

Historic Preservation Challenge Grant Guidebook

Policies and
Program Guidelines



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Hillsborough
County Florida

**HILLSBOROUGH COUNTY
HISTORIC PRESERVATION CHALLENGE GRANT PROGRAM
GUIDEBOOK**

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USEFUL LINKS

- [Hillsborough County's Historic Preservation Challenge Grant Program Website](#)
- [The Secretary of Interior Standards](#)
- [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#)
- [City of Tampa, Architecture Review and Historic Preservation Office](#)
- [City of Tampa Historic Districts and Landmarks](#)

Note: Sample Agreements, Forms, Applications, Instructions and Schedules in the Appendices and Exhibits are printed for informational purposes only. They may be updated and not reflected in this Policy Guidebook. Please confirm with Hillsborough County's Economic Department before relying on the sample documents.

HILLSBOROUGH COUNTY HISTORIC PRESERVATION CHALLENGE GRANT PROGRAM

INTRODUCTION

The **Historic Preservation Challenge Grant Program (the “HPCG Program”)** was established in 2012 to assist in promoting historic preservation, heritage tourism, and related economic development in Hillsborough County (the “County”). Since its inception, more than \$12 million have been awarded to over 160 projects across the County to preserve and protect important places in the County. This guidebook outlines the process and requirements of the HPCG Program, answers basic questions for the completion of the application, and explains administration requirements and available assistance.

HPCG PROGRAM DESCRIPTION

Hillsborough County’s HPCG Program was created to promote historic preservation, heritage tourism, and related business and economic development within both incorporated and unincorporated Hillsborough County. Projects eligible for funding must be in one or more of the following non-residential (privately-owned) project types: rehabilitation or restoration of historic structures, compatible additions to historic properties, improvements to historic sites or grounds, and architectural heritage tourism projects. Available grants are competitively awarded to selected applicants, typically on an annual basis.

To receive an award under the HPCG Program, eligibility criteria must be met. Funding is competitive. Available grant funds are awarded to qualified applicants on a minimum of one-to-one (1:1) matching grant basis, not to exceed an award of more than \$250,000 per applicant, per project in any County budget year. The grant award is released on a **reimbursement** basis, based on approved cash expenses incurred in successfully completing the project.

Funding for the HPCG Program is in the Adopted FY 24 – FY 29 Capital Improvement Program (CIP, Historic Preservation Matching Fund Program). The Program is administered by the Economic Development Department (“EDD Staff”).

The HPCG Review Committee (the “Review Committee”) is appointed by the Hillsborough County Board of County Commissioners (“BOCC”). It is comprised of nine (9) Hillsborough County (incorporated and unincorporated) citizens who have expertise in one or more of the following areas: historic preservation, architecture, heritage tourism, marketing and economic development, landscape architecture, and interior design. The Review Committee includes at least one resident of Temple Terrace, Plant City, and Tampa. Committee members serve for terms of two (2) years.

There is one (1) application cycle per year and only one (1) grant is to be awarded per organization in any grant round. One additional cycle may be added per fiscal year, based on funding and need levels, as determined by the County Administrator, or designee.

With limited funding, recommendations largely favor those project activities which correct conditions that threaten the structural and/or economic viability of a designated or contributing historic property, such as sealing the envelope of the building (roof, window, masonry projects); and addressing adaptive reuse. Projects enhancing public access to a designated or contributing historic property, involving Americans with Disabilities Act (ADA) components, may receive priority consideration.

APPLICATION REVIEW AND APPROVAL

The County Administrator designates EDD Staff with responsibility and experience in economic development, tourism, community development and historic preservation to review all submitted applications. EDD Staff examines the applications for completeness and project eligibility prior to the Review Committee's review and evaluation of eligible applications. The Committee's allocation recommendations are forwarded to the BOCC for final approval.

The Review Committee may conduct workshops/meetings related to its recommended allocations. The dates, times and locations are posted to the County Calendar. The meetings may include, but are not limited to, general sessions, applicant presentations, application workshop(s), special working sessions and allocation (funding award decision) meetings. Failure to attend the Review Committee meetings during the application process may affect an applicant's success, however, it is not mandatory.

Application announcements, deadlines and workshop schedules are established administratively and are posted on the [HPCG Program Website](#).

GRANT APPLICANT ELIGIBILITY

The following entities are eligible to receive Historic Preservation Challenge Grants:

Construction Projects

- Nonprofit organizations, including those that are support organizations with the singular mission of preserving and restoring governmental properties; and
- Private corporations and businesses; and
- Commercial property owners.

Heritage Tourism Projects

- Non-profit organizations only.

An applicant may not be a federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality or district thereof. For properties owned by a public body or entity, a nonprofit organization established to support the ongoing maintenance or other fundraising endeavors related to the preservation of the significant historic asset may be considered.

ELIGIBLE PROJECT TYPES

Projects eligible for funding must fall within one or more of the following four Project Types:

1. Rehabilitation/Restoration of Historic Structures, defined as: interior and/or exterior preservation, rehabilitation, restoration, reconstruction or relocation of an existing historic building (one that meets National Register listing criteria, either on the National Register of Historic Places and/or locally designated as a landmark under County/City Ordinance; a contributing structure within a National Register or Local Historic District; or otherwise may be eligible under National Register criteria). Projects may include renovation of an existing historic property to meet code requirements, installation of security-related equipment or improvements, or structural stabilization. It may include mothballing of structures that without emergency measures may be lost.

2. Compatible Additions to Historic Properties, defined as: additions or alterations to facilitate adaptive reuse, construction of architecturally appropriate kiosks, information facilities or utility structures or security

related equipment or improvements, for historic buildings (as described in Project Type 1, see above paragraph). Eligible projects also may include reconstruction of lost historic resources.

3. Improvements to Historic Sites or Grounds, defined as: restoration/reuse of other nonbuilding historic places, including associated engineering and architectural costs, security-related equipment, or improvements, such as to cemeteries and gardens.

4. Heritage Tourism Projects, defined as: non-building projects that promote existing historic resources, and heritage tourism, such as: development of print or electronic materials/brochures that support the mission; interpretive, promotional or wayfinding signage; and development of an exhibit or tour.

Special Note: Eligible development activities involving **religious properties** are limited to work on the exterior of the property essential to the preservation of the structural integrity of the property. For clarification, religious properties include any real property and associated improvements owned by a religious institution such as churches, schools, meeting halls and parish houses and any real property, regardless of ownership, that are used as a place of worship.

PROJECT REQUIREMENTS

All the following requirements must be met for a project to be eligible for funding under this program:

- The Project must be located in Hillsborough County (incorporated or unincorporated).
- Priority is given to designated historic structures, landmarks, and sites, as well as contributory buildings in historic districts. Eligible structures must be non-residential properties with the exception to revenue producing properties (i.e., rental units).
- For a construction project, the applicant must prove ownership or control of the project site at the time of application.
- The applicant must have the financial resources to fund total project costs (including grant funds). Where financial resources are not shown available at the time of application, the applicant must provide information that proves a plan to fund project activities prior to project commencement.
- Priority consideration is given to an applicant with a preservation track record with cash-in-hand to proceed timely with the scope of work proposed for the project.
- Priority consideration is given to projects that are ready to proceed (i.e., shovel ready) and can be completed successfully within a year of the award.
- Grant payments are made on a **cash reimbursement basis** and the 1:1 match is required. The applicant must match all the County grant funds by at least a 1:1 ratio. At least 50% of the applicant's match must be in the applicant's cash or in-kind service, equipment donations or volunteer labor, which otherwise meet program requirements. The applicant's match **may not** be provided solely through other grants. A minimum of 50% of the match (in other words, 25% of Total Project Budget) must be provided by the applicant.

Example

Contribution Type	Request	% of Budget	Type
HPCG Grant Request	\$250,000	50%	Reimbursement of Cash Expenditures
Cash Contributions	\$125,000	25%	Match
In-Kind Contributions/State Grant	\$125,000	25%	Match
Total Project Budget	\$500,000	100%	

- All work must be performed by qualified professionals/Florida licensed contractors.

Prior to distribution of any grant funds, all building plans must be approved by the reviewing historic preservation board or commission with jurisdiction over the Project (e.g., County Historic Resources Review Board, City of Tampa Architectural Review Commission, the Barrio Latino Commission, City of Plant City Historic Resources Board) and all other required permits, licenses, approvals required for the project must be obtained. (Note that plan approval by such entities is not required as a condition of application, but must be obtained prior to receipt of any funding.)

- **The Grantee must enter into an agreement with the County for the use of grant funds within six (6) months of being awarded the grant by the Board of County Commissioners. (Exceptions may be granted in cases of state of emergency situations, such as natural disasters, pandemics, etc.)**
- The approved project may commence upon approval of award by the Board of County Commissioners.
- A Grantee may not request reimbursements without a fully executed agreement with the Board of County Commissioners.
- No expenses incurred before the formal approval of the award by the Board of County Commissioners may be submitted for reimbursement.
- Physical construction, subject to grant funding, may not begin prior to the grant award agreement with the County and Notice to Commence unless otherwise specified in the agreement. In the case of an emergency stabilization or mothballing of a project, work may not commence prior to the agreement with the County, unless otherwise specified in the agreement.
- For a construction project on privately-owned property, a Preservation and Restricted Use Agreement must be executed and recorded. It requires the return of the grant funding on an amortized basis if the property is sold, without the County’s prior approval, within five (5) years.
- A Project with an award of \$100,000 or more must also satisfy all requirements set forth in [Board Policy Section Number 04.05.00.00](#) regarding Capital Funding for Outside Agencies (see Appendix C), before an agreement can be finalized.

The policy requirements include supplemental elements to the HPCG Program documents:

1. Detailed business plan for the development and on-going maintenance of the building or structure(s),
2. Dedicated checking account (if applicable and noted in the agreement),

3. Audited financial statements (with the related opinion letter and notes) for the most recent fiscal year, and unaudited interim financial statements for the current fiscal year.

FUNDING RESTRICTIONS

The HPCG Program will **not** fund the following:

- Proposals that do not fit the project categories or meet general eligibility requirements
- Deficiencies in previously awarded projects
- Loans, fines, penalties, cost of litigation or associated interest payments
- Scholarships, internships, grant administration fees or purchase of awards
- Programs/sites not open to the public or not accessible to the physically challenged
- Projects at schools, colleges, or universities that serve solely students and faculty, with no community involvement/access.
- Fundraising activities/events or political contributions
- Church/religious properties (HPCG Program awards may be requested, but awards are limited to exterior work to seal or stabilize the historic structure.)
- Costs of administration, property acquisition or operating expenses (Administration and project management expenses may be used as the Grantee's match.)
- Private homes/residences

APPLICATION REVIEW CRITERIA

CONSTRUCTION PROJECTS (NON-RESIDENTIAL, ONLY)

The following seven (7) review criteria are used by the Review Committee to evaluate applications requesting grant support for building projects.

1. Promotion of Historic Preservation

- Promotes historic preservation

2. Leveraging

- Leverages matching fund grant in terms of financing, expertise, and networking
- Demonstrates monetary leverage of County matching funds of 1:1 (or greater)
- Demonstrates collaborative and synergistic approach, including with other preservation/heritage tourism or economic development projects

3. Economic Development Impact

- Generates economic development
- Creates permanent local jobs and potential for sustained economic impact and growth
- Creates construction jobs and uses local contractors and suppliers/materials
- Contributes to tax base (applicable to for-profit projects)
- Generates local business and adds value to the economy

4. Quality of Project (for Construction/Rehabilitation Projects)

- Demonstrates appropriate design and quality of proposed materials
- Demonstrates the ability to achieve a successful project result (in terms of construction completion, business growth and/or economic development during the funding cycle)
- Addresses structure of particular historic and/or architectural significance
- Creates/expands public use of historic space and visibility in the community
- Alleviates or prevents endangerment of historic property

4. Quality of Project Team

- Demonstrates qualifications, track record, and ability of the Applicant and professionals composing the Project Team to successfully complete the Project
- Grant applicants are encouraged to include minority, women-owned and small businesses on their County-funded project.

6. Performance Evaluation

- Provides appropriate criteria and milestones for determining/measuring the success of the Project in achieving the business/implementation plan and schedule compliance
- Defines relevant outcome indicators and targets during and after the grant cycle (such as revenue generated, jobs creation, tourist visits, etc.)

NON-BUILDING PROJECTS

The following seven (7) review criteria are used by the Review Committee to evaluate applications requesting grant support for non-building projects:

1. Promotion of Historic Preservation

- Promotes historic preservation

2. Leveraging

- Leverages matching fund grant in terms of financing, expertise, and networking
- Demonstrates monetary leverage of County matching funds of 1:1 (or greater)
- Demonstrates collaborative and synergistic approach, including with other preservation/heritage tourism or economic development projects

3. Economic Development Impact

- Demonstrates a well-thought out idea and model that has the potential to be sustainable and generate economic development
- Uses local contractors, suppliers, and materials

4. Quality of Project Team

- Demonstrates qualifications, track record, and ability of the Applicant and professionals composing the Project Team to successfully complete the Project
- Grant applicants are encouraged to include minority, women-owned and small businesses on their County-funded project.

5. Promotion of Heritage Tourism

- Creates heritage tourism impact
- Is consistent with County's strategic plans and tourism development
- Enhances heritage tourism experience by visitors and residents
- Utilizes other heritage tourism resources
- Promotes or develops educational programs or materials for tourists
- Enhances commercial use of existing historical resources
- Increases community participation/accessibility to a larger number of users/visitors
- Demonstrates educational or cultural value

6. Performance Evaluation

- Provides appropriate criteria and milestones for determining/measuring the success of the Project in achieving the business/implementation plan and schedule compliance
- Defines relevant outcome indicators and targets during and after the grant cycle (website, and

tourist visits.)

APPLICATION PACKAGE REQUIREMENTS

In preparing the application to request funding support, the applicant shall provide a description of the current condition of the project, how the funding will be applied and the outcome and measurable results. The applicant shall also address how the project meets and/or exceeds each of the applicable Review Criteria (described in this document, above) as they apply.

The completed application for a Historic Preservation Challenge Grant shall include all documentation necessary for the Review Committee to thoroughly review the project. Additional details are presented below which closely follow the format of the application. Details are listed in a Checklist format to facilitate the organization of an application package.

All applications are made through the Neighborly Software participant portal.

portal.neighborlysoftware.com/hillsboroughcountycleconddev/participant

INTRODUCTION

The applicant must provide an overview of the project, its location, historic significance, and project team, including such details below.

- Owner(s) of property
- Name of applicant (if different than owner). This is the name of the entity or individual that is requesting a grant. If a grant is awarded it will be awarded to the entity named here.
- Contact information for all parties – Owner(s), Lessees, Contractors, Consultants
- Name and contact information for applicant/project representative. This is the individual most knowledgeable about the application and available for questions and discussions about the grant.
- Address. Provide a full mailing address for the application provided on the entity's W-9. If a grant is awarded, the signed agreement and grant funding payments will be sent to this address.
- Tax Folio number(s).
- Address of the project
- Description of the project and proposed scope of work and use
- Brief description of any previous construction work, location and significance of the property and the Project.
- Grant amount requested and Total Project Cost.
- Valuation report or appraisal prepared for a lender's consideration may be attached to the submitted application package as a supplemental document and is helpful in the project's evaluation.

DESCRIPTION OF NON-CONSTRUCTION ELEMENTS OF PROJECT

The applicant must provide a description of non-construction activities to be carried out as part of the project including all activities which do not involve actual construction and may include some of the following: heritage tourism promotion elements, activities directly involved in increasing economic impact design and engineering and project schedule.

DESCRIPTION OF CONSTRUCTION ELEMENTS OF PROJECT

The applicant shall provide a description of construction-related activities to be carried out as part of this project. Based on the size and scope of the project, the applicant shall provide preliminary drawings

describing the following, and attaching supporting documentation when applicable:

- Site Plan,
- Floor Plans,
- Elevations and Sections,
- Material descriptions,
- Photographs of existing conditions with attached notes describing work to be carried out,
- Project schedule, and
- Any additional documentation necessary to describe the scope of the Project may be provided.

FINANCIAL ELEMENTS

The applicant shall provide all financial information necessary to evaluate conformance with the financial requirements of the Grant Program:

- Overall Project budget defining the scope of the project, amount of the grant requested, amount of matching funds provided by applicant, any other sources of income and expenditures necessary to accomplish the project, identified by tasks, subtotals and totals.
- Estimate by qualified vendor or contractor of non-construction expenditures necessary to define all proposed costs for non- construction elements in detail and indicating income source to be used to pay for each item.
- Estimate by qualified vendor or contractor of construction cost shall define the cost for each construction element of the project and shall include reasonable documentation of construction cost estimates indicating income source to be used to pay for each line item.
- List of all major tasks necessary to complete the proposed project, the matching grant amount requested, the amount and source of matching funds to be provided by the applicant, any other sources of income and the expenditures necessary to accomplish the project, including in-kind contributions of professional labor or materials, volunteer labor, or other grant funding.

NOTE: The HPCG Program grant is a reimbursement on cash outlays by awardee/grantee, only. Documentary support for the source of the match and the value of the in- kind contributions is required.

Market and Business Plan: As part of the Financial Element pages in the application and consistent with Board Policy Capital Funding for Outside Agencies (BOCC Policy 04.05.00.00), there are requirements for a business plan and/or a marketing plan. The extent of the details depends on the specific project and whether the grant is \$100,000 or more.

- Business Plan. For a project where the funding for construction-related activities will be utilized to support or enhance a public or private commercial venture or business, the applicant shall provide a business plan. The business plan should include a discussion of how the applicant proposes to meet annual operating and maintenance cost requirements and should provide a sensitivity analysis for the applicant's anticipated ability to meet ongoing cost commitments at various revenue levels. It should identify any other anticipated funding sources (actual or proposed) and the estimated amount from each source.
- Required Organizational Documents:
 - State of Florida Certificate of Incorporation
 - Internal Revenue Service's 501(c) Status Certification, if applicable
 - Latest Financial Audit Report
 - Budget Information including Pro Forma Scenarios

- Capital Funding Request Form
- Proof of Insurance
- The Business Plan. The business plan format is available on the Management and Budget Department website: [Hillsborough County Business Plan Format](#). It should contain the following items:
 - Organizational structure of business.
 - Description of the type of business and services to be provided and/or sold.
 - Description of the due diligence efforts taken by applicant to appraise financial results of the venture, including competitive market analysis and supporting revenues and expenses.
 - Description of how grant will support sustainability of the venture.
 - Description of any long-term expenditures which may be required to continue the operation and anticipated source of such funding.
 - Applicants must provide documentary proof (a commitment letter or similar) to evidence each source of funding necessary to complete the project (except for the funding source being sought through the grant application). The total cost of the project must be covered by the Total Project Funding.
 - All Ad Valorem taxes on property must be current.
 - Title to the property must be clear with the exception of mortgage liens.
- The Marketing Plan. For a Project that includes a marketing component, the application must include a marketing plan for the proposed activity, and the applicant should explain how the marketing plan supports the project for which funding is being requested. The marketing plan should include the list of vendors for each product and the estimated expense to each to support the total project cost (See Appendix P, Marketing Plan, Media Buy Template).

NOTE: For requests of \$100,000 or more, a separate review by the County's Management and Budget Department is required for an agreement to be forwarded to the BOCC for execution.

APPLICATION FORMAT FOR SUBMISSION

Completed application submissions must be submitted through the Neighborly Software participant portal.

portal.neighborlysoftware.com/hillsboroughcountyflecondev/participant

The Certification Form must be signed and notarized and uploaded to the Neighborly Software system. If the applicant is not the owner of the property, the affidavit must also be signed to be complete. For an application to be considered complete, the funding (source and amount) must be addressed.

GRANT SELECTION PROCESS

The EDD Staff assigned to the HPCG Program will notify the Review Committee after EDD staff has reviewed applications for eligibility and completeness. The Review Committee will review each application individually, prior to the Review Committee's scheduled review sessions. The applications are evaluated by the Review Committee on a competitive basis, taking into consideration: historic significance, endangerment, suitability of the proposed preservation treatment, capability of the organization, capability of technical and financial resources, educational potential, economic benefits, and public good resulting from the project. (See Appendix P, HPCG Review Committee Evaluation Sheet.)

Please note that EDD Staff may provide assistance to the Review Committee in the Committee's review of

each project during the public review meeting. Upon completion of scoring the applications, the Review Committee prioritizes all applications and recommends a level of funding (full or partial) for each project selection. The Review Committee's recommendations are then forwarded to the BOCC for final approval.

AWARD NOTIFICATION

Funding Process after approval by the Review Committee and the BOCC

The applicant selected to receive grant funding must enter into a formal Funding Agreement (the "Agreement") with the County. The Agreement specifies the dollar amount awarded, scope of work, agreed project budget, how outcomes will be measured, contract duration, the terms of funding and other terms and conditions. The applicant may retain one or more project contractors to carry out and complete the project. Prior to the execution of the Agreement, the Total Project Budget should be verified by the awardee based on documentation confirming costs to complete the project. For in-kind labor or materials, documentation furnished in the application should be reviewed and finalized to substantiate the estimated value of the any in-kind contribution. Depending on the size of the project and grant award, EDD Staff will determine in coordination with the grantee whether the grant award should be disbursed at the conclusion of the project or whether payments may be made periodically based on agreed upon phasing of the project.

The applicant is responsible for timely payments to its project contractor(s) and vendors. Proper documentation for the project expenses, reasonable in amount and directly related to and necessary for completion of the project is required prior to disbursement, including notarized statement of payments and appropriate contractor lien waivers (See Appendix O, Lien Release). For each progress payment (in the case of a phased project) or within ninety (90) days of the completion of the project, the grantee shall submit to the County a Request for Payment together with applicable project invoices and supporting documentation.

Upon approval of the Agreement by the Board of County Commissioners, funds will be appropriated/committed for the project approved. At final project completion and closeout, any remaining unspent funds are returned to the reserves of the HPCG Program.

PROJECT PUBLICITY AND LOGO POLICY

All information, including advertisements, programs, and brochures concerning the building, place, activity and/or event funded with HPCG Program funds, is to include an acknowledgment that the project has received financial assistance from the BOCC. For example, an identification sign should be displayed in a prominent location at the project site while project work is in process and identify the project and source of grant support and acknowledgment of grant assistance. The costs of preparation and erection of the project identification sign are allowable project costs and a photograph of the project identification sign at the project site shall be submitted to EDD Staff. Any news release or other type of publicity must identify the **Hillsborough County Board of County Commissioners** as a funding source. In printed/electronic materials, the reference to the County must appear in the same size letters and font type as the name or logo of any other funding source. An applicant awarded a grant is to provide drafts of advertising and other printed/electronic material for County review in advance of a public release or related event, typically fifteen (15) days in advance of the release.

Public events that involve the project, such as grand openings, ribbon cuttings, etc. shall include invitations to the members of the BOCC.

GRANT TIME LIMITS

Unless specifically recommended by the Review Committee and approved by the BOCC, funding for an approved project or program is limited to the period it is proposed and budgeted in the entity's application. It is formalized in the subsequent Agreement approved by the BOCC. Extensions in time are granted only in special cases and may involve a modifications to the Agreement being approved by the BOCC.

The entity's matching expenditures, as well as contributions, for grant reimbursement must take place during the grant period specified in the formal Agreement with the County. Project planning may begin before a grant request is approved/awarded and an Agreement signed. However, the entity cannot be reimbursed for any cost incurred, nor will the cost be eligible to be credited as part of the entity's matching shares prior to award approval by the BOCC. No cost incurred after the grant period has expired will be eligible for payment with grant funds or eligible to be credited as part of the matching share. Projects must be completed within the time period specified in the Agreement. If a grantee is unable to meet a project deadline, they are required to submit a written request for an extension of time at least thirty (30) days prior to the end of the contract period. **A request for extension does not guarantee one will be granted.**

HPCG Program funds cannot be matched with Hillsborough County Tourist Development Tax funds and BOCC funding, unless specified in the Agreement approved by the BOCC. Official Visitor Information Centers ("VICs") must be approved by the Tourist Development Council (the "TDC") and be consistent with the TDC guidelines for VICs. No County funds may be expended for the purchase of food, beverages, or entertainment costs or in support of an entity's membership functions.

COMPLETING REIMBURSEMENT FORMS

Exhibits C and D in the Agreement are required to be completed for Requests for Payment. Expenditures must be directly related to the grantee's approved Scope of Work and Total Project Budget as outlined in the Agreement. Grant payments are on a cash reimbursement basis only. Proof of payment and proof of expenditures are required. Matching funds (cash or in-kind) must be in equal or greater portion to grant funds requested for the period covered in order for the grant amount to be released to the grantee.

Payment requests are submitted by the grantee through the Neighborly Software System. The reimbursement payment request package (the "Payment Request Package") must contain the following completed sections as outlined in the approved Agreement. **Exhibit C must be signed on C-2 for the Request for Payment to be considered completed. Amounts for the Request for Payment period and Year to Date totals on page C-1 and page C-2 must agree.**

1. EXHIBIT C - Expenditure Report/Request for Payment Form (Page C-1 and page C-2, must agree.)

- Grantee Name
- Project
- Request number
- Amount requested
- Total approved (This is the amount of the award)
- Current County Grant funds requested
- Total match provided by Grantee for invoice period
- Total Grantee match expended to-date
- Remaining grant budget
- Check boxes to indicate which forms to support the reporting period summary are attached:

- **Form 3.A. County Grant Expenditures (Grant funds requested)**
Form 3.A lists the cash expenditures to be reimbursed by the grant award. Each expense listed as part of the Request for Payment must include a description; vendor name; invoice number, date and invoice amount; check number, date and amount attributed to this section. All information must be substantiated with corresponding invoices and receipts (cancelled checks, bank statements, etc.). Invoice dates must fall within Agreement date and Request for Payment period. The total resulting from completion of Form 3.A is the amount that the County will approve for the disbursement of the requested release of the grant or portion of it if a supporting match to that total is documented.
- **Form 3.B. Cash Match Expenditures**
Form 3.B lists the grantee's cash match to the cash expenditures reported on 3.A. The purpose of each expenditure must be stated clearly and in sufficient detail for the County to determine that the expenditure matches an approved budget time in the Approved Project Budget. Copies of invoices and corresponding cancelled checks (or equivalent documentation as approved by the County) for all matching expenditures listed. The attachments must be organized and labeled appropriately.
- **Form 3.C. through 3.E., if applicable**
The following forms are needed only if donations are claimed for match:
 - In-kind Services Contributed – No more than 25 percent of the Total Project Budget may come from in-kind contributions
 - Donated Materials Contributed
 - Volunteer Labor Contributed

Each section must include a description, contributor/donor/volunteer name, fair market value, and amount claimed. Official invoices, letters on official letterhead and signed timesheets are acceptable forms of documentation. Sample forms are provided in Appendix P.

Note: Volunteer time is generally reported at the current hourly Florida minimum wage, unless a consultant or other service provider documents actual service billing rates for that professional service.

2. Expenses Not Eligible for Reimbursement

- Late fees incurred by the grantee or subcontractors for delinquent payment of invoices
- Interest accrued and charged for late payments of invoices
- Work done prior to Agreement start date and after approved project completion date also identified in the Agreement
- Legal filing fees
- Grant administration or writing fees
- Media commissions
 - Soft costs (soft costs are counted as a grantee's match only)
 - Travel expenses

3. EXHIBIT D - Program Performance Report (Required with every Exhibit C submission)

- Grantee name and project title
- Report required for each period
- Percentage of Agreement completed
- Accomplishments for the report period
- Problems and/or delays

- Performance measures
- Any supporting attachments such as photographs, websites, brochures, announcements, etc.
- Multi-phased project requirements as outlined in the Agreement.

4. Additional backup documentation as outlined in Agreement.

- AIA Document G702—This is designed to be used on a project where a contractor has a direct Agreement with the owner. It serves as both the contractor’s application and the architect’s certification. If properly completed and acceptable to the architect, the architect’s signature certifies to the owner that a payment in the amount indicated is due to the contractor. This document is prepared for interim and final status. It should be notarized.
- Exhibit B in the Agreement outlines additional reporting requirements for the final Request for Payment and close out of the award. It includes the requirement of a General Contractor Lien Release in an Affidavit with a Subcontractors Statement of Satisfaction and a Final Lien Release Statement from the owner, both notarized (see Appendix P for samples).

It is the intent of the Program to disburse payment(s) upon receipt of an acceptable Request for Payment and Project Progress Report submission. At the completion of the Project, the final invoice documentation includes a satisfactory inspection of the Project by an authorized representative(s) of the County and all other local governmental agencies with jurisdiction over the Project, verification that the Project has been completed according to the application submission, permits and approvals, and related Project documents, including certification of Applicant’s supervising professionals (where applicable).

It takes approximately four weeks for EDD Staff to review and approve requests provided all required backup is complete when submitting for payment reimbursement. If the Payment Request Package is not complete, it will add additional time to the payment schedule for reimbursement due to the delay in receiving all the necessary information in order to process. Also note that the disbursement will be sent by the Clerk of the Court to the grantee at the address on the W-9. Any address change should be sent to EDD staff with an updated W-9. A grantee may speed up the time it takes to receive reimbursement by providing the Clerk of Court with direct deposit information.

FINANCIAL RECORDS

The grantee is required to maintain all records and accounts, including property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of required insurance, and any other records related to or resulting from the activities performed under the Agreement to assure a proper accounting and monitoring of all Grant Funds and the Project Budget. The County may monitor all funding sources.

With respect to all matters covered by the Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the County may require. The grantee will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by the Agreement. The inability to provide documentation upon request may result in the deletion of disputed charges from eligibility as grant costs.

The grantee shall retain all records and supporting documentation applicable to the Agreement for six (6) years from the date of final payment to the grantee. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

In the event the County determines that such records are not being adequately maintained, the County may terminate the Agreement for the grantee's non-performance, as solely determined by the County, upon no less than twenty-four (24) hours written notice to the grantee.

RIGHT TO TERMINATE

The County also may terminate the Agreement without cause upon thirty (30) days prior written notice to the Grantee. In the event of termination by the County hereunder, the grantee shall not incur any new obligations after notification of the effective date of termination. The County shall pay the grantee for services undertaken by the grantee prior to effective date of the termination. Any costs undertaken by the Grantee after the effective date of the termination will not be reimbursed.

ADMINISTRATIVE INFORMATION

Technical assistance is offered and provided to applicants and grantees. Technical assistance is available for the successful completion and submission of Requests for Payment, invoice documentation and other specific program requirements.

EDD Staff are available to help answer questions you may have about the HPCG Program application, review, or implementation phases of this program.

Physical/Mailing Address

Hillsborough County Economic Development Department
County Center, 20th Floor
601 E. Kennedy Boulevard,
Tampa, FL 33602

or

Hillsborough County Economic Development Department
P.O. Box 1110
Tampa FL 33601

Phone Contact

P: (813) 272-5560

For the complete HPCG Application, Appendices and Attachments included in this guidebook, go to:

<https://www.hcflgov.net/hpcg>

FREQUENTLY ASKED QUESTIONS

1. *When are the Historic Preservation Challenge Grants available?*

Historic Preservation Challenge Grants are available once a year.

2. *Can an Applicant submit multiple applications for HPCG funding?*

An Applicant can only submit one application per category per grant period.

3. *Can an Applicant apply for a grant this year, if Applicant was awarded a grant from the previous year?*

Yes, an Applicant may apply for a grant in each new fiscal year that funding is available.

4. *Who selects the grant recipients?*

The Historic Preservation Grant Review Committee makes recommendations to the Board of County Commissioners upon review of each Applicant's application and presentation at its publicly noticed review session(s) or workshop(s). At the conclusion of the review process, the Review Committee forwards its funding recommendations to the BOCC for adoption and inclusion in the county budget.

5. *Who are the members of the Historic Preservation Challenge Grant Review Committee?*

The Review Committee is comprised of nine (9) Hillsborough County (incorporated and unincorporated) citizens who have expertise in one or more of the following areas: historic preservation, architecture, heritage tourism, marketing and economic development, landscape architecture, and interior design. The Committee must include at least one resident of Temple Terrace, Plant City, and Tampa. Committee members serve for a term of two (2) years.

6. *What criteria are used in the review process?*

Applications are evaluated according to their conformance with both the program's ***Application Review Criteria*** in the Policy adopted by the BOCC, taking into account priorities in the Project Type category.

Step 1: Hillsborough County Economic Development Staff reviews the application for ***Eligibility*** which includes making sure the application has been submitted by the deadline and that all, required attachments and photographs are present, that there is complete contact information and the appropriate pages are executed (signed).

Step 2: Staff also check the application for ***Completeness*** which includes the project description, the major elements and entities, the budget, the match confirmation, previous grant experience, organizational documents, market and business plans (as applicable) and overall managerial ability. The applications are evaluated, on a competitive basis, taking into account: historic significance, endangerment, appropriateness of the preservation treatment proposed, administrative capability of the organization, adequacy of technical and financial resources, potential to accomplish the outlined educational tourism and economic benefits, and public good resulting from the project.

Step 3: The Review Committee members individually receive notice that the applications are

ready for review prior to the Applicant's presentation at the publicly noticed Committee review session or workshop. Each Applicant is permitted a 10-minute presentation which includes a five-minute Q&A period for the Review Committee.

7. *Is it necessary to attend the application review meeting?*

It is highly recommended, but not required. Failure by an Applicant (or a representative) to attend the Review Committee meetings during the application process may affect an Applicant's success. Under certain circumstances, other arrangements may be made if the Applicant informs Staff well in advance of a meeting that an Applicant cannot attend in person. Applicants should be prepared to answer questions from the reviewers.

8. *How are funds allocated for the Historic Preservation Grants?*

The total annual budget for the HPCG Program is approved in each BOCC approved Budget. After eligible grant applications are reviewed by the Review Committee, the recommended funding awards are submitted to the BOCC for approval. Agreements are required to proceed and staff will work closely with the Grantee to draft an appropriate scope of work for the final award agreement. Grant monies are released on a reimbursement basis for cash expenses and are not distributed until specific benchmarks in the Grant Award Agreement are met.

9. *What type of projects does the HPCG Program fund?*

- Rehabilitation/Restoration of Non-residential Historic Structures.
- Compatible Additions to Historic Properties.
- Improvements to Historic Sites or Grounds
- Heritage Tourism Projects.

10. *Does a building have to be historic to be eligible to apply for our grant program?*

Projects involving buildings listed on the National Register of Historic Places or that have been designated as National Historic Landmarks would be considered highly competitive. However, a property must be determined to meet the National Park Service's criteria for eligibility. Any historic preservation work to be conducted for historic properties using Historic Preservation Challenge Grant Funds (Hillsborough County) must be completed in conformance with the Secretary of the Interior's Standards for Historic Preservation. Please see these standards and additional information at [nps.gov/tps/standards/](https://www.nps.gov/tps/standards/).

11. *Who is eligible to receive a grant from the HPCG Program?*

For Construction Projects: only nonprofit or private individual or entity having a non-residential project that fits the program requirements are eligible to apply. Eligible nonprofits must be an IRS recognized 501c entity. Priority consideration is given to an applicant with a preservation track record with cash-in-hand to proceed timely with the proposed project. All projects must be located in Hillsborough County (incorporated or unincorporated). In historic districts, priority is given to designated contributory buildings.

For Heritage Tourism Projects: only non-profits are eligible to apply.

12. *Who is NOT eligible to apply to HPCG Program?*

Applicants may not be a Federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof.

13. How large are your grants?

Grants typically range anywhere from \$5,000 to \$250,000 and require a dollar-for-dollar match. For example, an entity is awarded a grant of \$250,000, it will need at least an additional \$250,000 from other funding sources, and a total project cost of at least \$500,000. A proposal with a request for an award of \$100,000 or more also must satisfy all requirements set forth in [BOCC Policy, Section Number 04.05.00.00 regarding Capital Funding for Outside Agencies](#). The County grants are for the reimbursement of approved cash expenses. Reimbursements are made on cash outlays only.

14. What is an In-kind Match?

An in-kind match may include a service or supply for which the Applicant would normally pay, but which is being contributed free of charge or at a significant and quantifiable discount. Only a true donation of time, a supply or service may be allowed an in-kind match. The value of all in-kind contributions (labor or materials) must be carefully documented, substantiating the estimated value of the any in-kind contribution.

15. When can I apply for a grant?

There is one application cycle per year (an additional cycle may be added based on fund availability and need). Application dates and deadlines are posted on the HPCG Program website at: <https://www.hcflgov.net/hpcg>

16. How long does it take for me to hear back after applying for a grant?

In the past, the review and award process are generally completed within six to eight weeks of the application deadline and Applicants are notified at a Review Committee meeting or by telephone or email as the award process is completed.

17. How do I proceed after receiving notification that submitted Project has received funding?

The Applicant selected to receive matching grant funding must enter into a formal Agreement with the County within 6 months of being awarded the grant by the Board of County Commissioners. The Agreement specifies the dollar amount awarded, scope of work, agreed Project Budget, how outcomes will be measured, contract duration, the terms of funding and other terms and conditions. Prior to execution of the Agreement, the Project Budget shall be verified by submission of multiple bids, an executed construction contract, or other suitable documentation confirming costs to complete the Project. For in-kind labor or materials, documentation shall be furnished substantiating the estimated value of the any in-kind contribution. Depending on the size of the Project and grant award, the County will determine whether the grant award should be disbursed at the conclusion of the Project or whether payments should be made periodically based on agreed upon phasing of the Project.

18. Do I have to submit updates on my project?

All Grantees are required to submit progress reports with reimbursement requests. These reports track a project's status and the amounts of grant and/or match funds expended. Back-up documentation must accompany these reports. The grantee is responsible for the submission of deliverables on schedule and for documenting all work and expenditures, particularly at the time a Request for Payment is submitted to Staff.

19. Do you have any historic preservation grants available for privately owned homes listed on the National Register of Historic Places?

No. Due to the limits on HPCG Program funds, we are unable to make grants for preservation and restoration directly to owners of privately-owned homes and small residential rentals (4 or fewer units) that are listed in the National Register as properties or designated historic districts. (Owners of National Register-listed or eligible commercial property, including commercial residential (multifamily apartment) properties, may be eligible for the Federal Rehabilitation Tax Credit.)

20. If the Project is awarded a grant, but is delayed, what updated information do I need to submit to proceed with an Agreement with the County?

Sometimes after a request for funding in an Award Cycle is recommended by the Review Committee and the BOCC approves the set of recommendations, an organization may find that its final permits are taking more time. If a project is delayed, usually the budget, work schedule and completion date must be updated for an Agreement to be prepared.

21. Is there additional documentation when we are ready to submit the final invoice to close out the Project?

All contractors, subcontractor and vendors must be paid in full. The statement should be on letterhead, signed and notarized. Then you as owner must do a similar letter to the County stating the same. If applicable, a final AIA Document G702 form showing the final amounts and a zero (\$0) balance should be signed by GC and notarized. As with all invoices, Exhibits C and D must be completed. If requested, Staff will sit down with Grantee to assist in finalizing the details of the Grantee invoice and documentation.

22. Are Before and After Project Photographs required?

Yes, to document the progress and success of a building or site project. For guidelines on photographic details, see guidelines prepared by the Florida Department of State, Florida Division of Historical Resources, such as: <http://dos.myflorida.com/historical/grants/small-matching-grants/>

23. If I do not sign an agreement with the County within six months of an award approved by the Board of County Commissioners, what happens to the money?

The money is returned to the HPCG Program fund for use in future rounds and you are eligible to reapply for funding.

The HPCG Program Guidebook should be able to answer most questions regarding the program. Please use it as your primary reference in participating in the award process. All other questions may be directed to EDD Staff.

APPENDICES

APPENDIX "A"

HISTORIC PRESERVATION CHALLENGE GRANT COMMITTEE MEMBERS

Member	Position	Dates of Service
Ms. Shelby Bender	Plant City Resident Historic Preservation	02/22/12 – 03/31/26*
Mr. Victor Crist	City of Tampa Resident Historic Preservation	03/23/22 – 03/31/26*
Mr. George Feshev	City of Tampa Resident Heritage Tourism	06/16/21 – 06/30/25*
Jerel McCants	City of Tampa Resident Architecture	10/18/23 – 10/18/25
Mr. Michael Pruitt	Unincorporated County Architecture	06/16/21 – 06/30/25*
Ms. Vivian Salaga	City of Tampa Resident Architecture	05/16/18 – 03/31/26*
Dr. Christian Wells	City of Temple Terrace Resident Anthropology	01/09/13 – 03/31/26*

*Reappointment

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**Board of County Commissioners
Hillsborough County
Tampa, Florida 33601**

BOCC POLICY: SECTION NUMBER 01.31.00.00

SUBJECT: HISTORIC PRESERVATION “CHALLENGE GRANT” PROGRAM

DATE: August 16, 2017

SUPERCEDES: July 17, 2013

PURPOSE:

To promote historic preservation, heritage tourism, and related economic development within Hillsborough County (both incorporated and unincorporated areas), the Historic Preservation Challenge Grant Program is established.

POLICY:

Available grant funds will be awarded to applicants selected pursuant to this policy on a minimum of 1:1 matching basis. No award recipient shall receive more than \$250,000 per project in any county budget year.

APPLICATION CYCLE:

There will be one (1) application cycle per year. One additional cycle may be added per fiscal year, based on funding and need levels, as determined by the County Administrator. Application deadlines shall be established administratively.

GRANT REVIEW COMMITTEE:

A Grant Review Committee (“Committee”) will be appointed by the Board of County Commissioners (“BOCC”). The Committee will be comprised of nine (9) Hillsborough County (incorporated and unincorporated) citizens who have expertise in one or more of the following areas: historic preservation, architecture, heritage tourism, marketing and economic development, landscape architecture, and interior design. The Committee must include residents from the unincorporated County and at least one resident of Temple Terrace, Plant City, and Tampa. Committee members shall serve for a term of two (2) years. There is no limit to the number of terms a Committee member may serve.

STAFF PARTICIPATION:

The County Administrator shall designate staff with responsibility and experience in economic development, tourism, community development and historic preservation to

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review all submitted applications for Program eligibility before Committee review. The designated staff will assist the Committee with the review and analysis of eligible applications, but will not have a vote on the Committee.

APPLICATION REVIEW PROCESS:

Applications will be ranked and prioritized by the Committee based on the final points accrued by each eligible applicant pursuant to the requirements outlined in this policy. The score of an application may not necessarily be the sole means by which funding recommendations are made by the Committee.

FINAL DECISION ON AWARDS:

The Committee's recommendations will be forwarded to the BOCC for final approval.

ELIGIBILITY REQUIREMENTS:

Project Types

Projects eligible for funding must fall within one or more of the following project types. Ranking criteria must be established by the Committee to prioritize project types for funding based on BOCC's desired policy objectives.

1. Rehabilitation/Restoration of Historic Structures. This type is defined as: interior and/or exterior preservation, rehabilitation, restoration, reconstruction or relocation of an existing "historic building" (one that meets National Register listing criteria -- either on the National Register of Historic Places; locally designated as a "landmark" under County/City Ordinance; a contributing structure within a National Register or Local Historic District; or otherwise may be eligible under National Register criteria). Projects may include, without limitation, renovation of an existing historic property to meet code requirements, installation of security related equipment or improvements, or structural stabilization, including "moth-balling" of structures that without emergency measures may be lost, including associated engineering and architectural costs.
2. Compatible Additions to Historic Properties. This type is defined as: additions or alterations to facilitate adaptive reuse, construction of architecturally appropriate kiosks, information facilities or utility structures or security related equipment or improvements, including associated engineering and architectural costs, for historic buildings as described in Project Type 1, above. Eligible projects also may include reconstruction of lost historic resources.
3. Improvements to Historic Sites or Grounds. This type is defined as: restoration/reuse of other non-building historic places, including security related equipment or improvements (e.g. cemeteries, gardens), including associated engineering and architectural costs.
4. Architectural Heritage Tourism Projects. This type is defined as: non-building projects that promote existing historic resources and heritage tourism, such as: development of print or electronic materials/brochures that support the mission, interpretive, promotional or way finding signage, or exhibit/tour development.

Project Requirements:

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All of the following requirements must be met for a project to be eligible for funding under this program.

1. The project must be located in Hillsborough County (incorporated or unincorporated).
2. The applicant must have the financial resources to fund all project costs pending receipt of reimbursements from grant funds.
3. The applicant must match all of the County grant funds by at least a 1:1 ratio, as provided below:
 - At least 50% of the applicant's match must be in the applicant's cash or in-kind service or equipment donations or volunteer labor, that otherwise meet project requirements.
 - The applicant's match may not be provided solely through alternative matching funds or other sources.
 - A minimum of 50% of the match (in other words, 25% of total Project budget) must be provided by the applicant.
 - Applicant must demonstrate that the grant funding is necessary to complete the Project. Applicant may not seek grant funding for a project that applicant is able to fully fund from other sources.
4. Applications must demonstrate that the total Project budget will be covered by committed available funding sources.
5. All construction (including new construction) shall meet existing design criteria for historic construction of the certified local government's historic preservation program in which the Project is situated. In the absence of a certified local government historic preservation program or applicable design criteria for the Project under such program, the Project must meet applicable Secretary of Interior Standards for Rehabilitation.
6. All work must be performed by qualified professionals/Florida licensed contractors.
7. Prior to distribution of any grant funds, all building plans must be approved by the reviewing historic preservation board or commission with jurisdiction over the Project (e.g. County Historic Resources Review Board, City of Tampa Architectural Review Commission, the Barrio Latino Commission, City of Plant City Historic Resources Board) and all other required permits, licenses, approvals required for the Project must be obtained. (Note that Plan approval by such entities is not required as a condition of application; but must be obtained prior to receipt of any funding.)
8. Physical construction to be subject to matching grant funding may not be commenced prior to grant award (unless otherwise specified in the Agreement, and in the case of an emergency stabilization or mothballing project, in which case work may not be commenced prior to date of application).
9. Funds cannot be used for Project operating expenses (such as maintenance) or acquisition of real property.

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10. For construction Projects, the applicant must prove ownership or control of the Project site at the time of application.
11. Work must be completed within twelve (12) months of execution of the funding agreement between the County and Grantee unless otherwise specified in the Agreement.
12. Projects with a total County financial commitment of \$100,000 or more also must satisfy all requirements set forth in Board Policy Section Number 04.05.00.00 regarding Capital Funding for Outside Agencies.
13. Applicant may not be a federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof. Exceptions may be made for nonprofits that lease a property owned by a governmental entity, or are responsible for the preservation of the historic building or site.
14. For construction Projects on privately owned property, a Preservation and Restricted Use Agreement must be executed requiring return of the grant funding on an amortized basis if the property is sold without the County's prior approval within five (5) years.

Application Requirements:

The application for a Historic Preservation Challenge Grant shall be complete and include all documentation necessary for the Committee to thoroughly review the Project. The following items shall be submitted by the applicant:

Part A - Introduction

The applicant shall provide an overview of the Project that shall not exceed one 8.5x11 page.

In addition to the overview, the following information shall be provided:

1. Legal Description and Real Estate Folio number(s) of Property
2. Owner(s) of property
3. Name of Applicant (if different than Owner)
4. Contact information for all parties – Owner(s), Lessees, Contractors, and Consultants
5. Name and contact information for Applicant/Project Representative
6. Brief description of any previous construction work carried out on the property.
7. Grant Amount requested and Total Project Cost.

Part B – Description of Project – Non construction elements

The applicant shall provide a description of non-construction activities to be carried out as part of the Project. This shall include all activities which do not involve actual construction and may include some of the following:

1. Heritage tourism promotion elements
2. Activities directly involved in increasing economic impact.
3. Design and engineering

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4. Project schedule

Part C – Description of Project - Construction elements

The applicant shall provide a description of construction-related activities to be carried out as part of this Project. Based on the size and scope of the Project, the applicant shall provide preliminary drawings describing the following:

1. Site Plan
2. Floor Plans
3. Elevations and Sections
4. Material descriptions
5. Photographs of existing conditions with attached notes describing work to be carried out.
6. Project schedule
7. Any additional documentation necessary to describe the scope of the Project may be provided.

Part D -- Financial elements

The applicant shall provide all financial information necessary to evaluate conformance with the financial requirements of the Grant Program.

1. Overall Project budget defining the scope of the Project, the amount of the grant requested, amount of matching funds provided by the applicant, any other sources of income and the expenditures necessary to accomplish the Project.
2. Estimate of non-construction expenditures necessary to define all proposed costs for non-construction elements in detail and indicating income source to be used to pay for each item.
3. Estimate of Construction cost shall define the cost for each construction element of the Project and shall include reasonable documentation of construction cost estimates indicating income source to be used to pay for each line item.
4. Business Plan. In projects where the funding will be utilized to support or enhance a public or private commercial venture or business, the applicant shall provide a business plan with a description of the business and how the grant will affect the business operations. Such plan shall at a minimum contain the following items:
 - a. Organizational structure of business
 - b. Description of the type of business and services to be provided and/or sold.
 - c. Description of the due diligence efforts taken by applicant to appraise financial results of the venture, including competitive market analysis and supporting revenues and expenses.
 - d. Description of how grant will support sustainability of the venture.
 - e. Description of any longterm expenditures which may be required to continue the operation and anticipated source of such funding.
5. Applicants must provide documentary proof (a commitment letter or similar) to evidence each source of funding necessary to complete the Project (except for

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the funding source being sought through the grant application). The total cost of the Project must be covered by the Total Project Funding.

6. All ad Valorem taxes on property must be current.
7. Title to the property must be clear with the exception of mortgage liens.

Part E – Review Criteria

The applicant shall provide a description of how the Project meets and/or exceeds each of the applicable Review Criteria and sub-criteria (described in this document) as they apply. Each Criteria item shall be described on at least one 8.5 x 11 page and shall not exceed three pages.

Submittal format: The application shall be submitted in digital format. It shall be saved to a USB Flash Drive or CD in PDF format and placed in a sleeve with the Project Name attached to the front of the sleeve and on the CD. The application shall be saved as one PDF file with a table of contents. In addition to the digital application, one hard copy of the application shall be submitted.

Review Criteria:

A. CONSTRUCTION PROJECTS

The following seven (7) review criteria shall be used by the Committee to evaluate all building projects. Each application will receive a score for each review criteria. Factors to be considered in awarding points for each criterion are provided.

1. PROMOTION OF HISTORIC PRESERVATION:

Promotes historic preservation

2. LEVERAGING:

- Applicant has the financial resources to fund the project costs pending receipt of reimbursements from the grant funds
- Leverages matching fund grant in terms of financing, expertise and networking
- Demonstrates monetary leverage of County matching funds of 1:1 (or greater)
- Demonstrates collaborative and synergistic approach, including with other preservation/heritage tourism or economic development projects

3. ECONOMIC DEVELOPMENT IMPACT:

- Demonstrates a well-thought out idea and model that has the potential to be sustainable and generate economic development
- Creates permanent local jobs and potential for sustained economic impact and growth
- Creates construction jobs
- Uses local contractors
- Uses local suppliers/materials
- Contributes to tax base (applicable to for-profit projects)
- Generates local business
- Adds value to the local economy

4. QUALITY OF PROJECT:

- Demonstrates appropriate design and quality of proposed materials

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- Demonstrates the ability to achieve a successful project result (in terms of construction completion, business growth and/or economic development during the funding cycle).
- Addresses structure of particular historic and/or architectural significance
- Creates/expands public use of historic space
- Creates visibility in the community
- Alleviates or prevents endangerment of historic property

5. **QUALITY OF PROJECT TEAM:**

Demonstrates qualifications, track record, and ability of the applicant and professionals composing the Project team to successfully complete the Project.

6. **PROMOTION OF HERITAGE TOURISM:**

- Creates heritage tourism impact
- Is consistent with County's Strategic Plan for Tourism Development
- Enhances heritage tourism experience by visitors and residents
- Utilizes other heritage tourism resources
- Develops site-based (location specific) heritage tourism Project
- Promotes or develops educational programs or materials for tourists
- Enhances commercial use of existing historical resources
- Increases community participation/accessibility to a larger number of users/visitors
- Demonstrates educational or cultural value

7. **PERFORMANCE EVALUATION:**

- Provides appropriate criteria and milestones for determining/measuring the success of the Project in achieving the business/implementation plan and schedule compliance.
- Defines relevant outcome indicators and targets during and after the grant cycle (such as revenue generated, jobs creation, tourist visits, etc.)

B. NON-BUILDING PROJECTS

The following seven (7) review criteria shall be used by the Committee to evaluate all non-building projects. Each application will receive a score for each review criteria. Factors to be considered in awarding points for each criterion are provided.

1. **PROMOTION OF HISTORIC PRESERVATION:**

Promotes historic preservation

2. **LEVERAGING:**

- Applicant has the financial resources to fund the project costs pending receipt of reimbursements from the grant funds.
- Leverages matching fund grant in terms of financing, expertise and networking
- Demonstrates monetary leverage of County matching funds of 1:1 (or greater)
- Demonstrates collaborative and synergistic approach, including with other preservation/heritage tourism or economic development projects

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3. ECONOMIC DEVELOPMENT IMPACT:

- Demonstrates a well-thought out idea and model that has the potential to be sustainable and generate economic development
- Uses local contractors
- Uses local suppliers/materials
- Generates local business
- Adds value to the local economy

4. QUALITY OF PROJECT:

- Demonstrates appropriate design and quality of proposed materials
- Demonstrates the ability to achieve a successful project result (in terms of business growth and/or economic development). • Creates visibility in the community

5. QUALITY OF PROJECT TEAM:

Demonstrates qualifications, track record, and ability of the applicant and professionals composing the Project team to successfully complete the Project.

6. PROMOTION OF HERITAGE TOURISM:

- Creates heritage tourism impact with existing historic resources
- Is consistent with County's Strategic Plan for Tourism Development
- Enhances heritage tourism experience by visitors and residents
- Utilizes other heritage tourism resources
- Promotes or develops educational programs or materials for tourists
- Enhances commercial use of existing historical resources
- Increases community participation/accessibility to a larger number of users/visitors
- Demonstrates educational or cultural value

7. PERFORMANCE EVALUATION:

- Provides appropriate criteria and milestones for determining/measuring the success of the Project in achieving the business/implementation plan and schedule compliance
- Defines relevant outcome indicators and targets during and after the grant cycle (such as website hits, tourist visits, etc.)

Funding Process after approval by the Committee and the BOCC

Applicants selected to receive matching grant funding will be required to enter into a formal Funding Agreement with the County specifying the dollar amount awarded, how outcomes will be measured, contract duration, the terms of funding and other Agreement terms. The applicant may retain one or more Project Contractors to carry out and complete the Project through competitive bidding. Prior to execution of the Funding Agreement, the Project budget must be verified by submission of multiple bids, an executed construction contract, or other suitable documentation confirming costs to complete the Project. For in-kind labor or materials, documentation must be furnished substantiating the estimated value of the any in-kind contribution. Depending on the size of the Project and grant award, the County will determine whether the grant award should be disbursed at the conclusion of the Project or whether payments should be made periodically based on agreed upon phasing of the Project.

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Where applicable, payments may be made directly to the Project Contractor(s). 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, including appropriate contractor lien waivers.

For each progress payment (in the case of a phased project) or within thirty (30) days of the completion of the Project, the Grantee shall submit to the County a request for payment (or if completed, a Project Completion and Inspection Request form) together with applicable Project Invoices. It is the intent of the Program to disburse payment(s) upon receipt of an acceptable invoice and satisfactory inspection of the Project by authorized representative(s) of the County and all other local governmental agencies with jurisdiction over the Project, and verification that the Project has been completed according to the application submission, permits and approvals, and related Project documents, including certification of applicant's supervising professionals (where applicable).

Upon approval of the Funding Agreement by the Board of County Commissioners, funds will be appropriated /committed for the Project approved. At final Project completion and closeout, any remaining unspent funds will be returned to the reserves of the Hillsborough County "Historic Preservation Challenge Grant" Program.

Ethics Policy:

The Committee and Applicants shall act in accordance with the Department of Human Resources Policies and Procedures Manual Policy HR-6.06.

Responsibility:

It shall be the responsibility of the County Administrator or designated representative to manage this policy and ensure compliance with the above guideline and procedure.

Approved: Board of County Commissioners

Date: _August 16, 2017

BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

BOARD POLICY - SECTION NUMBER 04.05.00.00

SUBJECT: CAPITAL FUNDING FOR OUTSIDE AGENCIES

EFFECTIVE DATE: NOVEMBER 2, 2011

SUPERSEDES: MAY 17, 1991, MARCH 15, 2006

1. **PURPOSE:** To establish a uniform procedure for submission, review and approval of capital funding requests from applicable outside agencies and for administration of such funding, if approved.
2. **POLICY STATEMENT:** In recognition of the need to ensure that county citizens are well-served through effective use and administration of county funds, the Board does hereby establish and adopt a uniform procedure for submission, review and approval of capital funding requests from applicable outside agencies and for administration of such funding, if approved by the Board.
3. **APPLICABILITY:** These procedures are applicable whenever any request for capital funding from outside, non-County, non-governmental agencies are made to the County. Applicable agencies include but are not be limited to private, not-for-profit corporations. This policy does not apply to projects funded by Tourist Development Taxes, economic development projects pursuant to Section 288.075 Florida Statutes or projects that are governed by other applicable Board Policies or Agreements.
4. **PROCEDURES:**
 - 4.1 Placement on Regular Agenda: All actions by the Board related to applicable capital funding requests (including funding decisions, agreements, modification agreements, license agreements, leases, etc.) shall be placed on the Regular agenda or on a public hearing agenda, but not on the Consent agenda.
 - 4.2 Submission, Review and Approval of Request:
 - 4.2.1 Prior to Board consideration, any applicable request for capital funding must be accompanied by appropriate documents in order to provide the Board specific information regarding the request and assurance of the public purpose of the request. These documents are as follows:
 1. A Completed Capital Funding Request Information Form: The form shall be available on the Department of Business and Support Services website and will require the following information:

- a) A complete project description.
 - b) A discussion of the project justification and benefits that the completed project will provide to the citizens of Hillsborough County.
 - c) A discussion of why the funds are necessary and how the funds will be spent.
 - d) An indication of whether the project will help the Board meet its Strategic Plan objectives, and if so, which objective.
 - e) The proposed project location.
 - f) A complete project cost estimate, (including any non-County funding sources anticipated) with costs estimated by year in which they will be incurred.
 - g) A discussion on how the project cost was determined.
 - h) The estimated project schedule, including construction start and completion dates.
 - i) An estimate of annual operating and/or maintenance costs once the project is completed.
 - j) A discussion on how the annual operating and/or maintenance costs were determined.
 - k) The signature of the agency head or chief financial officer attesting to the accuracy of the information.
2. A Business Plan: The Business Plan will include a discussion of how the agency proposes to meet annual operating and maintenance cost requirements, and will provide a sensitivity analysis for the agency's anticipated ability to meet ongoing cost commitments at various revenue levels. It should identify any other anticipated funding sources (actual or proposed) and the estimated amount from each source. The Business Plan should also include a discussion of the intended ownership of the capital asset – whether the agency will retain ownership or will turn it over to the County once completed. The Business Plan format shall be available on the Department of Business and Support Services website and will include the following:
- a) Table of Contents
 - b) Executive Summary (no more than 2 pages)
 - c) Organization Profile
 - d) Community Need
 - e) Scope of Service
 - f) Program Goals and Objectives
 - g) Evaluation Plan
 - h) Project Management
 - i) Leverage of Other Funds
 - j) Financial Capabilities
 - k) Budget Information
- 4.2.2 Capital funding requests from Board members for applicable agencies shall be referred to the County Administrator for staff review. After review, the County Administrator shall present a report to the Board concerning the request and a recommended source of funding.
- 4.2.3 As part of the process of approval of the capital funding request, the Board shall make a finding on the public record by Resolution that the capital funding request, the business plan, funding sources, and ownership issues meet all requirements for funding under the specified revenue source and the funding serves a public purpose.
- 4.2.4 A capital funding request budgeted prior to the completion of the requirements of sections 4.2.1 through 4.2.3 shall be considered conditional funding subject to completion of those requirements. No agreement or disbursement of funds shall be authorized prior to meeting these requirements.
- 4.2.5 If the capital funding request is approved by the Board, then pursuant to Board Policy 03.02.02.00, the capital funding request shall be included in the Capital Improvement Program (CIP).

4.3 Monitoring and Agreement for the Capital Funding/Project

4.3.1 Capital project funding and construction for applicable agencies shall be monitored by designated County staff to ensure the proper use of County funds.

4.3.2 Prior to disbursement of any County funds, an Agreement with the applicable agency shall be approved by the Board. Specific responsibility shall be assigned to designated County staff to review and approve capital funding agreements for compliance with County policy, procedures and sound business practices. Specific responsibility shall be assigned to designated County staff to monitor and review the project as well as to ensure that payments are made accordance with the Board-approved Agreement.

4.3.3 In addition to other appropriate conditions, the Agreement with the applicable agency shall include the following specific provisions:

1. Definition and limitation of the use of County's funds;
2. Stipulation concerning the County's rights to use the facility;
3. Stipulation that the County is to be repaid its funding portion if the property or facility is later transferred to another party, unless the sale proceeds are to be used for a specifically approved purpose by the Board of County Commissioners;
4. Stipulation that the County is to be repaid its funding portion if the use of the property or facility substantially deviates from original funding agreement without approval of the Board of County Commissioners;
5. Reference to building plans and estimates showing how dollars will be spent;
6. Stipulation that changes to scope, budget and schedule shall be subject to Board approval;
7. Stipulation that the project design, the construction and the associated costs shall be consistent with County standards; that the project shall be durable and functional and that County funds shall not be used for non-functional/non-essential embellishments, as determined by County standards;
8. Stipulation that the funding will be on a reimbursement basis subject to receipt and review of paid invoices for authorized expenditures; require detailed documentation such as copies of checks bank statements and other appropriate documents to confirm payments;
9. Stipulation to maintain a separate bank account for County funds in order to segregate County funds from other funding sources;
10. Stipulation of County's right to monitor entire project for all funding sources, including but not limited to monitoring for project overfunding;
11. Should there be any funding restrictions dictated by funding source, it shall be addressed in the Agreement.
12. Stipulation that only costs incurred after the execution of the agreement by both parties may be reimbursed. Costs incurred prior to the execution date of the agreement shall not be reimbursed.

5.0 RESPONSIBILITY: It is the responsibility of the Business and Support Services Department, the Fiscal and Support Services Department – Infrastructure and Development Services and the Fiscal and Support Services Department – Public Safety and Community Services using input from other appropriate departments under the direction of the County Administrator, to implement this policy.

Approved By: Board of County Commissioners
Approval Date: November 2, 2011

APPENDIX 'D'

**HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS
Management and Budget Department
Outside Agency Capital Funding Request
Business Plan**

1. Organization Name : _____

2. Program Name : _____

3. Amount Requested : _____

4. Taxpayer/Employer ID # : _____

5. Organization Incorporation: Registered in Florida Not Registered in Florida _____

6. Date of Incorporation : _____

7. Contact Person : _____

Phone: _____ Fax: _____

E-mail: _____

8. Mailing Address : _____

City, State and Zip Code _____

Print Name and Title of
Authorized Official: _____

9. Official's Signature : _____

Notice: Applicant is required to disclose any conflict of interest they may have in connection with this application. The Official signing the application certifies to the best of their knowledge that, the information contained in the application is accurate, true and complete.

BUSINESS PLAN CHECKLIST

This Application Checklist will be helpful to ensure that all of the necessary components of the submission are complete. It will serve as a table of contents for your application. Please number the pages of your application and insert the corresponding page numbers in this Checklist Table of Contents.

Page #

_____	Organization Application Cover Sheet
_____	State of Florida Certificate of Incorporation
_____	Internal Revenue Services 501(c)(3) Status Certification
_____	Executive Summary
_____	Organization Profile
_____	Community Need
_____	Scope of Service
_____	Program Goals and Objectives
_____	Evaluation Plan
_____	Leverage of Other Resources
_____	Financial Capabilities
_____	Latest Financial Audit Report
_____	Budget Information including Pro Forma scenarios
_____	Capital Funding Request Information Form
_____	Proof of Insurance

1. Executive Summary (maximum length two pages):

Identify the name of your business as it currently appears on the record of the Division of Corporations of the Department of State in the State of Florida, include any 'doing business as' names. Provide a brief summary of your business, including its mission and how long it has been doing business in Hillsborough County. Provide a summary of the Products/Services offered by your business. Provide a summary of the industry and your position within the industry. Describe its nonprofit status and terms with the IRS. Provide information on the specific funding request to the BOCC: Describe the requested amount, the geographic location, the proposed project timeline and purpose, population served, and public benefit associated with the capital request, and the specific outcomes desired once the capital project is completed.

2. Organization Profile:
Describe what strengths or features the organization possesses that will enhance its capability to implement the proposed project and achieve its associated operational purpose. Explain the organization's experience relevant to the proposal. Attach a list of the Board of Directors and an organizational chart listing key staff members. (maximum length one page without attachments)
3. Community Need:
Clearly identify the capital need to be addressed through the project and describe the proposed project's impact on the associated operational purpose (the "program"). Explain why addressing the need is important and indicate who is affected within Hillsborough County. Provide related program supporting statistics or data specific to the County such as needs assessment, interviews, crime rates, waiting lists, surveys, trends, or analyses. Identify the client population and geographic areas being served by the associated program. Discuss what is currently being done in the community to address the identified need. If the capital improvement will allow this program to be coordinated with existing programs in the community, indicate which ones and identify the organization(s) with which your program will be coordinated. Explain how the associated program is different from similar programs currently operating in the County. (maximum length two pages without attachments)
4. Scope of Service:
Describe the proposed capital improvement's impact on the associated program(s) and indicate whether the improvement will provide new services or program expansion. Detail how the capital improvement and any program impacts will be implemented, describe the sequential steps for such implementation and include a project schedule. Describe how the capital improvement will address and help solve the need identified? Describe specific associated services to be provided. Define the associated program's actual "unit of service" to be provided. (A unit of service is defined as a quantitative measurement of the activity the client will receive by participating in the program such as a therapy session, training day, job placement etc.). Indicate the total number of units of service to be provided in the program. Indicate how accessible the project location is to the target population. (maximum length two pages)
5. Program Goals and Objectives
Identify the associated program goals and objectives for each problem or need to be addressed as a result of the capital improvement and indicate the timeframe in which the objectives will be accomplished once the improvement is complete. The goals and objectives to be met must be measurable within a twelve month period. (maximum length one page)
6. Evaluation Plan:
Describe the measures to be used in evaluating the success of the associated program goals and objectives for each problem being met or addressed in the program. Include a measure for each of the desired outcomes to be met as a result of providing the service to the client. Each objective and outcome should be tied to an evaluative tool or measure. (maximum length one page)
7. Project Management:
Describe how the project will be managed during its implementation phase. Indicate which staff members or consultants will be used. Describe what expertise, training and education they possess that qualifies those individuals for the project management role. Define the project timeline and estimated completion date. Describe how cash flow requirements of the

project will be met given that the County cannot provide advance funding. Describe how quality control will be maintained throughout the project timeline,

8. Leverage of Other Funds:

The County considers requests more favorably when Applicants “demonstrate” other funds are committed to the project. Include Letters of Commitment **for other funding sources** with the application to indicate the project can be completed should the County provide partial funding. Briefly describe other fund-raising activities and accreditation and licensing, if applicable. (maximum length one paragraph without attachments)

9. Financial Capabilities:

Briefly describe the financial procedures to be utilized to assure compliance with generally accepted accounting principles, laws, rules and regulations applicable to the organization. **All applicants are required to submit their most recent independent financial audit report and related management letter completed by a certified public accounting firm.** If the organization is unable to provide a financial audit report, the County will consider applicant response submittals that includes a partnership with a lead organization’s that meets the Application requirements including an audited financial report, along with proof of an agreement of the partnership, for the purposes of the service provision should the program be recommended for funding. (maximum length one page without attachments)

10. Budget Information

Provide audited historical financial statements for the most recent fiscal year. Submit a Total Organization Budget Summary Statement for all Support and Revenue, Expenses, and Changes in Fund Balance by program(s). Provide a detailed cost plan and revenue sources for the capital improvement project. Provide a 5-year pro forma analysis for the postconstruction operations and maintenance, detailing all assumptions used. The analysis should include revenue forecasts and detail how ongoing operating and maintenance costs will be met. Provide best case, worst case and most likely case scenarios. Describe your method to capture cost-benefit data and determine return on investment (ROI).

HILLSBOROUGH COUNTY BOCC - CAPITAL FUNDING REQUEST INFORMATION FORM - OUTSIDE AGENCY

1. AGENCY NAME: _____ 3. DATE _____

2. AGENCY ADDRESS: _____

4. PROJECT TITLE: _____

5. PROJECT ADDRESS: _____

6. PROJECT DESCRIPTION: _____

7. PROJECT BENEFIT: _____

8. HOW WAS PROJECT COST DETERMINED: _____

9. WHY ARE COUNTY FUNDS NECESSARY AND HOW WILL THEY BE SPENT: _____

10. PROJECT COST:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>TOTAL</u>
Planning							\$ -
Design							-
Construction							-
Total Project Cost							-

11. SOURCES OF FUNDS

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>TOTAL</u>
Hillsborough County							-
Other							-
Other							-
Total Sources							\$ -

12. ESTIMATED CONSTRUCTION START DATE: _____ ESTIMATED CONSTRUCTION COMPLETION DATE: _____

13. ESTIMATED ANNUAL OPERATING AND/OR MAINTENANCE COST AT COMPLETION:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Estimated annual increase: _____

14. HOW WAS THE ANNUAL OPERATING AND/OR MAINTENANCE COST DETERMINED:

15. REQUESTING AGENCY APPROVAL

Agency Head or Chief Financial Officer: (Print) _____

Agency Head or Chief Financial Officer Signature: _____

INSTRUCTIONS FOR COMPLETING CAPITAL PROJECT INITIATION REQUEST FORM FOR OUTSIDE AGENCIES	
FORM BLOCK NUMBER	INSTRUCTIONS
1. AGENCY NAME:	Enter the name of the requesting agency.
2. AGENCY ADDRESS:	Enter the address of the requesting agency.
3. DATE	Enter the date when form was completed.
4. PROJECT TITLE:	Enter the name of the project or facility to be built, renovated, or repaired.
5. PROJECT ADDRESS	Enter the address of the project.
6. PROJECT DESCRIPTION:	Enter a complete project description and clearly define the scope of the project. Please avoid acronyms and abbreviations. Please attach additional pages if more space is needed.
7. PROJECT BENEFIT:	Discuss the benefits that the completed project will provide to the citizens of Hillsborough County. Include type of activities that will enhance the quality of life for our citizens. An indication of whether the project will help the Board meet its Strategic Plan objectives, and if so, which objective.
8. HOW WAS PROJECT COST DETERMINED.	Explain the basis used in developing the capital cost estimate, including the source of any reference data or unit cost factors used.
9. WHY ARE COUNTY FUNDS NECESSARY AND HOW WILL THEY BE SPENT:	Discuss why the funds are necessary and how they will be spent.
10. PROJECT COST:	The estimated timing, by year, of project costs.
11. SOURCES OF FUNDS:	Indicate the sources of funds. This section should include funds requested or already received from Hillsborough County as well as other entities. Indicate the years when funds will be needed
12. ESTIMATED CONSTRUCTION START AND COMPLETION DATES:	Enter the dates (in MM/DD/YY format) when project construction is expected to start and to be completed.
13. ESTIMATED ANNUAL OPERATING AND/OR MAINTENANCE COST AT COMPLETION:	Enter estimated annual operating and/or maintenance costs by year.
14. HOW WAS THE ANNUAL OPERATING AND/OR MAINTENANCE COST DETERMINED:	Explain the basis used in developing the operating cost estimate, including the source of any reference data or unit cost factors used.
15. REQUESTING AGENCY APPROVAL	Form to be signed by the Agency Head or Chief Financial Officer.

APPENDIX "E"

HISTORIC PRESERVATION CHALLENGE GRANT COMMITTEE Hillsborough County, Florida

Rules of Order

Rule 1. INTRODUCTION

The purpose of these rules is to provide for the smooth and orderly functioning of the business of the Historic Preservation Challenge Grant Committee of Hillsborough County, Florida (Committee) and to provide a basis for resolving questions of procedure when they arise. The Committee is established as provided in the Hillsborough County Board of County Commissioners Policy Section No. 01.31.00.00 (Policy) and shall be governed by such Policy and as set forth in these rules.

Rule 2. STANDING RULES OF ORDER

Robert's Rules of Order, most current edition, are adopted as parliamentary authority for the conduct of all meetings of the Committee except when they are inconsistent with these rules of order or any other provisions of law which apply to this Committee.

Rule 3. QUORUM.

A quorum is the number of Committee members necessary to legally transact business. Five (5) members of the Committee shall constitute a quorum. Should a quorum not be present, the Committee is authorized to take citizen comment, to take steps to obtain quorum, and to adjourn.

Rule 4. OFFICERS AND DUTIES

4.1 A Chairman and the Vice-Chairman shall be selected annually at the Committee's organizational meeting and prior to the Committee's review of the first round of grant applications for a fiscal year.

4.2 The Chairman shall preside at all meetings of the Committee. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of either the Chairman or Vice-Chairman, a presiding officer shall be selected by a majority vote of those Committee Members present.

4.3 The Chairman shall decide all points of order and procedure subject to these rules, unless directed otherwise by a majority of the Committee members present.

Rule 5. ADMINISTRATOR

The Hillsborough County Administrator shall appoint a County employee (Administrator) to serve as secretary to the Committee, recorder, and custodian of all Committee records. The Administrator shall be responsible for providing notice of all scheduled Committee meetings to the Committee members and to the public and shall make recommendations to the Committee regarding rules of procedure. When requested by the Chairman, the Administrator may represent the Committee at public meetings. Other responsibilities of the Administrator shall include coordinating with appropriate County departments regarding building and planning issues and coordinating with local government historic preservation boards or commissions with jurisdiction over projects under consideration or approved by the Committee.

Rule 6. SCHEDULING OF MEETINGS

No meetings of the Committee shall be held on less than forty-eight (48) hours' notice to the Committee members of the time and place of such meetings.

Rule 7. ATTENDANCE AT MEETINGS

7.1 Faithful and prompt attendance at all meetings of the Committee and conscientious performance of duties shall be required for continuing membership on the Committee. Should a member miss more than three fiscal year regular meetings, the Chairman, with the concurrence of a majority of the entire Committee, may recommend to the Board of County Commissioners that a vacancy be declared and that the vacant position be filled.

7.2 Committee members who are unable to attend scheduled Committee meetings should notify the Chairman and the Administrator. Should a need arise to cancel a

Committee meeting, whether for lack of a quorum or otherwise, the Administrator shall notify the Chairman and the Chairman shall have authority to cancel such a meeting.

Rule 8. ABSTENTION

No Committee member may abstain from voting on any matter before the Committee upon which official action is to be taken unless there is or appears to be a possible conflict of interest under the provisions of applicable laws. In such cases, said

Committee member shall comply with the disclosure requirements of State law.

Rule 9. APPLICATIONS INVOLVING COMMITTEE MEMBER

A Committee member may not vote on any matter regarding which he/she is a party or has a financial interest.

Rule 10. DISCLOSURE POLICY

All Committee members shall adhere to the Historic Preservation Challenge Grant Review Committee Disclosure Policy, which Policy is attached to these rules as Exhibit

A. Each Committee member shall have a signed Disclosure Statement on file with the Administrator. Committee members shall sign new Disclosure Statements for each fiscal year of service on the Committee. Committee members shall update the Disclosure Statements as necessary.

Rule 11. MINUTES

Written minutes of all meetings of the Committee shall be prepared by the Administrator within seven (7) working days of each Committee meeting, except in cases of unavoidable delay. These written minutes shall be open for public inspection.

Rule 12. OPEN MEETINGS

All meetings of the Committee shall be open to the public. Meetings of the Committee shall be previously advertised by the Administrator.

Rule 13. EFFECTIVE DATE

These rules shall become effective immediately upon adoption by the Committee.

Adopted by the Historic Preservation Challenge Grant Committee on _____, 2012.

HISTORIC PRESERVATION CHALLENGE GRANT REVIEW COMMITTEE DISCLOSURE POLICY

The Historic Preservation Challenge Grant (HPCG) Review Committee (the "Review Committee"), an advisory board to the Hillsborough County Board of County Commissioners (the "BOCC"), requires that all members be familiar with and follow the Code of Ethics for Public Officers and Employees (particularly Sections 112.311, 112.313 and 112.3143, as applicable). Section 112.312, Florida Statutes, defines "conflict of interest" as "a situation in which regard for a private interest tends to lead to disregard of a public duty or interest." Each Review Committee member shall have a signed Disclosure Statement on file with the program administrator. The Disclosure Statement will be filed by March 1 each year. Whenever a Review Committee member has an issue involving a potential conflict of interest, that member needs to determine prior to voting if there is a voting conflict under Section 112.3143, Florida Statutes. If the measure to be voted on would result in a "special private gain or loss" to the member, his relatives, or his business associates, the member must abstain from voting and file a Form 8B, Memorandum of Voting Conflict (Exhibit A to this Disclosure Policy Statement).

Determining whether or not there is a "special private gain or loss" involves looking at the proposed measure and the class of people affected by that measure. If a large number of people are affected in addition to the public official, it is probably not a "special private gain or loss" unless the public official is affected to a substantially different degree than others in the class affected. If only a small number of people are affected by the proposed measure, it is more likely that the public official may be viewed as getting a "special private gain or loss", though size of the class is not, by itself, determinative. It also depends on the particular facts involved. Sometimes the "special private gain or loss" is considered too remote or speculative to qualify as a "special private gain or loss" requiring abstention.

Serving as a volunteer for a governmental entity or not-for-profit organization does not, in and of itself, create a conflict of interest. The question is whether, in any particular voting situation, the member has a private interest that would "lead to disregard of a public duty or interest." If a measure to be voted on would result in a "special private gain or loss to the member, his relatives, or his business associates," that member must abstain.

Note that the disclosure policy relates to "personal or private" gain, and not necessarily to a public business at which a Review Committee member may be employed. In other words, if a Review Committee member serves as a volunteer on the board of an agency that comes before the BOCC for funding, the Committee member is not expected to recuse his or herself from a vote. If on the other hand, an entity in which a Review Committee member has a personal interest and directly benefits from such a vote, then the member would be required to abstain and file a Form 8B.

**HISTORIC PRESERVATION CHALLENGE GRANT REVIEW COMMITTEE
DISCLOSURE STATEMENT**

I have read the Historic Preservation Challenge Grant Policy and understand Florida Law prohibits me from voting on any measure that would result in a “special private gain or loss” to me, my business associates, or my “relatives” as defined in §112.3143, Florida Statutes (father, mother, son, daughter, husband, wife, brother, sister, father-in-law, son-in-law or daughter-in-law, as applicable).

1) Please list your employer: _____

2) Please list any companies, partnerships, or business affiliations in which you or any of your relatives (as defined above) have an ownership interest.

_____	_____
_____	_____
_____	_____

3) Please list any organizations (cultural, historical, scientific, sporting, etc.) in which you serve as a volunteer and in what capacity. (If needed, attach additional page.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have read and understand the Historic Preservation Challenge Grant Disclosure Policy and have completed the information on this Disclosure Statement as it pertains to me and my relatives (as defined above).

Member: _____

Signature: _____ Date: _____

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

APPENDIX "F"

GOVERNMENT IN THE SUNSHINE SUMMARY

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There are three basic requirements of section 286.011, Florida Statutes:

- (1) meetings of public boards or commission must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken.

A. What is a "meeting"?

Any time two members of the same board have interaction regarding an issue that could foreseeably come before their board for action. Examples include workshops, phone calls, e-mails, use of a liaison as a "go between," or where the Board delegates the authority to one of its members to act on its behalf.

B. Must be "open to the public at all times"

1. Meeting Facility – cannot discriminate on race, sex, creed, color, religion, etc. nor can it unreasonably restrict access. The Attorney General's Office (the "AGO") has advised against holding luncheon meetings because the public may feel obliged to purchase food or beverages.
2. Public participation – Effective October 1, 2013, members of the public must be given a reasonable opportunity to be heard on an issue before the board or commission of a local government. Such opportunity does not have to occur at the same meeting at which the board or commission takes official action if the opportunity occurs at a meeting that is during the decision making process and is within reasonable proximity in time before the meeting at which the board or commission takes official action (Section 286.0114, Florida Statutes, 2013).

C. "Reasonable" Notice Required

1. In order for a meeting to be available to the public, the statute requires that reasonable notice be given.
2. Type of notice – varies with the circumstances. The AGO recommends:
 - a. Date, time, place, and subject matter to be discussed (agenda not required but advised).
 - b. Prominently displayed notice.

- c. Emergency situations require using the most effective notice under the circumstances, and at least 24 hours before the meeting.

D. Requirement for Written Minutes

1. Written Minutes – Statute specifically requires that written minutes be promptly recorded and open to public inspection.
2. Recorded Meetings – May record the meeting but must still take written minutes.
3. Verbatim Transcripts – Minutes do NOT need to be verbatim transcripts, "minutes" connote a brief summary or series of brief notes.
4. Tape recordings are NOT required – but once made, they also become public records.

Any questions regarding the Sunshine Law should be referred to Mary Helen Farris, the Hillsborough County Attorney's Office at (813) 272-5670.

APPENDIX "G"

HISTORIC PRESERVATION CHALLENGE GRANT (HPCG) FUNDING PROCESS SCHEDULE

"SAMPLE TIMELINE"

Scheduled Date/Place	Scheduled Time	Purpose of Meeting
August/September <i>BOCC Boardroom</i>	10:00 AM	BOCC approves Grant Budget
January	N/A	If there are any HPCG Review Committee vacancies, County Clerk sends out an announcement for applications due in February.
February <i>BOCC Boardroom</i>	10:00 AM	BOCC approves new HPCG Review Committee members
Early March	9:00 AM	HPCG Application Period Opens
Early May	5:00 PM	HPCG Application Period Closes
Late May	N/A	Applications are forwarded to HPCG Review Committee
Mid July	9:00 AM – 1:00 PM	HPCG Review Committee
August/September	10:00 AM	Presentation of Final Recommendations and Budget to BOCC
On-Going	N/A	Presentation of Project Agreement(s) to BOCC with County Budget Approval
Tentative Draft Schedule, subject to approval by Department Staff with HPCG Review Committee		

**HILLSBOROUGH COUNTY HISTORIC PRESERVATION CHALLENGE GRANT
AWARD AGREEMENT BETWEEN
HILLSBOROUGH COUNTY AND
[COMPANY NAME]**

This Agreement is entered into this _____ day of _____, [Year], by and between Hillsborough County, a political subdivision of the State of Florida, hereinafter referred to as the “County,” and [Company Name], a [Business Type] under the laws of the State of Florida, having a business address at [Company Address] hereinafter referred to as the “Grantee.”

RECITALS

WHEREAS, pursuant to Hillsborough County Board of County Commissioners (“BOCC”) Policy 01.31.00.00, Historic Preservation Challenge Grant Program, the BOCC adopted a matching grant program to promote historic preservation, heritage tourism, and related economic development within unincorporated and incorporated Hillsborough County (the “Challenge Grant” program); and

WHEREAS, the Grantee applied to the County for a Challenge Grant for the purpose of promoting heritage tourism in Hillsborough County, which project is more specifically described in the Scope of Work attached as **Exhibit A**, hereto (hereinafter, the “Project”); and

WHEREAS, the BOCC, at its regular meeting of [BOCC Approval Date] voted to approve the Grantee’s Challenge Grant matching grant application for the Project and award to the Grantee a matching grant in the not to exceed amount of \$[Amount Approved]; and

WHEREAS, acceptance and distribution of the grant funds is contingent upon execution of a grant award agreement with the County.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for good and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the Grantee agree as follows.

ARTICLE 1
Recitals

A. The foregoing recitals are true and correct and are incorporated into this Agreement by reference.

B. The following Exhibits are attached to this Agreement and are made a part thereof:

- EXHIBIT A: Scope of Work
- EXHIBIT B: Grant Award and Method of Payment
- EXHIBIT C: Expenditure Report/Request for Payment Form
- EXHIBIT D: Project Performance Report

- EXHIBIT E: Hillsborough County Equal Employment Opportunity
- EXHIBIT F: Insurance Requirements

ARTICLE 2
Scope of Work

- A. The Grantee shall carry out, or cause to be carried out, the work described in the approved Scope of Work for the Project, attached hereto as **Exhibit A**.
- B. Changes in the scope of work, budget, or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the County and the Grantee.
- C. All work must be performed by qualified professionals.
- D. The Grantee shall be solely responsible for all work performed and all expenses incurred in connection with the Project and providing the proper documentation for all reimbursements requested for the Project.
- E. The Grantee shall submit complete proposal solicitation documents, including specifications, and all contracts for professional services, to the County for review and approval prior to final execution by the Grantee, unless specified otherwise in **Exhibit A**.

ARTICLE 3
Term of Agreement

- A. This Agreement shall be effective upon execution by all parties (the “Commencement Date”). The Grantee agrees to complete all Project work by **[Agreement End Date]** (the “Completion Date”). A one-time ninety (90) day extension of the grant period may be granted by the County’s Economic Development Department (the “Department”) if requested in writing by the Grantee. To be eligible for this extension, the Grantee must demonstrate to the satisfaction of the Department that Project work is progressing at a rate that completion is achievable within the extended grant period. The Grantee’s written request for extension must be submitted to the Department no later than thirty (30) days prior to the Completion Date. Any extension of the completion date beyond ninety (90) days must be approved by a formal modification to this Agreement, agreed to in writing by both parties.
- B. No costs incurred prior to the Commencement Date of this Agreement are eligible for payment from grant funds, unless specified otherwise in Exhibit A.
- C. No costs incurred after the Completion Date will be eligible for payment without the written agreement of the County to extend the Completion Date.

ARTICLE 4
Consideration and Payment

A. The County agrees to pay the Grantee a maximum grant award in the amount set forth in **Exhibit B**, hereinafter referred to as the “Maximum Grant Award.” The County’s award is a matching grant, and therefore the actual grant amount to be paid shall be determined based upon the Grantee’s approved expenditures and contributions, as set forth in **Exhibit B** and as approved by the County through its designee.

B. Payment will be made in accordance with the procedures specified in **Exhibit B**, Grant Award and Method of Payment, and **Exhibit C**, Expenditure Report/Request for Payment Form. No payment shall be made by the County for any expenditure or expense for which a proper Expenditure Report/Request for Payment form is not submitted.

C. The Grantee shall submit a Program Performance Report, utilizing the form attached as **Exhibit D**, with all payment requests.

D. The County shall evaluate all requests for payment based on the status of the Project work and compliance with the terms of this Agreement.

ARTICLE 5
Maintenance and Review of Records

The Grantee shall maintain all records and accounts, including property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of required insurance, and any other records related to or resulting from the activities performed under this Agreement to assure a proper accounting and monitoring of all Grant Funds and the Project Budget. The County may monitor for all funding sources, including but not limited to Project overfunding. In the event the County determines that such records are not being adequately maintained by the Grantee, the County may cancel this Agreement in accordance with Article 26 herein.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the County may require. The Grantee will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

The Grantee shall retain all records and supporting documentation applicable to this Agreement for six (6) years from the date of final payment to the Grantee. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

This Article shall survive the expiration or earlier termination of this Agreement.

ARTICLE 6
Financial Reports

Unless otherwise provided in **Exhibit A**, the Grantee shall submit to the County within one hundred and twenty (120) days after the end of the Grantee’s fiscal year, and otherwise upon request by the County, audited financial statements, which must comply with Generally Accepted Accounting Principles (GAAP), covering the entire term of this Agreement. If the Grantee fails to provide its audited financial statements within the 120-day time period referenced above, the Grantee shall be in default hereunder. Notwithstanding the foregoing, the County may grant the Grantee an extension of the 120-day time period to provide its audited financials, but such extension shall be solely at the County’s discretion.

ARTICLE 7
Indemnification

The Grantee shall indemnify, hold harmless, and defend the County and the BOCC, and the respective agents and employees of the County and the BOCC (all of the foregoing shall hereinafter collectively be referred to as the “Indemnified Parties”) from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys’ fees at the trial and all appellate levels, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by the Grantee, its agents, subcontractors, assigns, heirs, and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of the Grantee, any subcontractor, heir, assign, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Article shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Grantee or any subcontractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE 8
Equal Opportunity Clause

The Grantee shall comply with Hillsborough County, Florida – Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, marital status, disability, sexual orientation or gender identity or expression in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

The Grantee also shall comply with the requirements of all applicable Federal, state and local laws, rules, regulations, ordinances and Executive Orders prohibiting and/or relating to discrimination, including but not limited to, Executive Order 11246, as amended and supplemented and 41 CFR Section 60-1.4. All of the aforementioned laws, rules, regulations, ordinances and Executive Orders are incorporated herein by reference.

The Grantee agrees to comply with the Hillsborough County Equal Employment Opportunity Clause, as set forth in **Exhibit E**.

ARTICLE 9

Insurance

The Grantee shall procure and maintain throughout the Term of this Agreement, on behalf of itself and the County, the insurance specified on, and as required by, **Exhibit F**, Insurance Requirements, (attached hereto and incorporated herein by reference) and as stated below in this Article. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. A current certificate of insurance meeting County requirements is required before payment.

The Grantee shall ensure that the County and the BOCC are named as additional insured parties as to the actions of the Grantee, its employees, agents, assigns, and subcontractors, performing or providing materials and/or services to Grantee during the performance of this Agreement, on (1) all auto liability policies and general liability policies required to be obtained by the Grantee pursuant to this Agreement, and (2) all other insurance policies required by this Agreement where such an endorsement is available in the industry. All such insurance policies also shall contain a Severability of Interests provision. Every insurance policy must provide for thirty (30) days prior written notice to the County of any cancellation, intent not to renew, or reduction in the policy coverage.

ARTICLE 10

Conflict of Interest

The Grantee represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity, or incur any obligation of any nature which would impede or conflict in any manner with the performance of the scope of service required hereunder.

The Grantee warrants to the County that no gifts or gratuities have been or will be given to any County employee or agent, either directly or indirectly, in order to obtain this Agreement.

ARTICLE 11

Governing Laws; Venue

This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

ARTICLE 12
Public Entity Crimes

The Grantee hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Grantee also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes.

ARTICLE 13
Compliance With Applicable Laws

The Grantee shall comply with the requirements of all applicable Federal, state and local laws and the rules and regulations promulgated thereunder, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996, as amended, and the regulations promulgated thereunder.

ARTICLE 14
Assignment

This Agreement may not be assigned or subcontracted in whole or in part without the prior written consent of the County.

ARTICLE 15
Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 16
Waiver

A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 17
Additional Rights and Remedies

Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

ARTICLE 18
Order of Precedence

In the event of any conflict between the provisions of this Agreement and the Exhibits, then the provisions of the Agreement shall take precedence over the provisions of the Exhibits.

ARTICLE 19
Severability

In the event any section, sentence, clause, or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 20
Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 21
Project Publicity

Pursuant to the BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the services performed by the Grantee pursuant to this Agreement must recognize the contribution of the County. The Grantee shall recognize the County for its contribution in all promotional materials and at any event or workshop for which County funds are allocated. Any news release or other type of publicity must identify the County/BOCC as a funding source. In written materials, the reference to the County must appear in the same size letters and font type as the name of any other funding sources. If agreed upon in advance, the specific means by which the County's contribution shall be recognized shall be set forth in **Exhibit A**.

ARTICLE 22
Third Party Beneficiaries/Independent Contractor

This Agreement is for the benefit of the County and the Grantee. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. The Grantee acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of the County. In no event shall any provision of this Agreement make the County liable to any person or entity that contracts with or provides goods or services to the Grantee in connection with the Project. There is no contractual relationship, either express or implied, between the County or any political subdivision of the State of Florida and any person or entity supplying any work, labor, services, goods or materials to the Grantee as a result of the Project.

ARTICLE 23
Political Activity

Pursuant to BOCC Policy No. 02.12.00.00, the Grantee shall not engage, participate or intervene in any form of political activity or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 24
Modifications

This Agreement embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement only may be amended or extended only by a written instrument executed by the County and the Grantee expressly for that purpose.

ARTICLE 25
Termination of Agreement

In addition to the exercise of any other remedies available to it at law or in equity, the County may terminate this Agreement for the Grantee's non-performance, as solely determined by the County, upon no less than twenty-four (24) hours written notice to the Grantee.

The County also may terminate this Agreement without cause upon thirty (30) days prior written notice to the Grantee. In the event of termination by the County hereunder, the Grantee shall not incur any new obligations after notification of the effective date of termination. The County shall pay the Grantee for services undertaken by the Grantee prior to effective date of the termination. Any costs undertaken by the Grantee after the effective date of the termination will not be reimbursed.

ARTICLE 26
Availability of Funds

The obligations of the County under this Agreement are subject to the availability of funds lawfully appropriated annually for its purposes. In the event sufficient funds to fund this Agreement become reduced or unavailable, the County shall notify the Grantee of such occurrence, and the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-four (24) hours written notice to the Grantee. The County shall be the final authority as to the availability of funds and how available funds will be allotted.

ARTICLE 27
Legally Required Statement and Provisions Regarding Access to Records for Certain Services
Contracts

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement, and that the inclusion of this statement and provisions below shall not be construed to imply that the Grantee (or Contractor/Service Provider) has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the Grantee is acting on behalf of the County in any way or capacity whatsoever as provided under section 119.011(2), Florida Statutes, or that the statement or provisions in this Article 28 are otherwise applicable to the Grantee. As stated below, the Grantee may contact the County's Custodian of Public Records with questions regarding the application of the Public Records Law; however, the Grantee is advised to seek independent legal counsel as to its legal obligations. The County cannot provide the Grantee advice regarding its legal rights or obligations.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i.) (813) 273-3719 (telephone number),**
- ii.) PetrovicJ@hillsboroughcounty.org (email address),**
- iii.) 601 E. Kennedy Blvd., 20th Floor, Tampa, FL 33602 (mailing address)**

If under this Contract, the Contractor is providing services and is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, the Grantee will comply with public records law, and agrees to:

- i) Keep and maintain public records required by the County to perform the service.
- ii) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term and following completion of the contract if the Contractor does not transfer the records to the County.
- iv) Upon completion of the contract, transfer at no cost to the County, all public records in possession of the Contractor or keep and maintain public records required by the County to perform the service. If the Contractor transfers all public records to the County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the

Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

Failure of the Grantee to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, if applicable, shall be grounds for immediate unilateral termination of this Agreement by the County.

ARTICLE 28
Drug Free Workplace

The Grantee shall administer, in good faith, a policy designed to ensure that the Grantee's employees, agents and subcontractors are free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 29
E-Verify Requirement

To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the Agency agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the Agency during the term of the Agreement. If the Agency enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the Agency with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the Agency for the duration of the Agreement or longer as provided in Article 5.

ARTICLE 30
Electronic Signatures Authorized

The parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

ARTICLE 31
Restriction on Funding for Identification

Pursuant to Section 125.0156, Florida Statutes, Grantee is prohibited from using any funds paid by the COUNTY under this Agreement to provide funds to any person, entity, or organization to issue or secure identification documents to or for any individual who does not provide proof of lawful presence in the United States.

ARTICLE 32

Notice

Any notice required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, overnight delivery service or personal delivery with signature verification, to the attention of the following representatives:

A. County

Mr. Jaksa Petrovic, Acting Director
Economic Development

To the following address for U.S. mail:

Post Office Box 1110
County Center – 20th Floor
Economic Development Department
Tampa, Florida 33601 – 1100

And to the following address for overnight delivery service, certified mail or personal delivery:

County Center – 20th Floor
Economic Development Department
601 E. Kennedy Boulevard
Tampa, Florida 33602

B. Grantee

[Contact Name]

[Contact Title]

[Company Name]

[Street Address]

[Street Address]

[Phone Number]

[Email Address]

Any notice sent in accordance with this Article shall be deemed given two days after deposit in the U.S. Mail, if sent by certified mail, return receipt requested, overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such party.

IN WITNESS WHEREOF, the Grantee and the County respectively have caused this Agreement to be executed by their duly authorized representatives.

ATTEST: CINDY STUART
Clerk of Circuit Court

COUNTY: HILLSBOROUGH COUNTY,
FLORIDA

BY: _____
Deputy Clerk

BY: _____
Chair

Date: _____

APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Sr. Assistant County Attorney

GRANTEE: [COMPANY NAME]

BY: _____
Authorized Official

(Printed Name of Signer)

(Title)

(Date)

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization this _____ day of _____, [YR], by _____
Name and Title of Officer or Agent
of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)
He/she is personally known to me or has produced: _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

(Commission Expiration Date)

**EXHIBIT A
SCOPE OF WORK**

GRANTEE: [Company Name]

PROJECT: [Project Name]

PRIMARY GOAL: Grant funding will be used to fund [Project Description].

Part I. Scope of Work

The Project shall include the following approved Scope of Work:

- [Project Description]
- The estimated date of completion, based on a project schedule by Grantee, is [Agreement End Date].

Grantee will provide updated organizational documents, financial statements, business/marketing plan(s) and a scope of services with measurable performance objectives at the request of the County.

Part II. Contact Person

The Grantee shall designate a Project Contact Person to serve as liaison with the County for all administrative requirements of this Agreement. The designated Project Contact Person for the Project is:

[Contact Name]

[Contact Title]

[Company Name]

[Street Address]

[Street Address]

[Phone Number]

[Email Address]

Part III. Deliverables

The following will be produced with this grant assistance:

- [Project Description]
- The estimated date of completion, based on a project schedule by Grantee, is [Agreement End Date].

Part IV. Special Conditions

County will reimburse eligible expenses invoiced for which payments were made after **[BOCC Approval Date]**, the date the Board of County Commissioners approved the recommendations for funding from the Historic Preservation Challenge Grant Review Committee.

The Grantee shall maintain a separate bank account for deposit of grant payments pursuant to this Agreement in order to segregate County funds from funds derived from other funding sources, as required under Policy 04.05.00.00, Capital Funding for Outside Agencies.

Applicable Not Applicable

Upon completion of the Project, Grantee shall furnish a final report to the Economic Development Department with a record of before and after pictures of the features improved as a result of the Project, and results and accomplishments along with project financials.

The Grantee may have a single or program specific audit conducted upon completion of the project. Grantee may elect instead to submit to the County an annual compilation report by an outside firm which describes its performance in meeting the requirements in this Agreement. (It should include a profit and loss statement, balance sheet and detailed activity/check register.) Records must be available for review, i.e., inspection, evaluation and on-site monitoring reviews.

Applicable Not Applicable

The County will be recognized for its project funding as specified in **Article 22**.

No County funds will be expended for the Grantee's purchase of food, beverages or entertainment costs or in support of Grantee membership functions. The Grantee shall not charge the County for any travel expense without the County's prior written approval.

In the event that the Property restored pursuant to this Agreement is transferred or sold to a third party within five (5) years of the date of this Agreement, and without the County's written consent, which shall not be unreasonably withheld, the County shall be repaid the full amount of the grant funds allocated to the renovation work, less twenty percent (20%) of the grant funds awarded and disbursed for each full year from the date of the Agreement. In the event that the current Property use, as defined in the Grantee's submitted organizational Executive Summary and Program Goals and Objectives, changes within five (5) years of the date of this Agreement, and without the County's written consent, which shall not be unreasonably withheld, the County shall be repaid the full amount of the grant funds allocated to the renovation work, less twenty percent (20%) of the grant funds awarded and disbursed for each full year from the date of the Agreement.

Grantee shall notify the County in writing within ten (10) days of the occurrence of any of the following as to Grantee or any related or affiliated entities:

- a. Any anticipated or pending lis pendens, foreclosure action, arrearage, default, late payment regarding any property of Grantee or related or affiliated entities, including properties not related to this Agreement. Grantee also shall provide the County with

a copy of all court filings, notices of default, arrearage or late payment, or any other documents relevant to the disclosures required herein.

- b. Any legal encumbrance on the Property not permitted in writing by the County or existing at the time of the execution of this Agreement.
- c. Any default or arrearage on any loan, Note or other debt or obligation for which the Property is security.
- d. Any anticipated or pending bankruptcy, restructuring, dissolution, reorganization, appointment of a trustee or receiver.
- e. Any action, activity, facts, or circumstances that would materially impair performance by Grantee of all the terms and conditions of this Agreement.

Failure to comply with these reporting requirements shall constitute a default and shall entitle the County to seek any remedies available at law, in equity and pursuant to this Agreement.

**EXHIBIT B
GRANT AWARD AND METHOD OF PAYMENT**

GRANTEE: [Company Name]
PROJECT: [Project Name]

Part I. Maximum Grant Award

For its performance under this Agreement, Grantee will receive funds from the County in a Maximum Grant Award not to exceed amount of \$[Award Amount], which amount shall represent no more than fifty percent (50%) of the Grantee’s total Approved Expenditures for the Project, as defined below.

Part II. Matching Requirement

The Challenge Grant awarded pursuant to this Agreement is a matching grant. In order to receive payments from the County, the Grantee must demonstrate that it has provided at least a fifty percent (50%) match (in cash and/or in-kind) in Approved Expenditures, as defined below. No more than one-half of the Grantee’s total match may be from other grant sources.

Part III. Total Project Budget

The Total Project Budget is estimated at [Total Amount] of which the County grant will be a maximum of [Award Amount].

In carrying out the approved Scope of Work, expenditures of grant funds and contribution of matching resources shall be consistent with the Total Project Budget and the individual work items below.

TOTAL PROJECT BUDGET (Includes Project administration expenses in the Grantee match, unless specified.)

Work Item Description	Grant Amount	Match Amount	Match Type	Total Project Costs
	\$	\$		\$
Totals	\$	\$		\$

The detailed budget is in Department’s files. Balances in one work item may be applied to another budgeted line item. Other modifications in the Project Budget must be requested by the Grantee in advance and in writing to the County Administrator or his designee. The amount disbursed is based on the reported eligible cash expenses to be reimbursed up to the maximum not to exceed total award. The Retainage and Certificate of Occupancy requirements are not applicable.

Part IV. Approved Expenditures

Approved Expenditures are those expenditures which are reasonable in amount and directly related to and necessary for completion of the Project in conformance with the approved Scope of Work and the Total Project Budget, and which have been approved by the County after submittal of an Expenditure Report/Request for Payment (**Exhibit C**) with supporting documentation. Matching grant payments will be made to the Grantee on a reimbursement basis for cash expenses only. Approved Expenditures include both those expenditures to be matched and paid for from the County's Challenge Grant, and the expenditures constituting the Grantee's matching portion. No expenditure will be matched by County funds in advance.

In the event that the Maximum Grant Amount exceeds fifty percent (50%) of the Grantee's total Approved Expenditures for the Project, the Maximum Grant Amount shall be reduced so that it equals but does not exceed fifty percent (50%) of the Grantee's total Approved Expenditures.

Operating expenses or real property acquisition costs shall not be considered Approved Expenditures unless otherwise expressly approved by the Board of County Commissioners and set forth in this Agreement.

Part V. Requests for Payment and Documentation of Project Expenditures

In order for any expenditure to qualify for payment, it must be properly documented. Payment will be made for Approved Expenditures upon receipt of a completed and approved Expenditure Report/Request for Payment Form, **Exhibit C**, and Project Performance Report, **Exhibit D**. No payments shall be made based on an incomplete or insufficient Expenditure Report/Request for Payment or Project Performance Form.

Grantee shall attach copies of invoices, cancelled checks, checks, and applicable printed materials to the Expenditure Report/Request for Payment Form. Grantee shall maintain the originals of all necessary back up information to document its expenditures in a designated location.

Part VI. Timing of Payment – Payment at Conclusion of Project

CHECK HERE IF THIS OPTION IS CHOSEN:

The Expenditure Report/Request for Payment with all required documentation shall be submitted to the County within ninety (90) days of completion of the Project. Upon receipt of the required documentation on eligible expenses incurred, a matching grant payment will be made to the Grantee and not to any contractor, subcontractor or any other person or entity other than the Grantee. One interim payment may be requested and processed. The County shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in connection with the Project and the Grantee shall be solely liable to its vendors, suppliers or subcontractor for all expenses and liabilities incurred in connection with the Project.

OR

Part VI. Timing of Payment – Phased Payment

CHECK HERE IF THIS OPTION IS CHOSEN:

Expenditure Reports/Requests for Payment with all required documentation may be **submitted upon achievement of each of the following work items (phases) according to the phased work plan.** A planned construction schedule for the restoration and repair of the exterior features, based on designs approved by the City, shall be provided to and approved by the County prior to commencement of construction.

The estimated dates of completion, based on a project schedule by Grantee, are below (not applicable). The County may perform on-site inspections prior to making payments.

Expenditure Reports/Requests for Payment shall not be submitted for a period of less than one month. A final Expenditure Report/Request for Payment shall be submitted to the County within ninety (90) days of completion of the Project. Upon receipt of the required documentation on eligible expenses incurred, a matching grant payment will be made to the Grantee and not to any contractor, subcontractor or any other person or entity other than the Grantee. The County shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in connection with the Project and the Grantee shall be solely liable to its vendors, suppliers or subcontractor for all expenses and liabilities incurred in connection with the Project.

Part VII. Availability of Funds

All funding under this Agreement is subject to availability and the final amount may be reduced. The County shall be the final authority as to the availability of funds and how available funds will be allotted.

Part VIII. Additional Limitations on Use of Funds

See Exhibit A for Additional Limitations on the Use of Funds.

**EXHIBIT C
EXPENDITURE REPORT/REQUEST FOR PAYMENT FORM
HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 1110, TAMPA, FLORIDA 33601
(813) 272-5909**

GRANTEE: [Company Name]
PROJECT: [Project Name]

REQUEST NUMBER: _____ AMOUNT REQUESTED: \$ _____

**NOTE: EXHIBIT D MUST BE ATTACHED TO EACH EXPENDITURE REPORT/
REQUEST FOR PAYMENT**

Check here if this is the final Expenditure Report/Request for Payment:

Dates of Reporting Period: _____

1. REPORTING PERIOD SUMMARY

A. County Grant claimed this period

(1) Amounts paid by Grantee for which reimbursement is sought
(*proof of payment must be attached*) \$ _____

B. Grantee Match Contributed this Reporting Period

(1) Cash Match expended \$ _____

(2) Value of In-Kind Services contributed \$ _____

(3) Value of Donated Materials contributed \$ _____

(4) Value of Volunteer Labor contributed \$ _____

Total Grantee Match contributed this period \$ _____

C. Total Project Expenditures for this Period (A + B) \$ _____

2. CUMULATIVE SUMMARY

A. Total County Grant Claimed to date \$ _____

B. Total Grantee Match expended to date \$ _____

C. Total Project Expenditures to date \$ _____

D. Cumulative Summary of County Grant Claimed: (*fill in chart; provide on separate page if necessary*)

GRANTEE: [Company Name]

PROJECT: [Project Name]

ACCT CODE _____

PROJECT TASK _____ APPROVED: _____

REQUEST NUMBER: _____ AMOUNT REQUESTED: \$ _____

FINANCIAL STATUS REPORT ON COUNTY MATCH

BUDGET CATEGORY (Identify Work Item)	TOTAL APPROVED BUDGET FOR WORK ITEM	EXPENDITURES			REMAINING BUDGET CATEGORY BALANCE \$
		CURRENT COUNTY MATCH \$ REQUESTED	TOTAL MATCH \$ PROVIDED TO DATE	TOTAL GRANTEE MATCH EXPENDED TO DATE	
	\$				
TOTAL	\$				

3. FORMS TO SUPPORT REPORTING PERIOD SUMMARY

Attach forms 3.A.-3. E. as applicable and indicate whether such forms are attached.

- A. County Match Expenditure Form(s) Attached: Yes No
- B. Cash Match Expenditure Form(s) Attached: Yes No
- C. In-Kind Services Form(s) Attached: Yes No
- D. Donated Materials Form(s) Attached: Yes No
- E. Volunteer Labor Form(s) Attached: Yes No

4. REPORT CERTIFICATION:

I affirm, under penalty of perjury, that this report represents an accurate and complete description of the grant activity within the report dates above, and that the conditions of the Challenge Grant, as set forth in the Hillsborough County Historic Preservation Challenge Grant Award Agreement, have been complied with.

Signature of Grantee

Signature of Person Completing this Form
(if not Grantee)

Date

Date

Printed Name and Title

Printed Name and Title

3.A. COUNTY MATCH EXPENDITURE FORM

For Reporting Period: _____

1 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

2 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

3 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

The purpose of each expenditure must be stated clearly and in sufficient detail for the County to determine that the expenditure matches an approved work item in the Approved Project Budget. Attach copies of invoices and corresponding cancelled checks (or equivalent documentation as approved by the County) for all grant funded expenditures listed above. Please organize and label these attachments appropriately.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY'S GRANT FUNDS: \$ _____

Initial Here: _____

3.B. CASH MATCH EXPENDITURES

For Reporting Period: _____

1 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work?
	Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
Vendor Name/Address:	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Grant Amount Claimed \$	
2 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work?
	Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
Vendor Name/Address:	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Grant Amount Claimed \$	
3 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work?
	Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
Vendor Name/Address:	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Grant Amount Claimed \$	

The purpose of each expenditure must be stated clearly and in sufficient detail for the County to determine that the expenditure matches an approved work item in the Approved Project Budget. Attach copies of invoices and corresponding cancelled checks (or equivalent documentation as approved by the County) for all grant funded expenditures listed above. Please organize and label these attachments appropriately.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY’S GRANT FUNDS: \$ _____

Initial Here: _____

3.C. IN-KIND SERVICES CONTRIBUTED

For Reporting Period: _____

1 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

2 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

3 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

4 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

All In-Kind Services contributions must be documented in detail. Please attach a signed statement or invoice from the person or firm providing the service describing the services provided and valuing them. This statement must clearly indicate the basis for the value indicated (for example, the number of hours contributed x the contributor's standard fee) and must clearly indicate that the services provided (in whole or in part) were a contribution to the Project. Overhead allowances are not acceptable as match.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY'S GRANT FUNDS: \$ _____

Initial Here: _____

3.D. DONATED MATERIALS CONTRIBUTED

For Reporting Period: _____

1 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

2 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

3 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

4 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

All Donated Materials contributions must be documented in detail. Please attach a signed statement or invoice from the contributor describing the materials donated and valuing them. This statement must clearly indicate the basis for the value indicated (for example, current retail price of equal materials) and must clearly indicate that the materials donated were a donation to the Project.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY’S GRANT FUNDS: \$ _____

Initial Here: _____

3.E. VOLUNTEER LABOR CONTRIBUTED

For Reporting Period: _____

1 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ___/___/___ Total hours worked: _____	Amount Claimed \$

2 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ___/___/___ Total hours worked: _____	Amount Claimed \$

3 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ___/___/___ Total hours worked: _____	Amount Claimed \$

4 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ___/___/___ Total hours worked: _____	Amount Claimed \$

All Volunteer Labor contributions must be documented in detail. Please attach a signed statement or invoice from the person providing the volunteer labor describing the work accomplished and valuing the donation. Except as noted in the Approved Project Budget, Volunteer Labor contributions shall be valued at the current Florida Minimum Wage rate (\$10.00). If the volunteer is performing labor for which he or she is routinely paid, the contribution shall be valued at his or her salary. Volunteer Labor contributions at a rate higher than minimum wage must be documented by a letter from the volunteer also signed by the Project Manager. Time sheets reporting Project hours incurred should be maintained daily over the Project period and signed by a supervisor.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY'S GRANT FUNDS: \$ _____

Initial Here: _____

EXHIBIT D
PROJECT PERFORMANCE REPORT

GRANTEE: [Company Name]

PROJECT: [Project Name]

REPORT PERIOD _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED _____%

- I. ACCOMPLISHMENTS: *Highlight significant or major Project accomplishments during the report period.*

- II. PROBLEMS: *Provide a description of the problems or delays that were encountered during this report period which would have a negative impact on the Project. Also, provide a plan for a corrective action, to include time of implementation, effect on the Project, and indicate if there is a need to modify the Project, Agreement or funding.*

- III. PERFORMANCE MEASURES: *Describe how the Project has met its goals for this report period.*

- IV. SUPPORTING ATTACHMENTS: *With each Program Performance Report, provide photographs, website links, and copies of brochures, maps or other deliverables produced in conjunction with the Project to demonstrate Project progress.*

EXHIBIT E
EQUAL EMPLOYMENT OPPORTUNITY
APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- Interagency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat. 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

“The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the Grantee (referred to in this Exhibit as "Grantee"), agrees as follows:

(1) The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Grantee will, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Grantee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Grantee's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Grantee will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Grantee will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Grantee's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Grantee will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Grantee may request the United States to enter into such litigation to protect the interests of the United States.

EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION
QUESTIONNAIRE

GRANTEE: _____

PROJECT: _____

GRANTEE CIVIL RIGHTS STATUS

The Grantee is requested to carefully review the following questions and provide responses as it relates to the Grantee's own affirmative action and equal opportunity practices.

Please respond to the following:

1. Provide a copy of the Grantee's Affirmative Action Plan or Program (If not submitted within the past twelve (12) months).^①
2. Workforce Analysis by race/sex and EEO category.
3. If the Grantee receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the Grantee receptive to on-site reviews?
6. Does the Grantee have a procedure for resolving discrimination complaints?
7. Has the Grantee been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the Grantee anticipate hiring additional staff to perform this Agreement/contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the Grantee's Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past 12 months).^①

^①A written Affirmative Action Plan or Program is required if the Grantee has 15 or more employees. If the Grantee has fewer than 15 employees, then an Affirmative Action Policy Statement is required.

EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

GRANTEE: _____

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	M	F	AI	API	BLK	HISP	WHT	AI	API	BLK	HISP	WHT
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.

AI: AMERICAN INDIAN
 API: ASIAN/PACIFIC ISLANDER
 BLK: BLACK
 HISP: HISPANIC
 WHT: WHITE

EXHIBIT E (continued)

The Grantee's failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Grantee, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Grantee by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Grantee further assures that it and its subcontractors' facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

Witness

Signature of Authorized Representative

Witness

Printed Name of Authorized Representative

Date Signed

EXHIBIT E (continued)

(Grantee)

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____ to give equal opportunity of employment to all qualified persons without regard to:

- Age
- Sex
- Race
- Color
- Religion
- National Origin
- Mental or Physical Handicap
- Marital Status
- Sexual Orientation
- Gender Identity or Expression

and to take affirmative action to provide equal opportunity to all qualified persons in all personnel actions including, but not limited to:

- Recruitment and Hiring
- Compensation and Other Employee Benefits
- Training
- Promotion and Demotion
- Layoff and Termination

It is also our policy to take affirmative action in the employment and advancement in employment of qualified handicapped persons, disabled veterans, and veterans of the Vietnam Era.

Discrimination complaints should be directed to _____ who will conduct an investigation, notify all concerned parties of the results of the investigation, and take corrective action if the complaint is found to have basis.

It is further our policy to comply with all applicable Federal and State laws with respect to Equal Employment Opportunity and Affirmative Action.

Chief Executive Officer

Printed Name

Date

EXHIBIT F INSURANCE REQUIREMENTS

Grantee's Liability Insurance:

The Grantee shall procure and maintain in force such insurance as will protect it from claims under Workers' Compensation laws, disability benefit laws, or other similar employee benefit laws from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property including loss of use resulting therefrom, any or all of which may arise out of or result from the Grantee's operations under the Agreement, whether such operations be by the Grantee or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than any limits of liability specified in the Agreement or required by law, whichever is greater, and shall include contractual liability insurance. The Grantee will file with the County a certificate of such insurance, acceptable to the County. These certificates shall contain a provision for cancellation as found in paragraph B (5) immediately below.

Insurance Required

A. General

The Grantee shall procure and maintain insurance of the types and to the limits specified in paragraphs B (1) through (4) below. All policies of insurance under this Agreement shall include as additional insured the County and its officers and employees. All policies shall provide for separation of insured's interests such that the insurance afforded applies separately to each insured against whom a claim is made, or a suit is brought.

B. Coverage

The Grantee shall procure and maintain in force during the life of this Agreement the following types of insurance coverage written on standard forms and placed with insurance carriers approved by the Insurance Department of the State of Florida. The amounts and type of insurance shall conform to the following requirements:

1. Workers' Compensation - The Grantee shall procure and shall maintain during the life of this Agreement, the appropriate types of Workers' Compensation Insurance for all of its employees to be engaged in work under this Agreement. In case any class of employee engaged in hazardous work under this Agreement is not protected under the Workers' Compensation statute, the Grantee shall provide employer's liability insurance for all said employees.

EXHIBIT F (CONTINUED)

Employer's Liability	
Limit each accident	Not Applicable (N/A)
Limit disease aggregate	N/A
Limit disease each employee	N/A

2. Commercial General Liability - Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Service office with limits of not less than those listed below and must include:

General Aggregate/Bodily Injury/Property Damage	N/A
Products & completed operations	N/A
Personal & advertising injury	N/A
Each occurrence	N/A
Fire damage (any one fire)	N/A

3. Business Automobile Liability - Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy filed by the Insurance Service office with limits not less than those listed below and must include:

Combined single limits each accident, for bodily Injury and property damage liability.	N/A
Owned vehicles	N/A
Hired and non-owned vehicles	N/A
Employer non-ownership	N/A

4. Professional Liability: \$ N/A per claim

5. Certificate of Insurance and Copies of Policies - Certificates of Insurance will be furnished by Agency evidencing the insurance coverage specified in the previous paragraphs B(1) through (4) inclusive, and on request of the County certified copies of the policies required shall be filed with the Risk Management and Safety Office of the County. The required Certificates of Insurance not only shall list additional insured described above, for the operations of the Grantee under this Agreement (excluding the workers' compensation and professional liability policies) but shall name the types of policies provided and shall refer specifically to this Agreement. If the initial insurance expires prior to the expiration of this Agreement, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of their expiration.

Cancellation - Should any of the above described policies be canceled or non-renewed before the stated expiration date thereof, insurer will not cancel same until up to thirty (30) days prior written notice has been given to the below named certificate holder. This prior notice provision is a part of each of the above described policies.

**HILLSBOROUGH COUNTY HISTORIC PRESERVATION CHALLENGE GRANT
AWARD AGREEMENT BETWEEN
HILLSBOROUGH COUNTY AND
[COMPANY NAME]**

This Agreement is entered into this _____ day of _____, [YR], by and between Hillsborough County, a political subdivision of the State of Florida, hereinafter referred to as the “County,” and [Company Name], a [Business Type] under the laws of the State of Florida, having a business address at [Company Address] hereinafter referred to as the “Grantee.”

RECITALS

WHEREAS, pursuant to Hillsborough County Board of County Commissioners (“BOCC”) Policy 01.31.00.00, Historic Preservation Challenge Grant Program, the BOCC adopted a matching grant program to promote historic preservation, heritage tourism, and related economic development within unincorporated and incorporated Hillsborough County (the “Challenge Grant” program); and

WHEREAS, the Grantee applied to the County for a Challenge Grant for the purpose of making improvements to the property located at [Project Address] (“the Property”), which improvements are described in the Scope of Work attached as **Exhibit A**, hereto (hereinafter, the “Project”); and

WHEREAS, the Property is a: Local Landmark designated by City of Tampa; and on the National Register of Historic Places; and in a National Register Historic District; and in locally designated historic district: Hyde Park, Ybor City, Tampa Heights, Seminole Heights, N. Franklin Street; West Tampa; or Other: Florida Heritage Marker Site; or none of the above, but project meets the National Register Listing Criteria; and

WHEREAS, the BOCC, at its regular meeting of [BOCC Approval Date] voted to approve the Grantee’s Challenge Grant matching grant application for the Project and award to the Grantee a matching grant in the not to exceed amount of \$[Award Amount]; and

WHEREAS, acceptance and distribution of the grant funds is contingent upon execution of a grant award agreement with the County.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for good and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the Grantee agree as follows.

ARTICLE 1
Recitals

A. The foregoing recitals are true and correct and are incorporated into this Agreement by reference.

B. The following Exhibits are attached to this Agreement and are made a part thereof:

- EXHIBIT A: Scope of Work
- EXHIBIT B: Grant Award and Method of Payment
- EXHIBIT C: Expenditure Report/Request for Payment Form
- EXHIBIT D: Project Performance Report
- EXHIBIT E: Hillsborough County Equal Employment Opportunity
- EXHIBIT F: Insurance Requirements
- EXHIBIT G: Emergency Stabilization Rider
- EXHIBIT H: Preservation and Restricted use Agreement
- EXHIBIT I: Legal Description/Folio Number

ARTICLE 2
Scope of Work

A. The Grantee shall carry out, or cause to be carried out, the work described in the approved Scope of Work for the Project, attached hereto as **Exhibit A**.

B. Changes in the scope of work, budget, or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the County and the Grantee.

C. All work must be performed by Florida licensed contractors, or, where licensing is not applicable, by qualified professionals.

D. All construction shall meet all applicable state and local construction codes. In addition, all construction for the Project shall meet the following design criteria: the applicable Secretary of Interior Standards for Rehabilitation; and the criteria of the historic preservation board/commission for Tampa.

E. Prior to the distribution of any grant funds, the Grantee shall provide to the County proof of approval of all building plans by the historic preservation board/commission with jurisdiction.

F. The Grantee agrees that appropriate representatives of the County, their agents and designees, shall have the right to inspect the Property at all reasonable times in order to ascertain whether or not the conditions of this Agreement are being observed.

G. The Grantee shall be solely responsible for all work performed and all expenses incurred in connection with the Project.

H. The Grantee shall submit complete proposal solicitation documents, including specifications, and all contracts for professional services, to the County for review and approval prior to final execution by the Grantee, unless specified otherwise in **Exhibit A**.

ARTICLE 3
Term of Agreement

A. This Agreement shall be effective upon execution by all parties (the “Commencement Date”). The Grantee agrees to complete all Project work by **[Agreement End Date]** (the “Completion Date”). A one-time ninety (90) day extension of the grant period may be granted by the County’s Economic Development Department (the “Department”) if requested in writing by the Grantee. To be eligible for this extension, the Grantee must demonstrate to the satisfaction of the Department that Project work is progressing at a rate that completion is achievable within the extended grant period. The Grantee’s written request for extension must include a revised project schedule and must be submitted to the Department no later than thirty (30) days prior to the Completion Date.

B. No cost eligible for payment from grant funds may be incurred or physical construction of the Project commenced prior to the Date of this Agreement unless specified otherwise in **Exhibit A** or unless an Emergency Stabilization Rider is approved by the Department. **An Emergency Stabilization Rider is is not attached to this Agreement.** If an Emergency Stabilization Rider is attached to this Agreement, it is labeled **Exhibit G**.

C. No costs incurred after the Completion Date will be eligible for payment without the written agreement of the County to extend the Completion Date.

ARTICLE 4
Consideration and Payment

A. The County agrees to pay the Grantee a maximum grant award in the amount set forth in **Exhibit B**, hereinafter referred to as the “Maximum Grant Award.” The County’s award is a matching grant, and therefore the actual grant amount to be paid shall be determined based upon the Grantee’s approved expenditures and contributions, as set forth in **Exhibit B** and as approved by the County through its designee.

B. Payment will be made in accordance with the procedures specified in **Exhibit B**, Grant Award and Method of Payment, and **Exhibit C**, Expenditure Report/Request for Payment Form. No payment shall be made by the County for any expenditure or expense for which a proper Expenditure Report/Request for Payment form is not submitted.

C. The Grantee shall submit a Program Performance Report, utilizing the form attached as **Exhibit D**, with all payment requests.

D. The County shall evaluate all requests for payment based on the status of the Project work and compliance with the terms of this Agreement.

E. In all cases where payments are to be made by the Grantee on a phased payment schedule, the Grantee shall maintain a separate bank account for County funds in order to segregate County funds from other funding sources.

ARTICLE 5
Restrictions on Sale and Use of the Property

For Projects with total County funding of \$100,000 (One Hundred Thousand Dollars) or more, and for construction projects on privately owned property, the County shall enter into a Preservation and Restricted Use Agreement regarding use or sale of the Property unless specified otherwise in Exhibit A. A **Preservation and Restricted Use Agreement** is is not attached to this Agreement. If a Preservation and Restricted Use Agreement is attached to this Agreement, it is labeled **Exhibit H**.

Additional terms regarding the sale or transfer of the Property are in **Exhibit A**, Part IV (Special Conditions).

ARTICLE 6
Maintenance and Review of Records

The Grantee shall maintain all records and accounts, including property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of required insurance, and any other records related to or resulting from the activities performed under this Agreement to assure a proper accounting and monitoring of all Grant Funds and the Project Budget. The County may monitor for all funding sources, including but not limited to Project overfunding. In the event the County determines that such records are not being adequately maintained by the Grantee, the County may cancel this Agreement in accordance with Article 26 herein.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the County may require. The Grantee will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

The Grantee shall retain all records and supporting documentation applicable to this Agreement for six (6) years from the date of final payment to the Grantee. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later.

This Article shall survive the expiration or earlier termination of this Agreement.

ARTICLE 7
Financial Reports

Unless otherwise provided in **Exhibit A**, the Grantee shall submit to the County within one hundred and twenty (120) days after the end of the Grantee's fiscal year, and otherwise upon request by the County, audited financial statements, which must comply with Generally Accepted

Accounting Principles (GAAP), covering the entire term of this Agreement. If the Grantee fails to provide its audited financial statements within the 120-day time period referenced above, the Grantee shall be in default hereunder. Notwithstanding the foregoing, the County may grant the Grantee an extension of the 120-day time period to provide its audited financials, but such extension shall be solely at the County's discretion.

ARTICLE 8
Indemnification

The Grantee shall indemnify, hold harmless, and defend the County and the BOCC, and the respective agents and employees of the County and the BOCC (all of the foregoing shall hereinafter collectively be referred to as the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees at the trial and all appellate levels, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by the Grantee, its agents, subcontractors, assigns, heirs, and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of the Grantee, any subcontractor, heir, assign, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Article shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Grantee or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE 9
Equal Opportunity Clause

The Grantee shall comply with Hillsborough County, Florida – Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, marital status, disability, sexual orientation or gender identity or expression in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

The Grantee also shall comply with the requirements of all applicable Federal, state and local laws, rules, regulations, ordinances and Executive Orders prohibiting and/or relating to discrimination, including but not limited to, Executive Order 11246, as amended and supplemented and 41 CFR Section 60-1.4. All of the aforementioned laws, rules, regulations, ordinances and Executive Orders are incorporated herein by reference.

The Grantee agrees to comply with the Hillsborough County Equal Employment Opportunity Clause, as set forth in **Exhibit E**.

ARTICLE 10
Insurance

The Grantee shall procure and maintain throughout the Term of this Agreement, on behalf of itself and the County, the insurance specified on, and as required by, **Exhibit F**, Insurance Requirements, (attached hereto and incorporated herein by reference) and as stated below in this Article. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. A current certificate of insurance meeting County requirements is required before payment.

The Grantee shall ensure that the County and the BOCC are named as additional insured parties as to the actions of the Grantee, its employees, agents, assigns, and subcontractors, performing or providing materials and/or services to Grantee during the performance of this Agreement, on (1) all auto liability policies and general liability policies required to be obtained by the Grantee pursuant to this Agreement, and (2) all other insurance policies required by this Agreement where such an endorsement is available in the industry. All such insurance policies also shall contain a Severability of Interests provision. Every insurance policy must provide for thirty (30) days prior written notice to the County of any cancellation, intent not to renew, or reduction in the policy coverage.

ARTICLE 11
Conflict of Interest

The Grantee represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity, or incur any obligation of any nature which would impede or conflict in any manner with the performance of the scope of service required hereunder.

The Grantee warrants to the County that no gifts or gratuities have been or will be given to any County employee or agent, either directly or indirectly, in order to obtain this Agreement.

ARTICLE 12
Governing Laws; Venue

This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

ARTICLE 13
Public Entity Crimes

The Grantee hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Grantee also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes.

ARTICLE 14
Compliance With Applicable Laws

The Grantee shall comply with the requirements of all applicable Federal, state and local laws and the rules and regulations promulgated thereunder, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996, as amended, and the regulations promulgated thereunder.

ARTICLE 15
Assignment

This Agreement may not be assigned or subcontracted in whole or in part without the prior written consent of the County.

ARTICLE 16
Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 17
Waiver

A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 18
Additional Rights and Remedies

Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

ARTICLE 19
Order of Precedence

In the event of any conflict between the provisions of this Agreement and the Exhibits, then the provisions of the Agreement shall take precedence over the provisions of the Exhibits.

ARTICLE 20
Severability

In the event any section, sentence, clause, or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 21
Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 22
Project Publicity

Pursuant to the BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the services performed by the Grantee pursuant to this Agreement must recognize the contribution of the County. The Grantee shall recognize the County for its contribution in all promotional materials and at any event or workshop for which County funds are allocated. Any news release or other type of publicity must identify the County/BOCC as a funding source. In written materials, the reference to the County must appear in the same size letters and font type as the name of any other funding sources. If agreed upon in advance, the specific means by which the County's contribution shall be recognized shall be set forth in **Exhibit A**.

ARTICLE 23
Third Party Beneficiaries/Independent Contractor

This Agreement is for the benefit of the County and the Grantee. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. The Grantee acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of the County. In no event shall any provision of this Agreement make the County liable to any person or entity that contracts with or provides goods or services to the Grantee in connection with the Project. There is no contractual relationship, either express or implied, between the County or any political subdivision of the State of Florida and any person or entity supplying any work, labor, services, goods or materials to the Grantee as a result of the Project.

ARTICLE 24
Political Activity

Pursuant to BOCC Policy No. 02.12.00.00, the Grantee shall not engage, participate or intervene in any form of political activity or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 25
Modifications

This Agreement embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement only may be amended or extended only by a written instrument executed by the County and the Grantee expressly for that purpose.

ARTICLE 26
Termination of Agreement

In addition to the exercise of any other remedies available to it at law or in equity, the County may terminate this Agreement for the Grantee's non-performance, as solely determined by the County, upon no less than twenty-four (24) hours written notice to the Grantee.

The County also may terminate this Agreement without cause upon thirty (30) days prior written notice to the Grantee. In the event of termination by the County hereunder, the Grantee shall not incur any new obligations after notification of the effective date of termination. The County shall pay the Grantee for services undertaken by the Grantee prior to effective date of the termination. Any costs undertaken by the Grantee after the effective date of the termination will not be reimbursed.

ARTICLE 27
Availability of Funds

The obligations of the County under this Agreement are subject to the availability of funds lawfully appropriated annually for its purposes. In the event sufficient funds to fund this Agreement become reduced or unavailable, the County shall notify the Grantee of such occurrence, and the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-four (24) hours written notice to the Grantee. The County shall be the final authority as to the availability of funds and how available funds will be allotted.

ARTICLE 28
Legally Required Statement and Provisions Regarding Access to Records for Certain Services Contracts

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement, and that the inclusion of this statement and provisions below shall not be construed to imply that the Grantee (or Contractor/Service Provider) has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the Grantee is acting on behalf of the County in any way or capacity whatsoever as provided under section 119.011(2), Florida Statutes, or that the statement or provisions in this Article 28 are otherwise applicable to the Grantee. As stated below, the Grantee may contact the County's Custodian of Public Records with questions regarding the application of the Public Records Law; however, the Grantee is advised to seek

independent legal counsel as to its legal obligations. The County cannot provide the Grantee advice regarding its legal rights or obligations.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i.) (813) 273-3719 (telephone number),**
- ii.) PetrovicJ@hillsboroughcounty.org (email address),**
- iii.) 601 E. Kennedy Blvd., 20th Floor, Tampa, FL 33602 (mailing address)**

If under this Contract, the Contractor is providing services and is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, the Grantee will comply with public records law, and agrees to:

- i) Keep and maintain public records required by the County to perform the service.
- ii) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term and following completion of the contract if the Contractor does not transfer the records to the County.
- iv) Upon completion of the contract, transfer at no cost to the County, all public records in possession of the Contractor or keep and maintain public records required by the County to perform the service. If the Contractor transfers all public records to the County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

Failure of the Grantee to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, if applicable, shall be grounds for immediate unilateral termination of this Agreement by the County.

ARTICLE 29
Drug Free Workplace

The Grantee shall administer, in good faith, a policy designed to ensure that the Grantee's employees, agents and subcontractors are free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 30
E-Verify Requirement

To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the Agency agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the Agency during the term of the Agreement. If the Agency enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the Agency with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the Agency for the duration of the Agreement or longer as provided in Article 5.

ARTICLE 31
Electronic Signatures Authorized

The parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

ARTICLE 32
Restriction on Funding for Identification

Pursuant to Section 125.0156, Florida Statutes, Grantee is prohibited from using any funds paid by the COUNTY under this Agreement to provide funds to any person, entity, or organization to issue or secure identification documents to or for any individual who does not provide proof of lawful presence in the United States.

ARTICLE 33
Notice

Any notice required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, overnight delivery service or personal delivery with signature verification, to the attention of the following representatives:

A. County
Mr. Jaksa Petrovic, Acting Director
Economic Development

To the following address for U.S. mail:

Post Office Box 1110
County Center – 20th Floor
Economic Development Department
Tampa, Florida 33601 – 1100

*And to the following address for overnight
delivery service, certified mail or personal delivery:*

County Center – 20th Floor
Economic Development Department
601 E. Kennedy Boulevard
Tampa, Florida 33602

B. Grantee

[Contact Name]

[Contact Title]

[Company Name]

[Street Address]

[Street Address]

[Phone Number]

[Email Address]

Any notice sent in accordance with this Article shall be deemed given two days after deposit in the U.S. Mail, if sent by certified mail, return receipt requested, overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such party.

IN WITNESS WHEREOF, the Grantee and the County respectively have caused this Agreement to be executed by their duly authorized representatives.

ATTEST: CINDY STUART
Clerk of Circuit Court

COUNTY: HILLSBOROUGH COUNTY,
FLORIDA

BY: _____
Deputy Clerk

BY: _____
Chair

Date: _____

APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Sr. Assistant County Attorney

GRANTEE: [COMPANY NAME]

BY: _____
Authorized Official

(Printed Name of Signer)

(Title)

(Date)

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization this _____ day of _____, [YR], by _____
Name and Title of Officer or Agent
of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)

He/she is personally known to me or has produced: _____
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

(Commission Expiration Date)

**EXHIBIT A
SCOPE OF WORK**

GRANTEE: [Company Name]

PROJECT: [Project Name]

PRIMARY GOAL: Grant funding will be used to fund [Project Description].

Part I. Scope of Work

The Project shall include the following approved Scope of Work:

- [Project Description]
- The estimated date of completion, based on a project schedule by Grantee, is [Agreement End Date].

Grantee will provide updated organizational documents, financial statements, business/marketing plan(s) and a scope of services with measurable performance objectives at the request of the County.

Part II. Contact Person

The Grantee shall designate a Project Contact Person to serve as liaison with the County for all administrative requirements of this Agreement. The designated Project Contact Person for the Project is:

[Contact Name]

[Contact Title]

[Company Name]

[Street Address]

[Street Address]

[Phone Number]

[Email Address]

Part III. Deliverables

The following will be produced with this grant assistance:

- [Project Description]
- The estimated date of completion, based on a project schedule by Grantee, is [Agreement End Date].

Part IV. Special Conditions

County will reimburse eligible expenses invoiced for which payments were made after **[BOCC Approval Date]**, the date the Board of County Commissioners approved the recommendations for funding from the Historic Preservation Challenge Grant Review Committee.

The Grantee shall maintain a separate bank account for deposit of grant payments pursuant to this Agreement in order to segregate County funds from funds derived from other funding sources, as required under Policy 04.05.00.00, Capital Funding for Outside Agencies.

Applicable Not Applicable

Upon completion of the Project, Grantee shall furnish a final report to the Economic Development Department with a record of before and after pictures of the features improved as a result of the Project, and results and accomplishments along with project financials.

The Grantee may have a single or program specific audit conducted upon completion of the project. Grantee may elect instead to submit to the County an annual compilation report by an outside firm which describes its performance in meeting the requirements in this Agreement. (It should include a profit and loss statement, balance sheet and detailed activity/check register.) Records must be available for review, i.e., inspection, evaluation and on-site monitoring reviews.

Applicable Not Applicable

The County will be recognized for its project funding as specified in **Article 22**.

No County funds will be expended for the Grantee's purchase of food, beverages or entertainment costs or in support of Grantee membership functions. The Grantee shall not charge the County for any travel expense without the County's prior written approval.

In the event that the Property restored pursuant to this Agreement is transferred or sold to a third party within five (5) years of the date of this Agreement, and without the County's written consent, which shall not be unreasonably withheld, the County shall be repaid the full amount of the grant funds allocated to the renovation work, less twenty percent (20%) of the grant funds awarded and disbursed for each full year from the date of the Agreement. In the event that the current Property use, as defined in the Grantee's submitted organizational Executive Summary and Program Goals and Objectives, changes within five (5) years of the date of this Agreement, and without the County's written consent, which shall not be unreasonably withheld, the County shall be repaid the full amount of the grant funds allocated to the renovation work, less twenty percent (20%) of the grant funds awarded and disbursed for each full year from the date of the Agreement.

Grantee shall notify the County in writing within ten (10) days of the occurrence of any of the following as to Grantee or any related or affiliated entities:

- a. Any anticipated or pending lis pendens, foreclosure action, arrearage, default, late payment regarding any property of Grantee or related or affiliated entities, including properties not related to this Agreement. Grantee also shall provide the County with

a copy of all court filings, notices of default, arrearage or late payment, or any other documents relevant to the disclosures required herein.

- b. Any legal encumbrance on the Property not permitted in writing by the County or existing at the time of the execution of this Agreement.
- c. Any default or arrearage on any loan, Note or other debt or obligation for which the Property is security.
- d. Any anticipated or pending bankruptcy, restructuring, dissolution, reorganization, appointment of a trustee or receiver.
- e. Any action, activity, facts, or circumstances that would materially impair performance by Grantee of all the terms and conditions of this Agreement.

Failure to comply with these reporting requirements shall constitute a default and shall entitle the County to seek any remedies available at law, in equity and pursuant to this Agreement.

**EXHIBIT B
GRANT AWARD AND METHOD OF PAYMENT**

GRANTEE: [Company Name]
PROJECT: [Project Name]

Part I. Maximum Grant Award

For its performance under this Agreement, Grantee will receive funds from the County in a Maximum Grant Award not to exceed amount of \$[Award Amount], which amount shall represent no more than fifty percent (50%) of the Grantee’s total Approved Expenditures for the Project, as defined below.

Part II. Matching Requirement

The Challenge Grant awarded pursuant to this Agreement is a matching grant. In order to receive payments from the County, the Grantee must demonstrate that it has provided at least a fifty percent (50%) match (in cash and/or in-kind) in Approved Expenditures, as defined below. No more than one-half of the Grantee’s total match may be from other grant sources.

Part III. Total Project Budget

The Total Project Budget is estimated at \$[Total Amount] of which the County grant will be a maximum of \$[Award Amount].

In carrying out the approved Scope of Work, expenditures of grant funds and contribution of matching resources shall be consistent with the Total Project Budget and the individual work items below.

TOTAL PROJECT BUDGET (Includes Project administration expenses in the Grantee match, unless specified.)

Work Item Description	Grant Amount	Match Amount	Match Type	Total Project Costs
	\$	\$		\$
Totals	\$	\$		\$

The detailed budget is in Department’s files. Balances in one work item may be applied to another budgeted line item. Other modifications in the Project Budget must be requested by the Grantee in advance and in writing to the County Administrator or his designee. The amount disbursed is based on the reported eligible cash expenses to be reimbursed up to the maximum not to exceed total award. The Retainage and Certificate of Occupancy requirements are not applicable.

Part IV. Approved Expenditures

Approved Expenditures are those expenditures which are reasonable in amount and directly related to and necessary for completion of the Project in conformance with the approved Scope of Work and the Total Project Budget, and which have been approved by the County after submittal of an Expenditure Report/Request for Payment (**Exhibit C**) with supporting documentation. Matching grant payments will be made to the Grantee on a reimbursement basis for cash expenses only. Approved Expenditures include both those expenditures to be matched and paid for from the County's Challenge Grant, and the expenditures constituting the Grantee's matching portion. No expenditure will be matched by County funds in advance.

In the event that the Maximum Grant Amount exceeds fifty percent (50%) of the Grantee's total Approved Expenditures for the Project, the Maximum Grant Amount shall be reduced so that it equals but does not exceed fifty percent (50%) of the Grantee's total Approved Expenditures.

Operating expenses or real property acquisition costs shall not be considered Approved Expenditures unless otherwise expressly approved by the Board of County Commissioners and set forth in this Agreement.

Part V. Requests for Payment and Documentation of Project Expenditures

1. Payment on Reimbursement Basis Only

Matching grant payments will be made to the Grantee on a reimbursement basis for cash expenses only. Proof of prior payment for all sums sought to be reimbursed pursuant to this Grant Agreement, in addition to proof of approved matching expenditures, will be required prior to release of any grant funds.

2. Project Schedule

At least ten (10) days prior to submitting the first Expenditure Report/Request for Payment form, the Grantee shall submit to the County a project schedule for all project activities in the Scope of Work and Approved Project Budget. The schedule shall be satisfactory in form and substance to the County and shall subdivide the work into component parts in sufficient detail to serve as the basis for measuring the work in place and calculating amounts for progress payments during construction. The schedule also shall contain an allocation of costs for each work item. It may include subcontractor information, if available. Unsupported or unreasonable allocation of costs to any one activity shall be justification for rejection of the schedule. No payment will be made until the project schedule has been submitted and approved by the County.

3. Requests for Payment

a. In order for any expenditure to qualify for payment, it must be properly documented. Payment will be made for Approved Expenditures upon receipt of a completed and approved Expenditure Report/Request for Payment Form, **Exhibit C**, and Program Performance Report, **Exhibit D**. Grantee shall attach copies of invoices, cancelled checks to the Expenditure

Report/Request for Payment Form and shall specify the line-item for which payment is being requested. Grantee shall maintain the originals of all necessary back-up information to document its expenditures in a designated location. No payments shall be made based on an incomplete or insufficient Expenditure Report/Request for Payment or Program Performance Form.

b. All Expenditure Reports/Requests for Payment must document expenditure of Grantee's match resources in equal or greater portion to grant funds requested for the period of time covered by the payment request.

c. No payment will be processed until a Notice to Proceed is issued by the local government with jurisdiction over the Project, and a copy provided to the County, when applicable.

d. The first Expenditure Report/Request for Payment Form shall be submitted no earlier than thirty (30) days after issuance of a Notice to Proceed, when applicable.

e. All Expenditure Report/Request for Payment forms must be accompanied by a signed AIA 702 Form submitted by the Project's General Contractor ("GC") and a detailed line item breakdown of work that has been completed, when applicable. Grant funds shall only be paid for work completed.

f. For the second Expenditure Report/Request for Payment form submitted and all such requests for payment thereafter, the Grantee must provide the County with a Contractor's Statement of Satisfaction which shall be applicable to the contracted firm, certifying that all monies due have been paid, when applicable. This notice must be signed and witnessed by a Notary Seal. The contractor will provide a lien release for work paid to date, and a conditional lien release for the current payment request, if applicable. The Grantee shall certify in writing that all subcontractors and suppliers have been paid for acceptable work and materials from previous grant payments received (less any retainage) prior to receipt of any further grant payments.

g. The County may elect to perform on-site inspections to verify progress prior to making grant payments.

4. Retainage (Not applicable)

5. Final Completion and Payment

Upon written notice from the Grantee that the construction is complete, the County or its designee shall schedule a final inspection of the Project. The County shall notify the Grantee in writing of any work this inspection reveals to be defective, or otherwise not in accordance with this Agreement or applicable codes and standards. If such notice is received, the Grantee shall take immediate action as deemed necessary to remedy such defects and bring the construction into full compliance with this Agreement.

The final Expenditure Report/Request for Payment shall be submitted by the Grantee only when the County determines that all work required under the Agreement has been satisfactorily completed.

The final Expenditure Report/Request for Payment shall be accompanied by 1) the Grantee's affidavit of payment of any debts and claims from the contractor or other entities associated with the project, 2) a Certificate for Final Completion, including the final inspection report for the Scope of Work, 3) a certificate of occupancy for each building (if applicable), and 4) a copy of the contractor's statements of satisfaction. If on the basis of observation including final inspection, review of the Application for Final Payment (AFFP) and all other required documents, the County is satisfied that the construction has been completed and the Grantee has fulfilled its obligations under the Agreement, final payment will be made. Otherwise, the County will return the AFFP to the Grantee indicating in writing the reason(s) for refusing to approve final payment, in which case the Grantee will make necessary corrections and resubmit the AFFP for approval.

Part VI. Timing of Payment – Payment at Conclusion of Project

CHECK HERE IF THIS OPTION IS CHOSEN:

The Expenditure Report/Request for Payment with all required documentation shall be submitted to the County within ninety (90) days of completion of the Project. Upon receipt of the required documentation on eligible expenses incurred, a matching grant payment will be made to the Grantee and not to any contractor, subcontractor or any other person or entity other than the Grantee. One interim payment may be requested and processed. The County shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in connection with the Project and the Grantee shall be solely liable to its vendors, suppliers or subcontractor for all expenses and liabilities incurred in connection with the Project.

OR

Part VI. Timing of Payment – Phased Payment

CHECK HERE IF THIS OPTION IS CHOSEN:

Expenditure Reports/Requests for Payment with all required documentation may be **submitted upon achievement of each of the following work items (phases) according to the phased work plan.** A planned construction schedule for the restoration and repair of the exterior features, based on designs approved by the City, shall be provided to and approved by the County prior to commencement of construction.

The estimated dates of completion, based on a project schedule by Grantee, are below (not applicable). The County may perform on-site inspections prior to making payments.

Expenditure Reports/Requests for Payment shall not be submitted for a period of less than one month. A final Expenditure Report/Request for Payment shall be submitted to the County within ninety (90) days of completion of the Project. Upon receipt of the required documentation on eligible expenses incurred, a matching grant payment will be made to the Grantee and not to any contractor, subcontractor or any other person or entity other than the Grantee. The County shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in

connection with the Project and the Grantee shall be solely liable to its vendors, suppliers or subcontractor for all expenses and liabilities incurred in connection with the Project.

Part VII. Availability of Funds

All funding under this Agreement is subject to availability and the final amount may be reduced. The County shall be the final authority as to the availability of funds and how available funds will be allotted.

Part VIII. Additional Limitations on Use of Funds

See Exhibit A for Additional Limitations on the Use of Funds.

EXHIBIT C
EXPENDITURE REPORT/REQUEST FOR PAYMENT FORM
HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 1110, TAMPA, FLORIDA 33601
(813) 272-5909

GRANTEE: [Company Name]
PROJECT: [Project Name]

REQUEST NUMBER: _____ AMOUNT REQUESTED: \$ _____

**NOTE: EXHIBIT D MUST BE ATTACHED TO EACH EXPENDITURE REPORT/
REQUEST FOR PAYMENT**

Check here if this is the final Expenditure Report/Request for Payment:

Dates of Reporting Period: _____

1. REPORTING PERIOD SUMMARY

A. County Grant claimed this period

(1) Amounts paid by Grantee for which reimbursement is sought
(*proof of payment must be attached*) \$ _____

B. Grantee Match Contributed this Reporting Period

(1) Cash Match expended \$ _____

(2) Value of In-Kind Services contributed \$ _____

(3) Value of Donated Materials contributed \$ _____

(4) Value of Volunteer Labor contributed \$ _____

Total Grantee Match contributed this period \$ _____

C. Total Project Expenditures for this Period (A + B) \$ _____

2. CUMULATIVE SUMMARY

A. Total County Grant Claimed to date \$ _____

B. Total Grantee Match expended to date \$ _____

C. Total Project Expenditures to date \$ _____

D. Cumulative Summary of County Grant Claimed: (*fill in chart; provide on separate page if necessary*)

GRANTEE: [Company Name]

PROJECT: [Project Name]

ACCT CODE _____

PROJECT TASK _____ APPROVED: _____

REQUEST NUMBER: _____ AMOUNT REQUESTED: \$ _____

FINANCIAL STATUS REPORT ON COUNTY MATCH

BUDGET CATEGORY (Identify Work Item)	TOTAL APPROVED BUDGET FOR WORK ITEM	EXPENDITURES			REMAINING BUDGET CATEGORY BALANCE \$
		CURRENT COUNTY MATCH \$ REQUESTED	TOTAL MATCH \$ PROVIDED TO DATE	TOTAL GRANTEE MATCH EXPENDED TO DATE	
	\$				
TOTAL	\$				

3. FORMS TO SUPPORT REPORTING PERIOD SUMMARY

Attach forms 3.A.-3. E. as applicable and indicate whether such forms are attached.

- A. County Match Expenditure Form(s) Attached: Yes No
- B. Cash Match Expenditure Form(s) Attached: Yes No
- C. In-Kind Services Form(s) Attached: Yes No
- D. Donated Materials Form(s) Attached: Yes No
- E. Volunteer Labor Form(s) Attached: Yes No

4. REPORT CERTIFICATION

I affirm, under penalty of perjury, that this report represents an accurate and complete description of the grant activity within the report dates above, and that the conditions of the Challenge Grant, as set forth in the Hillsborough County Historic Preservation Challenge Grant Award Agreement, have been complied with.

Signature of Grantee

Signature of Person Completing this Form
(if not Grantee)

Date

Date

Printed Name and Title

Printed Name and Title

3.A. COUNTY MATCH EXPENDITURE FORM

For Reporting Period: _____

1 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

2 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

3 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

The purpose of each expenditure must be stated clearly and in sufficient detail for the County to determine that the expenditure matches an approved work item in the Approved Project Budget. Attach copies of invoices and corresponding cancelled checks (or equivalent documentation as approved by the County) for all grant funded expenditures listed above. Please organize and label these attachments appropriately.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY'S GRANT FUNDS: \$ _____

Initial Here: _____

3.B. CASH MATCH EXPENDITURES

For Reporting Period: _____

1 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____
2 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____
3 PURPOSE OF EXPENDITURE and its relation to your Approved Scope of Work and Project Budget:	Is this a request for reimbursement or for payment of invoiced work? Reimbursement <input type="checkbox"/> Invoiced Work <input type="checkbox"/>
	Documentation Submitted (include invoices, proof of completion, and, where applicable, proof of payment):
Vendor Name/Address:	Invoice <input type="checkbox"/> Proof of Completion <input type="checkbox"/> Proof of Payment <input type="checkbox"/>
Invoice #: _____ Invoice Date: ____/____/____ Invoice Amount: \$ _____ Check #: _____ Check Date: ____/____/____ Check Amount: \$ _____	Grant Amount Claimed \$ _____

The purpose of each expenditure must be stated clearly and in sufficient detail for the County to determine that the expenditure matches an approved work item in the Approved Project Budget. Attach copies of invoices and corresponding cancelled checks (or equivalent documentation as approved by the County) for all grant funded expenditures listed above. Please organize and label these attachments appropriately.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY'S GRANT FUNDS: \$ _____

Initial Here: _____

3.C. IN-KIND SERVICES CONTRIBUTED

For Reporting Period: _____

1 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

2 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

3 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

3 PURPOSE OF IN-KIND SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Contributor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____ / ____ / ____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

All In-Kind Services contributions must be documented in detail. Please attach a signed statement or invoice from the person or firm providing the service describing the services provided and valuing them. This statement must clearly indicate the basis for the value indicated (for example, the number of hours contributed x the contributor's standard fee) and must clearly indicate that the services provided (in whole or in part) were a contribution to the Project. Overhead allowances are not acceptable as match.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY'S GRANT FUNDS: \$ _____

Initial Here: _____

3.D. DONATED MATERIALS CONTRIBUTED

For Reporting Period: _____

1 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____/____/____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

2 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____/____/____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

3 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____/____/____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

4 DESCRIPTION AND PURPOSE OF DONATED MATERIALS and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Donor Name:	Invoice/Signed Statement <input type="checkbox"/> Basis for Value <input type="checkbox"/>
Date(s) of donation: ____/____/____ Fair market value of donation: \$ _____	Amount Claimed \$ _____

All Donated Materials contributions must be documented in detail. Please attach a signed statement or invoice from the contributor describing the materials donated and valuing them. This statement must clearly indicate the basis for the value indicated (for example, current retail price of equal materials) and must clearly indicate that the materials donated were a donation to the Project.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY’S GRANT FUNDS: \$ _____

Initial Here: _____

3.E. VOLUNTEER LABOR CONTRIBUTED

For Reporting Period: _____

1 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ____/____/____ Total hours worked: _____	Amount Claimed \$

2 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ____/____/____ Total hours worked: _____	Amount Claimed \$

3 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ____/____/____ Total hours worked: _____	Amount Claimed \$

4 PURPOSE OF VOLUNTEER SERVICE and its relation to your Approved Scope of Work and Project Budget:	
	REQUIRED Documentation for Claim:
Volunteer Name:	Signed Volunteer Log <input type="checkbox"/>
Date(s) of work: ____/____/____ Total hours worked: _____	Amount Claimed \$

All Volunteer Labor contributions must be documented in detail. Please attach a signed statement or invoice from the person providing the volunteer labor describing the work accomplished and valuing the donation. Except as noted in the Approved Project Budget, Volunteer Labor contributions shall be valued at the current Florida Minimum Wage rate (\$10.00). If the volunteer is performing labor for which he or she is routinely paid, the contribution shall be valued at his or her salary. Volunteer Labor contributions at a rate higher than minimum wage must be documented by a letter from the volunteer also signed by the Project Manager. Time sheets reporting Project hours incurred should be maintained daily over the Project period and signed by a supervisor.

Please attach additional pages as necessary.

TOTAL AMOUNT CLAIMED FOR COUNTY’S GRANT FUNDS: \$ _____

Initial Here: _____

**EXHIBIT D
PROJECT PERFORMANCE REPORT**

GRANTEE: [Company Name]
PROJECT: [Project Name]

REPORT PERIOD _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED _____%

- I. ACCOMPLISHMENTS: *Highlight significant or major Project accomplishments during the report period.*
- II. PROBLEMS: *Provide a description of the problems or delays that were encountered during this report period which would have a negative impact on the Project. Also, provide a plan for a corrective action, to include time of implementation, effect on the Project, and indicate if there is a need to modify the Project, Agreement or funding.*
- III. PERFORMANCE MEASURES: *Describe how the Project has met its goals for this report period.*
- IV. SUPPORTING ATTACHMENTS: *With each Program Performance Report, provide photographs, website links, and copies of brochures, maps or other deliverables produced in conjunction with the Project to demonstrate Project progress.*

EXHIBIT E
EQUAL EMPLOYMENT OPPORTUNITY
APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- Interagency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat. 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

“The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the Grantee (referred to in this Exhibit as "Grantee"), agrees as follows:

(1) The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Grantee will, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Grantee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Grantee's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Grantee will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Grantee will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Grantee's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Grantee will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Grantee may request the United States to enter into such litigation to protect the interests of the United States.

EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION
QUESTIONNAIRE

GRANTEE: _____

PROJECT: _____

GRANTEE CIVIL RIGHTS STATUS

The Grantee is requested to carefully review the following questions and provide responses as it relates to the Grantee's own affirmative action and equal opportunity practices.

Please respond to the following:

1. Provide a copy of the Grantee's Affirmative Action Plan or Program (If not submitted within the past twelve (12) months).^①
2. Workforce Analysis by race/sex and EEO category.
3. If the Grantee receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the Grantee receptive to on-site reviews?
6. Does the Grantee have a procedure for resolving discrimination complaints?
7. Has the Grantee been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the Grantee anticipate hiring additional staff to perform this Agreement/contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the Grantee's Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past 12 months).^①

^①A written Affirmative Action Plan or Program is required if the Grantee has 15 or more employees. If the Grantee has fewer than 15 employees, then an Affirmative Action Policy Statement is required.

EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

GRANTEE: _____

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	M	F	AI	API	BLK	HISP	WHT	AI	API	BLK	HISP	WHT
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.

AI: AMERICAN INDIAN
 API: ASIAN/PACIFIC ISLANDER
 BLK: BLACK
 HISP: HISPANIC
 WHT: WHITE

EXHIBIT E (continued)

The Grantee's failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Grantee, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Grantee by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Grantee further assures that it and its subcontractors' facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

Witness

Signature of Authorized Representative

Witness

Printed Name of Authorized Representative

Date Signed

EXHIBIT E (continued)

(Grantee)

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____ to give equal opportunity of employment to all qualified persons without regard to:

- Age
- Sex
- Race
- Color
- Religion
- National Origin
- Mental or Physical Handicap
- Marital Status
- Sexual Orientation
- Gender Identity or Expression

and to take affirmative action to provide equal opportunity to all qualified persons in all personnel actions including, but not limited to:

- Recruitment and Hiring
- Compensation and Other Employee Benefits
- Training
- Promotion and Demotion
- Layoff and Termination

It is also our policy to take affirmative action in the employment and advancement in employment of qualified handicapped persons, disabled veterans, and veterans of the Vietnam Era.

Discrimination complaints should be directed to _____ who will conduct an investigation, notify all concerned parties of the results of the investigation, and take corrective action if the complaint is found to have basis.

It is further our policy to comply with all applicable Federal and State laws with respect to Equal Employment Opportunity and Affirmative Action.

Chief Executive Officer

Printed Name

Date

EXHIBIT F INSURANCE REQUIREMENTS

Grantee's Liability Insurance:

The Grantee shall procure and maintain in force such insurance as will protect it from claims under Workers' Compensation laws, disability benefit laws, or other similar employee benefit laws from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property including loss of use resulting therefrom, any or all of which may arise out of or result from the Grantee's operations under the Agreement, whether such operations be by the Grantee or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than any limits of liability specified in the Agreement or required by law, whichever is greater, and shall include contractual liability insurance. The Grantee will file with the County a certificate of such insurance, acceptable to the County. These certificates shall contain a provision for cancellation as found in paragraph B (5) immediately below.

Insurance Required

A. General

The Grantee shall procure and maintain insurance of the types and to the limits specified in paragraphs B (1) through (4) below. All policies of insurance under this Agreement shall include as additional insured the County and its officers and employees. All policies shall provide for separation of insured's interests such that the insurance afforded applies separately to each insured against whom a claim is made, or a suit is brought.

B. Coverage

The Grantee shall procure and maintain in force during the life of this Agreement the following types of insurance coverage written on standard forms and placed with insurance carriers approved by the Insurance Department of the State of Florida. The amounts and type of insurance shall conform to the following requirements:

1. Workers' Compensation - The Grantee shall procure and shall maintain during the life of this Agreement, the appropriate types of Workers' Compensation Insurance for all of its employees to be engaged in work under this Agreement. In case any class of employee engaged in hazardous work under this Agreement is not protected under the Workers' Compensation statute, the Grantee shall provide employer's liability insurance for all said employees.

EXHIBIT F (CONTINUED)

Employer's Liability	
Limit each accident	Not Applicable (N/A)
Limit disease aggregate	N/A
Limit disease each employee	N/A

2. Commercial General Liability - Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Service office with limits of not less than those listed below and must include:

General Aggregate/Bodily Injury/Property Damage	N/A
Products & completed operations	N/A
Personal & advertising injury	N/A
Each occurrence	N/A
Fire damage (any one fire)	N/A

3. Business Automobile Liability - Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy filed by the Insurance Service office with limits not less than those listed below and must include:

Combined single limits each accident, for bodily	
Injury and property damage liability.	N/A
Owned vehicles	N/A
Hired and non-owned vehicles	N/A
Employer non-ownership	N/A

4. Professional Liability: \$ N/A per claim

5. Certificate of Insurance and Copies of Policies - Certificates of Insurance will be furnished by Agency evidencing the insurance coverage specified in the previous paragraphs B(1) through (4) inclusive, and on request of the County certified copies of the policies required shall be filed with the Risk Management and Safety Office of the County. The required Certificates of Insurance not only shall list additional insured described above, for the operations of the Grantee under this Agreement (excluding the workers' compensation and professional liability policies) but shall name the types of policies provided and shall refer specifically to this Agreement. If the initial insurance expires prior to the expiration of this Agreement, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of their expiration.

Cancellation - Should any of the above described policies be canceled or non-renewed before the stated expiration date thereof, insurer will not cancel same until up to thirty (30) days prior written notice has been given to the below named certificate holder. This prior notice provision is a part of each of the above described policies.

**EXHIBIT G
EMERGENCY STABILIZATION RIDER**

NOT APPLICABLE TO THIS AGREEMENT

**EXHIBIT H
PRESERVATION AND RESTRICTED USE AGREEMENT**

Prepared by:
Jane A. Rose, Senior Assistant County Attorney
601 E. Kennedy Blvd., 27th floor
Tampa, FL 33602

RECORDED AT THE REQUEST OF
AND WHEN RECORDED RETURN TO:
Hillsborough County
Economic Prosperity
Attn: Ron Barton, Assistant County Administrator
601 E. Kennedy Blvd. 20th Floor
Tampa, FL 33602
Fax: (813) 276-2638
Tel: (813) 272-6210

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PRESERVATION AND RESTRICTED USE AGREEMENT

This Agreement (“Agreement”) is made this _____ day of _____, [YEAR] by and between HILLSBOROUGH COUNTY (the “County”), a political subdivision of the State of Florida, and [Company Name], a [Business Type] existing under the laws of the State of Florida (hereafter “Owner” or “Grantee”).

RECITALS

WHEREAS, Owner is the owner of the property located at [Project Address] (the “Property”); and

WHEREAS, the Property is in a national or locally designated historic district, or otherwise meets the criteria for listing in the National Register of Historic Places; and

WHEREAS, on _____, [YEAR] Grantee and the County entered into a Hillsborough County Historic Preservation Challenge Grant Award Agreement (“Grant Award Agreement”), pursuant to which the County awarded (referenced in Grant Award Agreement as “Grantee”) a matching grant (“Grant Funds”) for the purpose of making improvements to the Property; and

WHEREAS, the Grant Award Agreement provides that in the event that the Property is sold or that the use of the Property is changed within five years from the date of the Grant Award Agreement and without the County’s written consent, the County shall be repaid the Grant Funds, less twenty percent (20%) of the grant funds awarded and disbursed for each full year from the date of the Grant Award Agreement.

NOW, therefore, in consideration of the award of Grant Funds from the County, Owner and the County agree as follows:

1. The Recitals above are true and correct and are incorporated by reference as if fully set forth herein.
2. For a period of five (5) years from the date of the Grant Award Agreement, Owner agrees to assume the cost of the continued maintenance and repair of the Property so as to preserve its architectural or historical integrity in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation and/or the criteria of the local historic preservation board, as applicable.
3. In the event that Owner sells or transfers all or any part of the Property or an interest therein without the County's prior written consent, or the use of the Property as specified in the Grant Award Agreement is changed without the County's prior written consent, Owner acknowledges and agrees that the County may declare, within a period of five (5) years from the date of the Grant Award Agreement, that the Grant Funds are immediately due and payable, less twenty percent (20%) for each full year from the date of the Grant Award Agreement that the ownership of the Property has remained unchanged.
4. Owner agrees that the County, its agents and designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether or not the conditions of this Agreement are being observed.
5. The County reserves the right to employ any remedy at law or in equity to recover grant funds in the event of default.
6. The County agrees to record this Agreement in the public records of Hillsborough County, Florida, and to provide the Owner with a copy of the recorded Agreement within fifteen (15) days of its execution.
7. The covenants set forth in this Agreement shall remain in full force and effect for a period of five (5) years from the date of the Grant Award Agreement.
8. It is understood and agreed by the parties hereto that if any part, term, or provision of this Agreement is held to be illegal by the courts, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
10. This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

11. The parties agree that this Agreement may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

12. This Agreement may be executed in more than one counterpart, all of which taken together shall constitute one and the same original, and the execution of separate counterparts by the parties shall bind the parties as if they had each executed the same counterpart.

ATTEST: CINDY STUART
Clerk of Circuit Court

COUNTY: HILLSBOROUGH COUNTY,
FLORIDA

BY: _____
Deputy Clerk

BY: _____
Chair

Date: _____

APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Sr. Assistant County Attorney

OWNER: [COMPANY NAME]

BY: _____
Authorized Official

(Printed Name of Signer)

(Title)

(Date)

**EXHIBIT I
LEGAL DESCRIPTION/FOLIO NUMBER**

GRANTEE: [Company Name]
PROJECT: [Project Name]

Legal Description:

[Legal Description from the Property Appraiser's Website]

CURRENT TAX FOLIO NO.: [FOLIO NUMBER]

Source: Hillsborough County Property Appraiser files.

APPENDIX "J"

City of Tampa Historic District Maps

The historic district maps show the boundaries of the local and national districts and is used to help determine whether a structure is contributing or non-contributing. This determination is made using other information along with the maps, such as the master site files. Do not use these maps as the sole guide for determining the status of a structure.

Local Historic Districts (includes National Boundaries)

- Hyde Park
- Seminole Heights
- Tampa Heights
- Ybor City

National Historic District Maps

- Hampton Terrace
- West Tampa
- Palmetto Beach

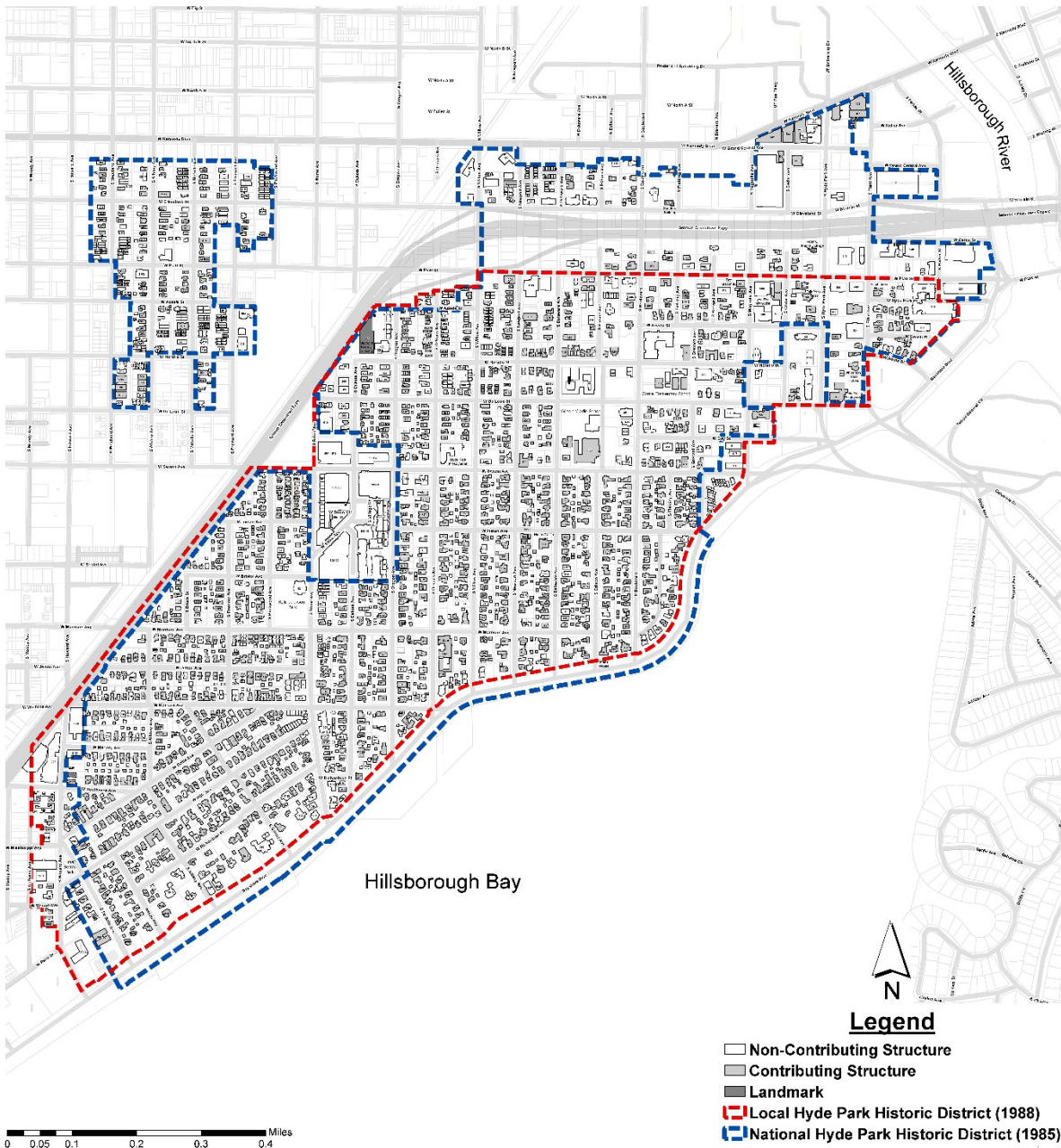
<https://www.tampagov.net/historic-preservation/info/district-maps>

Hyde Park Historic District

HYDE PARK HISTORIC DISTRICT

Period of Historic Significance: 1886-1933

01-05-2023

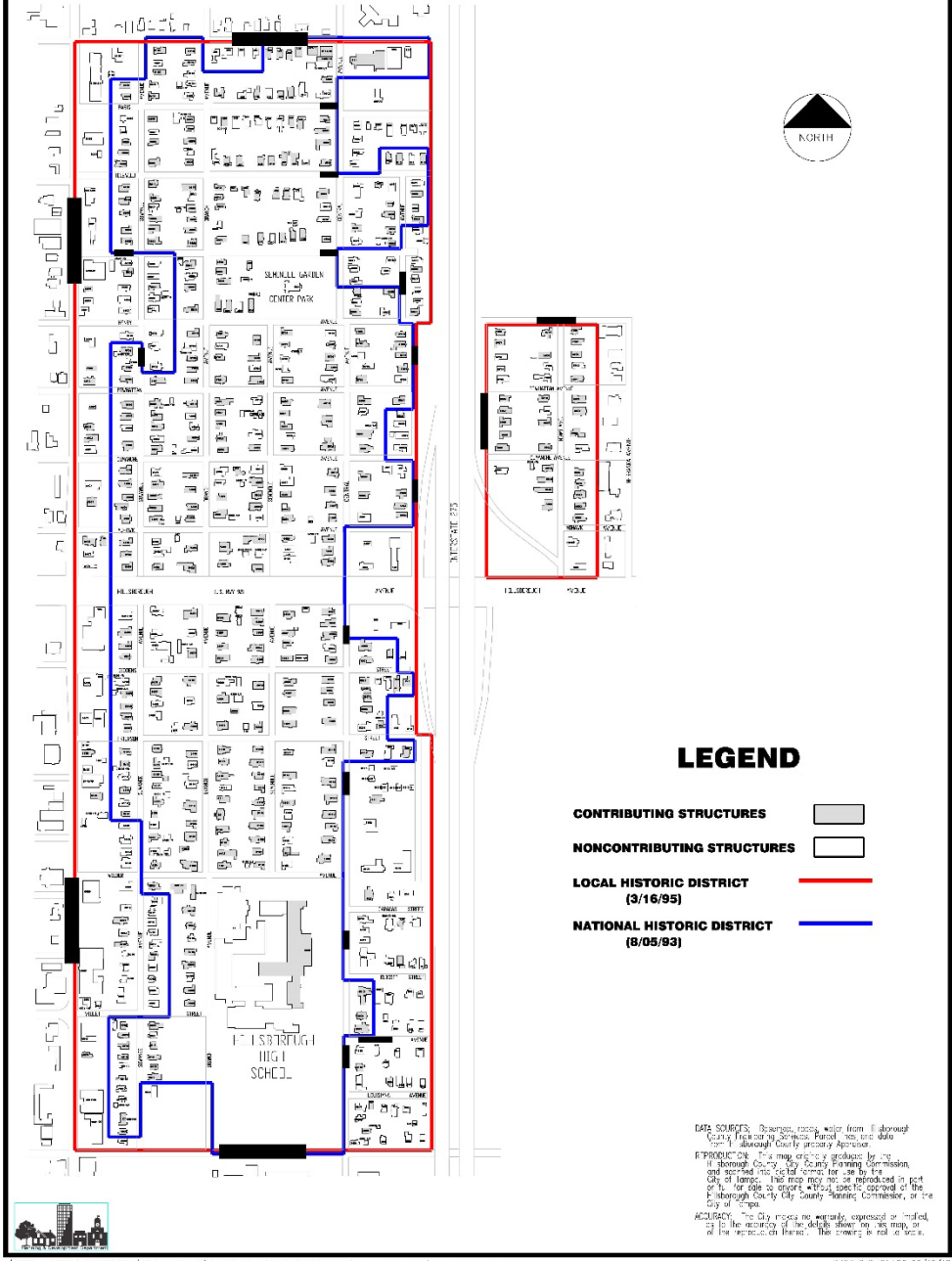


Seminole Heights Historic District

SEMINOLE HEIGHTS HISTORIC DISTRICT

PERIOD OF HISTORIC SIGNIFICANCE 1912 - 1939

Accepted by Historic Preservation Commission on 05-11-18



LEGEND

- CONTRIBUTING STRUCTURES
- NONCONTRIBUTING STRUCTURES
- LOCAL HISTORIC DISTRICT (3/16/95)
- NATIONAL HISTORIC DISTRICT (8/05/93)

DATE SOURCES: Research notes taken from Hillsborough County Historical Society Archives, Period 1912-1939, Hillsborough County Planning Commission.

PREPARED BY: This map was prepared by Hillsborough County Planning Commission, and printed into digital format for use by the City of Tampa. This map may not be reproduced in part or in full for sale or display without specific approval of the Hillsborough County City/County Planning Commission, or the City of Tampa.

ACCURACY: The City makes no warranty, expressed or implied, as to the accuracy of the details shown on this map, or as to the reproduction thereof. This drawing is not a contract.



Tampa Heights Historic District

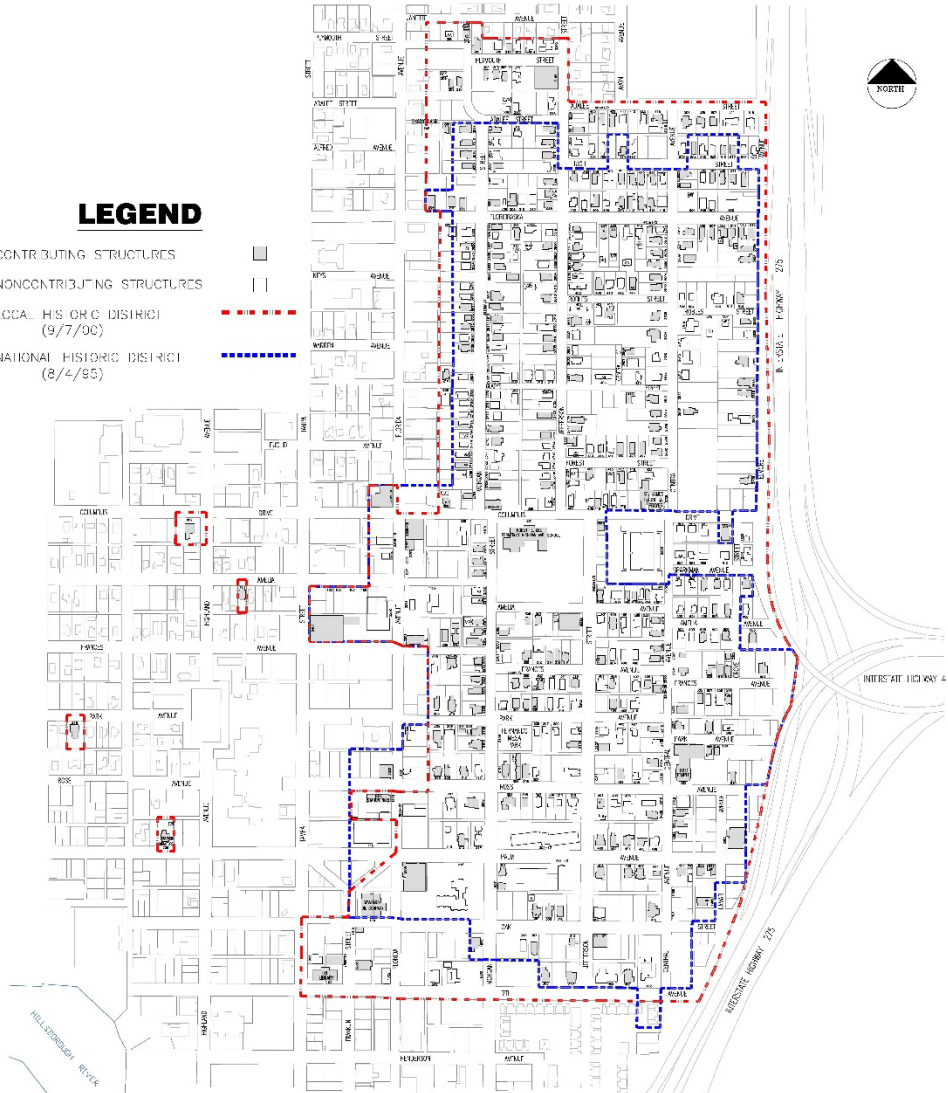
TAMPA HEIGHTS HISTORIC DISTRICT

PERIOD OF HISTORIC SIGNIFICANCE 1890 - 1945

Adopted by Historic Preservation Commission on 9-23-2017

LEGEND

- CONTRIBUTING STRUCTURES 
- NONCONTRIBUTING STRUCTURES 
- LOCAL HISTORIC DISTRICT (9/7/90)
- NATIONAL HISTORIC DISTRICT (8/4/95)



2015 50-DEED: Esencia, made note from Hillsborough County Appraiser's Office, Esencia, Ltd. and Hillborough County Planning Department.

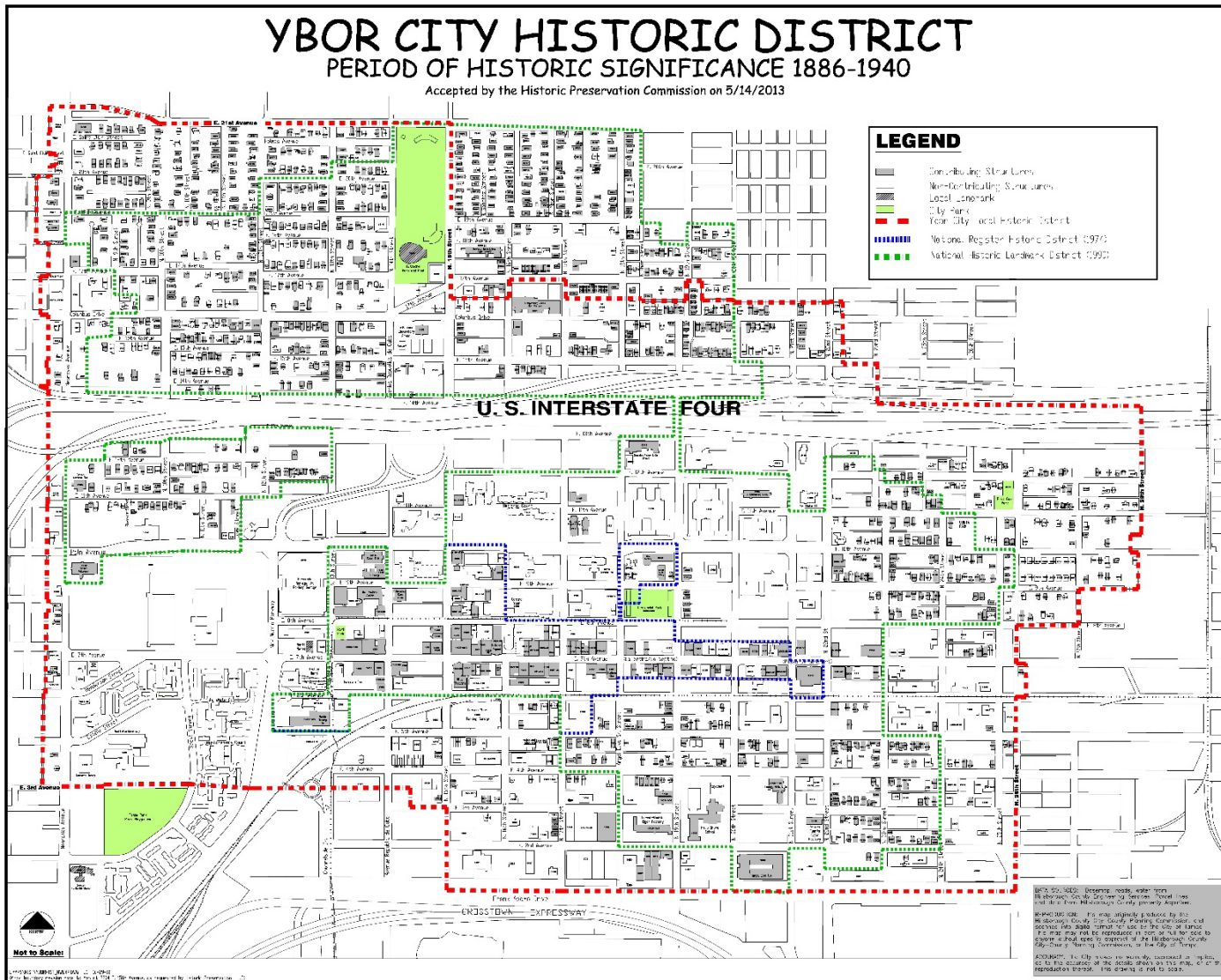
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NOTES: The City makes no warranty, expressed or implied, as to the accuracy of the data shown on this map or of the information provided. The drawing is not to scale.

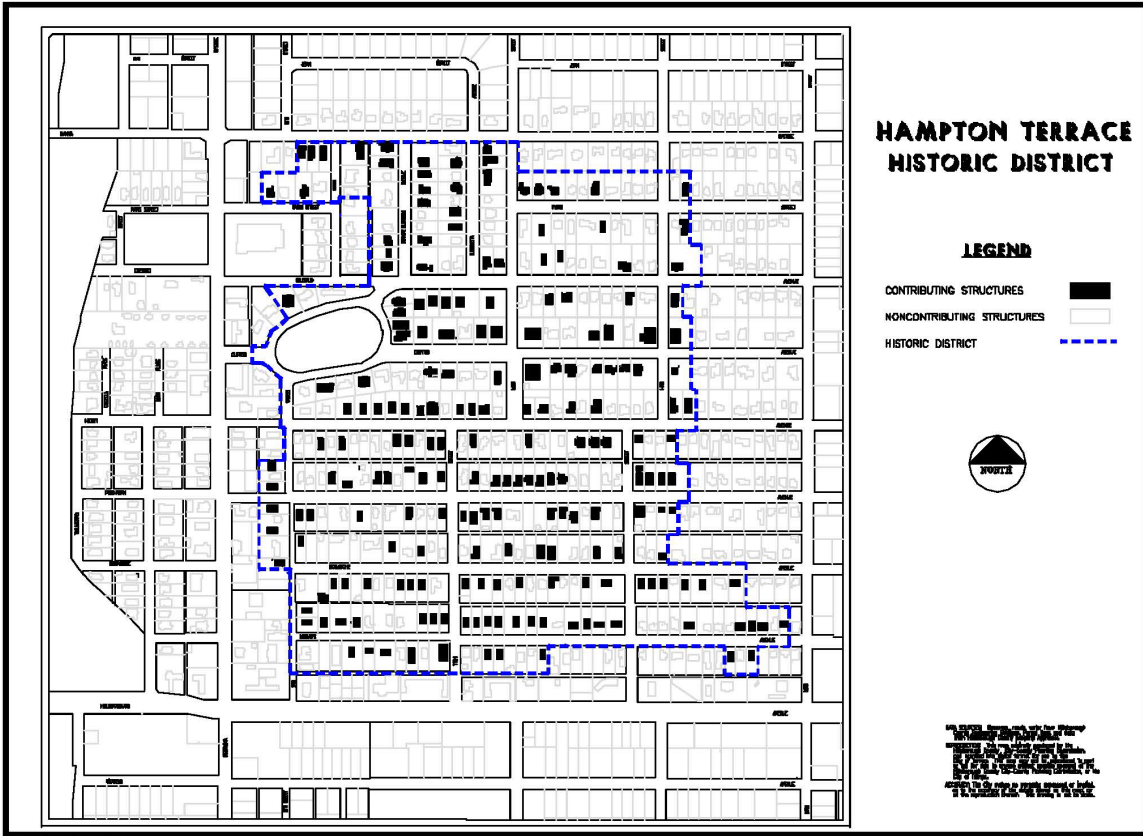
Ybor City Historic District

YBOR CITY HISTORIC DISTRICT PERIOD OF HISTORIC SIGNIFICANCE 1886-1940

Accepted by the Historic Preservation Commission on 5/14/2013

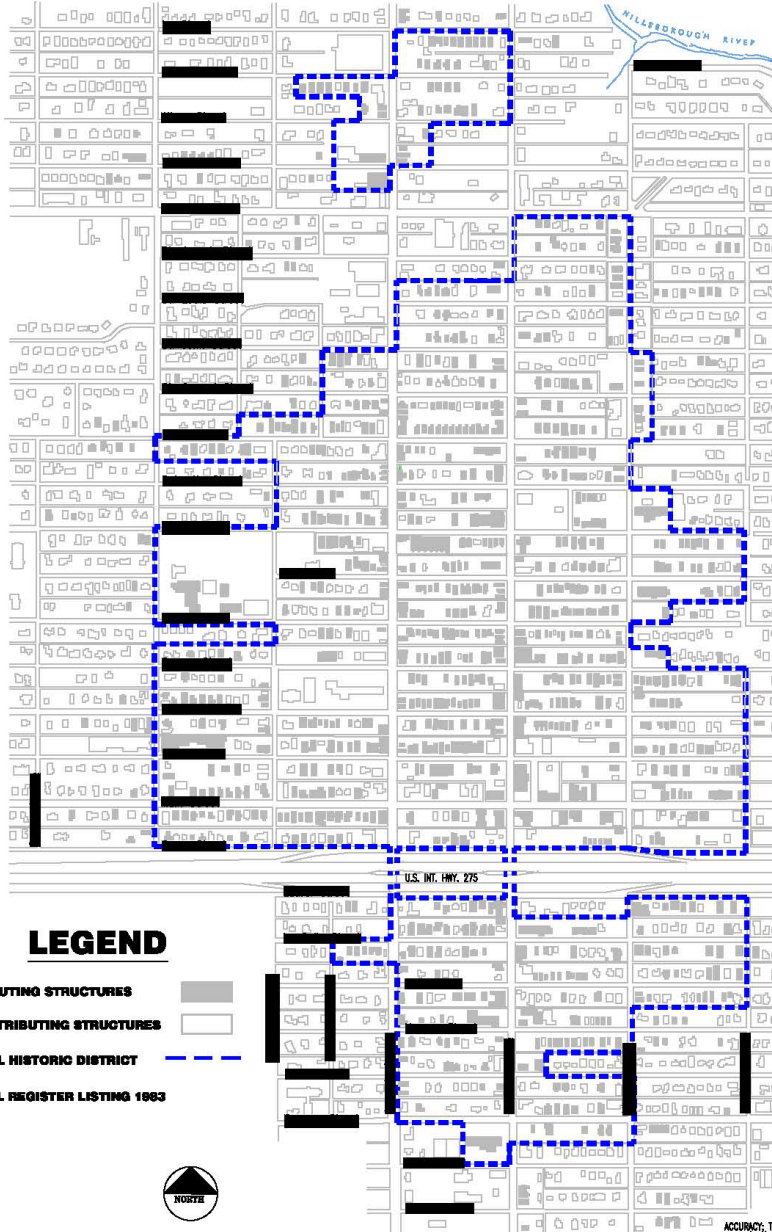


Hampton Terrace Historic District



West Tampa Historic District

WEST TAMPA NATIONAL HISTORIC DISTRICT

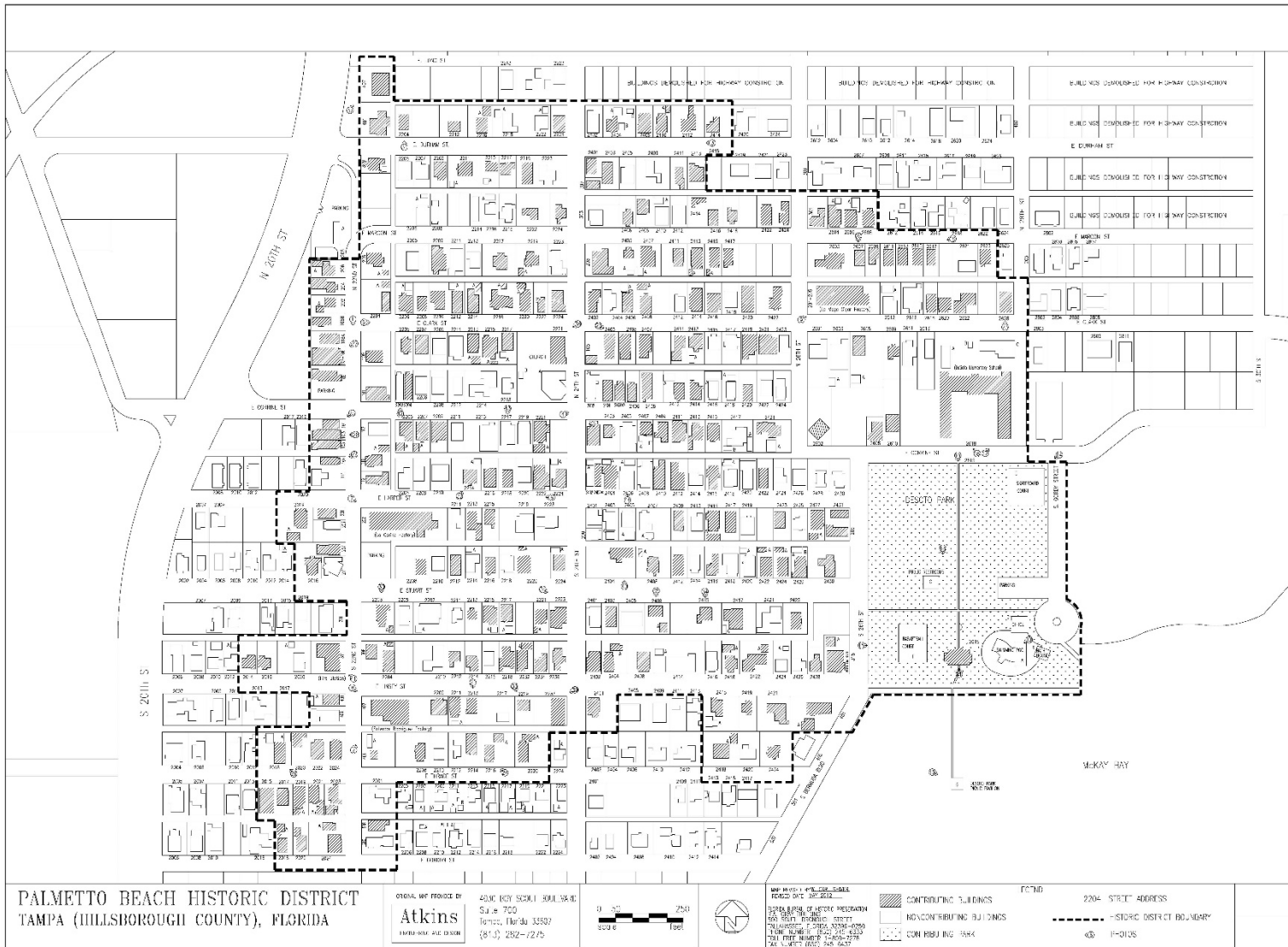


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ACCURACY: The City makes no warranty, expressed or implied, as to the accuracy of the data shown on this map, or of the reproduction thereof. This drawing is not to scale.

Produced by LDC 09/16/03

Palmetto Beach Historic District

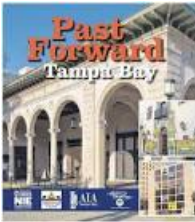


HISTORIC PRESERVATION CHALLENGE GRANT PAST AWARDS

2012 FIRST ROUND

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: American Institute of Architects (AIA Tampa)
Project: "Past Forward Tampa Bay/Tampa Bay Times in Education"
Award: \$10,000
Status: Completed



The allocation was for the production of *Past Forward Tampa Bay*, a newspaper insert distributed to all eighth grade students at Hillsborough County schools (approximate circulation 16,300); inserted into all Hillsborough County home delivery and single copy (retail) copies of the *Tampa Bay Times* on a Sunday (approximate circulation 115,000); inserted into all Hillsborough County copies of *tbt** on a Friday (approximate circulation 68,000); and distributed via partner organizations throughout Hillsborough County during the Republican National Convention (RNC). Copies of the publication

were distributed to visitor bureaus and AIA Florida chapters throughout the state after the RNC. The County was recognized in the publication for its support.

Grantee: The Friends of Henry B. Plant Park
Project: "Plant Park Cell Phone Tour"
Award: \$10,000
Status: Completed



The allocation was for the development of a cell phone tour through Plant Park, which linked the Park, H.B. Plant Museum and the University of Tampa. A QR code for each stop on the walk was installed on architecturally designed stones placed in the gardens. The tour provides 20 stations of historical and botanical information in English and Spanish along with a brochure.

www.friendsofplantpark.com/take-the-tour

Grantee: Friends of Public Art, Inc.
Project: "Tampa Cultural & Heritage Walking Tour"
Award: \$2,000
Status: Declined

The allocation was for the website development with a digitized brochure of the Tampa Cultural and Heritage Walking Tour that would feature public art, historic architecture and historic significant events that shaped the City of Tampa, The tour would highlight walkable routes throughout sections of Downtown, including the Channel District and Ybor City.

Grantee: The Friends of the Riverwalk, Inc.
Project: "Historic Monument Trail of the Tampa Riverwalk"
Award: \$120,000
Status: Completed



The proposal was for the design of 12 historic sculptures, 11 busts and one (1) larger monument for a total of 12 sculptures (with the Grantee's match) which were to be completed in 2012 and 2013. This was the first part of a planned set of 36 sculptures to be placed along the downtown Riverwalk over six (6) years. Final funding supported the completion of 12 busts highlighting people and events in the history of Hillsborough County.

Grantee: Plant City Photo Archive & History Center
Project: "Sculpture and Smithsonian Exhibition"
Award: \$10,000
Status: Completed



The allocation was for the temporary installation of eight (8) sculptures by acclaimed artist J. Seward Johnson in various locations in Plant City's Historic Downtown. These sculptures, on loan from The Sculpture Foundation, complimented the Smithsonian Institution's traveling exhibit "Journey Stories" at the Photo Archive Gallery from May 26 through August 31, 2012. The award was subject to the grant of \$5,000 from the City of Plant City Community Development Agency. In 2014, the

Grantee arranged for a second set of sculptures placed downtown over the summer without grant support.

Grantee: Sesquicentennial Commission
Project: "Hillsborough County War Between the States Sesquicentennial Tour"
Award: \$2,750
Status: Declined

The allocation was for website production in coordination with the creation of a brochure on the War Between the States Walking and Driving Tour throughout the County. The award was subject to the completion of a formal organization as a 501(c)3 nonprofit entity.

Grantee: Tampa Bay History Center (TBHC)
Project: "Bringing the Drawings and Buildings of M. Leo Elliott to Life"
Award: \$10,000
Status: Completed

The award was for equipment (high capacity format scanner, archival preservation supplies and flat file storage units) to support the archival work for the conservation, digitalization and cataloging of 25 key architectural drawings of major historical buildings of famed Tampa architect M. Leo Elliot.

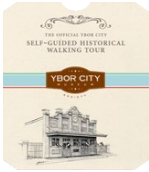
Grantee: Temple Terrace Preservation Society, Inc.
Project: "Temple Terrace Museum Master Plan"
Award: \$3,000
Status: Completed

The allocation supported the marketing plan to promote historic places in Temple Terrace. The marketing plan was a component in the development of a Temple Terrace Historic Master Plan which included: a long-range strategic plan, business plan and marketing plan in planning for a history museum. A private home remains under consideration as a candidate location for the museum.

Grantee: Ybor City Chamber of Commerce
Project: "If Walls Could Talk"
Award: \$20,000
Status: Completed

Grant funding allowed the Chamber to update the multimedia and video productions shown at the Visitor Information Center at Centro Ybor (a presentation venue shared with the Ybor City Museum Society). The productions were also posted on the Chamber's website to promote the Historic District. www.ybor.org

Grantee: Ybor City Museum Society, Inc.
Project: "The Official Ybor City Self-Guided Historical Walking Tour"
Award: \$9,600
Status: Completed



This supported the design of a tour of historic buildings in Ybor's National Historic Landmark District, placed online for downloading by visitors to their cell phones and multimedia players. Visitors can listen and access the information as they walk through the historic district. <http://www.discoverybor.org>

BUILDING AND SITE PROJECT ALLOCATIONS

Grantee: Bealsville, Inc.
Project: "The Renovation of Glover School"
Address: 5014 Horton Road, Plant City 33614 (County)
Designation: National Register of Historic Places, U.S. National Historic Landmark
Award: \$39,250
Status: Expired



The allocation is for the restoration of the two major concrete buildings including the interior and exterior renovations. In addition, matching funds support: improvements to grounds (irrigation and landscaping of front grounds, addition of crushed gravel to the parking area, repair and painting of flagpole, upgrades to existing accessory structures, and a new permanent sign. The work is conducted in phases. The County through its Community Development Block Grant program

assisted the Grantee in the restoration of the historic wood buildings, which complement this supplemental support, completing the complex for several services and events.

Grantee: The Hillsborough Education Foundation (El Centro Español de West Tampa)
Project: "Hillsborough Education Foundation Building Excellence Initiative"
Address: 2306 North Howard Avenue, Tampa 33607
Designation: National Register of Historic Places, Local Historic Landmark, National Historic District (West Tampa)
Award: \$100,000
Status: Expired



The funding was for the repair and restoration of exterior windows (estimated to be 86) and the restoration of the interior grand staircase.

Grantee: Hillsborough Lodge No. 25 Free and Accepted Masons
Project: "Preserving and Perpetuating a Tampa Landmark"
Address: 508 East Kennedy Boulevard, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$24,000
Status: Completed

The funding was for the repointing of the north wall and restoration of brass entry doors.

Grantee: Italian Club Cemetery
Project: "Keeping the Past Alive - Cemetery Rehabilitation"
Address: 2502 East 21st Avenue, Tampa 33605
Designation: Florida Heritage Site
Award: \$100,000
Status: Completed



The funding, up to \$100,000, is to strengthen the security of the cemetery and enhance the site as a destination for tourists and residents interested in the history associated with it. The award will support the installation of a perimeter, gate and camera security system, landscape improvements such as the construction of interior sidewalks for better pedestrian circulation, the restoration/rehabilitation of up to 126 gravesites/ monuments, and a new roof for the existing mausoleum.

Grantee: Tampa Theatre, Inc.
Project: "Tampa Theatre Improvements" (Phase 1)
Address: 711 North Franklin Street, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$150,000
Status: Completed



The funding was used to repair and renovate the Tampa Theatre's projection booth and replace deteriorating exterior windows and doors. The project included architectural and design work for the new windows and doors along the Florida Avenue and Polk Street elevations to match the original designs and the installation of a new dedicated HVAC system for the projection booth. The County funds were matched by funds dedicated to these projects through the City of Tampa's Capital Improvement Program, and financial support from the

Tampa Theatre Foundation. tampatheatre.org

2012 SECOND ROUND

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Tampa Downtown Partnership (TDP)
Project: "Touring Tampa Campaign"
Award: \$13,650
Status: Completed

The award supported a unique marketing campaign that introduced and branded "Touring Tampa," a one-stop information hub for all things Historic in Downtown Tampa and Ybor City. This collaborative program promoted the diverse tours offered to visitors in Tampa. The TDP tied the tours funded by the HPCG awards in the first round in FY 12, working closely with the Hillsborough County Economic Development Department and the Tampa Bay Convention and Visitors Bureau in their collaborative marketing programs. TDP worked with the City of Tampa, Tampa Preservation Inc., Tampa Bay History Center, University of South Florida Department of History, University of Tampa, American Institute of Architects (AIA) Tampa Bay Chapter, Friends of Plant Park, Friends of Public Art, Friends of the Riverwalk, Sesquicentennial Commission, TECOLine Historic Streetcar, Ybor Chamber of Commerce and its Visitor Information Center funded by the County, Ybor City Museum Society and other nonprofit entities. It tied into the TDP "Do the Local Motion Walking Tours." The project marketing campaign was developed with print advertising, rack brochures, and social media.

www.tampasdowntown.com/play/touringtampa.aspx

Grantee: Museum of Science and Industry, Inc. (MOSI)
Project: "R. T. Bowers Historic Tree Grove"
Address: 4801 East Fowler Avenue, Tampa 33617
Award: \$24,950
Status: Completed



The award supported the upgrade and expansion of the R. T. Bowers Historic Tree Grove ("Grove") at the entrance to MOSI in Tampa. With these improvements, the Richard T. Bowers Historic Tree Grove is a fully functional exhibit space highlighting 18 trees with historical links to Florida history. The Grove Project created a community landmark garden that encouraged the discussion of history and community. The attractiveness of the Grove as a revenue generating event and reception space was enhanced by these improvements. Hillsborough County is the owner of the MOSI property. MOSI operates the museum and the property pursuant to a Management Agreement. <http://lepcurious.blogspot.com/p/historic-tree-grove.html#!/p/historic-tree-grove.html>

BUILDING AND SITES ALLOCATIONS

Grantee: Ybor District Hotel Holdings, LLC (formerly known as Broadway Development)
Project: "Las Novedades Renovation"
Address: 1420 East Seventh Avenue, Tampa 33605
Designation: National Register of Historic Districts, Local Historic District, Historical Marker (Ybor City)
Award: \$250,000
Status: Completed

The allocation is for the revitalization of the Las Novedades Building to incorporate this historic property into a larger hotel project. The grant will support restoration work to include stabilization of the structure, restoration of storefront windows, re-stuccoing of the façade(s), interior finishing, roofing, design and permitting include stabilization of the structure, restoration of storefront windows, re-stuccoing of the façade(s), interior finishing, roofing, design and permitting. The total project cost is \$842,212. Agreement includes the condition that grant funding be returned to Hillsborough County on an amortized basis if the property is sold within five (5) years of award date.

Grantee: Cherokee and Associates
Project: "Labor Temple Project"
Address: 2004 North 16th Street, Tampa 33605
Designation: National Register of Historic Places, National Register of Historic Districts, Local Historic District (Ybor City)
Award: \$100,000, revised to \$98,000
Status: Declined



This allocation was for the exterior stabilization of the building including the repointing of the masonry walls, rehabilitation of the exterior doors and windows and underpinning construction. Grantee was awarded a \$10,000 City of Tampa, Community Redevelopment Area (CRA) Façade Grant. Total project cost was \$475,330. The Grantee was required to obtain multiple construction bids and the Agreement included a condition that grant funding be returned to Hillsborough

County on an amortized basis if property were sold within five (5) years of award date.

Grantee: Italian Club Cemetery
Project: "Keeping the Past Alive – Mausoleum Project"
Address: 2502 East 21st Avenue, Tampa 33605
Designation: Florida Historical Marker
Award: \$150,000
Status: Expired

This allocation is for the construction of a new mausoleum adjacent to the existing mausoleum on property given to the Italian Club by the City of Tampa. The revenues from the sale of the new crypts and niches will be set up in a separate account/trust for the long term perpetual care and maintenance of the cemetery. Total project cost is \$322,044. Grantee must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. Agreement will include a condition that grant funding will be returned to Hillsborough County if property is sold within five (5) years of award date.

Grantee: Michael Murphy Ybor Casita
Project: Art Gallery (Silver Meteor) Rehabilitation and Renovation
Address: 2213 East 6th Avenue, Tampa 33605
Designation: National Register of Historic Districts, Local Historic District (Ybor City)
Award: \$34,000
Status: Completed



The funding was for the repair and restoration of the “casita” including new roof, porch restoration, piers/beams, flooring, painting, stabilization of structure and the addition of handicap ramps, allowing its continued use as an art gallery and performance venue. This use is consistent with the City of Tampa/Ybor City Development Corporation’s “Ybor City Vision Plan for Ybor CRA 2.” Total project cost is \$78,250. Agreement included a condition that grant funding will be

returned to Hillsborough County on an amortized basis if property is sold within five (5) years of award date.

Grantee: St. James House of Prayer Episcopal Church
Project: Phase I Renovation and Restoration
Address: 2708 North Central Avenue, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark,
National Register of Historic Districts, Local Historic District (Tampa Heights),
Award: \$64,000
Status: Completed



The funding was for re-roofing, insulation and waterproofing, and restoration of the historic exterior doors. Grant was for exterior construction of main building and the reproduction of historic signage. Total project cost estimate was \$ 128,000. Note that this Award was for exterior improvements limited to the historic building, based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset.

Grantee: St. Peter Claver Catholic School
Project: “St. Peter Claver School Revitalization Project”
Address: 1401 North Governor Street, Tampa 33602
Designation: Local Historic Landmark
Award: \$16,250
Status: Declined, Agency not Eligible, Reapplied, See FY15 Awards



The funding request was for the repair of gutters and soffits, application of waterproof sealer on brick and repair and repainting of wood. Grant only applied to the exterior restoration of the main building. Total project cost was \$32,500, limited to exterior improvements to the main, historic building which was part of the property owned by a religious organization.

Grantee: Tampa Realistic Artists, Inc.
Project: Old Hyde Park Art Center Renovation
Address: 705 West Swann Avenue, Tampa 33606
Designation: National Register of Historic Districts, Local Historic District (Hyde Park)
Award: \$18,000
Status: Completed

Funding supported the restoration of the once more prominent entrance to the building, protection of the historic front doors and enhancement of the front entry area. Total project cost is \$36,000.

Grantee: The Chiselers
Project: "Sealing the Envelope – Tampa Bay Hotel Window Restoration" (Phase 2)
Address: 401 West Kennedy Boulevard, Tampa 33606
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$250,000
Status: Completed



This allocation was for the restoration and rehabilitation of 178 exterior windows. Total project cost was \$500,000. Grantee met the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies.

Grantee: Tyler Temple Lofts, LLC
Project: "Sanctuary Lofts Rehabilitation"
Address: 502 East Ross Avenue, Tampa 33602
Designation: National Register of Historic Districts, Local Historic District (Tampa Heights)
Award: \$52,000
Status: Completed



This allocation was for the restoration and rehabilitation of the stained glass windows in the main sanctuary redeveloped in 2002 for multi-family residences. Total project cost was \$104,000 for the window component. Grantee met the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. Agreement included a condition that grant funding be returned to Hillsborough County if property is sold within five (5) years of award date. www.sanctuarylofts.com/historical.php

Grantee: Ybor City Museum Society, Inc.
Project: "The Al Lopez Baseball Museum"
Address: 2003 North 19th Street, Tampa 33605
Designation: National Register of Historic Districts, Local Historic District (Ybor City)
Award: \$250,000
Status: Completed



Funding was for the rehabilitation of the Al Lopez home and development of the proposed museum in Ybor City. Total original project cost was \$579,550. Grantee met the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. tampabaseballmuseum.org/

2013 FIRST ROUND

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Tampa Bay History Center (TBHC)
Project: "Three Exhibitions"
Award: \$8,000
Status: Completed

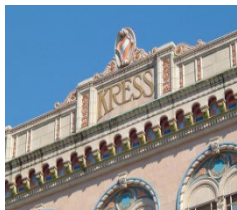
The funding supported the project "Historic Communities and Place Names of Hillsborough County." The allocation was for equipment and related installation expenses. The Project comprised three exhibitions: "Why Do They Call It That?", "Tampa Changing," and "African American Heritage," used current and historical photographs and documents, the TBHC's collections, and the Burgert Brothers Collection from the Tampa-Hillsborough Public Library System. The permanent displays educate TBHC visitors about the historical significance of these communities and buildings in an interactive way that is informative, engaging and entertaining. The total project cost exceeded \$45,000.

Grantee: The Friends of the Riverwalk, Inc.
Project: "Historic Monument Trail" (Part II)
Award: \$99,500
Status: Completed

The allocation continues the County's support in the design and installation of 12 sculptures (busts or sculptural units) with the Grantee's match, which are to be completed by 2016. Ultimately, the Trail will have 36 or more sculptures placed along the downtown Riverwalk over six years. The cost includes the bust and pedestal as well as the interpretive historic plaque, lighting and installation for each unit. The total cost is estimated to be over \$250,000. The County is recognized on a small bronze plaque on each installed unit as well as on the Riverwalk Wall offered to major donors of gifts.

BUILDING AND SITE PROJECTS ALLOCATIONS

Grantee: Kress Square II, LLC
Project: "Kress Building Façade Restoration"
Address: 811 N. Franklin Street, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$23,000
Status: Declined



This award supports the exterior repair and restoration of the building facades on North Florida Avenue and Franklin Street. The building was constructed in 1929. The total project cost is estimated to be \$46,000. The completion of the façade restoration is part of the developer's work underway to bring the Kress Building back into active use with a combination of housing, boutique hotel and event/banquet/wedding facility space with retail/restaurant businesses.

(Developer requested a delay.)

Grantee: North Tampa Housing Development Corporation (NTHDC)
(Original Grantee was the Tampa Housing Authority (THA))
Project: "St. James Episcopal Church Historic Rehabilitation"
Address: 1202 N. Governor Street, Tampa 33602
Designation: None, the Florida Department of State, Division of Historical Resources confirmed that the building is in its Florida Master Site File, so it is potentially of historical significance.
Award: \$218,000
Status: Governmental Entity, cannot receive Grant.

The funding was to contribute to the THA's U.S. Department of Housing and Urban Development (HUD), funding to stabilize and rehabilitate the architectural and structural elements of the existing St. James building, built in 1921 (estimated). The building is in the Encore District redevelopment area in the western area of downtown Tampa. In December 2012, the THA received \$30 million in HUD's Choice Neighborhoods Initiative grant program of which a total of \$1.5 million was designated for the stabilization and restoration of the St. James building. The THA, the original Grantee, was deemed a Public Body Corporate and Politic under Florida Statutes, Title 30, Chapter 421, and thereby was excluded by the BOCC policy establishing the guidelines of the HPCG program.

2013 SECOND ROUND

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Florida Trust for Historic Preservation
Project: "From Minarets to Mid-Century Modern: Historic Preservation in Tampa, 36th Annual Statewide Conference of the Florida Trust for Historic Preservation"
Award: \$30,000
Status: Completed

The allocation assisted in the marketing and promotion of "From Minarets to Mid-Century Modern: Historic Preservation in Tampa," the 36th annual statewide conference of the Florida Trust for Historic Preservation ("Trust"), a 501(c)3 organization. The conference was held May 14 through 17, 2014, in Tampa and Hillsborough County. Conference attendance was over 300 registrations. Events highlighted the venues and buildings that have been supported by the Historic Preservation Challenge Grant program, as well as historic neighborhoods throughout the County. Workshops and tours focused on topics related to historic preservation, neighborhood walks, and tours inside major historic buildings. Marketing materials encouraged attendees to bring families and extend their stays. The total budget of the conference exceeded \$100,000, with additional support from sponsors and businesses marketing services and products to individuals active in preservation and adaptive reuse efforts. www.floridatrust.org

Grantee: Friends of Union Station, Inc
Project: "Tampa Bay's Railroad History *Tampa Bay Times/News* in Education (NIE) Supplement"
Address: 601 North Nebraska Avenue, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$13,000
Status: Completed



The allocation supported the production, and distribution of a full-color, tabloid-style educational supplement prepared by the Tampa Bay Times (TBT) News in Education (NIE) office in coordination with the nonprofit Friends of Union Station. It focused on the past, present and future of the railroad in Tampa Bay and Hillsborough County and conveyed the immense social and economic impact that the railroad has had on the region. The publication featured Tampa Union Station

and other Hillsborough County historic railroad structures as well as historic and current maps, photos and documents. It was distributed to all public school students in fourth and fifth grades in Hillsborough County and inserted in all Hillsborough County home delivery and single (retail) copies of the *Tampa Bay Times* on a Sunday preceding the National Train Day celebration. The approximate print circulation exceeded 145,000. The publication date in April 2014, coincided with the seventh annual National Train Day (May 12, 2014), celebrated regionally at the historic Tampa Union Station. The total project cost exceeded \$30,000. See www.tampaunionstation.com.

BUILDING AND SITES ALLOCATIONS

Grantee: 6108 & 6166 North, LLC
Project: "Central and Hanna Avenues"
Address: 6108-6116 N. Central Avenue, Tampa 33604
Designation: National Register of Historic Districts and Local Historic District (Seminole Heights)
Award: \$22,000
Status: Declined, Grant Reissued in FY 14 Cycle

The allocation was for the exterior repair, painting and restoration of the retail building. Enhancements include the replacement of the original canopy and the addition of exterior lighting and pavers to enhance the historic character of the building and its contribution to the neighborhood. The total project cost was estimated to be \$44,000.

Grantee: Tampa Hotel Partners, LLC,
Project: "Atrium Restoration at the Historic Federal Courthouse"
Address: 601 North Florida Avenue, Tampa 33602
Designation: National Register of Historic Places and GSA National Monument
Award: \$99,500
Status: Completed



The funding contributed to the restoration and re-creation of the 2,248-square foot main atrium of the Courthouse built in 1905, redeveloped as a hotel, the Le Meridien Tampa in downtown Tampa which opened in mid-2014. The Atrium Project enhanced the experience of visitors staying or dining in the Hotel. The total project cost of the atrium restoration was over \$400,000. The hotel restoration exceeded \$30 million.

Grantee: Tampa Jewish Community Center/Federation, Inc.
Project: "Tampa Jewish Community Center South Campus" (Phase 1)
Address: 522 North Howard Avenue, Tampa 33606
Designation: National Register of Historic Places, Local Historic Landmark, National Historic District (West Tampa)
Award: \$151,200
Status: Completed



The funding supports the cost for the repair and replacement of the roof of the Fort Homer W. Hesterly Armory building. The total cost for the roof is estimated to be \$580,000. Approximately one half of the Armory site, or five acres, has been transferred to the Tampa JCC/Federation, Inc. ("JCC"). The JCC completed plans to establish a Tampa Jewish Community Center South Campus project to transform the Armory building and site into a community center serving the needs of the local community, particularly its children, seniors, and low-income households. The Tampa Jewish Community Center South Campus project will take

several years to restore and repair the 83,000 square-foot Fort Homer W. Hesterly Armory building, an art deco style building that once was a premier venue. Along the Armenia Street and Howard Avenue corridor, the location is central to offering community, social and health services to the Downtown and the West and South Tampa neighborhoods. The total redevelopment cost for the five acre site and adaptive reuse of the historic buildings is estimated to be over \$29 million.

2014

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Latin Times Media, Inc.
Project: "4th Annual National Cuban Sandwich Festival Weekend"
Address: Tampa
Award: \$3,000
Status: Expired

The award supported the production of the publication produced by the company for the promotion of the festival in March, 2015.

Grantee: Tampa's Lowry Park Zoo
Project: "Interpreting Cultural and Natural Heritage/Lykes Florida Wildlife Center"
Address: 1101 W. Sligh Avenue, Tampa 33604
Award: \$50,000
Status: Completed

The award supports a consultant to assist in the planning and prototyping of the new exhibit and educational programming themes for the existing Lykes Florida Wildlife Center and the new Florida interpretive Center. The Center will orient visitors to the veterinary medical care and animal science research in the Animal Care Complex, linking the State's cultural and natural heritage. The Zoo receives \$479,353 annually, in County funding from the Seminole Gaming proceeds for operational support.

Grantee: Friends of the Riverwalk, Inc.
Project: "Historical Monument Trail of the Tampa Riverwalk" (Phase 3)
Address: Downtown Tampa Riverwalk
Award: \$50,000
Status: Completed

The award funds a portion of the design and installation of a major monument as part of the Historic Monument Trail. A portion of the planning and preliminary design work on this monument was provided in the first HPCG award of \$120,000 (with \$28,000 available for planning the major monument). The Riverwalk project has received four matching grants for monuments along the Trail, see FY 15 award for details.

Grantee: Tampa Bay History Center (TBHC)
Project: "History Takes Flight: The Story of MacDill Air Force Base through its Iconic Aircraft"
Address: 601 Old Water Street, Tampa 33602
Award: \$13,028
Status: Completed

The funding facilitates the research and development of the new permanent exhibit. TBHC received HPCG award of \$10,000 in FY 12 for an oversized flatbed scanner for archival architectural drawings (completed) and \$8,000 in FY 13 to curate three permanent exhibitions. TBHC also receives County support from the Seminole Gaming proceeds for operational support.

BUILDING AND SITES ALLOCATIONS

Grantee: A2, LLC
Project: "Fariss Building Roof and Façade Restoration"
Address: 1701 North Franklin Street, Tampa 33602
Designation: National Register of Historic Districts (Upper North Franklin Street Commercial)
Award: \$98,000
Status: Completed

The funding supports the emergency funding to replace/repair the roof (budgeted at \$60,000, rounded) with the balance of the available funds to be used for window restoration, and exterior façade restoration work. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Lions Eye Institute
Project: "Lozano Building Window Replacement"
Address: 1410 North 21st Street, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$147,275
Status: Completed

The funding supports the replication of 131 windows, which will provide modern energy efficiency. With the Grantee's award amount for \$100,000 or more, it must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: St. Paul Lutheran Church
Project: "St. Paul Lutheran Church Restoration Project"
Address: 5103 North Central Avenue, Tampa 33603
Designation: Local Historic District (Seminole Heights)
Award: \$50,000
Status: Completed

The funding supports the roof renovation and repair including drain/steeple and exterior façade stone/brick mortar repair. Note that this award is limited to exterior improvements to the historic building which is part of the property owned by a religious organization, based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset.

Grantee: Ybor Oliva, LLC
Project: "The Oliva Cigar Factory"
Address: 2008 North 19th Street, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$250,000
Status: Completed

The funding supports the recreation of the historic façade by removing the existing asbestos siding, restoring the original wood siding, and installing historically appropriate windows and doors. The adaptive redevelopment project for planned apartment use also includes soffit and fascia repair and full exterior painting. The property is on the block with the Ybor City Society Museum and across the street from the Society's Tampa Baseball Museum at the Al Lopez House, separately funded through this program. With the Grantee's award amount for \$100,000 or more, it must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: 8-Count Productions
Project: "Renovating the Rialto"
Address: 1617 North Franklin Street, Tampa 33602
Designation: National Register of Historic Districts (Upper North Franklin Street Commercial)
Award: \$95,000
Status: Completed

The award supports façade and brick restoration and interior renovation work that includes A/C and electrical updates and ADA compliance bathroom renovations, to support the adaptive reuse of the space as a performance center, as well as commercial graphics print materials and website updates to assist in its initial marketing efforts.

Grantee: 6108 and 6116 North, LLC
Project: "Central and Hanna Avenue Restoration"
Address: 6108-6116 North Central Avenue, Tampa 33604
Designation: National Register of Historic Districts and Local Historic District (Seminole Heights)
Award: \$20,000
Status: Completed

The funding is for the restoration of the canopy that extends over the sidewalk along Central Avenue on which the commercial building fronts. The owner had received a HPCG award in FY13 for the same project, but declined it and returned, based on more detailed cost estimates.

Grantee: Tampa Jewish Community Center/Federation, Inc. (JCC)
Project: "Homer W. Hesterly Armory" (Phase 2)
Address: 522 North Howard Avenue, Tampa 33606
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$100,000
Status: Completed

The funding supports the restoration and repair of approximately 160 individual windows and two rows of continuous clerestory windows (estimated at 200 by 5 feet in area). With the Grantee's award amount for \$100,000 or more, it must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In FY 13, the JCC received \$151,200 in HPCG funds for the replacement/repair of the Armory roof. This second grant brings the award total to \$251,200.

Grantee: Tampa Theatre, Inc.
Project: "Tampa Theatre Sealing the Envelope"
Address: 711 North Franklin Street, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$150,000
Status: Completed

The funding supports the continuation of window repair/replacement and additional repairs to minimize water intrusion in the building, excluding the basement. The Tampa Theatre, Inc. is a nonprofit that manages the City of Tampa-owned venue at 711 North Franklin Street. The Grantee's award amount is for \$100,000 or more and must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In FY 12, the Tampa Theatre received \$150,000 in HPCG funds for emergency repairs and façade improvements. The cash match to this award will be raised by Tampa Theatre, Inc.

Grantee: The Chiselers
Project: "Tampa Bay Hotel/Sealing the Envelope" (Phase 2)
Address: 401 West Kennedy Boulevard, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$250,000
Status: Completed

The award supports the restoration project involving the repair and replacement of the building's windows (a continuation of work), 22 exterior balconies and related sealing of the facade. The Grantee's award amount for \$100,000 or more must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In FY 12, the Chiselers received \$250,000 in HPCG funding for window repair/replacement work on 178 windows, which was completed.

Grantee: Ybor City Museum Society, Inc.
Project: "Tampa Baseball Museum at the Al Lopez House"
Address: 2003 North 19th Street, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$50,000
Status: Completed

The allocation is for supplemental assistance limited to interior improvements/finishing for museum exhibition displays. In FY 12, Ybor City Museum Society received \$250,000 in HPCG funding released after the House was relocated to the Ybor historic district. At the time of the matching grant award of \$250,000, the total budget for the project was \$569,000, to relocate the house of 1,400 square feet, stabilize and restore the structure, complete the interior finishing with exhibition displays, landscaping, signs and marketing and outreach. (Reclassified as Heritage Tourism.)

2015

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Friends of the Riverwalk, Inc.
Project: "Historic Monument Trail of the Tampa Riverwalk" (Phase IV)
Address: Downtown Tampa Riverwalk
Award: \$50,000
Status: Completed

The award funds a set of six busts to be installed through 2016, as part of the Historic Monument Trail ("Trail"). Total project cost estimate is \$101,350. The project has received four matching grants for 31 monuments along the Trail totaling \$319,500. (In FY 12, \$120,000 was awarded to install the first 12 busts with the balance for the planning and preliminary design work of a major monument. The FY 13 matching grant for \$99,500 was for the second set of 12 busts to be installed through 2015. The FY 14 matching grant was \$50,000 for additional design and installation work on the major monument as part of the Trail.)

BUILDING AND SITES ALLOCATIONS

Grantee: Tampa Crossroads, Inc.
Project: "Rose Manor Rehabilitation"
Address: 202 W. Columbus Drive, Tampa 33602
Designation: Local Historic Landmark and Local Historic District (Tampa Heights)
Award: \$83,500
Status: Completed

The award supports the repair/replacement of the roof, painting of the interior and exterior, and the interior renovation with the replacement of doors carpets, flooring, cabinetry, windows and woodwork. Award is net of contingency, contractor, Architect and permit costs/fees. Soft costs excluded from reimbursement, include temporary resident relocation and staff administration. Total project cost estimate is \$194,020. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Dream Center of Tampa, Inc.
Project: "Dream Center Gymnasium"
Address: 2806 N. 15th Street, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$97,500
Status: Completed

Funding supports air conditioning (HVAC) and roof replacement, and façade improvements/sealing, door and window replacement, painting, painted sign and canopy installation limited to the auditorium. The award is net of contingency, contractor, Architect and permit costs/fees. Total project cost estimate is \$195,000. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. This is a non-contributing building in the Ybor Historic District. The Florida Department of State sent a document confirming that the building could be eligible for National Landmark consideration.

Grantee: Alan Kahana, Owner, Contractor
Project: "VM Ybor Cigar Building"
Address: 1902 N. Avenida Republica de Cuba, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$72,810
Status: Completed

The allocation supports the renovation and adaptive reuse of the "Famous Night School" to attract commercial uses. Award may be applied to façade improvements with repointing and sealing of brick, door and window replacement, painting, and restoration of balcony. The award excludes costs associated with permits and fees, design/engineering, construction contingency and contractors overhead. Total project cost estimate is \$198,860. In FY 12, the Grantee had been awarded \$100,000 as Cherokee and Associates for the Labor Temple project at 2004 North 16th Street. The amount was later reduced to \$98,000 and declined. Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if property is sold within five (5) years of award date, and requires the Grantee to obtain multiple competitive bids to support the owner/contractor's cost estimates in the application and final construction budget before proceeding.

Grantee: Friends of Henry B. Plant Park, Inc.
Project: "Henry B. Plant Park Irrigation Installation"
Address: 401 West Kennedy Boulevard, Tampa 33602
Designation: Local Historic Landmark District (Extended)
Award: \$25,000
Status: Completed

The award supports a new irrigation system for the Plant Park to maintain historic plantings. Total project cost estimate is \$82,065. In FY 12, the Grantee received \$10,000 in HPCG funding for a mobile cell tour of the Park, completed before the Republican National Convention was held in Tampa.

Grantee: Lions Eye Institute
Project: "Lozano Building Main Staircase Replacement" (Phase 2)
Address: 1410 North 21st Street, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$100,000
Status: Completed

Funding supports the construction of a new staircase at the main entrance with handrails and lighting, installation of new overhead canopy. The award excludes the costs associated with permits, the water wall/memorial park and related landscaping. Total project cost estimate is \$269,035. With the Grantee's award amount for \$100,000 or more, it must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In FY 14, the Institute received \$147,275 for replication and installation of 131 windows in the building to provide modern energy efficiency.

Grantee: Central Park Village Youth Services, Inc. with St. Peter Claver Catholic School
Project: "St. Peter Claver School Revitalization Project"
Address: 1401 North Governor Street, Tampa 33602
Designation: Local Historic Landmark
Award: \$32,320
Status: Completed

Funding supports the repair of gutters and soffits, washing and waterproofing of building exterior with application of waterproof sealer on brick, the repair and repainting of wood, replacement and painting of entrance doors and frame, and the addition of an accessible ramp to the front entrance. The project is recommended for funding based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset. Total project cost estimate is \$64,640, limited to exterior improvements to the main, historic building which is part of the property owned by a religious organization. The school was recommended for an award of \$16,340 in FY 12, but school officials were not able to proceed at that time.

Grantee: St. Paul Lutheran Church
Project: "St. Paul Lutheran Church Restoration Project" Phase 2
Address: 5103 North Central Avenue, Tampa 33603
Designation: Local Historic District (Seminole Heights)
Award: \$18,250
Status: Completed

The award supports exterior façade stone/brick mortar repointing, and window and door repair and/or replacement. Total project cost estimate is \$36,500. The project is recommended for funding based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset. In FY 14, the Church received \$50,000 for roof renovation and repair, including drain/steeple and related exterior façade stone/brick mortar repair, which are nearing completion.

Grantee: Ybor Marti, LLC
Project: "The Ybor Marti Building"
Address: 1302 East 7th Avenue, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$72,810
Status: Completed

The award is to support roof replacement and façade improvements/sealing, repointing brick/masonry; door, window, rails replacement and/or painting. The adaptive redevelopment project will include 46 residential units and six shops/offices. Plans are to start the Project in 2016 with completion at the end of 2017. Total project cost estimate is \$9,083,800. (The grantee is a division of the Ybor City Holdings LLC, of which Darryl Shaw is Principal and Manager. He holds the same position in Ybor Oliva LLC, funded in FY 14, for the renovation of the Oliva Cigar Factory at 2008 N. 19th Street.) With the Grantee's awards totaling over \$100,000 or more, it must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Ybor Patio, LLC
Project: "The Buchman Building Renovation"
Address: 1910 East 7th Avenue, Tampa 33605
Designation: National Historic Landmark District, Local Historic District (Ybor City)
Award: \$72,810
Status: Completed

The award supports the renovation of the two-story building with adaptive reuse planned for eight residential units and six shops/offices. Award may support roof replacement, new air-conditioning units, restoration of sign and façade enhancements, such as repointing brick/masonry; door, window, rails replacement and/or painting. Plans are to start end at the end of 2015, with completion at the end of 2016. Total project cost estimate is \$1,636,170. (The grantee is a division of the Ybor City Holdings LLC, of which Darryl Shaw is Principal and Manager. He holds the same position in Ybor Oliva LLC, funded in FY 14, for the renovation of the Oliva Cigar Factory at 2008 N. 19th Street). With the Grantee's awards totaling over \$100,000 or more, it must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

2016

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: The Victory Ship, Inc.
Project: "American Victory Guest Experience Enhancement Project"
Address: 705 Channelside Drive, Tampa 33602
Award: \$2,300
Status: Completed

The award funds a set of TV monitors to be mounted in climatic display cases and related exhibit development at the full amount requested. The SS Victory is listed on the National Register of Historic Places.

BUILDING AND SITES ALLOCATIONS

Grantee: Central Park Village Youth Services, Inc. in partnership with Diocese of St. Petersburg
Project: "Ebenezer Missionary Baptist Church Revitalization Project"
Address: 1212 East Scott Street, Tampa 33602
Designation: Local Historic Landmark
Award: \$30,000
Status: Completed

The funding supports termite treatment and the replacement of the main roof, exterior windows and doors with related repointing/sealing of the brick. The grant only applies to the exterior restoration of the main church building which is part of the property owned by a religious organization. The project is recommended for funding based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset. Total project cost estimate to restore the building, excluding interior finishing to support future use by the adjoining St. Peter Claver School, is estimated to be over \$300,000. The Grantee has a second request in this cycle being recommended for an award, see details below for the St. Peter Claver School.

Grantee: Centro Asturiano De Tampa, Inc. (Centro Asturiano)
Project: "Building Rehabilitation of Bathrooms"
Address: 1913 North Nebraska Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$50,000
Status: Completed

The award supports the repair and upgrade of the basement bathrooms and those on the first floor, including ADA upgrades. Total project cost was estimated at \$121,500. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Franklin Street Group, LLC
Project: "Franklin Street Building Façade Renovation"
Address: 1609 North Franklin Street, Tampa 33602
Designation: Upper North Franklin Street National Commercial District, Local Historic Landmark
Award: \$10,200
Status: Completed

The funding is to support restoration of the front façade at the full requested amount. The local business owner completed the renovation of the building and its interior in 2009, for the adaptive reuse of the space as a fine woodworking studio. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Italian Club Building & Cultural Trust Fund, Inc.
Project: "Preservation of Ybor City's Historic Gem: L'Unione Italiana"
Address: 1731 E. 7th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$80,900
Status: Completed

The funding supports the termite treatment of the entire building, painting of the exterior including window frames, repair of windows, plumbing upgrades, and roof flashing and related repairs. Total project cost was estimated to exceed \$162,000. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: KRM Group
Project: "Blake Estate Victorian Porch"
Address: 2826 N. Central Avenue, Tampa 33602
Designation: Tampa Heights Local Historic District, Tampa Heights National Historic District
Award: \$20,000
Status: Expired

The award supports the rebuilding of the front porch on one of the oldest houses in the District. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. The Estate site has several buildings that are leased (one as an art studio) with a total restoration cost of \$400,000.

Grantee: Sight BF Flats, LLC
Project: "The Bootlegger Factory Flats Adaptive Reuse"
Address: 3108 N. Jefferson Street, Tampa 33602
Designation: Tampa Heights Local Historic District
Award: \$23,000
Status: Completed

The award supports restoration of store front windows as part of the adaptive reuse of a former factory to 22 rental apartments and an ongoing business, with a total project cost of over \$1.5 million. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Temple Terrace Golf & Country Club
Project: "Temple Terrace Golf & Country Club Irrigation Restoration & Grounds Rehabilitation"
Address: 200 Inverness Avenue, Temple Terrace 33617
Designation: National Register of Historic Places
Award: \$25,000
Status: Expired

The funding supports Temple Terrace Golf & Country Club plans to improve the historic grounds by upgrading its fairways. The award supports the planned irrigation system that totals \$430,000. The City of Temple Terrace is the owner. The total project cost was estimated at \$500,000.

Grantee: The Home Association (Old People's Home)
Project: "Renovation of the Old People's Home"
Address: 1203 East 22nd Avenue, Tampa 33605
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$60,000
Status: Expired

The funding supports the full requested amount for structural stabilization; mitigation of soil erosion around walkways and stairs; asbestos mitigation; A/C repairs; door, window, railing replacement and/or painting; the replacement/repair of front porch; plumbing and electrical upgrades; roof/soffit repairs/replacement and related façade improvements/sealing/repointing brick/masonry. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: A2, LLC
Project: "Fariss Building Window and Façade Restoration II"
Address: 1701 North Franklin Street, Tampa 33602
Designation: Upper North Franklin Street National Commercial District
Award: \$22,500
Status: Completed

The funding supports the continuation of the building's restoration and adaptive reuse. It supports the installation of storefront windows and doors and related façade repairs. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In FY 14, Grantee received a HPCG matching grant of \$98,000 in emergency funding to replace/repair the roof (budgeted at \$60,000) with the balance of the available funds to be used for window restoration, and exterior façade restoration work, which is closed out.

Grantee: Central Park Village Youth Services, Inc. with St. Peter Claver Catholic School
Project: "St. Peter Claver School Revitalization Project (Annex)"
Address: 1401 North Governor Street, Tampa 33602
Designation: Local Historic Landmark
Award: \$78,000
Status: Completed

The award continues restoration, focusing on the adjoining Annex building. Funding supports the replacement of the roof, repair of gutters and soffits, washing and waterproofing of exterior window framing/sills, the repair and repainting of wood, replacement and painting of entrance doors, frames and hardware, and enhancements to the exterior walk area/courtyard between the Annex and the main building with new paving and a canopy. The grant only applies to the exterior restoration of the Annex. The project is recommended for funding based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset. Total project cost estimate is \$197,000, limited to exterior improvements to the Annex and its connecting walkway to the main, historic building which is part of the property owned by a religious organization. The school received an HPCG award of \$32,320 in FY 15, for the repair and repainting of the main, historic building, as well as replacement of entrance doors and the addition of an accessible ramp to the school's front entrance.

Grantee: Cuban Club Foundation, Inc.
Project: "Building Stabilization"
Address: 2010 Avenida Republica de Cuba, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$147,000
Status: Grant monies transferred to Management & Budget

The award recognizes the emergency status to stabilize the structure and includes supporting the replacement of columns 8 through 12, related concrete forms, replacing the floor beams on the first floor as well as roofing. Final selected cost areas are to be identified in advance of the agreement and to be separate from components paid by other County funds. The Grantee's award amount is for \$100,000 or more and must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. The Grantee has received funding approval of \$200,000 from a request made to the Committee in October 2014, which will be applied to the stabilization effort, as well as \$584,000 approved by the BOCC on May 4, 2016. The cost of the stabilization project is estimated to be over \$2 million.

Grantee: Dream Center of Tampa, Inc.
Project: "Dream Center Gymnasium"
Address: 2806 N. 15th Street, Tampa 33605
Designation: Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$60,850
Status: Completed

The award supports installation of a fire suppression sprinkler system in the building adjoining the auditorium. In FY 15, the Grantee received an HPCG award of \$97,500 for the renovation of its auditorium, which is nearing completion. Total project cost estimate is over \$122,000. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. This is a non-contributing building in the Ybor City Local Historic District and Ybor City National Historic Landmark District. Last year, the Florida Department of State sent a document confirming that the building could be eligible for National Landmark consideration.

Grantee: Lions Eye Institute
Project: "Lozano Building Exterior Restoration"
Address: 1410 North 21st Street, Tampa 33605
Designation: Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$40,000
Status: Completed

The funding continues restoration on the building. Funding supports the replacement of the roof overhangs, repair of gutters and soffits, and related sealing, painting, and carpentry. The Agreement includes a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In FY 14, the Institute received \$147,275 for the replication and installation of 131 windows in the building to provide modern energy efficiency, which was completed and closed. In FY 15, it received \$100,000 for a courtyard entry upgrade, which is underway.

Grantee: Tampa Jewish Community Center/Federation, Inc. (JCC)
Project: "Homer W. Hesterly Armory Tower"
Address: 522 North Howard Avenue, Tampa 33606
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$12,750
Status: Completed

The funding supported the restoration of the Armory Tower pinnacle. In FY 13, the JCC received \$151,200 in HPCG funds for the replacement/repair of the Armory roof. In FY 14, a \$100,000 award supported the restoration and repair of approximately 160 individual windows and two rows of continuous clerestory windows. Both projects are completed and closed. On August 5, 2015, it also received a grant of \$1 million from the BOCC toward its \$29 million renovation of the Armory.

Grantee: The Chiselers
Project: "Tampa Bay Hotel/Sealing the Envelope, Minaret"
Address: 401 West Kennedy Boulevard, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$37,500
Status: Completed

The funding is for the continuation of the restoration project, supporting the restoration of the interiors and exteriors of up to three minarets in the upper floors planned by the group. In FY 12, the Chiselers received \$250,000 in HPCG funding for window repair/replacement of 178 windows, and \$250,000 in FY 14 for the repair and replacement of 138 of the building's windows and 22 balconies, which are completed.

2017

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: The Victory Ship, Inc.
Project: "American Victory Guest Experience Enhancement Project"
Address: 705 Channelside Drive, Tampa 33602
Award: \$2,000
Status: Expired

The Award continues funding the American Victory Guest Experience Enhancement Project (Phase II). Scope includes development, of the planned exhibition, "Women Shipbuilders of WWII," and the addition of six to seven portable air conditioning (A/C) units in the exhibit areas at the full amount requested. Phase I included a \$2,300 HPCG award in FY16 for initial exhibit support for three video monitors, now installed. The SS Victory is listed on the National Register of Historic Places.

Grantee: Tampa Bay History Center (TBHC)
Project: Touchton Map Library/Florida Center for Cartographic Education, an Interactive Map Exhibit and Map Preservation/Digitalization
Address: 601 Old Water Street, Tampa 33602
Award: \$95,000
Status: Completed

The Award will support the inaugural Map Center Exhibition at the opening of the museum's new addition, the Touchton Map Library/Florida Center for Cartographic Education, as well as an Interactive Map Exhibit and Map Preservation/Digitalization program.

BUILDING AND SITES ALLOCATIONS

Grantee: Centro Español de Tampa, Inc.
Project: Improvements to the Cementerio Viejo (Old Cemetery)
Address: 2504 E 21st Avenue, Tampa 33605
Designation: No Formal Designation
Award: \$82,000
Status: Completed

The Award enhances the site as a destination for tourists and residents interested in the history associated with the cemetery. The award will support repairs to fencing, walls, gates, walkways, paths & curbing, masonry, stonework and interiors of center/rotunda and service buildings. It includes landscaping (tree removal and replacement) and benches, wayfinding signs and marketing expenses. It is immediately south of the Italian Club Cemetery, a Florida Heritage site.

Grantee: CMJ Centro Ybor, LLC
Project: "Renovation of Centro Ybor"
Address: 1600 E. 8th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$83,000
Status: Completed

The Award is to support restoration work to 17 windows, replacing/repairing steel balconies and four entry doors on the ground level, along with waterproofing the majority of the brick, re-mortaring and masonry repairs, and related painting. The specific street address of the property in the complex to be renovated is 1532 E. 7th Avenue. This building is owned by a state-entity and leased to the City of Tampa who sublets the Centro Ybor entertainment complex to the Grantee.

Grantee: Historic Seminole Heights Property LLC
Project: "Restoration of 5135 and 5137 N. Florida Avenue"
Address: 5135 and 5137 N. Florida Avenue, Tampa 33605
Designation: Local Historic District (Seminole Heights)
Award: \$58,300
Status: Completed

The Award supports the restoration of two commercial properties. The nationally recognized Refinery Restaurant is at 5137 N. Florida Avenue and Forever Beautiful Salon and Wine Spa is the second tenant in 5135 N. Florida Avenue. (Elizabeth Graham is a Partner in the property ownership recorded as Historic Seminole Heights Property LLC.) The scope of work will include new roof, air conditioning, electrical lighting and fixtures, and water heater, the replacement and repairs of windows, interior wood and flooring, termite treatment of the entire building, painting of the exterior including window frames, plumbing upgrades, and roof flashing and related repairs. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Cuban Club Foundation, Inc.
Project: "Building Stabilization (Phase III)"
Address: 2010 Avenida Republica de Cuba, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$250,000
Status: Grant monies transferred to Management & Budget

The recommended award supplements two earlier HPCG awards approved by the Board. The scope of this commitment in Phase III is the restoration of the ballroom windows and doors. The HPCG Committee recommended that the equity match must be determined within 6 months.

Grantee: Dream Center of Tampa, Inc.
Project: "Dream Center Gymnasium Complex (Phase III)"
Address: 2806 N. 15th Street, Tampa 33605
Designation: Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$29,250
Status: Completed

The Award is for storm drainage, waterproofing of the administrative building that physically adjoins the gymnasium. Work includes sealing the north wall, adding façade signage and landscaping (tree removal and replacement); painting the exterior and installing a canopy over main entrance. The HPCG specifically requested that as a new element, the design and anchoring of the canopy be complementary to the historic district.

Grantee: Hillsborough Lodge No. 25 Free and Accepted Masons
Project: "Lodge Door Restoration (Phase II)"
Address: 508 East Kennedy Boulevard, Tampa 33602
Designation: National Register of Historic Places, Local Historic Landmark
Award: \$2,830
Status: Completed

Support is for the professional cleaning and restoration of brass entry doors. At the time the Grantee spent its initial FY 12 award of up to \$24,000 for the repointing of the north wall, it identified the need for more professional restoration of brass entry doors, supported by this second request.

Grantee: Lions Eye Institute
Project: "Lozano Building Restoration (Phase IV)"
Address: 1410 North 21st Street, Tampa 33605
Designation: Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$250,000
Status: Completed

The Award continues restoration on the building, a center for ocular transplants and research. Funding supports the continued sealing and restoration of the façade, including replacement of the roof overhangs, repair of gutters and soffits, brick repointing and related sealing, painting and carpentry. The Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: St. Paul Lutheran Church
Project: "St. Paul Lutheran Church Restoration Project (Phase III)"
Address: 5103 North Central Avenue, Tampa 33603
Designation: National and Local Historic District (Seminole Heights)
Award: \$59,000
Status: Completed

The Award supports renovation and repairs to the Sanctuary building (Snyder Educational Building, 1956) which adjoins the historic Church. Plans also are to replace the awning-style windows with compatible, efficient ones and upgrade the A/C. Note that this Award is for exterior improvements limited to the historic building which is part of the property owned by a religious organization. The project is recommended for funding based on State funding support of non-secular historic structures limited to exterior renovations to protect the historic asset.

Grantee: 8-Count Productions
Project: "Renovating the Rialto (Phase II)"
Address: 1617 North Franklin Street, Tampa 33602
Designation: National Register of Historic Districts (Upper North Franklin Street Commercial District)
Award: \$68,500
Status: Completed

The Award is to support continued repair and restoration work focused on alley window replacements, A/C upgrade and ventilation fans for enhanced energy efficiency, stage lighting upgrade, brick, concrete floor and roof repairs, and solar panels.

2018

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: The Victory Ship, Inc.
Project: "American Victory Guest Experience Enhancement Project (Phase III)"
Address: 705 Channelside Drive, Tampa 33602
Award: \$6,000
Status: Completed

The recommendation continues funding the American Victory Guest Experience Enhancement Project (Phase III). This project furthers the guest experience by 1) improving lighting and electrical systems of the ship; 2) providing awnings for guest comfort; 3) purchasing and programming a Point of Sale System; 4) improving and updating the ship's website; and 5) making improvements to the quality of the gift shop. Phase II included a grant in FY17 for \$2,000 for the development of the planned exhibition, "Women Shipbuilders of WWII," and the addition of six to seven portable air conditioning (A/C) units in the exhibit areas at the full amount requested. Phase I included a \$2,300 HPCG award in FY16 for initial exhibit support for three video monitors, now installed. The SS Victory is listed on the National Register of Historic Places.

Grantee: Tampa Bay History Center (TBHC)
Project: Touchton Map Library/Florida Center for Cartographic Education, an Interactive Map Exhibit and Map Preservation/Digitalization – Phase II AND Assessment of Tampa Theatre Tapestries
Address: 601 Old Water Street, Tampa 33602
Award: \$57,500
Status: Completed

The recommendation will support Phase II which is the completion of the Touchton Map Library/Florida Center for Cartographic Education and to conduct an assessment of potential curation of tapestries that hung in the Tampa Theatre. In FY 17, the County granted \$95,000 for the inaugural opening of the Map Center Exhibition/Touchton Map Library, as well as an Interactive Map Exhibit and Map Preservation/Digitalization program. TBHC received HPCG funds in FY 12 for \$10,000 for an oversized flat-bed scanner for archival architectural drawings (completed), \$8,000 in FY 13 to curate three permanent exhibitions, and \$13,028 in FY14 for ""History Takes Flight: The Story of MacDill Air Force Base Though its Iconic Aircraft". The County provides additional funding through its Capital Asset Preservation Matching Grants to support the new addition on the roof for the Touchton Map Library/Florida Center. There is \$350,000 annual operating support from the Seminole Gaming proceeds for operational support.

BUILDING AND SITES ALLOCATIONS

Grantee: Design Styles Architecture
Project: DSA Design Center Restoration/Renovation
Address: 1708 E. Columbus Drive, Tampa 33605
Designation: Ybor City National Historic Landmark District
Award: \$99,412.78
Status: Completed

Grant funding will provide for the renovation of the building back to its original look on the exterior but redesigned in the interior to serve as the firm's design center, with three conference rooms, two offices, two bathrooms, and a full kitchen. The design center will supplement the firm's growing business with its main offices across the street. The house previously stood at 916 E. 14th Avenue in Tampa and was moved to its present location by FDOT as part of the I-4 expansion.

Grantee: Heritage Cornerstone Property LLC
Project: Termite Remediation in downtown Plant City
Address: 106, 114, 116, 118-120 N. Collins Street, Plant City, FL 33563
Designation: Downtown Plant City National Register Historic District
Award: \$6,000.00
Status: Completed

This grant request is for the termite remediation of four contiguous structures in Downtown Plant City Historic District.

Grantee: CMJ Centro Ybor, LLC
Project: "Renovation of Centro Ybor, Phase II"
Address: 1526-1536 E. 7th Ave., Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$99,500
Status: Completed

Grant funding will be utilized to continue the renovation, restoration, removal and replacement of existing windows and restoration of lintels and masonry, as well as waterproofing the masonry. In FY17, the HPCG program awarded the grantee \$83,000 to support restoration work to 17 windows, replacing/repairing steel balconies and four entry doors on the ground level, along with waterproofing the majority of the brick, re-mortaring and masonry repairs, and related painting. This building is owned by a state-entity and leased to the City of Tampa who sublets the Centro Ybor entertainment complex to the Grantee.

Grantee: Cuban Club Foundation, Inc.
Project: "Cuban Club Roofing Systems Restoration Project"
Address: 2010 Avenida Republica de Cuba, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$250,000
Status: Completed

The recommended award supplements three earlier HPCG awards approved by the Board. The scope of this commitment is the replacement of the roofing system to include the main roof, the composition roof for the elevator tower, the shingle roof in the courtyard and the composition stage roof and numerous other smaller roof areas that are part of the building. The grantee's award amount is for \$100,000 or more and must satisfy the requirements set forth in Board Policy 04.05.00.00 regarding Capital Funding for Outside Agencies.

In FY17, the Cuban Club received an award of \$250,000 for the restoration of the ballroom windows and doors. At that time, the HPCG Committee recommended that the equity match must be determined within six months.

In FY14 (at a special workshop on October 23, 2014), the Grantee received funding approval of \$200,000 to be applied to the stabilization effort. In FY16 the Grantee was awarded an additional \$147,000 recognizing the emergency status to stabilize the structure, for supporting the replacement of columns 8 through 12, related concrete forms, replacing the floor beams on the first floor as well as roofing. The cost of the stabilization project is estimated to be over \$1.8 million. In addition, the Grantee confirmed that there is an approved \$1 million appropriation from the State (FY 17 legislative session) to be administered by the Florida Department of State and \$550,000 in grant funding awarded by the Florida State Historic Preservation Office.

In March 2018, at the direction of County Administration, the County entered into an agreement with the Cuban Club that combined all County grants and funding, including \$597,000 awarded from the HPCG program and \$508,328.01 from a prior County grant to support Ybor Clubs, into one agreement for the restoration of the Cuban Club. This agreement is administered by the County's Management and Budget office. The County will coordinate the expenditure of funding of project activities with the State DEO and SHPO offices.

Grantee: Lions Eye Institute
Project: "Lozano Building Restoration (Phase V)"
Address: 1410 North 21st Street, Tampa 33605
Designation: Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$250,000
Status: Completed

The recommendation continues restoration on the building, a center for ocular transplants and research by focusing on the replacement of the roof and the engineering study needed to replace the retaining wall for protection of water intrusion. In FY17, the Institute received an award for \$250,000 to support the continued sealing and restoration of the façade, including replacement of the roof overhangs, repair of gutters and soffits, brick repointing and related sealing, painting and carpentry which is completed. In FY 14, the Institute received \$147,275 for the replication and installation of 131 windows in the building to provide modern energy efficiency (completed). In FY 15, it received \$100,000 for a courtyard entry upgrade (completed) and \$40,000 in FY 16 to start replacement of the roof overhangs, repair of gutters and soffits (completed). Agreements with the Lions Eye Institute include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Tampa Crossroads
Project: Rose Manor Women's Home (Phase II)
Address: 202 W. Columbus Drive, Tampa 33602
Designation: Tampa Heights Historic District, Local Landmark City of Tampa
Award: \$19,953
Status: Completed

The recommendation continues support of the rehabilitation of Rose Manor by replacing two full bathrooms on the second floor that are in very poor condition and by replacing the attached exterior deck and expanding it for resident activities. In FY15, the grantee was awarded \$83,500 for the repair/replacement of the roof and other improvements to the property, which is completed.

Grantee: Tampa Crossroads
Project: Athena Home for Female Veterans Rehabilitation
Address: 1301 E. Columbus Drive, Tampa 33605
Designation: Local Landmark City of Tampa
Award: \$8,597.00
Status: Declined

The award supports the rehabilitation and renovation of the Athena Home for Female Veterans. The project consists of removal and replacement of the floor joists in the laundry room and food pantry, replacement of the carpet with wood flooring to match existing wood flooring, pressure washing, painting, and sealing two porches, repainting kitchen cabinetry, and rebuild and replace wooden windows (due to rot and termite infestation.)

Grantee: The Chiselers
Project: "Securing the Foundation for the Future"
Address: 401 W. Kennedy Blvd., Tampa 33605
Designation: Local Landmark City of Tampa and National Register-listed property
Award: \$99,500.00
Status: Completed

Grant funding will support the repair and restoration of 7,500 square feet of basement level area in Plant Hall. Project activities will include removal of all deteriorated mortar; re-pointing all brick and mortar joints; removal, replacement and/or repair damaged structural steel beams; apply a corrosion inhibiting coating to the bottom of the steel beams; and installing electrical junction boxes, conduits, and code compliance elements. In FY16, the Chiselers received \$37,500 for the restoration of the interior of one of five minarets in the upper floors planned by the group. In FY 12, the Chiselers received \$250,000 in HPCG funding for window repair/replacement of 178 windows, which are completed, and \$250,000 in FY 14 for the repair and replacement of 138 of the building's windows and 22 balconies located across the facades. All prior funded projects are completed.

Grantee: Centro Asturiano De Tampa, Inc. (Centro Asturiano)
Project: "Security and Safety Project"
Address: 1731 E. 7th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$43,543.75
Status: Completed

Funding is sought for new and improved security fencing with properly functioning gates as well as an increased number of working security cameras. The grantee will be asked to provide proof of support from the Barrio Latino Commission and the Agreement will require careful and considerate locations of the security cameras. In addition, the Agreement will include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. In 2016, the grantee received funding for the repair and upgrade of the basement bathrooms and those on the first floor, including ADA upgrades. The project is completed.

Grantee: Temple Terrace Golf & Country Club
Project: "Temple Terrace Golf & Country Club Irrigation Restoration & Grounds Rehabilitation (Phase II)"
Address: 200 Inverness Avenue, Temple Terrace 33617
Designation: National Register of Historic Places
Award: \$50,009.11
Status: Completed

The recommendation supports the second phase of the Temple Terrace Golf & Country Club plan to improve the historic grounds by upgrading its fairways. Project activities include the purchase and installation of two irrigation controllers and one central controller, replacing irrigation piping and valves, and restoring the affected fairways, as well as excavating, and reshaping and re-sanding the bunkers. In 2016, the Club received a \$25,000 award for Phase I of the project and an agreement was signed in early 2018. The City of Temple Terrace is the owner. The total project cost was estimated at over \$500,000.

2019

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: The Victory Ship, Inc.
Project: "American Victory Guest Experience Enhancement Project (Phase IV)"
Address: 705 Channelside Drive, Tampa 33602
Award: \$15,281
Status: Completed

The recommendation continues funding the American Victory Guest Experience Enhancement Project (Phase IV). This project furthers the guest experience by 1) continuing the improvement of lighting and electrical systems of the ship; 2) continuing to provide awnings for guest comfort; 3) enhancing accessibility and safety for visitors; and 4) updating of existing and installation of new exhibits. Phase III included improvements for visitor comfort and the visitor experience, as well as upgrades to the ship's website. Phase II included a grant in FY17 for \$2,000 for the development of the planned exhibition, "Women Shipbuilders of WWII," and the addition of six to seven portable air conditioning (A/C) units in the exhibit areas at the full amount requested. Phase I included a \$2,300 HPCG award in FY16 for initial exhibit support for three video monitors, now installed. The SS Victory is listed on the National Register of Historic Places.

Grantee: Tampa Bay History Center (TBHC)
Project: The Jackson House Virtual Re-creation/Central Avenue Exhibit
Address: 601 Old Water Street, Tampa 33602
Award: \$70,000
Status: Completed

The recommendation supports the virtual re-creation of the historic Jackson House to help tell the story of the important African American boarding house and the overall history of Tampa's Central Avenue business district. In FY18, the TBHC received a \$57,500 grant supporting Phase II, the completion of the Touchton Map Library/Florida Center for Cartographic Education and to conduct an assessment of potential curation of tapestries that hung in the Tampa Theatre. In FY 17, the County granted \$95,000 for the inaugural opening of the Map Center Exhibition/Touchton Map Library, as well as an Interactive Map Exhibit and Map Preservation/Digitalization program. TBHC received HPCG funds in FY 12 for \$10,000 for an oversized flat-bed scanner for archival architectural drawings (completed), \$8,000 in FY 13 to curate three permanent exhibitions, and \$13,028 in FY14 for "History Takes Flight: The Story of MacDill Air Force Base Through its Iconic Aircraft". The County provides additional funding through its Capital Asset Preservation Matching Grants to support the new addition on the roof for the Touchton Map Library/Florida Center.

Grantee: Ybor City Museum Society, Inc.
Project: Tampa Baseball Museum at the Al Lopez House
Address: 2003 N 19th Street, Tampa 33605
Award: \$99,470
Status: Completed

The recommendation is to support the development and installation of the exhibits planned for the museum's opening. The Society has collected more than 1500 artifacts from current and former players and members of the community that will be displayed in the museum's permanent and special exhibits, designed to preserve and honor Tampa's historic role in the game of baseball. In 2012, the Grantee was awarded \$250,000 for the rehabilitation of the Al Lopez home which has been completed. In 2014, the Grantee received a \$50,000 grant for exhibit displays, cabinets and lighting, but returned \$35,772.50 to the County. Also in 2012, and unrelated to this project, the Grantee was awarded \$9,600 to develop a self-guided walking tour in Ybor City.

Grantee: Hillsborough Fire Museum Foundation, Inc.
Project: Fire Truck Restoration
Address: 7853 Gunn Hwy, #182, Tampa 33626
Award: \$5,000
Status: Completed

The recommendation is to award the grantee \$5,000 for paint, materials, and labor to restore a 1976 Ford Fire Truck that was previously owned by the County and served the areas of Springhead and Corks-Knight area. The Hillsborough Fire Museum Foundation incorporated to save this truck as the last of its kind as its sister trucks have long been pulled from service. The Foundation is currently seeking a museum location, but until that time, it is planned that the restored fire truck will be a "rolling" museum.

BUILDING AND SITES ALLOCATIONS

Grantee: CMJ Centro Ybor, LLC
Project: "Renovation of Centro Ybor, Phase III"
Address: 1526-1536 E. 7th Ave., Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$78,500
Status: Completed

Grant funding will be utilized to continue the renovation, restoration, removal and replacement of existing windows and restoration of lintels and masonry, as well as waterproofing the masonry. In FY 18, the grantee received \$99,000 to continue Phase II of this work. In FY17, the HPCG program awarded the grantee \$83,000 to support restoration work to cover windows, replacing/repairing steel balconies and four entry doors on the ground level, along with waterproofing the majority of the brick, re-mortaring and masonry repairs, and related painting. This building is owned by a state-entity and leased to the City of Tampa who sublets the Centro Ybor entertainment complex to the Grantee.

Grantee: The Chiselers
Project: "Securing the Foundation for the Future, Phase II"
Address: 401 W. Kennedy Blvd., Tampa 33605
Designation: Local Landmark City of Tampa and National Register-listed property
Award: \$99,500.00
Status: Completed

Grant funding will continue to support the repair and restoration of 6,500 square feet of structural remediation to the foundation and subfloor under the Moody Music Room south entry floor. In FY 18, the grantee received \$99,500 for 7,500 square feet of basement level area in Plant Hall. Project activities will include removal of all deteriorated mortar; re-pointing all brick and mortar joints; removal, replacement and/or repair damaged structural steel beams; apply a corrosion inhibiting coating to the bottom of the steel beams; and installing electrical junction boxes, conduits, and code compliance elements. In FY16, the Chiselers received \$37,500 for the restoration of the interior of one of five minarets in the upper floors planned by the group.

Grantee: Central Park Village Youth Services
Project: Preserving Yesterday's African American Heritage for Tomorrow – Restoration and Rehabilitation of Ebenezer Missionary Baptist Church
Address: 1212 E. Scott Street, Tampa 33602
Designation: Local Landmark
Award: \$250,000
Status: Expired

The grant will support the exterior rehabilitation of the property to include termite treatment, window and door replacement, masonry repairs, exterior handrails, ADA ramp, roof and HVAC and electrical repairs. The old church is intended to provide expansion space for St. Peter Claver's School, which is the property adjacent to the church. In FY16, the Committee awarded the Grantee \$30,000 to begin the rehabilitation work, and that work has begun.

Grantee: Tampa Theatre
Project: Auditorium Forensic Paint Analysis and Furnishings Condition Assessment
Address: 711 N Franklin Street, Tampa 33602
Designation: Local Landmark
Award: \$8,425
Status: Completed

The grant supports an analysis of paint in the auditorium and an inventory and assessment of original furnishings, fixtures, and objects. In FY 14, the Theatre was awarded \$150,000 for restoration of the Florida Avenue historic storefronts. In FY 12, the grantee was awarded \$150,000 for emergency renovation work that included replacement of failing exterior windows and doors, rehabilitation of ductwork in the main auditorium, installation of a zoned heating, ventilation, and air conditioning (HVAC) system for the projection booth and replacement of basement sump pumps. Both the FY14 and FY12 projects have been completed.

Grantee: PGCF LLC
Project: Perfecto Garcia Cigar Factory Revitalization Project
Address: 2808 N 16th Street, Tampa 33605
Designation: Ybor City National Historic Landmark District
Award: \$106,729
Status: Completed

The grant will support the repair of the water tower, masonry repointing, and concrete repair. The water tower, which can be seen from I-4 as it passes through Ybor City, is considered iconic and one of the last cigar factory-associated water towers left in Tampa. The grantee plans to continue with renovation and rehabilitation, planning multiple uses for the building's almost 34,000 square feet of space.

Grantee: Florida College
Project: Historic Preservation of Sutton Hall
Address: 119 N Glen Arven Avenue, Temple Terrace 33617
Designation: National Register-eligible
Award: \$50,000
Status: Declined

The award supports the first phase of this multi-year project and will go towards the architectural and engineering plans for the rehabilitation and renovation of Sutton Hall, a property dating back to 1922 and designed by M. Leo Elliott, one of the finest architects in Tampa's history. The property will become the centerpiece of Florida College's campus and will serve as community meeting space, dining and women's dormitory on the second floor.

Grantee: BS ONE LLC
Project: Ybor City Gulf Millwork & Fixture Building Restoration
Address: 1925 E. 2nd Avenue, Tampa 33605
Designation: Ybor City Historic District
Award: \$56,500
Status: Completed

The award supports the rehabilitation and restoration of the building's brickwork (i.e., washing, repointing, and tuck pointing). The 1951 building, bought by the owner in 2005, was completely renovated for commercial office space, as an adaptive reuse project.

Grantee: J. C. Newman Cigar Co.
Project: Making El Reloj Accessible
Address: 2701 N 16th Street, Tampa 33605
Designation: Ybor City Historic District
Award: \$125,000
Status: Completed

This award will go towards historic preservation items in the grantee's application to include: 1) Repair and restore main factory steps and entrance; 2) Repair historic brick pavers in loading docks; and 3) Restore floor structure in the lobby. The 1910 building, JC Newman Cigar Factory is the only cigar factory still in operation in Ybor City and was designed by New York architect, S.S. Schwartz. The company plans to celebrate their 125th anniversary next year.

Grantee: Capco Real Estate Inc.
Project: Residential Housing Exterior Renovation Project
Address: 1402 N 19th Street, Tampa 33605
Designation: Ybor City Historic District
Award: \$65,595
Status: Expired

The award supports replacing the roof of the property, built in 1915. The building is listed as a “significant example of commercial architecture associated with the cigar industry and ethnic populations of Ybor City, Tampa”. The building is also one of only two masonry commercial buildings of its type in the south section of Ybor City and will provide 10 residential rental units.

Grantee: NCJ Investment Company
Project: The Ritz Exterior Rehabilitation Project
Address: 1503 E. 7th Avenue, Tampa 33605
Designation: Ybor City Historic District
Award: \$120,000
Status: Completed

The award supports the exterior restoration of the brick to include mortar, stucco and brick repair and sealing the brick to make the building watertight. Completed in 1917, the building feature brick exterior with elements of Mediterranean Revival Style Architecture. It is positioned in the district at an extremely visible intersection and as operated as an arts-sharing venue since its inception.

Grantee: German American Tampa Holdings, LLC
Project: German American Club Rehabilitation Project
Address: 2105 N. Nebraska Avenue, Tampa 33605
Designation: Ybor City Historic District
Award: \$250,000
Status: Completed

The grant award supports the rehabilitation of the structure’s exterior stucco façade that is crumbling in its current state. In addition, the grant may be used for new windows and a new roof. The building was completed in 1909 and served as a club for the area’s Germans, including German Jews. The club was sold in 1919 in a period of anti-German feeling following the First World War. The Beaux Arts-style building is concrete block covered with stucco and tooled to look like stone masonry.

2020

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Ybor City Museum Society, Inc.
Project: "Tampa Baseball Museum – Beyond Opening Day"
Address: 2003 N. 19th Street, Tampa 33605
Designation: Ybor City Historic District
Award: \$28,425
Status: Expired

The grant will support three additional exhibits that will be added in year two of the museum's operation to create new excitement for the museum in order to foster repeat visitors and broaden the museum's story and cultural significance. The grant can also be used to assist with a marketing and audience development plan. In 2019, the Ybor City Museums Society received \$99,470 to develop and install exhibit the more than 1500 artifacts from current and former players. In 2014, the Grantee received a \$50,000 grant for exhibit displays, cabinets and lighting, but returned \$35,772.50 to the County. In 2012, the Grantee was awarded \$250,000 for the rehabilitation of the Al Lopez home which has been completed.

Grantee: Ybor City Museum Society, Inc.
Project: Buildings Alive! 10th Anniversary Virtual Tour
Address: N/A
Designation: Ybor City Historic District
Award: \$6,800
Status: Completed

The grant supports the development of a virtual tour that emulates the highly successful Buildings Alive! Ybor City Architecture Hop that was created in 2012 and has since been presented annually. Funds will be used to: 1) design, produce, and distribute an "insider's" virtual tour of at least 10 historically significant buildings in Ybor City; 2) develop a short promotional video for use in publicizing and spotlighting the Historic District's rehabilitated and repurposed historic structures and their unique architectural styles and elements; and 3) create a program booklet that features a collection of past and present stories about each building's history, genealogy, and current use. This project will be created in conjunction with the 10th Anniversary Buildings Alive! Ybor City Architecture Hop scheduled on March 4; however, grant funds are primarily requested for the virtual tour.

BUILDING AND SITES ALLOCATIONS

Grantee: CMJ Centro Ybor, LLC
Project: "Renovation of Centro Ybor, Phase IV"
Address: 1526-1536 E. 7th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$35,000
Status: Completed

Grant funding will be used to continue Phase IV of the restoration of rehabilitation of the building, specifically for masonry waterproofing and restoration and parapet flashing and scupper restoration. In FY19, the grantee received \$78,500 for Phase III to continue the renovation, restoration, removal and replacement of existing windows and restoration of lintels and masonry, as well as waterproofing the masonry. In FY 18, the grantee received \$99,000 to continue Phase II of this work. In FY17, the HPCG program awarded the grantee \$83,000 for the initial project Phase I to support restoration work to cover windows, replacing/repairing steel balconies and four entry doors on the ground level, along with waterproofing the majority of the brick, re-mortaring and masonry repairs, and related painting. All previous projects have been completed. This building is owned by a State-entity and leased to the City of Tampa who sublets the Centro Ybor entertainment complex to the grantee.

Grantee: The Chiselers
Project: "Lightning Protection Project"
Address: 401 W. Kennedy Blvd., Tampa 33605
Designation: Local Landmark City of Tampa and National Register-listed property
Award: \$25,000
Status: Completed

Grant funding will provide funding necessary for the architectural and engineering evaluation by an independent, experienced lightning protection contractor to evaluate the existing system and provide the recommendations and requirements for the repair, replacement and/or new installation of lightning protection system components. In FY19, the Chiselers received \$99,500 for the repair and restoration of 6,500 square feet of structural remediation to the foundation and subfloor under the Moody Music Room south entry floor. In FY 18, the grantee received \$99,500 for 7,500 square feet of basement level area in Plant Hall. In FY16, the Chiselers received \$37,500 for the restoration of the interior of one of five minarets in the upper floors planned by the group. In FY 12, the Chiselers received \$250,000 in HPCG funding for window repair/replacement of 178 windows, which are completed, and \$250,000 in FY14 for the repair and replacement of 138 of the building's windows and 22 balconies located across the facades. With the exception of the FY19 project, all other prior funded projects are completed.

Grantee: J. C. Newman Cigar Co.
Project: "Restoring El Reloj"
Address: 2701 N 16th Street, Tampa 33605
Designation: Ybor City Historic District
Award: \$101,040
Status: Completed

This award will go towards the rehabilitation of the building's famous clock tower. Specifically, the funds will go towards the repair of the clock tower masonry. In FY19, the grantee received \$125,000 for improving physical accessibility to the cigar factory. The 1910 building, JC Newman Cigar Factory is the only cigar factory still in operation in Ybor City and was designed by New York architect, S.S. Schwartz. The company celebrates their 125th anniversary in 2020.

Grantee: Friends of Union Station
Project: "Tampa Union Station Baggage Building Upgrades"
Address: 601 N. Nebraska Avenue, Tampa 33602
Designation: National Register of Historic Places. City of Tampa Local Landmark
Award: \$95,000
Status: Completed

Grant funding will go towards several upgrades of the baggage building, including rebuilding the windows, frames and new glass, rebuilding the doors, upgrading the electrical system, adding fire protection and air conditioning, and repairing and sealing the floors and windows. These upgrades will fix all of these shortcomings, help protect the building from fire, and make its regular public use a reality. In FY13, the grantee received a \$13,000 grant that supported the production, and distribution of a full-color, tabloid-style educational supplement prepared by the Tampa Bay Times (TBT) News in Education (NIE) office in coordination with the nonprofit Friends of Union Station. It was distributed to all public-school students in fourth and fifth grades in Hillsborough County and inserted in all Hillsborough County home delivery and single (retail) copies of the *Tampa Bay Times* on a Sunday preceding the National Train Day celebration.

Grantee: The Victory Ship, Inc.
Project: "Boiler and Auxiliary Systems Repair/Systems Upgrade"
Address: 705 Channelside Drive, Tampa 33602
Designation: National Register of Historic Places
Award: \$37,500
Status: Completed

Grant funds will go towards critical maintenance activities that are required by the U.S. Coast Guard Code of Federal Regulations. These activities allow the ship to remain operational and conduct fundraising cruises on the waterways. Sea valves, expansion joints, boiler mount, hull coating, tank clean/empty, overhaul of plumbing, cleaning/sanitation improvements, boiler and auxiliary systems inspections and repair, are the areas of focus. In FY19, the Victory Ship received \$15,281 for Phase IV of their American Victory Guest Experience Enhancement Project. Phase III included improvements for visitor comfort and the visitor experience, as well as upgrades to the ship's website. Phase II included a grant in FY17 for \$2,000 for the development of the planned exhibition, "Women Shipbuilders of WWII," and the addition of six to seven portable air conditioning (A/C) units in the exhibit areas at the full amount requested. Phase I included a \$2,300 HPCG award in FY16 for initial exhibit support for three video monitors, now installed. The SS Victory is listed on the National Register of Historic Places.

Grantee: Ybor Nuccio, LLC
Project: "Rehabilitation of 2234 E. 7th Avenue"
Address: 2234 E. 7th Avenue, Tampa 33605
Designation: Ybor City National Historic Landmark District
Award: \$48,000
Status: Expired

Grant funds will go towards new historic windows throughout the building. The project will also fully restore the building and will include façade repair and new storefront doors and windows. The newly restored building will be used for office and retail space on the first and second floor. The property sits on historic 7th Avenue in Ybor city and is currently in a vacant state. The present condition is dilapidated and will need a full restoration to bring back the historic aesthetic.

Grantee: Hillsborough Education Foundation, Inc.
Project: "Centro Espanol of West Tampa Preservation"
Address: 2306 N. Howard Avenue, Tampa 33607
Designation: National Register of Historic Places
Award: \$23,000
Status: Completed

Grant funds will be used to support the restoration of 23, one over one style, radiused top double hung windows as part of a \$214,000 preservation of the building. Other items to be restored throughout the building are window sashes, sills, muntin, and trim. All 14 pairs of doors on the second story will be restored, as well. In FY12, the Foundation was awarded \$100,000 for the repair and restoration of exterior windows (estimated to be 86) and the restoration of the interior grand staircase of which \$6567.50 was used.

Grantee: Centro Asturiano de Tampa
Project: "Centro Asturiano north side tuck point, repair & replace cracked brick, re-caulk doors"
Address: 1913 N. Nebraska Avenue, Tampa 33602
Designation: National Register of Historic Places, City of Tampa Local Landmark
Award: \$96,117
Status: Completed

Grant funds will be used for tuck pointing and sealing of the building. At this time, there is water intrusion in the bricks and windows of the north side of the building. The plan is to do one portion of the building one year at a time, the north side being most crucial at this time. In FY18, the grantee was awarded \$43,543.75 for improved security fencing with properly functioning gates as well as an increased number of working security cameras. In FY16, the grantee received \$50,000 for the repair and upgrade of the basement bathrooms and those on the first floor, including ADA upgrades. All grant agreements include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Temple Terrace Golf & Country Club, Inc.
Project: "Irrigation System Replacement"
Address: 200 Inverness Avenue, Temple Terrace 33602
Designation: National Register of Historic Places
Award: \$100,000
Status: Completed

This project consists of installation of an upgraded irrigation system for the historic golf course. The funds can be spent on piping material, piping installation, and/or ancillary pump replacement. In FY18, the Golf Club received \$50,009 towards the project, which included purchase of some of the components necessary for the system. In FY16, the Club received a \$25,000 award for Phase I of the project but returned the money to the County in order to plan for the entire project at one time. The City of Temple Terrace is the owner. The total project cost is estimated at over \$500,000.

Grantee: Serendipity Productions LLC
Project: "Giddens/Cuerra Repairs 2020"
Address: 1602 E. 3rd Avenue, Tampa 33605
Designation: Tampa Heights Historic District
Award: \$41,234
Status: Completed

Grant funds will go towards maintenance of this 1896-7 Queen Anne-style home. Activities include termite remediation, window repair, plaster repair, painting, porch repair and stair repair. This is the first grant awarded to this grantee.

Grantee: 8-Count Productions
Project: "Rialto Theatre Mezzanine"
Address: 1617 N. Franklin Street, Tampa 33602
Designation: Tampa Heights Historic District
Award: \$60,000
Status: Completed

Grant funds will support continuing rehabilitation activities of the historic Rialto Theatre, including façade work, framing, woodwork, flooring, stairs, and replacement of mechanical, plumbing and electrical systems. In FY17, the grantee was awarded \$68,500 for repair and restoration work focused on alley window replacements, A/C upgrade and ventilation fans for enhanced energy efficiency, stage lighting upgrades, brick, concrete floor and roof repairs, and solar panels. In FY14, 8-Count was awarded \$95,000 for façade and brick restoration and interior renovation work that included: A/C and electrical updates and ADA compliance bathroom renovations, to support the adaptive reuse of the space as a performance center, as well as commercial graphics print materials and website updates to assist in its initial marketing efforts. Both prior funded projects are completed.

Grantee: Cuban Club Foundation, Inc.
Project: "Cuban Club Ballroom Hurricane Mitigation/Column 13 Structural Repair Project"
Address: 2010 Avenida Republica de Cuba, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$70,924
Status: In Progress

The award supports the overall project by contributing to the ballroom fanlight windows with transoms and doors and painting windows and doors. The total project includes additional ballroom fanlight windows and doors, structural repairs and finishing to Column #13, along with architectural, engineering, and permitting. In FY18, the grantee received \$250,000 in grant funds for the replacement of the roofing system to include the main roof, the composition roof for the elevator tower, the shingle roof in the courtyard and the composition stage roof and numerous other smaller roof areas that are part of the building. This project was designed for a two- year period and is still underway.

In FY17, the Cuban Club received an award of \$250,000 for the restoration of the ballroom windows and doors. At that time, the HPCG Committee recommended that the equity match must be determined within six months.

In FY14 (at a special workshop on October 23, 2014), the grantee received funding approval of \$200,000 to be applied to the stabilization effort. In FY16 the grantee was awarded an additional \$147,000 recognizing the emergency status to stabilize the structure, for supporting the replacement of columns 8 through 12, related concrete forms, replacing the floor beams on the first floor as well as roofing. The cost of the stabilization project is estimated to be over \$1.8 million. In addition, the grantee confirmed that there was an approved \$1 million appropriation from the State (FY17 legislative session) to be administered by the Florida Department of State and \$550,000 in grant funding awarded by the Florida State Historic Preservation Office.

In March 2018, at the direction of County Administration, the County entered into an agreement with the Cuban Club that combined all County grants and funding, including \$597,000 awarded from the HPCG program and \$508,328.01 from a prior County grant to support Ybor Clubs, into one agreement for the restoration of the Cuban Club. This agreement was administered by the County's Management and Budget office. The County coordinated the expenditure of funding of project activities with the State DEO and SHPO offices.

Grantee: Seminole Heights United Methodist Church
Project: "Seminole Heights United Methodist Church property improvement project"
Address: 511 E. Hanna Avenue, Tampa 33604
Designation: Seminole Heights Historic District
Award: \$57,710
Status: Completed

The grant will support rehabilitation activities that include window restoration, and the cleaning, preservation, restoration, and refinishing of exterior building components. The overall project also includes redesigning a new vehicular entrance and driveway. The church is one of the most significant historic structures in Seminole Heights. This is the first grant awarded to this grantee. Note that this award is for exterior improvements limited to the historic building, based on program requirements for non-secular historic structures.

Grantee: 407 East LLC; 6108 North LLC; 6116 North LLC
Project: "Central and Hanna Avenues Rehabilitation"
Address: 511 E. Hanna Avenue, Tampa 33604
Designation: Seminole Heights Historic District
Award: \$70,000
Status: Completed

Grant funds will go towards replacing the roofs for these historic commercial buildings. Other project activities include addition of pavers, resurfacing the parking area, and adding exterior lighting and security cameras. In FY14, the grantee received a \$20,000 grant for the restoration of the canopy that extends over the sidewalk along Central Avenue on which the commercial building fronts. Of the \$20,000, only \$10,000 was used for the project and the rest returned to the County.

Grantee: St. James House of Prayer Episcopal Church
Project: "Illumination and Stabilization for Vitalization"
Address: 2708 N. Central Avenue, Tampa 33602
Designation: Seminole Heights Historic District
Award: \$48,750
Status: Completed

Grant funds will address issues related to drainage and water absorption through the walls of these unique, historic buildings. In addition, the grantee plans to provide adequate property lighting to instill a sense of safety by users. In FY12, the grantee received \$64,000 for re-roofing, insulation and waterproofing, and restoration of the historic exterior doors. Grant was for exterior construction of main building and the reproduction of historic signage. Note that both Awards are for exterior improvements limited to the historic building, based on program requirements for non-secular historic structures.

Grantee: St. Paul Lutheran Church
Project: "Snyder Building Roof Restoration"
Address: 5103 N. Central Avenue, Tampa 33603
Designation: Seminole Heights Historic District
Award: \$55,500
Status: Completed

Funding is for the replacement of the flat roof on the Snyder Building, which is an ancillary building for education on the church property. Built in 1956, the flat roof reflects the style of the period including a large flat roof and multiple skylights. The roof has steadily deteriorated over the years and will be replaced with a low-pitched roof with gutters to avoid further water intrusion. In FY17, the Church also received a \$59,000 grant to support renovation and repairs to the Snyder Educational Building to replace the awning-style windows with compatible, efficient ones and upgrade the A/C. In FY15, the Church received a grant of \$18,250 to support exterior façade stone/brick mortar repointing, and window and door repair and/or replacement. In FY14, the Church received \$50,000 for roof renovation and repair including drain/steeple and exterior façade stone/brick mortar repair. All prior funded projects are completed. Note that all Awards are for exterior improvements limited to the historic building, based on program requirements for non-secular historic structures.

2021

HERITAGE TOURISM PROJECT ALLOCATIONS

Grantee: Hillsborough Fire Museum Foundation
Project: "Hillsborough Fire & EMS Museum Exhibit Development"
Address: 15961 North Florida Avenue, Suite C, Lutz, FL 33549
Award: \$3,000
Status: Expired

The recommended grant will fund the completion of the museum's exhibit development to display a wide variety of items, from wall mounting, shelving, protective coverings and protective display cases. The displays will house a variety of museum quality pieces of equipment, historical records, public safety related books, photos, slides and personal protective gear that was used by fire and EMS personnel in Hillsborough County. In FY19, the Museum Foundation received a grant of \$5000 for the restoration of a 1979 Ford Fire Truck that is being used as a "rolling" museum exhibit. The project has been completed.

Grantee: Tampa Bay History Center (TBHC)
Project: "Cuban Pathways Exhibition"
Address: 801 Water Street, Tampa 33602
Award: \$22,500
Status: Completed

The recommendation supports the development of an exhibit that will examine the movement of people to and from Cuba over the last 500 years. The exhibition will tell the stories of those entering and leaving Cuba, and also examine the events and circumstances that motivated, and sometimes violently compelled, immigration to and from the island.

Since the HPCG program began in FY12, the TBHC has been awarded \$253,528 in preservation grant funding. The TBHC received \$10,000 in FY12 for an oversized flat-bed scanner for archival architectural drawings, \$8,000 in FY13 to curate three permanent exhibitions, and \$13,028 in FY14 for "History Takes Flight: The Story of MacDill Air Force Base through its Iconic Aircraft". In FY17, the TBHC received a \$95,000 grant for creating the Touchton Map/Florida Center for Cartographic Education and an interactive map exhibit and map preservation/digitalization program. In FY18, the project was completed with an additional \$57,500 in grant funding. All projects have been completed.

In FY19, the TBHC received a grant for \$70,000 to develop an exhibit that showcases African American Life in Tampa using state-of-the-art virtual reality technology. This project has not been completed due to delays caused by COVID-19.

Grantee: Tampa Downtown Partnership
Project: "Preserving Historic Franklin Street"
Address: n/a
Award: \$31,850
Status: Completed

Funding will support the creation of a strategic document that lays out actions and policies to preserve and prevent the loss of irreplaceable historic resources along the Franklin Street corridor while simultaneously impacting the local economy. The grant will also fund the wrapping of a dozen signal boxes on the Franklin Street corridor with a historic photograph, from the exact vantage point, when possible, along with explanatory text. This is the first grant the Partnership has received from the HPCG grant program.

BUILDING AND SITES ALLOCATIONS

Grantee: The Victory Ship, Inc.
Project: "U.S. Coast Guard Mandated Inspection and Maintenance"
Address: 705 Channelside Drive, Tampa 33602
Designation: National Register of Historic Places
Award: \$100,000
Status: Completed

Grant funds will go towards critical maintenance activities that are required by the U.S. Coast Guard Code of Federal Regulations. Activities include hull inspection and performance of maintenance of structural items, such as repairs to defective steel plates or welds/rivets, as well as mechanical items such as sea valves, expansion joints, boilers and/or other functional items as required every five years in order to receive Coast Guard certification.

Since FY 16, the Victory Ship has received \$63,081 in grant funds. In FY20, the Victory Ship was awarded \$37,500 for conducting activities that allow the ship to remain operational and conduct fundraising cruises on the waterways. Inspections of sea valves, expansion joints, boiler mount, hull coating, tank clean/empty, an overhaul of plumbing, cleaning/sanitation improvements, boiler and auxiliary systems inspections and repair, are the areas of focus. This project is still underway.

In FY19, the Victory Ship received \$15,281 for Phase IV of their American Victory Guest Experience Enhancement Project. A grant of \$6,000 for Phase III included improvements for visitor comfort and the visitor experience, as well as upgrades to the ship's website. Phase II included a grant in FY17 for \$2,000 for the development of the planned exhibition, "Women Shipbuilders of WWII," and the addition of six to seven portable air conditioning (A/C) units in the exhibit areas at the full amount requested. Phase I included a \$2,300 HPCG award in FY16 for initial exhibit support for three video monitors, now installed. The SS Victory is listed on the National Register of Historic Places. With the exception of the FY17 grant, all previously funded projects were completed.

Grantee: AIA Tampa Bay
Project: "Center for Architecture and Design Restoration, Phase 2"
Address: 1208 N. Howard Avenue, Tampa 33607
Designation: West Tampa National Register Historic District
Award: \$35,325
Status: Completed

Grant funding will support the adaptive reuse and restoration of a 1904 building, which is currently being used as a bricked-in storage facility, to become the community's Center for Architecture and Design. The building will be transformed internally into a mixed-use facility containing spaces for exhibits, events, education, meetings, and room to house three staff members. Grant funds will be used specifically for roof membrane replacement, front window replacement, exterior door replacement and repair of the brick parapet. In FY12, the organization was awarded \$10,000 to promote heritage tourism through the publication of Past Forward Tampa Bay, a multimedia project that was designed to explore, celebrate and promote the diverse architectural heritage and cultural history of Tampa Bay. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: First United Methodist Church of Plant City (FUMC)
Project: First United Methodist Church Rehabilitation Project
Address: 303 North Evers Street, Plant City 33563
Designation: National Register of Historic Places; Downtown Commercial Plant City Historic District
Award: \$86,000
Status: Completed

Grant funds will be used towards the rehabilitation of the church's sanctuary, concentrating on the rehabilitation and protection of water intrusion around the church's windows. The cornerstone for the church was laid in 1924. Two beautiful Tiffany-style memorial stained-glass windows from their first church building in 1901 now decorate the south and north ends of the narthex. Three arched windows in the narthex, 11 small windows in the balcony and 8 monumental windows in the sanctuary reflect the Gothic-revival style fashionable in America at the time. This is the first grant award to FUMC. All activities for religious properties are limited to exterior work only.

Grantee: Bolin Hannah, LLC
Project: "Scozzari Brothers Building – Improvement, Addition, and Restoration"
Address: 1901-1905 East 7th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$75,000
Status: In Progress

Grant funds will be used for the rehabilitation of the historic Scozzari Brothers Building, focusing on the roof, windows, fire protection, and other activities necessary to prevent water intrusion into the building. This building was one of the original brick structures constructed as part of the rejuvenation of downtown Ybor City at a time when many of the original wooden buildings were being replaced. The building was the original location of the famed Tropicana Restaurant, which was known to be a favorite local establishment for many years. This is the first grant for this grantee. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date

Grantee: CMJ Centro Ybor, LLC
Project: "Centro Ybor North Building Rehabilitation"
Address: 1526-1536 E. 7th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City National Historic Landmark District
Award: \$54,500
Status: Expired

Grant funding will be used to rehabilitate the north building of the Centro Ybor complex. Funds will specifically be used for the timber roof truss system and the roof restoration. This grantee has received four grants previously for rehabilitation activities for the Centro Ybor complex totaling \$296,000. In FY20, the grantee received \$35,000 for the Phase IV of the overall project, which included funding masonry waterproofing and restoration and parapet flashing and scupper restoration. In FY19, the grantee received \$78,500 for Phase III to continue the renovation, restoration, removal and replacement of existing windows and restoration of lintels and masonry, as well as waterproofing the masonry. In FY 18, the grantee received \$99,000 to continue Phase II of this work. In FY17, the HPCG program awarded the grantee \$83,000 for the initial project Phase I to support restoration work to cover windows, replacing/repairing steel balconies and four entry doors on the ground level, along with waterproofing the majority of the brick, re-mortaring and masonry repairs, and related painting. All previous projects have been completed. This building is owned by a State-entity and leased to the City of Tampa who sublets the Centro Ybor entertainment complex to the grantee.

Grantee: Citizens for the Old Lutz School Building, Inc.
Project: "Old Lutz School Window Project 2021"
Address: 18819 U.S. Highway 41 North, Lutz 33549
Designation: National Register of Historic Places, Hillsborough County Local Landmark
Award: \$5,000
Status: Expired

Grant funds will be used for the refurbishing of wood windows for the building. The building, built around 1926-1927, has 52 double hung wood windows. Matching funds are often from fundraising activities that include donated funds to refurbish a sash window in memory of a loved one. The building is owned by the County, but due to a change in responsibilities of the tenant in a recent renewal of the lease to the grantee, all maintenance and rehabilitation activities are the sole responsibility of the nonprofit Citizens for the Old Lutz School. This is the first grant awarded to this grantee.

Grantee: The Centre for Women, Inc.
Project: "Taliaferro House Rehabilitation"
Address: 305 S. Hyde Park Avenue, Tampa 33606
Designation: National Register of Historic Places, Hyde Park Historic District, Hyde Park Local Historic District
Award: \$32,120
Status: Completed

This award will go towards the repair and rehabilitation of the historic home and is limited to the main residential (now commercially used) structure. Rehabilitation activities include repair of multiple deteriorated soffit locations, repairs to gutters and flashings, and repairs to dormers. The home, built in 1886, currently houses the Helen Gordon Davis Centre for Women. The Centre for Women is only the third owner in its 135-year history. This is the first award for this grantee. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Historical Seminole Heights Property, LLC
Project: "5135-5137 N. Florida Avenue—Carriage House Rehabilitation"
Address: 5135-5137 N. Florida Avenue, Tampa 33603
Designation: Seminole Heights Historic District
Award: \$23,250
Status: Completed

Grant funds will be used for repair and rehabilitation of the historic carriage house, that for many years, housed a popular restaurant. The building, now vacant, is currently being sought as a site for a new restaurant which will bring more jobs and activities to historic Seminole Heights. The grant funds are limited to activities that involve the building only. In FY17, the grantee received a grant for \$58,300, of which \$40,046 was used. Funds were used to restore siding to the main historic building, exterior painting, new HVAC, and handicapped access. The buildings were purchased by the grantee in 1999 and relocated to Florida Avenue when the Florida Department of Transportation widened I-275 in the area. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: East Seventh Avenue LLC
Project: "Rehabilitation of 1514 E. 7th Avenue"
Address: 1514 E. 7th Avenue, Tampa 33605
Designation: Ybor City Local Landmark Historic District
Award: \$30,500
Status: Completed

Grant funds will go towards a new roof for the building. The old roof will need to be completely removed and a new roof installed. The 1908 building fronts onto the main street in Ybor City and these repairs will help to maintain the historic streetscape. The building is intended to house commercial activities, such as restaurant, retail, business and professional offices, providing up to 10,500 of leasable space. This is the first grant for this grantee. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Macfarlane Building LLC
Project: "Macfarlane Building Rehabilitation"
Address: 1902 N. Howard Avenue, Tampa 33607
Designation: West Tampa Historic District
Award: \$87,500
Status: Expired

Grant funds will be used to rehabilitate the windows, roof and restoration of the "MacFarlane 1905" historic nameplate on the building. The building was built by Hugh Macfarlane, affectionately known as the "Father of West Tampa". The newly renovated building will be leased to various businesses in the West Tampa community and hopefully serve as a catalyst project on the North Howard corridor. This is the first grant for this grantee. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Centro Asturiano de Tampa
Project: "Roof Replacement Project"
Address: 1913 N. Nebraska Avenue, Tampa 33602
Designation: National Register of Historic Places, City of Tampa Local Landmark
Award: \$98,775
Status: Completed

Grant funds will be used for the replacement of the roof on the historic building. Starting in FY16, Centro Asturiano de Tampa has been the recipient of \$189,661 in preservation grant funds. In FY20, Centro de Asturiano received \$96,117 to repair the north side of the building, including tuck pointing, repair and replacement of cracked brick, and the re-caulking doors. In FY18, the grantee was awarded \$43,543.75 for improved security fencing with properly functioning gates as well as an increased number of working security cameras. In FY16, the grantee received \$50,000 for the repair and upgrade of the basement bathrooms and those on the first floor, including ADA upgrades. All grant agreements include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: RISE Tampa Foundation
Project: "Marjorie Park Marina Gatehouse Rehabilitation"
Address: 115 Columbia Drive, Tampa 33606
Designation: City of Tampa Local Historic Landmark
Award: \$37,343
Status: Completed

Grant funds will be used to repair and rehabilitate the historic gatehouse that houses the City of Tampa Police Department's marine operations. Specifically, the funds will be used for exterior work necessary for the continued use and protection of the integrity of the structure. Rehabilitation activities will include exterior masonry, carpentry, roofing, doors and windows. This is the first grant for this nonprofit grantee. The property is owned by the City of Tampa.

Grantee: CCI Holdings, LLC
Project: "5310 North Central Avenue Commercial Office Building Restoration"
Address: 5310 North Central Avenue, Tampa 33603
Designation: Seminole Heights Historic District
Award: \$41,200
Status: Completed

The recommended award supports the overall project by funding activities related to the continued repair and maintenance of the building which currently consists of 4 leased commercial offices. The building was constructed in 1910 and located directly on the corner of Central and Hillsborough Avenues, which is considered one of the gateways off I-275 into Historic Seminole Heights. Activities include replacing/restoring historic wooden windows, replacing rotted siding, replacing the rotted wooden porch, re-pointing the chimney and columns, and other necessary repairs. This is the first grant for this grantee. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Michael A. Murphy
Project: "Ybor City Storefront Rehabilitation"
Address: 2221 E. 5th Avenue, Tampa 33605
Designation: Ybor City National Historic Landmark District, Local Landmark District
Award: \$20,000
Status: Completed

Grant funds will go towards repairing the roof and replacing siding on this historic building. Currently vacant, the building is being rehabilitated into 1,326 square feet art gallery and retail space. In FY12, Mr. Murphy received a \$34,000 grant for the repair and restoration of the "casita" including adding a new roof, porch restoration, and stabilization of the structure. This project was completed successfully. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Grantee: Frank de la Grana
Project: "Balcony and Window Project"
Address: 1710 E. 7th Avenue, Tampa 33605
Designation: Ybor City National Historic Landmark District, Ybor City Local Landmark District
Award: \$29,887
Status: In Progress

Grant funds will fund the replacement of windows in the 1908 building in order to prevent further deterioration of the project. The building currently houses professional offices for the owner and the Green Iguana Bar and Restaurant. This is the first grant award for this grantee. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

2022

HERITAGE TOURISM PROJECT ALLOCATIONS

Applicant: Ybor City Museum Society
Project: "Tampa Baseball Museum – Our Next Season"
Address: 2003 N. 19th Street. Tampa 33605
Award: \$32,063
Status: In Progress

The recommended grant will fund three new exhibits in 2023 and associated marketing plan and implementation. The three new exhibits will be titled: 1) "Where They Play" Interactive Ballpark Map; 2) "The Next Generation", which includes Little League, American League, High School and College baseball and softball; and 3) flex display, which will provide a space to present special topics on a quarterly basis.

In FY20, the Ybor City Museum Society received \$28,245 for new exhibits but was unable to utilize the funds. They also received \$6,800 in FY20 for the development and production of a 10th Anniversary Virtual Tour video commemorating Ybor City Museum Society's Buildings Alive! Annual event. In FY19, the applicant received \$99,470 to develop and install exhibits to house more than 1500 artifacts from current and former players. In FY14, the applicant received a \$50,000 grant for exhibit displays, cabinets, and lighting, but returned \$35,772.50 to the County. In FY12, the applicant was awarded \$250,000 for the rehabilitation of the Al Lopez home which has been completed.

BUILDING AND SITES ALLOCATIONS

Applicant: Black Horse LLC
Project: "Sicilian Club"
Address: 2001 N. Howard Avenue, Tampa 33607
Designation: National Register of Historic Places; City of Tampa Landmark
Award: \$224,028
Status: In Progress

Grant funds will go towards the complete rehabilitation of the old Cazin Theater, also known as the Sicilian Club. The completed project will provide a new home for the relocation of the applicant's video and production company from North Carolina. The building has sat empty and neglected for decades and has greatly deteriorated during that time. The applicant plans to reuse as many historic features, such as the original doors, as possible. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Domar Investors LLC
Project: "Ybor City Historic Building Wall Restoration"
Address: 1724, 1726, 1728, 1730 E. 7th Avenue, Tampa 33605
Designation: Ybor City National Historic Landmark District; City of Tampa Landmark
Award: \$45,309
Status: In Progress

Grant funding will the restoration of the wall of the building that was greatly damaged when the adjoining building was demolished. The damage has caused a serious crack due to the incomplete corner that was left unfinished following demolition. In addition, the entire eastern wall of the building is in a significant state of disrepair, with gaps in the brick and mortar joints and is allowing moisture to accumulate between the brick masonry wall and the interior dry wall. The building currently has a restaurant on the first floor and commercial office space on the second floor. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Reaves & Tiozzo Real Estate, LLC.
Project: "2501 Armenia Rehab"
Address: 2501 Armenia Avenue, Tampa 33606
Designation: West Tampa National Register Historic District
Award: \$82,900
Status: In Progress

Grant funding will provide funding necessary for the rehabilitation of the building. The building, constructed circa 1905, was originally the popular "Café de Romero", and in the 1950s and 1960s it functioned as the Blind Pig Tavern and used as a small "buckeye cigar store and factory". The building, currently underutilized, will be converted into an economically viable commercial enterprise. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Ybor Bungalow Adventure, LLC.
Project: "Ybor Bungalow Repair & Restoration"
Address: 2208 E. 2nd Avenue, Tampa 33605
Designation: Ybor City National Historic Landmark District
Award: \$58,190
Status: Completed

Grant funds will be used towards the rehabilitation of the property to include the foundation repair and roof replacement. The owners intend to convert the bungalow into a retail bookstore, with locally roasted coffee and freshly baked goods. It will also be a venue to local authors, musicians and artists, supporting the local arts community. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: First Presbyterian Church of Plant City
Project: "First Presbyterian Plant City Rehabilitation"
Address: 404 W. Reynolds, Plant City 33563
Designation: Downtown Plant City Commercial National Register Historic District
Award: \$80,153
Status: In Progress

Grant funds will be used for the rehabilitation of the historic church to include the repair of the steeple, masonry restoration and roof replacement. The First Presbyterian Church was founded July 25, 1885, the same year as the City of Plant City. The current building was dedicated on January 15, 1928. It is a colonial revival style church with red brick. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. All grant funded activities are limited to the exterior of the building as per program rules for religious properties.

Applicant: 13 Shots LLC
Project: "Oath Brewing – Olin S. Wright Masonic Lodge Adaptive Reuse"
Address: 304 Acacia Drive, Plant City 33566
Designation: National Register of Historic Places (meets criteria)
Award: \$96,742
Status: In Progress

Grant funding will be used to rehabilitate the old Masonic Lodge and convert it into a microbrewery. The lodge is outdated and in need of major renovation. The roof needs to be replaced, and the building must be brought up to code with the change in use. The HVAC and electrical systems must be replaced, along with meeting ADA codes. The lodge dates back to 1957 and was designed and built by members of lodge. The building was named after Olin S. Wright, who at the time was the highest ranking Mason in the State of Florida. The Grant Preservation Review Committee has asked that the applicant place a historic marker for the lodge for future visitors. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: KO Holdings, LLC.
Project: "Rehabilitation of 408 E. 7th Avenue -- Phase I: Preservation and Reconstruction"
Address: 408 E. 7th Avenue, Tampa 33602
Designation: Tampa Heights National Register Historic District
Award: \$101,803
Status: In Progress

Grant funds will be used for the rehabilitation of the historic residential structure into a commercial office building. Specifically, the funds will be used for thermal moisture, doors and windows, and the exterior finish of the building. The building currently sits vacant and is in severely poor condition. A fire has destroyed much of the interior of the building and has detrimentally affected the integrity of the structure. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: PGCF LLC
Project: "Perfecto Garcia Cigar Factory Renovation"
Address: 2808 N. 16th Street, Tampa 33605
Designation: Ybor City National Register Historic District
Award: \$92,499
Status: In Progress

Grant funding will provide funding for the restoration of the historic front entrance and façade of the factory. This includes brickwork, masonry, restoration of iron work as well as new iron work, window construction and replacement, entryway threshold construction, and front doors. In FY19, the applicant received a grant of \$99,900 for the restoration of the iconic water tower, repointing and repair of the masonry, and repair of the concrete. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: J. C. Newman Cigar Co.
Project: "Stabilization of the Sanchez y Haya Real Estate Building"
Address: 1601 E. Columbus Drive, Tampa 33605
Designation: Ybor City National Register Historic District
Award: \$138,250
Status: In Progress

Grant funds will be used for the rehabilitation of the Sanchez y Haya Real Estate Building, directly across the street from the historic JC Newman Cigar Factory. Specifically, funds will be used for shoring, roof repairs, securing openings, and structural improvements. In FY19, the applicant received a grant for \$125,000 for improving physical accessibility to the cigar factory. In FY20, the applicant received a second grant for \$101,040 for the repair and restoration of the cigar factory's historic clock tower, El Reloj. Both projects have been completed. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: First United Methodist Church of Plant City
Project: "First United Methodist Church Plant City -- Phase II"
Address: 303 N. Evers Street, Plant City 33563
Designation: Downtown Plant City Commercial National Register Historic District
Award: \$82,960
Status: In Progress

Grant funds will go towards the rehabilitation of the areas of the historic church, starting with the parapet wall and steeple base on the roof of the sanctuary. Façade work will begin with the Baker Street entrance on the north side of the building. In FY21, the applicant received a grant of \$86,000 for the restoration of the windows, including the activities for prep and repair of the windows. This project has been completed. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date. All grant funded activities are limited to the exterior of the building as per program rules for religious properties.

Applicant: Heights 1 Group LLC"
Project: "Central and Hanna Avenues"
Address: 6108 N. Central, 6116 N. Central & 407-411 E. Hanna Avenues, Tampa 33604
Designation: Seminole Heights National Register Historic District
Award: \$22,750
Status: In Progress

Grant funds will be used to light the pedestrian walkways underneath the canopy of the commercial buildings on Central Avenue and to replace the stucco on the residential triplex on Hanna Avenue. In FY14, the applicant received a \$20,000 grant for the restoration of the canopy that extends over the sidewalk on the properties along N. Central Avenue. In FY20, the applicant was approved for a \$70,000 grant for the replacement of the roofs on the buildings along N. Central Avenue. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Cuban Club Foundation, Inc.
Project: "3rd Floor Window Restoration & Column 13 Stabilization"
Address: 2010 N. Avenida Republica de Cuba, Tampa 33605
Designation: Ybor City National Landmark District, National Register of Historic Places
Award: \$145,547
Status: In Progress

Grant funds will be used for new windows on the third floor of the building to resemble the look of the original windows and match the windows on the first two floors. The project will stop the water intrusion around the older replacement windows, which were not original to the building. Grant funds will also go towards the structural repair of Column 13, which is located on the ground floor cantina in the southwest corner of the building.

In FY20, the applicant received an award for \$70,924 for the restoration of the ballroom fanlight windows with transoms and doors and painting windows and doors. The total project includes additional ballroom fanlight windows and doors, and structural repairs. This project is in progress.

In FY18, the applicant received \$250,000 in grant funds for the replacement of the roofing system to include the main roof, the composition roof for the elevator tower, the shingle roof in the courtyard and the composition stage roof and numerous other smaller roof areas that are part of the building. This project was designed for a two- year period and is still underway.

In FY17, the Cuban Club received an award of \$250,000 for the restoration of the ballroom windows and doors. At that time, the HPCG Committee recommended that the equity match must be determined within six months.

In FY14 (at a special workshop on October 23, 2014), the applicant received funding approval of \$200,000 to be applied to the stabilization effort. In FY16 the applicant was awarded an additional \$147,000 recognizing the emergency status to stabilize the structure, for supporting the replacement of columns 8 through 12, related concrete forms, replacing the floor beams on the first floor as well as roofing. The cost of the stabilization project is estimated to be over \$1.8 million. In addition, the applicant confirmed that there was an approved \$1 million appropriation from the State (FY17 legislative session) to be administered by the Florida Department of State and \$550,000 in grant funding awarded by the Florida State Historic Preservation Office.

In March 2018, at the direction of County Administration, the County entered into an agreement with the Cuban Club that combined all County grants and funding, including \$597,000 awarded from the HPCG program and \$508,328.01 from a prior County grant to support Ybor Clubs, into one agreement for the restoration of the Cuban Club. This agreement was administered by the County's Management and Budget office. The County coordinated the expenditure of funding of project activities with the State DEO and SHPO offices.

All grant agreements include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: CMJ Centro Ybor LLC
Project: "Centro Ybor North Building Rehabilitation – Phase II"
Address: 1526-1536 E. 7th Avenue, Tampa 33605
Designation: National Register of Historic Places, Ybor City Local Historic District, Ybor City
National Historic Landmark District
Award: \$71,861
Status: In Progress

Grant funding will be used to rehabilitate the north building of the Centro Ybor complex. During the first phase of the project, it was found that more extensive structural repair was needed. Again, grant funds will specifically be used for the timber roof truss system and the roof restoration, as well as masonry repair as necessary. This applicant has received five grants previously for rehabilitation activities for the Centro Ybor complex totaling \$350,500. In FY21, the applicant received \$54,500 for the roof restoration of the North Building (Considered Phase I). In FY20, the applicant received \$35,000 for the Phase IV of the overall project, which included funding masonry waterproofing and restoration and parapet flashing and scupper restoration. In FY19, the applicant received \$78,500 for Phase III to continue the renovation, restoration, removal and replacement of existing windows and restoration of lintels and masonry, as well as waterproofing the masonry. In FY 18, the grantee received \$99,000 to continue Phase II of this work. In FY17, the HPCG program awarded the grantee \$83,000 for the initial project Phase I to support restoration work to cover windows, replacing/repairing steel balconies and four entry doors on the ground level, along with waterproofing the majority of the brick, re-mortaring and masonry repairs, and related painting. This building is owned by a State-entity and leased to the City of Tampa who sublets the Centro Ybor entertainment complex to the applicant.

Applicant: East Seventh Avenue LLC
Project: "Rehabilitation of 1514 E. 7th Avenue -- Phase II"
Address: 1514 E. 7th Avenue, Tampa 33605
Designation: Ybor City Local Landmark Historic District
Award: \$71,861
Status: In Progress

Grant funds will go towards rehabilitation activities for the east, northeast, north and northwest elevations of the building. Activities will consist of masonry repair, window repair, framing and the application of sealants where needed. In FY21, the applicant received \$30,500 for the replacement of the roof for the building. The 1908 building fronts onto the main street in Ybor City and these repairs will help to maintain the historic streetscape. The building is intended to house commercial activities, such as restaurant, retail, business and professional offices, providing up to 10,500 of leasable space. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Ybor City Holdings LLC
Project: "Broadway Bar Rehabilitation"
Address: 2229 E. 7th Avenue, Tampa 33605
Designation: Ybor City National Landmark District
Award: \$38,640
Status: In Progress

Grant funds will be used to conduct a full exterior restoration to the Broadway Bar on 7th Avenue. The exterior stucco will be removed to expose the historic brick that is original to the building. The brick will be repointed to ensure durability. The applicant has received five prior grants totaling \$516,430. In FY14, the applicant received \$250,000 for the rehabilitation of the Oliva Cigar Factory and its conversion into residential apartments. In FY15, the applicant received three separate grants for projects: \$72,810 for the rehabilitation of the historic property located at 1902 Avenida Republica de Cuba, known as the Ybor Tropical project; \$72,810 for the historic property located at 1910 E. 7th Avenue, known as the Ybor Patio project; and \$72,810 for the rehabilitation of the property located at 1302 E. 7th Avenue, known as the Ybor Marti project. In FY20, the applicant received \$48,000 for the rehabilitation of the property located at 2234 E. 7th Avenue, known as the Ybor Nuccio project. However, that grant was returned to the County. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Centro Asturiano de Tampa
Project: "Tuckpointing and Window Replacement"
Address: 1913 N. Nebraska Avenue, Tampa 33602
Designation: National Register of Historic Places, City of Tampa Local Landmark
Award: \$69,038
Status: In Progress

Grant funds will be used for tuckpointing and sealing of the building on the East, South and West sides of the building, and replacement of several rotted and leaking windows. Starting in FY16, Centro Asturiano de Tampa has been the recipient of \$288,436 in preservation grant funds (not counting the current year). In FY16, the grantee received \$50,000 for the repair and upgrade of the basement bathrooms and those on the first floor, including ADA upgrades. In FY18, the grantee was awarded \$43,543.75 for improved security fencing with properly functioning gates as well as an increased number of working security cameras. In FY20, the applicant received \$96,117 to repair the north side of the building, including tuck pointing, repair and replacement of cracked brick, and the re-caulking doors. All grant agreements include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

Applicant: Historical Seminole Heights LLC
Project: "Historical Seminole heights Property – Rehab and Repair"
Address: 5137 N. Florida Avenue, Tampa 33603
Designation: Seminole Heights Historic District
Award: \$45,406
Status: In Progress

Grant funds will go towards preservation activities that include roof repair/replacement, structural support, and exterior paint. In FY17, the applicant was awarded \$58,300 for restoration and upgrades of exteriors and interiors of buildings located at 5135 and 5137 N. Florida Avenue in Tampa. In FY20, the applicant received \$23,250 for rehabilitation to the building located at 5137 N. Florida. That project is still in progress. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of award date.

2023

HERITAGE TOURISM PROJECT ALLOCATIONS

Applicant: Tampa Downtown Partnership, Inc.
Project: "Franklin Corridor Preservation Plan"
Address: 400 N Ashley Drive, Tampa, FL 33602
Award: \$40,000
Status: In Progress

Grant funding will be used to fund multiple initiatives: a Story Map/Community Education Program, a History Center Downtown Tour, Buildings Alive! Event, and a Survey Report of Franklin Corridor. Starting in FY 12, Tampa Downtown Partnership has been the recipient of \$45,500 in preservation grant funds (not counting the current year). In FY 12, the applicant received \$13,650 for the Touring Tampa Campaign. In FY 21, the applicant received \$31,850 for Preserving Historic Franklin Street.

BUILDING AND SITES ALLOCATIONS

Applicant: Danger Properties, LLC.
Project: "Sulphur Springs Theater"
Address: 8029 N. Nebraska Avenue, Tampa, FL 33604
Designation: National Register of Historic Places (Meets Criteria)
Award: \$90,000
Status: In Progress

Grant funding will be used to seal the envelope of the building to prevent further water damage. The building, constructed in circa 1938, was originally constructed for a theater, which opened in 1943. Since then, it has been used as a printing press, auction house, and recording studio. The intent of the building is to restore the structure and begin a craft distillery and event space. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: GFWC BJWC Inc. (Brandon Junior Woman's Club)
Project: "Roof Repair & Restoration"
Address: 129 N. Moon Avenue, Brandon, FL 33510
Designation: Hillsborough County Historical Landmark
Award: \$6,500
Status: In Progress

Grant funding will be used to provide funding necessary for the repair and restoration of the roof. The building, constructed in circa 1928, by the Brandon Women's Club has served the community in a variety of capacities, including as a draft board during WWII. The building currently serves as a meeting place for many organizations. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: Providence Baptist Church, Inc.
Project: "Original Sanctuary Restoration"
Address: 5416 Providence Road, Riverview, FL 33578
Designation: National Register of Historic Places (Meets Criteria)
Award: \$72,655
Status: In Progress

Grant funding will be used to provide funding necessary for the repair and restoration of the church's original sanctuary. This original building was constructed in 1900 and has remained for over 120 years. The structure is a fine example of Florida vernacular architecture. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date. All grant funded activities are limited to the exterior of the building as per program rules for religious properties.

Applicant: SanMarten, LLC.
Project: "Y. Pendas and Alvarez Cigar Factory"
Address: 2301 N Albany Avenue, Tampa, FL 33607
Designation: West Tampa Historic District
Award: \$127,250
Status: In Progress

Grant funding will be used to provide funding necessary for the repair and restoration of the Y. Pendas and Alvarez Cigar Factory. The building is well-known for its iconic clock tower, which was the first of its kind in the area and stood as the tallest in Florida when originally constructed. The intent of the applicant is to convert the building into a wine lounge and event space. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: Centro Asturiano de Tampa, Inc.
Project: "Tuckpointing and Window Replacement"
Address: 1913 N. Nebraska Avenue, Tampa, FL 33602
Designation: National Register of Historic Places, City of Tampa Local Landmark
Award: \$85,973
Status: In Progress

Grant funding will be used for tuckpointing and sealing of the building on the South side of the building, and replacement of several rotted and leaking windows. Starting in FY 16, Centro Asturiano de Tampa has been the recipient of \$357,473.75 in preservation grant funds (not counting the current year). In FY 16, the applicant received \$50,000 for the repair and upgrade of the basement bathrooms and those on the first floor, including ADA upgrades. In FY 18, the applicant was awarded \$43,543.75 for improved security fencing with properly functioning gates as well as an increased number of working security cameras. In FY 20, the applicant received \$96,117 to repair the North side of the building, including tuck pointing, repair and replacement of cracked brick, and the re-caulking doors. In FY 21, the applicant received \$98,775 to be used for the replacement of the roof. In FY 22, the applicant received \$69,038 to be used for tuckpointing and sealing of the building on the East, South, and West sides of the building, and replacement of several rotted and leaking windows. All grant agreements include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: Citizens for the Old Lutz School Building, Inc.
Project: "Window Replacement"
Address: 18819 U.S. Highway 41 North, Lutz, FL 33549
Designation: National Register of Historic Places, Hillsborough County Local Landmark
Award: \$5,000
Status: In Progress

Grant funding will be used for the refurbishing of wood windows for the building. The building, built around 1926-1927, has 52 double hung wood windows. In FY 21, the applicant received \$5,000 for the refurbishing of wood windows for the building. The building is owned by the County, but all maintenance and rehabilitation activities are the sole responsibility of the nonprofit Citizens for the Old Lutz School.

Applicant: Design Styles Development, Inc
Project: "Envelope Reconstruction"
Address: 1708 E. Columbus Drive, Tampa, FL 33605
Designation: Ybor City National Historic Landmark District
Award: \$76,542
Status: In Progress

Grant funding will be used for sealing the envelope of the building and replacing the roof. In FY 18, the applicant received \$99,412.78 to provide for the renovation of the building back to its original look on the exterior but redesigned in the interior to serve as the firm's design center, with three conference rooms, two offices, two bathrooms, and a full kitchen. All grant agreements include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: First Presbyterian Church of Plant City, Florida, Inc.
Project: "FPC Plant City Rehabilitation"
Address: 404 W. Reynolds Street, Plant City, FL 33563
Designation: Downtown Plant City Commercial National Register Historic District
Award: \$99,500
Status: In Progress

Grant funding will be used for the repointing masonry, restoring wood windows, and water proofing of the historic church. In FY 22, the applicant received \$80,153 for the rehabilitation of the historic church to include the repair of the steeple, masonry restoration and roof replacement. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date. All grant funded activities are limited to the exterior of the building as per program rules for religious properties.

Applicant: The First United Methodist Church of Plant City, Florida, Inc.
Project: "FUMC Plant City - Phase III"
Address: 303 N. Evers Street, Plant City, FL 33563
Designation: Downtown Plant City Commercial National Register Historic District
Award: \$99,500
Status: In Progress

Grant funding will be used for the rehabilitation on the south side of the sanctuary where Phase 1 began to fully complete the sanctuary, address the east wing and complete the west side. Starting in FY 21, FUMC Plant City has been the recipient of \$168,960 in preservation grant funds (not counting the current year). In FY 21, the applicant received a grant of \$86,000 for the restoration of the windows, including the activities for prep and repair of the windows. In FY 22, the applicant received a grant of \$82,960 for the rehabilitation of the areas of the historic church, starting with the parapet wall and steeple base on the roof of the sanctuary. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date. All grant funded activities are limited to the exterior of the building as per program rules for religious properties.

Applicant: J.C. Newman Cigar Co.
Project: "Restoring Sanchez y Haya"
Address: 1601 E. Columbus Drive, Tampa, FL 33605
Designation: Ybor City National Register Historic District
Award: \$250,000
Status: In Progress

Grant funding will be used for the rehabilitation of the Sanchez y Haya Real Estate Building, directly across the street from the historic J.C. Newman Cigar Factory. Specifically, funds will be used for all of the building's windows, restoring the concrete roof deck, and installing a new, historically appropriate roof. Starting in FY 19, J.C. Newman Cigar Co. has been the recipient of \$364,290 in preservation grant funds (not counting the current year). In FY 19, the applicant received a grant of \$125,000 for improving physical accessibility to the cigar factory. In FY 20, the applicant received a second grant for \$101,040 for the repair and restoration of the cigar factory's historic clock tower, El Reloj. In FY 22, the applicant received a grant of \$138,250 for shoring, roof repairs, securing openings, and structural improvements. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: The Centre for Women, Inc.
Project: "Taliaferro House Rehabilitation"
Address: 305 S. Hyde Park Avenue, Tampa, FL 33606
Designation: National Register of Historic Places, Hyde Park Historic District
Award: \$17,025
Status: In Progress

Grant funding will be used for the rehabilitation of the Thomas Carson Taliaferro House, which includes windows and roof replacement. This award will go towards the repair and rehabilitation of the historic home and is limited to the main residential (now commercially used) structure. In FY 21, the applicant received a grant of \$32,120 for the repair of multiple deteriorated soffit locations, repairs to gutters and flashings, and repairs to dormers. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.

Applicant: The University of Tampa
Project: "Future Phase 3"
Address: 401 W. Kennedy Boulevard, Tampa, FL 33605
Designation: Local Landmark City of Tampa and National Register (Listed)
Award: \$200,000
Status: In Progress

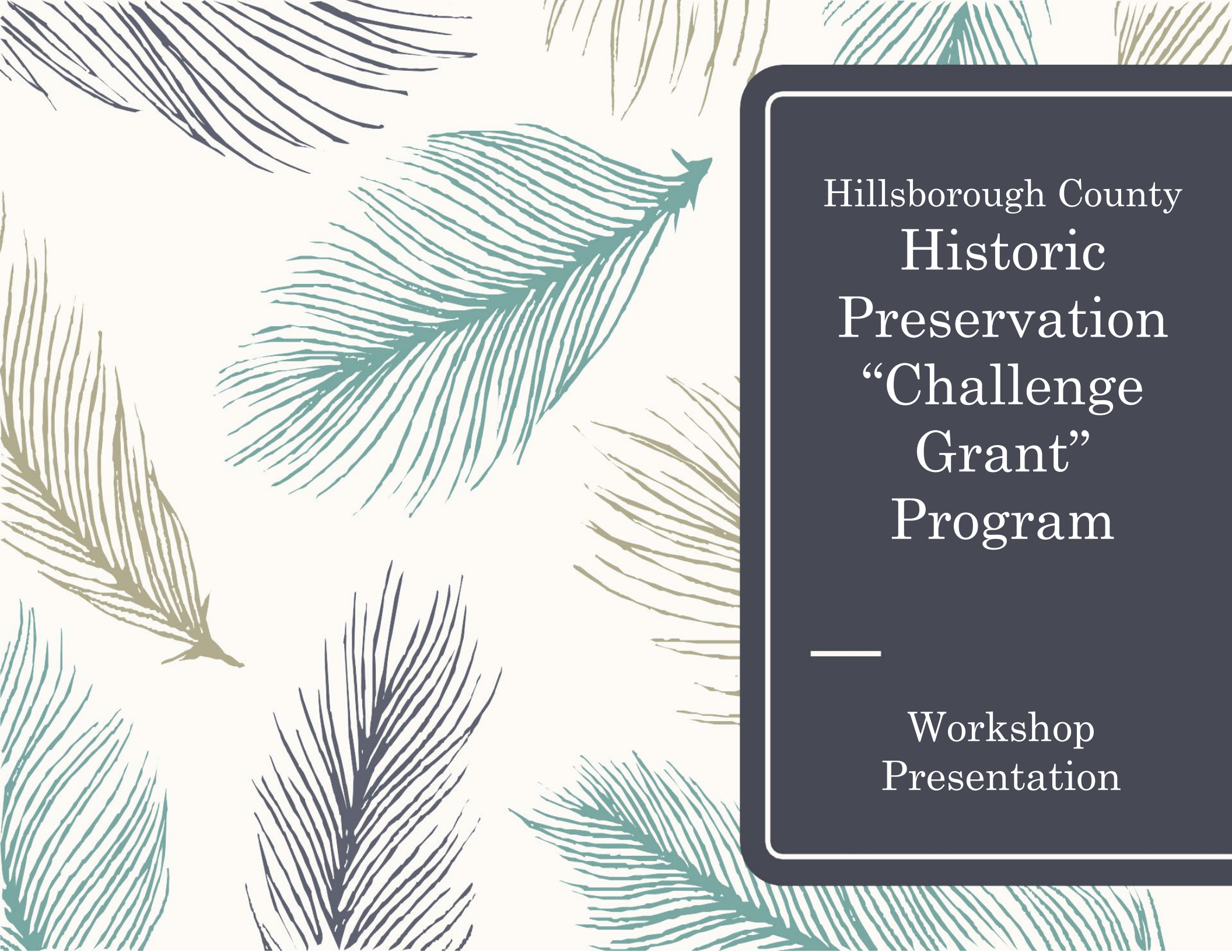
Grant funding will be used to prevent the endangerment of a historic property by repairing and restoring a basement level area of H.B. Plant Hall. Starting in FY 12, UT has been the recipient of \$761,500 in preservation grant funds (not counting the current year). In FY 12, the applicant received \$250,000 for window repair/replacement of 178 windows. In FY 14, the applicant received \$250,000 for the repair and replacement of 138 of the building's windows and 22 balconies located across the facades. In FY 16, the applicant received \$37,500 for the restoration of the interior of one of five minarets on the upper floors planned by the group. In FY 18, the applicant received \$99,500 for 7,500 square feet of basement level area in Plant Hall. In FY 19, the applicant received \$99,500 for the repair and restoration of 6,500 square feet of structural remediation to the foundation and subfloor under the Moody Music Room south entry floor. In FY 20, the applicant received \$25,000 for the architectural and engineering evaluation by an independent, experienced lightning protection contractor to evaluate the existing system and provide the recommendations and requirements for the repair, replacement and/or new installation of lightning protection system components.

Applicant: The Victory Ship, Inc.
Project: "ADA Vertical Lift"
Address: 705 Channelside Drive, Tampa, FL 33602
Designation: National Register of Historic Places
Award: \$30,056
Status: In Progress

Grant funding will be used for modifications and improvements to assist disabled/limited mobility visitors (i.e., disabled veterans) entry to museum ship, via a wheelchair lift. Starting in FY 16, The Victory Ship has been the recipient of \$163,081 in preservation grant funds (not counting the current year). In FY 16, the applicant received \$2,300 for initial exhibit support for three video monitors, now installed. In FY 17, the applicant received \$2,000 for the development of the planned exhibition, "Women Shipbuilders of WWII," and the addition of six to seven portable air conditioning (A/C) units in the exhibit areas at the full amount requested. In FY 18, the applicant received \$6,000 for Phase III including improvements for visitor comfort and the visitor experience, as well as upgrades to the ship's website. In FY 19, the applicant received \$15,281 for Phase IV of their American Victory Guest Experience Enhancement Project. In FY 20, the applicant received \$37,500 for conducting activities that allow the ship to remain operational and conduct fundraising cruises on the waterways. Inspections of sea valves, expansion joints, boiler mount, hull coating, tank clean/empty, an overhaul of plumbing, cleaning/sanitation improvements, boiler and auxiliary systems inspections and repair, are the areas of focus. In FY 21, the applicant received \$100,000 for critical maintenance activities that are required by the U.S. Coast Guard Code of Federal Regulations. Activities included hull inspection and performance of maintenance of structural items, such as repairs to defective steel plates or welds/rivets, as well as mechanical items such as sea valves, expansion joints, boilers and/or other functional items as required every five years in order to receive Coast Guard certification.

Applicant: Ybor Bungalow Adventure, LLC.
Project: "Ybor Bungalow Repair & Restoration"
Address: 2208 E. 2nd Avenue, Tampa, FL 33605
Designation: Ybor City National Historic Landmark District
Award: \$99,999
Status: In Progress

Grant funding will be used for HVAC, electrical and plumbing be brought up to code. In FY 22, the applicant received \$58,190 for the foundation repair and roof replacement. All grant agreements for privately-owned properties include a condition that grant funding will be returned to Hillsborough County on an amortized basis if the property is sold within five years of the award date.



Hillsborough County
Historic
Preservation
“Challenge
Grant”
Program

Workshop
Presentation



Program's Purpose

Started in 2012 to promote historic preservation, heritage tourism, & related economic development within Hillsborough County (both incorporated and unincorporated areas).

- Rehabilitation/Restoration Historic Structures
- Additions to Historic Structures
- Improvements to Historic Site(s) or Grounds
- Heritage Tourism Projects
- NOT for private residences



Who is Eligible?

- Private individual or entity.
- Nonprofit.
- Applicant may not be a federal, state, local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof.
- For Heritage Tourism Projects, applicants can only be non-profits.
- Must be “income producing” or commercial properties/projects



Project Requirements

- Maximum \$250,000 per project per year.
- Located in Hillsborough County (incorporated or unincorporated).
- Must match grant funds by 1:1 ratio
 - 50% of match in cash or in-kind contribution of labor or materials.
 - Minimum of 50% of match (25% of project) must be provided by applicant.
 - Reimbursements are made on cash outlays only.

\$100,000 project = \$50,000 grant + \$25,000 cash + \$25,000 in-kind



Application Review Process

- County staff reviews for appropriateness and completeness, then forwards them to Committee
- Ranked & prioritized by Citizen Review Committee based on BOCC Policy objectives.
- BOCC has final approval/vote



Project Types

Rehabilitation/Restoration of Historic Structures

- Interior and/or exterior preservation, rehabilitation, restoration, reconstruction, or relocation of existing “historic building”.
- Meets National Register listing criteria.
- Includes:
 - updating code requirements
 - installation of security related equipment or fire protection
 - structural stabilization, including mothballing of structures that without emergency measures may be lost, including associated engineering and architectural costs



Compatible Additions to Historic Properties

Additions or Alterations

- Facilitates adaptive reuse
- Reconstruction of lost historic resources
- Construction of architecturally appropriate kiosks, information facilities or utility structures
- Security-related equipment or improvements, including associated engineering and architectural costs.



Improvements to Historic Sites or Grounds

- Restoration/reuse of other non- building historic places.
- Includes:
 - security related equipment
 - improvements (e.g., cemeteries, gardens)
 - includes associated engineering & architectural costs



Heritage Tourism Projects

Includes:

- Development of print or electronic materials that support the mission
- Non-building projects that promote historic resources and heritage tourism
- Interpretive, promotional or wayfinding signage
- Exhibit/tour development





Application Process & Important Dates

Sample Timeline

Early March

- HPCG Application Period Opens

Early May

- HPCG Application Period Closes

Mid July

- HPCG Review Committee Meeting

August/September

- BOCC Approval of Recommended Projects

On-Going

- BOCC Approval of Project Agreements

Project Example



Before



After

Applicant Strategies for Success


- Completed application on the Neighborly Software System
- Completed on Time
- Grantee's Match funding identified & set aside
- Organizational Documents
- Capital Funding for Outside Agencies
- Meet with Staff before deadline





Neighborly Software System

Hillsborough County Neighborly Participant Portal



Thank You and Good Luck

Hillsborough County's
Economic Development
Department

For complete information, go to:
[HPCG Program's Website](#)

APPENDIX "M"

HILLSBOROUGH COUNTY HISTORIC PRESERVATION CHALLENGE GRANT PROGRAM (the "HPCG Program")

HPCG Program Annual Application

GENERAL INSTRUCTIONS AND INFORMATION

Before completing the application submission through the [Neighborhoodly Software System](#), please review thoroughly the information below, as well as Board of County Commissioners (the "BOCC") Policy, Section Number 01.31.00.00, Historic Preservation "Challenge Grant" and other materials posted at [Hillsborough County's Historic Preservation Challenge Grant Program](#).

Please refer to [BOCC Policy 01.31.00.00](#) for detailed requirements regarding eligible applicants and projects. An applicant may be an eligible nonprofit or private individual or entity. Applicants may not be a federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof. All projects must be located in Hillsborough County (incorporated or unincorporated). In historic districts, priority is given to designated contributory buildings.

The County grants are for the reimbursement of approved cash expenses. **Reimbursements are made on cash outlays only.** The applicant must match the grant funds by a minimum 1:1 ratio. The applicant's match may not be provided solely through alternative matching funds or other sources. A minimum of 50% of the match to the County grant must be provided by the applicant and must be in the applicant's cash. In-kind contributions of labor or materials can be used as grantee match (not greater than 25% of the total Project costs.)

All completed applications must be received by 5:00 p.m. on the final day of the application period. Completed applications not received by the date and time deadline will not be eligible for consideration. Paper applications are no longer being accepted.

Completed Application Submissions include:

A signed and notarized Certification Form, found on page 15, must be uploaded to the Neighborhoodly Software System Participant Portal. For an application to be considered complete, the funding for the grantee's match (source and amount) must be addressed. File names should clearly identify the organization and the project.

All supporting documents must be submitted as part of the Application in order for the Application to be considered complete and eligible for consideration. An applicant must upload a copy of the following:

- Organization's Current Articles of Incorporation, updated in [SunBiz Florida](#)
- Bylaws
- List of Current Board of Directors
- Federal (IRS) Tax Exempt Recognition Letter
- W-9
- Sales Tax Exemption Form (as applicable)
- A completed and signed Equal Employment Opportunity (EEO) Workforce Analysis Form (see Exhibit E),

- Financial Information (most recent), including:
 - Year-end Financial Statements with Financial Balance Sheet
 - Year-to-date Operating Statements and current budget
 - Latest annual Federal information or tax return (Form 990 for nonprofits) with schedules
 - Organization’s most current audit report, if available.

Similar information must be submitted on separate foundations established by the applicant. Organizational and financial information must be up-to-date and complete for the applicant to be considered eligible for project evaluation in the selection process. All information identified above must be provided with the submission. **Eligible nonprofits must be an IRS recognized 501c entity.**

In addition, the HPGC Review Committee (the “Review Committee”) requests **a summary list of all grants received over the past five (5) years and the grant provider contact information.** It is possible that priority consideration may **not** be given to an applicant currently receiving other County funding, including a prior HPCG Program grant.

Proposals requesting an award of \$100,000 or more must satisfy all requirements set forth in [BOCC Policy, Section Number 04.05.00.00](#) regarding Capital Funding for Outside Agencies. The policy requires:

- detailed business plan for the development and ongoing maintenance of the building or structure(s)
- audited financial statements (with the related opinion letter and notes) for the most recent fiscal year
- unaudited interim financial statements for the current fiscal year, before final approval.

This review is conducted after a grant is approved by the BOCC, but prior to the execution of a funding agreement by the BOCC.

Unless specifically recommended by the Review Committee and approved by the BOCC, funding for an approved project or program is limited to the period it is proposed and budgeted in the entity’s application and/or subsequent agreement.

The entity’s matching funds or expenditures must take place during the grant period specified in the formal agreement with the County. Project planning may begin before a grant request is approved/awarded and a funding agreement signed. However, the entity cannot be reimbursed for any cost incurred, nor will the cost be eligible to be credited as part of the entity’s matching shares prior to formal approval of the grant by the BOCC. No cost incurred after the grant period has expired will be eligible for payment with grant funds or eligible to be credited as part of the matching share.

HPCG Program funds cannot be matched with Hillsborough County Tourist Development Tax funds and BOCC funding, unless approved by the BOCC. Official Visitor Information Centers (“VICs”) must be approved by the Tourist Development Council (the “TDC”) and be consistent with the TDC guidelines for VICs. No County funds may be expended for the purchase of food, beverages, or entertainment costs or in support of an entity’s membership functions.

The grant may be applied to net production and media expenses, but not to related agency commissions, unless specified. For construction projects, contractor/engineering/architect fees and out-of-pocket/travel expenses are not eligible for reimbursement unless specified in the agreement. An applicant awarded a grant is to provide drafts of advertising and other printed/electronic material for County review in advance of a public release or related event.

All information, including advertisements, programs, and brochures concerning the building, place, activity and/or event funded with HPCG Program funds, is to include an acknowledgment that the project has received financial assistance from the County. Any news release or other type of publicity must identify the **Hillsborough County Board of County Commissioners** as a funding source. In printed/electronic materials, the reference to the County must appear in the same size letters and font type as the name or logo of any other funding source.

The Review Committee may conduct workshops/meetings related to its recommended allocations. The dates, times and locations will be posted to the website. The meetings may include, but are not limited to applicant presentations, application workshop(s) and allocation meetings. Failure to attend meetings may affect the success of the applicant's grant application.

Please check the County website for time, date, and location information regarding the Review Committee's meeting: [County's Calendar](#).

At the conclusion of this process, the Review Committee will forward its funding recommendations to the BOCC for adoption and inclusion in the County budget. Applicants approved for funding are required to execute an agreement with Hillsborough County, detailing the responsibilities of both parties before the grantee can submit documentation for reimbursement with grant funds.

NOTE: Thoroughly read the BOCC Policy statements. This funding program is subject to modification. Updates and future meeting schedules will be posted at [Hillsborough County's Historic Preservation Challenge Grant Program](#).

For questions, please contact:

Derek P. Shavor
Manager, Economic Development
(813) 272-5560
HPCG@hcflgov.net

**EQUAL EMPLOYMENT OPPORTUNITY
COMPLIANT SUBMISSION
HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT**

Directions – Please complete one of the following Summary Forms for either Option I, II, or III based on Grantee size by personnel. Please click the link in the document to the appropriate option.

[OPTION I. No Paid Employees/100% Volunteer Staff](#)

Complete the following Exhibit E Requirements (Exhibits E-1 to E-5):

- Page E-1: Review EEO Applicable Statutes, Orders, and Regulations.
- Page E-2: Review EEO Applicable Statutes, Orders, and Regulations.
- Page E-3: Enter the Grantee's name at the top and answer all questions.
- Page E-4: Enter the Grantee's name at the top and complete the Workforce Matrix. If the Grantee is a non-profit with no paid employees, enter 0 under the male/female columns. If the Grantee is a for-profit with no paid employees, enter the number corresponding to the ownership of the company.
- Page E-5: Sign, date, and provide two witnesses.

[OPTION II. Fewer than 15 Employees, including the owner](#)

Complete the following Exhibit E Requirements (Exhibits E-1 to E-6):

- Page E-1: Review EEO Applicable Statutes, Orders, and Regulations.
- Page E-2: Review EEO Applicable Statutes, Orders, and Regulations.
- Page E-3: Enter the Grantee's name at the top and answer all questions.
- Page E-4: Enter the Grantee's name at the top and complete the Workforce Matrix.
- Page E-5: Sign, date, and provide two witnesses.
- Page E-6: Enter the Grantee's name at the top, complete, sign, and date. (The Grantee may submit their own EEO/AAP Policy in lieu of completing E-6.)

[OPTION III. 15 Employees or More](#)

Complete the following Exhibit E Requirements (Exhibits E-1 to E-13):

- Page E-1: Review EEO Applicable Statutes, Orders, and Regulations.
- Page E-2: Review EEO Applicable Statutes, Orders, and Regulations.
- Page E-3: Enter the Grantee's name at the top and answer all questions.
- Page E-4: Enter the Grantee's name at the top and complete the Workforce Matrix.
- Page E-5: Sign, date, and provide two witnesses.
- Page E-6: Enter the Grantee's name at the top, complete, sign, and date.
- Page E-7 to E-13: Complete all remaining pages. (The Grantee may submit their own EEO/AAP Policy in lieu of completing E-7 to E-13.)

OPTION I
No Paid Employees/100% Volunteer Staff

EXHIBIT E
EQUAL EMPLOYMENT OPPORTUNITY
APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

---- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

---- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

---- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.

---- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.

---- Florida Statutes § 112.043, prohibits age discrimination in employment.

---- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.

---- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.

---- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.

---- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.

---- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.

---- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.

---- Florida Statutes §760.40, provides for the confidentiality of genetic testing.

---- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.

---- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.

---- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.

---- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

---- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.

---- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

---- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.

---- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.

---- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.

---- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.

---- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.

---- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.

---- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.

---- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).

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---- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat. 713.

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---- Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.

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---- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.

---- Executive Order 13673, Fair Pay and Safe Workplaces.

"The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract."

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the Grantee (referred to in this Exhibit as "Grantee"), agrees as follows:

(1) The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Grantee will, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Grantee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Grantee's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Grantee will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Grantee will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Grantee's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Grantee will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Grantee may request the United States to enter into such litigation to protect the interests of the United States.

EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION QUESTIONNAIRE

GRANTEE: _____

PROJECT: _____

GRANTEE CIVIL RIGHTS STATUS

The Grantee is requested to carefully review the following questions and provide responses as it relates to the Grantee's own affirmative action and equal opportunity practices.

Please respond to the following:

1. Provide a copy of the Grantee's Affirmative Action Plan or Program (If not submitted within the past twelve (12) months).^①
2. Workforce Analysis by race/sex and EEO category.
3. If the Grantee receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the Grantee receptive to on-site reviews?
6. Does the Grantee have a procedure for resolving discrimination complaints?
7. Has the Grantee been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the Grantee anticipate hiring additional staff to perform this Agreement/contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the Grantee's Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past 12 months).^①

^①A written Affirmative Action Plan or Program is required if the Grantee has 15 or more employees. If the Grantee has fewer than 15 employees, then an Affirmative Action Policy Statement is required.

**EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS**

GRANTEE: _____

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	M	F	AI	API	BLK	HISP	WHT	AI	API	BLK	HISP	WHT
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.

- AI: AMERICAN INDIAN
- API: ASIAN/PACIFIC ISLANDER
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EXHIBIT E (continued)

The Grantee's failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Grantee, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Grantee by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Grantee further assures that it and its subcontractors' facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

WITNESS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

WITNESS

PRINT NAME & TITLE

DATE SIGNED

OPTION II

Fewer than 15 Employees, including the owner

EXHIBIT E
EQUAL EMPLOYMENT OPPORTUNITY
APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

---- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

---- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

---- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.

---- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.

---- Florida Statutes § 112.043, prohibits age discrimination in employment.

---- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.

---- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.

---- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.

---- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.

---- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.

---- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.

---- Florida Statutes §760.40, provides for the confidentiality of genetic testing.

---- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.

---- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.

---- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.

---- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

---- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.

---- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

---- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.

---- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.

---- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.

---- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.

---- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.

---- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.

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"The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract."

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EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION QUESTIONNAIRE

GRANTEE: _____

PROJECT: _____

GRANTEE CIVIL RIGHTS STATUS

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**EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS**

GRANTEE: _____

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EXHIBIT E (continued)

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EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

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IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

WITNESS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

WITNESS

PRINT NAME & TITLE

DATE SIGNED

_____ (Grantee)

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____ to give equal opportunity of employment to all qualified persons without regard to:

- Age
- Sex
- Race
- Color
- Religion
- National Origin
- Mental or Physical Handicap
- Marital Status
- Sexual Orientation
- Gender Identity or Expression

and to take affirmative action to provide equal opportunity to all qualified persons in all personnel actions including, but not limited to:

- Recruitment and Hiring
- Compensation and Other Employee Benefits
- Training
- Promotion and Demotion
- Layoff and Termination

It is also our policy to take affirmative action in the employment and advancement in employment of qualified handicapped persons, disabled veterans, and veterans of the Vietnam Era.

Discrimination complaints should be directed to _____ who will conduct an investigation, notify all concerned parties of the results of the investigation, and take corrective action if the complaint is found to have basis.

It is further our policy to comply with all applicable Federal and State laws with respect to Equal Employment Opportunity and Affirmative Action.

Chief Executive Officer

Printed Name

Date

OPTION III
15 Employees or More

EXHIBIT E
EQUAL EMPLOYMENT OPPORTUNITY
APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
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EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION QUESTIONNAIRE

GRANTEE: _____

PROJECT: _____

GRANTEE CIVIL RIGHTS STATUS

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**EXHIBIT E (continued)
EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS**

GRANTEE: _____

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
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PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.

- AI: AMERICAN INDIAN
- API: ASIAN/PACIFIC ISLANDER
- BLK: BLACK
- HISP: HISPANIC
- WHT: WHITE

EXHIBIT E (continued)

The Grantee's failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Grantee, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Grantee by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Grantee further assures that it and its subcontractors' facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

WITNESS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

WITNESS

PRINT NAME & TITLE

DATE SIGNED

_____(Grantee)

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of _____ to provide equal employment opportunity to present and prospective employees without regard to age, sex, race, color, religion, national origin, mental or physical handicap, veteran status, marital status and other applicable groups.

_____ will take affirmative action when necessary to achieve equal employment opportunity in selection and all other personnel actions without regard to age, sex, race, color, religion, national origin, mental or physical handicap, veteran status, marital status and other applicable groups. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay and other forms of compensation; and selection for training, including apprenticeship.

_____ for _____ is responsible for coordinating the day-today implementation and monitoring of the firm's affirmative action efforts. As the firm grows, every effort will be made towards achieving a balanced workforce representation of minority and women employees at all levels. We endorse this policy and give our support to the EEO goals as outlined in the statement.

Chief Executive Officer

Printed Name

Date

**AFFIRMATIVE ACTION PLAN
SELF-ANALYSIS**

After studying the Workforce Analysis and reviewing the current distribution by category of _____ personnel, the following percentages were calculated, based on a total full-time workforce of _____ persons:

Note: The abbreviations used are as follows: American Indian (AI), Asian/Pacific Islander, (API) Black (BLK), Hispanic (HISP), and White (WHT).

JOB CATEGORY	MALES					FEMALES					TOTAL
	AI	API	BLK	HISP	WHT	AI	API	BLK	HISP	WHT	
Officials & Managers											
Professionals											
Technicians											
Sales Workers											
Office & Clerical											
Craftsman (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Services Workers											
All Job Categories ^①											

^①Please note that the percentages entered for each employment category must add up to 100%.

**AFFIRMATIVE ACTION PLAN
SELF-ANALYSIS**

After reviewing the self-analysis, we find underutilization exists in the following categories (based on the Office of Federal Contract Compliance standard employment goals of 17.9% for minorities and 6.9% for women or for those companies completing an availability analysis the target employment goals can be expressed as availability):

Note:

Please indicate **YES** if underutilization exists as specified above.

Please indicate **NO** if underutilization does not exist as specified above.

	MINORITY	FEMALE
Officials & Managers		
Professionals		
Technicians		
Sales Workers		
Office & Clerical		
Craftsman (Skilled)		
Operatives (Semi-Skilled)		
Laborers (Unskilled)		
Services Workers		

**AFFIRMATIVE ACTION PLAN
GOALS**

_____ has established the following hiring and employment goals and timetables to improve minority and female representation in underutilized categories as vacancies occur. (The utilization analysis is based on the Office of Federal Contract Compliance standard employment goals of 17.9% for minorities and 6.9% for women or for those companies completing an availability analysis the target hiring goals can be expressed as percent of availability):

Job Categories	Target		Target		Target
	Number of New Hires		Percent of Availability		Date
	MINORITY	FEMALE	MINORITY	FEMALE	MM/DD/YY
Officials & Managers					
Professionals					
Technicians					
Sales Workers					
Office & Clerical					
Craftsman (Skilled)					
Operatives (Semi-Skilled)					
Laborers (Unskilled)					
Services Workers					

**AFFIRMATIVE ACTION PLAN
CORRECTIVE ACTIONS**

1. _____ will contact agencies, such as the Florida Department of Labor, Division of Employment Security, to list position vacancies. All such listings will state that _____ is an Equal Opportunity Employer;
2. _____ will advertise position vacancies in local area newspapers. All such advertisements will state that _____ is an Equal Opportunity Employer;
3. _____ will reaffirm with all executive search firms and employment agencies that it is an Equal Opportunity Employer;
4. For professional-level vacancies, including those requiring a specialized education, the placement offices at the local area colleges and other post-secondary schools will be contacted;
5. Department managers will be made aware of the problem areas identified in the firm's self-analysis and the Equal Employment Opportunity policy will be reaffirmed to them;
6. An Applicant Flow Log will be maintained to aid in the analysis of our recruiting efforts and procedures;
7. The selection and promotion processes will be constantly analyzed to seek out and eliminate any barriers to the hiring and upward mobility of all applicants/employees;
8. All employees are familiarized with the firm's Equal Employment Opportunity Policy and Affirmative Action Plan, are given access to these documents and are made aware of the commitment of _____ to ensure equal opportunity to all.

**AFFIRMATIVE ACTION PLAN
COMPLAINT PROCEDURE**

Any applicant or employee of _____ who feels that they have been discriminated against in filling a position or assignment, in being granted a promotion or other opportunity, or in an administrative action, may bring the matter to the attention of _____ through their supervisor, or through the EEO Coordinator, _____. The following is the procedure for processing and resolution of complaints of discrimination:

1. Contact _____ , EEO Coordinator, to report the complaint;
2. Describe complaint, providing details of what occurred;
3. Within 10 days of receiving the complaint, the EEO Coordinator will conduct a thorough investigation of the complaint. A report detailing the results of the investigation will be submitted to the employee (or applicant), his/her supervisor, and principals of the firm within 30 days;
4. Appropriate corrective action will be taken in all instances where the complaint has basis.

Chief Executive Officer **Printed Name** **Date**

_____ (Grantee)

**STATEMENT OF ADHERENCE TO REGULATIONS REQUIRING NONDISCRIMINATION IN THE
EMPLOYMENT OF HANDICAPPED PERSONS, DISABLED VETERAN'S AND VETERANS OF THE VIETNAM
ERA**

It is the policy of _____ to seek out and employ qualified personnel at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation, benefits, promotion, transfer, and termination. To achieve this, _____ is dedicated to take affirmative action to employ and advance in employment qualified handicapped persons, disabled veterans, and veterans of the Vietnam Era.

_____ is resolved to take voluntary, positive, business-oriented action which will contribute to the furtherance of the spirit and intent of Federal, State and Local legislation, government regulations and executive orders by providing affirmative action and equal employment opportunity to handicapped persons, disabled veterans, and veterans of the Vietnam Era.

Chief Executive Officer

Printed Name

Date

_____(Grantee)

PLAN TO PROVIDE DM/DWBE(s) WITH PROCUREMENT OPPORTUNITIES

_____ believes that maximum utilization of DM/DWBE firms is an essential goal like our Affirmative Action Program. Our firm recognizes that tremendous efforts must be made by everyone to overcome the long-standing pattern of discrimination in the marketplace. We are committed to making this effort in the following areas:

- maintaining active contact with DM/DWBE firms for services;
- seeking DM/DWBE(s) as a part of contracted work, as contractor, sub-contractor, or on a joint venture basis;
- obtaining supplies and services from DM/DWBE vendors.

We are building our files from all known sources, as well as through informal personal referrals, and continue to actively seek out new sources. We actively utilize the certified DM/DWBE lists provided by the Small/Minority Business Section of Hillsborough County's Economic Development Department at 272-5969.

We have and will continue to utilize qualified DM/DWBE subcontractors, sub-consultants and vendors whenever feasible. We will provide equal opportunity in the procurement of goods and services that we purchase.

In all procurement efforts, an Affirmative Action Committee person is to be assigned to assure compliance with this plan. Records of all applicant vendors are to be kept on the Affirmative Action Record to be reviewed by the Committee.

Chief Executive Officer

Printed Name

Date

Appendix “O”
Other Reporting Documents and Forms

Pages and forms used to package an invoice for reimbursement, complete and agreement, or for other project reviews, include the following:

- AIA Document G702™-1992 (Application and Certificate for Payment)
- Lien Release (Samples for General Contractor Affidavit and Subcontractors Statement of Satisfaction)
- Final Lien Release Statement (Sample for Owner)
- HPCG Volunteer Timesheet (Template)
- HPCG In-Kind Sheet (Template)
- HPCG Review Committee Evaluation Sheet
- Capital Funding Request Form
- Marketing Plan, Media Buy Template



AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER:	PROJECT:	APPLICATION NO:	Distribution to:
		PERIOD TO:	OWNER <input type="checkbox"/>
FROM CONTRACTOR:	VIA ARCHITECT:	CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
		CONTRACT DATE:	CONTRACTOR <input type="checkbox"/>
		PROJECT NOS: / /	FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ _____

2. NET CHANGE BY CHANGE ORDERS \$ _____

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ _____

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ _____

5. RETAINAGE:

a. _____% of Completed Work
(Columns D + E on G703) \$ _____

b. _____% of Stored Material
(Column F on G703) \$ _____

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ _____

6. TOTAL EARNED LESS RETAINAGE \$ _____
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ _____
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ _____
(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ _____	\$ _____
Total approved this month	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
NET CHANGES by Change Order	\$ _____	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: _____ Date: _____
 State of: _____
 County of: _____
 Subscribed and sworn to before
 me this _____ day of _____

Notary Public:
 My commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Final Contractor's Affidavit

STATE OF FLORIDA
COUNTY OF _____

WHEREAS, under the date of _____ day of _____, _____, _____, as Owner, and the undersigned, _____, as Contractor, entered into a certain agreement whereby the undersigned contracted to erect for said Owner certain improvements upon the following described land, situate, lying, and being in the City of _____ County of _____ and State of Florida, more particularly described as follows:

THE UNDERSIGNED FURTHER AFFIRMS:

1. That said improvements have been fully completed and said contract entirely performed and final payment under said contract has become due to the undersigned by said owner, and this statement is given, under oath, in compliance with Section 713.06(3)(d)(1), Florida Statutes, to enable the undersigned to obtain final payment from said owner;
2. That all lienors who have timely served a notice to owner on the owner and the contractor, or other persons contracting directly or indirectly with or directly employed by the undersigned, on or in connection with said improvement, and under and in connection with said contract, have been paid in full, except the following, in the following amounts and for the following services:

NAME	SERVICE OR MATERIALS	AMOUNT

(If "NONE," indicate "NONE")

3. That in addition to the above listed amounts there is now due the undersigned, as general contractor on the above referred to contract, an unpaid balance of _____ Dollars; total amount received to date for this project \$_____.

4. That the undersigned has, in no way assigned, pledged, or hypothecated said contract or any amount or amounts due or to become due there under, or in connection therewith.

Contractor: _____

Signature: _____

Printed Name: _____ Title: _____

Notary

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, _____.

Personally known to me or has produced _____ as identification.

Notary Public _____ My commission expires _____.

Subcontractor's Statement of Satisfaction

(Attachment to General Contractor's Request of Payment No. _____)

Note: The General Contractor shall attach this statement to each Request for Payment beginning with the second Request for Payment. This statement is applicable to each subcontractor whose work appeared on the prior Request for Payment for which the General Contractor has been paid.

KNOW ALL MEN BY THESE PRESENTS, That,

(NAME) _____

representing _____

whose address is _____

with the title of _____,

who after being first duly sworn, upon oath, deposes and says that pursuant to the provisions of the contract for:

Project Name: _____

General Contractor: _____

the all monies due him/her from the General Contractor's Request for Payment No. _____ (Period of work: _____ to _____ have been paid to him/her.

Signature

Date

Printed Name

Title

Notary

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online

notarization this _____ day of _____, _____, by _____
Name and Title of Officer or Agent

of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)

He/she is personally known to me or has produced _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

[COMPANY LETTERHEAD]

[Date]

Hillsborough County
Historic Preservation Challenge Grant Program

RE: [Project Title]

To Whom it May Concern,

Please note that all subcontractors and suppliers have been paid to acceptable work and materials from previous grant payments received (less any retainage).

Thank you,

[Signature]
[Contact Name]
[Contact Title]

Notary

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online

notarization this _____ day of _____, _____, by _____
Name and Title of Officer or Agent

of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)

He/she is personally known to me or has produced _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

Hillsborough County Historic Preservation Challenge Grant Volunteer Time Sheet

Volunteer Staff Name: _____ Month: _____ Year: _____

Date	Activity ^①	Scope of Work ^②	Time Started	Time Finished	Total Hours
TOTALS					

^① Services must be such that there would normally be a charge for them and must be essential to the implementation of the project and can be documented as to value.

^② Scope of Work. Use Work Item from Approved Scope of Work in Grant Award Agreement.

Pay Rate: _____/hour X Total Hours = \$_____ (Must be valued at the current Federal minimum wage or Florida minimum wage.)

I hereby certify that this claim is true and correct, and that activities claimed during hours documented were actually performed by me.

Volunteer Signature

Grant Administrator Signature

Volunteer Printed Name

Grant Administrator Printed Name

Date

Date

Hillsborough County Historic Preservation Challenge Grant In-Kind Time Sheet

Volunteer Staff Name: _____ Month: _____ Year: _____

Date	Activity ^①	Scope of Work ^②	Time Started	Time Finished	Total Hours
TOTALS					

^① Services must be such that there would normally be a charge for them and must be essential to the implementation of the project and can be documented as to value.

^② Scope of Work. Use Work Item from Approved Scope of Work in Grant Award Agreement.

Pay Rate: _____/hour X Total Hours = \$_____ (Must be valued at the current Federal minimum wage or Florida minimum wage.)

I hereby certify that this claim is true and correct, and that activities claimed during hours documented were actually performed by me.

In-Kind Staff Signature

Grant Administrator Signature

In-Kind Staff Printed Name

Grant Administrator Printed Name

Date

Date

HILLSBOROUGH COUNTY BOCC - CAPITAL FUNDING REQUEST INFORMATION FORM - OUTSIDE AGENCY

1. AGENCY NAME: _____ 3. DATE _____

2. AGENCY ADDRESS: _____

4. PROJECT TITLE: _____

5. PROJECT ADDRESS: _____

6. PROJECT DESCRIPTION: _____

7. PROJECT BENEFIT: _____

8. HOW WAS PROJECT COST DETERMINED: _____

9. WHY ARE COUNTY FUNDS NECESSARY AND HOW WILL THEY BE SPENT: _____

10. PROJECT COST:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>TOTAL</u>
Planning							\$0
Design							\$0
Construction							\$0
Total Project Cost							\$0

11. SOURCES OF FUNDS

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>TOTAL</u>
Hillsborough County							\$0
Other							\$0
Other							\$0
Total Sources							\$0

12. ESTIMATED CONSTRUCTION START DATE: _____ ESTIMATED CONSTRUCTION COMPLETION DATE: _____

13. ESTIMATED ANNUAL OPERATING AND/OR MAINTENANCE COST AT COMPLETION:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>

14. HOW WAS THE ANNUAL OPERATING AND/OR MAINTENANCE COST DETERMINED: _____

15. REQUESTING AGENCY APPROVAL

Agency Head or Chief Financial Officer: (Print) _____

Agency Head or Chief Financial Officer Signature: _____

INSTRUCTIONS FOR COMPLETING CAPITAL PROJECT INITIATION REQUEST FORM FOR OUTSIDE AGENCIES	
FORM BLOCK NUMBER	INSTRUCTIONS
1. AGENCY NAME:	Enter the name of the requesting agency.
2. AGENCY ADDRESS:	Enter the address of the requesting agency.
3. DATE	Enter the date when form was completed.
4. PROJECT TITLE:	Enter the name of the project or facility to be built, renovated, or repaired.
5. PROJECT ADDRESS	Enter the address of the project.
6. PROJECT DESCRIPTION:	Enter a complete project description and clearly define the scope of the project. Please avoid acronyms and abbreviations. Please attach additional pages if more space is needed.
7. PROJECT BENEFIT:	Discuss the benefits that the completed project will provide to the citizens of Hillsborough County. Include type of activities that will enhance the quality of life for our citizens. An indication of whether the project will help the Board meet its Strategic Plan objectives, and if so, which objective.
8. HOW WAS PROJECT COST DETERMINED.	Explain the basis used in developing the capital cost estimate, including the source of any reference data or unit cost factors used.
9. WHY ARE COUNTY FUNDS NECESSARY AND HOW WILL THEY BE SPENT:	Discuss why the funds are necessary and how they will be spent.
10. PROJECT COST:	The estimated timing, by year, of project costs.
11. SOURCES OF FUNDS:	Indicate the sources of funds. This section should include funds requested or already received from Hillsborough County as well as other entities. Indicate the years when funds will be needed
12. ESTIMATED CONSTRUCTION START AND COMPLETION DATES:	Enter the dates (in MM/DD/YY format) when project construction is expected to start and to be completed.
13. ESTIMATED ANNUAL OPERATING AND/OR MAINTENANCE COST AT COMPLETION:	Enter estimated annual operating and/or maintenance costs by year.
14. HOW WAS THE ANNUAL OPERATING AND/OR MAINTENANCE COST DETERMINED:	Explain the basis used in developing the operating cost estimate, including the source of any reference data or unit cost factors used.
15. REQUESTING AGENCY APPROVAL	Form to be signed by the Agency Head or Chief Financial Officer.

