



November 21, 2018

**Interstate Historic Preservation Trust Fund Grant Application**  
**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: \_\_\_\_\_ VERIFICATION HOMESTEAD EXEMPTION: \_\_\_\_\_ OUTCOME: \_\_\_\_\_  
DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

**PART I**

The application submitted must be complete (including required attachments) and received by **3:00 P.M.** local time on **February 27, 2019.**

BUILDING/PROPERTY ADDRESS: \_\_\_\_\_

**Note:** In order to be eligible for the Interstate Historic Preservation Trust Fund Grant Program, the property for which an award is being requested must be the legal **Homestead** of the Applicant, as specified in the **Interstate Historic Preservation Trust Fund Grant Program Policies and Standards.**

Is the property indicated above the legal **Homestead** of the applicant? Yes ☐ NO ☐

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: \_\_\_\_\_ TAX FOLIO NUMBER: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_ Subdivision: \_\_\_\_\_

LEGAL: Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**\*DESIGNATION OF AN AUTHORIZED AGENT REQUIRES COMPLETION OF EXHIBIT B**

**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**



November 21, 2018

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

**PART II**

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

2. PROJECT TYPE:

Date of Construction: \_\_\_\_\_

Structural Stabilization ☐

Exterior Restoration / Reconstruction of Architectural Details ☐

Electric, Mechanical, or Plumbing ☐

3. GRANT AMOUNT REQUESTED: \_\_\_\_\_  
Minimum amount \$1,500 / Maximum amount \$15,000

4. DESCRIBE THE PROJECT FOR WHICH THE GRANT IS REQUESTED. THE GRANT REQUEST MUST BE FOR 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).

---

---

---

---

---

---

---

---

---

---

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

a) How long have you owned the home for which funding is being sought? \_\_\_\_\_

b) Have you 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 Grant	Project Type	Amount

Si usted necesita ayuda en español, llame a 813-274-3100 Option 3



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

**7. Project Budget Information**

<u><b>Project Budget</b></u>	<b>Sub-Total Cost</b>
Construction Estimate (Attach Estimate of Project)	\$ .00
Other (Specify)	\$ .00
<u><b>Total Cost of Project</b></u>	<b>\$ .00</b>

<u><b>*Project Funding</b></u>	<b>Sub-Total</b>
Owner's Funds for Project	\$ .00
Other (Specify)	\$ .00
<b>Requested Grant Award Amount</b>	\$ .00
<u><b>Total Project Funding</b></u>	<b>\$ .00</b>

**\* APPLICATIONS THAT HAVE A FUNDING DEFICIT ARE INELIGIBLE FOR CONSIDERATION. THE TOTAL COSTS OF PROJECT MUST BE COVERED BY THE TOTAL PROJECT FUNDING.**

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



## **Interstate Historic Preservation Trust Fund Grant Application**

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

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 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: \_\_\_\_\_

**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**



November 21, 2018

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

**AUTHORIZATION TO VERIFY EMPLOYMENT, INCOME, ASSET BALANCES,  
CREDIT HISTORY, RENTAL & MORTGAGE HISTORY**

**TO WHOM IT MAY CONCERN:**

I hereby authorize Housing & Community Development, its successors and/or assignees, to verify my past and present employment earnings records, bank accounts, stock holdings and any other asset balances that are needed to process my Grant application. I further authorize Housing & Community Development to verify my Mortgage and Rental History and order a credit report and verify any other credit information.

It is understood that a photocopy of this form will also serve as authorization.

The information that is obtained is to be used in the processing of my application for a Grant and for subsequent quality control verification.

I hereby acknowledge that I am fully aware that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the information on my application Grant, as applicable under provisions of Title 18, United States Code, Section 1014.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower

\_\_\_\_\_  
Date

**FINANCIAL DISCLOSURE AND GRANT ELIGIBILITY FORM**

**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**



November 21, 2018

## Interstate Historic Preservation Trust Fund Grant Application

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

### GENERAL INFORMATION:

	APPLICANT	CO-APPLICANT
Full Name (include Jr. or Sr. if applicable)		
Date of Birth / Age		
Marital Status	( ) Married ( ) Unmarried	( ) Married ( ) Unmarried
	( ) Separated Yrs. School	( ) Separated Yrs. School
Home Phone (incl. Area Code)		
Present Address (Street)		
City, State, Zip Code		
( ) Own _____ No. Yrs.		Monthly Mortgage \$ _____

Former Address (if residing at present address less than two years)	
Address (Street)	
City, State, Zip Code	
( ) Own ( ) Rent _____ No. Yrs.	Monthly Rent/Mortgage \$ _____
Landlord/Apartment Name: _____	
Phone: _____	
Address: _____	

Name(s)	Date of Birth/Age	Relationship to Applicant	Employed?
			( ) Y ( ) N
			( ) Y ( ) N
			( ) Y ( ) N
			( ) Y ( ) N
			( ) Y ( ) N

Please initial to attest to information's validity: \_\_\_\_\_

Is Applicant, Co-Applicant, or any other household member, age 18 or older, a full-time student?

( ) Yes ( ) No

If yes, please list names: \_\_\_\_\_

Si usted necesita ayuda en español, llame a 813-274-3100 Option 3



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

**EMPLOYMENT INFORMATION:**

	APPLICANT	CO-APPLICANT
Employer Name		
Employer Address		
City/State/Zip Code		
Employer Phone #	( )	( )
Position/Title		
Time/Dates Employed		
Pay Rate & Frequency/# Hours		

If employed in current position for less than two years or if currently employed in more than one position, complete the following:

EMPLOYMENT	APPLICANT	CO-APPLICANT
Employer Name		
Employer Address		
City/State/Zip Code		
Employer Phone #	( )	( )
Position/Title		
Time/Dates Employed		
Pay Rate & Frequency/# Hours		

**OTHER SOURCES OF INCOME:** (For ALL Household Members 18 and Over)

List Business or Rental Net Income, Child Support, Alimony, Social Security, Pensions, Unemployment or Workers Compensation, Welfare Payments, etc.

Name of Recipient	Type of Income	Gross Annual Income
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
		Total \$

Please initial to attest to information's validity: \_\_\_\_\_

**Interstate Historic Preservation Trust Fund Grant Application****A Revolving Loan & Grant Program for Historic Districts Impacted by Interstate Construction****ASSETS AND ASSET INCOME:****List Checking and Savings Accounts, IRA, CD, Bonds, Stocks, Property Equity, Cash Value of Pensions and Insurance Policies, etc.**

Type of Asset:	Asset Value	Bank/Ins. Co.	Account #	Annual Asset Income
1.	\$			\$
2.	\$			\$
3.	\$			\$
4.	\$			\$
5.	\$			\$
6.	\$			\$
				<b>Total \$</b>

**Please initial to attest to information's validity:** \_\_\_\_\_**LIABILITIES:****List Credit Card Debt, Automobile, Real Estate and Mortgage Loans, etc.**

Type: (Credit/Loan,	Creditor's Name	Balance Owed	Monthly Payment
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
6.		\$	\$
		<b>Total Monthly Payments: \$</b>	

**Please initial to attest to information's validity:** \_\_\_\_\_**ETHNICITY/SPECIAL NEEDS:** (For reporting purposes only, please check all that apply for Head of Household only):

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/> Native American	<input type="checkbox"/> Farmworker	<input type="checkbox"/> Disabled or Disabled Minor	
<input type="checkbox"/> Elderly	<input type="checkbox"/> Homeless	<input type="checkbox"/> Other:	

I/We understand that Florida Statute 817 provides that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 or 775.83. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.

**Applicant Signature** \_\_\_\_\_**Date** \_\_\_\_\_**Co-Applicant Signature** \_\_\_\_\_**Date** \_\_\_\_\_**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**





November 21, 2018

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

**EXHIBIT B**

**AFFIDAVIT TO AUTHORIZE AGENT**

STATE OF FLORIDA - COUNTY OF HILLSBOROUGH

\_\_\_\_\_ who reside(s) at  
(NAME OF ALL PROPERTY OWNERS)

(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 OR 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 \_\_\_\_\_

**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**



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

**GRANT APPLICATION INSTRUCTIONS & CHECKLIST**

Application to the Interstate Historic Preservation Trust Fund Grant Program should be completed after reading these instructions. All responses must be typed or printed in ink and confined to the spaces provided. Each application submitted must be complete (including required attachments) and received by 3:00 P.M. local time on February 27, 2019. Applications received after the deadline will not be considered.

**MAIL or DELIVER COMPLETED APPLICATIONS TO**

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

**SUBMISSION FORMAT**

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

**For Application Assistance Contact:**

**Dennis Fernandez  
813-274-3100, option 3  
Dennis.Fernandez@tampagov.net**

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



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

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

**PART I**

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

**\*Designation of an authorized agent requires completion of Exhibit B.**

In order to be eligible for the Interstate Historic Preservation Trust Fund Grant Program, the property that an award is being requested must be the legal Homestead of the applicant as recognized by the Hillsborough County Property Appraiser at the time of the application deadline. The applicant may be required to provide proof of legal homestead if determined necessary by City staff.

**PART II**

1. Contact the Historic Preservation Office to verify if the subject property is in an eligible **National Register Historic District**.
2. Indicate a **Project Type** from the following project scopes: **A minimum of 70% of the project scope must involve the exterior restoration, rehabilitation, or reconstruction of architectural details of the subject property.**
  - **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.
  - **Electrical, Mechanical, or Plumbing**– Includes electric power service and wiring. Mechanical systems include heating, ventilating, air conditioning, plumbing, and fire suppression system.
3. **Grant Amount Requested** – Provide the amount of grant being sought. The Grant amount can range from a **minimum amount of \$1,500.00 to a maximum amount of \$15,000.00** per application cycle. [PLEASE NOTE: A HOMEOWNER THAT IS AWARDED A GRANT IS INELIGIBLE FOR ADDITIONAL FUNDING THROUGH THE TRUST FUND GRANT PROGRAM FOR A PERIOD OF TEN (10) YEARS FROM THE DATE THAT THE PRIOR GRANT AWARD WAS DISBURSED.]



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

4. **Project Description** - Describe the Project for which the 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 (Approval of project drawings by Historic Preservation staff is required prior to initiation of the approved Project).
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's Interstate Historic Trust Fund Grant Program or any other City of Tampa funding source. If yes, provide the year, source of the grant, description of the Project and amount of the award. Attach an additional sheet if necessary.
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.**
8. **Photograph** – This must be a photo taken within the last three weeks. The photo can be color or black & white.

**Signatures** – Please ensure that all the submitted information is correct, that the applicant understands all items, and that the correct signatures are included and notarized.

Please complete the **Authorization to Verify Income** and the **Financial Disclosure and Grant Eligibility Forms**. Answer each item as requested.

**Enclosure Checklist**

**Necessary Enclosures:**

The following documents must be submitted with the Trust Fund grant application in order for the application to be considered complete. Additional project & financial information may be requested upon review:

- ☐ Application Forms **Part I and II**, including the **Authorization to Verify Income and the Financial Disclosure and Grant Eligibility Forms (Exhibit A)**.
- ☐ Complete the **AFFIDAVIT TO AUTHORIZED AGENT (Exhibit B)** if anyone will be representing the property owner(s).
- ☐ Attach a copy of a construction estimate for the Project.

Si usted necesita ayuda en español, llame a 813-274-3100 Option 3

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 ("Agreement").

**WHEREAS**, pursuant to the terms of the 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 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, 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 grant award from the Trust Fund.

## **A G R E E M E N T**

Based upon the foregoing Recitals and 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 said Property in a manner consistent with the Secretary of Interior's Standards for Rehabilitation for a period of five 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 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 Covenant 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 (see Attachment A). 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 Section 2, Section 3, Section 4, Section 5, or Section 6 above, the grant award, at the City's discretion, will 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 said 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 and assigns.

**(Remainder of this page intentionally left blank)**

**IN WITNESS WHEREOF**, the City and Owner have caused this instrument 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:**

\_\_\_\_\_  
Ronald Wigginton  
Assistant City Attorney

Attachment "A"  
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.

<u>X</u>	<u>Y</u>
1	100%
2	100%
3	75%
4	50%
5	25%



## **Interstate Historic Preservation Trust Fund Grant Program**

### **Q & A**

### **Application Submission Deadline: February 27, 2019, by 3:00 p.m.**

- 1. How do I know if my property is eligible for the Interstate Historic Preservation Trust Fund Grant Program?** The property must be located in one of the National Register Historic Districts of Ybor City, Tampa Heights or West Tampa, constructed more than seventy-five (75) years prior to the date of the application and must be the legal homestead of the applicant.
- 2. Is my income considered a factor in my eligibility?** Yes, participation in the Trust Fund grant program is limited to applicants who exhibit a financial need. To be eligible, applicants must qualify as a Moderate Family Income household, which is a household whose income does not exceed 140% of the Median Family Income limit for the area. In order to determine eligibility, applicants will be required to disclose personal financial information, including projected annual income, assets and employment status. Please refer to the program Procedures & Standards for income eligibility parameters.
- 3. What is the amount of a grant award that I can apply for?** Eligible property owners may request a grant award for a minimum amount of \$1,500 and a maximum amount of \$15,000 per application cycle.
- 4. How long before I know if I am awarded a grant?** City Council approval is anticipated within 2 months of a recommendation by the Advisory Committee.
- 5. If my application qualifies for a Trust Fund grant award, but is not awarded a grant, will I be able to re-apply during the next cycle?** Yes, the homeowner can re-submit the application during the next grant cycle for consideration.
- 6. Is there a limit to the number of times a property owner can be funded?** A homeowner that is awarded a grant is ineligible for additional funding through the Trust Fund Grant Program for a period of 10 years from the date that the prior grant award was disbursed.
- 7. How will the grant award be disbursed?** The grant award will be dispersed in one payment directly to the project contractor. An inspector will verify that all work is completed prior to a payment request being approved.

**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**



## **Interstate Historic Preservation Trust Fund Grant Program**

- 8. If I received a loan through the Trust Fund, can I still apply for a grant?** If the historic building is a residence that is the legal homestead of the applicant, a grant can be applied for even after receiving a Trust Fund loan as long as all program requirements are met.
- 9. How long do I have to complete the project after I am awarded a grant?** Grant recipients are required to complete the Project within one year of the grant award date.
- 10. Are there any other preservation incentives, grants or programs that I can apply for to assist me in the rehabilitation of my building?** There are a number of programs that property owners may qualify for that can provide financial assistance or tax relief for historic building rehabilitation projects. For a list of these programs visit the City of Tampa's Historic Preservation web site at [www.TampaGov.net](http://www.TampaGov.net).
- 11. Is there a fee to apply for a Trust Fund grant?** No.
- 12. Will I have to repay the grant if I sell my house?** Possibly. In the event that the homeowner does not remain the owner-occupant, or if the property is sold or transferred by the homeowner within a period of five (5) years from the date that the grant award is disbursed, then the grant amount awarded through the Trust Fund will be immediately due and payable according to the Schedule of Repayment (see *Attachment A* of the *Agreement and Declaration of Covenants and Restrictions* for complete details).
- 13. How do I obtain application forms to apply to the Interstate Historic Preservation Trust Fund?** Application forms are available at the City of Tampa's Historic Preservation web site: <http://www.tampagov.net> or can be obtained at the Historic Preservation Offices. Call 813-274-3100 for information.
- 14. Who should I call if I have questions about my grant application?**

### **For Application Assistance Contact:**

**Dennis Fernandez**

**813-274-3100, option 3**

**[Dennis.Fernandez@tampagov.net](mailto:Dennis.Fernandez@tampagov.net)**

**Note:** The Q&A sheet is intended to provide general information. Please refer to the City of Tampa's *Interstate Historic Preservation Trust Fund Grant Program Procedures and Standards* document for complete program information.

**Si usted necesita ayuda en español, llame a 813-274-3100 Option 3**



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

## **PROCEDURES AND STANDARDS – GRANT PROGRAM**

### **Interstate Historic Preservation Trust Fund**

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

### **Goal**

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

### **Application Cycles**

Applications must be received by **3:00 p.m. on February 27, 2019**. Applications received after the deadline will **not be considered**. Subsequent submission dates will be available at a later date. All applications will be received at the following address:

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

### **Income Eligibility**

Participation in the Trust Fund grant program is limited to applicants who exhibit a financial need. To be eligible, applicants may not exceed 140% of the Median Family Income limits, which is a household whose income does not exceed 140% of the Median Family Income limit for the area. In order to determine eligibility, applicants will be required to disclose personal financial information, including projected annual income, assets and employment status. Applicants and their households may not exceed the Federal HUD & State Income Limits shown below. In addition to the household income limits, the applicant and their household must also exhibit that a financial need exists by demonstrating that the amount of ready assets possessed by the household is limited. To qualify for the Trust Fund grant program, assets owned by the applicant and that are readily convertible to cash are limited to \$100,000.00. Examples of ready assets are checking and savings accounts, time deposits, stocks and bonds, and, in some cases, retirement accounts that allow borrowing or withdrawals (in the event that a retirement account can be accessed by the applicant, the value of that asset will be adjusted to account for any monetary penalties caused by a withdrawal). In the case of real estate owned, and with the exception of the homesteaded property, it is considered a ready asset.



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

**Federal HUD & State Income Limits**

HOUSEHOLD SIZE =	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Above Moderate Income limit	\$ 62,720	\$ 71,680	\$ 80,640	\$ 89,460	\$ 96,740	\$ 103,880	\$ 111,020	\$ 118,160

**Application Procedure**

**a) Who Can Apply?**

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

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

The City of Tampa reserves the right to reject any and all applications with or without cause, waive any informality of any application, cancel the application cycle, and make all awards in the best interest of the City and the Interstate Historic Preservation Trust Fund.

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

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

**Verification of Homestead**

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

**Disbursement of Grant**

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



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

Project, by an authorized representative(s) of the City of Tampa, to verify that the Project has been completed according to the application submission and related project documents.

**Covenant and Restrictions**

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

**Review Process**

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

**Evaluation Criteria for Application**

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

- Appropriateness of the project as it relates to the *Secretary of the Interior's Standards for Rehabilitation*.
- Project alleviates or prevents endangerment of historic property.
- Thoroughness of Application. (i.e.: That there is adequate information provided in the application submission to assess the likelihood of the Project's successful and timely completion)
- Importance of the structure as to its historic and/or architectural significance. For example, a contributing structure in an historic district will rank higher than a non-contributing structure.
- Financial need of the applicant, including consideration of any previous funding received for the property in the prior 10 years and the ability of the property owner to maintain the improvements enabled through the grant, while retaining ownership of the property.

**Eligible Activities**

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

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





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

**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.

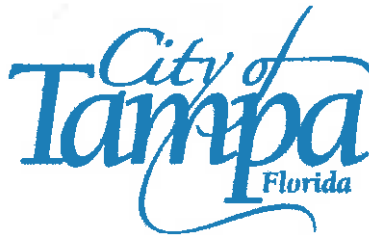
**Inspections**

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.

**Grant Program Requirements**

- a) Eligible property owners may submit one grant application per application cycle, requesting a minimum amount of \$1,500.00 and a maximum amount of \$15,000.00 per qualified project.
- b) The property for which an award is being requested must be the legal Homestead of the applicant at the time of the application deadline, as recognized by the Hillsborough County Property Appraiser.
- c) Applicants and their households must satisfy Moderate Income household levels referenced above and household income levels may not exceed 140% of the Median Family Income of the area. Additionally, the amount of ready assets owned by the applicant and that are readily convertible to cash are limited to \$100,000.00.
- d) A homeowner that is awarded a grant is ineligible for additional funding through the Trust Fund Grant Program for a period of ten (10) years from the date that the prior grant award was disbursed.
- e) Applications that have a funding deficit are ineligible for consideration. The Total Costs of Project must be covered by the Total Project Funding. The grant award shall not exceed the cost of the approved work.
- f) Approval of the Project plans by City of Tampa Historic Preservation staff is required prior to initiation of the approved Project. Applicants that initiate or complete the Project work without prior approval of the Project plans will be disqualified from receiving a grant award.
- g) Grant recipients are required to complete the Project within one year of the grant award date. **Project work must be completed by licensed contractors.**
- h) The owner shall be required to execute a covenant running for a five (5)-year period with the City of Tampa that ensures that the improvement to the property that is funded through the grant award will be properly maintained in compliance with the *Secretary of the Interior's Standards*.
- i) ad Valorem taxes on the property for which a grant award is sought must be current as of the date of application submission.
- j) The total post-rehabilitation loan to value of the property may not exceed 100%.





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

- k) A minimum of 70% of the project scope must involve the exterior restoration, rehabilitation, or reconstruction of architectural details of the subject property.
- l) Prepping, cleaning and painting of structure are not an eligible scope of work unless the Advisory Committee determines that it is a necessary component of a more comprehensive exterior rehabilitation project. In any case, the total cost to prep, clean and paint may not exceed 15% of the total grant award.
- m) Applicants that have received funding assistance through the City of Tampa for rehabilitation or improvement of their homestead in the past ten (10) years are ineligible for participation in the grant program.
- n) Homeowners Insurance Proof of Coverage must be submitted prior to funding approval and maintained through the 5-year covenant period.
- o) The subject property must be in compliance with all City of Tampa codes.

**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.