

Provided by Mayor Yates
at 3/30/17 special meeting
cc: reading file
asst city manager Schult
vice mayor Canzone
Comm. Hanks
Comm. McDowell
city attorney



FLORIDA DEPARTMENT of STATE
DIVISION OF HISTORICAL RESOURCES

**HOW TO APPLY FOR A
SPECIAL CATEGORY GRANT**

**HISTORIC PRESERVATION
GRANTS PROGRAM**

GRANTS STAFF

GRANTS SUPERVISOR:

Yasha Rodríguez, Ph.D.

GRANTS SPECIALISTS:

Kechia Herring, FCCM

Eric Case, M.A., FCCM

Drew Begley

Josh Gates

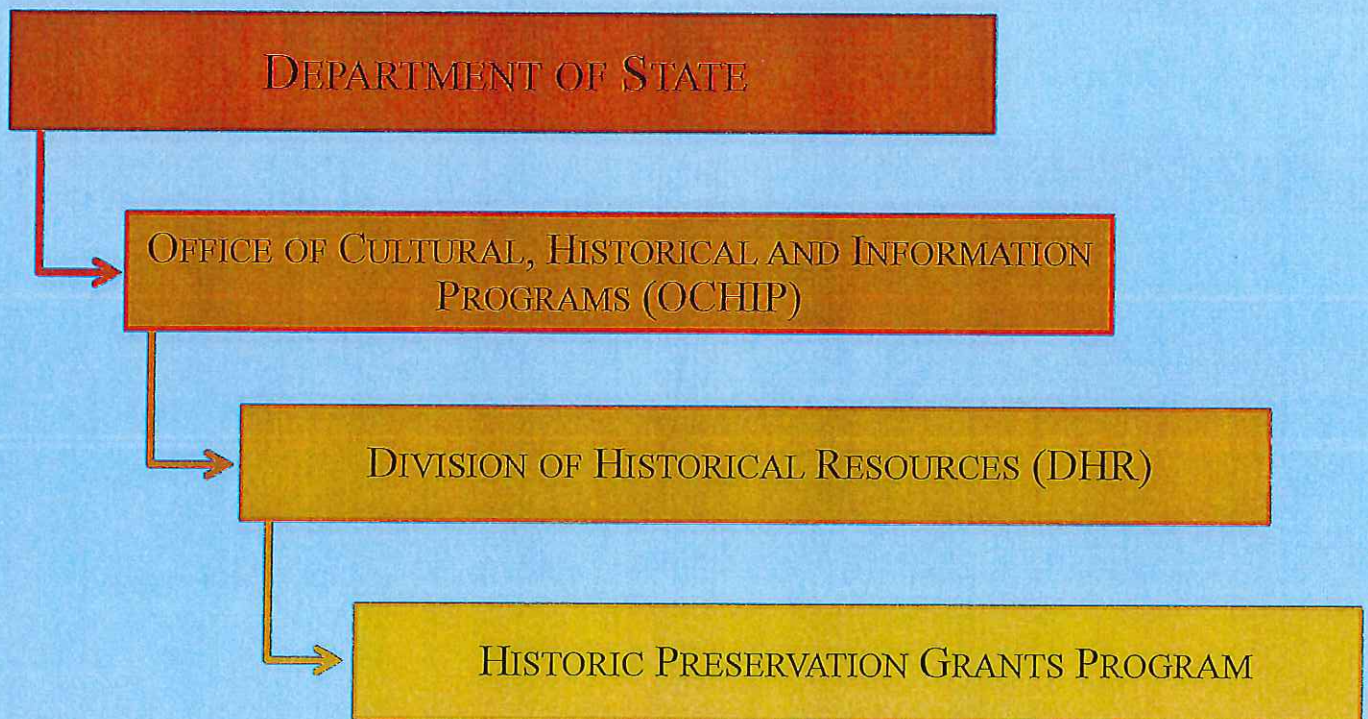


DEPARTMENT OF STATE

OFFICE OF CULTURAL, HISTORICAL AND INFORMATION
PROGRAMS (OCHIP)

DIVISION OF HISTORICAL RESOURCES (DHR)

HISTORIC PRESERVATION GRANTS PROGRAM



THE SPECIAL CATEGORY GRANTS PROGRAM IS GOVERNED BY

Chapter 267.0617, *Florida Statutes*

Chapter 1A-39, *Florida Administrative Code*

Special Category Grant Guidelines

THE GUIDELINES CAN BE FOUND ON THE GRANTS WEBPAGE:

dos.myflorida.com/media/694219/special-category-guidelines.pdf

WHO IS ELIGIBLE FOR A SPECIAL CATEGORY GRANT

ELIGIBLE APPLICANTS

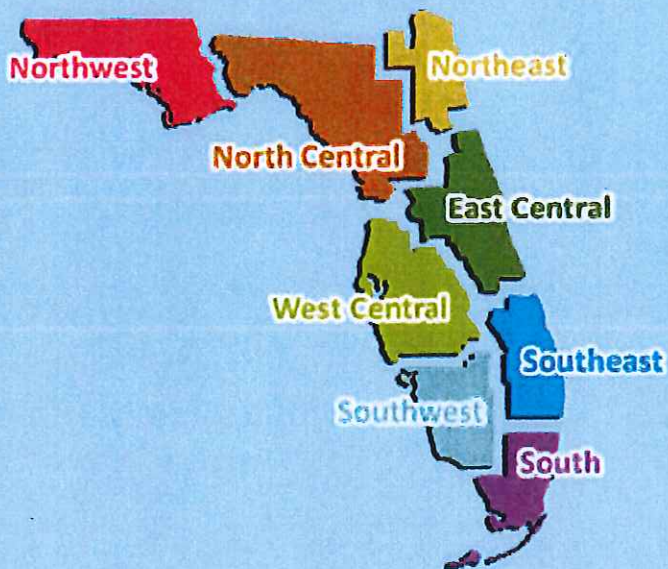
- Non-Profit Organizations
- Public entities such as:
 - Counties or Municipalities
 - School Districts
 - State Colleges or Universities
 - Agencies of State Government

INELIGIBLE APPLICANTS

- For-Profit Organizations
- Individuals
- Private Residences

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

RECENT LEGISLATIVE APPROPRIATIONS



Special Category Grants

FY 2017	\$14 Million
FY 2016	\$8.28 Million
FY 2015	\$14 Million
FY 2014	\$1.89 Million

SPECIAL CATEGORY GRANT APPLICATION CYCLE

SUBMISSION PERIOD OPENS:

- May 15, 2017

SUBMISSION PERIOD CLOSES:

- June, 15 2017, **5:00 p.m. EST**

FUNDING AVAILABILITY:

Applications will be evaluated on a competitive basis and the selected projects will be awarded funds beginning on July 1, 2018, for a 24-month period.

GRANT AWARD AND MATCH

AWARD

- Special Category grants provide assistance between \$50,000 and \$500,000.
- Your grant amount must be spent within two fiscal years.

MATCH

- The Applicant Organization is required to provide a matching share of either \$50,000 or 50% of the grant award, whichever is greater; **a minimum of 25% of this match must be cash.**
- The remaining match may include in-kind services, volunteer labor, donated materials, and additional cash. Both grant award and match must be expended within the two year grant period.
- The match requirement is reduced for projects located in certain economically distressed areas.

RURAL ECONOMIC DEVELOPMENT INITIATIVE

- Applications for projects in REDI areas require only a 10% match.
- REDI designation is available to counties and communities meeting specific economic distress factors.
- REDI list is reviewed annually and is administered by the Department of Economic Opportunity.

For more REDI information visit www.floridajobs.org.

CONTACT:

Sherri Martin

850.717.8520

sherri.martin@deo.myflorida.com

SPECIAL CATEGORY GRANT PROJECT TYPES

ACQUISITION

- Acquisition of historical properties or archeological sites



DEVELOPMENT

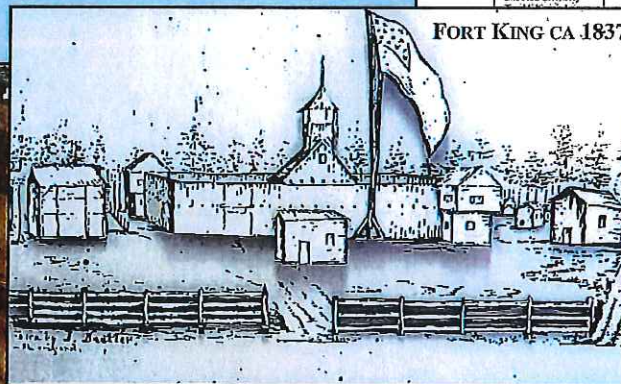
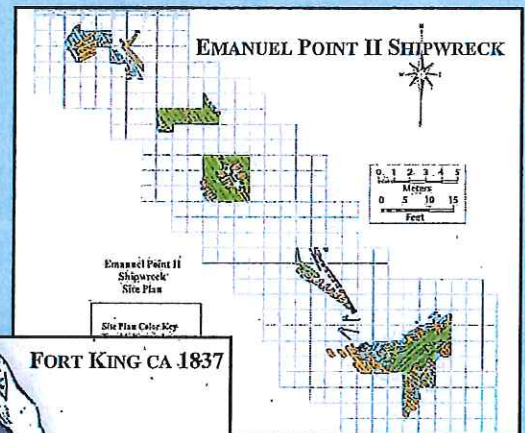
- Preservation
- Restoration
- Rehabilitation
- Reconstruction
- Stabilization of historical structures / archaeological sites
- Preparation of measured drawings and records necessary to record historical and archaeological sites and properties
- Historic Structure Assessments / Preservation Plans



ARCHAEOLOGY

FUNDS ARCHAEOLOGICAL EXCAVATION PROJECTS

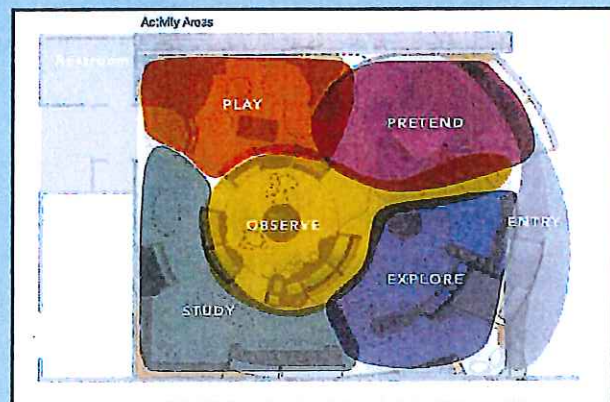
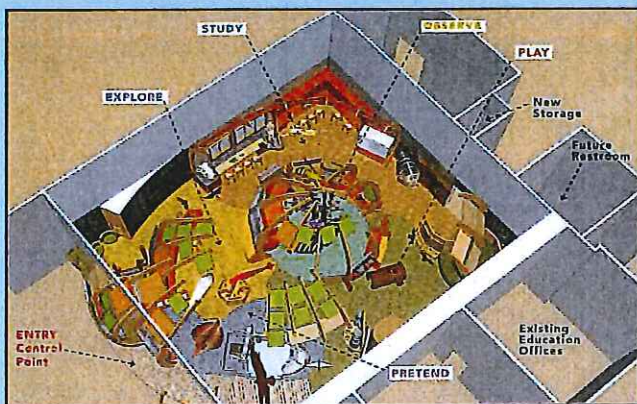
- Research
- Field Investigations
- Specialized Testing
- Analysis and Publication of Findings



MUSEUM EXHIBITS

EXHIBIT PROJECTS FOR FLORIDA HISTORY MUSEUMS

- Research associated to the exhibit
- Exhibit Design
- Fabrication and Installation



ONLINE APPLICATION
THE DOS GRANTS ONLINE SYSTEM
CAN BE
ACCESSED AT:

www.DOSgrants.com

**KEY SECTIONS
OF THE
GRANT APPLICATION**

HELPFUL HINTS

ORGANIZATION INFORMATION

- The new online system will require applicants to create an organization profile and a personal profile for the individual preparing and submitting the application on behalf of the organization.
- The system will prompt you as to how to begin your application.
- Provide the required information such as designated project contract. This person and their contact email will be used by the Division for all communication regarding the application.
- Provide FEID number for the Application Organization.

PROJECT TYPE

A. Organization Information

B. Project Information

C. Description and Project
Specifics

D. Budget and Match

E. Activities and Property
Information

F. Historical Designation,
Protection and Visitation

G. Economic Impact and
Maintenance Costs

H. Attachments and Support
Materials

I. Review and Submit

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Next →

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Project Information

1. Project Type *

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

☒ Development Projects

Development activities geared at preservation of properties open to the public, including: restoration, rehabilitation, reconstruction, and site-specific planning required for these activities. Exception: structural integrity work and exterior work religious properties is allowable.

☐ Archaeological Projects

Archaeological excavation projects including: research and field investigations tied to large area surveys or excavation, analysis and publication of findings.

☐ Museum Exhibit Projects

Museum exhibit projects for Florida history museums, including: research of exhibit content, exhibit design, fabrication, and installation.

☐ Acquisition Projects

Acquisition of a single historic property or archaeological site, or group of such, in which all the resources have the same owner.

2. Project Title and Location Information

The title should reflect the name of the property, area, museum, or exhibit, and the goals of the proposed project. The title should be consistent with previous applications/awards. (For example, Smith House Rehabilitation, South Mill Archaeological Excavation, etc.)

2.1. Project Title *

2.2. Name of Property (if applicable)

2.3. Street Address

SCOPE OF WORK

EXPLAIN THE PROPOSED PROJECT BY LISTING THE SPECIFIC ITEMS OF WORK.

DESCRIBE IN DETAIL:

- what major elements you will be undertaking,
- how will you accomplish those tasks, and
- what the end product will be.

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

A. Organization Information
B. Project Information
C. Description and Project Specifics

D. Budget and Match
E. Activities and Property Information
F. Historical Designation, Protection and Visitation
G. Economic Impact and Maintenance Costs
H. Attachments and Support Materials
I. Review and Submit

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Description and Project Specifics

1. Scope of Work *

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

Format **B** **I** **U**

2. Tentative Project Timeline

Please specify the start and end month and year below; indicate all major elements of the project for which funding assistance is requested, the anticipated time required to complete each element, and the planned sequence of these activities. Starting Date is the project start date. Projects must be completed. Grants, if awarded, will begin 3/20/2017 and expire 3/30/2018.

+ Add new record			
Project Activity	Starting Date	Ending Date	
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3. Development Projects

TENTATIVE PROJECT TIMELINE

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

TENTATIVE PROJECT TIMELINE EXAMPLE

Project Element	Starting Date	Ending Date
Request for Proposal	July 2017	August 2017
Hire Historic Architect	August 2017	September 2017
50% Construction Documents	September 2017	October 2017
100% Construction Documents	October 2017	November 2017
Restoration work commence	November 2017	February 2019
Restoration work completed	February 2019	May 2019
Final Inspection and closeout report	June 2019	June 2019

BUDGET AND MATCH

- Identify whether the items will be paid by the grant, paid by the applicant, or provided in-kind by the applicant.
- Time dedicated to grant project by staff employed by the applicant is allowable as In-Kind Match and must be thoroughly documented during the grant period.
- Identify the major components of the project: if multiple components will be carried out by the same entity, they can often be consolidated.
- Most project budgets will not exceed 10 items.

ESTIMATED BUDGET EXAMPLE 1

Budget Item Number	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Laboratory Testing	\$6,000	\$0	\$0	\$6,000
2	Roof repair/replacement	\$33,000	\$17,000	\$3,000	\$45,000
3	Masonry repair and restoration	\$0	\$20,000	\$0	\$20,000
4	Architectural Engineering and Conservation Services	\$11,000	\$0	\$0	\$11,000
5	Grant Administration	\$0	\$8,000	\$0	\$5,000
	TOTAL	\$50,000	\$45,000	\$5,000	\$100,000

ESTIMATED BUDGET EXAMPLE 2

Budget Item Number	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Archaeological Investigation	\$44,000	\$10,289	\$91,491	\$144,052
2	Project Blog/Webpage Support	\$420	\$0	\$0	\$420
3	Special Issue of Spyglass Magazine	\$2,261	\$2,261	\$0	\$4,522
4	Grant Administration	\$4,994	\$0	\$0	\$4,994
	TOTAL	\$51,675	\$12,550	\$91,491	\$153,988

BUDGET AND MATCH

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

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Budget and Match

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

Applicants located in counties or communities that have been designated as a rural community in accordance with Section 283.005 and 288.0031, Florida Statutes, may request a may request a reduction of match to 10% of the requested amount. (Waivers are not available for Historical Marker Projects.)

Are you requesting a waiver? Am I a FRED Community?

2. Project Budget

2.1. Budget Items *

List your estimated expenses and how they will be paid (from match, the grant, or both). Only include expenses that are specifically related to the project. Expenses may include an actual amount to be paid or the value of an in-kind contribution. Round amounts to the nearest dollar. Rows must have a value in State, or Cash Match, or In-Kind Match. If all three columns are 0 or blank, the row will not be saved.

The amount of grant funds requested in this application will be the total in the "Grant" column.

+ Add new record					
	Description	Grant Funds	Cash Match	In-Kind Match	Total
		\$0.00	\$0.00	\$0.00	\$0.00

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Amount of Grant Funding Requested

Match Amount

22. Additional Budget Information/Clarification

Use this space to provide additional detail or information about the proposal budget as needed. For example, where the relationship between items in the Project Budget and the objectives of the project may not be obvious, please provide clarification regarding the necessity for or contribution of those work items to the successful completion of the project.

2017年12月31日 星期日

ACTIVITIES AND PROPERTY INFORMATION

- Provide a summary of the project-related activities completed at the time of application submittal, if any.
- Such activities may include architectural studies or plans, preservation planning activities, archaeological research accomplished such as research design or previous excavation or site assessment work, or museum exhibit research and design.
- Should they have already been completed, your printed architectural project schematics or construction documents or your museum exhibit research and design schematics must be uploaded with this application's supporting materials.
- Work that is completed before the grant period begins is not an eligible grant or match expense.

Example Table

Activity Description	Date Completed	Cost/Value	Delete
Plans	8/15/18	\$5,000.00	

PROPERTY OR SITE SIGNIFICANCE

- For projects involving individual historic properties or archaeological sites, describe the historical significance of the site.
- Discuss whether the site is listed on, or may be eligible to be nominated to, the National Register of Historic Places.
- Discuss any local designations of the site.

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

CONTACT:

Florida Master Site File

850.245.6440

SiteFile@dos.myflorida.com

Flheritage.com/preservation/master-site-file/

COMPLETING THE APPLICATION

- The system will allow you to stop and save at any time while working on the application.
- Once you have finished filling out your online application and are satisfied with your responses, hit the button marked "Submit."
- If there are any errors or issues the online system will identify them and require you to address them before submission.
- An Applicant Organization may have no more than one (1) previously awarded grant from the Division (Special Category and Small Matching) open at the time of application.

NAMING ATTACHMENTS

- All supplementary information must be uploaded to the online system as part of the application. No attachments will be accepted outside of the online system.
- Please name each file to reflect its contents:
 - example: Monticello Main Photograph
 - example: Bandshell FMSF form updated
 - example: Children's Museum brochure
- If you have multiple documents (for instance photographs) for one attachment, combine them all into one single document and then upload as a single attachment.

ATTACHMENTS

ATTACHMENT: DOCUMENTATION OF NON-PROFIT STATUS

NON-PROFIT ORGANIZATIONS ONLY

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

ATTACHMENT: DOCUMENTATION OF CONFIRMED MATCH

Must contain documentation of **all** match

Documentation must include:

Cash-on-hand or pledges

- A letter from the local government manager or assistant manager, the chair of the commission, or the executive director of a non-profit organization (NPO).
- An organization can also provide a bank statement or letter from the grantee's financial institution.
- At least 25% of your total match contribution must be cash.

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

ATTACHMENT: DOCUMENTATION OF CONFIRMED MATCH (CONTINUED)

VOLUNTEER LABOR, IN-KIND SERVICES, OR DONATED MATERIALS

- A detailed statement from the individual or entity making the donation should include a justification of the value or hourly rate.
- An explanation of how it will be used to fulfill the objectives of the project.
- For services or labor, estimate the numbers of work hours being pledged multiplied by the appropriate hourly wage.

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

ATTACHMENT: LETTERS OF SUPPORT, ENDORSEMENTS, OR RESOLUTIONS

- Letters of support are not required, but are recommended.
- If received after the deadline, these documents will be accepted if received at least one month prior to the Florida Historical Commission Meeting.
- Although there is no limit, 10 letters are sufficient.
- Form letters are discouraged.

Please address all letters to:

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

ATTACHMENT: LETTERS OF SUPPORT, ENDORSEMENTS, OR RESOLUTION (CONTINUED)

Cover sheet for this attachment

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

Please include in the list:

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

NOTE: Remember to save cover sheet and letters as a single attachment then upload.

ATTACHMENT: PHOTOGRAPHS

Applications must include images showing:

- Existing conditions
- General views of the site
- Any visible archaeological features
- Artifacts recovered from previous work (as applicable)
- Images of relevant Museums or Exhibit Sites

For Development Projects, minimum requirements are:

- Current photographs of all exterior elevations
- Principal interior spaces
- Significant architectural features
- Provide historic photographs of the property (if available)

Cover sheet for this Attachment:

- Either a PDF file or Word document
- List the following for each photograph
 - Property name and location
 - Brief description
 - Date of the image

NOTE: Photographs are important for all types of projects.

Photograph submission guidelines can be found here:

<http://dos.myflorida.com/media/696157/photo-guidelines.pdf>

ATTACHMENT: PRESENTATION PHOTOGRAPH

Important: designate one image as the principal view. This image will be shown in the public meeting.

Please provide

- Property Name
- Approximate date of the image

ATTACHMENT: ARCHITECTURAL PROJECT SCHEMATICS AND CONSTRUCTION DOCUMENTS

FOR DEVELOPMENT PROJECTS ONLY

- If completed submit architectural project schematics and construction documents in PDF format.

ATTACHMENT: FLORIDA MASTER SITE FILE FORMS

SITE SPECIFIC PROJECTS ONLY

- Site-specific projects are projects for which work will be conducted on a single property, such as renovating an historic resource.
- Fill out and submit a Site File form with your application including a photo and map.
 - If the property is previously recorded, provide a form update.
 - If the property is not currently recorded, complete a new form.
- **DO NOT** resubmit copies of files that are already in Site File records.

NOTE: If requesting existing forms for reference, let the Site File staff know you are working on a grant application and allow two (2) weeks to process your request.

[illegible]

NOTE: If you need help completing the form, Site File staff are available to help.

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

ATTACHMENT: DOCUMENTATION OF THREAT

- Provide meeting minutes, newspaper articles, photographs, and/or public notices showing immediate threats to the property
- Threats may include demolition, encroaching development, looting, vandalism, natural forces such as beach erosion and/or flooding, termite infestation, structural deficiencies, improper curatorial conditions, and exposure to the elements causing deterioration.

NOTE: All projects should have something to provide here.

ATTACHMENT: APPRAISAL AND PURCHASE DOCUMENTS

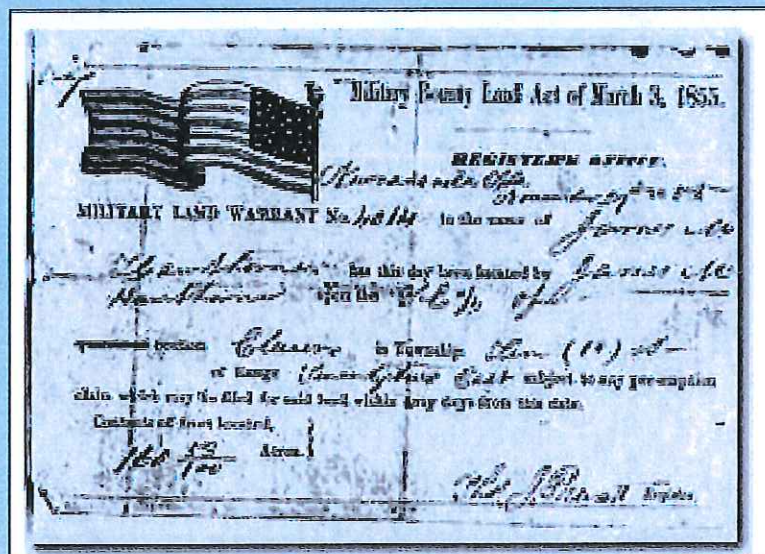
ACQUISITION PROJECTS ONLY

Must include:

- Complete appraisal(s) prepared by a Florida State Certified General Real Estate Appraiser. Two appraisals are required if the value of the first appraisal exceeds \$500,000.
- A title search
- An executed option or purchase agreement
- Property survey
- A copy of a professional archaeological survey if the property is being proposed for purchase as a significant archaeological site

ATTACHMENT: COPY OF TITLE SEARCH

Acquisition Projects Only



ATTACHMENT: COPY OF EXECUTED OPTION OR PURCHASE AGREEMENT

Acquisition Projects Only

PURCHASE AGREEMENT

The undersigned, County of _____, State of _____, hereby agrees to purchase from the owner (hereinafter referred to as the "Seller") the real property located at _____, County of _____, State of _____, for the purpose of _____.

The purchase price shall be _____ Dollars (\$_____) to be paid in cash or by check.

The Seller hereby warrants that the above described property is free from all liens, encumbrances, and other claims of any kind, and that the title to the same is good and valid.

The Seller further warrants that the above described property is not subject to any lease, mortgage, or other encumbrance of any kind.

The Seller further warrants that the above described property is not subject to any condemnation proceedings or other proceedings of any kind.

The Seller further warrants that the above described property is not subject to any other proceedings of any kind.

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ATTACHMENT: CERTIFIED LAND SURVEY

Acquisition Projects Only



ATTACHMENT: ARCHAEOLOGICAL SUPPORTING DOCUMENTS

ARCHAEOLOGICAL PROJECTS ONLY

- Previous archaeological site reports and surveys (if available).
- Curriculum vitae for Principal Investigator and key personnel (if already selected).

ATTACHMENT: EXHIBIT SUPPORTING DOCUMENTS

MUSEUM EXHIBIT PROJECTS ONLY

- Curriculum Vitae for all key project research and exhibit development personnel (if known).
- Letters of confirmation from lending institutions if objects are to be loaned from other institutions or individuals for exhibit.
- Letters of commitment from participating institutions if the exhibit is designed to travel.

ATTACHMENT: LOCAL PROTECTION

PROVIDE DOCUMENTS THAT PROVIDE LOCAL PROTECTION OF THE PROJECT SITE (IF ANY) SUCH AS:

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

ATTACHMENT: OWNER CONCURRENCE LETTER

SITE-SPECIFIC PROJECTS ONLY

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

- This should show that the owner is supportive of this grant application and will allow this work to be conducted on the property.
- The property owner must be a non-profit organization, local government, university, or agency of state government, except for acquisition projects or archaeological excavation projects.

ADDITIONAL SUPPORTING MATERIALS

Applicants may use this attachment to add materials not specifically requested by the Division of Historical Resources that support the application, such as:

- Examples of previous work
- Organization brochures, articles, web pages
- Newspaper articles

NOTE: Items must be scanned and sent electronically as one file, so send only the best you have!

APPLICATION REVIEW PROCESS

DIVISION STAFF REVIEW

- Determines eligibility and compliance with program guidelines.
- Reviews Scope of Work and determines compliance and applicable Secretary of the Interior's Standards.
- Provides technical guidance on specific issues.
- Reviews Budgets to confirm eligibility / appropriateness of expenses and Budget correlation to the Scope of Work.
- Confirms documented threats to the property (if applicable).
- Reviews appropriateness of the Tentative Project Timeline.
- Formulates staff recommendations and presents the project to the Florida Historical Commission for their consideration.

NOTE: If clarification information is needed, you will be contacted and provided a deadline to respond.

PANEL REVIEW AND SCORING

- Review and scoring by the Florida Historical Commission will take place at a public meeting.
- Each commissioner will complete preliminary scoring for every application before the meeting.
- Commissioners can change their evaluations after discussing each application individually during the meeting, and will finalize their scores after all grant application discussions are complete.
- The applications will then be ranked based on an average of the commissioners' scores.
- The final ranked list will be submitted to the Secretary of State for approval and then to the Legislature for funding consideration.

EVALUATION CRITERIA (10 TOTAL)

**THE COMMISSION WILL EVALUATE APPLICATIONS BY THESE 10 CRITERIA.
EACH CRITERIA WILL BE JUDGED ON A 10 POINT SCALE.**

A. CRITERIA RELATING TO PROJECT SITE / AREA

- Historic significance
- Endangerment
- Appropriateness of project proposal

B. CRITERIA RELATIVE TO APPLICANT

- Administrative capabilities
- Adequate financial resources
- Availability of professional and technical resources

C. CRITERIA RELATED TO PUBLIC BENEFIT

- Compatibility with statewide historic preservation priorities
- Educational potential
- Economic benefit
- Public use or benefit

FUNDING PROCESS

APPLICATION TIMELINE

**APPLICATION
SUBMISSION AND REVIEW**
DHR Staff reviews applications
for eligibility and conducts
technical reviews.

**PUBLIC MEETING
REVIEW AND RANKING**
Florida Historical Commission
reviews and scores projects;
recommends them to the
Secretary of State.

SECRETARY OF STATE
The Secretary of State approves
the recommended projects list
and submits the total
recommended award amount to
the Legislature as part of the
budget request for the upcoming
fiscal year.

LEGISLATURE
The Legislature negotiates a final
budget and submits it to the
Governor for signature

APPROPRIATION
Governor either approves or
vetoes line items and then signs
the budget. Grantees are notified
and Grant Award Agreements are
prepared for review

JULY 1
If funded, grant funds become
available

GRANTS MANAGEMENT WEBINAR

Once the grant cycle starts, we will host a “HOW TO MANAGE YOUR GRANT” webinar workshop where we will discuss important details of your grant including:

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

FOR ADDITIONAL INFORMATION

Division Contact:

1.800.847.7278 or 850.245.6333

Grants Staff Contact:

Yasha Rodríguez, Historic Preservation Supervisor
850.245.6362 yasha.rodriguez@dos.myflorida.com

Kechia Herring, Historic Preservation Grants Specialist
850.245.6310 kechia.herring@dos.myflorida.com

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

Josh Gates, Historic Preservation Grants Specialist
850.245.6355 joshua.gates@dos.myflorida.com

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

Physical Address:

Division of Historical Resources
R.A. Gray Building, 4th Floor
500 S. Bronough St.
Tallahassee, Florida 32399

FLORIDA DEPARTMENT OF STATE
DIVISION OF
*Historical
Resources*



www.flheritage.com