



FLORIDA DEPARTMENT OF STATE / DIVISION OF

Historical Resources

HOW TO MANAGE YOUR GRANT

Historic Preservation Grants Program





GRANT PROGRAM OVERVIEW



HISTORIC PRESERVATION GRANTS STAFF

Grants Supervisor

Eric Case, M.A., FCCM

Grants Specialists

Harley Burgis, M.S., FCCM

Nicole Hu, M.A., FCCM

Theo Smith, B.A., FCCM

Olivia Wichowski, B.S., FCCM

Alexa Wilson, B.A., FCCM

Steve Kurisko, B.A.

Florida Department of State

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graph TD; A[Florida Department of State] --> B[Division of Historical Resources]; B --> C[Bureau of Historic Preservation]; C --> D[Preservation Grants Program];
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Division of Historical Resources

Bureau of Historic Preservation

Preservation Grants Program

PROGRAM GOVERNANCE

- [Chapter 267.0617, Florida Statutes](#)
- [Chapter 1A-39, Florida Administrative Code](#)
- [Small Matching Grant Guidelines](#)
- [Special Category Grant Guidelines](#)
- [Abandoned African-American Cemeteries Guidelines](#)

Note: Rule and Program Guidelines undergo yearly revision.

GRANT PERIOD

Small Matching

12 months (one state fiscal year)

July 1 – June 30

Special Category

24 months (two state fiscal years)

July 1 – June 30 (year 2)

Abandoned African-American Cemeteries

12 months (one state fiscal year)

July 1 – June 30

NOTE: Work undertaken or expenses incurred prior to the start of the Grant Period may not be covered by project funds.

GETTING STARTED

PROJECT FILE

Sections 20 and 21 of the Grant Award Agreement requires Grantees to maintain project records for a period of five (5) years after the close of the grant and provide them to the Division upon request.

- Such records include but are not limited to:
 - Grant Award Agreement
 - Financial documentation
 - Deliverable documentation
 - Electronic storage media
- If an organization has multiple grant projects, a separate grant file must be maintained for each project.

ORGANIZATION PROFILE

- Grantees should verify that all information in the Organization profile is accurate, including the Staff List
- This list may be accessed by clicking “Manage Staff” on the Organization Details page

Test

[Request Account Association with Test](#) [Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

[Organization Information](#) | [Organization Applications](#) | [Organization Grants](#)

Legal Name:	Test	FEIN:	00-0000000	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	
Organization Purpose:	Community Organization	Organization Type:	Nonprofit Organization	County:	Not Selected
House District:		Senate District:		Congressional District:	
Email:		Phone:		Fax:	
TDD:		Website:		OCLC Symbol:	
Organization Status:	Pending	Status Effective Date:	4/26/2017		
DUNS:		Fiscal Year End Date:			
Archived Notes:					
Physical Address:					

ADDING NEW STAFF

There are a two ways to add a new staff member. Both require the individual to have a dosgrants.com account.

1. Click on “Add new staff member” and follow system prompts

Add Staff Member

First Name

Last Name

Work Email

Work Phone

Link to a Grants account using email address?
 Yes
 No

[Add Staff](#) [Go Back](#)

2. Have the individual request association

Organization Details

[Request Account Association with Test](#) You have successfully requested to associate yourself with Test.

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

[Organization Information](#) | [Organization Applications](#) | [Organization Grants](#) | [Single Audit Act](#)

Legal Name:	Test	FEIN:	00-0000000	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	
Organization Purpose:	Community Organization	Organization Type:	Nonprofit Organization	County:	Not Selected
House District:		Senate District:		Congressional District:	
Email:		Phone:		Fax:	
TDD:		Website:		OCLC Symbol:	
Organization Status:	Pending	Status Effective Date:	4/26/2017		
DUNS:		Fiscal Year-End Date:			
Archived Notes:					
Physical Address:					
Mailing Address:					

ORGANIZATION ROLES

- Organization Manager
 - May edit Organization Details and add/edit staff; May view, edit, and submit all items on Grant Record Details
- Profile Editor (application oriented)
 - May edit Organization Details but may not access Grant Record Details
- Grant Editor (application oriented)
 - May edit Organization Details but may not access Grant Record Details
- Submitter
 - May edit Organization Details; May view, edit, and submit all items on Grant Record Details
- Viewer
 - May only view Organization Details and may not access Grant Record Details

FINDING YOUR GRANT

The screenshot shows the Florida Department of State Grants portal. At the top, there is a navigation bar with the following items: Home, Account, Organization, Grants, Panels, Search, and Help. The 'Grants' menu is open, showing options: Apply for Grant, My Organization Applications, and My Grants. Below the navigation bar, the page title is 'My Dashboard'. Underneath, there is a section titled 'My Current Applications' which contains a table with the following columns: Application Nu..., Project Title, Program, Organization Name, Project Number, Status, and Actions. The table is currently empty. At the bottom of the table, there is a pagination control showing '0' items per page and '5 items per page'. The text 'No items to display' is visible at the bottom right of the table area.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs

DOS GRANTS

Home Account Organization Grants Panels Search Help

- Apply for Grant
- My Organization Applications
- My Grants

My Dashboard

My Current Applications

Application Nu...	Project Title	Program	Organization Name	Project Number	Status	Actions
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0 5 items per page No items to display

GRANT RECORD DETAILS

Grant Record Details - 20.h.sc.100.023

[View Application](#) [Grant Status](#) [Activity Log](#) [Return to My Grants](#)

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Amount Paid	Grant Period	Award Amount
20.h.sc.100.023	59-0624401	Frank Lloyd Wright Polk County Science Building Planetarium Restoration		Florida Southern College		\$0.00	07/01/2019 - 06/30/2021	\$500,000.00

Payments

[Request Payment](#)

Type of Payment	Payment	Invoice	ATTN	Payment Status	Date of Request	Invoice Period Begin Date	Invoice Period End Date	Date Request Approved	Date Paid	Payment Amount	Actions
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Change Requests

Change Request #	Submitted Date	Last Modified By	Modified Date	Status	Actions
1	06/12/2020	Case Eric	06/12/2020	Approved and Amendment Created	View

Agreements and Amendments

Amendment #	Submitted Date	Last Modified By	Modified Date	Status	Actions
1				Amendment Created	Review Amendment

Progress Reports

Progress Report Type	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
Progress Report #1 (7/1/2019-9/30/2019)	10/31/2019	10/24/2019	Laura Bright Houston	10/25/2019	Approved	View
Progress Report #2 (10/1/2019-12/31/2019)	01/31/2020	01/22/2020	Laura Bright Houston	01/22/2020	Approved	View
Progress Report #3 (1/1/2020-3/31/2020)	04/30/2020		Database Administrator	04/01/2020	Preparing	Edit

Forms and Reports

Description	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
Expenditure Log		10/24/2019	Ellis, Kathy	10/24/2019		Edit Log
Contract Form		8/5/2019	Bright Houston, Laura	8/5/2019	Executed	View Contract
Contract Details Form		8/5/2019	Bright Houston, Laura	8/5/2019	Approved	View

Contact Information



GRANT AWARD AGREEMENT



CONTRACT DETAILS REVIEW

- After notice of award, Grantees are contacted by a Division Grants Specialist with contract details (scope of work, budget, and deliverables of your grant award agreement) for review and approval.
- Grantees should respond to the Division Grants Specialist either confirming that they find the proposed details acceptable or suggest edits as needed.
- Once contract details are confirmed, the Grant Award Agreement is released for signing.

WHAT IS THE GAA?

The Grant Award Agreement is a legally binding document between the Grantee and the Division. It contains important information and stipulations that serve as a guide during the grant period

- Sections of note:
 - Section 1.a. Scope of Work
 - Section 1.b. Deliverables
 - Section 2. Length of Agreement
 - Section 4. Payment Policies
 - Section 8. Financial Consequences
 - Section 9. Special Conditions
 - Section 11. Encumbrance
 - Section 12. Reporting Requirements (with deadlines)
 - Section 15. Extension Policies
 - Section 37. Procurement Requirements

GAA EXECUTION

- Allow for time in the project schedule to review and sign the Grant Award Agreement
- Once the Division has received a signed and dated copy of the Grant Award Agreement with any/all accompanying required documents, it will take 1-2 weeks for execution
- Once executed, staff will provide a copy to the grantee for their records and upload a copy to the [Florida Accountability Contract Tracking System](#).

RESTRICTIVE COVENANTS (SPECIAL CATEGORY)

- Special Category development and acquisition projects must execute and file Restrictive Covenants as a condition of their first deliverable
 - Fill in all blanks
 - Include an Attachment/Exhibit A – choose boundaries wisely
 - Must be notarized and filed with county clerk

ENCUMBRANCE & PROCUREMENT

PROCUREMENT REQUIREMENTS

Section 37: Grantees must conduct an open, competitive procurement process for goods and/or services

- Purchases up to \$2,500
 - Carried out with best purchasing practices
- Purchases between \$2,500 - \$35,000
 - Written quotations
 - Written records of telephone quotations
 - Informal bids
- Purchases \$35,000 and over
 - Formal invitation to bid (ITB)
 - Request for proposals (RFP)
 - Invitation to negotiate (ITN)

NOTE: All contract documentation must be reviewed and approved by the Division prior to execution.

PROCURING PROFESSIONAL SERVICES

- Procuring Professional Services (e.g., architects, conservators, historic preservation consultants, structural engineers, landscape architects, etc.)
 - Using at least a Request for Qualifications
 - The Grantee must solicit at least three (3) responses to their request for services

ENCUMBRANCE REQUIREMENTS

Section 11: A binding contract for all or part of the Scope of Work must be executed by September 30

- All contract documentation must be reviewed and approved by the Division prior to execution.
- An extension may be requested via email that includes the following:
 - Reason for extension
 - Requested extension date
 - Timeline/plans for achieving encumbrance
- For those projects not involving contract services, the Department and Grantee shall consult on a case-by-case basis

ENCUMBRANCE REQUIREMENTS

- What does the Division look for in Encumbrance documents?:
 - Outline of Scope of Work as identified in the GAA
 - Timeline and/or projected work completion date
 - Cost of goods/services corresponding to amount(s) listed in GAA Budget
 - “No Discrimination” clause, per Section 31 of the GAA
- Acceptable documentation:
 - Purchase orders
 - Acceptance of vendor proposals
 - Task authorizations
 - Work orders
 - Contract/Agreement

NOTE: All contract documentation must be reviewed and approved by the Division prior to execution.

REPORTING

REPORTING ON COMPENSATION

Section 12: Grant Reporting Requirements – Total Compensation Paid to Non-Profit Personnel Report:

- This only applies to non-profit organizations. Municipal governments, agencies of the State, colleges, and universities do not need to comply with this requirement.
- If applicable, the grantee shall complete and return to the Division within 30 days of the execution of the GAA Attachment C, which shall satisfy the requirement to provide documentation that indicates the amount of State funds (grant funds):
 - Allocated to be used during the full term of the contract for remuneration to any member of the board of directors or an officer of the contractor.
 - Allocated under each payment by the public agency to be used for the remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

REPORTING ON PROGRESS

Section 12: Quarterly progress reports must be submitted in dosgrants.com, documenting the following:

- Project activities
- Incurred expenses
- Completion of deliverables/work items
- Examples of appropriate attachments
 - Meeting minutes/correspondence relating to project
 - Encumbrance documentation
 - Deliverable documentation
 - Photographs adhering to [Division Photograph Submission Guidelines](#)
- If expenses have been incurred, Grantees are encouraged to update the Expenditure Log

HOW TO SUBMIT A PROGRESS REPORT

Progress reports are accessible from the Grant Record Details page at the beginning of the month in which they are due

Progress Report
Historic Preservation Grant Program
Division of Historical Resources

Grant: 20.h.sc.100.085	Date Submitted:
Grantee Organization: Florida Trust for Historic Preservation	Progress Report: Progress Report #4 (4/1/2020-6/30/2020)
Project Title: Re-roofing and partial repainting of the Hays-Hood House	

Instructions:

- Use the 'Grant Progress' text area to describe your project narrative and progress of your project to this point.
- Describe the progress of the project since the last reporting period including:
 - The progress and status of each scope of work activity
 - The progress and status of the deliverables
 - Indicate any variations from project timeline, budget, and deliverables and provide reasons for the variance.
- Please provide evidence of progress using the 'Upload' section. Include a Title and Description which properly describes what the document consists of.
 - You may use the upload section to instead upload a word document describing your progress. If you do so, please use the text area to list the title of the document with your grant progress narrative.
 - Note: Development projects need to provide progress photographs with the Progress Report. Photographs must be submitted per photographic submission guidelines.

Grant Progress:

B I [List] [Align] [Link] [Image]

Expenditures:
Please complete and submit your expenditure log using the following link: [Expenditures](#)

Progress Report Documentation:

Title

Description

B I [List] [Align] [Link] [Image]

Upload a file

Select file

Signature:

I hereby certify that I am authorized to submit this progress report on behalf of Florida Trust for Historic Preservation and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

Electronic Signature

SaveSubmitGo Back

EXPENDITURES

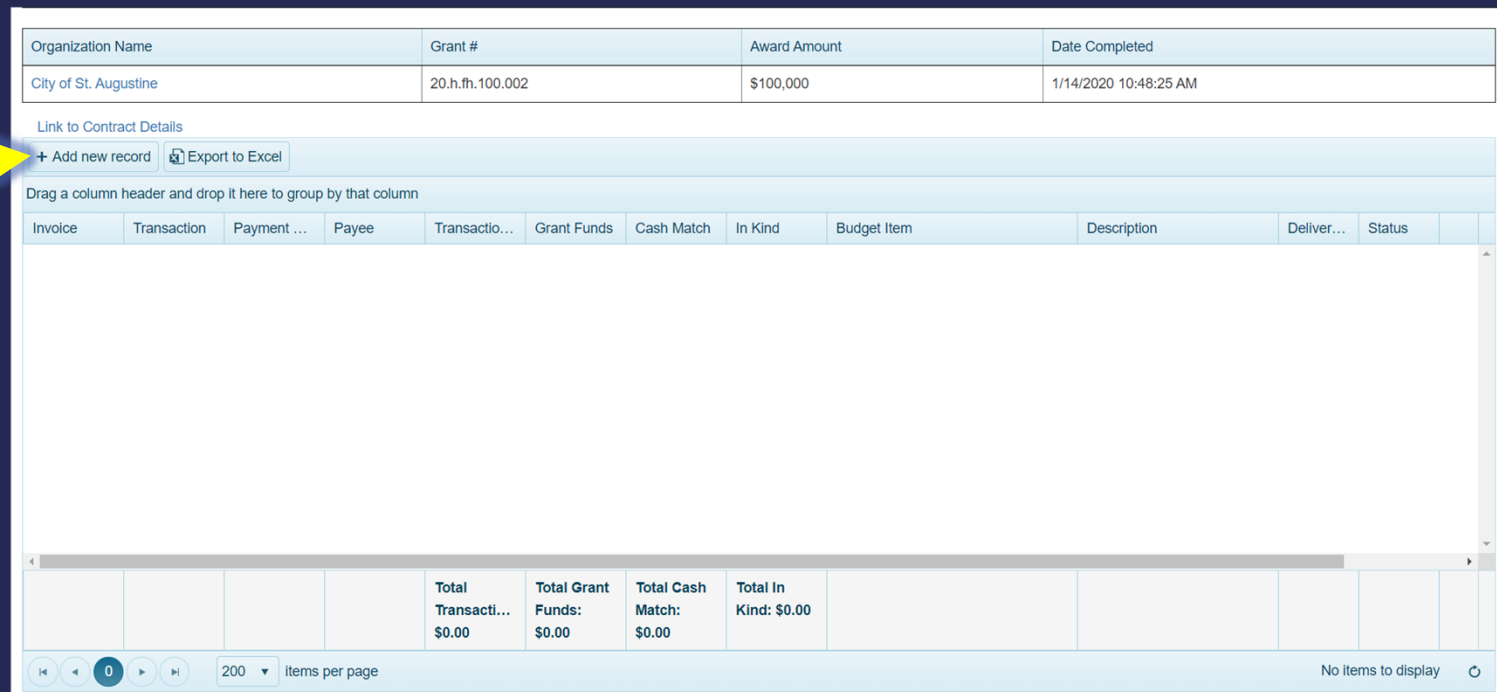
TRACKING EXPENSES

- Grantees are expected to track all their expenses and report those expenses to the Division:
 - The grantee will complete an expenditure log in dosgrants.com that documents all grant, cash match, and in-kind match expenses and the methods used to pay for those expenses/record value of donated in-kind efforts
 - The grantee will provide copies of all expense documents, which should support all entries recorded in the expenditure log, to their grant manager.
- The expenditure log should match the back-up documentation provided
- This will allow staff to verify that all state funds are being spent appropriately and that all work is allowable per the conditions of the grant award agreement.

THE EXPENDITURE LOG

The Expenditure Log is accessible from the Grant Record Details page

- Select “Add new record” to enter a new expense



The screenshot shows a web interface for an expenditure log. At the top, there is a table with the following data:

Organization Name	Grant #	Award Amount	Date Completed
City of St. Augustine	20.h.fh.100.002	\$100,000	1/14/2020 10:48:25 AM

Below this table, there is a link to contract details and two buttons: "+ Add new record" and "Export to Excel". A yellow arrow points to the "+ Add new record" button.

Underneath the buttons, there is a section for grouping columns:

Drag a column header and drop it here to group by that column

Invoice	Transaction	Payment ...	Payee	Transactio...	Grant Funds	Cash Match	In Kind	Budget Item	Description	Deliver...	Status
---------	-------------	-------------	-------	---------------	-------------	------------	---------	-------------	-------------	------------	--------

At the bottom of the interface, there is a summary table and a pagination control:

Total Transacti...	Total Grant Funds:	Total Cash Match:	Total In Kind: \$0.00
\$0.00	\$0.00	\$0.00	

Below the summary table, there is a pagination control showing "200 Items per page" and "No items to display".

HOW TO FILL OUT THE EXPENDITURE LOG

- Invoice #
- Transaction #
- Payment date
- Payee
- Transaction total
- Grants funds
- Cash match
- In-kind services
- Deliverable
- Budget item
- Description

The image shows a software interface for editing an expenditure log entry. The background is a table with columns for Invoice, Transaction, Payment, and Payee. An 'Edit' dialog box is open in the center, containing the following fields:

- Organization Name: City of St. Augustine
- Invoice: [Text Input]
- Transaction: [Text Input]
- Payment Date: MM/DD/YYYY
- Payee: [Text Input]
- Transaction Total: [Dropdown]
- Grants Funds: [Dropdown]
- Cash Match: [Dropdown]
- In-Kind Services: [Dropdown]
- Deliverable: [Dropdown]
- Budget Item: [Dropdown]
- Description: [Rich Text Editor with Format, Bold, Italic, Underline, and other icons]

At the bottom of the dialog, it says 'Status: New' and has 'Update' and 'Cancel' buttons. The background table shows a row with '0' in the Deliverable column and '1 - 1 of 1 items' at the bottom right.

EXPENDITURE LOG

- Once “Update” is clicked, an entry is created with the status “New” and is viewable by Division staff
- Expenditure Log entry statuses:
 - New – entry is editable by the Grantee and has not been submitted
 - Submitted – entry no longer editable and is ready for Division review
 - Returned – Division Grants Specialist has returned entry to Grantee for editing

SUPPORTING EXPENSE DOCUMENTATION

- Acceptable supporting documentation for cash expenditures (i.e., grant funds and cash match) include:
 - Invoices
 - Receipts
 - Checks
 - Bank statements
 - Timesheets for work completed by organization staff
- For in-kind donated services, individuals must complete a volunteer timesheet
- For in-kind donated goods, documentation showing the value of the good must be submitted

*Note that all relevant expense documentation should be emailed directly to your Division grant manager

DOCUMENTING EMPLOYEE TIME

- When paying your organization's employees for grant related work (i.e., using grant funds and cash match), the following documentation must be submitted per employee:
 - Timesheets detailing the work completed
 - Paystubs
- If paystubs do not match the timesheets (i.e., employees were also paid for items outside of the grant), the paystub should include a note about how much contributed towards grant related costs

*Note that the expenditure information must be submitted per employee in the log



CREDIT LINE REQUIREMENTS



CREDIT LINE REQUIREMENT

Section 10: When publicizing, advertising, or describing sponsorship of the project, the following statement must be included:

This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida.

- Section 10 adherence:
 - Non-site-specific projects
 - Press release
 - News article
 - Deliverable documentation
 - Project sign
 - Site-specific projects
 - A project sign must be installed and a photo subsequently submitted to the Division
 - The sign must be legible and durable
 - Grant funds can be used towards purchase

NOTE: The DHR logo is available upon request

PAYMENT REQUESTS

REQUESTING PAYMENT

Section 4: All payment requests are submitted via dosgrants.com

- To be eligible for payment, Grantees must have completed one or more Deliverables and provide the Deliverable documentation listed in Section 1b of the GAA
 - Deliverables also listed in the Contract Details Form in dosgrants.com
- Grantees may request payment periodically throughout the Grant Period or at its conclusion
 - NOTE: If drafts are required as Deliverables, it is critical that these are submitted for Division review **before** the end of the Grant Period.
 - If drafts are not received prior to the end of the grant, the end of grant submission may be considered a draft, resulting in a withheld payment.
 - If upon review, DHR staff requires revisions on a draft deliverable, grantees will be required to complete any necessary revisions prior to receiving payment and will be responsible for any associated costs if the Grant Period has ended. Otherwise, financial consequences may be enacted, resulting in a payment reduction.

HOW TO REQUEST PAYMENT

Payment requests are accessible from the Grant Record Details page

- Select completed Deliverable(s)
- Enter invoice period
- ATTN – name of individual at Grantee organization
- Attach all Deliverable documentation for which payment is being requested

Payment Request #2

Fields with an asterisk* are required on submission [My Grants](#) | [Expenditure Log](#) | [Return to Grant Record Details](#)

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Amount Paid	Grant Period	Award Amount
			null			\$0.00	7/1/2019 - 6/30/2020	\$50,000.00

Payment request: (Fixed Price)

Select one or more deliverables for this payment*

<input type="checkbox"/> Select All	Deliverable Number	Deliverable Amount	Deliverable Description	Documentation
<input checked="" type="checkbox"/>	1	\$15,000.00	Provide five (5) completed survey forms and one (1) copy of the survey timeline to the Division for review and approval.	Five (5) completed survey forms; and one (1) copy of the survey timeline to the Division for review and approval.
<input type="checkbox"/>	2	\$15,000.00	Provide one (1) electronic copy of the draft survey report to the Division for review and approval. The survey report shall conform to Chapter 1A-46, Florida Administrative Code.	One (1) electronic copy of the draft survey report to the Division for review and approval. The survey report shall conform to Chapter 1A-46, Florida Administrative Code.
<input type="checkbox"/>	3	\$20,000.00	Provide one (1) electronic and one (1) hard copy of the minimum of five hundred (500) FMSF forms, including photographs and maps; one (1) electronic and one (1) hard copy of the final survey report, conforming to Chapter 1A-46, Florida Administrative Code. In addition, a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment.	One (1) electronic and one (1) hard copy of the minimum of five hundred (500) FMSF forms, including photographs and maps; one (1) electronic and one (1) hard copy of the final survey report, conforming to Chapter 1A-46, Florida Administrative Code. A Single Audit Form, a Final Progress Report.

Payment Details (Fixed Price)

Invoice Period Begin Date:

Invoice Period End Date:

ATTN:

Notes

Rich text editor with bold, italic, underline, link, and unlink buttons.

Payment Documentation

Select the "Add new file" button to upload payment documentation.

+ Add new file

Title	Description	Choose File

No items to display

HOW TO REQUEST PAYMENT

Payment requests are accessible from the Grant Record Details page

- Once the Payment information is entered, click submit.
- You will then be brought to the Confirmation screen, where you will need to certify your payment and click submit a second time.

Payment Request Confirmation Page

Payment Request Details - please review the information below

Payment #: 1 Payment Type: Fixed Price Invoice period: 7/1/2024 to 8/26/2024

Payment amount: \$125,000.00 ATTN: John Doe

Payment Deliverables

Deliverable Number	Deliverable Description	Deliverable Amount
1	Provide a copy of the professional architectural/engineering consultant's credentials and a project timeline to the Division for review and approval.	\$125,000.00

Payment Documentation

Title	Description	Choose File
Timeline	Timeline	View file
Credentials	Credentials	View file

1 - 2 of 2 Items

I hereby certify that I am authorized to submit this payment on behalf of DeSoto County Board of County Commissioners and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

Electronic Signature of Authorized Official:

THE PAYMENT PROCESS

- Once a payment request has been submitted, Grantees should notify their Division Grants Specialist
- Division staff may request submission of the Expenditure Log and all project financial documentation to date
- Division staff will review Deliverable and Financial documentation and, if approved, submit the request to Finance for processing
- Finance will review the request and send it to the Department of Financial Services for disbursement
- If the funds are not available, as determined by the Department's Finance and Accounting team, the Department must request additional funds through the submission of a budget amendment. This process can take 3-5 weeks for full approval, after which the funds are released for payment processing.

PAYMENT TRACKING AND RECEIPT

- Funds are provided either by check or direct deposit
 - Section 5: Grantees must complete a [Direct Deposit Authorization form](#) to receive funds electronically.
- Grantees may check on the status of their request on:
 - Grant Record Details page
 - [Florida Accounting Information Resource](#)
- Payment request review, approval, and processing timeline
 - Small Matching: 3-5 weeks
 - Special Category: 5-7 weeks
 - Abandoned African-American Cemeteries: 3-5 weeks

WHEN PAYMENTS ARE NOT APPROVED

- Deliverable documentation not provided
- Incorrect Deliverable documentation provided
- Deliverable documentation incomplete or in need of revision
- Non-allowable costs included in incurred expenses
- Grantee organization in non-compliance

REMINDER OF NON-ALLOWABLE EXPENDITURES

Section 16: Nonallowable grant expenditures include but are not limited to:

- Work that does not comply with the Secretary of the Interior's Standards (as applicable)
- Work completed outside of the grant period or Scope of Work
- 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
- Furniture and equipment
- 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

NON-COMPLIANCE

NON-COMPLIANCE

Section 24: Grantees who have not satisfied administrative requirements will be placed in non-compliance. This may include failures to:

- Meet deadlines
 - Submit required documentation
 - Make required revisions or corrections
 - Respond to Division requests for information in a timely manner
 - Complete work in accordance with SOI Standards and/or the agreed upon Scope of Work
- While in non-compliance:
 - Status applies to entire organization
 - Payment of funds suspended for all Department of State grants
 - Organization unable to request payment or apply for additional grants
 - Failure to resolve non-compliance may lead to:
 - Mandatory return of portion or entire amount of Grant Award
 - Grant termination
 - Organization prohibited from applying for future grants with Division or other Department of State Divisions

AMENDMENTS

AMENDING THE GAA

Section 7: Either party (Grantee or Division) may request modification to the contract details. Agreed upon changes are only valid when in writing, signed by all parties, accompanying the original agreement, and submitted through dosgrants.com

- If an amendment is needed, Grantees should first email their Division Grants Specialist and include the following:
 - Reason for amendment
 - Proposed changes
- Your grant manager will follow up with you if they have any questions, and create the amendment to your contract. This amendment will need to be signed by both your organization and the Division

EXTENSION AMENDMENTS

Section 15: Extension of the completion date may be requested up to 30 days prior to the Grant Period end date

- **Small Matching & Abandoned African-American Cemeteries Grants**
 - Extension may not exceed 30 days, unless the Grantee can clearly demonstrate extenuating circumstances
 - These do not include failure to read or understand administrative requirements or to raise sufficient matching funds
 - The Division will review requests on a case-by-case basis
 - Pursuant to [Section 216.301\(1\)\(b\), Florida Statutes](#), the Division has until September 30 to review, process, and disburse Small Matching & Cemeteries grant payments before funds are rescinded
- **Special Category Grants**
 - Extension may not exceed 180 days, unless the Grantee can clearly demonstrate extenuating circumstances

CLOSE-OUT

CLOSING OUT THE GRANT

Section 14: All expenses must be incurred and the Scope of Work completed by the Grant Completion Deadline

- Grantees have the following 30 days to submit all close-out documentation
 - Final payment request
 - All Deliverable documentation
 - Completed Expenditure Log
 - Final progress report
 - All financial backup documentation (e.g. invoices, cancelled checks, [timesheets](#), receipts, etc.)
 - Check for accrued interest on advanced/invested funds, if applicable



**MANAGING
EFFECTIVELY**



DO'S AND DON'TS OF GRANT MANAGEMENT

DO

- Thoroughly review the GAA
- Follow procurement requirements per Section 287.057, Florida Statutes
- Select historic preservation professionals (as applicable)
- Adhere to the Secretary of the Interior's Standards
- Track volunteer and/or grant administration hours
- Communicate consistently with Division Grants Specialist

DON'T

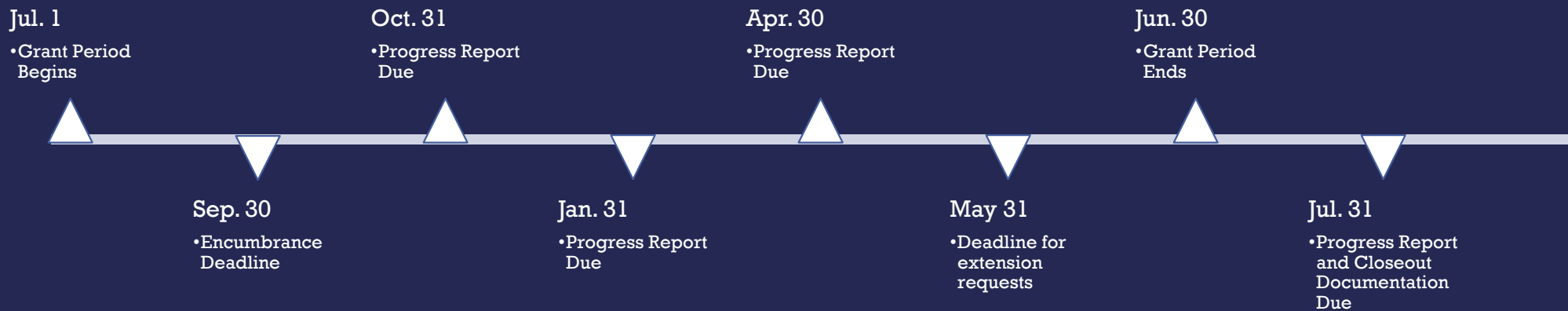
- Start work before July 1
- Execute contracts before they are reviewed by the Division
- Start work before the Division has reviewed and approved architectural drawings/specifications
- Perform tasks outside of the Scope of Work
- Miss deadlines
- Forget to keep a complete grant file

SOURCES TO CONSULT FREQUENTLY

- Your Division Grants Specialist
- Grant Award Agreement
- [Small Matching Grant Guidelines](#)
- [Special Category Grant Guidelines](#)
- [Abandoned African-American Cemeteries Guidelines](#)
- [Guidelines for Submitting Photographs](#)
- [FMSF Document Submission Guides](#)
- The How to Manage Your Grant Presentation

GRANT PERIOD TIMELINE

SMALL MATCHING & ABANDONED AFRICAN-AMERICAN CEMETERIES



GRANT PERIOD TIMELINE

SMALL MATCHING, CEMETERIES, AND SPECIAL CATEGORY

GRANT PERIOD START DATE	JULY 1, YEAR 1
ENCUMBRANCE DEADLINE	SEPTEMBER 30, YEAR 1
PROGRESS REPORT 1	OCTOBER 31, YEAR 1
PROGRESS REPORT 2	JANUARY 31, YEAR 1
PROGRESS REPORT 3	APRIL 30, YEAR 1
SM & AC EXTENSION REQUEST DEADLINE	MAY 31, YEAR 1
SM & AC GRANT PERIOD END DATE	JUNE 30, YEAR 1
PROGRESS REPORT 4 SM & AC CLOSEOUT DOCUMENTATION	JULY 31, YEAR 1
PROGRESS REPORT 5	OCTOBER 31, YEAR 2
PROGRESS REPORT 6	JANUARY 31, YEAR 2
PROGRESS REPORT 7	APRIL 30, YEAR 2
SC EXTENSION REQUEST DEADLINE	MAY 31, YEAR 2
SC GRANT PERIOD END DATE	JUNE 30, YEAR 2
PROGRESS REPORT 8 SC CLOSEOUT DOCUMENTATION	JULY 31, YEAR 2

CONTACT INFORMATION

Division Contact:

1.800.847.7278 or 850.245.6333

Historic Preservation Grants Supervisor:

Eric Case, 850.245.6338 eric.case@dos.fl.gov

Historic Preservation Grants Specialists:

Harley Burgis, 850.245.6393 harley.burgis@dos.fl.gov

Nicole Hu, 850.245.6355 nicole.hu@dos.fl.gov

Steve Kurisko, 850.245.6466 steve.kurisko@dos.fl.gov

Theo Smith, 850.245.6310 theo.smith@dos.fl.gov

Olivia Wichowski 850.245.6427 olivia.wichowski@dos.fl.gov

Alexa Wilson, 850.245.6372 alexa.wilson@dos.fl.gov

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

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