



City of Tampa Interstate Historic Preservation Trust Fund Matching Grant Program

A Revolving Loan & Grant Program for Historic Districts Impacted by Interstate Construction

PROCEDURES AND STANDARDS

Mission

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

Goal

The goal of the Trust Fund is to enable the owners of historic buildings to preserve the character and structure of those historic properties by providing exterior preservation funds to eligible owners and projects.

Application Cycles

There are two cycles annually or as funding becomes available. 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**

Application Procedure

- a) Interested parties shall obtain an application for assistance under the Trust Fund from the City of Tampa Historic Preservation & Urban Design (HP&UD) division. The HP&UD division shall determine eligibility of the project under the requirements of the Trust Fund.
- b) Who Can Apply?
Not-For-Profit organizations that own eligible historic buildings.

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

- The property owner must be an established Not-For-Profit organization currently recognized as such by the Internal Revenue Service; and
- The property owner must be an active Not-For-Profit organization in good standing with the Florida Department of State; and
- The property for which funding is requested must be a historic structure that was relocated under the parameters of the Memorandum of Agreement between the City of Tampa and the Florida Department of Transportation District Seven relating to the mitigation of the Interstate highway expansion project to Ybor City National Historic Landmark District, the West Tampa National Register Historic District and the Tampa Heights National Register Historic District, pursuant to Resolution No. 2002-0155, passed and adopted on February 7, 2002, by the City Council of the City of Tampa; and
- Eligible property owners may submit one grant application per application cycle, requesting a **minimum match amount of \$1,500.00 and a maximum match amount of \$15,000.00**; and

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- All exterior work included in the application adheres to the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*; and
- Work identified in the scope of the project in the application has not been initiated.

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 thirty (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 Matching Grant Program to disburse payment to the project contractor within two (2) 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 matching 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 (5) years from the date of the grant award disbursement.

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 satisfies 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.
- The extent to which the 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).
- The condition of the structure and the extent of the deficiencies as compared to other applications.

Eligible Activities

- Structural Stabilization; and
- Exterior restoration, rehabilitation, or reconstruction of architectural details.

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Examples of projects that may qualify for a matching grant award include, but are not limited to, the repair or replacement of exterior siding, window repair or replacement, exterior doors, roof repair or replacement, structural work, porch repairs or reconstruction, and removal or replacement of previous inappropriate exterior alterations. Requests for funding related to general or routine maintenance issues, as determined by the Advisory Committee, are not considered an eligible activity under this program.

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.

Matching Grant Program Requirements

- a) The property owner must be an established Not-For-Profit organization currently recognized as such by the Internal Revenue Service. The organization's Articles of Incorporation, letter from IRS confirming (501)c(3) status and a list of Board Members and Officers must be submitted with the matching grant application.
- b) The property owner must be an established Not-For-Profit organization in good standing with the Florida Department of State. The organization shall submit a Certificate of Good Standing with the matching grant application.
- c) Eligible property owners may submit one (1) grant application per application cycle, requesting a minimum match amount of \$1,500.00 and a maximum match amount of \$15,000.00 per qualified project.
- d) The property owner must submit a written and signed statement committing the match to the grant requested. The grant match must be a minimum of fifty percent (50%) of the overall project, with no more than ten percent (10%) to be comprised by in-kind professional services. Donations of materials and labor can constitute up to one hundred percent (100%) of the match. **(Note: Inclusion of matching in-kind Professional Services, Materials Donations and Labor Donations must be accompanied by an itemized breakdown of such services and donations to validate assessed value. Attach itemization on letterhead or invoicing documents from the company or supply source that is making the donation.)**
- d) A property owner that is awarded a matching grant is ineligible for additional funding through the Trust Fund Matching Grant Program on the same historic building 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.

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- f) Properties located within a Local Historic District must receive a Certificate of Appropriateness, through the appropriate architectural review commission or from the Historic Preservation & Urban Design division, as applicable, prior to initiating the project work. Applicants that initiate or complete the project work without prior approval of the project plans will be disqualified from receiving a matching grant award.
- g) Matching 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 property 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 for Rehabilitation.
- i) Ad Valorem taxes on the property for which a grant award is sought must be current as of the date of application submission.
- j) The subject property may not have active Code violations.
- k) Funds cannot be used for acquiring vacant property.

Change in Ownership

In the event that the property owner does not remain owner-occupant, or if all or any part of the property or an interest therein is sold or transferred by the property owner without the City's prior written consent, the City may declare, within a period of five (5) years from the date of disbursement, that the matching grant amount awarded through the Trust Fund be immediately due and payable in full according to the Schedule of Repayment (see Agreement and Declaration of Covenants and Restrictions (Exhibit C)).

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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