Abandoned African-American Cemeteries Grant Guidelines

Application Open: April 1

Application Deadline: June 1

Grant Period: 12 months

(beginning July 1, year of appropriation)

Florida Department of State
Division of Historical Resources
Historic Preservation Grants Program
R. A. Gray Building, 500 South Bronough Street
Tallahassee, Florida 32399-0250

Application Submission

Applications must be submitted on or before **5:00 pm (Eastern)** on June 1.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

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These Guidelines are also available electronically at: https://dos.fl.gov/historical/grants/abandoned-african-american-cemeteries-grants/

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I. PROGRAM DESCRIPTION

The Department of State, Division of Historical Resources, provides State and Federal funds for historic preservation. The purpose of this program is to provide funding to assist efforts to protect and preserve abandoned African-American cemeteries in the State of Florida. This program provides grants on a competitive basis. The Legislature and Governor determine the amount appropriated for the program, and funding for all eligible applications is not guaranteed. These guidelines are supported under Section 267.0617, Florida Statutes, and Section 267.21(2), Florida Statutes, and they detail the policies and requirements for the application and administration of the Abandoned African-American Cemeteries Grant Program.

II. ELIGIBILITY

To be eligible for the Abandoned African-American Cemetery Grant Program, the following requirements must be met. All documentation of eligibility must be provided by the application deadline.

A. Cemetery Eligibility.

The Cemetery that is the subject of the proposed Project must meet the following requirements:

1. It shall not be a licensed cemetery under Chapter 497, Florida Statutes.
2. It shall have a majority of interments occurring more than 50 years ago, with no recorded interment of human remains or cremated remains in the previous 10 years and no contracted future interment or other burial rights.
3. Its presence shall have been previously reported, recorded, identified or documented through archival research, archaeological survey, accidental or intentional ground disturbance, oral history, Florida Master Site File form, or other means of documentation.
4. It shall have a documented association with interments of persons of primarily African-American ancestry.

B. Applicant Eligibility.

All applicants must meet the following requirements:

1. Must have the required status for the project type (see II.D).
2. Agree to comply with all application requirements:
    a. Complete the approved Scope of Work within the Grant Period;
    b. Include only allowable expenses in the Project Budget (see V. Allowable Expenses and VII. Non-Allowable Expenses); and
    c. Agree to comply with all legal and financial requirements as set forth in these guidelines.
3. Agree to comply with all grant administration requirements, if funded:
    a. Provide all information needed for the Grant Award Agreement;
    b. Request approval for any changes to the Scope of Work and Project Budget of the awarded grant;
    c. Submit timely and accurate reports;
    d. Maintain complete and accurate grant records and if multiple grants from the Division are open at the same time, treat each grant as a separate, distinguishable Project;

e. Comply with the requirements of the Florida Single Audit Act (Section 215.97, Florida Statutes) and any applicable federal audit requirements pursuant to 2 CFR 200 Subpart F-Audit Requirements; and
f. Credit the State of Florida and Division of Historical Resources for funding.

4. Must NOT be in non-compliance status with any previously awarded Department grant.
5. Must NOT owe the Department funds at the time of application in connection with a previous grant received from any division of the Department, for which the applicant organization has been notified of the Department's determination that a refund of grant funds is required.
6. Have satisfied the administrative requirements of previous grants received from the Division or other divisions of the Department, including grants that may be open at the time of application, and be in compliance with all permits issued to the applicant organization and/or the proposed project directors and managers by the Bureau of Archaeological Research.
7. For Projects that require physical access to the Cemetery:
    a. have ownership of the property where the Cemetery is located; or
    b. have the written concurrence of the Property Owner; or have the right to maintain the cemetery pursuant to Section 704.08, Florida Statutes, which shall be documented by a court order; or
    c. In the event that an extant Property Owner of the cemetery parcel cannot be determined through official property records:
        i. If the applicant is a county or municipality, demonstrate that the applicant has provided notice to the Department of Financial Services (DFS) pursuant to 497.284, Florida Statutes, and that it intends to take action as necessary and appropriate to care for and maintain the cemetery.
        ii. If the applicant is not a county or municipality, that the county or municipality where the Cemetery is located has provided notice to DFS as directed in 497.284, Florida Statutes, and that the county or municipality has empowered the applicant as their designee to care for and maintain the cemetery.

    For the purposes of this program, an eligible applicant may lease state-owned land or building(s) or both.
8. If the property for which grant funding is requested is leased by the applicant organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.
9. Must complete an online application form at http://www.dosgrants.com by the application deadline.
10. The proposed Project must be consistent with the Abandoned African-American Cemeteries Grant Program project type under which it is submitted, and with the purpose of this grant program.
11. All grant funding provided by the Abandoned African-American Cemeteries Grant Program must be utilized in accordance with the standards, as applicable to the specific Project, contained in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, effective September 29, 1983, https://www.flrules.org/Gateway/reference.asp?No=Ref-08164, which are incorporated by reference, and include:
    a. The Secretary of the Interior's Standards for the Treatment of Historic Properties;
    b. The Secretary of the Interior's Standards for Archaeological Documentation;

c. The Secretary of the Interior's Standards for Historical Documentation;
d. The Secretary of the Interior's Standards for Architectural and Engineering Documentation; and
e. The Secretary of the Interior's Standards for Preservation Planning.

C. Application Restrictions

1. An applicant organization may only submit one (1) Abandoned African-American Cemeteries Grant application under a single application deadline for a particular application cycle, with the following exception:
    a. County or city governments or universities may submit single applications from more than one division or department under a single application cycle provided that those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same Cemetery.
2. Applicants with projects funded with Federal funding or by the Legislature outside of the review of the Council or Secretary of State are not eligible to receive Abandoned African-American Cemeteries Grant support for the same Scope of Work activities from the Division within the same fiscal year in which Federal or Legislative funding is appropriated.
3. No organization may receive more than $1.5 million in historic preservation Abandoned African-American Cemeteries Grant funding from the Division during a consecutive 5 state fiscal year period.

D. Applicant Status:

An applicant must meet the following status requirements for each project type:

1. Cemetery Research: The applicant organization must be a Research Institution (as defined in these guidelines), college, university, or qualified nonprofit organization.
2. Cemetery Protection: The applicant organization must be a local government or a qualified nonprofit organization.

E. Qualified Nonprofit Organizations

1. A qualified nonprofit organization must either be incorporated as an active nonprofit Florida corporation, in accordance with Chapter 617, Florida Statutes or, for nonprofit organizations outside of Florida, the nonprofit organization must be designated as tax exempt as defined in Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status in Guidestar at https://www.guidestar.org/
2. The Division will verify that the applicant is registered, and in "active" status, with the Division of Corporations as of the application deadline. If the applicant is not registered and in "active" status with Corporations by the application deadline, the application will be deemed ineligible.
3. For more information on corporate status, visit http://www.sunbiz.org or call the Division of Corporations, profit and nonprofit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the sunbiz.org document search tool.
4. For more information about tax exempt status, see Exemption Requirements - Section 501(c)(3) Organizations on the Internal Revenue Service website (https://www.irs.gov/).

F. Required Documentation

All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at https://flvendor.myfloridacfo.com/.

III. Application Requirements

A. Grant Period

All proposed activity must take place within the fiscal year that funds are appropriated by the Legislature.

1. The grant period start date is July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature.
2. The grant period end date is June 30 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature, unless an end date extension is approved by the Division and a written contract extension is executed by both parties prior to the original end date of the Grant Award Agreement.

B. Accessibility and Non-Discrimination

The Division is committed to making the knowledge of history accessible to everyone, including:

- persons with disabilities;
- older adults;
- culturally and economically underserved populations; and
- minorities

Organizations seeking support for activities are required to be open and accessible to all members of the public, consistent with all applicable state and federal laws. Organizations shall not discriminate on the basis of sex, race, color, national origin, religion, disability, age, pregnancy, handicap or marital status.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The 504 Self Evaluation Workbook which can be used as a reference, and downloadable Disability Symbols can be found at http://dos.fl.gov/cultural/info-and-opportunities/resources-by-topic/accessibility/.

C. Abandoned African American Cemeteries Grant Types and Request Amount

1. Abandoned African-American Cemeteries Grants may provide a maximum grant award amount of $50,000. There is no minimum request amount.

2. Abandoned African-American Cemeteries Grant project types:
    a. Cemetery Research: awarded to Research Institutions, colleges and universities, and qualified nonprofit organizations for the purpose of conducting genealogical and historical research necessary to identify and contact the relatives and descendants of persons buried in abandoned African-American cemeteries. Cemetery Research projects do not fund archaeological

fieldwork or comprehensive field surveys of geographic areas whose goal is to locate and identify abandoned cemeteries; and

b. Cemetery Protection: awarded to local governments and qualified nonprofit organizations for the purposes of repairing, restoring, and maintaining abandoned African-American cemeteries. This includes: planning to guide the long term preservation of the Cemetery, including existing conditions assessments, architectural or engineering drawings and construction documents, and management plans; the restoration of historic funerary resources and the in-kind replacement of resources that cannot be repaired; the removal of vegetation that negatively impacts the historic resources; erosion control and fill for the purposes of leveling sunken graves; installation of appropriate security features including lighting, fencing, and cameras; installation of limited interpretive signage; and the marking of unmarked remains, all in a manner that is approved by the Division and consistent with the Secretary of the Interior's Standards for Historic Preservation. This does not include archaeological fieldwork, other than remote sensing techniques such as ground penetrating radar and magnetometry conducted and interpreted by a Professional Archaeologist with specialized training in these techniques to determine the boundaries of the cemetery or location of interments for planning purposes. A professional Bioarchaeologist shall be present to monitor all project activities that involve ground disturbance.

IV. Match

There is no match requirement for this program.

V. Allowable Expenses

1. Allowable expenses must be:
   a) Not excluded by these guidelines and approved by the Division;
   b) Necessary and reasonable for the performance of the Scope of Work;
   c) Specifically and clearly detailed in the Project Budget;
   d) Incurred or paid within the 1-year Grant Period beginning on July 1 of the year of appropriation; and
   e) Related to the selected project type, as described in Section III.C.
2. Only allowable expenses may be included in the Project Budget.
3. Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement are allowable expenses, provided that, in the aggregate, they do not exceed 5% of the grant award amount.
4. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the **Department of Financial Services' Reference Guide for State Expenditures** (last updated 10/2022), which is incorporated by reference and available online at: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2

VI. Non-Allowable Expenses

The following categories of expenditures are non-allowable for expenditure of grant funds. This is not intended to be an exhaustive list, and the Division may evaluate the allowability of all expenditures in accordance with applicable Federal and State statutes, regulations, these guidelines or the terms and conditions of the Grant Award Agreement. Non-allowable expenses will not be considered part of the Grant Award Agreement and cannot be incorporated or encompassed within any other allowable category. In the event that the Division identifies such, the Grantee must return any disbursed grant funds associated with non-allowable expenses and could lose eligibility for future grants.

a) Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;
b) Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;
c) Costs not consistent with the grant project type, as described in Section III.C. of these guidelines and as selected in the application;
d) Expenses incurred or obligated prior to or after the Grant Period, as indicated in the Grant Award Agreement;
e) Expenses associated with lobbying or attempting to influence Federal, State or local legislation, the judicial branch or any state agency;
f) Expenditures for work not consistent with the applicable Preservation Standards as outlined in the Secretary of the Interior's Treatment of Historic Properties available at https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm; Chapter 267, Florida Statutes; or Chapter 497, Florida Statutes;
g) Costs for projects having as their primary purpose the fulfillment of Federal or State regulatory requirements, including costs of consultation and mitigation measures required under Section 106 of the *National Historic Preservation Act of 1966*, as amended, or under Section 267.031, Florida Statutes
h) Entertainment, food, beverages, plaques, awards or gifts;
i) Indirect costs including Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, internet service, monthly expenses associated to security systems, non-grant related administrative and clerical staffing, marketing and fundraising activities;
j) Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, which in aggregate exceed 5% of the grant award amount;
k) Grantee operational support (i.e., organization salaries not directly related to grant activities; travel expenditures; per diem; or supplies);
l) Insurance costs;
m) Capital improvements to property other than the Cemetery that is the subject of the Project;
n) Construction or installation of new buildings or structures, including, but not limited to, pole barns, storage sheds, education or interpretive buildings, visitor centers, bathrooms, pavilions, or gazebos;
o) Activities related to the interior of Religious Properties;
q) Planning for accessibility improvements for Religious Properties;
r) Accessibility improvements for Religious Properties;

s) Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s), placement of which must be approved by the Division);
t) Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems and site lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; limited seating/benches; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of plantings posing an immediate threat to the Cemetery; gravesite restoration; and limited site lighting required for security, all if approved by the Division);
u) Removal or relocation of trees (Exception: trees that pose an immediate threat to the Cemetery; provided, however, that rootballs and stumps of fallen trees should be left in place or returned to their original location following tree cutting. Upright trees should be cut low to the ground with stump left in place. Stump grinding or pulling any stumps out of the ground will require prior consultation with the Division. When removal of rootballs or overturned stumps of fallen trees must occur, the rootballs must first be examined for cultural material or human remains. If these are present, contact the Division immediately and prior to disturbance or removal. Any hole left by a rootball or stump removal (where cultural material or human remains are present) should be covered with fill from outside the Cemetery area. Surrounding soil should not be pushed into the hole, as not to disturb additional cultural material or human remains at the site;
v) Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates or sections of these and security fencing, if approved by the Division);
w) Furniture, including but not limited to: desks, tables, seating, rugs and mats, artwork and decorations, window treatments, case goods (including cabinets, countertops, or bookshelves, systems' furniture, movable partitions and acoustical treatments and components, unless specific prior approval has been granted by the Division);
x) Equipment (a) including but not limited to portable sound systems, specialty fixtures and equipment, visual display units, appliances, computers, cameras, printers, scanners, projection systems, portable light fixtures, and total stations unless specific prior approval has been granted by the Division (b) If special equipment is required for completion of the Project, it shall be rented for the grant term unless it can be shown that acquiring the equipment is cheaper than renting the equipment and approval has been provided by the Division as part of the documentation presented at the time of application;
y) Supplies that will not be consumed in use during the duration of this Project;
z) Costs associated with attending or hosting conferences, summits, workshops or presentations including facility rental fees (Exception: municipal or county required public meetings necessary for completion of the grant-assisted Project);
aa) Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, contracted or subcontracted employees, either for purposes of work on-site or research off-site; and
bb) Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects.

VII. Review Criteria and Scoring

1. Applications that have not been determined ineligible by the Division and have not been withdrawn by the applicant shall be reviewed by the members of the Historic Cemeteries Program Advisory Council. The review will be based on the following eight (8) criteria.

Criteria 1: Site or the Proposed Project	
Historic and cultural significance, meaning the relative importance of the Cemetery in connection with historical events, developments, or personalities and its present value to the community.	up to 10 points
Need for the proposed Project or activity, including existing or potential threats of loss or damage to the Cemetery or to the genealogical and historical information associated with it.	up to 20 points
Appropriateness of the proposed Project scope of work, budget, and timeline in relation to the property, site, resources, collections or information that form the basis of the proposed Project.	up to 10 points
Criteria 2: Organization Administration	
Administrative capability, as demonstrated in the application, including staffing, facilities, and organization resources adequate to complete the proposed Project and meet the administrative requirements of the grant. Applicant administrative experience with previous or open grants awarded by the Division, other divisions of the Department of State, and other granting entities.	up to 10 points
Financial resources adequate to carry the Project costs, as necessary, pending receipt of disbursements of grant funds or to cover Project costs exceeding grant funds awarded. Ability of the Applicant or Property Owner to maintain the Cemetery once the Project is complete.	up to 10 points
Consideration for and availability of professional services required to carry out the proposed Project, either within the applicant organization or as consultants/vendors.	up to 10 points
Criteria 3: Public Benefit	
Public Good, including how accessible to the public the Cemetery or information is (or will be when Project work is complete), educational potential, or other public benefit resulting from the proposed Project.	up to 10 points
Community support for the proposed Project, including from volunteers, partner organizations, descendants, property owners, and other stakeholders.	up to 20 points

2. The total possible number of points the Council can award to an application is 100. The Council's evaluation will be based on the information contained in the application, required attachments and support materials submitted with the application. The Council's individual scores will be averaged to determine a final score for each application.

3. Applications must receive a minimum average score of **80 or higher** to be *recommended* for funding. Applications receiving an average score of 80 or higher will be recommended to the Secretary of State for review and approval and subsequent forwarding to the Florida Legislature for funding consideration.
4. Applications with a tied average score will be ranked by application submission number order (lowest to highest).

A. Review Process

1. Division staff will conduct a technical review to determine eligibility and prepare a staff content review report. Eligible applications will then be submitted to the Council.
2. The Council will evaluate each application based on the review criteria and assign a score to each criteria. Applications are ranked according to the average of scores assigned for each application.
3. The Council approves the ranked list for submission to the Secretary of State.
4. The Division forwards the ranked list to the Secretary of State.
5. The Secretary of State reviews and may submit it to the Legislature for funding consideration.

B. Staff Review

1. The technical review of applications verifies:
   a) The Cemetery is eligible for program funding.
   b) The applicant organization is eligible for the selected project type.
   c) For Projects that require physical access to the Cemetery, that the applicant, if not the owner, has the permission of the Property Owner to conduct the proposed Project on the owner's property and that the owner is in concurrence with the application, or in the absence of Property Owner concurrence, documentation of the right to maintain the cemetery pursuant to Section 704.08, Florida Statutes, which shall be documented by a court order or a notification to the Department of Financial Services in accordance with 497.284, Florida Statutes.
   d) That the proposed Project is consistent with selected project type and the purpose of the Abandoned African-American Cemeteries Grant program.
   e) That the Project Budget does not include non-allowable expenses.
   f) All supporting documentation has been provided.
2. Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline. If necessary, a request for information will be sent with a certain response deadline. Such requests will be made in writing to the applicant via the DOS Grants website using the contact information provided in the application. These requests are to clarify the information already submitted in the application. Responses received after the established deadline will not be accepted and the application will be presented to the Council by Division staff as submitted, along with staff recommendations on how to address the outstanding issues. Clarifications will become an official part of the application.

C. Information Provided to the Historic Cemeteries Program Advisory Council

1. The Division shall make available online electronic copies of the eligible applications (along with their support materials) to the Council in sufficient time for its members to review all applications prior to the public meeting for the purpose of considering the applications for funding. Ineligible applications will not be reviewed by the Council or discussed at the public meeting.

2. The Division shall also make available to the Council a staff content review report on each eligible application that provides an assessment of the information provided in the grant application. The staff content review report will include:

   a) A synopsis of the proposed Scope of Work;

   b) An assessment of compliance of the proposed Project with any applicable Preservation Standards;

   c) Relevant concerns or issues with the application, including applicant responses to requests for information.

   d) An assessment of the proposed Scope of Work and its appropriateness in regards to the Cemetery, personnel, and timeframe;

   e) An assessment of the proposed estimated 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 related to non-allowable expenses, work not consistent with any applicable Preservation Standards; and

   f) Other information regarding the applicant organization and its compliance with previous Division grants, if relevant.

D. Historic Cemeteries Program Advisory Council Review

1. Members of the Council serve as the application review panel for the Abandoned African-American Cemeteries Grant program. All Council members must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in Section 112.313 Florida Statutes, and voting conflict of interest laws as set forth in Sections 112.3143 and 286.012 Florida Statutes.

2. Council members independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow the Division's scoring instructions. After each member has evaluated the applications, there will be a public panel meeting to review, discuss, and score the applications.

3. Council meetings are a public process and anyone can participate by attending in person or via online webinar. Participation instructions will be posted on the Florida Administrative Register (FAR) as a notice, on the Division's website and in the online grant system. The Division strongly encourages applicants to participate in the application review panel meeting, however it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

4. The Division Director, or the Director’s designee, will serve as the application review panel Chair. Panel chairs do not vote on applications being reviewed. At the public meeting, the Council shall score each eligible application reviewed for each of the aforementioned criteria. As per the results of their review, discussion in the public meeting and scoring, the Council members shall recommend, for each application, funding levels and any revisions of Scope of Work necessary to ensure compliance with these guidelines. After all Council members have finalized scoring of all applications, the members’ scores will be averaged to create a priority ranking list. This ranking list will include all applications reviewed during the public meetings.

5. A typical Council application review meeting will include the following:

   a) Call to Order;
   b) Introduction of Council Members and Staff;
   c) Instructions from the Chair (including purpose of and conduct of the meeting);
   d) Technical Discussion of applications. For each application:
      i. The Chair will announce the application number and applicant name;
      ii. Division staff will present the results of the staff content review for each application;
      iii. Applicant representatives (no more than 2) may come forward to answer questions from the panel regarding the proposed Project and application (NOTE: presentations are not allowed); and
      iv. Panelists can update scores and written comments in the online DOS Grants System online following discussion of each application;
   e) Application Scoring
      i. Time is allotted for panel to submit final scores and comments after conclusion of review for all eligible applications;
      ii. DOS Grants System averages scores for each project to produce a funding list, ranked in order of total average score, highest to lowest; and
      iii. Ranked funding list is read into the record and applications with a tied average score will be ranked by application submission number order (lowest to highest);
   f) Adoption of Recommended Funding List
      i. Panel Chair will request discussion and a vote on the approval and recommendation of the ranked funding list to the Secretary of State;
   g) Public Comment; and
   h) Adjournment.

E. Funding Process

1. Following the public meeting, the Division shall prepare a final ranking list of all recommended applications with an associated level of funding for each, for review and approval by the Secretary of State. The Secretary may approve the list as submitted by the Council. The approved final ranking list will be posted on the Division's webpage.

2. Grants will be funded in accordance with state statute.

VIII. How to Apply

1. Applications must be submitted through the DOS Grants website at dosgrants.com.
2. The annual application cycle opens on April 1 and closes on June 1, and subject to legislative appropriation, the Division may open or more additional application cycles in the same calendar year. A separate solicitation notice announcing each application cycle and setting forth the relevant application opening and closing dates will be posted on the Division website and shared via email prior to any cycle opening. Applications for all cycles must be submitted **by 5:00 pm ET** on the applicable deadline.

3. All application information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, Florida Statutes).

A. Application Form

1. The application form must be completed using the Division's online grant application and submitted online **by 5:00 pm ET** on the application deadline. Deadlines and a link to the application form are posted on the Division's web site at https://dos.fl.gov/historical/grants/.
2. At any time prior to the Abandoned African-American Cemeteries Grants review and ranking public meeting, an applicant may opt to remove an application from further consideration for funding. Those applications will be labeled withdrawn and will not be discussed in the public meeting.

B. Required Support Materials

Support materials are required documentation of eligibility. Support materials must be uploaded into the online grant application system. Support materials will not be accepted by any other method, including email and fax, excluding Letters of Support.

The required support materials for the Abandoned African-American Cemeteries Grant Program are:

1. Documentation of Nonprofit Status (for nonprofit organizations only): In-state corporate entities must provide documentation of their active status as a Florida non-profit corporation with the Division of Corporations, Florida Department of State, which can be obtained at: http://www.sunbiz.org by searching the corporate name. 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) of the Internal Revenue Code. See Nonprofit, Tax Exempt.
2. Substitute W9 form: Applicant organizations must submit a copy of their Substitute W9 form (SW9), which can be obtained at the Department of Financial Services (DFS) Substitute W-9 website https://flvendor.myfloridacfo.com.
3. Letters of Support, Endorsement or Resolutions: If available at the time of application submission, the applicant shall provide a list that includes the following information for each letter of support, endorsement or resolution included in the application: name of author, type of communication (letter, petition, resolution, etc.) and organization represented (if applicable). All letters shall be scanned together and uploaded as a single file. **Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the Council will review and score applications.**
4. Photographs: All applicants shall provide digital images as specified in the application instructions. Photographs should include general views of the Cemetery and visible historical and archaeological features, as applicable.
5. Representative Image: A single representative image of the Cemetery or Project to be used in the application review meeting shall be submitted by the applicant. The image should convey the theme or purpose of the proposed Project.
6. Proposed Project Team Support Documents: The applicant shall provide the curricula vitae/resumes of the proposed Project team as listed in the application.
7. Documentation of Need: An applicant should use this attachment to explain and document the need for the proposed Project or activity, including existing or potential threats of loss or damage to the Cemetery or to the genealogical and historical information associated with it.

8. Local Protection: Copies of any documents that provide local protection of Cemetery, if any currently exist, must be provided. This may include local protection ordinances, preservation or conservation agreements, protective or restrictive covenants or maintenance agreements.
9. Owner Concurrence Letter: If the proposed Project required physical access to the Cemetery, the applicant shall provide a letter that documents that the applicant organization has the permission of the owner of record (if the Property Owner is not the applicant) to conduct the proposed Project on the owner's property and that the owner is in concurrence with this application for grant funding. In the absence of an Owner Concurrence Letter, the applicant shall provide documentation of the right to maintain the cemetery pursuant to Section 704.08, Florida Statutes, which shall be documented by a court order. In the event that an extant Property Owner of the cemetery parcel cannot be determined through official property records, the applicant shall document that (if the applicant is a county or municipality) the applicant has provided notice to DFS pursuant to 497.284, Florida Statutes, and that it intends to take action as necessary and appropriate to care for and maintain the cemetery, or if the applicant is not a county or the municipality, documentation that the county or municipality has empowered the applicant as their designee to care for and maintain the cemetery after providing notice as directed in 497.284, Florida Statutes. If the property for which grant funding is requested is leased by the applicant organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.
10. Documentation of Location: An applicant must provide available documentation regarding location of the Cemetery, which may include Florida Master Site File forms, property records, surveys, and other historical or archival materials.
11. Optional Materials: An applicant may use this attachment to present additional documents not specifically requested by the Division that support the application. Such materials may include copies of National Register nominations, newspaper articles or other documents that reflect the historical and cultural significance of the resource, highlight its historic characteristics, its public use, etc.

IX. Grant Award Agreement

1. All grant awards which have been approved in accordance with these guidelines and authorized by the Legislature and Governor shall be formalized through a Grant Award Agreement by which the Grantee enters into a contract with the State of Florida for the transparent management of grant funds. The Grant Award Agreement is specific to the type of project being assisted.
2. For all funded Projects, any changes to the Scope of Work and Project Budget submitted with the application must be reviewed and approved by the Division prior to execution of a Grant Award Agreement.
3. For Projects funded in FY2025 and after, Project work may not be initiated prior to the Effective Date of the Grant Award Agreement, unless:
   a) The Division may authorize initiation of Project work prior to the Effective Date of the Grant Award Agreement if damage to or loss of the Cemetery that is the subject of the proposed Project 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 legislative appropriation for funding is made.
      a. The Grantee must request such authorization in writing and must document the imminent threat to the resource by submission of a letter or report from a licensed landscape architect,

civil engineer, specialty engineer or geomorphologist, as applicable, clearly describing the conditions constituting the threat.

b. 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.

b) Division authorization for initiation of Project work prior to the Effective Date of the Grant Award Agreement shall impose no liability on the Division if anticipated grant funds are not appropriated by the Legislature and approved by the Governor. All such work shall be undertaken solely at the applicant organization's risk.

c) Division authorization does not entail disbursement of any payment prior to the Effective Date of the Grant Award Agreement.

4. Grant Encumbrance Period and Expenditure Period:

a. Encumbrance Period for Projects Requiring Contractual Services:

i. During the encumbrance period, but not later than the end date of the encumbrance period as outlined in the Grant Award Agreement, the Grantee shall execute all required contracts for all or part of the work to be accomplished with grant funds. Projects for which no encumbrance is accomplished by the established deadline may be cancelled by the Division and the grant funds may be reallocated in accordance with these guidelines.

ii. Exception: The encumbrance period for an Abandoned African-American Cemeteries Grant project can 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 partial encumbrance of grant funding 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 as outlined in the Grant Award Agreement.

iii. For Projects not involving contract services, but to be conducted by Grantee's internal staff, the Grantee and the Division shall consult on a case-by-case basis to develop an Acceptable encumbrance schedule.

b. Expenditure Period:

i. Grant funds resources must be expended as outlined in the Grant Award Agreement and properly documented as required by the Division.

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

iii. The Division may extend the expenditure period by not more than 30 days. Time extensions will be considered on a case-by-case basis and will be valid only if a contract amendment is executed by both parties, as outlined in the Grant Award Agreement. The Grantee must request the extension in writing, provide documentation that all grant funds are encumbered and demonstrate to the satisfaction of the Division that Project work is progressing at a rate such that completion is achievable within the extended expenditure period.

c. 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 Grant Award Agreement.

A. Reporting Requirements

1. As required by the Grant Award Agreement, Grantees shall submit periodic progress reports to the Division. Progress reports, along with any supporting or required information that documents Project status, shall be submitted via the Department grants online system and meet the established deadlines indicated in the Grant Award Agreement. A progress report describes the progress of the Project during the last reporting period including:
    a. The progress and status of each Scope of Work activity;
    b. The progress and status of the deliverables;
    c. Status of executing subcontracts and encumbrance of funds; and
    d. Any variations from Project timeline, budget, and deliverables, with a description of reasons for variance.
2. Progress reports shall be accompanied by support materials that can effectively document the current status of Project work as related to the Scope of Work. Photographs shall be captioned with property name, date of photograph, and description of feature and work described. For photographic submissions, Grantee may follow the suggested format established by the Division and available for consult at the Division's web page https://www.dos.fl.gov/historical/grants/abandoned-african-american-cemeteries-grants/. For projects involving historical research, design or publication, draft texts, renderings, mock-ups or other appropriate documentation must be submitted to properly document work undertaken and project status.
3. The Grantee shall submit a final progress report within thirty (30) days following the Expiration Date of the grant or completion of the Scope of Work. An exception to this is the establishment of a specific final progress submission date when a grant extension is agreed upon and a contract amendment is executed by the Grantee and the Division.
4. The Grantee shall provide information and documentation to the Division 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), Florida Statutes, and federal audit guidelines. Single Audit Information and related documentation provided by the Grantee shall be submitted to the Division via dosgrants.com and shall be reviewed by the Department's Office of Inspector General.

B. Retention of Records

The Grantee shall retain financial records, supporting documents, statistical records and all other records including electronic storage media pertinent to the Project for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit or claim has been resolved.

C. Grant Withdrawal or Cancellation

In the event a Grantee is unable to complete the Scope of Work specified in the executed Grant Award Agreement, the Division should be informed as soon as possible. All pre-approved grant expenditures shall be documented and a final progress report must be submitted along with expenditure logs and schedule of values evidencing the percentage of completion. Any unaccounted advanced funds shall be returned to the Division.

X. GRANT FORMS

The following forms must be used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division at:
https://www.dos.fl.gov/historical/grants/abandoned-african-american-cemeteries-grants/

#	Title	Form #	Effective Date
1.	Abandoned African-American Cemeteries Grant Application	DHR009	07/2025
2.	Grant Award Agreement	GAA002	07/2025
3.	Progress and Final Report	DHR003	07/2022

XI. DEFINITIONS

A. "African-American" means a person having origins in any of the black racial groups of Africa.

B. "Bioarchaeologist" means a human skeletal analyst who, pursuant to s. 872.05(2)(d), Florida Statutes, possesses a postgraduate degree in human skeletal biology, human forensic osteology, or other related area of physical anthropology and who has a minimum of 1 year of laboratory experience in human skeletal analysis and reconstruction.

C. "Cemetery" means, pursuant to s. 497.005(13), Florida Statutes, a place dedicated to and used or intended to be used for the permanent interment of human remains or cremated remains, and may contain land or earth interment; mausoleum, vault, or crypt interment; a columbarium, ossuary, scattering garden, or other structure or place used or intended to be used for the interment or disposition of cremated remains; or any combination of one or more of such structures or places. For purposes of the Abandoned African-American Grant Program, a cemetery may contain one or multiple interments, or a mass burial, and extant grave markers or headstones are not required.

D. "Council" means the Historic Cemeteries Program Advisory Council established by Section 267.22, Florida Statutes.

E. "Department" means the Department of State.

F. "Director" means the Director of the Division of Historical Resources.

G. "Division" means Division of Historical Resources of the Department. The Division's mailing address is 500 South Bronough Street, Tallahassee, Florida 32399-0250. Its telephone number is 850.245.6333.

H. "Effective Date" means July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature. Grant funds may not be expended before this date except as allowed in these guidelines.

I. "Encumbrance" means commitment of grant funds by binding contract.

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

K. “Expiration Date” means the date by which all grant funds must be expended.

L. “Florida Single Audit Act” means the uniform state audit requirements for state financial assistance provided by state agencies to non-state entities as codified in Section 215.97, Florida Statutes.

M. “Grant Award Agreement” means the legal instrument which binds the Grantee and the Division to the terms, conditions and limitations of the Division’s grants programs.

N. “Grantee” means the entity to which a grant is awarded, which has entered into a Grant Award Agreement with the Division and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-assisted Project.

O. “Grant Period” means the period between Effective Date and Expiration Date of the Grant Award Agreement during which time expenditure of all grant funds must be made.

P. “Licensed Cemetery” means entity holding any license or other authorization issued under Chapter 497, Florida Statutes, except where expressly indicated otherwise.

Q. “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 Project activities indicated:

   a. For projects involving archaeological investigation, the Secretary of the Interior’s Standards for Archaeological Documentation;

   b. For projects involving historical research, the Secretary of the Interior’s Standards for Historical Documentation;

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

   d. For involving historical or archaeological survey, 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 the requirements of Chapter 1A-46, F.A. C.

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

R. “Professional Archaeologist” means an archaeologist that meets the professional qualifications standards for archaeology contained in the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation, incorporated in Section II.B.11 of these guidelines.

S. “Project” means the undertaking that encompasses a set of tasks or activities defined by the Scope of Work and budget included in the grant application and formalized in the 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, but will be treated as a

specific and measurable distinct project during the Grant Period and shall be documented as such by the applicant.

T. "Project Budget" means the budget and project description included in the 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 to each.

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

V. "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).

W. "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. For purposes of the Abandoned African-American Grant Program, a cemetery is not considered a "Religious Property."

X. "Research Institution" means a university, college, laboratory, government agency, corporation, or other entity with the stated mission of supporting scientific research, in either the natural sciences or social sciences, including especially sociological and historical research.

Y. "Scope of Work" means the work specified in the Grant Award Agreement or in an approved amendment thereto, as being authorized by the Division for expenditure of grant funds.

XIV. HELP

For general information about the Division of Historical Resources and to access grant information, panel details and resources, visit our website at: http://dos.fl.gov/historical/grants.

For information about the Abandoned African-American Cemeteries Grant program, visit our website at: http://dos.fl.gov/historical/grants/abandoned-african-american-cemeteries-grants/