant.

PSIQ forms and instructions can be found at:

https://dos.myflorida.com/historical/preservation/national-register/
NATIONAL REGISTER OF HISTORIC PLACES
PRELIMINARY SITE INFORMATION QUESTIONNAIRE

FLORIDA DEPARTMENT OF STATE - LAUREL M. LEE - SECRETARY OF STATE

This questionnaire is intended only to provide preliminary information about the property to the Bureau of Historic Preservation.

Name and Location of Property

Name:
Address:
City:
Zip Code:

Name and Address of Owner

Name:
Address:
City:
State:
Zip Code:

I support this effort to list or seek a determination of eligibility for listing my property on the National Register of Historic Places:

☐ Yes  ☐ No

Owner Signature and Date: ____________________________ Phone: ____________________________

Property Information

Significant Dates (construction, events, etc.): ____________________________

Has it been moved?  ☐ Yes  ☐ No  Year moved: ____________________________

Property Type

Archeological or Historic Site  Residential Building  Commercial Building  Industrial Building  Public Building  Other (describe)

Original use: ____________________________ Current use: ____________________________

Property Description:

Describe the design, construction, and general condition of the building. Indicate any architecturally significant features, unique materials, and alterations to the building. (If space below is insufficient, attach additional sheets of paper)

Why is the property significant?

Provide a basic history of the property. Indicate significant events, people, or architectural styles associated with the property. (If space below is insufficient, attach additional sheets of paper)

Required Enclosures:

☐ Current photos (exterior and interior)
☐ Historic photos (if available, photocopies acceptable)
☐ Location map (and site plan for large properties)
☐ Sketch floor plan
☐ Proof of ownership (property appraiser record or notarized letter)

Date: ____________________________

Submitter’s Name and Address

Name: ____________________________
Address: ____________________________
City: ____________________________ State: ____________________________ Zip Code: ____________________________

Email: ____________________________ Phone: ____________________________

Signature: ____________________________
NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) CHECKLIST

• Answer all questions on the checklist to assist Division staff with ensuring that requirements for compliance with NEPA are met.

• Answering Yes or More Data Needed to a question will not automatically remove your project from consideration
Causal relationship of damage caused by Hurricane Irma must be demonstrated in all development projects (and survey projects if available) and included as an attachment.

Examples of documentation may include:
- Aerial photographs
- Google street view
- Property assessment records
- Damage assessments
STATEMENT OF OVERLAP

• All applicants must provide a statement to identify whether or not any overlap exists between the proposed project and any other active or anticipated project(s).

• If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested, the applicant must immediately notify the Division.

• Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.
NON-PROFIT ORGANIZATIONS ONLY

• All in-state corporate entities must provide documentation of their current registration as a Florida non-profit corporation with the Division of Corporations, Florida Department of State: SunBiz.org.

• Out-of-state corporate entities must include documentation from the Internal Revenue Service confirming that they are exempt from federal income tax under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code.
SUBSTITUTE W-9 FORM

• Applicant Organizations must submit a copy of their Substitute W-9 Form (SW9) at the time of application. Federal W-9 forms will not be accepted.

• This form can be obtained from the Department of Financial Services (DFS) website: https://flvendor.myfloridacfo.com.

• Applicants will need to either create new log in information or request this information from whoever handles your finances.
PHOTOGRAPHS

• Provide photographs in hard-copy and digitally on a cd-rom or a USB flash drive.

• For development projects, include photographs before Hurricane Irma and current photographs of all exterior elevations, principal interior spaces, and significant architectural features.

• For survey projects, photographs/maps should document the area as an aerial view and street views, including representative examples of the properties therein.
OWNER CONCURRENCE LETTER

IF PROPERTY OWNER IS NOT THE APPLICANT

Provide a letter documenting that the applicant has authorization from the owner of record

• This document should evidence that the owner is supportive of this grant application and will allow this work to be conducted on the property if the grant is obtained.

• The property or site owner must be a Non-Profit Organization, local government, university, or agency of state government.
OPTIONAL MATERIALS

Applicants may use this attachment to provide information not specifically requested that support the application or better explain the proposed project, such as:

- Examples of previous work
- Architectural drawings
- Archaeological supporting documents
APPLICATION
PROCESS
SUBMITTING THE APPLICATION

• Applications must be submitted in hard copy and be received in-person by 5:00 p.m. on Monday, July 8, 2019, or must be postmarked by 11:59 p.m. on Monday, July 8, 2019.

• Six paper copies of the application and all required application Support Materials (one original and five duplicates) must be delivered to the Division at:

  Division of Historical Resources
  Director’s Office, 3rd Floor, R. A. Gray Building
  500 South Bronough Street
  Tallahassee, Florida 32399-0250

• Incomplete applications will not be considered.
APPLICATION RESTRICTIONS

An Applicant Organization may submit up to three (3) applications under this program, provided that applications do not address the same facility, project, property, or site.
**ADDITIONAL REQUIREMENTS**

Subgrantees with projects involving development activities will also be required to execute a covenant, easement, or preservation agreement, as required for receipt of all funds from the HPF. Per the HPF Manual, the following are the amounts and time periods required by NPS:

- **$1 to $10,000:** 5-year minimum preservation agreement. A covenant amending the deed is not required.
- **$10,001 to $25,000:** 5-year minimum covenant recorded on the property deed.
- **$25,001 to $50,000:** 10-year minimum covenant recorded on the property deed.
- **$50,001 to $100,000:** 15-year minimum covenant recorded on the property deed.
- **$100,001 and above:** 20-year minimum covenant recorded on the property deed.
APPLICATION REVIEW
PROCESS
APPLICATION REVIEW

• Division staff will conduct a technical review to determine project eligibility.

• Eligible applications will be reviewed by a five-member 2019 Hurricane Irma Subgrants Selection Committee appointed by the Florida Secretary of State.

• Applications selected for funding approval will be submitted to the National Park Service for final review.

• Following final review and approval by the National Park Service, all applicants will be notified in writing of the award decisions.

NOTE: If clarification is needed, Division staff will contact the Project Contact.
APPLICATION SUBMISSION AND REVIEW
DHR Staff reviews applications for eligibility and completeness. Then conducts technical reviews of eligible applications.

PUBLIC MEETING PANEL REVIEW
Selection Committee reviews projects; recommends them to the Secretary of State.

SECRETARY OF STATE
The Secretary of State reviews the recommended projects list and provides a final list to DHR for submission to NPS.

NATIONAL PARK SERVICE
The NPS will make final eligibility and funding determinations based on recommended list submitted by DHR.

NOTIFICATIONS
After final review by NPS, DHR will notify all applicants of award decisions.

FUNDING
If funded, grant funds become available upon the start date of executed grant award agreements.
Phone:  
1.800.847.7278 or 850.245.6333

Physical Address:  
Division of Historical Resources  
Director’s Office, 3rd Floor, R.A. Gray Bldg.  
500 S. Bronough St.  
Tallahassee, Florida 32399

Hurricane Irma Subgrants  
Program Email:  
DHRirmagrant@dos.myflorida.com