



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

APPLICATION INSTRUCTIONS

Application to the Interstate Historic Preservation Trust Fund should be completed after reading these instructions. All responses must be typed or printed in ink and confined to the spaces provided. Each application submitted must be complete (including required attachments) and received by 3:00 P.M. local time on February 7, 2012. Applications received after the submission deadline will not be considered.

MAIL or DELIVER COMPLETED APPLICATIONS TO

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

SUBMISSION FORMAT

- **Submit an original copy that bears original authorized signatures and three additional copies. Owner/agent shall maintain a copy for future reference.**
 - **Submit copy of construction estimates.**
 - **Staple application in the upper left-hand corner.**
 - **No binders or folders, please.**
 - **Do not submit instructions with application.**

For Assistance

**Historic Preservation and Application Assistance:
Dennis Fernandez
813-274-8920
Dennis.Fernandez@tampagov.net**

Loan information, Loan Eligibility, or Payment Schedules:

**Luis Silva
Luis.Silva@tampagov.net
813-274-7988**

No answers to procedural questions will be provided over the telephone.

For information, please refer to the Historic Preservation web site:

<http://www.tampagov.net>

or visit the

Office of the City Clerk, 315 East Kennedy Boulevard, Tampa, Florida 33602



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The following is provided to assist the applicant in completing an Application for a loan from the Interstate Historic Preservation Trust Fund (Exhibit A). Part I. & Part II. must be completed for an application to be accepted. Do not leave a request for information unanswered. If an item does not apply, insert or answer “Not Applicable (N/A)”.

PART I

1. Answer each item as requested.
2. Consult real estate records and current tax bill as needed.
 - Designation of an authorized agent requires completion of **EXHIBIT D**

PART II

1. Contact the Historic Preservation Office to verify if the subject property is in an eligible **National Register Historic District**.
2. Indicate a **Project Type** from the following project scopes:
 - **Structural Stabilization** – Includes rehabilitation to the foundation, walls, joists and planks, roof, or building frame.
 - **Electrical, Mechanical, or Plumbing** – Includes the electric main power service, wiring, outlets, exterior fixtures, and control devices. Mechanical systems include heating, ventilating, air conditioning, plumbing, and fire suppression system.
 - **Mothballing** - The process of closing a building temporarily to protect the building from weather, as well as to secure it from vandalism. Applications for Mothballing must satisfy the National Parks Service criteria for Mothballing as delineated in *Preservation Brief #31*.
 - **Minor Additions** - Including exterior stairs to meet current code requirements, building addition for a contemporary adaptation, or reconstruction of a building portion that has been lost.
 - **Exterior Restoration/Reconstruction of Exterior Architectural Details** - Includes windows and doors, chimneys, porches, and historically correct decorative details.
 - **Soft Cost (Architectural or Engineering)** - Includes professional service necessary to evaluate the condition of a building or provide the documents to initiate the rehabilitation of a building.



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3. **Project Description** - Describe the project for which the funding is requested. Describe each of the major work items.
 4. **Evaluation Criteria** - Describe how the project is going to accelerate historic preservation in the neighborhood of the project site. Specify the qualifications of the project team in accomplishing the scope of the proposed project.
 5. **Construction Activity** - Summary of project related activities that have been completed in the last five years. This could be architectural drawings, engineering reports or related documents. If available, submit architectural drawings with application.
 6. **Means to maintain** - Provide evidence of the applicant's ability to maintain the project for which funds are being requested following its completion. Indicate the applicant's personal history of owning and maintaining historic properties.
 7. **Additional Information** - This is the applicant's opportunity to provide relevant information about the project not presented elsewhere. This could include information on architectural history or a significant event that occurred in the building or on the site.
 8. **Term and Amount of Funding** - Complete the information as requested.
 9. **Photograph** – This must be a photo taken within the last three weeks. The photo can be color or black & white.
- **Signatures** – Please ensure that all the submitted information is correct, that the applicant understands all items, and that the correct signatures are included and notarized.
 - **Construction Estimate(s)** – Please attach a construction estimate(s) for the project for which funding is requested. The construction estimate should itemize each element of the project.
 - All applicants must complete the **PROJECT FINANCIAL PLAN WORKSHEET (EXHIBIT B)** and the **FINANCING DUE DILIGENCE WORKSHEET (EXHIBIT C)**. Financing must have been sought through conventional financing sources and indicated on **EXHIBIT C** in order to qualify for an *INTERSTATE HISTORIC PRESERVATION TRUST FUND* loan.
 - All applicants must complete the **FINANCIAL EVALUATION AUTHORIZATION FORM (EXHIBIT E)** and the **LOAN UNDERWRITING FORM (EXHIBIT F)**. Application submissions that are part of a Corporate/Company/Partnership application are required to provide current financial statements including Balance Sheets, and Profit & Loss Statements. Individual information is required for the organization's principal who will be executing the loan document.