



**City of Tampa**  
**Interstate Historic Preservation Trust Fund Grant Program**  
 A Revolving Loan & Grant Program for Historic Districts Impacted by Interstate Construction

## PROCEDURES AND STANDARDS – GRANT PROGRAM

### Interstate Historic Preservation Trust Fund

The Mission of the Interstate Historic Preservation Trust Fund (Trust Fund) is to accelerate the exterior historic preservation of properties in the National Register Historic Districts of Ybor City, Tampa Heights and West Tampa.

### Goal

To enable the owners of historic homes to preserve the character and structure of those historic properties by providing exterior preservation funds for eligible owners and projects.

### Application Cycles

There are two cycles annually. Applications must be received by **3:00 p.m.** on **April 4, 2012**. **Applications received after the deadline will not be considered.** Subsequent submission dates will be available at a later date. All applications will be received at the following address:

**Purchasing Department**  
**City of Tampa**  
**306 E. Jackson, St., 2E**  
**Tampa, FL 33602**

### Income Eligibility

Participation in the Trust Fund grant program is limited to applicants who exhibit a financial need. To be eligible, applicants must qualify as a Moderate Income household, as determined by the State of Florida's *State Housing Initiatives Partnership (SHIP) Program*, which are households whose incomes do not exceed 120% of the Median Income for the area. In order to determine eligibility, applicants will be required to disclose personal financial information, including projected annual income, assets and employment status. Applicants and their households may not exceed the Moderate Income household limits shown below. In addition to the Moderate Income household limits, the applicant and their household must also exhibit that a financial need exists by demonstrating that the amount of ready assets possessed by the household is limited. To qualify for the Trust Fund grant program, assets owned by the applicant and that are readily convertible to cash are limited to \$40,000.00. Examples of ready assets are checking and savings accounts, time deposits, stocks and bonds, and, in some cases, retirement accounts that allow borrowing or withdrawals (in the event that a retirement account can be accessed by the applicant, the value of that asset will be adjusted to account for any monetary penalties caused by a withdrawal). In the case of real estate owned, and with the exception of the homesteaded property, it is considered a ready asset when the type of property and the encumbrances against the property would allow additional borrowing against the property by the applicant.

**Si usted necesita ayuda en español, llame a 813-274-8920.**



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**State SHIP Income Limits**

HOUSEHOLD SIZE =	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
MODERATE INCOME (120%)	\$47,520	\$54,240	\$61,080	\$67,800	\$73,200	\$ 78,600	\$84,120	\$89,520

**Application Procedure**

a) Interested applicants shall obtain an application for assistance under the Trust Fund from the City of Tampa Historic Preservation division. The Historic Preservation division shall determine eligibility of the project under the requirements of the Trust Fund.

b) Who Can Apply?

The Property Owner of a Homesteaded property for which the grant award is sought.

**Eligibility Requirements** (all of the following eligibility requirements must be met)

- Located in the National Register Historic Districts of Ybor City, Tampa Heights or West Tampa and constructed more than seventy-five (75) years prior to the date of the application.
- Funds cannot be used for acquiring vacant property.
- The property for which the grant award is sought must be the legal Homestead of the applicant.
- All exterior work included in the application adheres to the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*.
- Work identified in the scope of the project in the application has not been initiated.
- Properties located within a Local Historic District or that have been designated as a Local Landmark must receive a Certificate of Appropriateness, through the appropriate architectural review commission, prior to receiving a grant award.
- Applicants and their households must satisfy Moderate Income household criteria described above.

**Verification of Homestead**

Applicants may be required to provide evidence that the property, for which the grant award is being sought, is recognized by the Hillsborough County Property Appraiser as the legal Homestead of the property owner.

**Disbursement of Grant**

The City of Tampa will make one payment disbursing the grant award upon completion of the approved Project. The payment will be made directly to the Project contractor. Proper documentation of the Project expenses, that are reasonable in amount and directly related to and necessary for completion of the Project, will be required prior to disbursement. Within 30 days of the completion of the Project, the grant awardee shall submit the Project Completion and Inspection Request form and a final Project Invoice to the City of Tampa's Historic Preservation Division. It is the intent of the Interstate Historic Preservation Trust Fund Grant Program to disburse payment to the Project contractor within two weeks of receipt of an acceptable invoice and satisfactory inspection of the Project, by an authorized representative(s) of the City of Tampa, to verify that the Project has been completed according to the application submission and related project documents.

**Covenant and Restrictions**

All Grant Award Recipients will be required to sign the *Agreement and Declaration of Covenants and Restrictions* (Exhibit C), which shall be effective for a period of five years from the date of the grant award disbursement.

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### **Review Process**

The City of Tampa evaluates all applications on a competitive basis. The Interstate Historic Preservation Trust Advisory Committee will advise the Mayor of Tampa and Tampa City Council on the allocation of the funds available for distribution.

### **Evaluation Criteria for Application**

*The Interstate Historic Preservation Trust Fund Advisory Committee (Committee) will utilize the following criteria to evaluate and rank each eligible project received in the application cycle. The Committee will evaluate and rank each application based, in general, upon the selection criteria identified below and the extent to which the project fulfills the mission of the Trust Fund. It is the responsibility of the applicant to demonstrate clearly within the application that the project addresses the evaluation criteria. The criteria that will be used as a general guide to evaluate and rank the application includes, but is not limited to, the following:*

- Appropriateness of the project as it relates to the *Secretary of the Interior's Standards for Rehabilitation*.
- Project alleviates or prevents endangerment of historic property.
- Thoroughness of Application. (i.e.: That there is adequate information provided in the application submission to assess the likelihood of the Project's successful and timely completion)
- Importance of the structure as to its historic and/or architectural significance. For example, a contributing structure in an historic district will rank higher than a non-contributing structure.

### **Eligible Activities**

- Structural Stabilization;
- Exterior restoration, rehabilitation, or reconstruction of architectural details; and,
- Electrical, mechanical and plumbing improvements necessary for proper preservation and/or exterior improvements to the structure.

Examples of projects that may qualify for a grant award include, but are not limited to, the repair of foundation walls, exterior siding, window repair or replacement, exterior doors, roof repair or replacement, replacement of knob and tube wiring, structural work, porch repairs or reconstruction, and removal or replacement of previous inappropriate exterior alterations.

### **Approval of Project Plans**

Approval of Project plans by City of Tampa Historic Preservation staff is required **prior** to initiation of the approved Project. Applicants that initiate or complete the Project work without prior approval will be disqualified from receiving a grant award.

### **Inspections**

Periodic inspections will be made based on the scope of work to ensure compliance with the *Secretary of the Interior's Standards*. Prior to the disbursement of the grant, a final inspection will be made by an authorized representative(s) of the City of Tampa to ensure that the scope of work for which the grant is requested has been completed as described in the application submission.



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**Grant Program Requirements**

- a) Eligible property owners may submit one grant application per application cycle, requesting a minimum amount of \$1,500.00 and a maximum amount of \$15,000.00 per qualified project.
- b) The property for which an award is being requested must be the legal Homestead of the applicant, as recognized by the Hillsborough County Property Appraiser.
- c) Applicants and their households must satisfy Moderate Income household criteria, as determined by the State of Florida's *State Housing Initiatives Partnership (SHIP) Program*, and household income levels may not exceed 120% of the Median Family Income of the area.
- d) A homeowner that is awarded a grant is ineligible for additional funding through the Trust Fund Grant Program for a period of five (5) years from the date that the prior grant award was disbursed.
- e) Applications that have a funding deficit are ineligible for consideration. The Total Costs of Project must be covered by the Total Project Funding. The grant award shall not exceed the cost of the approved work.
- f) Approval of the Project plans by City of Tampa Historic Preservation staff is required prior to initiation of the approved Project. Applicants that initiate or complete the Project work without prior approval of the Project plans will be disqualified from receiving a grant award.
- g) Grant recipients are required to complete the Project within one year of the grant award date. Project work must be completed by licensed contractors.
- h) The owner shall be required to execute a covenant running for a five (5)-year period with the City of Tampa that ensures that the improvement to the property that is funded through the grant award will be properly maintained in compliance with the *Secretary of the Interior's Standards*.
- i) ad Valorem taxes on the property for which a grant award is sought must be current as of the date of application submission.

**Compliance with the City of Tampa Ethics Code**

The applicant shall comply with all applicable governmental and city rules and regulations including the City's Ethics Code, which is available on the City's website. (City of Tampa Code, Chapter 2, Article VIII-Section 2-522)

Moreover, each applicant to the Interstate Historic Preservation Trust Fund Grant Program acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City or from having any direct or indirect financial interest in effecting any such contract or obligation. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d))

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link below:  
<http://www.tampagov.net>

Tampa's municipal codes are published online by the Municipal Code Corporation. Printed copies of the Ethics Code can be obtained from the City Clerk's Office for a fee of \$0.15 cents a page.

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