



City of Tampa

Interstate Historic Preservation Trust Fund Matching Grant Program

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

EXHIBIT A

For City of Tampa Use:

DATE RECEIVED: _____	PROPERTY OWNERSHIP VERIFICATION: _____	DATE: _____	INITIAL: _____
VERIFICATION LEGAL DESCRIPTION: DATE: _____ INITIAL: _____	VERIFICATION OF ELIGIBILITY: _____ DATE: _____ INITIAL: _____	OUTCOME: _____ DATE: _____	INITIAL: _____

PART I

The application submitted must be completely filled out and include all required attachments and exhibits.

BUILDING/PROPERTY ADDRESS: _____

Note: In order to be eligible for the Interstate Historic Preservation Trust Fund Matching Grant Program, the property for which funding is requested must be a historic structure that was relocated under the parameters of the Memorandum of Agreement between the City of Tampa and the Florida Department of Transportation District Seven relating to the mitigation of the Interstate highway expansion project to Ybor City National Historic Landmark District, the West Tampa National Register Historic District and the Tampa Heights National Register Historic District, pursuant to Resolution No. 2002-0155, passed and adopted on February 7, 2002, by the City Council of the City of Tampa and be owned by a not-for-profit organization.

PROPERTY OWNER OF RECORD: _____ DAYTIME PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CELL: _____

CITY, STATE: _____ ZIP: _____

AUTHORIZED AGENT: _____ DAYTIME PHONE: _____

COMPANY: _____ FAX: _____

ADDRESS: _____ CELL: _____

CITY, STATE: _____ ZIP: _____

CURRENT USE: _____ PROPOSED USE: _____ TAX FOLIO NUMBER: _____

LEGAL: Block: _____ Lot: _____ Subdivision: _____

Si usted necesita ayuda en español, llame a 813-274-3100.

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

1. NATIONAL REGISTER HISTORIC DISTRICT: YBOR CITY ☐WEST TAMPA ☐

Structural Stabilization ☐

Exterior Restoration / Reconstruction of Architectural Details ☐3. **MATCHING GRANT AMOUNT REQUESTED :**

Minimum amount \$1,500 / Maximum amount \$15,000

4. **DESCRIBE THE PROJECT FOR WHICH THE MATCHING GRANT IS REQUESTED. THE GRANT REQUEST MUST BE FOR AT LEAST ONE OF THE CATEGORIES CITED IN ITEM 2. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DEMONSTRATE THAT THE PROJECT ADDRESSES THE EVALUATION CRITERIA INDICATED IN THE TRUST FUND *PROCEDURES AND STANDARDS* (Please attach additional pages if necessary).**

[illegible]

5. PROVIDE EVIDENCE OF YOUR MEANS TO MAINTAIN THE PROPOSED IMPROVEMENT.

- a) How long has the organization owned the structure for which funding is being sought? _____
- b) Has the organization previously owned a historic property? _____ Explain: _____

6. APPLICANT'S FUNDING HISTORY: If the Applicant has received previous loan or grant assistance from the City of Tampa, specify the Year, Source, Project Type, and Amount awarded.

Year	Source of Funding	Project Type	Amount



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7. Project Budget Information Worksheet

<u>Project Budget</u>	Sub-Total Cost
Construction Estimate (Attach Estimate of Project)	\$.00
Other (ie: permitting fees)	\$.00
<u>Total Cost of Project</u>	\$.00

<u>*Project Funding</u>	Sub-Total
Owner's Matching Funds	\$.00
*Matching in-kind Professional Services (10% maximum)	\$.00
*Matching in-kind Materials/Labor (100% maximum)	\$.00
Requested Matching Grant Amount	\$.00
<u>Total Project Funding</u>	\$.00

***Inclusion of Matching in-kind Professional Services, Materials Donations and Labor Donations must be accompanied by an itemized breakdown of such services and donations to validate assessed value. Attach itemization on letterhead or invoicing documents from the company or supply source providing the donation.**

8. ATTACH A 3" X 5" PHOTOGRAPH OF THE FRONT ELEVATION OF THE PROPERTY.

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I understand that, in accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all applicants should be aware that the application and the responses thereto are in the public domain and are available for public inspection.

I understand that funds and awards also require that application will be made to the Architectural Review Commission (ARC) or Barrio Latino Commission (BLC), as appropriate, when the Certificate of Appropriateness process applies. The applicant will be required to pay appropriate ARC and BLC submittal fees.

All appropriate permits for construction must be obtained.

All applications must adhere to the City of Tampa Ethics Code as referenced in the Interstate Historic Preservation Trust Fund Procedures and Standards.

The property owner agrees to provide reasonable access to the property to allow for a visual inspection of the project to ensure compliance with the *Secretary of the Interior's Standards*.

Agreement to Execute Restrictive Covenant

Grant applicants of the Interstate Historic Preservation Trust Fund Matching Grant Program are required to sign the following statement indicating agreement to execute a 5-year restrictive covenant to run with the property deed, should a grant award be made.

"I, the undersigned, am the property owner, or duly authorized representative of the property owner, identified under Part 1 on Page 1 of this application, subsequent to completion of the project for which funding is requested. I hereby indicate agreement to execute a restrictive covenant through which I commit to the maintenance of the project described in this application in accordance with good preservation practice and the applicable standards and guidelines of the Secretary of the Interior for a period of five years. I further agree that any modifications made to the approved project will be designed and executed in a manner consistent with the applicable standards and guidelines of the Secretary of the Interior."

I hereby certify that the information on this application is true and complete, and I understand the intent of the Trust Fund.

SIGNED (Property Owner/Agent)

SIGNED (Property Owner/Agent)

Sworn to and subscribed before me this

_____ day of _____, 20____

Notary Public, State of Florida

My Commission Expires: _____

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March 1, 2016

City of Tampa
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Matching Grant Program

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EXHIBIT B

AFFIDAVIT TO AUTHORIZE AGENT

STATE OF FLORIDA - COUNTY OF HILLSBOROUGH

(NAME OF ALL PROPERTY OWNERS) _____ who reside(s) at

(ADDRESS: STREET, CITY, STATE, ZIP) _____ (PHONE NUMBER)

being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property:
Address or General location _____

2. That this property constitutes the property for which a request for a: (NATURE OF REQUEST)

_____ is being applied to the Interstate Historic Preservation Trust Fund, Tampa, Florida;
3. That the undersigned (has/have) appointed and (does/do) appoint: Name _____
Address _____ Phone (____) _____
as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;
4. That this affidavit has been executed to induce the City of Tampa, Florida to consider an act on the above described property;
5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

SIGNED (Property Owner)

SIGNED (Property Owner)

SIGNED (Property Owner)

SIGNED (Property Owner)

Sworn To and Subscribed before me
this _____ day of _____,
20____.

My Commission Expires:

NOTARY PUBLIC _____



**City of Tampa
Interstate Historic Preservation Trust Fund
Matching Grant Program**

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APPLICATION INSTRUCTIONS & CHECKLIST

Application to the Interstate Historic Preservation Trust Fund Matching Grant Program should be completed after reading these instructions. All responses must be typed or printed in ink and confined to the spaces provided, unless otherwise indicated. Each application submitted must be complete. Incomplete applications will not be considered.

MAIL or DELIVER COMPLETED APPLICATIONS TO:

**City of Tampa
Historic Preservation Trust Fund
Attn: Dennis Fernandez
1400 North Boulevard, 2N
Tampa, FL 33607**

For Application assistance contact:

**Dennis Fernandez, Manager
Architectural Review & Historic Preservation
813-274-3100
Dennis.Fernandez@tampagov.net**

For program information, please refer to the Architectural Review & Historic Preservation web site: <http://www.tampagov.net>

Note: In order to be eligible for the Interstate Historic Preservation Trust Fund Matching Grant Program, the property for which an award is being requested must be a historic structure that was relocated under the parameters of the Memorandum of Agreement between the City of Tampa and the Florida Department of Transportation District Seven relating to the mitigation of the Interstate highway expansion project to Ybor City National Historic Landmark District, the West Tampa National Register Historic District and the Tampa Heights National Register Historic District, pursuant to Resolution No. 2002-0155, passed and adopted on February 7, 2002, by the City Council of the City of Tampa and owned by a not-for-profit organization.

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SUBMISSION FORMAT

- Submit an original copy that bears original authorized signatures and three additional copies. Owner/agent shall maintain a copy for future reference.
- Submit copy of construction estimates.
- Staple application in the upper left-hand corner.
- No binders or folders, please.

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

PART I

1. Answer each item as requested.
2. Consult real estate records and current tax bill as needed.

Note: The organization's Articles of Incorporation, letter from IRS confirming (501)(c)(3) status and a list of Board Members and Officers must be submitted with the matching grant application.

PART II

1. Contact the Architectural Review & Historic Preservation Office to verify if the subject property is in an eligible district.
2. Indicate a **Project Type** from the following project scopes:
 - **Structural Stabilization** – Includes rehabilitation to the foundation, walls, joists and planks, roof, or building frame.
 - **Exterior Restoration/Reconstruction of Exterior Architectural Details** - Includes windows and doors, chimneys, porches, and historically correct decorative details.
3. **Matching Grant Amount Requested** – Provide the amount of grant being sought. The matching grant amount can range from a **minimum amount of \$1,500.00 to a maximum amount of \$15,000.00.**
4. **Project Description** - Describe the Project for which the matching grant is requested. Provide as many details as necessary to thoroughly describe the Project and how the Project satisfies the evaluation criteria, as applicable. If available, submit architectural drawings with application.

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5. **Means to Maintain** - Provide evidence of the applicant's ability to maintain the Project for which the grant is being requested following its completion. Indicate the applicant's personal history of owning and maintaining historic properties.
6. **Applicant's Funding History** – Indicate whether or not the subject property has received prior loan or grant assistance from the City of Tampa. If yes, provide the year, source of the grant, description of the Project and amount of the award.
7. **Project Budget Information** – Complete the information as requested. **Attach** a copy of an estimate for the Project for which the grant award is sought. The Project work must be completed by licensed contractors. When including matching in-kind services and materials into the Project Budget Information Worksheet, **attach** itemization on letterhead or invoicing documents from the company or supply source providing in-kind professional services, materials donations and labor donations.
8. **Photograph** – This must be a photo taken within the last three weeks. The photo can be color or black & white.
9. **Signatures** – Please ensure that all the submitted information is correct, that the applicant understands all items and that the correct signatures are included and notarized.

Designation of an authorized agent requires completion of Exhibit B.

Submission Checklist

Necessary Enclosures: The following documents must be submitted with the Trust Fund matching grant application in order for the application to be considered complete:

- ☐ Application Forms **Part I and II**.
- ☐ Complete the **AFFIDAVIT TO AUTHORIZED AGENT (Exhibit B)** as applicable.
- ☐ Attach a copy of a construction estimate for the Project
- ☐ If committing funds as a match, the property owner must submit a written and signed statement committing the funds match to the grant requested.
- ☐ Attach itemization on letterhead or invoicing documents from the company or supply source providing in-kind professional services, materials donations and labor donations (when including matching in-kind services and materials into the Project Budget Information Worksheet).
- ☐ The organization's Articles of Incorporation, letter from IRS confirming (501)(c)(3) status and a list of Board Members and Officers must be submitted with the matching grant application.
- ☐ Complete the **Agreement and Declaration of Covenants and Restrictions (Exhibit C)**

Si usted necesita ayuda en español, llame a 813-274-3100.

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Improving Water Quality

FDOT has new approach to stormwater management.

Old Approach

- Mitigation only at existing containment level.
- **Hold the line**
- Square ponds with chain link fence and limited landscape.

New Approach

- Regional emphasis
- Proactively look for opportunities to enhance the environment.
- Rehydrate wetlands
- Community friendly design features.
- Stormwater for municipal use (reclaimed)



THINK BAY
Next

FDOT

RECORDED AT THE REQUEST OF
AND WHEN RECORDED RETURN TO:

City of Tampa
Manager, Historic Preservation
1400 N. Boulevard
Tampa, FL 33607
Fax: 813-259-1799
Tel: 813-274-3100

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

(Exhibit C)

**AGREEMENT AND DECLARATION
OF COVENANTS AND RESTRICTIONS**

THIS AGREEMENT AND DECLARATION OF COVENANTS AND RESTRICTIONS ("Agreement") is entered into this ____ day of _____, 20__, by and between the CITY OF TAMPA, FLORIDA, a municipal corporation (the "City"), and _____ ("Owner").

RECITALS

WHEREAS, pursuant to the authority contained in Resolution No. 2002-0155, passed and adopted on February 7, 2002, by the City Council of the City of Tampa, Florida, the City of Tampa entered into an agreement with the Florida Department of Transportation District Seven ("FDOT") providing for the mitigation of the interstate highway expansion project ("Project") to the Ybor City National Historic Landmark District, the West Tampa National Register Historic District and the Tampa Heights National Register Historic District ("FDOT Agreement").

WHEREAS, pursuant to the terms of the FDOT Agreement, the FDOT assumed responsibility for the relocation and rehabilitation of certain historic buildings directly impacted by the Project.

WHEREAS, upon completion of the relocation and rehabilitation of the historic homes, the City assumed responsibility to market all rehabilitated homes in accordance with approved guidelines.

WHEREAS, pursuant to the terms of the FDOT Agreement, all proceeds derived by the City in connection with the sale of the sites and rehabilitated homes are required to be placed in a designated trust fund account ("Trust Fund") for use by the City in connection with public improvement projects or for historic preservation purposes in the Ybor City National Historic Landmark District, the Tampa Heights National Register Historic District, or the West Tampa National Register Historic District.

WHEREAS, Owner is the owner in fee of that certain real property located in Tampa, Florida, as legally described in Exhibit "A" attached hereto and incorporated herein by reference ("Property").

WHEREAS, Owner, whose Property is located in either the Ybor City National Historic Landmark District, the Tampa Heights National Register Historic District, or the West Tampa National Register Historic District applied for and was approved for a matching grant award from the Trust Fund.

A G R E E M E N T

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, the City and Owner agree as follows:

1. **Recitals.** The foregoing Recitals are true and correct and by this reference are incorporated as if fully set forth herein.
2. **Project.** The grant award shall be used for the purpose of

_____.
3. **Maintenance.** The Owner agrees to assume the cost of the continued maintenance and repair of the Property in a manner consistent with the Secretary of Interior's Standards for Rehabilitation for a period of five (5) years from the date of disbursement under this Agreement, so as to preserve the architectural, historical, or archaeological integrity of the Property in order to protect and enhance those qualities that made the Property eligible for funding under the Interstate Historic Preservation Trust Fund.
4. **Alterations.** The Owner agrees that no visual or structural alterations, other than routine repairs and maintenance, will be made to the Property, for a period of five (5) years from the date of disbursement under this Agreement, without prior written permission of the Local Historic Preservation Office located at 1400 N. Boulevard, Tampa, Florida 33607.
5. **Right of Inspection.** The Owner agrees that representatives of the Local Historic Preservation Office and other appropriate representatives of the City, 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.
6. **Change in Ownership.** In the event that the Owner does not remain owner-occupant, or if all or any part of the property or an interest therein is sold or transferred by Owner without the City's prior written consent, the City may declare, within a period of five (5) years from the date of disbursement under this Agreement, that the grant amount awarded through the Trust Fund be immediately due and payable in full according to the Schedule of Repayment

as set forth in Exhibit B attached hereto. The City expressly reserves the right to employ any remedy at law, including the filing of a lien, to recover grant funds in the event of default.

7. **Duration.** The covenants set forth in this Agreement shall remain in force and effect for a period of five (5) years from the date of disbursement under this Agreement.
8. **Breach of Covenants.** Notwithstanding the foregoing, in the event the Owner fails to comply with any of the provisions in this Agreement at the City's discretion, shall be repaid to the City in full.
9. **Covenants Run with the Land.** All conditions, covenants, and restrictions contained in this Agreement shall be covenants running with the land, and shall, in any event, and without regard to technical classification or designation, legal or otherwise, be, to the fullest extent permitted by law and equity, binding for the benefit and in favor of, and enforceable by the City, its successors and assigns, against Owner, its successors and assigns, to or of the Property conveyed herein or any portion thereof or any interest therein, and any party in possession or occupancy of the Property or portion thereof, subject to the provisions of Section 6 and/or Section 7, above.
10. **Modification of Agreement.** The City and its successors and assigns, and Owner and the successors and assigns of Owner in and to all or any part of the fee title to the Property, shall have the right to consent and agree to changes in, or to eliminate in whole or in part, any of the covenants, conditions, or restrictions contained in this Agreement without the consent of any tenant, lessee, easement holder, licensee, mortgagee, trustee, beneficiary under a deed of trust, or any other person or entity having any interest less than a fee in the Property. Any amendment or modification to this Agreement must be in writing and signed by the City and Owner, or their successors.

(Remainder of this page intentionally left blank)

IN WITNESS WHEREOF, the City and Owner have caused this Agreement to be executed at the place and on the date first written above.

OWNER

Witnesses:

BY: _____

(Signature)

(Name typed or printed)

(Signature)

(Name typed or printed)

State of Florida
County of Hillsborough

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, Owner, who is personally known to me or has provided Florida Driver License _____ for identification.
(License Number)

Signature of person taking acknowledgement

Name of acknowledger typed, printed or stamped

NOTARY PUBLIC
State of Florida at Large
Serial number (if any):

My Commission Expires:

CITY OF TAMPA

BY: _____
Bob Buckhorn, MAYOR

ATTEST:

CITY CLERK/DEPUTY CITY CLERK

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY BY:**

Assistant City Attorney

EXHIBIT “B”

Schedule of Repayment

Sale or transfer of the property within “x” year(s) of the grant award will require repayment of “Y” amount of the grant awarded.

X

Y

1

100%

2

100%

3

75%

4

50%

5

25%



City of Tampa

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PROCEDURES AND STANDARDS

Mission

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

Goal

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

Application Submission

Applications may be submitted to the Interstate Historic Preservation Trust Fund Matching Grant Program at any time. Consideration and award of the matching grant is contingent on available program funding. The application submitted must be completely filled out and include all required attachments and exhibits. All applications will be received at the following address:

**City of Tampa
Historic Preservation Trust Fund
Attn: Dennis Fernandez
1400 North Boulevard, 2N
Tampa, FL 33607**

Application Procedure

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

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

- The property owner must be an established Not-For-Profit organization currently recognized as such by the Internal Revenue Service; and
- The property owner must be an active Not-For-Profit organization in good standing with the Florida Department of State; and
- The property for which funding is requested must be a historic structure that was relocated under the parameters of the Memorandum of Agreement between the City of Tampa and the Florida Department of Transportation District Seven relating to the mitigation of the Interstate highway expansion project to Ybor City National Historic Landmark District, the West Tampa National Register Historic District and the Tampa Heights National Register Historic District, pursuant to Resolution No. 2002-0155, passed and adopted on February 7, 2002, by the City Council of the City of Tampa; and

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- Eligible property owners may submit one grant application calendar year requesting a **minimum match amount of \$1,500.00 and a maximum match amount of \$15,000.00**; and
- All exterior work included in the application adheres to the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*; and
- Work identified in the scope of the project in the application has not been initiated.

Disbursement of Grant

The City of Tampa will make one payment disbursing the grant award upon completion of the approved project. The payment will be made directly to the project contractor. Proper documentation of the project expenses that are reasonable in amount and directly related to and necessary for completion of the project will be required prior to disbursement. Within thirty (30) days of the completion of the project, the grant awardee shall submit the project Completion and Inspection Request form and a final project Invoice to the City of Tampa's Historic Preservation Division. It is the intent of the Interstate Historic Preservation Trust Fund Matching Grant Program to disburse payment to the project contractor within two (2) weeks of receipt of an acceptable invoice and satisfactory inspection of the project by an authorized representative(s) of the City of Tampa to verify that the project has been completed according to the application submission and related project documents.

Covenant and Restrictions

All matching grant award recipients will be required to sign the *Agreement and Declaration of Covenants and Restrictions* (Exhibit C), which shall be effective for a period of five (5) years from the date of the grant award disbursement.

Review Process

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

Evaluation Criteria for Application

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

- Appropriateness of the project as it relates to the Secretary of the Interior's Standards for Rehabilitation.
- The extent to which the project alleviates or prevents endangerment of historic property.
- Thoroughness of application. (i.e.: That there is adequate information provided in the application submission to assess the likelihood of the project's successful and timely completion).
- The condition of the structure and the extent of the deficiencies as compared to other applications.



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Eligible Activities

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

Examples of projects that may qualify for a matching grant award include, but are not limited to, the repair or replacement of exterior siding, window repair or replacement, exterior doors, roof repair or replacement, structural work, porch repairs or reconstruction, and removal or replacement of previous inappropriate exterior alterations. Requests for funding related to general or routine maintenance issues, as determined by the Advisory Committee, are not considered an eligible activity under this program. The Matching Grant Program requires that a **minimum of 70%** of the grant award is required to be spent on exterior restoration, rehabilitation and reconstruction of architectural details.

Approval of Project Plans

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

Inspections

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

Matching Grant Program Requirements

- a) The property owner must be an established Not-For-Profit organization currently recognized as such by the Internal Revenue Service. The organization's Articles of Incorporation, letter from IRS confirming (501)c(3) status and a list of Board Members and Officers must be submitted with the matching grant application.
- b) The property owner must be an established Not-For-Profit organization in good standing with the Florida Department of State. The organization shall submit a Certificate of Good Standing with the matching grant application.
- c) Eligible property owners may submit one (1) grant application per calendar year requesting a minimum match amount of \$1,500.00 and a maximum match amount of \$15,000.00 per qualified project.
- d) The property owner must submit a written and signed statement committing the match to the grant requested. The grant match must be a minimum of fifty percent (50%) of the overall project, with no more than ten percent (10%) to be comprised by in-kind professional services. Donations of materials and labor can constitute up to one hundred percent (100%) of the match.



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(Note: Inclusion of matching in-kind Professional Services, Materials Donations and Labor Donations must be accompanied by an itemized breakdown of such services and donations to validate assessed value. Attach itemization on letterhead or invoicing documents from the company or supply source that is making the donation.)

- d) A property owner that is awarded a matching grant is ineligible for additional funding through the Trust Fund Matching Grant Program on the same historic building for a period of five (5) years from the date that the prior grant award was disbursed.
- e) Applications that have a funding deficit are ineligible for consideration. The total costs of project must be covered by the total project funding. The grant award shall not exceed the cost of the approved work.
- f) Properties located within a Local Historic District must receive a Certificate of Appropriateness, through the appropriate architectural review commission or from the Architectural Review & Historic Preservation division, as applicable, prior to initiating the project work. Applicants that initiate or complete the project work without prior approval of the project plans will be disqualified from receiving a matching grant award.
- g) A **minimum of 70%** of the grant award is required to be spent on exterior restoration, rehabilitation and reconstruction of architectural details.
- h) Matching grant recipients are required to complete the project within one year of the grant award date. Project work must be completed by licensed contractors.
- i) The property owner shall be required to execute a covenant running for a five (5)-year period with the City of Tampa that ensures that the improvement to the property that is funded through the grant award will be properly maintained in compliance with the Secretary of the Interior's Standards for Rehabilitation.
- j) Ad Valorem taxes on the property for which a grant award is sought must be current as of the date of application submission.
- k) The subject property may not have active Code violations.
- l) Funds cannot be used for acquiring property.

Change in Ownership

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



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Compliance with the City of Tampa Ethics Code

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

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

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

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



Bob Buckhorn, Mayor

Architectural Review & Historic Preservation

2019 Interstate Historic Preservation Trust Fund Schedule

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
January							February							March						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	3	4	5	6	7	8	9
20	21	22	23	24	25	26	17	18	19	20	21	22	23	10	11	12	13	14	15	16
27	28	29	30	31			24	25	26	27	28			17	18	19	20	21	22	23
														24	25	26	27	28	29	30
														31						
May							June							July						
5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	7	8	9	10	11	12	13
19	20	21	22	23	24	25	16	17	18	19	20	21	22	14	15	16	17	18	19	20
26	27	28	29	30	31		23	24	25	26	27	28	29	21	22	23	24	25	26	27
							30							28	29	30	31			
September							October							November						
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			
August							December							December						
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	16	17	18	19	20	21	11	12	13	14	15	16	17	15	16	17	18	19	20	21
22	23	24	25	26	27	28	18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30	31					25	26	27	28	29	30	31	29	30	31				

Interstate Historic Preservation Trust Fund Public Hearings

****** = January 25, 2019 March 22, 2019 May 17, 2019 July 26, 2019 September 27, 2019 November 22, 2019

Public Hearings are held at the Development Services Center at Tampa Municipal Office Building, 5th Floor Conference Room, 306 E. Jackson Street, Tampa, Florida, at 9:00 a.m.

For further information regarding these meetings, please contact our office at 813-274-3100 option 3.