FLORIDA DEPARTMENT OF STATE / DIVISION OF Historical Resources

How to Apply for a Small Matching Grant

HISTORIC PRESERVATION GRANTS PROGRAM

Grants Staff

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Department of State
Office of Cultural, Historical and Information Programs (OCHIP)
Division of Historical Resources (DHR)
Historic Preservation Grants Program

Recent Legislative Appropriations Small Matching

FY 2020	$2.2 Million
FY 2019	$2.5 Million
FY 2018	$2.68 Million
FY 2017	$1.77 Million
FY 2016	$1.9 Million
FY 2015	$1.8 Million

Program Governance

- Chapter 267.0617, Florida Statutes
- Chapter 1A-39, Florida Administrative Code
- Small Matching Grant Guidelines

Small Matching Grant Guidelines

- The Small Matching Guidelines can be found on the DHR Grants Program webpage.
- The Guidelines contain information that pertains to the entire grant process – from application through funding and management.
- Prior to submitting an application, potential applicants should review these Guidelines, specifically noting sections regarding eligibility, project descriptions, match, and allowable expenses.

NOTE: Rule and Program Guidelines undergo yearly revision.

Application Requirements

Application Submission Period

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

Applications will be evaluated on a competitive basis and the selected projects will be awarded funds for the following fiscal year (July 1, 2021 – June 30, 2022).

Applicant Eligibility

- To be eligible to apply for grant funding, applicants must be a:
  - Public entity governed by a county, municipality, school district, community college, college, university, or an agency of state government;
  - Non-profit Organization.
- For further details, see Section IV of the Guidelines.

Application Restrictions

- Applicants may only submit one Small Matching grant application per application cycle with the following exceptions:
  - State agencies, county or city governments, or universities may submit single applications from more than one division or department provided those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same facility, project or site; and
  - CLG applicants may submit separate applications for **federal funding** (Survey, Planning, and National Register Nomination) and **state funding** (Heritage Education and Historical Marker) under a single application deadline

Small Matching Grant Types

- Survey - Identify, document, and evaluate historic or archaeological resources for updating previous surveys or the potential of becoming historic districts or zones

- Planning – Assemble preservation documentation that will guide the long-term preservation of historic resources or a historic district
  - Planning activities on historic religious properties are limited to building exterior envelope, excluding accessibility upgrades, and structural elements of the building

- National Register Nomination – Prepare a nomination to the National Register of Historic Places for an individual historic property, historic or archaeological district, or a thematic or multiple resource group nomination

Small Matching Grant Types

- Heritage Education – Increase public understanding and awareness of Florida history and the importance of its historical and archaeological resources and their preservation, either in general or for specific sites, properties, or collections

- Historical Marker – Assist eligible applicants with acquisition of state Historical Markers for which **texts have been approved** by the State Historical Marker Council **prior to applying** for the grant
  - Text may be monolingual or bilingual
  - The historical marker **shall not be purchased** until the grant is awarded and the Grant Award Agreement is executed

Request Amounts

- Applicants may request up to $50,000 for all projects
- **Except Historical Marker projects**, for which applicants may request up to $1,005 for single-sided markers and $1,165 for double sided markers
- There is no minimum request amount

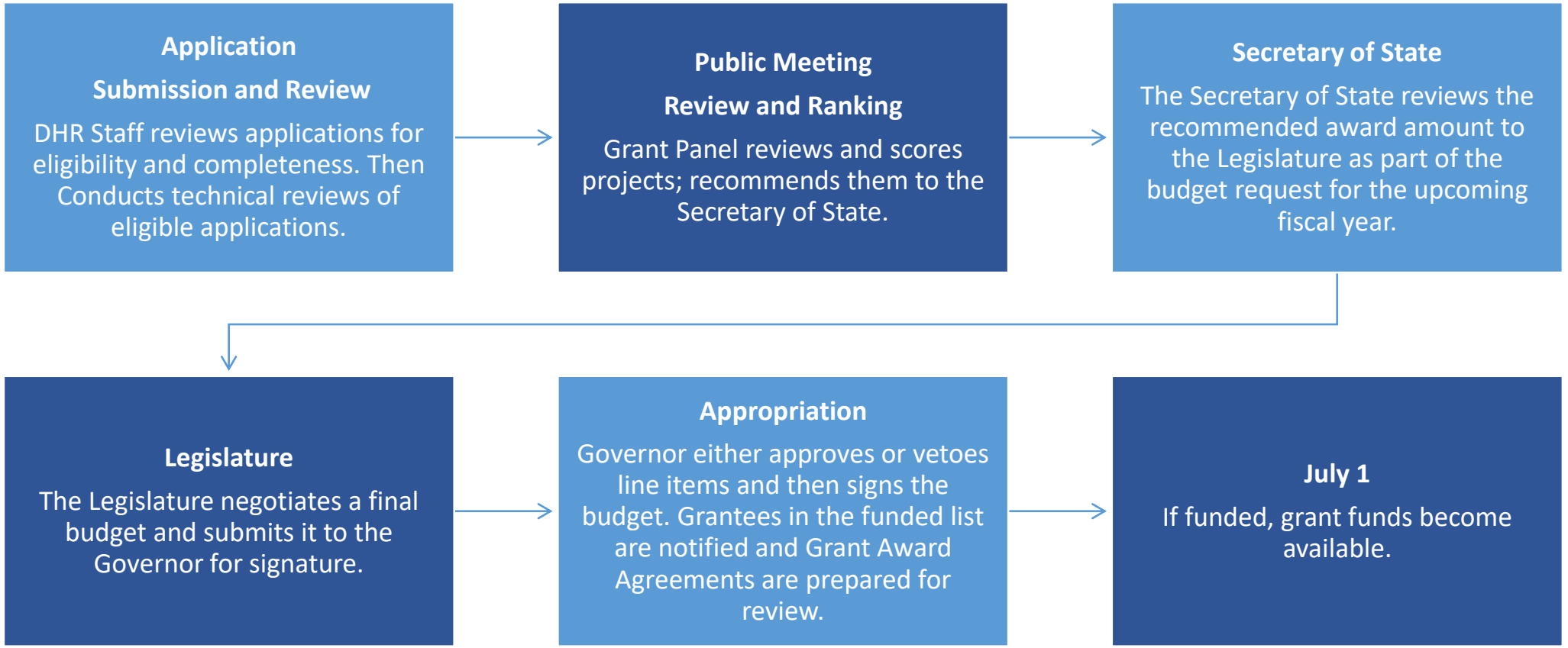
Match Requirements

Summary of Match Requirements	Required Match
Projects not located in REDI qualified counties or communities	1:1
Projects located in REDI qualified counties or communities	None
Applicant Organizations that are Florida CLGs in good standing at the time of the application submission period	None
Applicant Organizations that are active Florida Main Street communities designated as such at the time of application	None
Applicant Organizations that are state agencies, state colleges, or state universities, regardless of proposed project location (other than for Statewide Special Projects solicited by the Division)	1:1
Historical Marker projects, regardless of Applicant Organization or proposed project location	1:1

NOTE: For those that must supply match, at least 25% must be cash-on-hand and only up to 75% may be in-kind.

Application Lifecycle

Application Timeline



Review Process – Staff Review

- The technical review of applications verifies:
  - Applicant is eligible
  - Proposed project is consistent with selected project type
  - Non-allowable expenses are not included
  - Match requirement is fulfilled and appropriately documented
  - All supporting documentation has been provided
- Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline.

Review Process – Panel Review

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

Criteria and Scoring

- Eligible applications will be reviewed based on 10 criteria
- Each criterion is worth up to 10 points, allowing for a total possible score of 100
- Applications must receive a minimum average score of 80 or higher to be recommended for funding
- Evaluation will be based on the information contained in the application and support materials

Criteria

1. Historic significance – the relative importance of the property, site, or information in connection with prehistory or historical events, developments, or personalities.
2. Demonstrated need – why the project is necessary, as relating to the preservation of Florida history, historical resources, and/or archaeological resources, and may include threats to the historical property/ies, historic resources or materials, archaeological sites, or historical information that is the subject of the proposed project
3. Appropriateness of proposed project – whether scope of work, budget, and timeline appropriately correspond with the property, site, resources, collections, or information that form the basis of the proposed project

Criteria

4. Administrative capability – includes staffing, facilities, and organization resources adequate to complete the proposed project and meet the administrative requirements of the grant
    - Administrative experience with previous or open grants will be considered
5. Financial resources – adequate resources to meet match requirements and, as applicable, to carry project costs as necessary pending receipt of disbursements of grant funds
6. Professional and technical services – availability of/consideration for services required to carry out the proposed project, either within the Applicant Organization or as consultants/vendors

Criteria

7. Compatibility – how compatible the proposed project is with statewide historic preservation priorities established by the Division in the solicitation notice
    - Priorities are subject to change annually depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage)
    - Further information is specified by the Division in the yearly solicitation notice
8. Educational potential – demonstration of value for enhancing the public awareness of Florida history, historic sites and properties, the objectives of historic preservation, and/or the application of historic preservation
9. Anticipated economic benefits – direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects
10. Public use – utilization of the resource or other public good resulting from the proposed project

Legislative Funding Process

- Following the public meeting, the Division shall prepare a final priority list of all recommended applications for review and approval by the Secretary of State
- The Secretary of State will provide the Legislature with an approved list, ranked in order of total average score
- Applications recommended for funding by the Review Panel and approved by the Secretary of State are not guaranteed funds
  - Funding for state grants is contingent on an annual appropriation by the Florida Legislature
- Grant funds shall be awarded in accordance with the final ranking list of the applications considered for grant assistance in a given funding cycle

Getting Started in DOSgrants.com

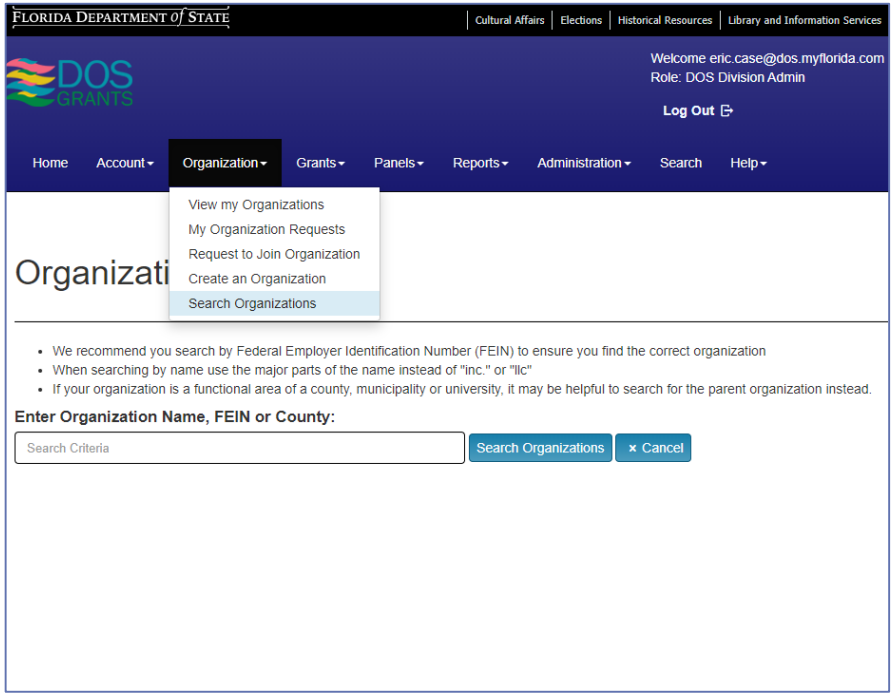
DOSgrants.com

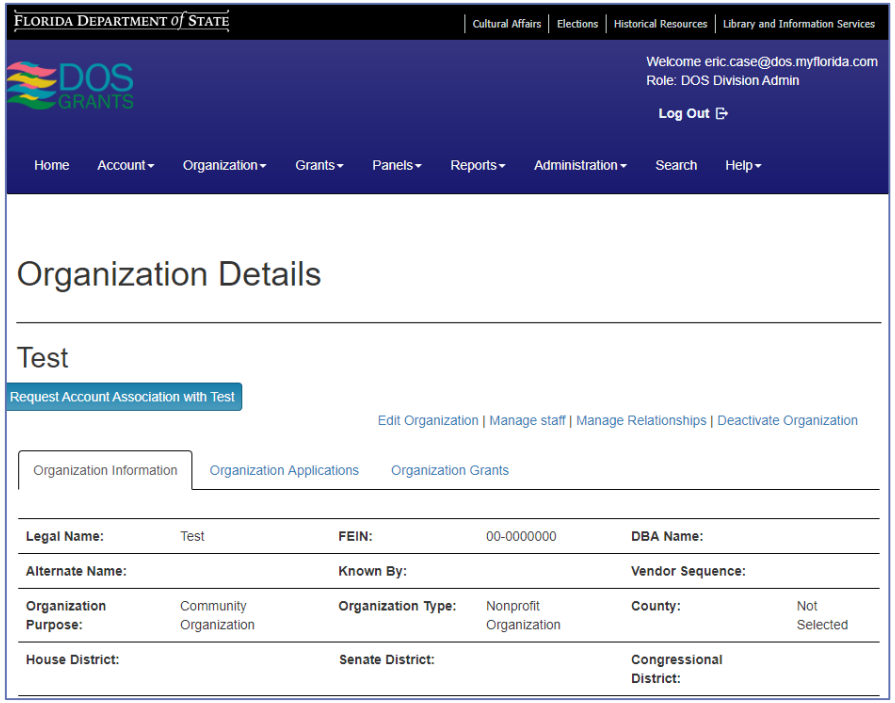
- Must complete an online application form at http://www.dosgrants.com by the application deadline (June 1, 5:00 p.m. Eastern)
- Applicants must have a dosgrants.com account

For more information on creating an account, click here.

Organization Association

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

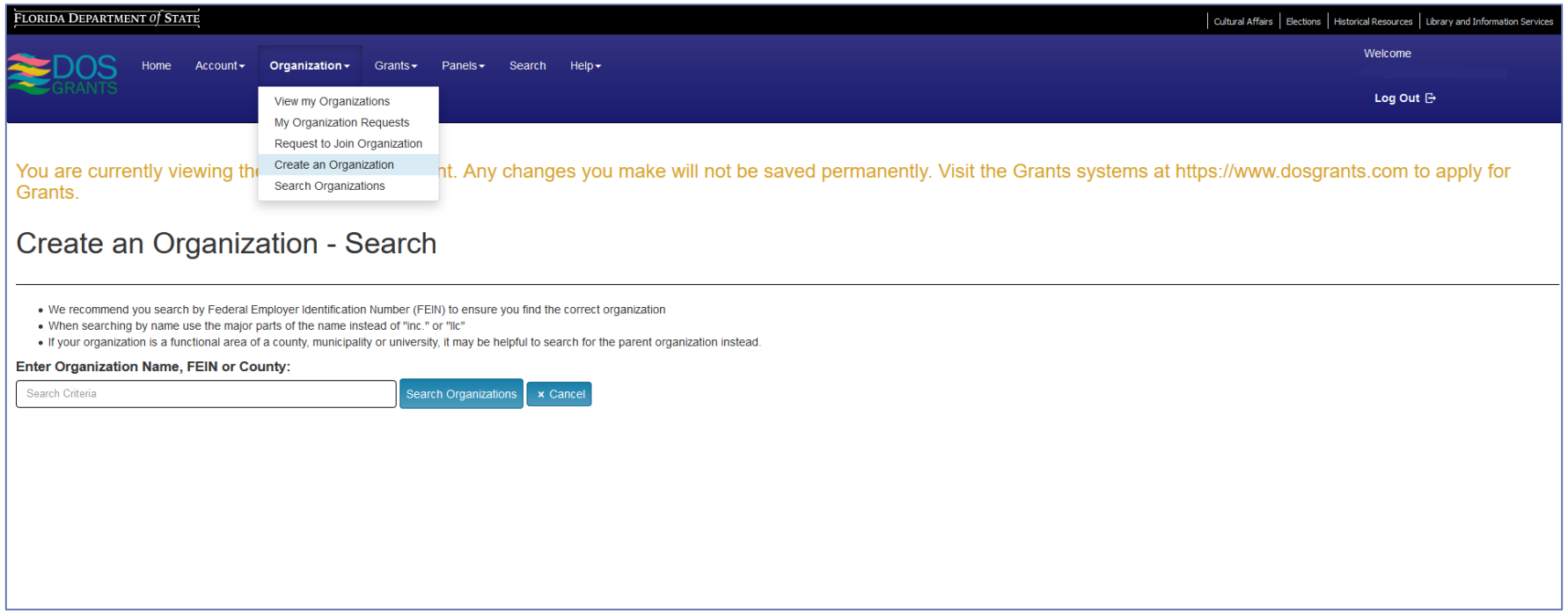




For more information, click here.

Organization Association

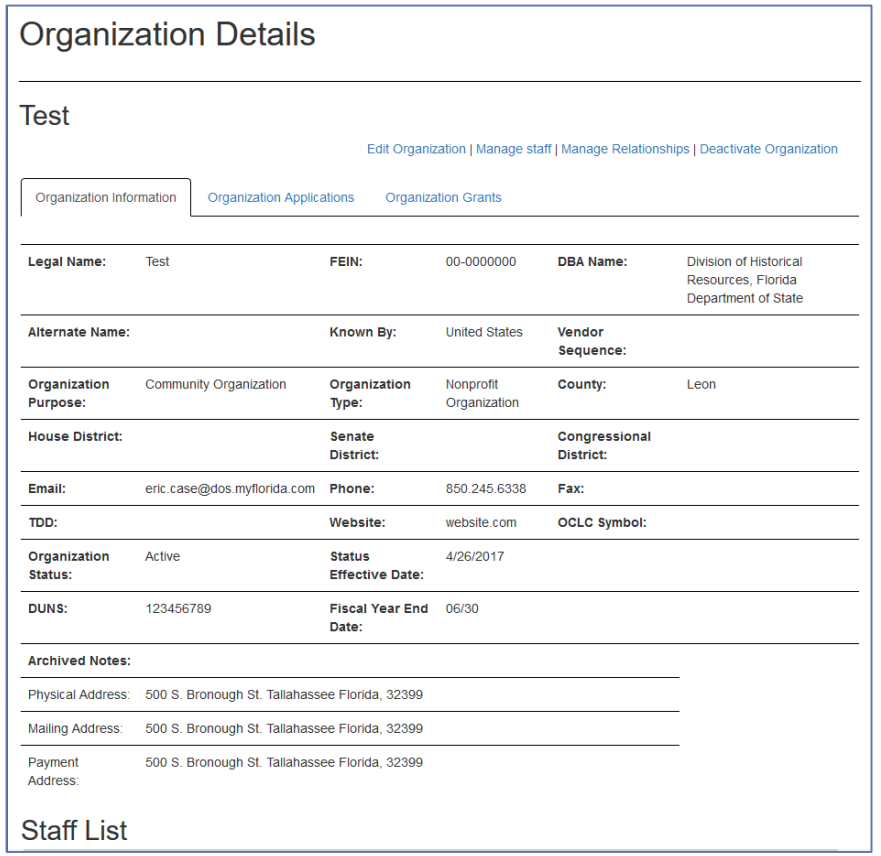
- If a profile for your organization does not exist, you must create one



For more information, click here.

Organization Profile

- Applicants should verify that the following information is included in the Organization profile:
  - Phone number (with extension if applicable)
  - Principal Address
  - Mailing Address
  - Website
  - Org Type
  - Org Category
  - County
  - DUNS number
  - Fiscal Year End Date



Organization Details

Test

Edit Organization | Manage staff | Manage Relationships | Deactivate Organization

Organization Information | Organization Applications | Organization Grants

Legal Name:	Test	**FEIN:**	00-0000000	**DBA Name:**	Division of Historical Resources, Florida Department of State
Alternate Name:		**Known By:**	United States	**Vendor Sequence:**	
Organization Purpose:	Community Organization	**Organization Type:**	Nonprofit Organization	**County:**	Leon
House District:		**Senate District:**		**Congressional District:**	
Email:	eric.case@dos.myflorida.com	**Phone:**	850.245.6338	**Fax:**	
TDD:		**Website:**	website.com	**OCLC Symbol:**	
Organization Status:	Active	**Status Effective Date:**	4/26/2017		
DUNS:	123456789	**Fiscal Year End Date:**	06/30		
Archived Notes:					
Physical Address:	500 S. Bronough St. Tallahassee Florida, 32399				
Mailing Address:	500 S. Bronough St. Tallahassee Florida, 32399				
Payment Address:	500 S. Bronough St. Tallahassee Florida, 32399				

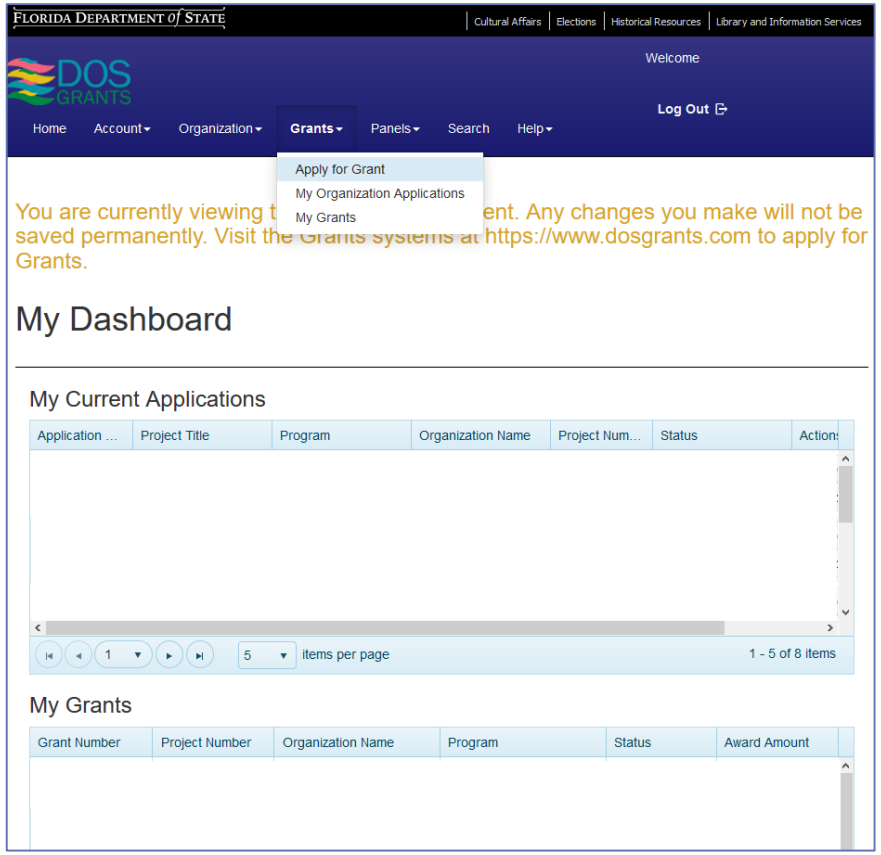
Staff List

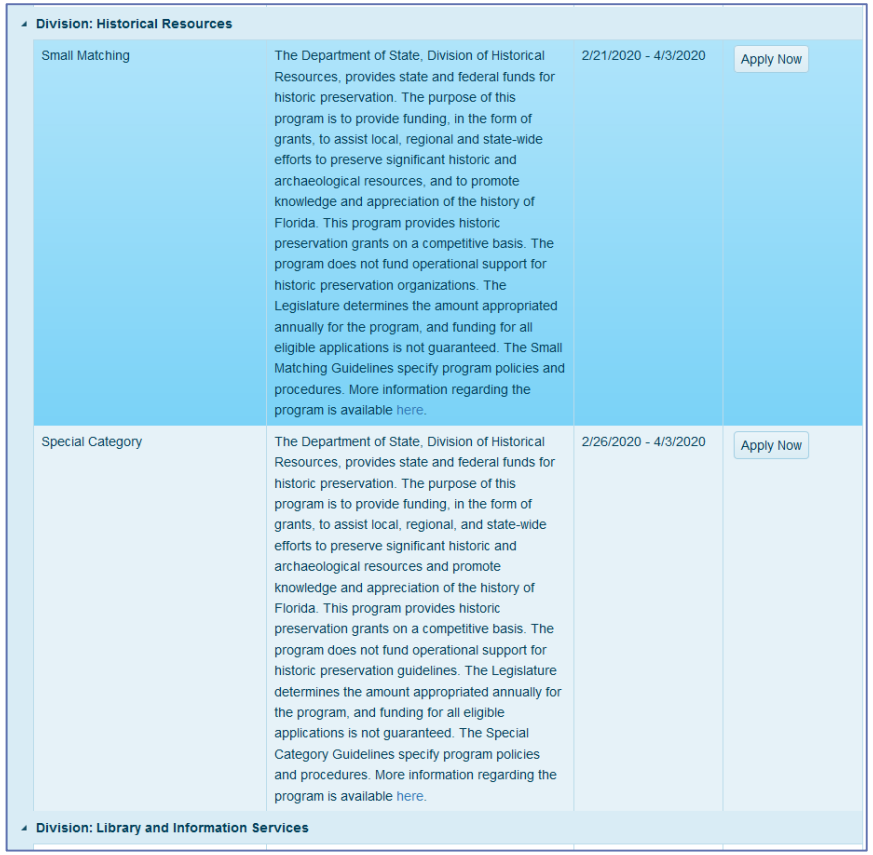
Organization Roles

- Organization Manager
  - Permissions: May view, edit, and submit applications; May edit profile and add/edit staff
- Profile Editor
  - Permissions: May edit Organization Profile
- Grant Editor
  - Permissions: May edit applications but may not submit
- Submitter
  - Permissions: May view and submit applications
- Viewer
  - Permissions: May only view application details

Finding and Completing the Application

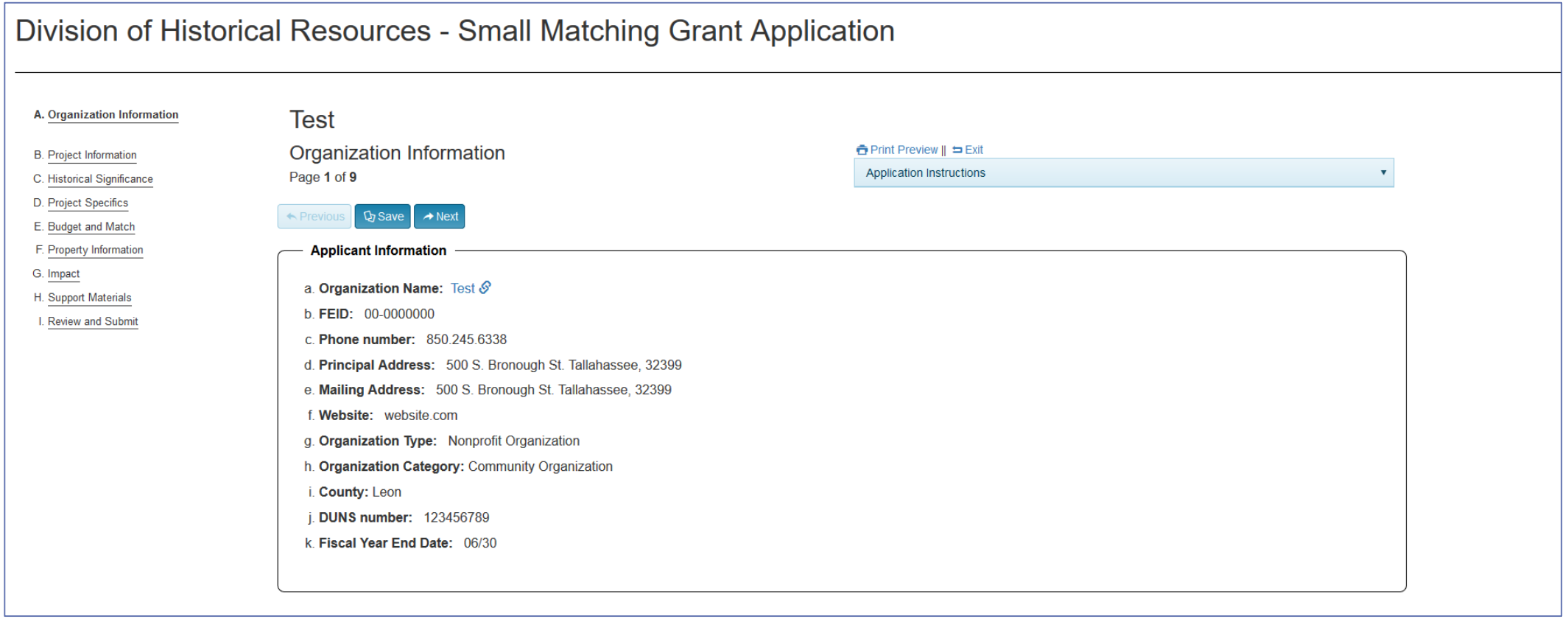
Application Location





Section A: Organization Information

Organization Information



Grant Experience

5. Applicant Grant Experience and History

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

(●) Yes

( ) No

5.2. If yes, for each grant specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make sure to include any grants awarded by the Division or other State grants.

+ Add new record

#	Year	Grant No.	Grant Project Name	Granting Entity	Grant Amount	Open / Closed	Actions
1	2017	Grant 1	Grant 1	Agency 1	$50,000.00	Closed	Edit × Delete
2	2019	Grant 2	Grant 2	Agency 2	$20,000.00	Closed	Edit × Delete
3	2020	Grant 3	Grant 3	Agency 3	$50,000.00	Open	Edit × Delete

1 | 20 items per page | 1 - 3 of 3 items

Corresponding criteria:

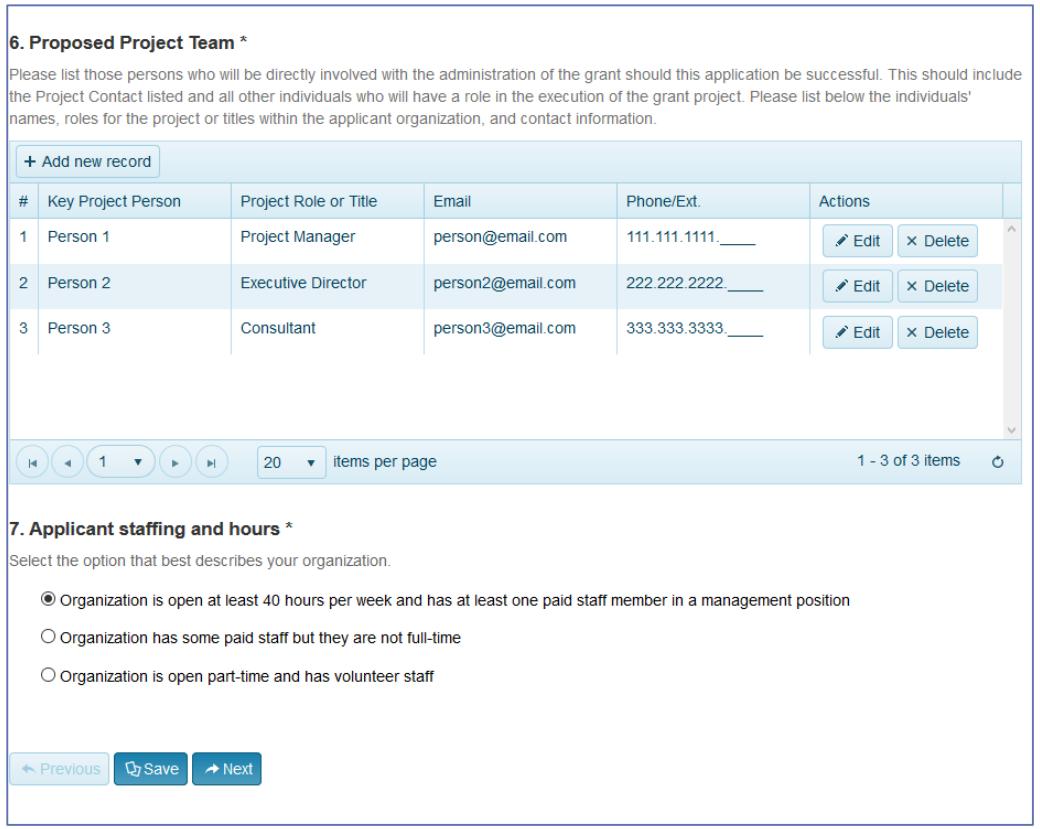
- Administrative Capability

Project Team

- Proposed Project Team
  - Those who will be directly involved with the execution of the grant project

Corresponding criteria:

- Administrative capability
- Professional and technical services



6. Proposed Project Team *

Please list those persons who will be directly involved with the administration of the grant should this application be successful. This should include the Project Contact listed and all other individuals who will have a role in the execution of the grant project. Please list below the individuals' names, roles for the project or titles within the applicant organization, and contact information.

+ Add new record

#	Key Project Person	Project Role or Title	Email	Phone/Ext.	Actions
1	Person 1	Project Manager	person@email.com	111.111.1111.____	Edit × Delete
2	Person 2	Executive Director	person2@email.com	222.222.2222.____	Edit × Delete
3	Person 3	Consultant	person3@email.com	333.333.3333.____	Edit × Delete

1 20 items per page 1 - 3 of 3 items

7. Applicant staffing and hours *

Select the option that best describes your organization.

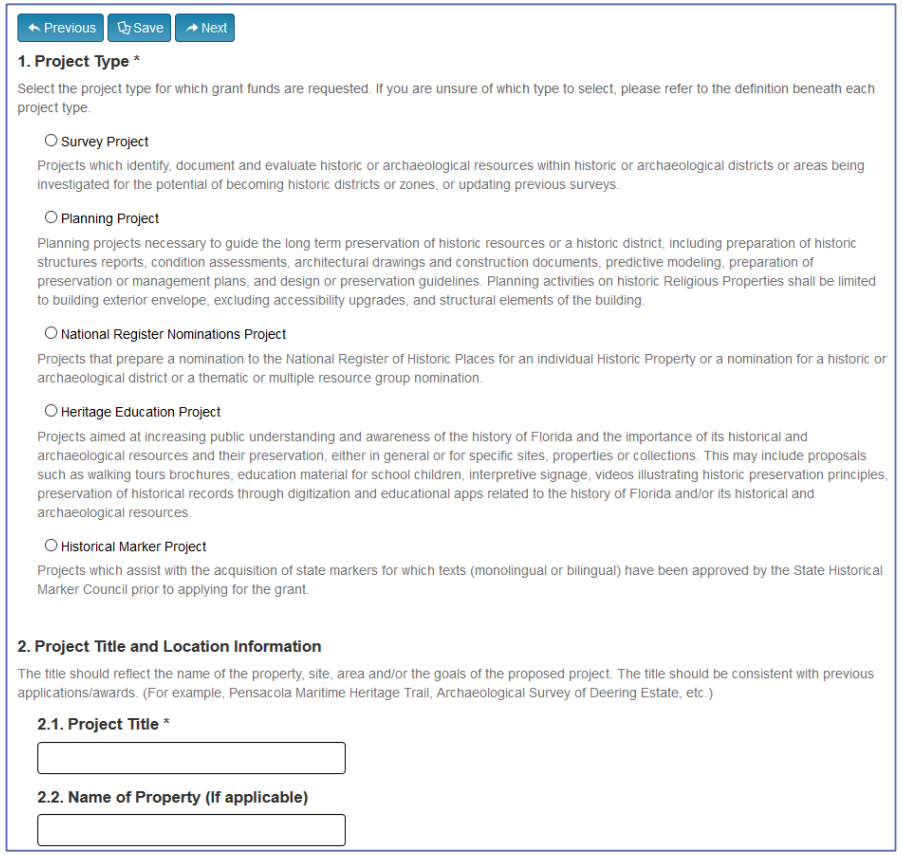
- (•) Organization is open at least 40 hours per week and has at least one paid staff member in a management position
- ( ) Organization has some paid staff but they are not full-time
- ( ) Organization is open part-time and has volunteer staff

Previous Save Next

Section B: Project Information

Project Information

- Select the project type for which grant funds are requested
  - Read project descriptions carefully
  - Applicants whose scope of work does not agree with the selected project type will be declared ineligible
- Enter the project title
  - Read, reread, and re-reread
  - The title entered here is what will remain with the project



Section C: Historical Significance

Historical Significance

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

Corresponding criteria:

- Historical significance

Section D: Project Specifics

Scope of Work

- Briefly describe the scope of work for the project for which funding is requested
- This is a task-orientated question
  - What product or goal is your organization wanting to complete?
  - What steps do you need to take to accomplish the goals?
  - What professional or technical services will be used?

Corresponding criteria:

- Appropriateness
- Professional and technical services
- Compatibility

Scope of Work Content

- Survey
  - Ex.) Surveys of neighborhoods; resurveys of historic districts; archaeological surveys and subsequent reports
- Planning
  - Ex.) Historic structures reports; condition assessments; architectural drawings and construction documents; predictive modeling; preparation of preservation or management plans; design or preservation guidelines
- NR nomination
  - Ex.) Individual property nomination; district nomination; multiple resource group
- Historical markers
  - Ex.) Fabrication/installation of markers with pre-approved mono- or bi-lingual text
- Heritage education
  - Ex.) Walking tours brochures; education material for students; interpretive signage; videos illustrating historic preservation principles; record digitization; educational apps related to Florida history and/or its historical and archaeological resources

Non-allowable Expenses

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

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

Timeline

- Use this section to demonstrate that the project can be completed within the grant period
- Major project elements to consider:
  - GAA execution
  - Procurement
  - Completion of each scope of work item

Corresponding criteria:

- Appropriateness

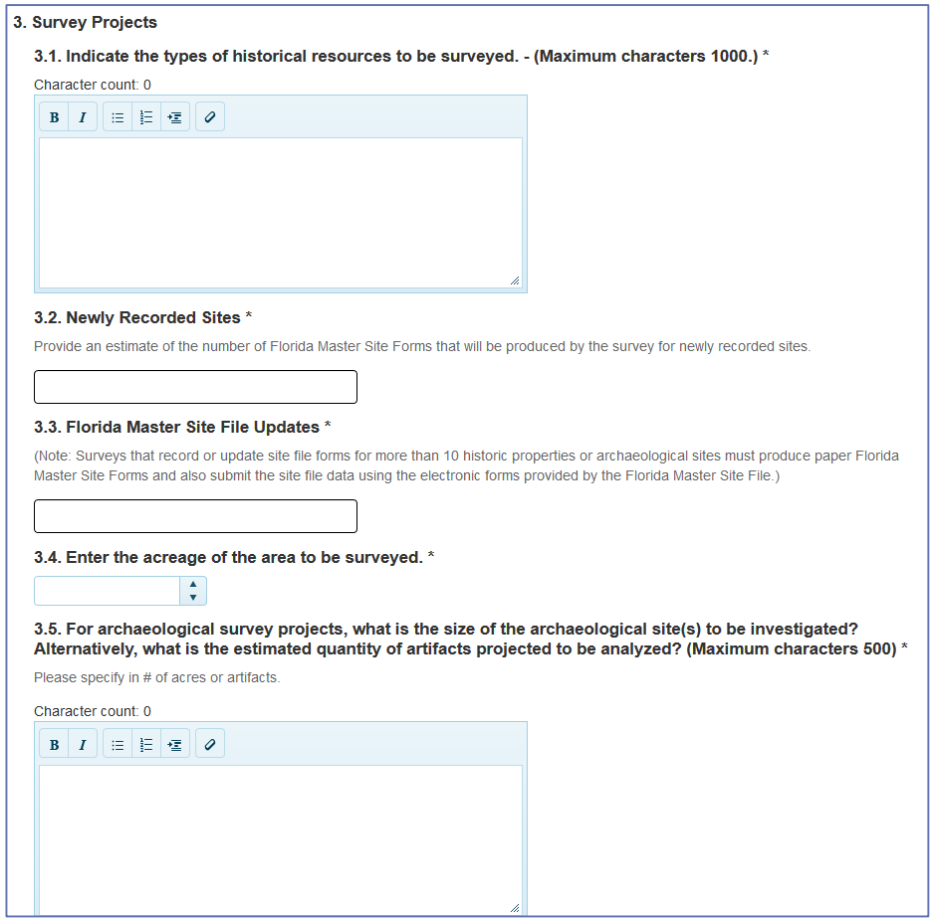
Questions Specific to Project Type

Survey

- Indicate the type of resources to be surveyed
- Newly Recorded Sites
- Site File Updates
- Acreage to be surveyed
- Size of archaeological site or number of artifacts to be studied
- Will you be hiring professional historic preservation and/or archaeological services? If not, why?

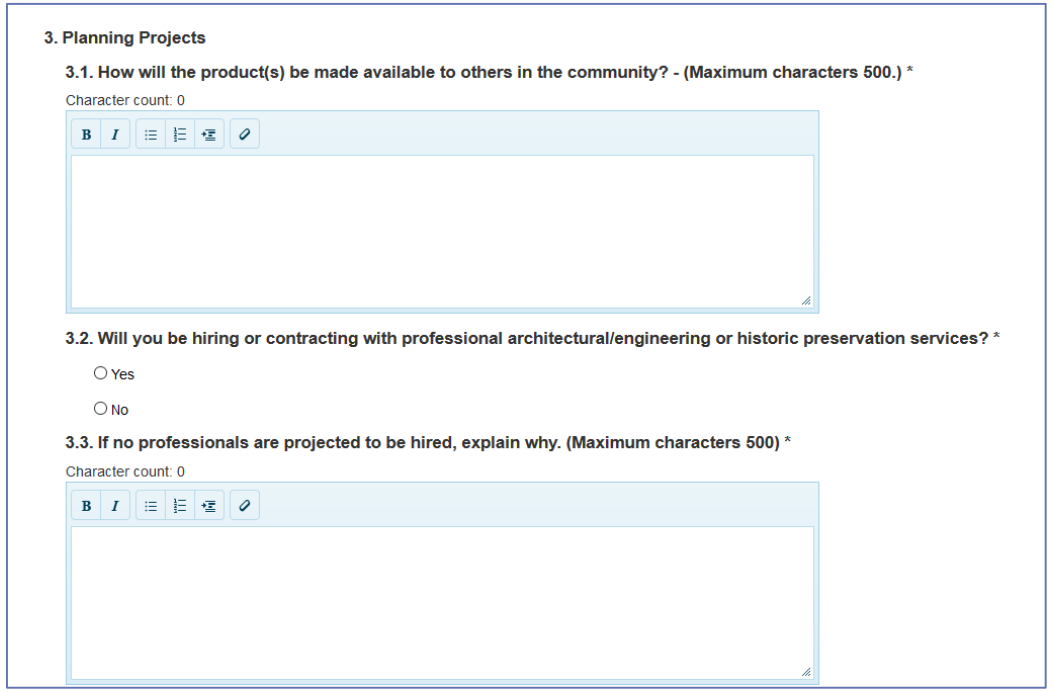
Corresponding criteria:

- Appropriateness
- Professional or technical services
- Historical significance



Planning

- How will grant products be made available to others in the community?
- Will you be hiring an architect/engineering professional or historic preservation services? If not, why?



Corresponding criteria:

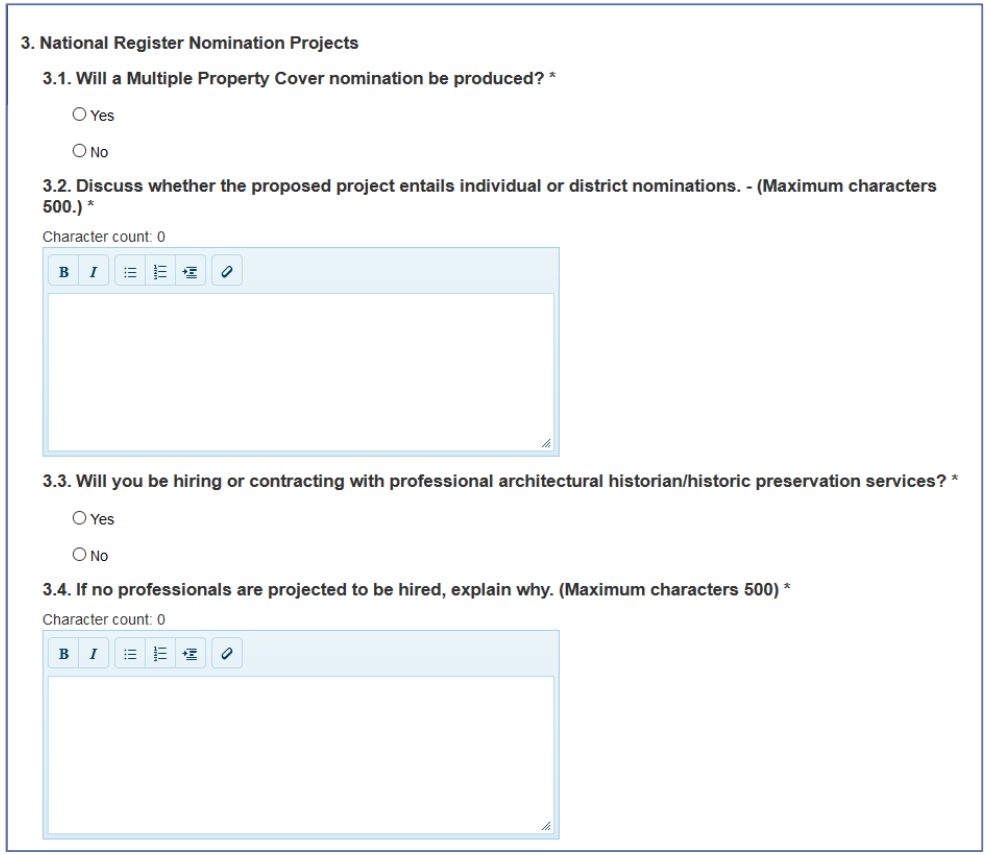
- Appropriateness
- Professional or technical services
- Historical significance

National Register Nomination

- Will this include individual or district nominations?
- Will a Multiple Property Group cover be produced?
- Will professional architectural historian/historic preservation services be contracted?
  - If not why?

Corresponding criteria:

- Appropriateness
- Professional or technical services
- Historical significance



3. National Register Nomination Projects

3.1. Will a Multiple Property Cover nomination be produced? *

○ Yes

○ No

3.2. Discuss whether the proposed project entails individual or district nominations. - (Maximum characters 500.) *

Character count: 0

3.3. Will you be hiring or contracting with professional architectural historian/historic preservation services? *

○ Yes

○ No

3.4. If no professionals are projected to be hired, explain why. (Maximum characters 500) *

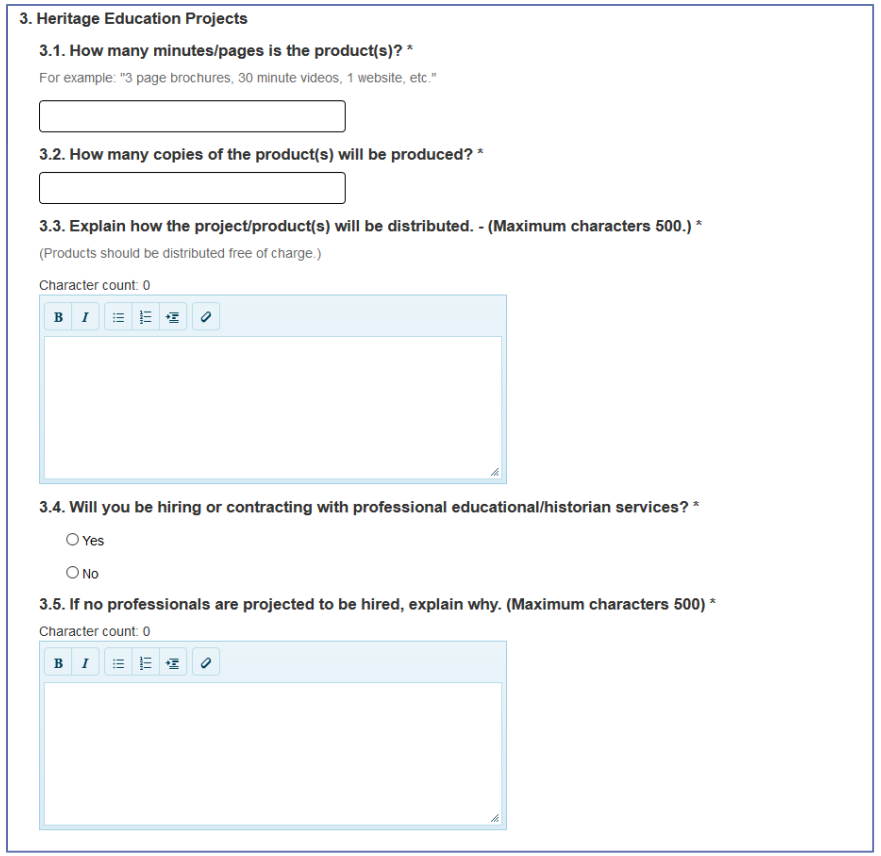
Character count: 0

Heritage Education

- How many minutes/pages is the product?
- How many copies of the product will be produced?
- How will the project/product be distributed?
- Will you be contracting with professional educational/historian services?
  - If not why?

Corresponding criteria:

- Appropriateness
- Professional or technical services



3. Heritage Education Projects

3.1. How many minutes/pages is the product(s)? *

For example: "3 page brochures, 30 minute videos, 1 website, etc."

3.2. How many copies of the product(s) will be produced? *

3.3. Explain how the project/product(s) will be distributed. - (Maximum characters 500.) *

(Products should be distributed free of charge.)

Character count: 0

3.4. Will you be hiring or contracting with professional educational/historian services? *

Yes

No

3.5. If no professionals are projected to be hired, explain why. (Maximum characters 500) *

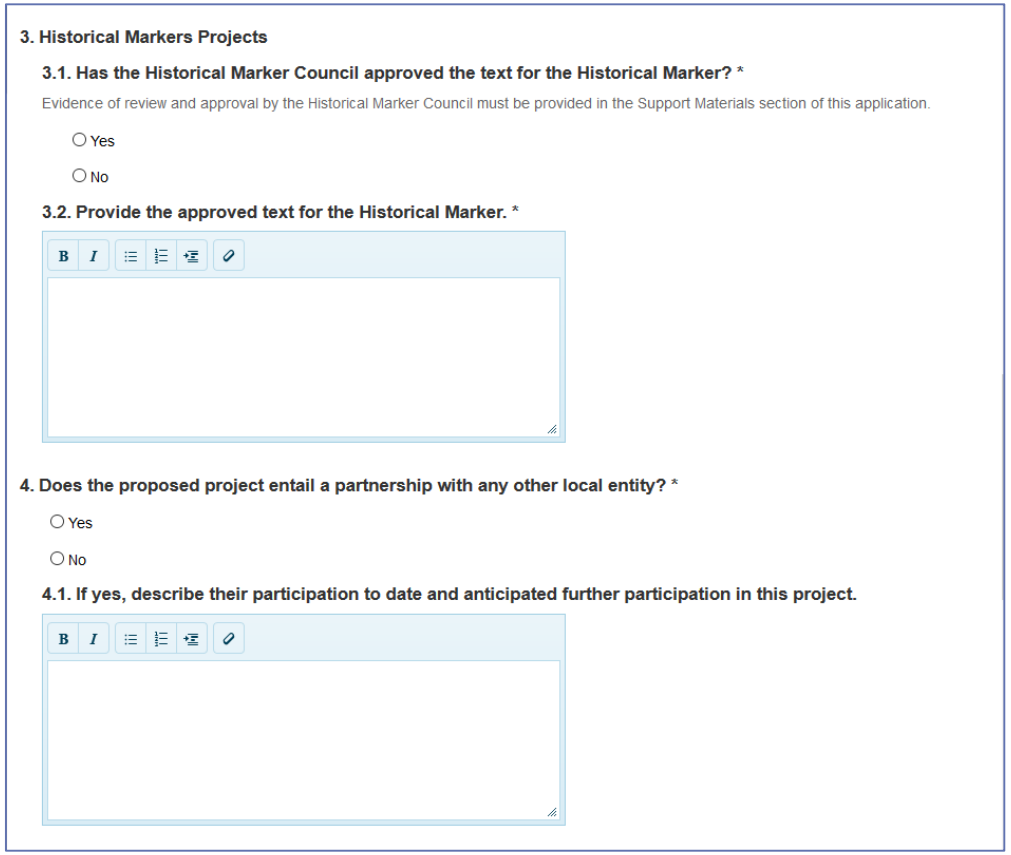
Character count: 0

Historical Marker

- Has the Historical Marker Council approved the text for the historical marker?
- Provide the text for the historical marker

Corresponding criteria:

- Appropriateness
- Professional or technical services



3. Historical Markers Projects

3.1. Has the Historical Marker Council approved the text for the Historical Marker? *

Evidence of review and approval by the Historical Marker Council must be provided in the Support Materials section of this application.

○ Yes

○ No

3.2. Provide the approved text for the Historical Marker. *

4. Does the proposed project entail a partnership with any other local entity? *

○ Yes

○ No

4.1. If yes, describe their participation to date and anticipated further participation in this project.

Demonstrated Need

- Discuss the need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources, including any immediate threats to the subject of the proposed project, which may be:
  - a historical property/ies;
  - historic resources or materials;
  - archaeological sites; or
  - historical information

Corresponding criteria:

- Demonstrated need
- Compatibility

Section E: Budget and Match

Match Requirements and Types

- Projects located in REDI-designated counties or communities or applicants with CLG or Main Street status are not required to provide match
- Types of Match
  - Cash-on-hand
    - At least 25% of required match must be cash
    - Work done by employees during paid hours counts as cash
      - Reminder: if the work is administrative, total cost may not exceed 5% of the grant funds requested
  - In-kind
    - Donated services, goods, and/or property

NOTE: Documentation is required for all match

Budget Table

- Budget items should correspond to scope of work items

2. Project Budget and Match

2.1. Grant Funds and Match *

List 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 FLheritage.com/grants). Expenses may include an actual amount to be paid or the value of an in-kind contribution.

Small Matching grants require a 100% (i.e., 1:1) match unless exempted by the program Guidelines. Applicant Organizations that are Florida Certified Local Government (CLG) or Florida Main Street communities are not required to provide a match. Applicant Organizations applying for projects located in REDI areas are not required to provide a match (exception: Historical Marker Projects and applicants that are agencies of state, state colleges and state universities are not eligible for the REDI match waiver).

Round amounts to the nearest dollar. Rows must have a value in Grant Funds, 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	Task 1	$10,000	$10,000	$0	$20,000	Edit Delete
2	Task 2	$10,000	$15,000	$0	$25,000	Edit Delete
3	Task 3	$15,000	$5,000	$2,500	$22,500	Edit Delete
4	Task 4	$15,000	$10,000	$7,500	$32,500	Edit Delete
		$50,000	**$40,000**	**$10,000**	**$100,000**	

1 20 items per page 1 - 4 of 4 items

Corresponding criteria:

- Appropriateness
- Financial resources

Section G: Impact

Impact

- Annual Visitation
  - Questions to consider:
    - How many people visit your site/website?
    - What is the approximate annual distribution of the materials your organization produces?
    - How have you determined these results?
- Anticipated Economic Impact
  - Questions to consider:
    - How many jobs will be created as a result of the project (during and/or after)?
    - Will your project contribute to your community's heritage tourism?
    - Will your project attract/benefit local businesses?

Corresponding criteria:

- Anticipated economic benefit
- Public use

Impact

- Benefits to Minorities and Disabled
  - Questions to consider:
    - Will your project allow you to better comply with ADA requirements?
    - Will your project include multilingual content?
    - Is a minority group the subject of or related to the proposed scope of work?
- Educational Benefits and Public Awareness
  - Questions to consider:
    - Are you providing educational materials?
    - Will your project increase awareness of historic preservation or Florida history?
    - Will the property that is the subject of the project be used for educational purposes?

Corresponding criteria:

- Educational potential
- Public use

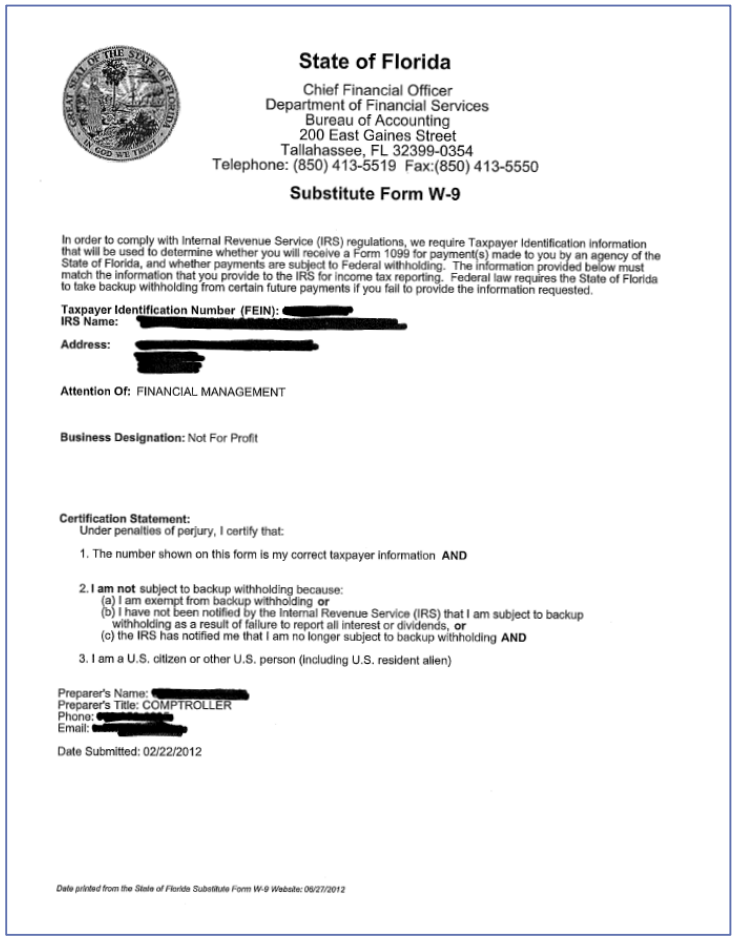
Section H: Support Materials

Uploading Documentation

- All supplementary information must be uploaded to dosgrants.com as part of the application
  - Exception: Letters of Support may be mailed to the Division
- Attachments consisting of multiple files must be combined into a single file. For example:
  - Letters of Support can be scanned into a single PDF
  - Photos can be combined into a single PPT, DOC, or PDF
- Identify each file to reflect its contents. For example:
  - Monticello Historic District Map
  - Ybor City SW9 Form
  - History of Virginia Key Beach Brochure

Support Documentation

- H1. Non-Profit Status
- H2. Substitute W-9 Form
  - NOTE: This is **not** the same as the federal W-9 form.



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

Support Documentation

- H3. Documentation of Confirmed Match
  - Cash Match
    - At least 25% of match must be cash-on-hand and documented by one or more of the following:
      - Bank statements/letters
      - Letter from financial official
      - Funding resolution (Government agencies only)
      - Award letters from other, non-state grants
      - Budget reports
  - Additional cash match may be documented by irrevocable pledges
    - Pledges may **not** be anonymous and must contain the dollar amount pledged
    - Only up to 75% of the match may include pledges

NOTE: All match must be documented

Support Documentation

- H3. Documentation of Confirmed Match
  - In-kind Match
    - Up to 75% of match may be in-kind and must be documented by one or more of the following:
      - Letters/invoices detailing specific value of services, goods, and/or property to be donated
        - Anonymous letters will not be accepted
        - The value of professional services may be calculated by rates normally paid for professionals skilled in the service provided
        - The value of volunteer services may be calculated by using the federal minimum wage ($7.25/hr)
    - In-kind donations must occur during grant cycle

NOTE: All match must be documented

Support Documentation

- H4. Letters of Support
  - May be submitted up to 30 days prior to date of review and ranking meeting
  - Letters should be current and project specific
  - Consider requesting letters from state legislators, local officials, local community, and organization members
  - Form letters are discouraged

Support Documentation

- H5. Photographs
  - Submit photographs that provide insight into the project (location, resource, need for project funds)
  - As applicable, adhere to the Guidelines for Submitting Photographs

John C. Williams House Photographs

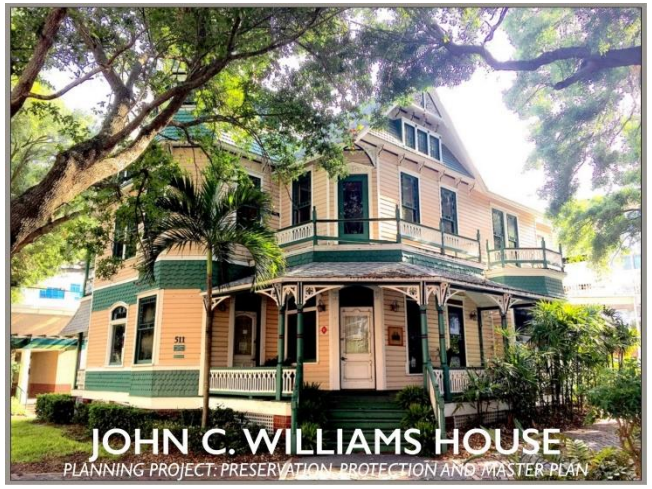
24.

25.

Unless otherwise stated, all photos are from May 2019

Support Documentation

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



Nation's Oldest Port Response to World War II Exhibition

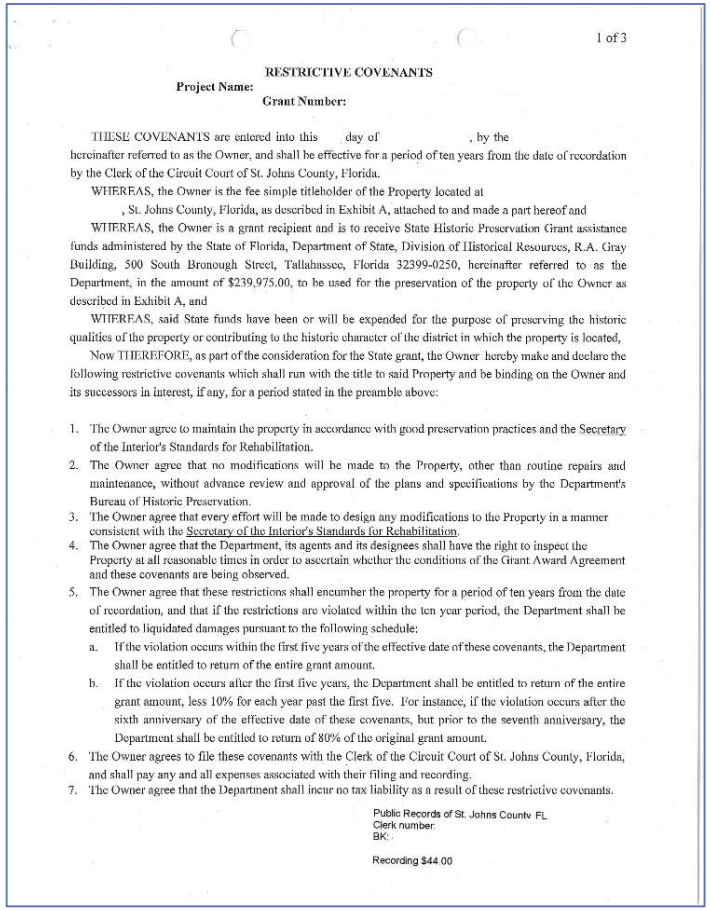
Located in the 1941 US Coast Guard Coastal Lookout Building at the historic St. Augustine Light Station

Support Documentation

- H7. Florida Historical Marker Council Support Documents (for Historical Marker Projects only)
  - Documentation of approval from Historical Marker Council
- H8. Demonstrated Need
  - Publications
  - Professional assessment documentation
  - Meeting minutes
  - Public notices
  - Additional photographs as necessary

Support Documentation

- H9. Local Protection (for Survey, Planning, and National Register Nomination Projects only)
  - Local Ordinance Design Review
  - Preservation or Conservation Easement
  - Protective/Restrictive Covenant
  - Maintenance Agreement/Long Term Lease
  - Other



1 of 3

RESTRICTIVE COVENANTS

Project Name:

Grant Number:

THESE COVENANTS are entered into this day of , by the hereinafter referred to as the Owner, and shall be effective for a period of ten years from the date of recordation by the Clerk of the Circuit Court of St. Johns County, Florida.

WHEREAS, the Owner is the fee simple titleholder of the Property located at , St. Johns County, Florida, as described in Exhibit A, attached to and made a part hereof and

WHEREAS, the Owner is a grant recipient and is to receive State Historic Preservation Grant assistance funds administered by the State of Florida, Department of State, Division of Historical Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, hereinafter referred to as the Department, in the amount of $239,975.00, to be used for the preservation of the property of the Owner as described in Exhibit A, and

WHEREAS, said State funds have been or will be expended for the purpose of preserving the historic qualities of the property or contributing to the historic character of the district in which the property is located,

Now THEREFORE, as part of the consideration for the State grant, the Owner hereby make and declare the following restrictive covenants which shall run with the title to said Property and be binding on the Owner and its successors in interest, if any, for a period stated in the preamble above:

1. The Owner agree to maintain the property in accordance with good preservation practices and the Secretary of the Interior's Standards for Rehabilitation.
2. The Owner agree that no modifications will be made to the Property, other than routine repairs and maintenance, without advance review and approval of the plans and specifications by the Department's Bureau of Historic Preservation.
3. The Owner agree that every effort will be made to design any modifications to the Property in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation.
4. The Owner agree that the Department, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
5. The Owner agree that these restrictions shall encumber the property for a period of ten years from the date of recordation, and that if the restrictions are violated within the ten year period, the Department shall be entitled to liquidated damages pursuant to the following schedule:
   a. If the violation occurs within the first five years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount.
   b. If the violation occurs after the first five years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first five. For instance, if the violation occurs after the sixth anniversary of the effective date of these covenants, but prior to the seventh anniversary, the Department shall be entitled to return of 80% of the original grant amount.
6. The Owner agrees to file these covenants with the Clerk of the Circuit Court of St. Johns County, Florida, and shall pay any and all expenses associated with their filing and recording.
7. The Owner agree that the Department shall incur no tax liability as a result of these restrictive covenants.

Public Records of St. Johns County FL
Clerk number:
BK:

Recording $44.00

Support Documentation

- H10. Owner Concurrence Letter
  - For site-specific projects – Applicant, if not the owner:
    - Has permission of the Property Owner to conduct the proposed Project;
    - The owner is in concurrence with the application; and
    - The owner is a public entity or non-profit
- H11. Optional Materials
  - Articles about the Applicant Organization, project proposal, events, etc.
  - National Register listings
  - Organization materials (brochures, event flyers, etc.)
  - Resumes of relevant professionals

Major Pitfalls to Avoid

- Not reviewing the guidelines
- Starting an application close to the cycle end date
- Not contacting staff if you have any questions
- Applying for the wrong project type
- Listing project team members or community partners without their knowledge
- Inconsistency between scope, timeline, and budget
- Not providing support documentation (or providing incorrect documentation)
  - Ex.) W9, low-resolution photographs, no photographs, no match documentation
- Not having **current** support letters
- Not reviewing application before submitting
  - Spelling, contact information, support documentation
- Not responding to DHR Staff Request for Information

Additional Resources

Important Sources of Information

- Small Matching Grants Guidelines
  - https://dos.myflorida.com/historical/grants/small-matching-grants/
- Department of State grants portal
  - https://dosgrants.com/
- Division of Historical Resources Grants Program website
  - https://dos.myflorida.com/historical/grants/
- Email list to receive grants news
  - https://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2ddee8db9b1&id=b802e81a3b

How to Manage Your Grant Webinar

- After new grants are awarded, the Division will host "How to Manage Your Grant" webinars to aid Grantees in understanding and complying with responsibilities and requirements. Some of the subjects to be discussed will include:
  - Grant Award Agreements
  - Deliverables
  - Reporting Expectations
  - Deadlines
  - Requesting payment
  - Close-out

Contact Information

Division Contact:

1.800.847.7278 or 850.245.6333

Historic Preservation Grants Supervisor:

Tim Knoepke, 850.245.6393 timothy.knoepke@dos.myflorida.com

Historic Preservation Grants Specialists:

Drew Begley, 850-245-6466 drew.begley@dos.myflorida.com

Eric Case, 850.245.6338 eric.case@dos.myflorida.com

Laura Houston, 850.245.6355 laura.brighthouston@dos.myflorida.com

Cody VanderPloeg, 850.245.6310 cody.vanderploeg@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

flheritage.com