



FLORIDA DEPARTMENT *of* STATE  
DIVISION OF HISTORICAL RESOURCES

**HURRICANE IRMA NATIONAL  
PARK SERVICE SUBGRANT  
PROGRAM**

06.2019

# **2019 HURRICANE IRMA NPS SUBGRANT PROGRAM**

Funding provided by the National Park Service (NPS) pursuant to its Hurricane Harvey, Irma, and Maria (HIM) Emergency Supplemental Historic Preservation Fund (ESHPF) Grant Program.

NPS has awarded the Division of Historical Resources, Florida's State Historic Preservation Office (SHPO), \$5,932,724 from the ESHPF, of which \$4,989,699 million is available for subgrants.

# GRANT APPLICATION CYCLE

**Submission Period Closes:**

July 8, 2019

**Applications must be received in-person by  
5:00 p.m. or postmarked by 11:59 p.m.**

## APPLICATION INSTRUCTIONS:

- Applications can be downloaded at the following website:  
<http://dos.myflorida.com/grants/irma>
- Only hard-copies of completed applications and attachments will be accepted:

Division of Historical Resources  
Director's Office 3rd Floor, R. A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

# APPLICANT ELIGIBILITY

## ELIGIBLE APPLICANTS

- Non-Profit Organizations
- Public entities such as:
  - Counties or Municipalities
  - School Districts
  - State Colleges or Universities
  - Agencies of State Government

## INELIGIBLE APPLICANTS

- For-Profit Organizations
- Individuals
- Private Residences
- Federal Agencies
- Federally-Owned Properties

# GRANT REQUEST AND MATCH

## GRANT REQUEST

- Hurricane Irma subgrants provide assistance up to \$500,000.
- Your grant amount must be spent within the 24-month grant period.
- 2019 Florida Legislature approved spending authority for program subgrants in Fiscal Year 2019-2020.
- Grant period will be July 1, 2019-June 30, 2021.

## MATCH

- There is no match requirement for this subgrant program.

**HURRICANE IRMA  
SUBGRANT  
PROJECT TYPES AND  
ALLOWABLE COSTS**

## DEVELOPMENT

Rehabilitation and repair of historic properties in areas that received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.).

The causal relationship between the damage and Hurricane Irma must be documented and submitted with this application.

# SURVEY

Survey and Inventory of historic properties to determine degree of damage by Hurricane Irma and provide preparedness for future disasters; or

Phase I archaeological survey to determine degree of damage and Phase II testing to determine National Register eligibility of sites damaged by Hurricane Irma.



# PROJECT ELIGIBILITY

## ELIGIBLE PROJECTS

- Must be tied to damage from Hurricane Irma in 2017
- Eligible activities:
  - Recovery and repair of damage to historic properties
  - Survey and inventory of historic properties to determine degree of damage
  - Phase I archaeological survey to determine degree of damage
- Projects must substantially mitigate threat of future damage

# PROJECT ELIGIBILITY

Regardless of project type, the following requirements must be met to receive this funding:

- Properties/sites must be listed or eligible for listing in the National Register of Historic Places
- Eligible, but not listed, properties that receive funding must complete and submit a nomination to the National Register as part of the project
- Listed properties that receive funding must complete and submit an amendment to the current National Register listing
- All work must meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation

**KEY SECTIONS  
OF THE  
GRANT APPLICATION**

# APPLICANT INFORMATION

- Organization Name and Contact Information
- Applicant DUNS Number (can be obtained at [www.dnb.com](http://www.dnb.com))
- Applicant Organization's Federal Employer Identification Number:
- Designated Project Contact
- Authorized Official

# PROJECT INFORMATION

- Proposed Project Team
- Project Type
- Project Title and Location Information

# HISTORICAL DESIGNATION

- Indicate the type of historical designation currently held by the historic resource:
  - Individual National Register Listing(s)
  - National Register District - Contributing Resource(s)
  - Not listed on the National Register (must complete PSIQ form)
  - Listed as a National Historic Landmark

**NOTE: Properties must be listed in or eligible for the National Register listing in order to be eligible for development projects.**

## CONTACT:

Florida Master Site File

850.245.6440

[SiteFile@dos.myflorida.com](mailto:SiteFile@dos.myflorida.com)

[Flheritage.com/preservation/master-site-file/](http://Flheritage.com/preservation/master-site-file/)

# HURRICANE IRMA DAMAGE DOCUMENTATION

- For development projects, discuss damage sustained to property by Hurricane Irma
- For survey projects, please describe the current state of knowledge of potential damage to the historic district or archaeological area
- Causal relationship of damage caused by Hurricane Irma must be demonstrated in all development projects and included as an attachment

# SCOPE OF WORK

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

Describe in detail:

- Major elements of the proposed project
- How these tasks will be accomplished
- Intended results

The scope of work described should be only that which is projected to be achievable in the 24-month grant period.



# NON-ALLOWABLE ITEMS

Applicants are encouraged to pay special attention to non-allowable items as these cannot be listed as part of the proposed project. Some examples of non-allowable items include:

- Expenses incurred prior to the start date of the grant
- Work not consistent with the Secretary of the Interior's Guidelines
- Grant administration costs above 5% of the grant award amount request

**NOTE: For additional information on non-allowable costs, please refer to Section VIII. "Non-Allowable Expenses" of the Special Category Grants Guidelines available at:**

**[HTTPS://DOS.MYFLORIDA.COM/HISTORICAL/GRANTS/IRMA/](https://dos.myflorida.com/historical/grants/irma/)**

# TENTATIVE PROJECT TIMELINE

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

## TENTATIVE PROJECT TIMELINE EXAMPLE

Project Element	Starting Date	Ending Date
Request for Proposal	July 2019	August 2019
Hire Historic Architect	August 2019	September 2019
50% Construction Documents	September 2019	October 2019
100% Construction Documents	October 2019	November 2019
Restoration Work Commence	November 2019	February 2021
Restoration Work Completed	February 2021	May 2021
Final Inspection and Report	June 2021	June 2021
Submission of Close-out Documentation to the Division	June 2021	July 2021

# BUDGET

- List work items necessary to carry out the proposed scope of work and the associated estimated expenses
- Identify whether the items will be paid by the grant, or voluntary match, or both
- Time dedicated to grant administration by staff employed by the Applicant Organization is allowable, but cannot exceed 5% of the requested grant amount
- Identify the major components of the project. If multiple components will be carried out by the same entity, they can often be consolidated

# ESTIMATED BUDGET EXAMPLE

<b>Budget Item Number</b>	<b>Description</b>	<b>Grant Funds</b>	<b>Voluntary Match</b>	<b>Voluntary Match Type</b>	<b>Sub-Total</b>
<b>1</b>	Roof repair/replacement	\$38,000	\$27,500	Cash	\$65,500
<b>2</b>	Masonry repair and restoration	\$0	\$20,000	Cash	\$20,000
<b>3</b>	Architectural engineering and conservation services	\$12,000	\$0	\$0	\$12,000
<b>4</b>	Grant administration	\$0	\$2,500	In-Kind	\$2,500
	<b>TOTAL</b>	<b>\$50,000</b>	<b>\$50,000</b>		<b>\$100,000</b>

# COMPLETED PROJECT ACTIVITIES

- 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 site assessment work.
- Work that is completed before the grant period begins is not an eligible grant or match expense.

Activity Description	Date Completed	Cost/Value
Plans	3/15/19	\$5,000

# ATTACHMENTS

## **A - APPLICANT CERTIFICATION FORM**

- Applications submitted without this certification sheet will be ineligible for review
- Certification must be signed by the authorized representative of the applicant organization or agency

## **B - CURRICULA VITAE OF PROPOSED PROJECT TEAM MEMBERS**

- Those persons who will be directly involved with the administration or have a role in the completion of the grant project
- For archaeological projects, CV for principal investigator and key personnel

# PRELIMINARY SITE INFORMATION QUESTIONNAIRE (PSIQ)

- For all development projects, if property is not currently listed on the National Register, a PSIQ form must be submitted with this application for Division staff to evaluate.
- Properties that are determined ineligible for the National Register by staff will not meet the requirements for this subgrant.
- PSIQ forms and instructions can be found at:

<https://dos.myflorida.com/historical/preservation/national-register/>

**NATIONAL REGISTER OF HISTORIC PLACES  
PRELIMINARY SITE INFORMATION QUESTIONNAIRE**

**FLORIDA DEPARTMENT OF STATE - LAUREL M. LEE - SECRETARY OF STATE**

This questionnaire is intended only to provide preliminary information about the property to the Bureau of Historic Preservation.

**Name and Location of Property**

**Name and Address of Owner**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ City: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I support this effort to list or seek a determination of eligibility for listing my property on the National Register of Historic Places:  
 Yes  No Owner Signature and Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Information**

Significant Dates (construction, events, etc.): \_\_\_\_\_

Has it been moved?  Yes  No Year moved: \_\_\_\_\_

**Property Type**

Archeological or Historic Site  Residential Building  Commercial Building  Industrial Building  Public Building  Other (describe)

Original use: \_\_\_\_\_ Current use: \_\_\_\_\_

**Property Description:**

Describe the design, construction, and general condition of the building. Indicate any architecturally significant features, unique materials, and alterations to the building. (If space below is insufficient, attach additional sheets of paper)

**Why is the property significant?**

Provide a basic history of the property. Indicate significant events, people, or architectural styles associated with the property. (If space below is insufficient, attach additional sheets of paper)

**Required Enclosures:**

- Current photos (exterior and interior)
- Historic photos (if available, photocopies acceptable)
- Location map (and site plan for large properties)
- Sketch floor plan
- Proof of ownership (property appraiser record or notarized letter)

Date: \_\_\_\_\_

**Submitter's Name and Address**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Signature: \_\_\_\_\_



# NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) CHECKLIST

- Answer all questions on the checklist to assist Division staff with ensuring that requirements for compliance with NEPA are met.
- Answering Yes or More Data Needed to a question will not automatically remove your project from consideration

# HURRICANE IRMA DAMAGE DOCUMENTATION

- Causal relationship of damage caused by Hurricane Irma must be demonstrated in all development projects (and survey projects if available) and included as an attachment
- Examples of documentation may include:
  - Aerial photographs
  - Google street view
  - Property assessment records
  - Damage assessments

# STATEMENT OF OVERLAP

- All applicants must provide a statement to identify whether or not any overlap exists between the proposed project and any other active or anticipated project(s)
- If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested, the applicant must immediately notify the Division.
- Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

# 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](http://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.



# 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 will not 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 whoever 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:

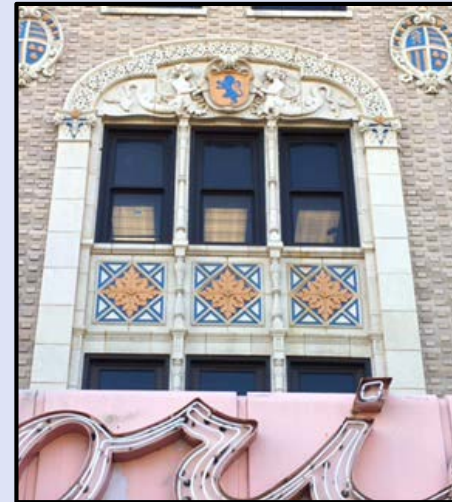
1. The number shown on this form is my correct taxpayer information **AND**
2. I am not subject to backup withholding because:  
(a) I am exempt from backup withholding **or**  
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure 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: 09/27/2012

# PHOTOGRAPHS

- Provide photographs in hard-copy and digitally on a cd-rom or a USB flash drive.
- For development projects, include photographs before Hurricane Irma and current photographs of all exterior elevations, principal interior spaces, and significant architectural features.
- For survey projects, photographs/maps should document the area as an aerial view and street views, including representative examples of the properties therein.



# OWNER CONCURRENCE LETTER

## IF PROPERTY OWNER IS NOT THE APPLICANT

Provide a letter documenting that the applicant has authorization from the owner of record

- This document should evidence that the owner is supportive of this grant application and will allow this work to be conducted on the property if the grant is obtained.
- The property or site owner must be a Non-Profit Organization, local government, university, or agency of state government.


# 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
- Architectural drawings
- Archaeological supporting documents

CONSERVATION SOLUTIONS Inc  
ART - ARCHITECTURE - RESTAUR

ASSIGNMENT #13181  
TERRA COTTA ARCHITECTURAL ELEMENTS  
OF  
CA 0328  
SARASOTA, FL 34234



The Arts & Architecture  
For Services: 888.333.2575  
SERVO LASCARIS

CS1 0241611610 888.333.2575  
1044 N. W. 13th St. Sarasota, FL 34234

conservationsolu

**GENERAL NOTES**

1. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON.
2. THE ARCHITECT ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT OR ANY OTHER SOURCE.
3. THE ARCHITECT HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE EXISTING CONDITIONS AND HAS NOT CONDUCTED A DETAILED SURVEY OF THE EXISTING CONDITIONS.
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**KEYNOTES**

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**D1 EXISTING ATTIC FLOOR PLAN**

**A1 EXISTING FIRST FLOOR PLAN**

**NOMINATION PROPOSAL - FLORIDA**  
NATIONAL REGISTER OF HISTORIC PLACES

DIVISION OF ARCHIVES, HISTORY AND RECORDS MANAGEMENT - FLORIDA DEPARTMENT OF STATE

TYPE ALL ENTRIES - COMPLETE ALL SECTIONS

NAME: 1858-16  
HISTORIC: U. S. Post Office/Federal Building  
ADDRESS: Central Society Building

Page Number: \_\_\_\_\_  
Volume of: N/A  
City: Sarasota

STATUS	PRESENT USE
<input type="checkbox"/> UNDEVELOPED	<input type="checkbox"/> ACADEMIC
<input type="checkbox"/> UNDESIGNED	<input type="checkbox"/> ARTS
<input type="checkbox"/> WORK IN PROGRESS	<input type="checkbox"/> PRIVATE RESIDENCE
<input type="checkbox"/> ACCESSIBLE	<input type="checkbox"/> RESTAURANT
<input type="checkbox"/> YES RESTRICTED	<input type="checkbox"/> RECREATION
<input type="checkbox"/> YES UNRESTRICTED	<input type="checkbox"/> MUSEUM
<input type="checkbox"/> NO	<input type="checkbox"/> OFFICE

Registration: Central Building  
City: \_\_\_\_\_ State: \_\_\_\_\_ OF CODE: \_\_\_\_\_  
County: \_\_\_\_\_ P.O. Box: 3279  
Description: County Courthouse Building Department  
000 Main Street, P.O. Box 3279  
FL 34234 33578-0000

EXISTING SURVEYS  
File # (1987) 8500350  
National and Archaeological Survey of Sarasota (EXASS)  
1987 FEDERAL ANTHROPOLOGICAL ARCHAEOLOGICAL  
Historic, Historic and Records Management Dept. of State  
Tallahassee Florida 32301

CSER - DIVISION OF ARCHIVES, HISTORY AND RECORDS MANAGEMENT  
POL-TALLAHASSEE, FLORIDA, 32301 (P) 904-487-3330

UWF Historic Trust  
Simpson House  
Restoration  
4735 Anna Simpson Road, Milton, FL 32585

DATE: \_\_\_\_\_  
BY: \_\_\_\_\_  
SCALE: 1/8" = 1'-0"  
SHEET: 1 OF 1  
DRAWING TITLE: \_\_\_\_\_  
DATE OF PLOT: \_\_\_\_\_

A100



# APPLICATION PROCESS

## SUBMITTING THE APPLICATION

- Applications must be submitted in hard copy and be received in-person by 5:00 p.m. on Monday, July 8, 2019, or must be postmarked by 11:59 p.m. on Monday, July 8, 2019.
- Six paper copies of the application and all required application Support Materials (one original and five duplicates) must be delivered to the Division at:

Division of Historical Resources  
Director's Office, 3rd Floor, R. A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250
- **Incomplete applications will not be considered.**

# APPLICATION RESTRICTIONS

An Applicant Organization may submit up to three (3) applications under this program, provided that applications do not address the same facility, project, property, or site.

## ADDITIONAL REQUIREMENTS

Subgrantees with projects involving development activities will also be required to execute a covenant, easement, or preservation agreement, as required for receipt of all funds from the HPF. Per the HPF Manual, the following are the amounts and time periods required by NPS:

\$1 to \$10,000: 5-year minimum preservation agreement. A covenant amending the deed is not required.

\$10,001 to \$ 25,000: 5-year minimum covenant recorded on the property deed.

\$25,001 to \$50,000: 10-year minimum covenant recorded on the property deed.

\$50,001 to \$100,000: 15-year minimum covenant recorded on the property deed.

\$100,001 and above: 20-year minimum covenant recorded on the property deed.

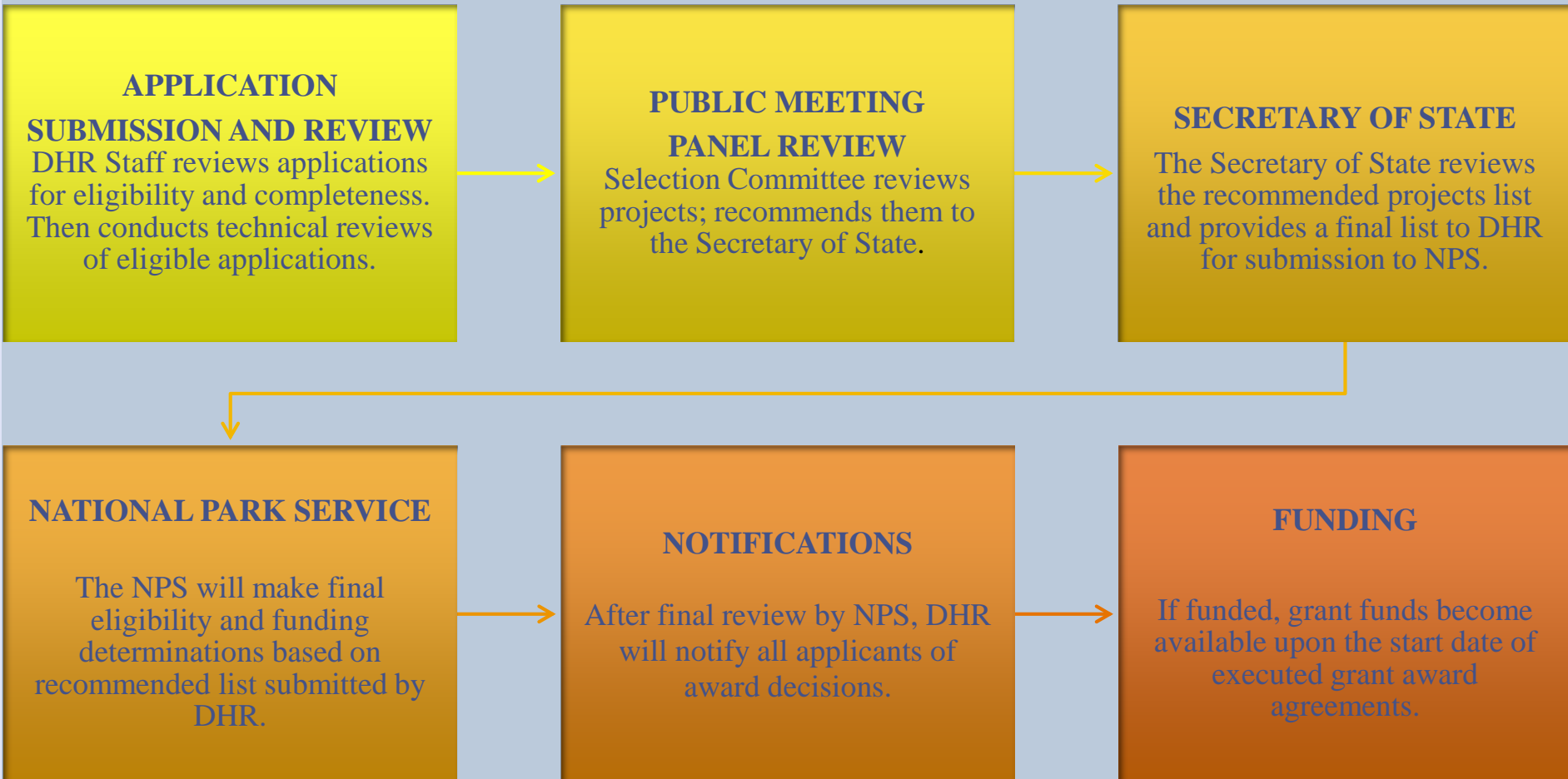
# **APPLICATION REVIEW PROCESS**

# APPLICATION REVIEW

- Division staff will conduct a technical review to determine project eligibility.
- Eligible applications will be reviewed by a five-member 2019 Hurricane Irma Subgrants Selection Committee appointed by the Florida Secretary of State.
- Applications selected for funding approval will be submitted to the National Park Service for final review.
- Following final review and approval by the National Park Service, all applicants will be notified in writing of the award decisions.

**NOTE: If clarification is needed, Division staff will contact the Project Contact.**

# APPLICATION PROCESS



# FOR ADDITIONAL INFORMATION

## **Phone:**

1.800.847.7278 or 850.245.6333

## **Physical Address:**

Division of Historical Resources  
Director's Office, 3<sup>rd</sup> Floor, R.A. Gray Bldg.  
500 S. Bronough St.  
Tallahassee, Florida 32399

## **Hurricane Irma Subgrants**

### **Program Email:**

[DHRirmagrant@dos.myflorida.com](mailto:DHRirmagrant@dos.myflorida.com)



FLORIDA DEPARTMENT OF STATE  
DIVISION OF  
*Historical  
Resources*



[www.flheritage.com](http://www.flheritage.com)