

SMALL MATCHING GRANTS

GUIDELINES

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

CONTENTS

GUIDELINES		Page
I.	Overview	1
II.	Grant Funding	1
III.	Program Information	1
IV.	Non-Allowable Costs	2
V.	Match Contributions	4
VI.	Application Procedures	6
VII.	Application Review	8
VIII.	Grant Award Agreement	12
IX.	Reporting Requirements	13
X.	Preservation Agreement	14
XI.	Definitions	14

I. OVERVIEW

The Department of State, Division of Historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding to assist local, regional and state-wide efforts to preserve significant historic structures and archaeological sites, and promote knowledge and appreciation of the history of Florida. This program does not fund operational support for historic preservation organizations. The Legislature determines the amount appropriated annually for the program. These guidelines specify program policies and procedures.

II. GRANT FUNDING

1. The Division grants state funds to assist historic preservation activities authorized by Section 267.0617, F.S.
2. State funds consist of funds which have been appropriated by the Florida Legislature, made available from dedicated sources, or contributed from any other public or private source.
3. State-funded Acquisition and Development activities for religious properties shall be limited to exterior work and only such interior work as is essential to the preservation of basic structural integrity.
4. Federal funds for historic preservation grants-in-aid are apportioned to the State of Florida by the U.S. Department of the Interior, pursuant to the National Historic Preservation Act. No Acquisition and Development projects for religious properties may be funded with these federal funds.
5. The use of federal funds provided by the U.S. Department of the Interior for Small Matching Grants is subject to the policies, procedures, and guidelines set forth by that agency in the July 2007 edition of the Historic Preservation Fund Grants Manual, incorporated by reference, and to any special conditions required by the U.S. Department of the Interior in apportioning monies to the State of Florida from which such projects will be funded. The federal Historic Preservation Fund Grants Manual is available online at http://www.nps.gov/preservation-grants/HPF_Manual.pdf.

III. PROGRAM INFORMATION

1. Small Matching Grant project categories include:
 - a) Acquisition of historic properties or archaeological sites;
 - b) Development activities including: restoration, rehabilitation, preservation and reconstruction, and site-specific planning for these activities; and recordation of historic and archaeological properties threatened with damage or destruction;

- c) Community Education projects aimed at increasing public understanding and awareness of the importance of history and archaeological resources and their preservation, in general and for specific sites and properties;
 - d) Survey and Planning projects, which identify and evaluate cultural resources and which contribute to processes and programs to protect those resources; and preparation of long-range historic preservation and management plans for historic and archaeological properties;
 - e) Main Street projects include those providing technical support to Florida Main Street communities and a one-time start-up grant to newly designated Florida Main Street communities pursuant to Chapter 1A-36, F.A.C.;
 - f) Historical Marker projects assist with the acquisition of state Historical Markers for which texts have been approved by the State Historic Marker Council;
 - g) Preparation of National Register nomination proposals for individual historic properties or archaeological sites, historic or archaeological districts, or thematic or multiple resource groups;
 - h) Statewide Special Projects, which address one or more statewide historic preservation needs identified by the Division. Applications for these projects are solicited by the Division within the regular grant cycle announcement; and
 - i) Florida Certified Local Governments (CLGs) in good standing are eligible to compete for a minimum of 10% of the annual federal Historic Preservation Fund apportionment received by the Division from the National Park Service. Good standing shall mean that they have a current board, have been meeting at least four times a year and have been providing an annual report to the Division. These CLG grants are awarded for Survey and Planning, Community Education Historical Marker and National Register nomination projects.
2. An Applicant from the same organization shall submit no more than one (1) application under a single application deadline in any Small Matching Grant category. State agencies, county or city governments, or universities may submit single applications from more than one division or department during any grant cycle provided that those divisions or departments are separate and distinct budgetary units and providing that applications do not address the same facility, project or site.

IV. NON-ALLOWABLE COSTS

The following categories of expenditures are non-allowable for expenditure of grant funds and as contributions to required match:

- 1. Expenditures for work not included in the Scope of Work;
- 2. Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;
- 3. Expenses incurred or obligated prior to or after the Grant Period;

4. Expenditures for work not consistent with the applicable Preservation Standards as outlined in the Secretary of the Interior's Guidelines, <http://www.nps.gov/tps/standards.htm>;
5. Expenditures for furniture and equipment such as features not physically attached to a structure, including but not limited to: desks, tables, chairs, area rugs, computers, kitchen appliances, portable lighting fixtures, and components of portable sound or projection systems, unless specifically authorized as a part of a grant project;
6. Expenses associated with lobbying or attempting to influence federal, state, or local legislation, the judicial branch, or any state agency;
7. Private entertainment, food, beverages, plaques, awards, or gifts;
8. Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;
9. Indirect costs; including but not limited to Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, non-grant related administrative and clerical staffing, and fundraising activities;
10. Project Administrative Expenditures, means those expenditures that directly attributable to management and oversight of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, whether grant expenditures or match contributions, which in aggregate must not exceed 10% of the grant award amount;
11. 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 required under Section 106 of the *National Historic Preservation Act of 1966*, as amended through 2006, or under Section 267.031, F.S.;
12. Projects which are restricted to private or exclusive participation, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, handicap, or marital status;
13. Grantee operational support (i.e., organization salaries, travel, supplies) (Note: project-specific travel costs shall be allowed if requested in the application, included in the Project Budget and clearly demonstrated by the Applicant to be essential to completion of the proposed project. Such travel requires approval by the Division prior to travel);
14. Vehicular circulation and parking (Exception: provision of code-required handicapped parking pad);
15. Sidewalks, landscape features, planting, irrigation systems and site lighting (Exception: sidewalk required to link code-required handicapped parking pad to the accessible entry, planting required to halt erosion, and limited site lighting required for security, if included in the Scope of Work);
16. Capital improvements to non-historic properties;

17. Capital improvements to the interior of religious properties (Exception: repairs to primary elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, and window and exterior door repairs);
18. Code-required accessibility improvements for religious properties;
19. Insurance costs (Exception: costs for builder's risk, workers compensation and contractor's liability insurance); and
20. Purchase of equipment (other than equipment incorporated as capital improvements into a historic building during restoration or rehabilitation, and equipment required for a museum exhibit). If special equipment is required for completion of the Project and said equipment is included in the Scope of Work for the Project as an eligible grant expense, it shall be rented for the grant term; unless it can be shown that acquiring the equipment is cheaper than renting the equipment.

V. MATCH CONTRIBUTIONS

1. Award Amount and Match Requirements. Except for Statewide Special Projects, the maximum award amount for the Small Matching Grant program is \$50,000. All Small Matching Grant awards require a 100% (i.e. 1:1) match unless exempted as follows:
 - a) Match requirements shall be waived by the Division for a one-time start-up grant to newly designated Florida Main Street communities and for Statewide Special Projects.
 - b) Rural Economic Development Initiative (REDI) Communities – for Small Matching Grants, the match requirement will be waived for applications for projects within communities designated as REDI qualified in accordance with Sections 288.0656 and 288.06561, F.S. Exceptions to this waiver allowance are funding requests for purchase of Historical Markers, which must meet the full match requirement. The community in which the project site is located must be a designated REDI community at the time of application. A list of REDI qualified counties and municipal governments is available from the [Department of Economic Opportunity](#).
 - c) Match requirements shall be waived by the Division for Florida CLGs receiving funds from the federal Historic Preservation Fund apportionment.
2. For the purposes of this program, allowable match contributions must relate directly to the Scope of Work and may be a cash match, the value of in-kind services, and donated property and materials directly involved in project work. The required match must include a minimum cash contribution of 25%.
3. In-kind services must be valued at the current Florida minimum wage unless the donor is performing services for which he or she is regularly employed at a higher prevailing wage, in which case, their value may include salary and benefits. Donated materials must be valued at the actual cost or fair market value and must be documented as such.

4. Municipalities and counties must submit a copy of the approved resolution or a letter signed by the duly authorized representative of the local government, which includes the dollar amount dedicated to the project.
5. State agencies and universities must document all match contributions in writing. Match commitment letters must be signed by the duly authorized representative of the Applicant agency.
6. Non-profit Organizations must document all match contributions in writing. Match commitment letters must be signed by the duly authorized representative of the organization.
7. The full amount of the cash match contribution must be cash-on-hand and dedicated to the project as documented by a commitment letter signed by the duly authorized representative of the organization. For the purpose of this program, cash-on-hand includes funds identified in executed award letters or contracts from third parties, provided that those funds are expressly for the project for which the grant application is submitted.
8. Written Pledges committed to be paid by a donor over a defined time frame during the Grant Period, with a donor's signature, will be accepted as contributions to the required match. Anonymous pledges shall not be accepted as match contributions.
9. The value of donated property will be accepted as a contribution to the required match, with the following conditions:
 - a) The donated property must be the historic property or archaeological site that is the subject of the project for which grant funds are requested.
 - b) Donation of the property must take place during the grant period.
 - c) Only the value of the historic building and its footprint or the portion of the property occupied by the archaeological site is eligible for contribution to the required match. This value must be based on a complete appraisal prepared by a Florida State Certified General Real Estate Appraiser.
 - d) Legal fees and other costs associated with the donation are not eligible match contributions.
10. All match contributions must be documented as prescribed in the application. Match contributions that are not so documented will be disallowed, potentially resulting in a determination of application ineligibility or in reduction of the amount of grant award.
11. Non-allowable match contributions include:
 - a) Funding requested but not yet approved through local or state government appropriation processes;
 - b) Anticipated proceeds from fundraising activities;
 - c) Expenditures made prior to or after the Grant Period;
 - d) Grant funding from other sources applied for but not yet awarded;

- e) Cash pledges not meeting the requirements above;
- f) Other grant funds from the Department of State or resources contributing to match requirements for other Department of State grant awards;

VI. APPLICATION PROCEDURES

1. Applicant Eligibility. To be eligible to apply to the Division for grant funding, an Applicant organization must:
 - a) Be a public entity governed by a county, municipality, school district, community college, college, university, or an agency of state government; or a Non-profit Organization.
 - b) Have ownership of the property for which grant funding is requested or have the concurrence of the Property Owner. Except for projects involving property acquisition or site-specific archaeological investigation, the owner must be a public entity governed by either a municipality, county, or a Non-profit Organization. For the purposes of this program, an eligible Applicant may lease state-owned land or building(s) or both.
 - c) Have satisfied the administrative requirements of previous grants received from the Division or other Divisions of the Department of State, including grants that may be open at the time of application.
 - d) Agree to and be able to match the requested grant amount or portion thereof as required by the specific grant program.
 - e) Submit a completed application, unless Applicants are specifically directed to do otherwise for special historic preservation funding appropriated by the Florida Legislature or made available by the federal government.
 - f) Agree to comply with all legal and financial requirements as set forth in these guidelines.
2. For Acquisition and Development grant assistance, projects must be limited to a single site, or group of sites in which all the properties have the same owner(s).
3. Should an entity receive legislative or federal funding outside the review of the Review Panel or Secretary of State, that entity shall not be eligible to receive historic preservation grant assistance from the Division for the same project within the same fiscal year in which the legislative or federal funding is made available.
4. The on-line grant applications for the Small Matching Grant are available on the Division's web site at <http://www.dos.myflorida.com/historical/grants/>.
5. Online applications and instructions are available at the Division's web site. A copy of the application and all applicable supporting materials must be submitted to the attention of the Bureau by mail or express delivery service as specified in the instructions. If a prospective applicant does not have access to the internet, paper copies of the application may be obtained from the Division.

6. List of attachments to be included, as applicable to the project:
- a) Attachment A: Documentation of Confirmed Match: This attachment must contain current documentation of all match.
 - b) Attachment B: Letters of Support, Endorsement, or Resolutions: Provide a cover sheet for Attachment B that includes the following information for each letter of support, endorsement or resolution included in your application: name of author, type of communication (letter, petition, resolution, etc.), organization represented (if applicable) and date.
 - c) Attachment C: Representative Photographs (required of all Applicants): Include digital images. For Acquisition and Development Projects, minimum requirements include current photographs of all exterior elevations, principal interior spaces, and significant architectural features, if available, also provide historic photographs of the property. For archaeological excavation projects, photographs should include general views of the site, any visible archaeological features, and artifacts recovered from previous work, as applicable.
 - d) Attachment D: Architectural Drawings (for Development projects only): If completed, include architectural project schematics or construction documents.
 - e) Attachment E: Updated Florida Master Site File Form (all site-specific projects): For assistance in meeting this requirement, contact the Florida Master Site File at 850.245.6440, or visit the Florida Master Site File website at: <http://dos.myflorida.com/historical/preservation/master-site-file/>.
 - f) Attachment F: Appraisal and Purchase Documents (for Acquisition projects only): Appraisal(s), purchase agreement, title/owner search, certified land survey, and archaeological survey report, if applicable.
 - g) Attachment G: Verification of review and approval by the Florida Historical Marker Council
 - h) Attachment H: Archaeological Supporting Documents (for archaeological excavation projects only): If available, previous archaeological site reports or surveys of the property that are the subject of the proposed archaeological excavation project should be submitted. Include curricula vitae for principal investigator and other key personnel, if known.
 - i) Attachment I: Documentation of Non-Profit Status (for Non-profit Organizations only): In-state corporate entities must provide documentation of their active status as a Florida non-profit corporation with the Division of Corporations, Florida Department of State and can be obtained at: <http://www.sunbiz.org> by searching the corporate name. Out-of-state corporate entities must include documentation from the Internal Revenue Service confirming that they are exempt from federal income tax under section 501(c)3 of the Internal Revenue Code.
 - j) Attachment J: Documentation of Threat: Applicants should use this attachment to document immediate threats to the property.
 - k) Attachment K: Local Protection: Provide copies any documents that provide local protection of the project site, if any. This may include: local protection ordinances; preservation or conservation

agreements; protective or restrictive covenants; or maintenance agreements.

- l) Attachment L: Optional Attachments: Applicants may use this attachment to add materials not specifically requested by the Division of Historical Resources that support the application.
 - m) Attachment M: Owner Concurrence Letter (Only for site specific projects): Provide a letter that documents that the Applicant has the permission of the owner of record (if the Property Owner is not the Applicant) to conduct the proposed project on the owner's property and that the owner is in concurrence with this application for grant funding. Note that, for other than Acquisition or archaeological excavation projects, the owner must be a Non-profit Organization or agency of government.
7. For Acquisition Projects: The maximum grant share for an Acquisition project shall not exceed the value of the property as determined by a complete appraisal prepared by a Florida State Certified General Real Estate Appraiser. If the appraisal exceeds \$500,000, a second appraisal must be obtained. In such case, the grant award shall not exceed the average of the two appraisals. Only the purchase of the Historic Property or archaeological site is eligible for grant funding. All closing costs are the responsibility of the Grantee. In addition to the supporting documents required for all applications, the application must include the following:
- a) A copy of the complete appraisal prepared by a Florida State Certified General Real Estate Appraiser. Two appraisals are required if the first appraisal exceeds \$500,000;
 - b) A copy of a title search;
 - c) A copy of an executed option or purchase agreement;
 - d) A copy of the certified land survey; and
 - e) If applicable, a copy of the archaeological survey report justifying the archaeological site.
8. Application Deadlines: To be considered for funding, online applications must be submitted by the deadline specified in the grant solicitation notice for the given grant cycle.

VII. APPLICATION REVIEW

1. Upon receipt of grant applications, the Division shall review and evaluate each application for completeness and eligibility according to the funding cycle and application deadline for which it is intended.
2. Late, Incomplete and Ineligible Applications.
 - a) If the online application is submitted after the established deadline or if the required supporting materials are postmarked or submitted to an express parcel service after the established deadline, the application will be declared ineligible by Division staff and will be returned to the Applicant with a written explanation.
 - b) Grants staff will perform a completeness review of each application received by the established submission deadline. Incomplete applications are those for which responses have not been provided for all required application questions, or applications lacking required supporting materials. If an application is found to be incomplete, the Applicant will be notified in writing of

the identified completeness deficiencies and will be given an opportunity, by a date certain deadline, to submit to the Division information and documentation necessary to render the application complete. If the identified completeness deficiencies are not corrected by the established deadline, the application will be declared ineligible by Division staff and will be returned to the sender with a written explanation of the Division's finding of ineligibility.

- c) Ineligible applications also include those from Applicants that do not meet the eligibility requirements, applications requesting funding amounts inconsistent with the maximum award amounts, applications that do not meet the required match requirement or those from Applicants claiming the REDI match waiver or reduction but who are not eligible for such waiver or match reduction.
3. All complete and eligible applications shall be reviewed by Division staff for sufficiency and conformance with the above evaluation criteria.
 4. After initial staff technical review, if clarification is required, staff will request necessary additional information and establish a deadline for submission of that information by the Applicant. Such request may be made of the Applicant by letter, or e-mail, based on contact information provided in the application. Additional information received after the established deadline will not be accepted.
 5. The Division shall provide copies of the applications and submitted supporting materials to each member of the Review Panel or make these materials available online in sufficient time for members to review all applications prior to the Review Panel convening in a public meeting for the purpose of considering the applications for funding.
 6. The Division shall also provide a staff report on each project that provides an assessment of the information provided in the grant application, The staff report will include:
 - a) An opinion as to whether or not the project is appropriate for the type of grant assistance requested in the application;
 - b) An assessment of compliance of the proposed project with applicable Preservation Standards;
 - c) Any additional information or clarification requested from an Applicant and received within the specified timeframe;
 - d) An assessment of the eligibility of claimed match contributions and the Project Budget, with recommendations for any grant funding level adjustments that may be justified by the findings of the staff technical review. Examples of the need for such adjustment would be a recommendation to delete work not consistent with the applicable Preservation Standards or to reduce the grant award in an amount commensurate with inadequately documented or non-allowable match contributions.
 - e) Information regarding the Applicant's administrative performance for open or previous Department grants. This information shall be considered in evaluating administrative capability and in development of funding recommendations. Among factors to be considered are:

- 1) Timeliness of progress report submissions;
 - 2) Adequacy of expenditure documentation;
 - 3) Compliance with reporting or payment requirements;
 - 4) Compliance of previous project or project phases with applicable Preservation Standards;
and
 - 5) Time required for project completion.
7. Applications for Small Matching Grant assistance shall be reviewed by the members of the Review Panel. The Review Panel shall evaluate each application based on the criteria relating to the site involved, the prospective Grantee, and the anticipated public benefit, as follows:
- a) Criteria related to the site:
 - 1) Historic significance, meaning the relative importance of the site in connection with prehistory or historical events, developments or personalities.
 - 2) Endangerment, meaning existing or potential threats of loss or damage through demolition, deterioration or encroaching development.
 - 3) Appropriateness of the historic preservation treatment proposed in relation to the preservation of the historic appearance and character of the site and the protection to be provided against existing or potential threats.
 - b) Criteria related to the Grantee:
 - 1) Administrative capability, including personnel, facilities and organization adequate to complete the project and meet the administrative requirements of the grant. Applicant administrative performance for previous or open grants awarded by the Division or other divisions of the Department of State shall be considered.
 - 2) Financial resources adequate to meet grant match requirements and, as applicable, to carry project costs as necessary pending receipt of reimbursements from grant funds.
 - 3) Availability of professional and technical services required to carry out the project work.
 - c) Criteria related to public benefit:
 - 1) Compatibility with statewide historic preservation priorities established by the Division, which include but are not limited to: equitable geographic and demographic distribution of available grant funds. These priorities are subject to change depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage). Further information about these priorities is available from the Bureau.
 - 2) Educational potential or demonstration of value for enhancing the public awareness of

Florida history, Florida historic sites and properties, the objectives of historic preservation, and the application of historic preservation methods, materials and standards.

- 3) Anticipated economic benefits, including direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects.
 - 4) Public use or other public good resulting from the project.
8. The Review Panel shall each develop priority listings of all project applications reviewed by ranking each project relative to the others and shall recommend funding levels and any appropriate special conditions for each individual project.
 9. The recommendations of the Review Panel shall be submitted by the Division to the Secretary of State for review and approval. At a minimum, the written recommendations shall include a ranking of all proposed projects and the recommended funding level for each proposed project.
 10. The Division shall prepare a final priority listing of all project applications with an associated level of funding for each project, as approved by the Secretary, and shall post the priority order and the recommended funding level for their respective applications on the Division's web page.
 11. Funding for state Small Matching Grants is contingent on an annual appropriation by the Florida Legislature.
 12. Grant funds shall be awarded in accordance with the final priority listing of the applications considered for grant assistance in a given funding cycle, unless otherwise provided by the Legislature. Funds shall not be provided for projects which were not applied for, reviewed and recommended in accordance with procedures outlined in this chapter.
 13. If reallocation of grant funds becomes necessary due to completion of a project at less than anticipated cost or project cancellation during the Grant Period for :
 - a) The Division Director shall increase the grant award amount for projects funded in the same grant cycle that received only a portion of the recommended funding amount; and
 - b) If the funds available for reallocation exceed the amount needed to accomplish the objective of paragraph (a) above, after funding the projects in paragraph (a), the Division Director shall allocate remaining additional funds to new grant awards in rank order at the recommended funding level for projects reviewed and ranked in the same grant cycle but not funded because of insufficient funding.
 - c) Any funds remaining in any grant allocation as a result of completion of a project at less than anticipated cost or project cancellation that are not reallocated in accordance with paragraph (a) or (b) above, shall revert to the funding source from which the grant funds were appropriated.
 14. If additional grant funds become available during the grant year, the Director shall increase grant awards or award new grants for applications reviewed by the Panel during the normal review processes, or establish a special process for awarding such additional funds.

VIII. GRANT AWARD AGREEMENT

1. All grant awards which have been approved in accordance with these Guidelines shall be formalized through a Grant Award Agreement by which the Grantee enters into a contract with the State of Florida for the transparent management of grant funds. The Grant Award Agreement is specific to the type of project being assisted.
2. The project work may not be initiated prior to the Effective Date of the Grant Award Agreement, unless:
 - a) The Division may authorize initiation of project work prior to the Effective Date of the Grant Award Agreement if loss of the property would likely otherwise occur. Such authorization must be secured prior to the initiation of work and shall apply only to work to be undertaken during the period after the project has been recommended to the Legislature for funding by the Secretary of State and before legislative appropriation of grant funds.
 - b) The Grantee must request such authorization in writing and must document the imminent threat to the property by submission of a letter report from a Florida registered structural engineer clearly describing the conditions constituting the threat and proposed corrective measures.
 - c) The Division shall review the documentation provided by the Grantee and make a determination regarding justification for requested authorization. The written determination of the Division shall be final. Any authorization granted for work initiated prior to the Effective Date of the Grant Award Agreement shall apply only to that work addressing the conditions contributing to the identified threat to the property. All proposed corrective measures shall meet applicable Preservation Standards.
 - d) Division authorization for initiation of project work prior to the Effective Date of the Grant Award Agreement shall impose no liability on the Division if anticipated grant funds are not appropriated by the legislature. All such work shall be undertaken solely at the Applicant's risk.
3. Grant Encumbrance Period and Expenditure Period:
 - a) Encumbrance Period for Projects Requiring Contractual Services:
 - 1) During the encumbrance period, but not later than the end date of the encumbrance period as outlined in the Grant Award Agreement, the Grantee shall execute all required contracts for all or part of the work to be accomplished with grant funds. Projects for which no encumbrance is accomplished by the established deadline may be cancelled by the Division and the grant funds may be reallocated in accordance with these guidelines.
 - 2) Exception: The encumbrance period for a Small Matching Grant project can be extended by written approval of the Division if requested in writing as indicated below and if the Grantee demonstrates to the satisfaction of the Division that full encumbrance of grant funding and the required match by binding contract(s) is achievable by the end of the requested extended

encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Division as outlined in the Grant Award Agreement.

- 3) For projects not involving contract services (e.g., archaeological or other research projects conducted by universities, projects conducted by staff within State Parks), the grantee and the Division shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.
- b) Expenditure Period:
- 1) Grant funds and required match resources must be expended as outlined in the Grant Award Agreement.
 - 2) Grant funds shall not be used for project expenditures that are incurred after the expenditure period end date, which is the termination date of the Grant Award Agreement.
 - 3) The Division may extend the expenditure period by not more than 30 days provided that the grantee requests the extension in writing; documents that all grant funds and match contributions are encumbered; and demonstrates to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended expenditure period.
- c) The grantee's written request for extension shall be submitted to the Division no later than thirty (30) days prior to the termination date of the Grant Award Agreement.

IX. REPORTING REQUIREMENTS

1. As required by the Grant Award Agreement, Grantees shall submit periodic progress reports to the Division. A progress report describes the progress of the project during the last reporting period including:
 - a) The progress and status of each scope of work activity;
 - b) The progress and status of the deliverables; and
 - c) Any variations from project timeline, budget, and deliverables, with a description of reasons for variance.
2. For all Development projects, progress reports shall also include photographs describing the current status of project work as related to the Scope of Work. All photographs shall be captioned with property name, date of photograph, and description of feature and work described. Photographs shall be clear and sufficient to describe all completed elements of the Scope of Work.
3. All Grantees shall submit a final progress report within thirty (30) days following the Expiration Date of the grant.
4. The Grantee shall provide information to the Division to assist in identifying non-state entity Grantees

that are required to comply with the Florida Single Audit Act, Sections 215.97(2)(a) and 215.97(8)(a), F.S. Information provided by the Grantee shall be reported by grants staff to the Department's Office of Inspector General.

X. PRESERVATION AGREEMENT

1. For Small Matching Grant projects involving acquisition of or improvement to a Historic Property or involving properties other than real property (e.g., an aircraft, locomotive or marine vessel), the Grantee shall execute and notarize a Preservation Agreement, which are incorporated by reference and is available on the Division's web site at <http://www.dos.myflorida.com/historical/grants/>. The document shall be executed and notarized prior to the release of any grant funds. The Preservation Agreement shall commit the Grantee and the Property Owner(s) to follow the terms for five (5) years.
2. The Preservation Agreements shall include the following provisions:
 - a) To assume the cost of the continued maintenance and repair of the property so as to preserve the architectural or historical integrity of the same.
 - b) That no visual or structural alterations will be made to the property without prior written permission of the Division.
 - c) That the Division, its agents and designees shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.
 - d) The Preservation Agreement shall contain requirements for the repayment of grant funds, should the Grantee or Property Owner or their successors in interest violate the Preservation Agreement.
 - e) Other provisions as agreed upon by the Division and the Grantee.

XI. DEFINITIONS

- A. "Acquisition" means fee simple purchase of real property.
- B. "Applicant" means a public entity governed by a county, municipality, school district, community college, college, university, or an agency of state government; or a Non-profit Organization.
- C. "Scope of Work" means the work specified in the Grant Award Agreement, or in an approved amendment thereto, as being authorized for expenditure of grant funds and for contribution to the required match. Expenditures for work not included in the Scope of Work, or referenced in an Attachment to the Grant Award Agreement is not eligible for grant funding or contribution to match.

- D. “Bureau” means the Bureau of Historic Preservation within the Division of Historical Resources of the Department of State. The Bureau’s mailing address is 500 South Bronough Street, Tallahassee, Florida 32399-0250. Its telephone number is 850.245.6333.
- E. “Certified Local Government” means a historic preservation program established by county or municipal ordinance that is certified by the Secretary of the Interior pursuant to 36 CFR Part 61, the implementing regulations for the National Historic Preservation Act of 1966, as amended.
- F. “Development” means architectural and other planning and construction required to facilitate the preservation, rehabilitation or restoration of a Historic Property, or the reconstruction of such property that no longer exists.
- G. “Division” means the Division of Historical Resources of the Florida Department of State.
- H. “Effective Date” means July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature. Neither grant funds nor match contributions may be expended before this date except as allowed in the Guidelines.
- I. “Encumbrance” means commitment of grant funds and match by binding contract.
- J. “Expenditure” means the outlay of cash or the amount due and owing after receipt of goods or services included in the Scope of Work.
- K. “Expiration Date” means the date by which all grant funds and match must be expended.
- L. “Florida Master Site File” means the list maintained by the Division of Historical Resources, of all recorded historical and archaeological sites and properties in the State of Florida.
- M. “Florida Single Audit Act” means the uniform state audit requirements for state financial assistance provided by state agencies to nonstate entities as codified in Section 215.97, F.S.
- N. “Grant Award Agreement” means the legal instrument which binds the Grantee and the Division of Historical Resources to the terms, conditions, and limitations of the Division’s grants programs.
- O. “Grantee” means the organization or governmental entity to which a grant is awarded, which has entered into a Grant Award Agreement with the Division of Historical Resources and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-assisted project.
- P. “Grant Period” means the period between Effective Date and Expiration Date of the Grant Award Agreement during which time expenditure of all grant funds and all contributions to match must be made.
- Q. “Historic District” means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

- R. “Historical Markers” means Official Florida Historic Markers as defined by subsection 1A-48.002(3) F.A.C.
- S. “Historic Property” means any prehistoric or Historic District, site, building, object, or other real or personal property of historical, architectural, or archaeological value, and folklife resources. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of Florida.
- T. “In-kind Contribution” means a non-monetary contribution of equipment, services, or labor provided by the Grantee and consistent with the Scope of Work and must be essential to the implementation of the project.
- U. “Match” means cash, In-kind Contributions or donated materials, which must be made by the Grantee in order to receive the grant award. All match contributions, whether cash, In-kind Contributions, or donated materials, must be consistent with the Scope of Work and must be essential to the implementation of the project.
- V. “National Register of Historic Places” means the list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering and culture, authorized by the National Historic Preservation Act of 1966, as amended through 2000, and administered by the U.S. Department of the Interior, National Park Service. The list of Properties on the National Register of Historic Places in Florida is available from the Bureau.
- W. “Non-profit Organization” means a corporate entity which is registered pursuant to Chapter 617, F.S., as a Florida non-profit corporation with the Division of Corporations, Florida Department of State. Grantees other than government entities must maintain active non-profit status with the Division of Corporations during the Grant Period. For non-profit organizations outside of Florida, the non-profit organization must be registered under 501(c)(3) by the U.S. Department of the Treasury, Internal Revenue Service.
- X. “Planning” means research, testing, analysis and design required for implementation of a Development or archaeological excavation project.
- a) Planning for a Development project may include: historical research, development of a historic structures report, condition assessment, survey, hazardous materials survey and abatement plan, rehabilitation feasibility study, and construction documents (plans and specifications).
 - b) Planning for an archaeological excavation project may include research, predictive modeling and remote sensing applications, as necessary for development of a research design for the project.
- Y. “Preservation” means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not

within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work (including accessibility and life safety requirements) to make properties functional is appropriate within a preservation project.

- Z. “Preservation Agreement” means the notarized legal instrument by which a Grantee and Property Owner commit to maintenance and preservation of the historic integrity of a Historic Property improved with Small Matching Grant assistance. The term of the Preservation Agreement for a Small Matching Grant Acquisition or Development project is five (5) years. The Preservation Agreement must be executed and submitted to the Division prior to any release of grant funding.
- AA. “Preservation Standards” means the following standards promulgated by the National Park Service, United States Department of the Interior, and the Division for the types of projects indicated:
- a) For projects involving individual historic buildings, the Secretary of the Interior’s Standards for the Treatment of Historic Properties;
 - b) For projects involving archaeological investigation, the Secretary of the Interior’s Standards for Archaeological Documentation;
 - c) For projects involving historical research, the Secretary of the Interior’s Standards for Historical Documentation;
 - d) For projects involving documentation of a historic structure, the Secretary of the Interior’s Standards for Architectural and Engineering Documentation; and
 - e) For survey projects, in addition to the Secretary of the Interior’s Standards for Preservation Planning, the Florida Master Site File Guidelines for Users, Photo Submission Policy and the requirements of Chapter 1A-46, F.A. C.
 - f) The National Park Service and Division standards referenced in paragraphs (a) through (e) above are available from the Bureau.
- BB. “Project” means the undertaking that encompasses a set of tasks or activities defined by the scope of work and budget included in the grant application and formalized in the Grant Award Agreement. The project must begin on the grant Effective Date and end on or before the grant Expiration Date. A project may be a part of a larger effort undertaken in a series of distinct phases, which may have begun before the Grant Period and which may extend beyond the Grant Period.
- CC. “Project Budget” means the budget and project description included in the grant application. The Project Budget must succinctly describe all major elements of project work, the estimated cost of each, and clearly allocate requested grant funding and match contributions to each.
- DD. “Property Owner” means the owner(s) of land or building(s) or both, and of all improvements made with grant funds.
- EE. “Real Property” means all land, structures, firmly attached and integrated equipment (e.g., light fixtures or a well pump), and anything growing on the land, as opposed to personal property (movable assets).

- FF. “Reconstruction” means depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location and for which there is sufficient documentation available to accurately replicate the property.
- GG. “Rehabilitation” means making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
- HH. “Religious Property” means any real property and associated improvements owned by a religious institution (examples include churches, schools, meeting halls and parish houses) and any real property, regardless of ownership, that is used as a place of worship.
- II. “Restoration” means accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
- JJ. “Review Panel” means ad hoc groups appointed by the Secretary of State to review, rank and recommend funding levels for Small Matching Grant Applications. Panel members may include architects, engineers, historians, architectural historians, archaeologists, educators and museum professionals with experience in historic preservation, as well as citizens with demonstrated interest and experience in historic preservation.
- KK. “Survey” means the act or process of determining the location and identification of historical and archaeological sites and properties. An aspect of identification is evaluation, meaning determination of the historical significance or values represented by historical and archaeological sites and properties which have been located and otherwise described. For the purpose of this grant program, historic significance is evaluated on the basis of the Criteria for Evaluation for the National Register of Historic Places as set forth in 36 CFR 60.4, as revised July 1, 2008, which are incorporated by reference and are available from the Bureau.