How to Apply for a Special Category Grant

HISTORIC PRESERVATION GRANTS PROGRAM
Grants Staff

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DEPARTMENT OF STATE

DIVISION OF HISTORICAL RESOURCES (DHR)

HISTORIC PRESERVATION GRANTS PROGRAM
Recent Legislative Appropriations
Special Category

<table>
<thead>
<tr>
<th>FY</th>
<th>Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2023</td>
<td>$21.5 Million</td>
</tr>
<tr>
<td>FY 2022</td>
<td>$0</td>
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<tr>
<td>FY 2021</td>
<td>$0</td>
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<tr>
<td>FY 2020</td>
<td>$5 Million</td>
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<tr>
<td>FY 2019</td>
<td>$2 Million</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$6.1 Million</td>
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</tbody>
</table>
Program Governance

• Chapter 267.0617, Florida Statutes
• Chapter 1A-39, Florida Administrative Code
• Special Category Grant Guidelines
Special Category Grant Guidelines

• The Special Category Guidelines can be found on the DHR Grants Program webpage.

• The Guidelines contain information that pertains to the entire grant process – from application through funding and management.

• Prior to submitting an application, potential applicants should review these Guidelines, specifically noting sections regarding eligibility, project descriptions, match, and allowable expenses.

NOTE: Rule and Program Guidelines undergo yearly revision.
Application Submission Period

Submission Period Opens: April 1
Submission Period Closes: June 1 (5:00 p.m. Eastern)

Applications will be evaluated on a competitive basis and the selected projects will be awarded funds for the following fiscal year (July 1, 2024 – June 30, 2026).
Applicant Eligibility

- To be eligible to apply for grant funding, applicants must 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.

- For further details, see Section IV of the Guidelines.
Application Restrictions

• Applicants may only submit one Special Category grant application per application cycle with the following exceptions:

  • State agencies, county or city governments, or universities may submit single applications from more than one division or department provided those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same facility, project or site; and

  • Applicants must NOT have multiple active Special Category projects under contract at one time. Special Category projects have a grant period of 24 months. Unless an Applicant Organization has a smaller project that will be completed in a single year, new applications should be submitted every other year.
Special Category Grant Types

- **Development** - Preserve, restore, rehabilitate, or reconstruct a historic structure and/or site-specific planning required for these activities
  - Note: See guidelines for restrictions on activities on historic religious properties and cemeteries.

- **Archaeological Research** – For all phases of fieldwork, reporting, and conducting collection research

- **Museum Exhibit** – Establish/redesign a permanent museum exhibit in a Florida history museum, including research, design, fabrication, and installation

- **Acquisition** – Acquire historic properties or archaeological sites
Request Amounts

• Applicants may request up to $500,000 for all projects
• There is no minimum request amount
## Match Requirements

<table>
<thead>
<tr>
<th>Summary of Match Requirements</th>
<th>Required Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects not located in <strong>REDI</strong> qualified counties or communities</td>
<td>1:1</td>
</tr>
<tr>
<td>Projects located in <strong>REDI</strong> qualified counties or communities</td>
<td>25%</td>
</tr>
<tr>
<td>Organizations that are state agencies, state colleges or state universities must meet the full match requirement (1:1), regardless of project location</td>
<td>1:1</td>
</tr>
</tbody>
</table>

**NOTE:** At least 25% of the match provided must be cash-on-hand and only up to 75% may be in-kind.
Application Lifecycle
Application Timeline

**Application Submission and Review**
DHR Staff reviews applications for eligibility and completeness. Then conducts technical reviews of eligible applications.

**Public Meeting Review and Ranking**
Grant Panel reviews and scores projects; recommends them to the Secretary of State.

**Secretary of State**
The Secretary of State reviews and submits the recommended award amount to the Legislature as part of the budget request for the upcoming fiscal year.

**Legislature**
The Legislature negotiates a final budget and submits it to the Governor for signature.

**Appropriation**
Governor either approves or vetoes line items and then signs the budget. Grantees in the funded list are notified and Grant Award Agreements are prepared for review.

**July 1**
If funded, grant projects become available.
Review Process – Staff Review

• The technical review of applications verifies:
  • Applicant is eligible
  • Proposed project is consistent with selected project type
  • Non-allowable expenses are not included
  • Match requirement fulfilled and appropriately documented
  • All supporting documentation has been provided

• Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline.
Review Process – Florida Historical Commission (FHC)

- Ineligible applications will not be reviewed by the FHC or discussed at the public meeting
- Commissioners independently evaluate each application based on review criteria and are required to follow the Division's scoring instructions
- After each commissioner has evaluated the applications, there will be a public meeting to review, discuss, and score the applications
- Commissioners’ scores will be averaged to determine the final score of each application
Criteria and Scoring

- Eligible applications will be reviewed based on 10 criteria
- Each criterion is worth up to 10 points, allowing for a total possible score of 100
- Applications must receive a minimum average score of 80 or higher to be recommended for funding
- Evaluation will be based on the information contained in the application and support materials
1. **Historic significance** – the relative importance of the property, site, or information in connection with prehistory or historical events, developments, or personalities.

2. **Need** – why the project is necessary, as related to the preservation of Florida history, historical resources, and/or archaeological resources, and may include threats to the historical property/ies, historic resources or materials, archaeological sites, or historical information that is the subject of the proposed project. This may also refer to the need to update the outdated information and/or design of a museum exhibit.

3. **Appropriateness of proposed project** – whether scope of work, budget, and timeline appropriately correspond with the property, site, resources, collections, or information that form the basis of the proposed project.
Criteria

4. **Administrative capability** – includes staffing, facilities, and organization resources adequate to complete the proposed project and meet the administrative requirements of the grant
   • Administrative experience with previous or open grants will be considered

5. **Financial resources** – adequate resources to meet match requirements and/or, as applicable, to carry project costs as necessary pending receipt of disbursements of grant funds or to cover project costs exceeding grant funds awarded

6. **Professional and technical services** – availability of/consideration for services required to carry out the proposed project, either within the Applicant Organization or as consultants/vendors
Criteria

7. **Compatibility** – how compatible the proposed project is with statewide historic preservation priorities established by the Division in the solicitation notice
   - Priorities are subject to change annually depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage)
   - Further information is specified by the Division in the yearly solicitation notice

8. **Educational potential** – demonstration of value for enhancing the public awareness of Florida history, historic sites and properties, the objectives of historic preservation, and/or the application of historic preservation

9. **Anticipated economic benefits** – direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects

10. **Public use** – utilization of the resource or other public good, including benefit to underrepresented communities, resulting from the proposed project
Legislative Funding Process

• Following the public meeting, the Division shall prepare a final priority list of all recommended applications for review and approval by the Secretary of State.

• The Secretary of State will review and provide the Legislature with an approved list, ranked in order of total average score.

• Applications recommended for funding by the FHC and approved by the Secretary of State are not guaranteed funds.
  • Funding for state grants is contingent on an annual appropriation by the Florida Legislature and, in addition, is subject to veto by the Governor.
  • Applicants are encouraged to reapply for the project during the subsequent application cycle if grant funds have not yet been approved in the budget by the Governor by the application cycle deadline.

• Grant funds shall be awarded in accordance with the final ranking list of the applications considered for grant assistance in a given funding cycle.
Getting Started in DOSgrants.com
Must complete an online application form at http://www.dosgrants.com by the application deadline (June 1, 5:00 p.m. Eastern)

Applicants must have a dosgrants.com account

For more information on creating an account, click here.
Organization Association

• Applicants must be associated with an organization to apply for grants

For more information, click here.
• If a profile for your organization does not exist, you must create one

For more information, click here.
Applicants should verify that the following information is included in the Organization profile:

- Phone number (with extension if applicable)
- Principal Address
- Mailing Address
- Website
- Org Type
- Org Category
- County
- UEI Number
- Fiscal Year End Date
Organization Roles

• Organization Manager
  • Permissions: May view, edit, and submit applications; May edit profile and add/edit staff

• Profile Editor
  • Permissions: May edit Organization Profile

• Grant Editor
  • Permissions: May edit applications but may not submit

• Submitter
  • Permissions: May view and submit applications

• Viewer
  • Permissions: May only view application details
Finding and Completing the Application
Application Location
Section A: Organization Information
Organization Information

Test
Organization Information
Page 1 of 8

Applicant Information

a. Organization Name: Test
b. FEID: 00-00000000
c. Phone number: 850.245.6338
d. Principal Address: 500 S. Bronough St. Tallahassee, 32399
e. Mailing Address: 500 S. Bronough St. Tallahassee, 32399
f. Website: website.com
g. Organization Type: Nonprofit Organization
h. Organization Category: Community Organization
i. County: Leon
j. DUNS number: 123400780
k. Fiscal Year End Date: 00
Grant Experience

3. Applicant Grant Experience and History

3.1. Has the applicant received previous grant assistance within the past five years from any source? *

- Yes
- No

3.2. If yes, for the most recent grants (up to 20), specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make sure to include any grants awarded by the Division or other State grants.

<table>
<thead>
<tr>
<th>#</th>
<th>Year</th>
<th>Grant No.</th>
<th>Grant Project Name</th>
<th>Granting Entity</th>
<th>Grant Amount</th>
<th>Open / Closed</th>
<th>Actions</th>
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<td>2019</td>
<td>Grant 1</td>
<td>Project 1</td>
<td>Agency 1</td>
<td>$100,000.00</td>
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<tr>
<td>2</td>
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<td>Project 2</td>
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<tr>
<td>3</td>
<td>2021</td>
<td>Grant 3</td>
<td>Project 3</td>
<td>Agency 2</td>
<td>$200,000.00</td>
<td>Open</td>
<td>Edit</td>
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</tbody>
</table>
Project Team

• Proposed Project Team
  • Those who will be directly involved with the execution of the grant project
  • The curricula vitae/resumes of the proposed project team are to be uploaded in the Support Materials section of the application

Corresponding criteria:
• Administrative capability
• Professional and technical services
Section B: Project Information
Project Information

• Select the project type for which grant funds are requested
  • Applicants whose scope of work does not agree with the selected project type will be declared ineligible

• Enter the project title
  • Read, reread, and re-reread
  • The title entered here is what will remain with the project

• Describe the Physical Context of the Resource
Section C: Historical Significance
Historical Significance

- Indicate the type of historical designation the resource has received
- Provide a summary/narrative of the history of the resource (be it tangible or intangible). For example:
  - Why is the resource important to the community?
  - Are any historical figures/events associated with the resource?

Corresponding criteria:
- Historical significance
Section D: Project Specifics
Scope of Work

• Briefly describe the scope of work for the project for which funding is requested

• This is a task-orientated question
  • What product or goal is your organization wanting to complete?
  • What steps do you need to take to accomplish the goals?
  • What professional or technical services will be used?

Corresponding criteria:
  • Appropriateness
  • Professional and technical services
  • Compatibility
Non-allowable Expenses

Section VIII of the guidelines provides a non-exhaustive list of expenses that may not be paid for with grant or matching funds, including the following:

- Work that does not comply with the Secretary of the Interior’s Standards (as applicable)
- Work completed outside of the grant period
- Entertainment, food, beverages, plaques, awards, or gifts
- Total administrative and project management costs exceeding 5% of the grant funds requested
- Indirect costs, i.e. costs that are not readily identifiable as expenditures for the materials and services required to complete the scope of work
- Activities related to the interiors of religious properties or properties whose owners have a religious affiliation
- Furniture and equipment
- Supplies that will not be consumed during the course of the project
- Attending/hosting conferences, summits, workshops, or presentations
- Tuition waivers, fees, and other non-grant related costs associated with employing students
- Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, or (sub)contracted employees, either for purposes of work on-site or research off-site
Timeline

• Use this section to demonstrate that the project can be completed within the grant period

• Major project elements to consider:
  • GAA execution
  • Procurement
  • Completion of each scope of work item

Corresponding criteria:
• Appropriateness
Questions Specific to Project Type
Development

• Provide the estimated square footage of the structure

• Provide measurable quantities of each item listed in the scope of work

• Will you be hiring professional architectural or engineering services
  • If not, why?

Architectural/engineering services are required unless specifically given a waiver by the Division

Corresponding criteria:
• Appropriateness
• Professional or technical services
Archaeological Research

• What is the size of the archaeological site to be investigated or quantity of artifacts to be analyzed?

• Will you be hiring professional archaeological services?
  • If not, why?

• List proposed research questions

• Described the proposed methodology for answering those questions

• Describe the curation plan for archaeological specimens and records

Corresponding criteria:
  • Appropriateness
  • Professional or technical services
Museum Exhibit

• Explain why this exhibit is important for raising awareness of Florida History

• Describe how artifacts will be used and how they will be conserved

• Describe how the exhibit will be produced and what methods will be used

• Will you be hiring professional museum exhibit/historian services?
  • If not, why?

Corresponding criteria:
• Appropriateness
• Professional or technical services
Acquisition

• What is the full purchase price of the Historic Property?
• What is the appraised value of the property?
• What is the value of the property in the second appraisal?

Corresponding criteria:
  • Appropriateness
  • Professional or technical services
Need for Project

Discuss the need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources, including any immediate threats to the subject of the proposed project, which may be:

- a historical property/ies;
- historic resources or materials;
- archaeological sites; or
- historical information

This may also refer to the need to update the outdated information and/or design of a museum exhibit.

Corresponding criteria:
- Need
- Compatibility
Section E: Budget and Match
Match Requirements and Types

• Projects located in REDI-designated counties or communities may provide a reduced match of 25%

• Types of Match
  • Cash-on-hand
    • At least 25% of required match must be cash
    • Work done by salaried employees during paid hours counts as cash
    • Reminder: if the work is administrative, total cost may not exceed 5% of the grant funds requested
  • In-kind
    • Donated services, goods, and/or property

NOTE: Documentation is required for all match
Budget Table

- Budget items should correspond to scope of work items

Corresponding criteria:
- Appropriateness
- Financial resources
Section F: Property Information
Property Information

• The site proposed for the project must be owned by a government agency or a non-profit organization to be eligible. Applicants must list the name of the property owner and choose the appropriate owner type. If the applicant is not the owner, property owner concurrence must be confirmed in the form of a letter.

• Does your organization own the property:
  • Yes
  • No
• Name of Property Owner
• Type of Ownership
  • Non-profit organization
  • Government agency
  • Private individual or for-profit entity (exceptions for Archaeological Research and Acquisition projects)

The Owner Concurrence Letter/Lease Agreement shall be uploaded in the Support Materials section of the application
Section G: Protection and Impact
Protection and Impact

• Local Protection
  • Indicate the level(s) of local protection afforded the project historic property or site:
    • Local Ordinance Design Review
    • Preservation or Conservation Easement
    • Protective/Restrictive Covenant
    • Maintenance Agreement/Long Term Lease
    • Other
    • None

• A copy of the local protection documents must be uploaded in the Support Materials section

Corresponding criteria:
• Historical significance
Protection and Impact

• Annual Visitation
  • Questions to consider:
    • How many people visit your site/website?
    • What is the approximate annual distribution of the materials your organization produces?
    • How have you determined these results?

• Anticipated Economic Impact
  • Questions to consider:
    • How many jobs will be created as a result of the project (during and/or after)?
    • Will your project contribute to your community’s heritage tourism?
    • Will your project attract/benefit local businesses?

Corresponding criteria:
• Anticipated economic benefit
• Public use
Protection and Impact

• Benefits to Underrepresented Communities
  • Questions to consider:
    • Will your project allow you to better comply with ADA requirements?
    • Will your project include multilingual content?
    • Is an underrepresented community the subject of or related to the proposed scope of work?

• Educational Benefits and Public Awareness
  • Questions to consider:
    • Are you providing educational materials?
    • Will your project increase awareness of historic preservation or Florida history?
    • Will the property that is the subject of the project be used for educational purposes?

Corresponding criteria:
• Educational potential
• Public use
Section H: Support Materials
Uploading Documentation

• All supplementary information must be uploaded to dosgrants.com as part of the application
  • Exception: Letters of Support may be mailed to the Division—must be received at least one month prior to the public meeting

• Attachments consisting of multiple files must be combined into a single file. For example:
  • Letters of Support can be scanned into a single PDF
  • Photos can be combined into a single PPT, DOC, or PDF

• Name each file to reflect its contents. For example:
  • Monticello Historic District Map
  • Polk County Courthouse Conditions Assessment
  • History of Virginia Key Beach Brochure
Support Documentation

• H1. Non-Profit Status

• H2. Florida Substitute W-9 Form

Must be obtained from the Department of Financial Services (https://flvendor.myfloridacfo.com/)

• NOTE: This is **not** the same as the federal W-9 form.
Support Documentation

• **H3. Documentation of Confirmed Match**
  
  • **Cash Match**
    • At least 25% of match must be cash-on-hand and documented by one or more of the following:
      • Bank statements/letters
      • Letter from financial official
      • Funding resolution (Government entities only)
      • Award letters from other, non-state grants
      • Budget reports

  • **Additional cash match above the required 25% cash-on-hand may be documented by irrevocable pledges**
    • Pledges may not be anonymous and must contain the dollar amount pledged
    • Only up to 75% of the match may include irrevocable pledges

  **NOTE:** All match must be documented at the time of applications
Support Documentation

H3. Documentation of Confirmed Match

- In-kind Match
  - At the time of application, up to 75% of match may be in-kind and must be documented by one of the following:
    - Letters/invoices detailing specific value of services, goods, and/or property to be donated
    - Anonymous letters will not be accepted
    - The value of professional services may be calculated by wage rates normally paid for professionals skilled in the service provided
    - The value of volunteer services may be calculated by using state or federal minimum wage (whichever is higher)
  - In-kind donations must occur during grant cycle

NOTE: All match must be documented
Support Documentation

H4. Letters of Support

- May be submitted up to 30 days prior to date of the review and ranking meeting
- Letters should be current and specific to the project being applied for in this grant cycle
- Consider requesting letters from state legislators, local officials, local community, organization members
- Form letters are discouraged
Support Documentation

H5. Photographs

- Submit multiple photographs that provide insight into the project (location, resource, need for project funds)
- Include photographs that describe the context your resource exists within
- As applicable, adhere to the Guidelines for Submitting Photographs
Support Documentation

• H6. Representative Image
  • A single recent representative image of the front of the property or project
  • This WILL be used to represent your project while your project is discussed during the public meeting.
  • Side-by-side allowable, collages discouraged
Support Documentation

- H7. Proposed Project Team Supporting Documentation
- H8. Architectural Drawings/Design Documents (for Development Projects only, if available)
- H9. Appraisal(s) and Purchase Documents (for Acquisition Projects only)
- H10. Archaeological Supporting Documents (for Archaeological Research Projects only)
- H11. Exhibit Supporting Documents (for Museum Exhibit Projects only)
Support Documentation

• H12. Documentation of Need
  • Publications
  • Professional assessment documentation
  • Meeting minutes
  • Public notices
  • Additional photographs as necessary
Support Documentation

• H13. Local Protection
  • Local Ordinance Design Review
  • Preservation or Conservation Easement
  • Protective/Restrictive Covenant
  • Maintenance Agreement/Long Term Lease
  • Other
Support Documentation

• H14. Owner Concurrence Letter
  • For site-specific projects – Applicant, if not the owner:
    • Has permission of the Property Owner to conduct the proposed Project;
    • The owner is in concurrence with the application; and
    • The owner is a public entity or non-profit
  • Lease, if applicable

• H15. Optional Materials
  • Articles about the Applicant Organization, project proposal, events, etc.
  • National Register listings
  • Organization materials (brochures, event flyers, etc.)
  • Existing conditions assessments
Common ways to improve applications

• Read the program guidelines
• Start your application early
• Submit more than one photograph in the photographs attachment
• Make sure the correct project type is selected (reminder no development projects are allowed in Small Matching)
• Do not list project team members or community partners without their knowledge
• Make sure there is consistency between scope, timeline, and budget

• Make sure your estimated costs are reasonable and allowable
• Provide the correct Florida Substitute W-9 form (and not the Federal W-9)
• Make sure your support letters are current
• Review the application for completeness and professionalism
• Respond to DHR Staff requests for Information
• Do not wait until June 1st to submit the application
Additional Resources
Important Sources of Information

• Special Category Grants Guidelines
  • https://dos.myflorida.com/historical/grants/special-category-grants/

• Department of State grants portal
  • https://dosgrants.com/

• Division of Historical Resources Grants Program website
  • https://dos.myflorida.com/historical/grants/

• Email list to receive grants news
  • https://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2dde8db9b1&id=b802e81a3b

• SubstituteW-9 registration and information
  • https://flvendor.myfloridacfo.com/
How to Manage Your Grant Webinar

After new grants are awarded, the Division will host “How to Manage Your Grant” webinars to aid Grantees in understanding and complying with responsibilities and requirements. Some of the subjects to be discussed will include:

- Grant Award Agreements
- Deliverables
- Reporting Expectations
- Deadlines
- Requesting payment
- Close-out
Contact Information

Division Contact:
1.800.847.7278 or 850.245.6333

Historic Preservation Grants Supervisor:
Eric Case, 850.245.6338 eric.case@dos.myflorida.com

Historic Preservation Grants Specialists:
Drew Begley, 850-245-6466 drew.begley@dos.myflorida.com
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Nicole Hu, 850-245-6355 nicole.hu@dos.myflorida.com
Theo Smith, 850-245-6310 theo.smith@dos.myflorida.com

Physical Address:
Division of Historical Resources
R.A. Gray Building, 4th Floor
500 S. Bronough St.
Tallahassee, Florida 32399

Historic Preservation Grants Program Email:
DHRgrants@dos.myflorida.com

Department of State Online Application and Grants System:
DOSgrants.com