

**May 21, 2024  
Regular Meeting  
12:00 Noon**

**City Commission Chambers  
2775 Garrison Avenue  
Port St. Joe, Florida**



## **City of Port St. Joe**

Rex Buzzett, Mayor-Commissioner  
Eric Langston, Commissioner, Group I  
Steve Kerigan, Commissioner, Group II  
Brett Lowry, Commissioner, Group III  
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

# BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

May 21, 2024

**Call to Order**

## **Consent Agenda**

### **Minutes**

- Regular Meeting 5/7/24

**Pages 1-4**

### **City Engineer**

- Update

### **City Attorney**

- Update

## **Old Business**

- City Projects

**Pages 5-6**

## **New Business**

- Washington Gym Grant Application
- Washington Gym Concert Request
- Oil Exploration
- County Budget Request

**Pages 7-54**

**Pages 55-66**

**Page 67**

### **Public Works**

- RFP 2024-09 Downtown Waterlines Replacement Phase II

**Page 68**

### **Surface Water Plant**

- Update

### **Wastewater Plant**

- Update

### **Finance Director**

- FEMA- Update
- Grants Reimbursement- Update
- Excessive Force Policy- CDBG-DR Grant
- Anti-Fraud, Waste, & Abuse Policy- CDBG-DR Grant

**Pages 69-77**

**Pages 78-82**

### **Code Enforcement**

- Update

**Police Department**

- Update

**City Clerk**

- Grants- Update

**Pages 83-84**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, May 7, 2024, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commission Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of April 16, 2024, and the Emergency Meeting of April 26, 2024. All in favor; Motion carried 5-0.

**Planning Board Recommendations**

*Ordinance 609 - Butler Bay Road PUD, Second Reading and Adoption*

Ray Greer, the advocates representative, clarified the history of the PUD. A Motion was made by Commissioner Hoffman, seconded by Commissioner Lowry, to adopt Ordinance 609 after removing multi-family verbiage from Section 4 A. All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 609 by Title only.

**City Engineer**

*City Complex – Task Order*

No one from Dewberry Engineering was present today. Mr. Anderson shared that they are currently working on the civil side of the project and the architect will be reviewing the plans. A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the Task Order in the amount of \$91,290. All in favor; Motion carried 5-0.

**City Attorney**

Attorney McCahill did not have anything specific for the Commission today.

**Old Business**

*City Projects*

Mr. Anderson shared that the FDEM Grant for lift stations is close to being ready for bid. Phase I of the Commercial District Waterline Replacement is nearing completion. Work is progressing on the back side of Clifford Sims Park. The pipe has been installed on Avenue F and the road should be opened Thursday.

## **New Business**

### *Splash Pad and Skate Park – Commissioner Langston*

Commissioner Langston requested that he be allowed to organize a committee of young adults to explore and prioritize ideas for needed entertainment in Port St. Joe. A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, for Commissioner Langston to organize the committee. All in favor; Motion carried 5-0.

Christy McElroy reminded the Commission that Superintendent Jim Norton has offered to lease school board property for a skate park.

## **Public Works – John Grantland**

### *RFQ 2024-09 Planning Services Downtown Waterlines Replacement Phase II (Handout, bids close on May 3, 2024)*

Mr. Grantland requested that this item be Tabled as City Staff and Dewberry are still reviewing the bids.

## **Surface Water Plant – Larry McClamma**

### *2023 CRR Report*

Mr. McClamma shared that the City passed the DEP CCR Testing and there were no violations of our primary water quality standards in 2023. Mayor Buzzett congratulated Mr. McClamma and the Surface Water Plant Employees on their accomplishment.

## **Wastewater Plant – Joe Harris**

Mr. Harris shared there is 14" of freeboard in the pond, and training is ongoing for the recently purchased Telehandler.

### *Request to Purchase a Godwin 8" Pump on State Contract*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the purchase of the Godwin 8" Pump that is on state contract in the amount of \$81,274.01. All in favor; Motion carried 5-0. This is a budgeted item.

### *RFP 2024-07 Bar Screen Replacement*

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve RFP 2024-07 from K-Machine Industrial in the amount of \$274,018. All in favor; Motion carried 5-0.

## **Finance Director – Mike Lacour**

### *FEMA*

Mr. Lacour reported there is no change in the Clifford Sims Park funds.

### *Grants Reimbursement Updates*

Mr. Lacour shared that \$1 Million in reimbursement was received in April and there is still \$750,000 outstanding in reimbursements.

### **Code Enforcement**

Mr. Anderson noted that letters have been sent to owners of junk vehicles and hearings before the magistrate will be held in June and July on these cases.

Commissioner Hoffman asked for an update on the lot on Garrison Avenue that has dead trees and the Concrete Plant as you come into town. Mr. Anderson said these have been turned over to the Code Enforcement and he will follow up on them.

### **Police Department – Chief Richards**

Chief Richards did not have any updates for the Commission.

### **City Clerk – Charlotte Pierce**

#### *Current Grants Update*

There were no questions about the current grants and Clerk Pierce shared that City Staff continues to work on compliance and grant opportunities.

### **Citizens to be Heard**

*Debra Mays*, representing the Gulf County Citizens for a Healthier Future, asked for the Commission's support in opposing the oil exploration in the Apalachicola Region which is up stream of the City's drinking water supply.

Mayor Buzzett asked that a Letter of Support opposing the drilling be on the Agenda for the next meeting.

*Christy McElroy* suggested writing letters of opposition to Senator Corey Simon. She requested that pervious signs along the walking trail be re-installed.

### **Discussion Items by Commissioners**

*Neither Commissioners Langston, Kerigan, nor Lowry* had any additional items to discuss.

Commissioner Hoffman noted that he would be representing the City at the 2:00 P.M. TDC Meeting today and would be asking for support and a partnership for funding of bathrooms in the Core Park Area. He would also like to talk with representative of First Baptist Church about the possibility of purchasing that property.

*Mayor Buzzett* shared that the Centennial Building remodeling is coming along well, and he would like to have a grand re-opening and possible fund raiser in August. He would like to include a band of long-standing as well as local talent.

### **Motion to Adjourn**

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 12:48 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

## Current City Projects 5/21/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- RJ Gorman has completed construction and the rock bid was awarded to Monolith Construction.
- Centennial Bldg. Rehab- Under construction with Monolith Construction.
- Lighthouse Complex Sleeping Beauty Rehab- The bid has been awarded Monolith Construction and the State has approved the modified plans.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans.
- Long Ave. Paving- Final pay request to mill and resurface 1" on the entire road to be completed in the Spring 2024
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is under Construction. City staff is preparing to install the taps.
- 9/5/23 Dewberry tasked to draft a conceptual drawing to add parking along 2<sup>nd</sup> Street. The bid was awarded to F & F Contractors on 3/19/24.
- 11/7/23 Dewberry has provided a conceptual drawings for the 10<sup>th</sup> Street Ballfields based on League Representatives. A decision by the Board is needed on how to proceed along with the required funding.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry is working on a task order for permitting and a full set of plans.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property.
- Downtown Waterline Replacement Phase I, construction began 11/13 by Monolith.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bids have been received.



- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The survey is complete and we are waiting on the H & H Study to determine the best course of action.
- 3/5/24 A Task Order was signed for Dewberry to design the paving of Monument Ave. from 19<sup>th</sup> Street to Allen Memorial.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. For multiple roads to be paved.
- 2<sup>nd</sup> Street parking Improvements. The contract was awarded to F & F Contractors and the project is scheduled to begin the week of 5/20/24.
- 4/26/24 The approved Emergency repair of the Ave. E stormwater pipe is complete and the road will be patched in the next few weeks.

## Jim Anderson

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**From:** Larkin, Cleary <clarkin@ufl.edu>  
**Sent:** Thursday, May 9, 2024 5:36 PM  
**To:** Rex Buzzett; Jim Anderson  
**Cc:** Eric Langston; Sandy Quinn  
**Subject:** George Washington Campus: DHR Grant Application - Followup Request  
**Attachments:** Summary Special Category Grant Info\_GWHS.pdf; Letter to County.pdf; Letter to City.pdf; fy2026-sc-solicitation-notice.pdf; DHR\_restrictive-covenants-not-owner.pdf; fy26-sc-guidelines-redline-jp-edits-3.pdf; Estimate of Project Costs.pdf

Good evening, Mayor Buzzett and Mr. Anderson,

I had a very good Zoom this afternoon with Commissioners Langston and Quinn regarding the potential grant application for GW Campus. The Commissioners noted that they would support the grant application if the City, not the NPSJ PAC, was the Sponsor, which is not a problem and likely the best way to apply since the City is the Owner. I will offer my services pro bono to prepare the grant with the City staff. I can write the narrative, prepare the budget and schedule, in collaboration with the City and County, as we need to determine clear scope of work and budget. I will need City Staff to create a DHR portal login and add me as a member of the City team, so that I can assist with the grant for the deadline of **June 3** (extended since June 1 is a weekend).

Recognizing that the City and County Commission both need to approve this formally and at a public meeting, I have written below what was discussed today for your consideration:

-The DHR Special Category grant is typically for \$500,000. This year they have upped it to \$1,000,000 with a special consideration for resilience projects. As your gymnasium was used during Hurricane Michael for neighborhood recovery efforts, I propose you apply for this maximum amount, including a new generator (\$50,000 additional to the cost estimate) and electrical upgrades to build resilience for the future.

-As a REDI community, you are required to provide a 25% match. When I came to the City Commission in January, we didn't know yet about the new amount, so I noted you needed a \$125,000 match, to which you all verbally agreed to provide half (\$62,500) if the County would provide the other half. That would give you a total project amount of \$625,000.

- I highly recommend that you apply for the full \$1 million, as this is RARE to get this much money from a DHR grant, and our estimated schematic budget is over \$1million. This would require a 25% match of \$250,000, a total of \$1,250,000 for the work.

-I have asked Commissioner Quinn to check if the federal \$500,000 (Dr. Dunn's funding) has a deadline for use, as it could be potential match for the DHR grant. The DHR grant requires that match money be ready for use by September 2025 and used during the grant period (July 1, 2025-June 30 2027). IF it is possible to use \$250,000 from that federal funding, then you already have your match and we have a total of \$1,250,000 for the rehabilitation. The remaining \$250,000 of that federal money could be used now when the current project is ready. Commissioner Quinn is checking on this now, and will get back to us all asap.

-There is a percentage of the grant available to hire the architect and engineers for preparation of construction documents, the bidding and negotiation process, and construction administration. I don't know if the Commissioners have a professional on board for the current project, but having an architect to assist with specifications for HVAC, windows, etc. would likely be more helpful for them, as I know they are busy. We can all

come together once the grant begins to confirm scope of work and ensure that everyone is aware of the scope of rehabilitation. A great opportunity for marketing and PR as well.

-Lastly, there is a percentage of the grant that can go to the City for administration. I am available to be on the team for grant admin, if needed.

If all of this is amenable to you, Mayor Buzzett, here are the next recommended steps:

- 1) Please review the attached documents for detailed information, and feel free to contact me on my cell at 917-684-7033. I am available and willing to help with this however you need.
- 2) Can this approval for the grant match (hopefully for the full amount of \$250,000) and for the City to apply for the grant, please be placed on the agenda for the next City Commission meeting, which I understand to be May 21? I am out of state for the summer beginning on May 20, but I would be happy to call in and present or answer any questions as needed.
- 3) If the proposal is approved by the City Commission, Commissioner Langston will inform Commissioner Quinn, who will call a special meeting of the County Commission to ask for their approval that week.
- 4) Attached are the details of the documents that are needed for submission. I would also recommend that if you feel this will be approved, that the City open the DHR portal asap and get moving on that part as soon as we can. (I have two other DHR grants that I am working on, so the sooner the better for me.)

Again, I want to say how happy I am to work with you all. I have really grown to love your City over the past five years, and look forward to making this project a reality with you. I appreciate your time and effort in reading this email.

Sincerely,  
Cleary

Cleary Larkin, Ph.D., R.A.  
Director, Historic Preservation Program  
Director, Preservation Institutes Nantucket & St. Augustine  
Assistant Professor, Department of Urban and Regional Planning  
University of Florida

148 Architecture Building  
PO Box 115701  
Gainesville, FL 32611-5701

352-294-1438 (office)  
<https://dcp.ufl.edu/historic-preservation/>



College of Design, Construction and Planning  
Office of the Dean  
Historic Preservation Program

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352-294-1438

March 1, 2024 (Amended April 22, 2024)

George Washington High School Gymnasium & Science Building Rehabilitation  
Proposal for Florida Division of Historical Resources (FDHR): Special Category Grant  
<https://dos.fl.gov/historical/grants/>

FDHR Special Category Grant for Development Projects: "Development activities with the mission of Preservation, Restoration, Rehabilitation or Reconstruction of historic properties regularly open to the public, and site-specific planning required for these activities such as structural or condition assessment reports." (FDHR Guidelines)

Scope of Work: Exterior and Interior rehabilitation of the Gymnasium building and the adjacent Science Building to support public community use throughout the year. Scope will include life safety upgrades, window and door installations, new paint, lighting, bleachers, etc. as confirmed in conversation with County and City regarding parallel/ future project goals. **Of note, resilience scope of work should be included to up the ask to \$1,000,000. If there is interest in a generator and electrical upgrades, this can be deemed for resilience, as this building is used during storms for community recovery.** FDHR Special Category grants can be applied for multiple times, if future work remains.

Grant Project Team

Site Owner: City of Port St. Joe

Requested Match Funding: City of Port St. Joe and Gulf County Government

Grant Applicant & Manager: Pioneer Bay Community Development Corporation

Grant Writer & Reporting: Dr. Cleary Larkin, UF Historic Preservation Program

Timeline

April 1, 2024 - Grant Portal opens

**June 1, 2024 5:00 pm- Applications Due**

Fall 2024: State Board Review & Recommendation

Spring 2025 - State Legislative Review

July 1, 2025 - Grant Period Begins

September 30, 2025 – Encumbrance of Funds deadline. Grantee must demonstrate the execution of a binding contract for at least a part of the scope of work.

June 30, 2027 - Grant Period Ends (24-month project)

Funding Requirements & Budget\* FY2026 increased Max to \$1,000,000 with a focus on resilience.

Up to \$500,000 (FDHR) + \$125,000 (25% match\*) = \$625,000 total project budget, including:

Up to \$1,000,000 (FDHR) + \$250,000 (25% match\*) = \$1,250,000 total project budget, including:

- Architecture & Engineering services (typ. 8%)
- Up to 5% administrative services (CDC may take as needed, UFHP is ProBono)

\*The grant requires a 1:1 match except for Rural Economic Development Initiative (REDI) communities, of which Gulf County is designated, which may request a reduction of match to 25% of the requested amount.

**REDI MATCH REQUIREMENTS (p. 8-11 of [Grant Guidelines](#))**

- Twenty-five percent (25%) of the total required Match must be cash-on-hand which must be documented at the time of application (June 1, 2024) and reconfirmed and expended during the Grant Period. (July 1, 2025 - June 30, 2027)
- Must be documented by bank statement(s), budget report(s), and/or bank letters showing sufficient restricted funds or a municipal or county resolution. (June 1, 2024).
- Funding, as indicated by the resolution, must be made available within 90 days of the start of the Grant Period. (September 2025)

**Please see p. 9-10 for Match Requirements, p. 10- 11 for Restrictions on Match & Documentation of Match needed for Application due June 1:**

Cash-on-Hand (Liquid Assets): At least 25% of the total required Match amount must be cash-on-hand of the Applicant Organization at the time of the application, documented by bank statement(s), budget report(s), and/or bank letters showing sufficient restricted funds or a municipal or county resolution\*. Cash-on-hand may exceed 25% of the total match, but may never be less than 25% of the total match.

\*Municipalities and counties (public entities) must submit an executed copy of an approved resolution by a city or county commission with the application materials. The resolution must include the dollar amount dedicated and available to the project if the grant is awarded and the date the funds will be available. The submitted resolution must be dated and signed by an authorizing official. Funding, as indicated by the resolution, must be made available within 90 days of the start of the Grant Period.

**Other Requirements:**

- **As Owner, the City** will need to provide a Letter of Concurrence for the project, agreeing that the non-profit can apply for and undertake the work of the grant (p. 4).
- **As Owner, the City** will need to file a **Restrictive Covenant on the property with the Clerk of Court for fifteen years prior to the first installment of release of funds (p.4, p. 23).**

**For any questions or assistance, please contact:**

Dr. Cleary Larkin, Director, UF Historic Preservation Program  
[clarkin@ufl.edu](mailto:clarkin@ufl.edu)



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March 1, 2024

County Administrator Michael Hammond & County Commissioners  
Gulf County, Florida

RE: FDHR Special Category Grant Application for George Washington High School Campus

Dear Mr. Hammond and Commissioners,

 The Pioneer Bay CDC and the University of Florida Historic Preservation (UFHP) program have been working in collaboration since 2019 towards the rehabilitation of the George Washington High School Campus, with the goal of year-round usage for the Port St. Joe community. We have documented the history and conditions of the campus, and have written the National Register nomination, which is now under review by the State and the National Park Service. Our next step is to apply for \$500,000 in a State grant funding for rehabilitation of the gymnasium and adjacent Science Building. 

The grant will be applied for and managed by the CDC and UFHP, with the permission and support of the City and, we hope, the support of the County. All we ask of you, the County, is as follows:

- A cash match of \$62,500, which, in conjunction with the City's match of the same amount, will meet the FDHR requirements for the grant;
- Legal documentation of this match, by the grant deadline of 5:00 pm, June 1, as requested in the attached Summary document and FDHR Guidelines;
- A Letter of Support for the application and project, due by the application deadline; and
- Transparent collaboration with the Project Team on any current or planned work to the building, so that scope is not duplicated. A Restrictive Covenant is also required with the grant award; shared knowledge will help in this transaction.

Please see the attached documentation for further information on the items noted above. Thank you in advance for your support; please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Cleary Larkin".

Cleary Larkin, Ph.D., R.A.  
Director, Historic Preservation Program  
Assistant Professor, Department of Urban and Regional Planning

*The Foundation for The Gator Nation*  
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352-294-1438

March 1, 2024

Mayor Rex Buzzett & City Commissioners  
City of Port St. Joe, Florida

RE: FDHR Special Category Grant Application for George Washington High School Campus

Dear Mayor Buzzett and Commissioners,

Thank you for your time at the January 16<sup>th</sup> City Commission meeting. I am writing to follow up on our discussion regarding the State (FDHR) funding for the rehabilitation of the George Washington gymnasium and adjacent Science Building. Our intention is to bring in \$500,000 in grant funding as a benefit for the Port St. Joe community. We propose that the grant be applied for and managed by the Pioneer Bay CDC and the University of Florida Historic Preservation program, as we have been working in collaboration since 2019 towards the goal of rehabilitation and year-round usage for the community.

All we ask of you, the City, is as follows:

- A formal confirmation of your cash match of \$62,500, as you verbally noted in January, through legal documentation, by the grant deadline of 5:00 pm, June 1, as required in the attached Summary document and FDHR Guidelines;
- A Letter of Concurrence as Owner of the property that the application and project has your approval, by June 1; and
- Within that letter, an agreement to sign a Restrictive Covenant if the grant is awarded, as required by FDHR.

Please see the attached documentation for further information on the items noted above. We are also in conversation with the County to request their half of the match. We will share the draft grant application for your review and approval before we submit. Thank you in advance for your support; please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Cleary Larkin".

Cleary Larkin, Ph.D., R.A.  
Director, Historic Preservation Program  
Assistant Professor, Department of Urban and Regional Planning

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**Special Category Historic Preservation Grants  
Formal Solicitation for Applications  
April 1, 2024 – June 3, 2024  
for Fiscal Year 2026**

The Florida Department of State is soliciting applications for Special Category Grant-in-Aid assistance for historic preservation projects. Applications will be accepted **online** at [dosgrants.com](https://dosgrants.com). The application submission period **will open April 1, 2024, and close at 5:00 p.m. (Eastern) on June 3, 2024** (as June 1<sup>st</sup> is not a business day). Applications will only be accepted electronically and must be complete to be considered for evaluation.

**SPECIAL CATEGORY GRANTS PROGRAM**

The purpose of the Special Category Grants Program is to provide funding to assist major local, regional, and state-wide efforts to preserve significant historic structures and archaeological resources, to assist major archaeological excavations or research projects and to assist in the development and fabrication of major museum exhibits that will promote knowledge and appreciation of the history of Florida. The program does not fund operational support for museums or historic preservation organizations.

Project types include: Development; Archaeological Research; Museum Exhibit; and Acquisition. For questions about project types or the eligibility of a project or work item, please refer to the *Special Category Grant Guidelines* on [FLHeritage.com/grants](https://FLHeritage.com/grants).

**STATEWIDE PRESERVATION PRIORITIES**

Though the Division of Historical Resources will accept applications for all eligible project types, this cycle's priorities are:

- Projects that prepare Florida's historical structures be more resilient to flooding events, storms, for changes resulting from sea level rise
- Projects that support the restoration of historic structures in Florida Main Street program areas

**ELIGIBLE APPLICANTS**

Eligible Applicant Organizations are either a public entity or an active Florida nonprofit. For questions about eligibility, please refer to the *Special Category Grant Guidelines*.

**AWARD AMOUNT AND MATCH REQUIREMENTS**

Maximum award amount: \$1,000,000

Match requirement: 50 percent, unless reduced as explained below, with a minimum cash match contribution of 25 percent.

Match reduction: A reduction of match to 25 percent is available for projects proposed to be located within rural counties or communities designated pursuant to Sections 288.0656 and 288.06561, *Florida Statutes*, as REDI-qualified at the time of application submission, as stipulated in the *Special Category Grant Guidelines*. State agencies, state colleges, or state universities are not eligible for a match reduction, regardless of project location.

**APPLICATION RESTRICTIONS**

An Applicant Organization may submit only one (1) Historic Preservation Special Category Grant Application under a single application deadline for a particular application cycle. State agencies, county or city governments, or universities may submit single applications from more than one division or department under a single application cycle provided that those divisions or departments are separate and distinct budgetary units, and provided that applications do not address the same facility, project, property, or site. For additional restrictions, please refer to the *Special Category Grant Guidelines*.

**APPLICATION REVIEW AND PROJECT SELECTION**

Eligible applications will be evaluated on a competitive basis by the Florida Historical Commission (FHC) in a public meeting. The FHC will review and score applications pursuant to criteria in the *Special Category Grant Guidelines*, and recommend to the Secretary of State those applications that should be forwarded to the 2025 Legislature for funding consideration in State Fiscal Year 2026.

The FHC's recommendation to the Secretary of State will not result in any immediate grant award. The award and



level of funding for each Special Category project will be subject to specific legislative appropriation.

#### **RELEASE OF FUNDS**

**For projects receiving funding from the 2025 Legislature, funds will become available after July 1, 2025, which is the beginning of the 2025-2026 State Fiscal Year.** To receive grant funds, grantees will be required to sign a Grant Award Agreement containing specific administrative responsibilities. Any unexpended balance of grant funds will revert to the state at the end of the 24-month period, on June 30, 2027.

#### **ADDITIONAL REQUIREMENTS**

Grantees with Special Category grant projects involving acquisition or development activities will also be required to execute **Restrictive Covenants** that must be recorded with the property deed by the Clerk of Circuit Court in the county where the property is located prior to release of grant funds. These covenants require that, in exchange for state grant funds, the grantee will not undertake modifications to the property (other than routine repairs and maintenance) for a period of 15 years, or 20 years in the case of acquisition, without review and approval of plans and specifications by the Division.

For Special Category grant projects involving properties other than real property (e.g. aircraft, locomotive, or marine vessel) and Museum Exhibit projects, the grantee shall execute and notarize a **Preservation Agreement** prior to final release of grant funds and close-out of the project. The preservation agreement requires that the grantee and property owner shall follow the terms specified therein for ten (10) years for Development projects and five (5) years for Museum Exhibit projects.

#### **ADDITIONAL INFORMATION**

If you have any questions regarding proposed projects or the online application form, please call the Historic Preservation Grants Program, Division of Historical Resources, at 800.847.7278 or 850.245.6333 or email at [DHRgrants@dos.myflorida.com](mailto:DHRgrants@dos.myflorida.com).

**RESTRICTIVE COVENANTS****Project Name:** \_\_\_\_\_**Grant Number:** \_\_\_\_\_

THESE COVENANTS are entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, hereinafter referred to as the Owner, and \_\_\_\_\_, hereinafter referred to as the Grant Recipient, and shall be effective for a period of ten years from the date of recordation by the Clerk of the Circuit Court of \_\_\_\_\_ County, Florida.

WHEREAS, the Owner is the fee simple titleholder of the Property located at **(Project Address)**, **(Project City Location)**, **(Name of County)** County, Florida, as described in Exhibit A, attached to and made a part hereof and

WHEREAS, the Grant Recipient 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 **\$(Grant Award Amount)**, to be used for the restoration and 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 and the Grant Recipient hereby make and declare the following restrictive covenants which shall run with the title to said Property and be binding on the Owner and Grant Recipient and their successors in interest, if any, for a period stated in the preamble above:

1. The Owner and the Grant Recipient agree to maintain the property in accordance with good preservation practices and the Secretary of the Interior's Standards for Rehabilitation.
2. The Owner and the Grant Recipient 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 and the Grant Recipient 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 and the Grant Recipient 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 and the Grant Recipient 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 **(Name of County)** County, Florida, and shall pay any and all expenses associated with their filing and recording.
7. The Owner and Grant Recipient agree that the Department shall incur no tax liability as a result of these restrictive covenants.

IN WITNESS WHEREOF, the Owner and Grant Recipient have read these Restrictive Covenants and have hereto affixed their signatures.

**WITNESSES:**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Witness Name Typed/Printed

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Witness Name Typed/Printed

The State of Florida  
County of \_\_\_\_\_

I certify that on this date before me, an officer duly authorized in the state and county named above to take acknowledgments, that \_\_\_\_\_ personally  
(Name)

appeared as \_\_\_\_\_ for \_\_\_\_\_  
(Officer) (Name of Corporation/Partnership)

known to me to be or who proved to my satisfaction that he/she is the person described in and who executed the foregoing instrument.

Type of Identification Produced \_\_\_\_\_

Executed and sealed by me at \_\_\_\_\_, Florida on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for

The State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

[SEAL]

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
GRANT RECIPIENT

\_\_\_\_\_  
Witness Name Typed/Printed

\_\_\_\_\_  
Grant Recipient's Address

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Witness Name Typed/Printed

The State of Florida

County of \_\_\_\_\_

I certify that on this date before me, an officer duly authorized in the state and county named above to take acknowledgments, that \_\_\_\_\_ personally

(Name)

appeared as \_\_\_\_\_ for \_\_\_\_\_

(Officer)

(Name of Corporation/Partnership)

known to me to be or who proved to my satisfaction that he/she is the person described in and who executed the foregoing instrument.

Type of Identification Produced \_\_\_\_\_

Executed and sealed by me at \_\_\_\_\_, Florida on \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public in and for

The State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

[SEAL]

# **SPECIAL CATEGORY GRANT GUIDELINES**

Application Open: April 1  
Application Deadline: June 1  
Grant Period: 24 months  
(beginning July 1, year of appropriation)

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

## Application Submission

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

Applications must be submitted on the DOS Grants System at [dosgrants.com](http://dosgrants.com).

## For Assistance and Information

Name	Title	Email
Eric Case	Supervisor, Historic Preservation Grants Program	<a href="mailto:Eric.Case@dos.myflorida.com">Eric.Case@dos.myflorida.com</a>
DHR Grants Staff	Historic Preservation Grants Specialists	<a href="mailto:DHRGrants@dos.myflorida.com">DHRGrants@dos.myflorida.com</a>

These Guidelines are also available electronically at:

<http://dos.myflorida.com/historical/grants/special-category-grants/> and can be made available in alternative format.

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## I. INTRODUCTION

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 major local, regional and state-wide efforts to preserve significant historic and archaeological resources, to assist major archaeological excavations or research projects and assist in the development and fabrication of major museum exhibits that will promote knowledge and appreciation of the history of Florida. The program does not fund operational support for historic preservation organizations. This program provides historic preservation grants on a competitive basis. The Legislature and Governor determine the amount appropriated annually for the program, and funding for all eligible applications is not guaranteed. These guidelines are supported under section 267.0617, Florida Statutes, and incorporated by reference into Rule 1A-39.001, Florida Administrative Code, and they detail the policies and requirements for the application and administration of the Special Category program grants.

## II. TIMELINE

March	Announcement of application availability on Division website and via email.
April 1 – June 1	Application submission period. Division staff assistance and consultation available to applicants.
June 1	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
June – September	Application review period and review meeting.
July 1 (Year of Appropriation)	Notification of Grant Award and grant details forms available.
September 30	Encumbrance of Funds deadline. Grantee must demonstrate the execution of a binding contract for at least a part of the scope of work.
October 31	First Project Progress Reports due for Special Category projects (Reporting Period: July – September, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.

January 31	Second Project Progress Reports due for Special Category projects (Reporting Period: October – December, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.
April 30	Third Project Progress Reports due for Special Category projects (Reporting Period: January – March, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.
July 31	Fourth Project Progress Reports due for Special Category projects (Reporting Period: April – June, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.
October 31	Fifth Project Progress Reports due for Special Category projects (Reporting Period: July – September, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.
January 31	Sixth Project Progress Reports due for Special Category projects (Reporting Period: October – December, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.
April 30	Seventh Project Progress Reports due for Special Category projects (Reporting Period: January – March, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.
May 30	Extension request deadline. An extension of the completion date must be requested at least thirty (30) days prior to the end of the grant period.
June 30 (Year 2)	Project Expiration Date. All grant and local matching funds must be expended by this date.
July 31	Final Reports due for Special Category projects (Reporting Period: April – June, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.

### III. PROGRAM DESCRIPTION

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 funds shall be used for historic preservation work approved by the Division and consistent with the applicable Preservation Standards of the Secretary of the Interior and Chapter 267 of the Florida Statutes.
4. To be eligible to apply to the Division for grant funding, an Applicant Organization must 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. For Museum Exhibit projects, Applicant Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition, and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida.
5. State-funded Development activities for historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades.
- 5-6. State-funded Development activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery and installing minimal security lighting.

### IV. ELIGIBILITY

All Applicant Organizations must meet the following requirements. All documentation must be provided by the application deadline.

1. Must **NOT** have multiple active Special Category projects under contract at one time. Special Category projects have a grant period of 24 months. Unless an Applicant Organization has a smaller project that will be completed in a single year, new applications should be submitted every other year. Subject to Legislative appropriation, Special Category recommendations approved by the Secretary of State will be funded top-down until the appropriation is depleted. Any Applicant Organization on the ranked list that has not completed a previously-funded Special Category project by July 1 of the year for which funds are appropriated will be passed over and the funds will be allocated to the next Applicant Organization on the list without an active Special Category project under contract. A previously funded project is considered complete when it has reached 100% completion as supported by contractor documentation, and the Division has received complete documentation to request a final grant payment.
2. **Must** have the required legal status.
3. Agree to comply with all application requirements:

- a) Complete the approved Scope of Work within the Grant Period;
  - b) Make activities and Historic Properties that are the subject of the Project open and accessible to all members of the public (see V.B. Accessibility and Non-Discrimination);
  - c) Match the grant amount requested, dollar for dollar, unless exempted from the full match requirement (see V.C. Request Amount and VI. Match Requirements); and
  - d) Include only allowable expenses in the Project Budget (see VII. Allowable Expenses and VIII. Non-Allowable Expenses);
  - e) Agree to comply with all legal and financial requirements as set forth in these Guidelines.
4. Agree to comply with all grant administration requirements, if funded:
- a) Provide all information needed for the Grant Award Agreement;
  - b) Request approval for any changes to the Scope of Work and Project Budget of the awarded grant;
  - c) Submit timely and accurate reports;
  - d) Maintain complete and accurate grant records and if multiple grants from the Division are open at the same time, treat each grant as a separate, distinguishable Project;
  - e) Comply with the requirements of the Florida Single Audit Act (Section 215.97, (Florida Statutes) and any applicable federal audit requirements pursuant to 2 CFR 200 Subpart F-Audit Requirements; and
  - f) Credit the State of Florida and Division of Historical Resources for funding.
5. Must **NOT** be in non-compliance status with any previously awarded Department grant.
6. Must **NOT** owe the Department funds at the time of application in connection with a previous grant received from any division of the Department, for which the Applicant Organization has been notified of the Department's determination that a refund of grant funds is required.
7. Have satisfied the administrative requirements of previous grants received from the Division or other divisions of the Department, including grants that may be open at the time of application, and be in compliance with all permits issued to the Applicant Organization and/or the proposed project directors and managers by the Bureau of Archaeological Research.
8. Have ownership of the property for which grant funding is requested or have the written concurrence of the Property Owner. Except for projects involving acquisition or site-specific archaeological investigation, the owner must be a public entity or a Non-profit Organization. For the purposes of this program, an eligible Applicant Organization may lease state-owned land or building(s) or both.
9. In accordance with section 287.05805, Florida Statutes, for Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee), prior to the release of the first installment of grant funds, must grant to the Florida Department of State a security interest in the Real Property at least to the amount of state funds to be provided in the grant agreement. This security interest shall be recorded in the form of a restrictive covenant on the Real Property, active for a period of fifteen (15) years for Development or active for twenty (20) years for an Acquisition. Grantee (and the Property Owner, if not the Grantee) shall record the security interest in the office of the clerk of the circuit court of the county, or another office serving as the county recorder as provided by law, in which the Real Property is located. For Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee) must file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years for Development and twenty (20) for Acquisition prior to final release of grant funds and close out of the project.
10. For Development projects involving improvements to properties other than Real Property (e.g., an aircraft, locomotive, trolley or marine vessel) and for Museum Exhibit projects, the Grantee (and the Property Owner, if not the Grantee) **must** execute and notarize a Preservation Agreement prior to

release of funds. The Preservation Agreement shall require the Grantee and the Property Owner(s) to maintain the improvements or exhibit for a period of ten (10) years for Development projects and five (5) years for Museum Exhibit projects.

11. For Archaeological Research projects, a research design must be submitted for review and approval at the time of application. Research designs must meet the Preservation Standards and be approved by the Division for a project to be eligible for Special Category grant funding.

11.12. If the property is leased, **the lease agreement must be dated, signed, and submitted** at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.

12.13. **Must** have appropriate **matching** funds and documentation at time of application submission.

13.14. Must complete an online application form at <http://www.dosgrants.com> by the application deadline.

14.15. The proposed Project **must** be consistent with the Special Category project type under which it is submitted and with the purpose of this grant program.

15.16. All grant funding provided by the Special Category Grant Program must be utilized in accordance with the standards, as applicable to the specific project type, contained in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, effective September 29, 1983, <https://www.flrules.org/Gateway/reference.asp?No=Ref-08164>, which are incorporated by reference, and include:

- a) The Secretary of the Interior's Standards for the Treatment of Historic Properties;
- b) The Secretary of the Interior's Standards for Archaeological Documentation;
- c) The Secretary of the Interior's Standards for Historical Documentation;
- d) The Secretary of the Interior's Standards for Architectural and Engineering Documentation; and
- e) The Secretary of the Interior's Standards for Preservation Planning.

16.17. Project oversight of museum exhibit projects funded by the Special Category Grant Program must be provided by a historian or archaeologist meeting the Secretary of the Interior's Professional Qualifications Standards for History or Archeology, which are set forth in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation incorporated in paragraph 1A-39.001(7)(c), F.A.C.

## A. Application Restrictions

1. An Applicant Organization may only submit one (1) Special Category grant application under a single application deadline for a particular application cycle. State agencies, county or city governments, or universities may submit single applications from more than one division or department under a single application cycle provided that those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same facility, Project or site.
2. Applicant Organizations with projects funded with Federal funding or by the Legislature outside of the review of the Florida Historical Commission or Secretary of State are not eligible to receive Special Category grant support for the same Scope of Work activities from the Division within the same fiscal year in which Federal or Legislative funding is appropriated.
3. Historic Preservation projects do not fund Cultural Facility projects.
4. No organization may receive more than ~~\$1.53~~ million in historic preservation Special Category grant funding from the Division during a consecutive 5 state fiscal year period.
5. State-funded Development activities for historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades. State-

funded Development activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery and installing minimal security lighting.

6. For Museum Exhibit projects, Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida.
7. Preparation of National Historic Landmark designation nominations shall not be allowable for Special Category grant funding.

## **B. Legal Status**

To meet the legal status requirement, an Applicant Organization must be either a public entity or an active Florida nonprofit, tax exempt corporation as of the application deadline in accordance with section 267.0617(2), Florida Statutes.

## **C. Public Entity**

A Florida local government, entity of state government, school district, community college, college or university. Private schools, private community colleges, private colleges and private universities are not public entities and must be nonprofit and tax exempt to meet the legal status requirement.

## **D. Nonprofit, Tax Exempt**

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

## E. Required Documentation

1. All applicants must provide a Unique Entity Identifier (UEI) number. This is an identification number required for doing business with the Federal Government. If you do not already have a UEI number, your organization can request a one at <https://sam.gov>
2. All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at <https://flvendor.myfloridacfo.com/>.

## V. APPLICATION REQUIREMENTS

### A. Grant Period

All proposed activity must take place within a 24-month Grant Period.

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

### B. Accessibility and Non-Discrimination

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

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

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

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

### C. Special Category Grant Types and Request Amount



1. Special Category Grants may provide a maximum grant award amount of ~~\$500~~\$1,000,000. There is no minimum request amount.
2. Special Category Grant project types:
  - a) Development projects with the mission of Preservation, Restoration, Rehabilitation or Reconstruction of historic properties regularly open to the public, and site-specific planning required for these activities such as structural or condition assessment reports. Development activities on historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades. State-funded Development activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery, and installing minimal security lighting;
  - b) Archaeological Research projects, for ~~all phases of~~Phase I, Phase II, and limited Phase III terrestrial and underwater fieldwork, analyses of findings and write-up, or to conduct collection research at established federal, state or public institutions. A well-defined, clear and concise research design that meets the Preservation Standards, must be submitted for review by the Division at the time of application;
  - c) Museum Exhibit projects to aid Florida history museums in exhibit work, including research of exhibit content, exhibit design, fabrication and installation. Exhibits must be permanently affixed to the building. For Museum Exhibit projects, Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition, and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida. Project oversight of museum exhibit projects funded by the Special Category Grant Program must be provided by a historian meeting the Secretary of the Interior's Professional Qualifications Standards for History, which are set forth in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation incorporated in paragraph 1A-39.001(7)(c), F.A.C; and
  - d) Acquisition of a single Historic Property or archaeological site, or group of Historic Properties or archaeological sites, in which all the resources have the same owner. For archaeological sites, an exception to the single owner provision may be made if the archaeological site extends on land that is contiguous, but owned by different property owners.

## VI. MATCH

### A. Match Requirements

1. All Applicant Organizations **must** provide ~~one-dollar~~match in cash or In-kind Contributions (donated goods, property, or services) ~~for every dollar of 50% of the amount~~ requested from the Division, unless ~~exempted~~reduced as described below. ~~This is called Match.~~ The total Project Budget includes Match (cash and In-kind Contributions) plus the request amount. All Match contributions, whether cash or In-kind Contributions, must be consistent with the Scope of Work ~~and must be~~, essential to the implementation of the project. and allowable per these program guidelines.



2. Twenty-five percent (25%) of the total required Match must be cash-on-hand which must be documented at the time of application and reconfirmed and expended during the Grant Period.
3. No more than seventy-five percent (75%) of the total required Match may be non-monetary In-kind Contributions.

## B. Match Reductions

Applicant Organizations can request a match reduction to twenty-five (25%) of the Grant Award amount in the following circumstances:

1. Projects located in REDI areas: The Rural Economic Development Initiative (REDI) recognizes rural or economically distressed counties and communities designated pursuant to sections 288.0656 and 288.06561, Florida Statutes, as REDI qualified. The REDI program is administered by the Florida Department of Economic Opportunity. You can find more information and a list of economically distressed counties and communities at <http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition>.

In recognition of the REDI designation, Applicant Organizations with projects located in REDI communities may request a reduction to the match requirements, UNLESS the grant applicants are state agencies, state colleges, or state universities.

Summary of Match Requirements	Required Match
Projects <b>not</b> located in REDI qualified counties or communities	<del>1:1</del> 50%
Projects located in REDI qualified counties or communities	25%
State agencies, state colleges or state universities.	<del>1:1</del> 50%
<b>Organizations that are state agencies, state colleges or state universities must meet the full match requirement (<del>1:1</del>)<sub>2</sub>, regardless of project location.</b>	

## C. Cash Match

1. Cash-on-Hand (Liquid Assets): At least 25% of the total required Match amount must be cash-on-hand of the Applicant Organization at the time of the application, documented by bank statement(s), budget

report(s), and/or bank letters showing sufficient restricted funds or a municipal or county resolution\*. Cash-on-hand may exceed 25% of the total match, but may never be less than 25% of the total match.

**\*Municipalities and counties (public entities)** must submit an executed copy of an approved resolution by a city or county commission with the application materials. The resolution **must** include the dollar amount dedicated and available to the project if the grant is awarded and the date the funds will be available. The submitted resolution **must be dated and signed by an authorizing official**. Funding, as indicated by the resolution, must be made available within 90 days of the start of the Grant Period.

2. Additional cash Match above the minimum 25% cash-on-hand may be anticipated at the time of application, but must be fully documented in the application and received and expended by the end of the Grant Period. The Match can be documented in the application as bank statement(s), budget report(s), and/or bank letters showing sufficient restricted funds or a municipal or county resolution, as well as irrevocable pledges of funds. The pledges must be from named donors, as documented by signed and dated letters, and must be auditable. Anonymous pledges shall not be accepted as match contributions.

#### **D. In-kind Contributions (Donated Goods, Property, and Services) Match**

1. Documented In-kind Contributions: No more than 75% of the total required Match may be In-kind Contributions. In-kind Contributions must be documented and itemized as irrevocable non-monetary pledge letters, letters of intent and/or invoices for future in-kind goods, property and/or services at the time of application, and the goods, property, and/or services must be received and utilized by the end of the Grant Period. In-kind Contributions from named donors must be documented by signed and dated letters, which must be auditable. Anonymous pledges shall not be accepted as match contributions.
2. The value of volunteer services may be calculated using the federal minimum wage or state minimum wage (whichever is higher), or professionals skilled in the service provided (such as a supplier donating construction materials services or an electrician providing pro bono work). For information on the current federal minimum wage, see the Wage and Hour Division of the US Department of Labor at <https://www.dol.gov/whd/minimumwage.htm>.
3. The value of all professionally skilled services used as In-kind Contributions must be documented in writing by the volunteer. The value of donated goods and property must also be documented. Records of such documentation must be available upon request.
4. 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 2-year Grant Period beginning on July 1 of the year of appropriation.

- 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, taxes and other costs associated with the donation are not eligible match contributions.

#### **E. Restrictions on Matching Funds**

- 1. Funds that are for general operating expenses will not be acceptable as match.
- 2. Revenue from funding requested but not yet approved through local or state government appropriation processes will not be acceptable as match.
- 3. Revenue from grants that have not yet been awarded will not be acceptable as match.
- 4. Anticipated proceeds from fundraising activities will not be acceptable as match.
- 5. Fundraising costs will not be acceptable as match.
- 6. Legal fees or taxes will not be acceptable as match.
- 7. Matching funds will be designated only to the Scope of Work presented in this application and may not be used for other previous, current or future Division or Department of State grants.
- 8. Expenditures made prior to and following the Grant Period may not be used as match.
- 9. Loans may not be used as match. Equity may not be used as match.
- 10. State of Florida grant funds may not be used as match for this program.

#### **F. Documenting Match**

- 1. Organizations must have all Match complete and confirmed at the time of application and, if funded, must reconfirm Match at the time of Grant Award Agreement execution.
- 2. Documentation of matching funds can include:
  - a. Bank statement(s), budget report(s) that specifically identify match contribution to the project, and/or bank letters confirming cash-on-hand;
  - b. A resolution showing funds dedicated to the Scope of Work (limited to public entities);
  - c. Letters of intent to provide salaries/payroll expenditures of in-house staff as cash match, including a pay rate justification. This letter should include the number of hours to be donated and the rate at which they are donated;
  - d. Grant award letters from third parties (non-State);
  - e. Copies of irrevocable pledge letters; and
  - f. Letters of intent or invoices for future in-kind goods, property and/or services.

#### **VII. ALLOWABLE EXPENSES**

- 1. Allowable expenses must be:
  - a) not excluded by these Guidelines and approved by the Division;
  - b) necessary and reasonable for the performance of the Scope of Work;

- c) specifically and clearly detailed in the Project Budget;
  - d) incurred or paid within the 2-year Grant Period beginning on July 1 of the year of appropriation;  
and
  - e) related to the selected project type, as described in Section V.C.2.
2. Only allowable expenses may be included in the Project Budget.
  3. Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement are allowable expenses, provided that, in the aggregate, they do not exceed 5% of the grant award amount, whether allocated to grant expenditures, match contributions, or both.
  4. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the **Department of Financial Services' Reference Guide for State Expenditures** (revised 11/1/2019), which are incorporated by reference and are available online at [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2).

### VIII. NON-ALLOWABLE EXPENSES

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

- a) Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;
- b) Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;
- c) Costs not consistent with the grant project type as described in section V.C.2. of the program guidelines and as selected in the application;
- d) Expenses incurred or obligated prior to or after the Grant Period, as indicated in the Grant Award Agreement;
- e) Expenses associated with lobbying or attempting to influence Federal, State or local legislation, the judicial branch or any state agency;
- f) Expenditures for work not consistent with the applicable historic preservation standards as outlined in the Secretary of the Interior's Guidelines available at <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm> or applicable industry standards;
- g) Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, including costs of consultation and mitigation measures

required under Section 106 of the *National Historic Preservation Act of 1966*, as amended, or under Section 267.031, F.S.;

- h) Projects directed at activities or Historic Properties that are restricted to private or exclusive participation or access, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, pregnancy, handicap or marital status;
- i) Entertainment, food, beverages, plaques, awards or gifts;
- j) Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;
- k) Indirect costs including Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, internet service, monthly expenses associated to security systems, non-grant related administrative and clerical staffing, marketing and fundraising activities;
- l) Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, whether grant expenditures or match contributions, which in aggregate exceed 5% of the grant award amount;
- m) Grantee operational support (i.e., organization salaries not directly related to grant activities; travel expenditures; per diem; or supplies);
- n) Insurance costs (Exception: costs for builder's risk, workers' compensation and contractor's liability insurance);
- o) Capital improvements to non-historic properties or non-historic additions to a Historic Property (Exception: pre-approved items of work for Museum Exhibit projects);
- p) Capital improvements to the interior of Religious Properties (Exception: repairs to elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, window and exterior door repairs and restoration practices associated with the building envelope);
- q) Accessibility improvements for Religious Properties;
- r) Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s));
- s) Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems and site lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of trees posing an immediate threat to the historic or archaeological resource; and limited site lighting required for security, all if approved by the Division);
- t) Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates or sections of these);
- u) Furniture, including but not limited to: desks, tables, seating, rugs and mats, artwork and decorations, window treatments, case goods (including cabinets, countertops, or bookshelves) with no historic precedent, systems' furniture, movable partitions and acoustical treatments and components, unless specific prior approval has been granted by the Division (Exception: museum display units necessary for approved Museum Exhibit projects)

v) Equipment ~~(a) including:~~

- i. ~~Purchase of all equipment directly or indirectly related to the project, is non-allowable, even if such equipment is necessary for the completion of the project. Non-allowable equipment includes, but is not limited to, portable sound systems, specialty fixtures and equipment, visual display units, televisions, appliances, computers, cameras, printers, scanners, projection systems, portable light fixtures, and total stations, anchors and other objects needed to operate boats and ships, pumps, jacks, and other tools unless specific prior approval has been granted by the Division.~~ (b);
- ii. If special equipment is required for completion of the Project, it shall be rented for the grant term unless it can be shown that acquiring the equipment is cheaper than renting the equipment and approval has been provided by the Division as part of the documentation presented at the time of application. If the value of special equipment is to be used as a match contribution, the value of the match contribution shall be limited to the cost of rental for the Grant Period at the market rate for such rental in the region; ~~Approved special equipment purchased with grant funds that cost more than \$5,000 and have a useful life of more than one year will be returned to the Department at the end of the grant period, prior to final payment~~
- w) Supplies that will not be consumed in use during the duration of this project;
- x) ~~Maintenance of boats, cars, trailers or other vehicles;~~
- y) Costs associated with attending or hosting conferences, summits, workshops or presentations including facility rental fees (Exception: municipal or county required public meetings necessary for completion of the grant-assisted project);
- z) Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, contracted or subcontracted employees, either for purposes of work on-site or research off-site; and
- aa) Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects.

## IX. REVIEW CRITERIA AND SCORING

1. Applications that have not been determined ineligible by the Division and have not been withdrawn by the Applicant Organization shall be reviewed by the members of the Florida Historical Commission. The review will be based on the following ~~ten (10)~~ criteria.

### Criteria 1: ~~Site or the Proposed Project~~Historic Significance

Historic significance, meaning ~~beyond just the age of a resource~~, the relative importance of the property or site in connection with ~~prehistory or~~ historical events, developments, or ~~personalities~~ individuals. This may also refer to the relative importance of the information that forms the basis of ~~the~~ proposed ~~museum~~ exhibit:

- ~~or archaeological project.~~

up to  
~~10~~  
points

### Criteria 2: Community Impact, Need, and Educational Potential

- ~~Public good, including accessibility, educational potential, economic impact or any other public benefit resulting from the proposed Project.~~

~~up to~~  
~~10~~

<ul style="list-style-type: none"> <li>• 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. This may also refer to the need to update the <del>out-dated</del> <u>outdated</u> information and/or design of a museum exhibit.</li> <li>• <u>Compatibility with statewide historic preservation priorities established by the Division. These priorities are subject to change annually depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage).</u></li> </ul>	<p><del>points</del> <u>30</u> Points</p>
<p><del>Appropriateness of the proposed project scope of work, budget, and timeline in relation to the property, site, resources, collections or information that forms the basis of the proposed project.</del></p>	<p><del>up to</del> <u>10</u> points</p>

### Criteria 23: Organization, Administration, and Technical Ability

<ul style="list-style-type: none"> <li>• <del>Administrative capability, as demonstrated in the application, including staffing, facilities and organization</del> <u>financial</u> resources adequate to complete the proposed project and meet the administrative requirements of the grant.</li> <li>• <u>Quality of application, including the availability of professional and technical services required to carry out the proposed project.</u></li> <li>• <u>Appropriateness of the proposed project scope of work, budget, and timeline in relation to the property, site, resources, collections or information that forms the basis of the proposed project.</u> <del>Applicant administrative experience with previous or open grants awarded by the Division, other divisions of the Department of State, and other granting entities.</del></li> </ul>	<p><del>up</del> <u>Up to</u> <del>10</del> <u>30</u> points</p>
<p><del>Financial resources adequate to meet grant match requirements and/or, as applicable, to carry project costs as necessary pending receipt of disbursements of grant funds or to cover project costs exceeding grant funds awarded.</del></p>	<p><del>up to</del> <u>10</u> points</p>
<p><del>Consideration for and availability of professional and technical services required to carry out the proposed project, either within the Applicant Organization or as consultants/vendors.</del></p>	<p><del>up to</del> <u>10</u> points</p>

### Criteria 3: Public Benefit

<p><del>Compatibility with statewide historic preservation priorities established by the Division in the solicitation notice. 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 specified by the Division in the yearly solicitation notice.</del></p>	<p><del>up to</del> <u>10</u> points</p>
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Inserted Cells



<del>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.</del>	<del>up to 10 points</del>
<del>Anticipated economic benefits, including direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects.</del>	<del>up to 10 points</del>
<del>Public use or other public good, including benefit to underrepresented communities, resulting from the proposed project.</del>	<del>up to 10 points</del>

- The total possible number of points the Commission can award to an application is 100. The Commission's evaluation will be based on the information contained in the application, required attachments and support materials submitted with the application. The Commission's individual scores will be averaged to determine a final score for each application.
- Applications must receive a minimum average score of **80 or higher** to be *recommended* for funding. Applications receiving an average score of 80 or higher will be recommended to the Secretary of State for review and approval and subsequent forwarding to the Florida Legislature for funding consideration.
- Applications with a tied average score will be ranked by application submission number order (lowest to highest).

## A. Review Process

- Division staff will conduct a technical review to determine eligibility and prepare a staff content review report. Eligible applications will then be submitted to the Florida Historical Commission who serve as the grant review panel.
- The Florida Historical Commission will evaluate each application on the review criteria and assign a score. Applications are ranked according to the average of scores assigned for each application.
- The Florida Historical Commission approves the ranked list for submission to the Secretary of State.
- The Division forwards the ranked list to the Secretary of State.
- The Secretary of State reviews and approves the ranked list and submits it to the Legislature for funding consideration.

## B. Staff Review

- The technical review of applications verifies:
  - That the Applicant Organization has the correct **legal status** (public entity or nonprofit, tax-exempt, Florida Corporation). Note that for Development projects, the Property Owner (if not the



Applicant Organization) must be a Non-profit Organization, state college or university, or agency of government.

- b) That the Applicant Organization, if not the owner, has the permission of the Property Owner to conduct the proposed Project on the owner's property and the owner is in concurrence with the application and is a public entity or a Non-profit Organization, except for projects involving acquisition or site-specific archaeological investigation.
  - i. In accordance with section 287.05805, Florida Statutes, for Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee), prior to the release of the first installment of grant funds, must grant to the Florida Department of State a security interest in the Real Property at least to the amount of state funds to be provided in the grant agreement. This security interest shall be recorded in the form of a restrictive covenant on the Real Property, active for a period of fifteen (15) years for Development or active for twenty (20) years for an Acquisition. The Grantee (and the Property Owner, if not the Grantee) shall record the security interest in the office of the clerk of the circuit court of the county, or another office serving as the county recorder as provided by law, in which the Real Property is located. For Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee) must file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years for Development and twenty (20) for Acquisition prior to final release of grant funds and close-out of the project.
  - ii. For Development projects involving improvements to properties other than Real Property (e.g., an aircraft, locomotive, trolley or marine vessel) and for Museum Exhibit projects, the Grantee (and the Property Owner, if not the Grantee) **must** execute and notarize a Preservation Agreement prior to release of any grant funds. The Preservation Agreement shall require the Grantee and the Property Owner(s) to maintain the improvements or exhibit for a period of ten (10) years for Development projects and five (5) years for Museum Exhibit projects.
- c) That the proposed Project is consistent with selected project type and the purpose of the Special Category grant program.
- d) That the Project Budget does not include non-allowable expenses.
- e) That appropriate **matching** funds ratio has been identified and documentation has been provided.
- f) That the research design submitted for Archaeological Research projects that meets the Preservation Standards and has been reviewed and approved by the Division.
- g) All supporting documentation has been provided.

- 2. **Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline.** If necessary, a request for information will be sent with a certain response deadline. Such requests will be made in writing to the Applicant Organization via the DOS Grants System online using the contact information provided in the application. These requests are to clarify the information already submitted in the application. Responses received after the established deadline will not be accepted and the application will be presented to the Florida Historical Commission by Division staff as submitted, along with staff recommendations on how to address the outstanding issues. Clarifications will become an official part of the application.

## C. Information Provided to the Florida Historical Commission

- 1. The Division shall make available online electronic copies of the eligible applications (along with their

support materials) to the Florida Historical Commission in sufficient time for its members to review all applications prior to the Florida Historical Commission convening a public meeting for the purpose of considering the applications for funding. Ineligible applications will not be reviewed by the Florida Historical Commission or discussed at the public meeting.

2. The Division shall also make available to the Florida Historical Commission a staff content review report on each eligible application that provides an assessment of the information provided in the grant application. The staff content review report will include:
  - a) A synopsis of the proposed Scope of Work;
  - b) An assessment of compliance of the proposed project with any applicable Preservation Standards;
  - c) Relevant concerns or issues with the application, including Applicant Organization responses to requests for information.
  - d) An assessment of the proposed Scope of Work and its appropriateness in regards to the property, site, resources, or collections that forms the basis of the proposed project, personnel and timeframe;
  - e) An assessment of the proposed estimated budget including eligibility of claimed match contributions, with recommendations for any grant funding level adjustments that may be justified by the findings of the staff technical review. Examples of the need for such adjustment would be a recommendation to delete work related to non-allowable expenses, work not consistent with the applicable Preservation Standards or to reduce the grant award in an amount commensurate with inadequately documented or non-allowable match contributions; and
  - f) Other information regarding the Applicant Organization and its compliance with previous Division grants, if relevant.

#### **D. Florida Historical Commission Review of Applications**

1. Members of the Florida Historical Commission serve as the grant review panel for the Special Category program. All Commission members must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in section 112.313 Florida Statutes; and voting conflict of interest laws as set forth in sections 112.3143 and 286.012 Florida Statutes.
2. Commissioners independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow the Division's scoring instructions. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss; and score the applications.
3. Panel meetings are a public process and anyone can participate by attending in person or via online webinar. Participation instructions will be posted on the Florida Administrative Register (FAR) as a notice, on the Division's website and in the online grant system. The Division strongly encourages applicants to participate in the grant panel meeting, however it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

4. The Division Director, or the Director's designee, will serve as the panel Chair. Chairs do not vote on applications being reviewed. At the public meeting, the Florida Historical Commission shall score each eligible application reviewed for each of the aforementioned criteria. For each criterion the minimum score is zero and maximum score ten. As per the results of their review, discussion in the public meeting and scoring, the Commission members shall recommend, for each application, funding levels and any revisions of Scope of Work necessary to ensure compliance with these Guidelines. After all Florida Historical Commission members have finalized scoring of all applications, the Commissioners' scores will be averaged to create a priority ranking list. This ranking list will include all applications reviewed during the public meetings.
5. A typical Commission meeting will include the following:
  - a) Call to Order;
  - b) Introduction of Panelists and Staff;
  - c) Panel Instructions from the Chair (including purpose of and conduct of the meeting);
  - d) Technical Discussion of applications. For each application:
    - i. The Chair will announce the application number and applicant name;
    - ii. Division staff will present the results of the staff content review for each application;
    - iii. Applicant representatives (no more than 2) may come forward to answer questions from the panel regarding the proposed project and application (NOTE: presentations are not allowed); and
    - iv. Panelists can update scores and written comments in the DOS Grants System online following discussion of each application;
  - e) Application Scoring
    - i. Time is allotted for panel to submit final scores and comments after conclusion of review for all eligible applications;
    - ii. DOS Grants System averages scores for each project to produce a funding list, ranked in order of total average score, highest to lowest; and
    - iii. Ranked funding list is read into the record and applications with a tied average score will be ranked by application submission number order (lowest to highest);
  - f) Adoption of Recommended Funding List
    - i. Panel Chair will request discussion and a vote on the approval and recommendation of the ranked funding list to the Secretary of State;
  - g) Public Comment; and
  - h) Adjournment.

## E. Funding Process

1. Following the public meeting, the Division shall prepare a final priority list of all recommended applications with an associated level of funding for each, for review and approval by the Secretary of State. The Secretary may approve the list as submitted by the Florida Historical Commission. The approved list will be posted on the Division's webpage.
2. The Secretary of State will provide the Legislature with an approved list, ranked in order of total average score, with funding recommendations for all projects that received a total average score of 80

and above. The Legislature may use this list to make funding decisions.

3. Applications recommended for funding by the Florida Historical Commission and approved by the Secretary of State are not guaranteed funds. Funding for state Special Category Grants is contingent on an annual appropriation by the Florida Legislature and, in addition, is subject to veto by the Governor.
4. Grant funds shall be awarded in accordance with the final ranking list of the applications considered for grant assistance in a given funding cycle, unless otherwise provided by the Legislature. Special Category funds shall not be provided for projects which were not applied for, reviewed and recommended in accordance with procedures outlined in these Guidelines, unless otherwise provided by the Legislature.
5. Following legislative appropriation, any applicant on the ranked list that has not completed a previously-funded Special Category grant project by July 1 of the year for which funds are appropriated will be passed over and the funds will be allocated to the next grantee on the list without an active Special Category grant project under contract.
6. 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 the Division will proceed as follows:
  - a) The Director may 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 Director may allocate remaining additional funds to new grant awards in rank order at the recommended funding level for projects reviewed and scored 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 withdrawal or 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.
  - d) If additional grant funds become available during the grant year, the Director may increase grant awards, award new grants for applications reviewed by the Florida Historical Commission during the normal review processes or establish a special process for awarding such additional funds.

## **X. HOW TO APPLY**

1. Applications must be submitted on the DOS Grants website at [dosgrants.com](http://dosgrants.com).
2. All application information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, Florida Statutes).

### **A. Application Form**

1. The application form must be completed using the Division's online grant application and submitted online **by 5:00 pm ET** on the application deadline. Deadlines and a link to the application form are posted on the Division's website at <https://dos.myflorida.com/historical/grants/>.
2. At any time prior to the Special Category review and ranking public meetings, an Applicant Organization may opt to remove an application from further consideration for funding. Those applications will be labeled withdrawn and will not be discussed in the public meetings.

## **B. Support Materials**

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

## **C. Required Materials**

Support materials are required documentation of eligibility. The required support materials for the Special Category program are:

1. 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, which can be obtained at: <http://www.sunbiz.org> by searching the corporate name. Out-of-state corporate entities must include documentation from the Internal Revenue Service confirming that they are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
2. Substitute W9 form: Applicant Organizations must submit a copy of their Substitute W9 form (SW9), which can be obtained at the Department of Financial Services (DFS) Substitute W-9 website <https://flvendor.myfloridacfo.com>.
3. Documentation of Confirmed Match: An Applicant Organization shall provide current documentation of all match and this must meet the minimum match requirements outlined in these Guidelines. At a minimum, 25% of the match must be evidenced to be in the form of cash.
4. Letters of Support, Endorsement or Resolutions: If available at the time of application submission, the Applicant Organization shall provide a list that includes the following information for each letter of support, endorsement or resolution included in the application: name of author, type of communication (letter, petition, resolution, etc.) and organization represented (if applicable). All letters shall be scanned together and uploaded as a single file. Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the Florida Historical Commission will review and score applications.
5. Photographs: All Applicant Organizations shall provide digital images as specified in the application instructions. For Acquisition and Development projects, minimum requirements include current photographs of all exterior elevations, principal interior spaces, significant architectural features, and the context the resource(s) exists within, if available, also provide

historic photographs of the property.

6. Representative Image: A single representative image of the property or project to be used in the application review meeting shall be submitted by the Applicant Organization. The image should convey the theme or purpose of the proposed project, and the property or site should be represented in its current condition.
7. Proposed Project Team Support Documents: The Applicant Organization shall provide the curricula vitae/resumes of the proposed project team as listed in the application.
8. Architectural/Design Documents (for Development and Museum Exhibit projects only): If completed, the Applicant Organization shall provide architectural project schematics, construction documents, conditions reports or exhibit design documents.
9. Appraisal and Purchase Documents (for Acquisition projects only): In this attachment the Applicant Organization must include an appraisal(s), purchase agreement, title/owner search, certified land survey and archaeological survey report, if applicable. For Acquisition projects the maximum grant share 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 substantiating the significance of the archaeological site proposed for acquisition.
10. Archaeological Supporting Documents (for Archaeological Research projects only): CopiesA Research Design that meets the Preservation Standards is required at the time of application for all Archaeological Research projects. Additionally, provide copies of previous archaeological site reports or surveys of the property that is the subject of the proposed project, or reports of previous analyses of the material projected to be researched, ~~shall be submitted, from the Florida Master Site File and other known resources.~~ Curricula vitae for the principal investigator and other key personnel, if known, must also be provided. If the principal investigator has not yet been selected, a list of tasks or projected responsibilities must be submitted in place of the curriculum vitae.
11. Exhibit Supporting Documents (for Museum Exhibit projects only): The Application Organization shall include curricula vitae for all key project research and exhibit development personnel, if known. In the same manner, if objects are to be loaned from other institutions or individuals for exhibit, letters of confirmation from lending institutions must be provided.



12. Documentation of Need: An Applicant Organization should use this attachment to explain and document 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 historical property/ies, historic resources or materials, archaeological sites or historical information that is the subject of the proposed project.
13. Local Protection (for site specific projects only): Copies of any documents that provide local protection of the project site, if any currently exist, must be provided. This may include local protection ordinances, preservation or conservation agreements, protective or restrictive covenants, or maintenance agreements.
14. Owner Concurrence Letter (for site-specific projects only): Each Applicant Organization shall provide a letter that documents that the Applicant Organization has the permission of the owner of record (if the Property Owner is not the applicant) to conduct the proposed project on the owner's property and that the owner is in concurrence with this application for grant funding. NoteFor Development projects, the letter must include that the owner agrees to sign and record a Restrictive Covenant on the property. Note also that, for Development projects, the owner must be a Non-profit Organization, state college or university or agency of government. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.
15. Optional Materials: An Applicant Organization may use this attachment to present additional documents not specifically requested by the Division that support the application. Such materials may include copies of National Register nominations, conditions assessments, newspaper articles or other documents that reflect the historical significance of the resource, highlight its historic characteristics, its public use or so on.

## D. Restrictive Covenants

For Special Category Grant projects involving acquisition of or improvement to Real Property, the Grantee and the Property Owner(s) shall, prior to the release of the first installment of grant funds, execute and file record a Restrictive Covenants in the office of the clerk of the circuit court of the county, or another office serving as the county recorder as provided by law, in which the Real Property is located. with the Clerk of the Circuit Court in the county where the property is located, prior to final release of grant funds and close-out of the project. This Restrictive Covenants form is available on the Division's website <http://www.dos.myflorida.com/historical/grants/special-category-grants/> and at the Department grants online system <http://www.dosgrants.com>.

1. The Restrictive Covenant shall include the following provisions:
  - a) The Restrictive Covenants shall run with the title of the property, shall encumber the property and shall be binding upon the Grantee and the Property Owner(s), if different, and their successors in interest for ~~ten-fifteen~~ (1540) years from the date of the recordation of the Restrictive Covenants for projects involving improvements to Real Property and for twenty (20) years for acquisition projects.

- b) The Grantee and Property Owner(s) shall permit the Division to inspect the property at all reasonable times to determine whether the Grantee and Property Owner(s) are in compliance with the terms of the Restrictive Covenants.
- c) The Grantee and Property Owner(s) shall maintain the property in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- d) The Grantee and Property Owner(s) 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 Division.
- e) The Restrictive Covenants shall contain the following amortization schedule of the repayment of grant funds, should the Grantee or Property Owner(s) or their successors in interest violate the Restrictive Covenants.
  - i. Amortization Schedule for projects involving improvements to Real Property:  
If the violation occurs within the first ~~five-ten~~ (\$10) years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount. If the violation occurs after the first ~~five-ten~~ (\$10) years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first ~~five-ten~~ (\$10).
  - ii. Amortization Schedule for Acquisition projects:  
If the violation occurs within the first ten (10) years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount. If the violation occurs after the first ten (10) years, the Department shall be entitled to return of the entire grant amount, less 5% for each year past the first ten (10).
- f) Other provisions as agreed upon by the Division and the Grantee.

## E. Preservation Agreement

1. For Special Category Grant Development projects involving improvements to properties other than Real Property (e.g., an aircraft, locomotive, trolley or marine vessel) and Museum Exhibit projects, the Grantee shall execute and notarize a Preservation Agreement. The Document shall be executed and notarized prior to ~~final~~ release of grant funds ~~and close-out-of-the-project~~. The Preservation Agreement for these types of projects shall require the Grantee and the Property Owner(s) to follow the terms for ten (10) years for Development projects and five (5) years for Museum Exhibit projects. The Preservation Agreement form is incorporated by reference and is available on the Division's web site <http://www.dos.myflorida.com/historical/grants/special-category-grants/> and at the Department grants online system <http://www.dosgrants.com>.
2. The Preservation Agreement shall include the following provisions:



- a) The Grantee shall assume the cost of the continued maintenance and repair of the exhibit or of the property so as to preserve the architectural or historical integrity of the same.
- b) The Grantee agrees that no visual or structural alterations will be made to the exhibit or the property without prior written permission of the Division.
- c) The Division, its agents and designees shall have the right to inspect the exhibit or 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 Owners or their successors in interest violate the Preservation Agreement.
- e) Other provisions as agreed upon by the Division and the Grantee.

## **XI. GRANT AWARD AGREEMENT**

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

- b) Division authorization for initiation of project work prior to the Effective Date of the Grant Award Agreement shall impose no liability on the Division if anticipated grant funds are not appropriated by the Legislature and approved by the Governor. All such work shall be undertaken solely at the Applicant Organization's risk.
- c) Division authorization does not entail disbursement of any payment prior to the Effective Date of the Grant Award Agreement. Grantee shall use matching funds to carry out approved work prior to the Effective Date.

4. Grant Encumbrance Period and Expenditure Period:

a) Encumbrance Period for Projects Requiring Contractual Services:

- i. During the encumbrance period, but not later than the end date of the encumbrance period as outlined in the Grant Award Agreement, the Grantee shall execute all required contracts for all or part of the work to be accomplished with grant funds. Projects for which no encumbrance is accomplished by the established deadline may be cancelled by the Division and the grant funds may be reallocated in accordance with these Guidelines.
- ii. Exception: The encumbrance period for a Special Category Grant project can be extended by written approval of the Division if requested in writing as indicated below and if the Grantee demonstrates to the satisfaction of the Division that partial encumbrance of grant funding 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.
- iii. For projects not involving contract services, but to be conducted by Grantee's internal staff, the Grantee and the Division shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.

b) Expenditure Period:

- i. Grant funds and required match resources must be expended as outlined in the Grant Award Agreement and properly documented as required by the Division.
  - ii. Grant funds shall not be used for project expenditures that are incurred after the expenditure period end date, which is the termination date of the Grant Award Agreement.
  - iii. The Division may extend the expenditure period by not more than 180 days. Time extensions will be considered on a case-by-case basis and will be valid only if a contract amendment is executed by both parties, as outlined in the Grant Award Agreement. The Grantee must request the extension in writing, provide documentation that all grant funds and match contributions are encumbered and demonstrate to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended expenditure period.
- c) The Grantee's written request for extension shall be submitted to the Division no later than thirty (30) days prior to the termination date of the Grant Award Agreement.

## A. Reporting Requirements

1. As required by the Grant Award Agreement, Grantees shall submit periodic progress reports to the Division. Progress reports, along with any supporting or required information that documents project status, shall be submitted via the Department grants online system and meet the established deadlines indicated in the Grant Award Agreement. A progress report describes the progress of the project during the last reporting period including:
  - a) The progress and status of each Scope of Work activity;
  - b) The progress and status of the deliverables;
  - c) Status of executing subcontracts and encumbrance of funds;
  - d) Any variations from project timeline, budget and deliverables, with a description of reasons for variance; and
  - e) For grants receiving federal funding, the number of hours of employment for the project to date. This must include project management hours, consultant hours, and any other project work hours.
2. Progress reports shall be accompanied by support materials that can effectively document the current status of project work as related to the Scope of Work. Photographs shall be captioned with property name, date of photograph, and description of feature and work described. For photographic submissions, Grantee may follow the suggested format established by the Division and available for consult at the Division's web page <http://www.dos.myflorida.com/historical/grants/special-category-grants/>.
3. The Grantee shall submit a final progress report within thirty (30) days following the Expiration Date of the grant. An exception to this is the establishment of a specific final progress submission date when a grant extension is agreed upon and a contract amendment is executed by the Grantee and the Division.
4. The Grantee shall provide information and documentation to the Division to assist in identifying non-state entity Grantees that are required to comply with the Florida Single Audit Act, Sections 215.97(2)(a) and 215.97(8)(a), F.S., and federal audit guidelines. Single Audit information and related documentation provided by the Grantee shall be submitted to the Division via [dosgrants.com](http://dosgrants.com) and shall be reviewed by the Department's Office of Inspector General.

## B. Retention of Records

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

## C. Grant Withdrawal or Cancellation

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

## XII. GRANT FORMS

The following forms must be used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division at <http://dos.myflorida.com/historical/grants/>:

#	Title	Form #	Effective Date
1.	Special Category Grant Application	DHR002	Xx/xxxx
2.	Grant Award Agreement	GAA001	Xx/xxxx
3.	Progress and Final Report	DHR003	07/2022
4.	Preservation Agreement	DHR007	5/2018
5.	Restrictive Covenants	DHR008	5/2017

## XIII. DEFINITIONS

- A. "Acquisition" means fee simple purchase of Real Property.
- B. "Applicant Organization" 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. "Cash Expenditure" means any expense where currency is exchanged for goods or services.
- C.D. "Department" means the Department of State.
- D.E. "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 for which there is sufficient historical documentation available to accurately replicate the property.
- E.F. "Director" means the Director of the Division of Historical Resources.
- F.G. "Division" means Division of Historical Resources of the Department. The Division's mailing address is 500 South Bronough Street, Tallahassee, Florida 32399-0250. Its telephone number is 850.245.6333.

G-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.

H-I. “Encumbrance” means commitment of grant funds and match by binding contract.

I-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.

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

K-L. “Florida Historical Commission” means the advisory body created pursuant to Section 267.0612, F.S., to assist the Director of the Division of Historical Resources in carrying out the purposes, duties and responsibilities of the Division.

L-M. “Florida Master Site File” means the list maintained by the Division of all recorded historical and archaeological sites and properties in the State of Florida.

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

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

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

P-Q. “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-R. “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-S. “Historic Property” means any prehistoric or historic site, district, 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.

~~S.T.~~ “In-kind Contribution” means a non-monetary contribution of equipment, services, property or labor provided by the Grantee, or a third party, and consistent with the Scope of Work and must be essential to the implementation of the Project, and allowable per these program guidelines

~~T.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, and allowable per these program guidelines.

~~U.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, 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 Division.

~~V.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.

~~W.X.~~ “Planning” means research, testing, analysis and design required for implementation of a Project.

- a. Planning for a Development project may include historical research, development of a historic structure report, condition assessment, survey, hazardous materials survey and abatement plan, rehabilitation feasibility study and construction documents (plans and specifications).
- b. Planning for an Archaeological project may include research, predictive modeling and remote sensing applications, as necessary for development of a research design that meets the Preservation Standards for the project.
- c. Planning for a Museum Exhibit project may include historical research, conceptual and design documents and specifications.

~~X.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.

~~Y.Z.~~ “Preservation Agreement” means the notarized legal instrument by which a Grantee and Property Owner commit to maintenance and repair of a property other than Real Property or a museum

exhibit improved with Special Category grant assistance so as to preserve the architectural or historical integrity of the same. This legal instrument is applicable only to those Museum Exhibit projects and Development projects for which recordation of Restrictive Covenants is not possible or required (see X.E. Preservation Agreement). Properties other than Real Property include but are not limited to: locomotives, railcars, marine vessels, aircraft and other movable objects. The term of the Preservation Agreement for Special Category grants is ten (10) years for Development projects and five (5) years for Museum Exhibit projects, from the date of execution. 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~~ For Archaeology Research projects and projects where archaeological work is necessary due to the movement of soil associated to work on a Historic Property, 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. The National Park Service and Division standards referenced in paragraphs (a) through (d) above are available from the Division.

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 but will be treated as a specific and measurable distinct project during the Grant Period and shall be documented as such by the Applicant Organization.

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).



~~EE.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 historical documentation available to accurately replicate the property.

~~FF.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.

~~GG.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.

~~HH.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.

~~II.JJ.~~ “Restrictive Covenant” means the legal instrument by which a Grantee and Property Owner commit to maintenance and preservation of the historic integrity of a property acquired or improved with Special Category grant assistance. This legal instrument is recorded at the appropriate county clerk’s office in the county in which the property is located and is binding on the current and subsequent owners from the date on which the instrument is recorded. The Restrictive Covenants must be recorded and submitted to the Division for Development and Acquisition projects involving Real Property prior to any release of Special Category Grant funding.

~~JJ.KK.~~ “Rural Economic Development Initiative” means the program and designation administered by the Department of Economic Opportunity as established by Section 288.0656 of the *Florida Statutes*.

~~KK.LL.~~ “Scope of Work” means the work specified in the Grant Award Agreement or in an approved amendment thereto, as being authorized by the Division for expenditure of grant funds and for contribution to the required match.

## **XIV. HELP**

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

For information about the Special Category Grant program, visit our website at: <http://dos.myflorida.com/historical/grants/special-category-grants/>.



## Estimated Project Costs

### George Washington High School Gym

10/31/2023

Quina Grundhoefer Architects

<b>Site Improvements</b>	
Selective Demolition	\$5,000
Sidewalks & Fencing	\$4,000
New Entry Canopy	\$32,000
Exterior Masonry Repair	\$22,000
	<b>\$63,000</b>
<b>Renovations Items</b> 10,754 sf of interior area & 663 sf new lobby	
General Conditions & Permits	\$45,000
Selective Interior Demolition	\$3,000
Temporary Utilities	\$6,000
Partitions and Drywall	\$4,000
Interior Finishes/Paint	\$120,000
Ext Windows & Doors	\$98,000
New Lobby Storefront	\$48,000
Painting	\$60,000
New Bleachers	\$48,000
Roof Replacement Single Ply & Insulation	\$75,000
Electrical and Lights	\$220,000
Plumbing	\$26,000
HVAC	\$180,000
Data & Security	\$40,000
Fire Suppression System	\$68,000
Total	<b>\$1,104,000</b>
Contractor fees and overhead (15%)	<b>\$165,600</b>
Total Construction	<b>\$1,332,600</b>
A/E Fees, permits, testing	<b>\$190,000</b>
Total	<b>\$1,522,600</b>
Contingency (10% of Construction Cost)	<b>\$110,400</b>
<b>Total</b>	<b>\$1,633,000</b>

<b>Science Building</b>	
Masonry Wall Infill	\$32,000
Windows & Doors	\$32,000
HVAC System	\$22,000
Electrical & Lighting	\$16,000
Finishes & Painting	\$28,000
Total	<b>\$130,000</b>
Contractor fees and overhead (15%)	<b>\$19,500</b>
Total Construction	<b>\$149,500</b>
A/E Fees, permits, testing	<b>\$11,500</b>
Total	<b>\$161,000</b>
Contingency (10% of Construction Cost)	<b>\$13,000</b>
<b>Total</b>	<b>\$174,000</b>

AGREEMENT FOR TEMPORARY USE OF WASHINGTON GYM  
CITY OF PORT ST. JOE, FLORIDA

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER)

TERRANCE CHAMBERS / DINDS PINK

ADDRESS: ~~5126~~ ~~Port~~ 116 Bridgeport LN

Port St Joe  
CITY

FL  
STATE

32456  
ZIP

TELEPHONE 850 819 0493

EMAIL Plushtee400@icloud.com

DATE(S) REQUESTED July 3 2024

TIMES OF EVENT 9pm - 3am

TYPE OF EVENT IN DETAIL R+B Concert

PROPOSED # OF PEOPLE ATTENDING THE EVENT 500

Please check the following boxes that apply to your event:

- ☐ Alcohol
- ☒ Artists/Vendors
- ☐ Tax Exemption

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Washington Gym to User on the date(s) set forth above.

All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. The City shall:

- A. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- B. Not be responsible for any damage, accidents, or injury that may happen to the User or his agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above described activity during the period covered by this agreement.
- C. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- D. The activities of the City have first priority and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. **The User shall:**

- A. Take the premises as they are found at the time of occupying by the User.
- B. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and material owned by the User. The City assumes no liability for the User's equipment and material.
- C. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- D. Indemnify the City and hold it harmless from any liability, including court costs and attorney's fees which result from any of the activities which occur on the property during the term of this Agreement. In the event that User's use of the premises includes a performance or performances which might be subject to a license fee payable to any organization such as ASCAP or BMI, User shall be responsible for such fee and will indemnify and hold City harmless in the event that any such fee is assessed against City.

3. **Payment of Charges:**

- A. All payments and deposits must be made by check or money order payable to the City of Port St. Joe and paid in full before the facility is reserved.
- B. All payments will be delivered to the City as of the date of the execution of this Agreement.
- D. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. **The Following Regulations shall be followed:**

- A. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- B. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, User is responsible for its replacement cost.
- C. Alcohol Permits and/or Certificates of Liability Insurance must be provided to the City before rental when alcohol is allowed at the event.
- D. Certificates of Liability Insurance must be provided to the City before facility is reserved for all large events.
- E. A trash plan must be in place for all events and given to the City at the time the facility is reserved.
- F. A security plan must be in place for all large events and given to the City at the time the facility is reserved.
- G. All lineups of artists and/or vendors must be provided to the City at the time the facility is reserved.
- H. The premises shall not be marked upon, painted, cut, drilled, driven nails or screws into, or in any way deface the walls, ceilings, partitions or floors of the Premises or of the Building, and any defacement, damage or injury caused will be the responsibility of user who signed this application.

5. **Deposit Guidelines**

- Deposits will be cashed immediately and a refund check will be issued once the following items have been addressed after the rental date(s).
  1. All lights were turned off after the event
  2. All A/C Heating units must be turned back up to a temperature of 77°
  3. All trash and decorations have been removed and placed in outside dumpsters after the event
  4. The premises have been secured after the event
  5. No damage to the property
  6. All the tables and chairs will be folded up and returned to the location they were found. (Do not remove tables and chairs from premises, be sure to let any party planners know they are property of the City).
  7. Keys must be returned to City Hall no later the 12:00 Noon the day after the event. If the event occurs on a weekend, there is a drop box behind City Hall where the keys can be returned.

All buildings are inspected by a city employee prior to, and after each event. Items not found in satisfactory condition after your departure could result in a forfeiture of your deposit.

**\*\* Deposits will not be returned on cancellations unless requested 30 days before the scheduled rental\*\***

6. **Acknowledgment:**

- A. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- B. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- C. I (person requesting permit) TERRANCE CHAMBERS, a citizen of the State of Florida and of the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party which believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.
- D. I understand that masks are strongly encouraged, and anyone attending this event will follow the CDC Guidelines in place for COVID-19.

FOR CITY OF PORT ST. JOE:

FOR USER:

\_\_\_\_\_  
Approving Authority

Terrence Chambers  
Signature

\_\_\_\_\_  
Date

5-9-24  
Date



Post Office Box 278 \* Phone (850) 229-8261  
Port St. Joe, Florida 32457

City of Port St. Joe  
Alcohol Permit in Accordance with Ord. 464

Applicant Name: TERRANCE CHAMBERS  
Address: 116 Bridgport LN  
Contact Person: \_\_\_\_\_  
Telephone #: 850 8190493  
Event Date & Location: July 3 2024, Washington Gym  
Estimated # of participants: 500 people

Required documents:

1. Proof of insurance in a form and underwritten by an insurance company in the amount of at least \$1,000,000 identifying the City an additional insured.
2. State of Florida Beverage License

I TERRANCE CHAMBERS, have also received and understand the requirements under Ordinance #464 as well as State and Local Laws pertaining to Alcohol.

Terrance Chambers  
Applicants Signature

5-9-24  
Date

Approval:

\_\_\_\_\_  
Approving Authority

\_\_\_\_\_  
Date

IS ALCOHOL BEING PROVIDED AT THIS EVENT

☐ YES

☒ NO

IT will be A BYOB

IF YES, WHO IS THE PROVIDER? \_\_\_\_\_



AGREEMENT FOR TEMPORARY USE OF WASHINGTON GYM  
CITY OF PORT ST. JOE, FLORIDA

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER)

TERRANCE CHAMBERS / DINDS PINK

ADDRESS: ~~5120~~ ~~116~~ 116 Bridgeport LN

Port St Joe  
CITY

FL  
STATE

32456  
ZIP

TELEPHONE 850 819 0493

EMAIL Plushtee400@icloud.com

DATE(S) REQUESTED July 3 2024

TIMES OF EVENT 9pm - 3am

TYPE OF EVENT IN DETAIL R+B Concert

PROPOSED # OF PEOPLE ATTENDING THE EVENT 500

Please check the following boxes that apply to your event:

- ☐ Alcohol
- ☒ Artists/Vendors
- ☐ Tax Exemption

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Washington Gym to User on the date(s) set forth above.

All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

**1. The City shall:**

- A. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- B. Not be responsible for any damage, accidents, or injury that may happen to the User or his agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above described activity during the period covered by this agreement.
- C. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- D. The activities of the City have first priority and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. **The User shall:**

- A. Take the premises as they are found at the time of occupying by the User.
- B. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and material owned by the User. The City assumes no liability for the User's equipment and material.
- C. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- D. Indemnify the City and hold it harmless from any liability, including court costs and attorney's fees which result from any of the activities which occur on the property during the term of this Agreement. In the event that User's use of the premises includes a performance or performances which might be subject to a license fee payable to any organization such as ASCAP or BMI, User shall be responsible for such fee and will indemnify and hold City harmless in the event that any such fee is assessed against City.

3. **Payment of Charges:**

- A. All payments and deposits must be made by check or money order payable to the City of Port St. Joe and paid in full before the facility is reserved.
- B. All payments will be delivered to the City as of the date of the execution of this Agreement.
- D. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. **The Following Regulations shall be followed:**

- A. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- B. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, User is responsible for its replacement cost.
- C. Alcohol Permits and/or Certificates of Liability Insurance must be provided to the City before rental when alcohol is allowed at the event.
- D. Certificates of Liability Insurance must be provided to the City before facility is reserved for all large events.
- E. A trash plan must be in place for all events and given to the City at the time the facility is reserved.
- F. A security plan must be in place for all large events and given to the City at the time the facility is reserved.
- G. All lineups of artists and/or vendors must be provided to the City at the time the facility is reserved.
- H. The premises shall not be marked upon, painted, cut, drilled, driven nails or screws into, or in any way deface the walls, ceilings, partitions or floors of the Premises or of the Building, and any defacement, damage or injury caused will be the responsibility of user who signed this application.

5. **Deposit Guidelines**

- Deposits will be cashed immediately and a refund check will be issued once the following items have been addressed after the rental date(s).
  1. All lights were turned off after the event
  2. All A/C Heating units must be turned back up to a temperature of 77°
  3. All trash and decorations have been removed and placed in outside dumpsters after the event
  4. The premises have been secured after the event
  5. No damage to the property
  6. All the tables and chairs will be folded up and returned to the location they were found. (Do not remove tables and chairs from premises, be sure to let any party planners know they are property of the City).
  7. Keys must be returned to City Hall no later the 12:00 Noon the day after the event. If the event occurs on a weekend, there is a drop box behind City Hall where the keys can be returned.

All buildings are inspected by a city employee prior to, and after each event. Items not found in satisfactory condition after your departure could result in a forfeiture of your deposit.

**\*\* Deposits will not be returned on cancellations unless requested 30 days before the scheduled rental\*\***

6. **Acknowledgment:**

- A. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- B. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- C. I (person requesting permit) TERRANCE CHAMBERS, a citizen of the State of Florida and of the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party which believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.
- D. I understand that masks are strongly encouraged, and anyone attending this event will follow the CDC Guidelines in place for COVID-19.

FOR CITY OF PORT ST. JOE:

FOR USER:

\_\_\_\_\_  
Approving Authority

Terrance Chambers  
Signature

\_\_\_\_\_  
Date

5-9-24  
Date





Post Office Box 278 \* Phone (850) 229-8261  
Port St. Joe, Florida 32457

City of Port St. Joe  
Alcohol Permit in Accordance with Ord. 464

Applicant Name: TERRANCE CHAMBERS

Address: 116 Bridgport LN

Contact Person: \_\_\_\_\_

Telephone #: 850 8190493

Event Date & Location: July 3 2024 , Washington bvm

Estimated # of participants: 500 people

Required documents:

1. Proof of insurance in a form and underwritten by an insurance company in the amount of at least \$1,000,000 identifying the City an additional insured.
2. State of Florida Beverage License

I TERRANCE CHAMBERS, have also received and understand the requirements under Ordinance #464 as well as State and Local Laws pertaining to Alcohol.

Terrance Chambers  
Applicants Signature

5-7-24  
Date

Approval:

\_\_\_\_\_  
Approving Authority

\_\_\_\_\_  
Date

IS ALCOHOL BEING PROVIDED AT THIS EVENT

☐ YES

☒ NO

IT will be A BYOB

IF YES, WHO IS THE PROVIDER?

62

## Security Plan

Lead Security- Nick Monette

850-624-9856

5 Years working experience as a security guard

He Has 15 other security guards that will be working with him.

We Will Have Security At Every Exit & Entrance

Three Security Will Be Roaming

All Patrons After Parking Will Be Told To Go Inside The Venue

Security In The Parking Lot

No Loud Music

No Lotting

No Arguing

No Fighting

We Are Asking Two Police Officers Outside The Venue

We have Hired TT&T Cleaning Service. The Cleaning Requirements Are To Organize The Gym Just Back It Was.

On Our Cleaning List To Expect From The Cleaning Service Is:

All Floors Is To Be Swept

All Floors Is To Mop

All Trash Removed

Clean All Bathrooms

Placing Things Back Like They Go

If Any Questions You Can Contact

Terrence Chambers

116 Bridgeport

Port St.Joe, Fla 32456

850-819-0493

Thank You

## Jim Anderson

---

**From:** Bonnie Durham  
**Sent:** Thursday, May 16, 2024 9:15 AM  
**To:** Jim Anderson  
**Subject:** FW: 4th of July Festivities

Good morning Jim,

Here is the list of artists for the Concert on 3<sup>rd</sup> of July.

Thanks,

Bonnie

---

**From:** Donna Likely <ivory1970@yahoo.com>  
**Sent:** Wednesday, May 15, 2024 2:32 PM  
**To:** Bonnie Durham <bdurham@psj.fl.gov>  
**Subject:** 4th of July Festivities

We Have Three Artists:

1st Artist- Joshua Gibson  
He Is An R&B Singer  
He Lives In Panama City Florida

2nd Artist- Sheldon Roden  
He Is An R&B Singer  
Lives In Sarasota, FL

3rd Artist- Bossman D-Low  
He Is An Amazing Rapper  
Lives In Port Salerno, FL  
[Sent from Yahoo Mail for iPhone](#)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/08/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	<b>CONTACT NAME:</b> Eventsured Customer Service	
	<b>PHONE (A/C, No, Ext):</b> 888-882-5902 <b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> info@eventsured.com	
<b>INSURED</b>  Terrance Chambers 116 Bridgeport Lane Port St. Joe, FL 32456	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Houston Casualty Company	42374
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** TM349028**REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

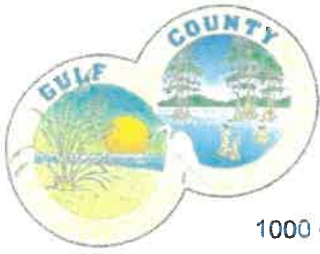
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>		H23SE00155/TM349028	07/03/2024 12:01AM	07/06/2024 2:01AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 1,000
	<input checked="" type="checkbox"/> Host Liquor Liability					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b>					DEDUCTIBLE \$ 0
	<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR				PROPERTY DAMAGE (Per accident) \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE				
	DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Concert - R&B to be held on 07/03/2024 - 07/05/2024 with 500 attendees at Washington High Gym 414 Kenny St Port St. Joe, FL 32456.

**CERTIFICATE HOLDER****CANCELLATION**

Washington High Gym 414 Kenny St Port St. Joe, FL, 32456	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b> 



**BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
Office of Management & Budget  
Sherry E. Herring, Director**

1000 CECIL G. COSTIN SR. BLVD., ROOM 312, PORT ST. JOE, FLORIDA 32456  
PHONE (850) 227-2301 • EMAIL: [sherring@gulfcounty-fl.gov](mailto:sherring@gulfcounty-fl.gov)

5/8/2024

To whom it may concern,

This is a reminder that all funding requests for the FY2425 Budget of Gulf County Board of County Commissioners must be received by the County by June 1<sup>st</sup>. Please make sure that these are either delivered to the OMB Office in Room 312 to be time stamped by **5:00 pm on Thursday May 30, 2024** or emailed to me directly at [sherring@gulfcounty-fl.gov](mailto:sherring@gulfcounty-fl.gov) to meet the deadline. Requests may also be mailed to my attention at the address listed below.

Please feel free to call or email me with any questions or concerns.

Thank you,

Sherry E. Herring, CGFO  
Office of Management & Budget Director

Mail Request To: 1000 Cecil G. Costin Sr. Blvd Room 312  
Attn: Sherry Herring - Budget  
Port St. Joe, FL 32456

**May 3, 2024, at 3:05 P.M.**

[illegible]

## USE OF FORCE

### GENERAL ORDER

- 10.0 Members will, only employ that amount of force which is reasonable and necessary to affect an arrest or assume control of a situation. By law, officers are required to arrest (consistent with policy) law violators. If the person being arrested offers no resistance and if by--standers offer no resistance, then no force is required and none will be used. It must be clearly understood that the Department will not tolerate attacks upon officers engaged in the performance of their official duty. Each member is permitted, and in fact, directed to defend themselves when physically attacked.
- 10.1 USE OF DEADLY FORCE: "Deadly Force" under Section 776.06, F.S., means force which is likely to cause death or great bodily harm and includes, but is not limited to:
1. The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and
  2. The firing of a firearm at a vehicle in which the person to be arrested is riding.
- 10.2 REPORTING USE OF FORCE: Whenever a member employs an amount of force capable of causing injury in the course of affecting an arrest, overcoming resistance, or controlling a situation, the member shall immediately upon stabilizing the situation, notify their immediate supervisor. The supervisor shall determine whether or not to go personally to the scene, the hospital, or jail to review the situation. The member shall complete and submit a report to the immediate supervisor prior to the end of the work shift. This report shall thoroughly describe all details concerning the nature of the force used and the necessity for using it. This same requirement applies if an incident in which force was used results in actual injury. Supervisors will determine if additional charges against the offender are applicable and if the amount of force applied by the member was reasonable and justified. A cover report will be submitted to the Chief of Police via the chain of



command. Where there is a finding of excessive force, appropriate disciplinary action will be taken.

10.3 USE OF POLICE BATON: Members are authorized to carry police batons provided they are trained or certified in the use of the type police baton they carry. The carrying of the police baton on the gun belt is optional. All batons carried must be approved by the Chief of Police.

10.4 USE OF CHEMICAL AGENTS: Chemical agents such as o.c. spray (aka pepper spray) or tear gas are designed to provide alternative non-lethal means of affecting arrests, self-defense, or restraint of violent persons, when other means have failed or are impractical. The decision to use tear gas or chemical agents against large groups of people will be the responsibility of the supervisor authorized by the Chief of Police and shall be reported as per General Order 10.2. The use of o.c. spray or other chemical agents by individual members is to be reported as detailed in General Order 10.2.

10.5 Excessive Force

**Definition:** The application of force beyond what is reasonably believed to be necessary to gain compliance from a subject in any given incident.

Port St. Joe Police Officer's are required to use the least amount of force necessary to achieve a lawful objective. Using the force continuum in a use of force of situation an Officer may go 1 level above the resistance level in force used.

It is the policy of the City to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction with due and

proper consideration given to the extent and limits of the Town's power and authority to do so.

Any Officer who observes excessive force is required to intervene and report the excessive use of force.

Complaints of Excessive Use of Force will be investigated through an Internal Investigation by a Detective or Supervisor appointed by the Chief of Police and any and all findings reported back to the Chief of Police.

Discipline for excessive use of force shall be determined by the Chief of Police. The disciplining Can be from verbal warning to Termination and prosecution of the Individual depending on the severity of the violation.

The Chief of Police shall implement this policy with the approval of the Board of City Commissioners and City Administrator.

## TASER

### GENERAL ORDER

#### 11.0 USE OF ELECTRO-MUSCULAR DISRUPTION (EMD) DEVICE (AKA TASER):

The Port St. Joe Police Department (PSJPD) has equipped its police offices with an Electro-Muscular Disruption (EMD) device. The EMD (AKA Taser) is a less than lethal weapon that has been an important contributor to public safety. This policy/procedure is intended to provide general guidelines for the use of less than lethal munitions and the use of an EMD (henceforth referred to as a Taser).

#### 11.1 UTILIZATION RESTRICTIONS: In the absence of no other reasonable means, an officer may deploy a Taser in the performance of their police duties only if the officer has completed a departmental approved Taser training program.

#### 11.2 CONDITIONS FOR JUSTIFICATION OF USE: The Taser will only be used after other reasonable efforts to control a violent individual have failed. Conditions for justifying the use of a Taser include, but are not limited to:

1. When the use of a Taser would assist in the arrest of a violent person.
2. When the use of a Taser would assist in reducing the risk of injury to a suspect, bystander, or police officer.
3. To disperse crowds during riotous civil disturbances.
4. In situations where a supervisor deems the use of a Taser necessary to safely resolve an incident.
5. When a person is actively resisting arrest.

#### 11.3 EXAMPLES OF CONDITIONS FOR USE JUSTIFICATION: The following are examples of encounters that may justify the use of a Taser. These examples are in no way reflective of the entire spectrum of occurrences:

1. Civil disturbances such as riots, violent demonstrators, and demonstrators who fail to disperse when commanded to do so.

2. Mentally ill or developmentally disabled individuals who may pose a risk to themselves, others, or police officers.
3. Violent subject that poses too great a risk to approach within arms reach of an officer. This could apply to a violent subject who is bleeding, biting, or endangering officers due to the potential of transference of blood borne pathogens
4. Suicidal person who may try to force officers into shooting the subject so as to facilitate their own death.

11.4 CONDITIONS NOT CALLING FOR THE USE OF A TASER: Examples include, but are not limited to:

1. On any person who appears frail due to age (young or old) or physical infirmity.
2. Women who are known to be pregnant;
3. An individual holding a small child;
4. When the suspect is in control of a motor vehicle/vessel;
5. When the suspect is in danger of falling from an elevated location or position
6. When the suspect is in or near a pool, lake, or similar body of water and a drowning hazard exists.
7. The Taser has the ability to ignite flammable liquids and shall not be deployed at subjects who are in contact with flammables or in the environments where flammables are obviously present including clandestine labs (meth labs).
8. The Taser shall not be deployed in conjunction with chemical munitions or sprays.

11.5 TACTICAL GUIDELINES FOR UTILIZATION OF A TASER:

1. Prior to deploying a Taser, it shall be announced to all officers at the scene that a Taser is being deployed.

11.6 RECOMMENDED IMPACT AREAS FOR A TASER:

1. Primary Impact Areas - These are the major muscle areas of mass such as the legs, arms, buttocks, hips, and thighs. These areas offer a low probability of

causing serious injury and should be used when incapacitation is necessary but not time critical.

2. Secondary Impact Areas - These are areas of the human body considered to be the center of mass areas such as the abdomen and chest area. These areas should be considered for impact when an escalation of force and immediate incapacitation is necessary and appropriate. An increase in the potential for death or serious physical injury must be recognized.
3. Deadly Force Impact Areas. These are areas of the body which when struck may cause serious injury or death. These are usually associated with the head, neck, throat, and groin. Intentional impacts to these areas should be avoided unless the use of deadly force is justified and necessary.
4. Impacts to the Rear of the Subject. Impacts to the back should be avoided in all less lethal impact munitions. Striking the spinal area could cause permanent injury.

#### 11.7 MEDICAL ATTENTION AND SUBSEQUENT RESPONSIBILITIES:

1. Whenever a Taser is used the officer shall, after the individual/s have been secured, promptly call for medical treatment.
2. The officer must notify the supervisor and document the incident. It is recommended that photographs be taken of the impact area of the individual's body.
3. Involved personnel shall attempt to locate and identify any witnesses to the incident.
4. The deploying officer shall complete both an incident report and the appropriate USE OF FORCE report.
5. The Corrections or jail officer shall be notified that a Taser had been deployed on the subject prior to incarceration.
6. A person that had been impacted by the Taser will not be left unattended by PSJPD personnel until the person is released to appropriate medical personnel or the Correctional Facility.

11.8 THE FOLLOWING RESPONSIBILITIES APPLY TO PERSONNEL ASSIGNED TO THE TASER:

1. Personnel equipped with the Taser will ensure proper operation by testing the Taser with the air cartridge DETACHED at the beginning of each shift.
2. Only Department issued Taser batteries will be used.
3. Intentional Taser shots to the face, throat, or groin are prohibited.
4. The Taser will not be deployed against animals.
5. The Taser data port cover will not be removed unless the Taser is being charged or downloaded for information.
6. The used probes will be treated as biohazard material.
7. Officers deploying their Taser, whether or not the intended target is struck by the Taser probes, will be required to complete an incident report and notify their supervisor.

11.9 DEPLOYMENT CONSIDERATIONS:

1. The decision to use the Taser is based on criteria similar to that which an officer utilizes when selecting to deploy other less lethal force options. The decision must be made dependent on the actions of the subject(s) or threat facing the officer(s) and the totality of the circumstance surrounding the incident. The use of the Taser must be reasonable and necessary.
2. The Taser is not meant to be used in place of deadly force.
3. Prior to utilizing the Taser, officers shall take into consideration the subject's actions; the number of subjects, and the number of officers present;
4. The skill and/or strength level (ability to resist) of the subject(s);
5. The ability of the officer to gain physical control of the subject; and
6. The age of the subject.

11.10 ISSUANCE AND RECORDING OF TASER AND TASER CARTRIDGES:

1. All Departmental personnel shall carry and use only the Taser approved and issued by the Chief of Police.
2. Officers may only use Department issued Taser cartridges.

3. A record of the cartridge serial number shall be recorded with the issuance of each Taser.
4. A log of Taser deployments shall be kept.
5. Used cartridges and probes will be submitted as evidence and marked as a biohazard.

11.11 TRAINING AND CERTIFICATION: Only officers who have successfully completed appropriate training may carry or utilize the Taser. A mandatory re-certification program shall be successfully completed annually.

11.12 USE OF THE TASER: The Taser is an additional law enforcement tool and is not intended to replace firearms or replace other equipment, tools or techniques. The Taser should be used only when it is appropriate for the situation. The utilization of a Taser is considered use of force and as such, must comply with the Department use of force guidelines. The Taser should never be used punitively or for purposes of coercion. Any repeated application of the Taser must be justified and the criteria used to justify re-deployment shall be clearly documented in the officers USE OF FORCE report.

The deploying officer should also notify dispatch that a Taser has been deployed. The deploying officer should also notify assisting officers that they intend to deploy a Taser. The deploying officer should announce in a loud, clear, commanding voice, their intent to deploy the Taser.

11.13 RESPONSIBILITIES AFTER DEPLOYMENT:

1. Immediate action should be taken to care for the injured, to apprehend any suspects, and to protect the crime scene.
2. Provide that the suspect's injuries (if any) are appropriately treated.
3. Special care should be followed to inspect for any secondary injuries related to the incident.



4. Taser probes should be removed at the earliest opportunity. These probes shall only be removed by trained personnel or medical personnel, keeping in mind blood borne pathogen concerns. Medical personnel shall remove probes located in sensitive areas such as the face, neck, groin, or breast.
5. Medical contact may be made to further assess the condition of the subject. If conditions warrant, the subject shall be transported to the nearest medical facility for medical clearance.
6. Involved personnel shall attempt to locate and identify any witnesses to the incident.
7. The deploying officer shall complete both an incident report and the appropriate USE OF FORCE report.
8. The Corrections or jail officer shall be notified that the Taser had been deployed on the subject prior to incarceration.



**CITY**

**OF**

***PORT SAINT JOE, FLORIDA***

**COMMUNITY DEVELOPMENT BLOCK GRANT**

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**CDBG-DISASTER RECOVERY (DR)**

**ANTI-FRAUD, WASTE,**

**AND ABUSE POLICY**

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## **Anti-Fraud, Waste, and Abuse (AFWA)**

The City of Port St. Joe is the Sub-recipient of Community Development Block Grant- Disaster Recovery (CDBG-DR) funds from the Florida Department of Economic Development (DEO) and the United States Department of Housing and Urban Development (HUD). These CDBG-DR funds will be utilized to support long-term disaster recovery needs for housing, infrastructure, economic development and health and safety in Florida affected communities. As a steward of public funds, the City is actively working to combat fraud, waste and abuse in its programs.

This policy is directed specifically to the Disaster Recovery (CDBG-DR) Community Development Block Grant programs and is intended to establish procedures and processes that will aid in the detection and prevention of fraud, waste, and abuse in the CDBG - DR programs.

This policy applies to all City employees, providers, vendors, contractors, consultants, partners, citizens, applicants, external departments and agencies doing business with the City, as well as, beneficiaries and others associated with, working for, accessing, or attempting to access benefits under the CDBG-DR programs.

### **Scope**

**Fraud** is the intentional (willful or purposeful) deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to him/herself or some other person. There are many forms of fraud.

**Waste** includes over-utilizing City services, supplies or equipment, or causing unnecessary costs through carelessness or inefficiency.

**Abuse** includes activities that result in unnecessary costs to the City. Note that this is financial abuse, not physical or emotional abuse of a person. Physical and emotional abuse of a person should be reported to the police.

Examples of fraud include, but are not limited to, misrepresentation of:

- Income (Unreported or under-reported)
- Household composition
- Financial resources (transferred or hidden resources)
- Residency
- Citizenship status

Other types of fraud include, but are not limited to:

- Using another person's identification
- Forging signatures or documents
- Concealing access to duplicate funding
- Misrepresenting a medical condition to obtain additional benefit
- Misusing funds (diverting them for an unintended use)

Other actions constituting fraud, waste and abuse include, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, supplies or assets
- Impropriety in handling or reporting money or financial transactions
- Profiting as a result of insider knowledge
- Unauthorized disclosure of confidential or private information
- Accepting or seeking anything of material value from contractors, vendors or any person that seeks a beneficial decision, contract, or action from the City
- Accepting or seeking anything of material value from contractors, vendors or any person that is providing services for CDBG-DR activities
- Unnecessary cost or expenditures
- Diversion of program resources

### **AFWA Complaint Process**

The City's constituents, employees and contractors may report suspected fraud, waste, or abuse by contacting the appropriate DEO Disaster Recovery (CDBG-DR) program managers.

All suspected cases of fraud will be taken seriously, and complaints will be responded to within 15 working days of the receipt of a complaint. All substantiated cases will be reported to the appropriate DEO Compliance and Reporting Manager and DEO's Office of the Inspector General at [OIG@deo.myflorida.com](mailto:OIG@deo.myflorida.com). If DEO's OIG determines that it is appropriate, it will coordinate its investigation with agencies such as the Florida Office of the Inspector General, the Florida Office of the Attorney General, or the Florida Department of Business and Professional Regulation.

All substantiated cases of fraud, waste, or abuse of government funds will be forwarded to the United States Department of Housing and Urban Development (HUD), Office of Inspector General (OIG) Fraud Hotline (phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov)) and DEO's HUD Community Planning and Development (CPD) Representative.

### **Fraud, Waste, and Abuse Prevention Measures**

The City's governing body is responsible for ensuring that the City's CDBG-DR programs comply with all federal and state regulations as well as recommending improvements that enhance programmatic efficiency, effectiveness, and documented results. Below are the main critical responsibilities for preventative measures:

- Ensure ongoing compliance with federal, state, and local regulations through review of the policies and procedures, project and beneficiary eligibility and award determinations, and program activity files.
- Conduct regular internal self-monitoring of the City's CDBG programs and report results to City Manager.
- Identify and assist with investigations of potential fraud, referring cases to DEO's Disaster Recovery (CDBG-DR) team and DEO's OIG as appropriate.
- Oversee and coordinate all reporting for DEO's CDBG-DR programs, including state and federal reporting requirements, data analysis, and providing data for DEO leadership.
- Provide technical assistance to program areas regarding compliance issues and questions, as well as monitoring findings.

### **Confidentiality**

Complainants reporting fraud, waste and misuse of federal resources, or other program irregularities may remain anonymous. All information received about suspected fraud, waste and abuse will be treated confidentially. Furthermore, all investigative materials developed and interviews conducted to substantiate the allegations of fraud, waste or abuse will be treated confidentially.

Information will only be disclosed on a need-to-know basis to appropriate law enforcement authorities. No information about the status of an investigation will be shared outside of the City's CDBG Program Manager, DEO's Constituent Services Manager, DEO's Policy Manager, DEO's Compliance and Reporting Manager, and DEO's CDBG-DR Program Director and authorized DEO staff members, except with the State or HUD OIG upon conclusion of the investigation or with law enforcement or legal counsel, in the event legal action should be needed.

### **Whistle-blower's Act of 1986**

The City understands that confidentiality is important to avoid retaliation against reporting individuals. Florida's Whistle-blower's Act prevents agencies or independent contractors from taking retaliatory action against an employee who reports to a person or agency designated by the statute (see next paragraph below) violations of law on the part of a public employer or independent contractor [as defined in Section 112.3187(3)(d), Florida Statutes], that create a substantial and specific danger to the public's health, safety or welfare. It also prevents agencies or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use

of governmental office, gross waste of funds, or any other abuse or neglect of duty on the part of an agency, public officer, or employee.

Violations of this act should be reported in accordance with Section 112.3187, Florida Statutes. Any employee who has a complaint should immediately contact the DEO Department head, DEO Office of the Inspector General, the Governor's Office of the Chief Inspector General, the Florida Commission on Human Relations, or the state's whistle-blower's hotline at (800) 543-5353. [Section 112.3187, Florida Statutes]

### **Cooperation with Official Department Investigations**

The City's employees are required to maintain high standards of honesty, integrity, and impartiality and to place the interests of the public ahead of personal interests. When allegations of violations of these standards are received, full and accurate information must be obtained so management may respond appropriately. Toward this end, employees of the City must cooperate with DEO program staff and the duly appointed investigators from DEO's Office of Inspector General to uncover the facts surrounding possible violations in an official investigation.

Failure to comply as specified above without a valid mitigating reason, such as exercising a right protected by federal or state law, will constitute a violation of this policy and subject the City to appropriate disciplinary action up to and including dismissal of employees of the City.

# Grants Updated- 5/21/24

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid. Waiting on Approval of the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 <sup>th</sup> Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I under construction.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system is out for bids and the lift station is being constructed.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FRDAP	\$150,000	Core Park Splash Pad & Restroom, 25% City Match. Submitted 8/27/23. Second Request. Was not approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24



Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Legislative Request 2023	\$500,000 \$1,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.
FDOT	\$47,302	Police Dept. - Occupant Protection. Application submitted on 2/27/24.
FDOT	\$84,302	Police Dept. -Speed & Aggressive Driving. Application submitted on 2/27/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2024.