FLORIDA DEPARTMENT of STATE

DIVISION OF HISTORICAL RESOURCES

HOW TO APPLY FOR A SMALL MATCHING GRANT

HISTORIC PRESERVATION GRANTS PROGRAM

Rev 03.2019

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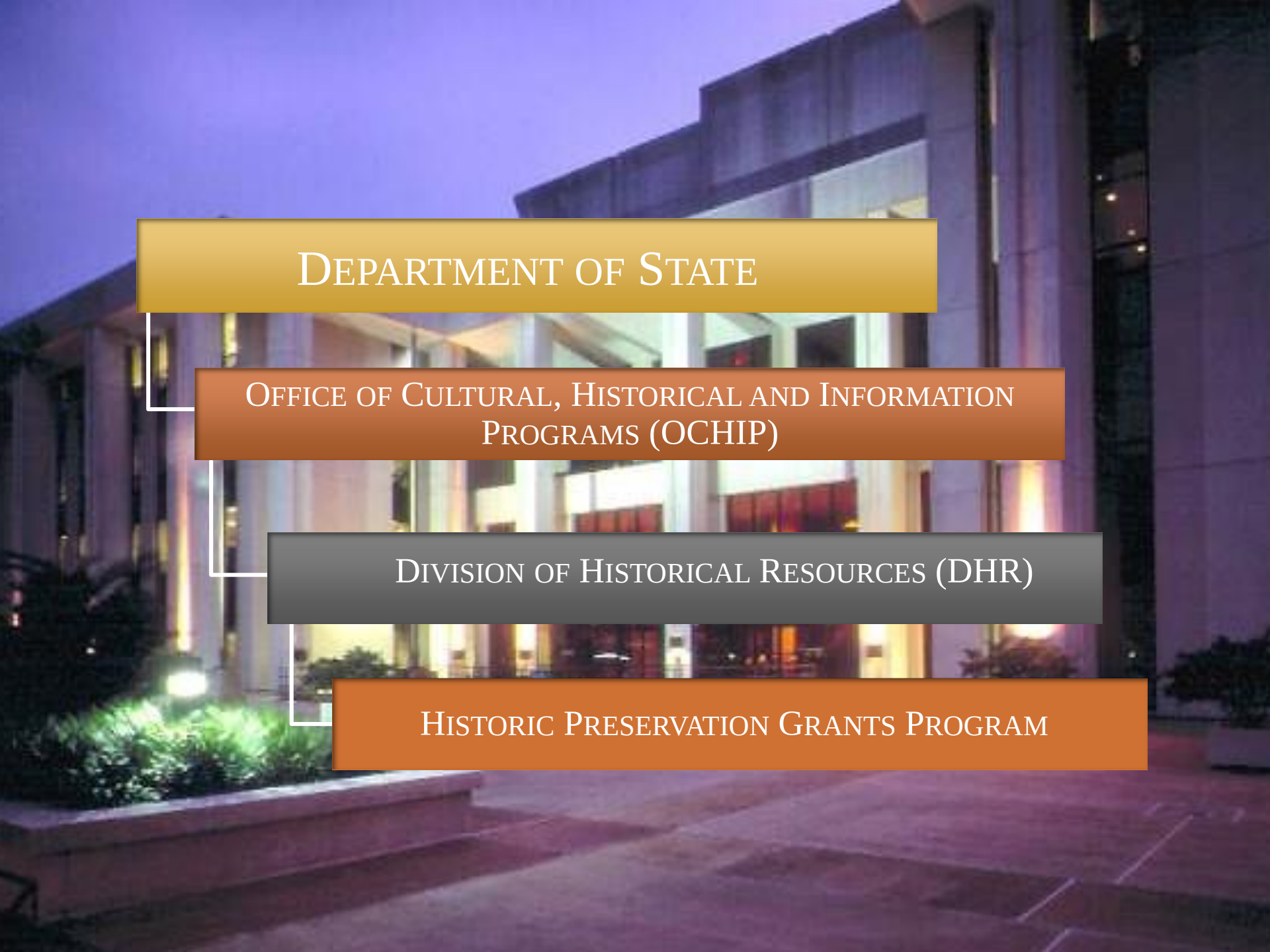


Department of State

Office of Cultural, Historical and Information Programs (OCHIP)

Division of Historical Resources (DHR)

Historic Preservation Grants Program

The Small Matching Grants Program

is governed by

Chapter 267.0617, *Florida Statutes*

Chapter 1A-39, *Florida Administrative Code*

Small Matching Grant Guidelines

The Small Matching Guidelines can be found on the grants webpage:

https://dos.myflorida.com/media/700144/sm-guidelines.pdf

Note: Rule and Program Guidelines undergo yearly revision.

Recent Legislative Appropriations

Small Matching Grants

FY 2019	$2.5 Million
FY 2018	$3.1 Million
FY 2017	$1.77 Million
FY 2016	$1.9 Million
FY 2015	$1.8 Million
FY 2014	$6 Million
FY 2013	$3.8 Million
FY 2012	$0.9 Million

APPLICANT ELIGIBILITY

ELIGIBLE APPLICANTS

- Public entities such as:
  counties or municipalities,
  school districts,
  state colleges or universities,
  agencies of state government
- Non-profit organizations

INELIGIBLE APPLICANTS

- For–profit organizations
- Individuals
- Private residences

NOTE: The project site has to be open and regularly accessible to the general public.

Grant Application Cycle

Submission Period Opens:

April 1, 2019

Submission Period Closes:

June 1, 2019, **5:00 P.M. Eastern**

Funding Availability:
Applications will be evaluated on a competitive basis and the selected projects will be awarded funds for the following fiscal year (July 1, 2020).

Funding for state Small Matching grants is contingent upon an annual appropriation by the Florida Legislature.

Application Website:

The DOS Grants online system can be accessed at www.DOSgrants.com.

Grant Award and Match

Grant Request

- Small Matching grants provide assistance of up to **$50,000**, depending on the project type.
- Your grant amount must be spent within the 12-month grant period.

Match

- The Applicant Organization is required to provide a matching share equal to the grant award (i.e. 1:1) that must be expended or incurred within the 12-month grant period.
- Match is waived for Certified Local Governments (CLG), Florida Main Street Programs, and projects located in certain economically distressed areas (i.e. REDI-qualified). State agencies, state colleges, and state universities are not eligible for a match waiver.
- A **minimum of 25% must be cash-on-hand**.
- The remaining 75% match may include additional cash, irrevocable pledges, or in-kind contributions, such as donated goods, property, professional services, or volunteer labor.

Grant Award and Match

Match Documentation

- Organizations MUST have **all Match complete and confirmed at the time of application** and, if funded, must **reconfirm Match at the time of Grant Award Agreement execution.**
- Cash Match documentation MUST include bank statement(s) confirming cash on hand or resolution showing funds dedicated to the Scope of Work.
- Additional Match documentation must include, as applicable, award letters from third parties, copies of irrevocable pledges, or letters of intent or invoices for future in-kind goods and services.
- In-kind contributions must be itemized at the time of application, and irrevocable pledges must be auditable and received by the Grantee by the end of the Grant Period.

Certified Local Government

- At the moment there are 74 CLGs in the State of Florida. A list of these is available at this link.
- No match is required for Applicant Organizations that are CLGs in good standing at the time of application.
- CLGs can apply for Federal and/or State funds for a range of project types as specified below.

Federal awards are limited to:

- Survey
- Planning
- Nominations to the National Register of Historic Places

State awards are limited to:

- Historical Markers
- Education and Publication

FLORIDA MAIN STREET

- Florida Main Street is a preservation-based revitalization program for traditional commercial centers (e.g. downtowns).
- No match is required for Applicant Organizations that are Florida Main Streets.
- At the moment there are 47 active designated Florida Main Street programs. A list of these is available at FloridaMainStreet.com.

Rural Economic Development Initiative

- REDI designation is available to counties and communities meeting specific economic distress factors.
- REDI list is reviewed annually and is administered by the Department of Economic Opportunity.
- Applicant Organizations, other than state agencies, state colleges, and state universities, with a proposed project to be located in a REDI-qualified area require no match.

For more REDI information, visit http://www.floridajobs.org/community-planning-and-development/rural-community-programs/we-are-redi.

Contact:

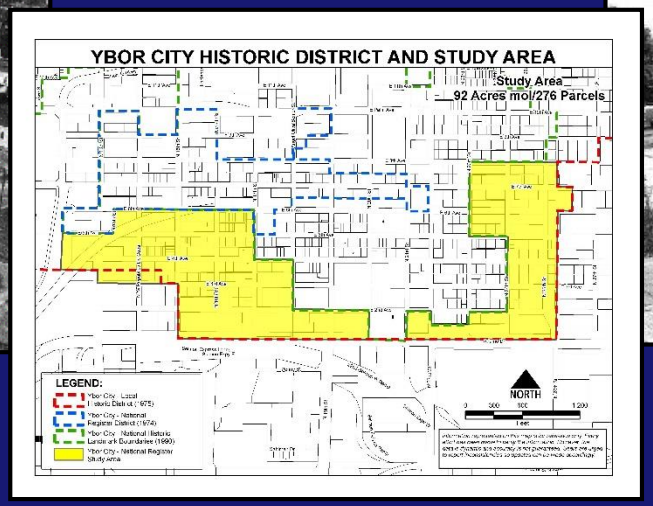
Sean J. Lewis
850.717.8428
sean.lewis@deo.myflorida.com

SMALL MATCHING GRANT PROJECT TYPES

SURVEY

Surveys identify, document, and evaluate historic or archaeological resources.

- Funding is generally provided to procure the services of qualified professionals to conduct work (e.g. Professional Architectural Historians or Professional Archaeologists).
- Proposed projects can be geared at conducting new surveys to record previously unidentified resources or updating existing historical or archaeological surveys.



For projects to conduct surveys

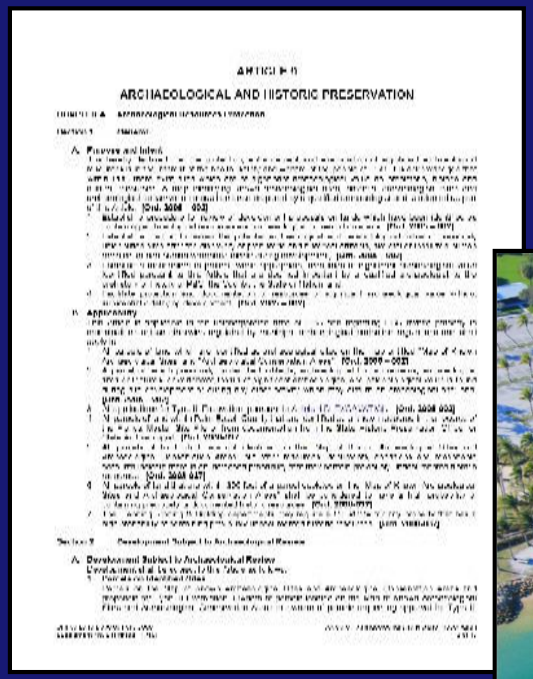
Surveys generally require applicants to:

- Research the history of the properties and the surrounding area.
- Document the properties to describe the construction date, size or dimensions, historic elements and style, types of materials used for construction, alterations (if any), and past/current uses.
- Submit a Survey Report conforming to Chapter 1A-46, F.A.C. and Florida Master Site File forms for either newly recorded or updated sites.

PLANNING

The purpose of these projects is to prepare planning documentation related to historic preservation resources, be they historical or archaeological, individual or district.

- Funding is generally provided to procure the services of qualified professionals to conduct work (e.g. Professional Architectural Historians or Professional Archaeologists).


ARTICLE 6

ARCHAEOLOGICAL AND HISTORIC PRESERVATION

For Projects to Conduct Planning

- Examples of planning projects are:
  - Historic structures reports
  - Condition assessments
  - Architectural drawings
  - Predictive modeling
  - Preservation or management plans
  - Design or preservation guidelines
  - Additional projects related to long term planning for historic preservation
- Results of planning projects must be made available to others in the community.

Nominations to the National Register of Historic Places

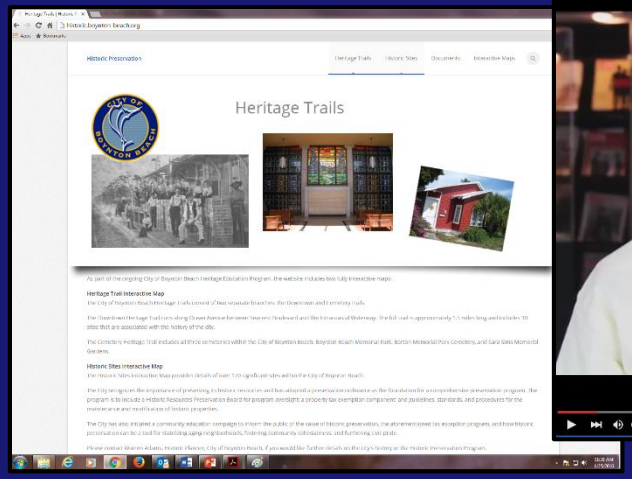
Districts or individual properties should be at least 50 years of age, meet one or more of the four national register criteria, and retain integrity.

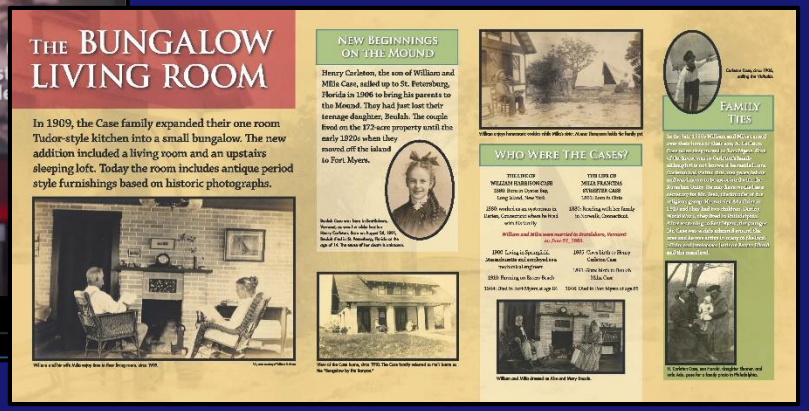
- National Register criteria may be summarized as:
  - Criterion A – association with historically significant events
  - Criterion B – association with the lives of significant persons
  - Criterion C – design, method of construction, or artistic value
  - Criterion D – potential to yield important historic or prehistoric information
- Further information on national register requirements can be found at: https://www.nps.gov/nr/publications/bulletins/nrb15/

Education and Publication

These projects are aimed at increasing public understanding and awareness of the history of Florida and the importance of its historical and archaeological resources and their preservation, either in general or for specific sites, properties, or collections.

- Examples of **Education and Publication** projects include:
  - Educational materials for public distribution (e.g. maps, posters, booklets, interpretive signage, walking tours brochures)
  - Education material for school children (e.g. lesson plans and accompanying worksheets, teacher resource guide)
  - Electronic media (e.g. educational apps, audio/visual productions, websites)





Florida Main Street
Start-Up and Re-start grants

This project type includes either:

1. One-time start-up grant for newly designated Main Street programs
2. Or one-time re-start grant for Main Street programs that have been inactive for more than ten years and meet the requirements to return to active program status.

- Funding is generally provided to procure the salaries of Executive Directors, consultants, or other key personnel that will aid, identify, and establish priorities, projects, and planning.
- Competitive grants are available for the one-time start-up of newly designated Florida Main Street programs pursuant to Chapter 1A-36, F.A.C. or re-start of programs that have been inactive for more than ten years and meet the requirements of Chapter 1A-36, F.A.C., to return to active program status.

Historical Markers

- The grant assists eligible applicants with the acquisition of state Historical Marker for which text (monolingual or bilingual) have been approved by the Florida Historical Marker Council prior to submission of the grant application
- The marker may not be purchased prior to the execution of the grant agreement.
- Approximately 900 historical markers have been approved and erected through the state program (FloridaHistoricalMarkers.com).
- Proposed projects can include a single-sided marker or a double-sided marker.

Note: The Applicant Organization must provide match equal to the amount requested.

KEY SECTIONS OF THE GRANT APPLICATION

HELPFUL HINTS

Organization Information

- The online system (dosgrants.com) will require the user to create an organization profile and a user profile for the individual preparing and submitting the application on behalf of the Applicant Organization.
- The system will prompt the user as to how to begin an application.
- Information such as designated Project Contact will be required. This person and their contact email will be used by the Division for all communication regarding the application.
- FEID number and DUNS number for the Application Organization must be provided when completing an application.

Organization Information (continued)

A. Organization Information

B. Project Information
C. Historical Significance
D. Project Specifics
E. Budget and Match
F. Property Information
G. Protection and Impact
H. Support Materials
I. Review and Submit

Print Preview ||
Exit

Application Instructions

Organization Information Page 1 of 9

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Applicant Information

a. **Organization Name:**
b. **FEID:**
c. **Phone number:**
d. **Principal Address:**
e. **Mailing Address:**
f. **Website:**
g. **Organization Type:**
h. **Organization Category:**
i. **County:**
j. **DUNS number:**

1. Designated Project Contact *

The project contact is the applicant organization's primary contact for the application review process. In addition to being available to answer questions from Division staff regarding the proposed project and application, the project contact is usually the individual who will be administering the project, if it is funded.

Select contact Select

First Name

Last Name

Phone **Extension**

Project Type

Project Information Page **2** of **9**

Application Instructions

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1. Project Type *

Select the project type for which grant funds are requested. If you are unsure of which type to select, please refer to the definition beneath each project type.

- Survey Project

  Projects which identify, document, and evaluate historic or archaeological resources within historic or archaeological districts or areas being investigated for the potential of becoming historic districts or zones, or updating previous surveys.

- Planning Project

  Projects to prepare historic structures report, condition assessment, predictive modeling, preparation of preservation or management plans, design or preservation guidelines and such, necessary to guide the long term preservation of a historic resource or historic district.

- National Register Nominations Project

  Projects that prepare a nomination to the National Register of Historic Places, be it individual or thematic nominations.

- Education and Publication Project

  Projects aimed at increasing public understanding and awareness of the importance of historical and archaeological resources and their preservation, either in general or in particular for specific sites, properties, or collections.

- Main Street Start-up or Re-start-up Project

  A one-time start-up grant to newly designated Florida Main Street communities pursuant to Chapter 1A-36, Florida Administrative Code, or a one-time restart grant for Main Streets that have been inactive for more than ten years and have new board members to return to active program status.

- Historical Marker Project

  Projects which assist with the acquisition of state markers for which texts (monolingual or bilingual) have been approved by the State Historical Marker Council prior to applying for the grant.

NOTE: If you select the wrong project type the application will be declared ineligible.

PROJECT TITLE

The title should reflect the name of the property, site, area, museum, or exhibit and the goals of the proposed project. The title should be consistent with previous applications/awards.

- For example:
  - Lake Park Town Hall Structural Condition Assessment and Report
  - Shenandoah Historic District Survey
  - Historic Quincy Walking Tour Booklet, Brochures, Website and Audio Tour App., Etc.
  - Camp Gordon Johnston Interpretive Panels
  - Barry University National Register Historic District Nomination
  - Havana Main Street Start-Up Grant

NOTE: Once you submit your application, the project title cannot be changed.

HISTORICAL DESIGNATION

For projects involving individual historic properties or archaeological sites, describe the historical significance of the site.

- Indicate whether the site is listed on, or may be eligible to be nominated to, the National Register of Historic Places.
- Provide information on any local designations or protections of the site.

NOTE: There is no requirement of National Register listing to apply for our historic preservation grants, but please provide sufficient information to allow for historical significance to be fully evaluated.

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

SCOPE OF WORK

Explain the proposed project by listing the specific items of work.

- Describe in detail:
  - Major elements of the proposed project
  - How those tasks will be accomplished
  - What the end product will be
- The scope of work should be only that which is projected to be achievable in the 12-month grant period.

NOTE: For projects involving individual historic properties or archaeological sites, use the Property Information section to describe the historical significance of the property.

A. Organization Information
B. Project Information
C. **Description and Project Specifics**
D. Budget and Match
E. Activities and Property Information
F. Historical Designation, Protection and Visitation
G. Economic Impact and Maintenance Costs
H. Attachments and Support Materials
I. Review and Submit

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Description and Project Specifics

1. Scope of Work *

In the space provided below, briefly describe the scope of work for the project for which funding is requested. Indicate what work will be completed during the grant period using the funds requested and the required match. Please include a short description of the major work items involved and the end product.

Format

2. Tentative Project Timeline

Please specify the start and end month and year below; indicate all major elements of the project for which funding assistance is requested, the anticipated time required to complete each element, and the planned sequence of these activities. Grants, if awarded, will begin 3/20/2017 and expire 12/31/2018. **Projects should be completed within 12 months.**

Add new record

#	Project Activity	Starting Date	Ending Date

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3. Development Projects

Tentative Project Timeline

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

Tentative Project Timeline Example

Project Element	Starting Dates	Ending Dates
Request for Proposals	July 2020	August 2020
Select Survey Consultant, Review Draft Contractor's Agreement, and Execute Contractor's Agreement	August 2020	September 2020
Commence Historic Resource Survey	September 2020	April 2021
Complete Survey and Submit Draft Survey Report	April 2021	May 2021
Submit Final Survey Report	May 2021	May 2021
Submission of Close-Out Documentation to the Division	June 2021	July 2021

BUDGET

Identify whether the items will be paid by grant funds, cash match, or in-kind match by the Applicant Organization.

- The DOSGrants.com system will calculate and confirm 1:1 match requirement and 25% cash match requirement as met (unless exempted), based on entries into budget.
- Time dedicated to grant administration by staff employed by the Applicant Organization is allowable as match or grant funds. Grant administration must be thoroughly documented during the grant period and cannot exceed 5% of the requested **grant award** amount.
- Most project budgets will not exceed 10 items. **Identify the major components of the project.** Like items may be paired together.

Non-Allowable Expenses

Applicants are encouraged to pay special attention to non-allowable items as these cannot be listed as part of the proposed project either to be payed for by the grant or to be covered by the match.

Some examples of non-allowable items include:

- Expenses incurred prior to July 1, 2020 (the start date of the grant)
- Operational expenses and Indirect costs
- Grant administration costs above 5% of the grant award amount request
- Expenses associated with lobbying or attempting to influence any government agency
- Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, specifically, costs of consultation and mitigation measures
- Travel expenses

Note: Refer to Small Matching Grant Guidelines for details and specifications.

ESTIMATED BUDGET EXAMPLE 1

Budget Item Number	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Printing cost (including printing of activity books, maps, and brochures)	$15,000	$1,030	$0	$16,030
2	Braille signs (including design and fabrication)	$0	$1,500	$0	$1,500
3	Consultant fees (including redesign, and distribution of materials)	$0	$5,115	$750	$5,865
4	Grant administration	$0	$0	$750	$750
5	Project management	$0	$0	$5,855	$5,855
	Total	$15,000	$7,645	$7,355	$30,000

ESTIMATED BUDGET EXAMPLE 2

Budget Item Number	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Archaeological Survey	$20,000	$20,000	$0	$40,000
2	Project Blog/Webpage Support	$500	$1,500	$0	$2,000
3	Special Issue of Magazine	$3,500	$3,500	$0	$7,000
4	Grant Administration	$1,000	$0	$0	$1,000
	Total	$25,000	$25,000	$0	$50,000

Budget and Match

Budget and Match Page 5 of 9

Application Instructions

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1. Rural Economic Development Initiative (REDI) Reduction of Match Requirements

Applicants with projects located in counties or communities that have been designated as a rural community in accordance with Section 267.0617, Florida Statutes, may request a may request a reduction of match to 25% of the requested amount. (State agencies, state colleges, and state universities are not eligible for a REDI match reduction, regardless of project location.)

Are you requesting a reduction?

1.1. Are you requesting a reduction? *

Is my project in a REDI Community?

- ○ Yes
- ◉ No

1.2. Are you a state agency, state college, or state university?

- ○ Yes
- ◉ No

2. Project Budget and Match

2.1. Grant Funds and Match *

List your work items and associated estimated expenses and how they will be paid (from match, the grant, or both). Only include expenses that are specifically related to the project. Refer to the program Guidelines for examples of non-allowable expenses (available at http://dos.myflorida.com/historical/grants/special-category-grants/). Expenses may include an actual amount to be paid or the value of an in-kind contribution.

Special Category grants require a 100% (i.e., 1:1) match unless exempted as per the program Guidelines. Organizations applying for projects located within REDI Communities are eligible for the match reduction (to 25% of the grant amount request); exception: applicants that are agencies of state, state colleges and state universities are not eligible for the REDI match reduction.

Round amounts to the nearest dollar. Rows must have a value in Grant Funds, or Cash Match, or In-Kind Match. If all three columns are 0 or blank, the row will not be saved.

The amount of grant funds requested in this application will be the total in the "Grant Funds" column. The total amount of the "Cash Match" column must equal or exceed 25% of the total combined match (cash and in-kind).

+ Add new record

#	Work Item	Grant Funds	Cash Match	In-Kind Match	Total	
1	asdffsda	$1,000	$800	$225	$2,025	Edit × Delete
		$1,000	$800	$225	$2,025	

1 | 20 items per page

1 - 1 of 1 items

Property Information

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

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

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

Activity Description	Date Completed	Cost/Value
Preliminary Survey	8/15/18	$5,000

Naming Support Materials

- All supplementary information must be uploaded to the online system as part of the application.
- Identify each file to reflect its contents:
  - Example: Monticello Historic District Map
  - Example: Ybor City FMSF Form Updated
  - Example: History of Virginia Key Beach Brochure
- When attempting to submit multiple documents for one attachment (for instance, photographs) combine them all into one single document and upload.

Documentation of Non-Profit Status

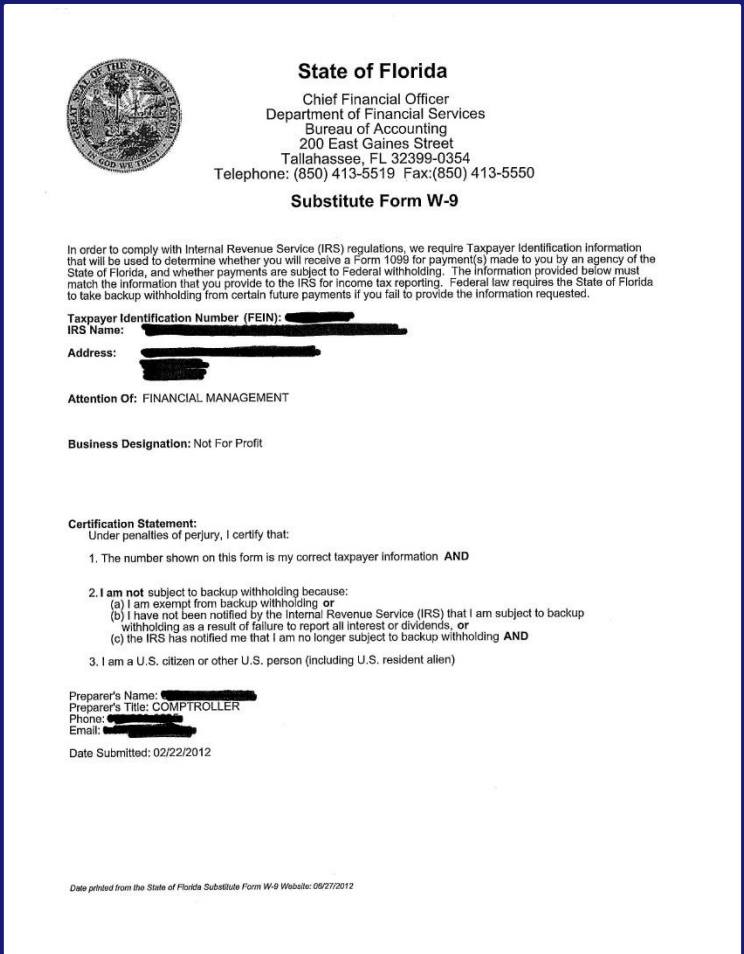
Non-profit organizations only

- All in-state corporate entities must provide documentation of their current registration as a Florida non-profit corporation with the Division of Corporations, Florida Department of State: SunBiz.org.
- Out-of-state corporate entities must include documentation from the Internal Revenue Service confirming that they are exempt from Federal income tax under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code.

Sunbiz.org Division of Corporations
an official State of Florida website

SUBSTITUTE W-9 FORM

- Applicant Organizations must submit a copy of their Substitute W-9 Form (SW9) at the time of application. **Federal W-9 forms <u>will not</u> be accepted.**
- This form can be obtained from the Department of Financial Services (DFS) website https://flvendor.myfloridacfo.com.
- Applicants will need to either create new log in information or request this information from whomever handles your finances.



State of Florida

Chief Financial Officer
Department of Financial Services
Bureau of Accounting
200 East Gaines Street
Tallahassee, FL 32399-0354
Telephone: (850) 413-5519 Fax:(850) 413-5550

Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification Information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): [redacted]
IRS Name: [redacted]
Address: [redacted]

Attention Of: FINANCIAL MANAGEMENT

Business Designation: Not For Profit

Certification Statement:
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**
2. **I am not** subject to backup withholding because:
   (a) I am exempt from backup withholding **or**
   (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **or**
   (c) the IRS has notified me that I am no longer subject to backup withholding **AND**
3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: [redacted]
Preparer's Title: COMPTROLLER
Phone: [redacted]
Email: [redacted]

Date Submitted: 02/22/2012

Date printed from the State of Florida Substitute Form W-9 Website: 06/27/2012

DOCUMENTATION OF CONFIRMED MATCH

Organizations must have all Match complete and confirmed at the time of application and, if funded, must reconfirm Match at the time of Grant Award Agreement execution.

Cash-on-hand (at least 25%) documented by:

- Bank statement(s) from the local government manager or assistant manager, the chair of the commission, the financial department, or the executive director of a non-profit organization
- Executed copy of approved resolution specifying the dollar amount that has been allocated for the project and the date the funds will be available. It must also be dated and signed by an authorizing official.

NOTE: Organizations must have all Match complete and confirmed at the time of application and, if funded, must reconfirm Match at the time of Grant Award Agreement execution.

Documentation of Confirmed Match (continued)

Donated Goods, Property, and Services, or Irrevocable Pledges (maximum 75% of match):

- Explain how the donation will be used to fulfill the scope of work
- Goods: Letters of intent or invoices for future in-kind donations
- Property: 1) Must be the Historic Property or archaeological site that is the subject of the project; 2) Value must be based on a complete appraisal prepared by a Florida State Certified General Real Estate Appraiser.
- Volunteer Services: Value is based on the estimated number of work hours being pledged multiplied by the Federal minimum wage
- Professional Services: Value may be based on the wage rate normally paid for professionals skilled in the service provided and must be documented in writing by the volunteer.
- Irrevocable Pledges: Copies of the pledges from named donors as documented by signed, dated letters.

Note: Match that is not adequately documented will be disallowed, which will reduce the grant award amount. Applications with inadequate match may be determined ineligible.

Letters of Support, Endorsements, or Resolutions

Applicants must have current project support of local officials (city and county government), community groups, and community members documented in writing at time of application.

- Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the Review Panel will review and score applications.
- Please do not send more than 10 letters.
- Form letters are discouraged.
- Letters should be addressed to the Division Director.

Dr. Timothy Parsons, Director
Division of Historical Resources
R.A. Gray Building, 4th Floor
500 South Bronough Street
Tallahassee, Florida 32399-0250

Letters of Support, Endorsements, or Resolutions (Continued)

Cover sheet for this attachment:

- Provide a cover sheet that includes a list of the letters of support, endorsements, or resolutions included in your application.

Please include in the list:

- Name of sender
- Type of communication (letter, petition, resolution, etc.)
- Organization represented (if applicable)
- Date of the item

Note: Remember to save the cover sheet and all letters as a single attachment and then upload.

PHOTOGRAPHS

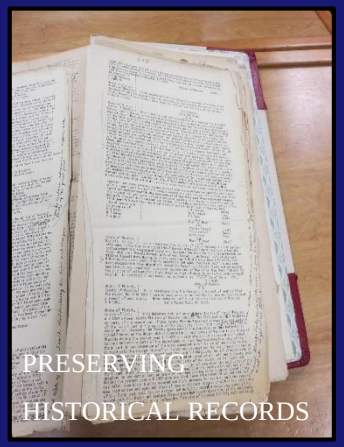
All applications must include images showing:

- General views and details of the site
- Any visible archaeological features
- All areas where work will be taking place
- Artifacts recovered from previous work (as applicable)
- Images of proposed Exhibit Sites

Cover sheet for this Support Material:

- Either a PDF file or Word document
- List the following for each photograph
  - Sequential reference number (if applicable)
  - Brief description
  - Date of the image
- Attach photograph key plan (if applicable)

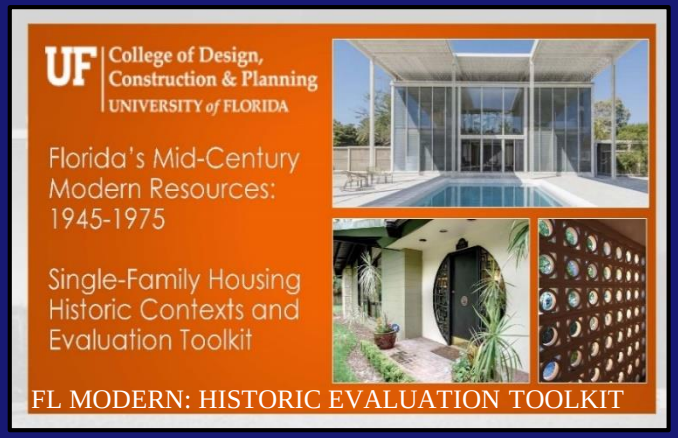
LOCOMOTIVE HISTORICAL MARKER



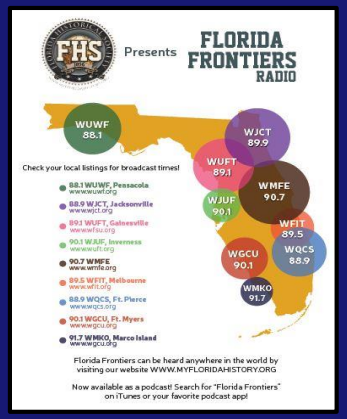
PRESERVING HISTORICAL RECORDS

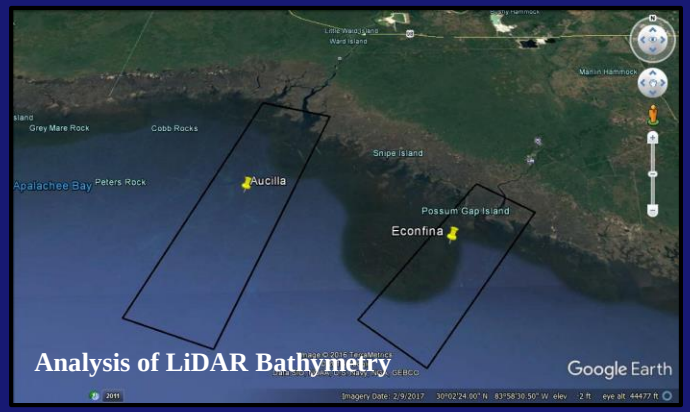
RESEARCH OF ROSEWOOD AND SUMNER

NOTE: Photographs are important for all types of projects. For photograph submission guidelines: http://dos.myflorida.com/media/696157/photo-guidelines.pdf



FL MODERN: HISTORIC EVALUATION TOOLKIT





Analysis of LiDAR Bathymetry

HISTORIC ARTIFACT PRESERVATION

Representative Image

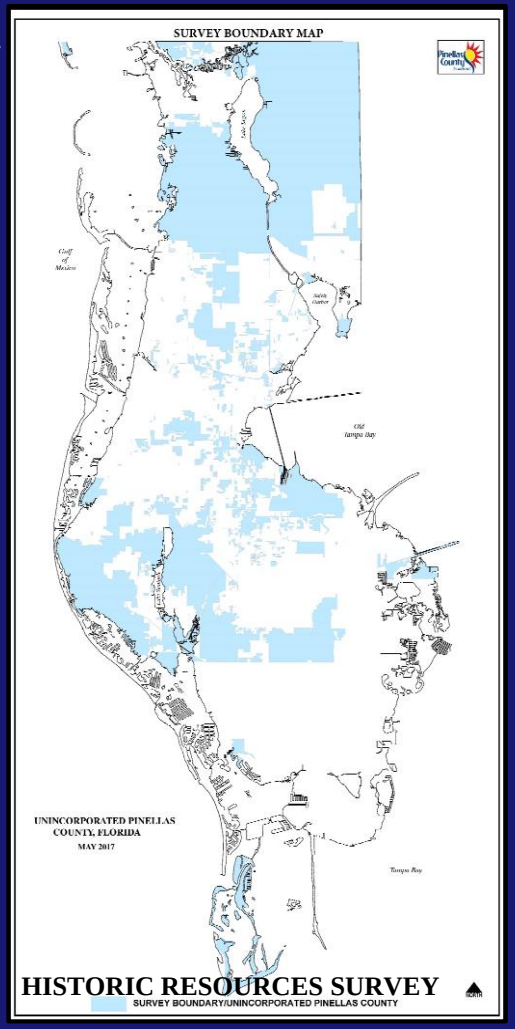
Designate one of the digital images as the principal view. This image will be shown in the public meeting to represent the project.

Please identify this image with the following:

- Property Name
- Approximate date of the image

TEACHING BROCHURE

PRESERVATION PLAN



Verification of Approval of the Florida Historical Marker Council (Historical Marker Projects Only)

Provide evidence of review and approval of the text by the Historical Marker Council.

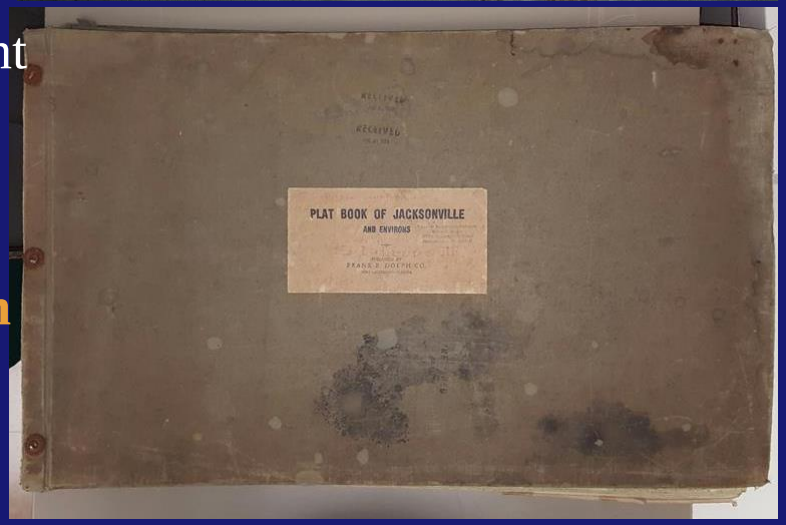
- Submit the text approved by The Florida Historical Marker Council. This can be obtained from the Marker Program Coordinator.

Contact:
Michael Hart
Florida Historical Marker Program Coordinator
michael.hart@dos.myflorida.com
850.245.6371

Documentation of Threat or Endangerment

Provide meeting minutes, newspaper articles, photographs, and/or public notices showing immediate threats to the property.

- Threats may include:
  - Looting
  - Vandalism
  - Natural forces (such as flooding)
  - Inadequate conservation
  - Deterioration
  - Loss of information/records important to state or local history
  - An aging population



Note: All projects should have information to provide here.

Local Protection

Attach copies of any documents that provide local protection of the project site. This may include:

- Local Protection Ordinances
- Preservation or Conservation Agreements
- Protective or Restrictive Covenants
- Maintenance Agreements

Owner Concurrence Letter

SITE-SPECIFIC PROJECTS ONLY

Provide a letter documenting that the applicant has the permission of the owner of record (if the property or site owner is not the applicant).

- This should show that the owner is supportive of this grant application and will allow this work to be conducted on the property.
- The property or site owner must be a non-profit organization, local government, university, or agency of state government, except for archaeological survey projects.
- Owner concurrence is not required for historic resource surveys that are not conducted on private property (i.e. sidewalk/window survey). Please select "Not Applicable" on the application in this case.

Optional Materials

- Applicants may use this attachment to provide information not specifically requested that support the application or better explain the proposed project, such as:
  - Examples of previous work
  - Organization brochures, articles, web pages
  - Newspaper articles

Note: Items must be scanned uploaded as one file, so please submit <u>only</u> your best examples.

Submitting the Application

- The system will allow the user to stop and save at any time.
- Once the application is complete, and the user is satisfied, the button marked "Submit" will allow for the actual submission of the application.
- The online system will identify errors or issues and prompt the user to address them prior to a successful submission.
- An Applicant Organization **may submit only one (1)** Small Matching application in a single application submission period (exceptions exist for different budgetary units of universities and local governments and for CLGs).
- CLGs **may submit two (2)** Small Matching applications. Federal funds can only be applied toward Survey, Planning, or National Register Nomination projects and State funds can only be applied toward Education & Publication and Historical Marker projects.

APPLICATION REVIEW PROCESS

Division Staff Review

- Determines eligibility of the applicant and the proposed project, as well as compliance with the Historic Preservation Program and the Small Matching Guidelines
- Reviews Scope of Work and determines conformity to the standards such as the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation
- Reviews Budget to confirm eligibility / appropriateness of expenses and Budget correlation to the Scope of Work
- Reviews appropriateness of the Tentative Project Timeline
- Identifies documented Threats or Endangerment
- Prepares an assessment of each eligible application and provides these to the Panel for their consideration

Note: If clarification is needed, Division staff will contact the Project Contact via the online system. If the Project Contact does not reply within the specified time frame, the assessment will include a note to that effect.

Panel Review and Scoring

- The Panel is provided access to all eligible applications via the online system.
- Panelists are able to review remotely all eligible applications and staff assessments. Each panelist completes preliminary scoring remotely.
- The Panel meets via the public Small Matching Scoring and Ranking Webinar. Panelists can change their evaluations after discussing each application at the meeting and finalize scores after all application discussions are complete.
- The scores are averaged per application and those that receive **80 or above** move forward for funding consideration.
- Applications are then ranked and ties broken by submission order. The final ranked list is read for record at the public meetings and posted on the Grants Program's webpage.
- The final ranked list will be submitted to the Secretary of State for approval and then to the Legislature for funding consideration.

EVALUATION CRITERIA (10 TOTAL)

The Panel will evaluate eligible applications using these 10 criteria. Each criterion will be judged on a 10 point scale.

A. Criteria relating to project site/area
- Historical significance
- Endangerment
- Appropriateness of project proposal

B. Criteria relative to applicant
- Administrative capabilities
- Adequate financial resources
- Availability of professional and technical resources

C. Criteria related to public benefit
- Compatibility with statewide historic preservation priorities (as per Solicitation Notice)
- Educational potential
- Economic benefit
- Public use or benefit

FUNDING PROCESS

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 the recommended projects list and submits the total 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 funds become available.

Grants Management Webinar

Once the grant cycle starts, the Division will host “How To Manage Your Grant” webinars to aid Grantees in understanding and complying with responsibilities and requirements. Some of the issues to be discussed include:

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

For Additional Information

Division Contact:

1.800.847.7278 or 850.245.6333

Grants Staff Contact:

Tim Knoepke, Historic Preservation Grants Supervisor
850.245.6393 timothy.knoepke@dos.myflorida.com

Justin Baker, Historic Preservation Grants Specialist
850-245-6310 justin.baker@dos.myflorida.com

Laura Bright, Historic Preservation Grants Specialist
850.245.6355 laura.bright@dos.myflorida.com

Drew Begley, Historic Preservation Grants Specialist
850-245-6466 drew.begley@dos.myflorida.com

Eric Case, Historic Preservation Grants Specialist
850.245.6338 eric.case@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

FLORIDA DEPARTMENT OF STATE

DIVISION OF

Historical Resources

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