September 15, 2010   *VIA ELECTRONIC MAIL*

Ms. Sharyn Heiland
Historic Preservation Grants Supervisor
Bureau of Historic Preservation
Division of Historical Resources
500 South Bronough Street
Tallahassee, FL 32399-0250

RE: **Grant Award Agreement for a Historic Preservation Grant (#F1005)**
       Request for Extension

Dear Ms. Heiland:

The purpose of this letter is to request an extension from October 1, 2010 to October 31, 2010, for execution of Historic Preservation Grant Number F1005. We are in receipt of an electronic copy of the Grant Award Agreement that was sent on September 9, 2010. Your electronic mail indicated that an extension was possible given the late transmittal of the agreement. The requested extension will allow the city adequate time to place the item on the city commission agenda for approval.

Thank you for your consideration of this important matter.

Sincerely,

Jim Scholl
City Manager

Xc: Mark Finigan, Assistant City Manager
       Enid Torregrossa, Historic Preservation Planner
       Sheila Griffin

K:\Historic Preservation Grants\js-sh-091510.doc

Enid Torregrosa

From:	Heiland, Sharyn E. [SEHeiland@dos.state.fl.us]
Sent:	Thursday, September 09, 2010 1:19 PM
To:	Enid Torregrosa
Cc:	sheila
Subject:	Grant Materials for F1005
Importance:	High
Attachments:	F1005 SM Matching GAA 1A-39.doc; F1005 Att. A Cover.doc; Attachment A, 7.1.2010.docx; F1005 Att. B.doc

Dear Enid:

Attached with this email, please find the Grant Award Agreement (GAA) for a Historic Preservation Grant (#F1005) awarded to you by the Florida Legislature. The grant award is in the amount of $38,245.00. The remaining amount, $11,755.00, of your original request, will be added at a later date by amendment to the GAA. This grant agreement must be executed by your organization **no later than October 1, 2010.** Due to the fact that this agreement is sent late, please let me know if you need additional time to return the signed GAA.

Be sure to read the GAA and attachments very carefully for details on the grant requirements.

Please <u>return</u> the following by regular mail to the address below:

- TWO signed copies of the GAA for execution by the Division of Historical Resources (DHR)

- ONE signed copy of the Cover Letter to Attachment A (Please retain the text of Attachment A for your reference during the execution of the grant project.)

- ONE signed copy of Attachment B

IMPORTANT DATES FOR THIS GRANT

- **July 1** – Grant becomes effective, and expenditures for the grant made after July 1 are reimbursable with documentation.

- **Oct. 1** – Deadline to return signed grant documents (No funds will be released until these documents have been returned to DHR with original signatures)

- **Oct. 31** – First Progress & Expenditure Report due – send this in even if no work has yet been done

- **Nov. 1** – Project Schedule and Executed Contract(s) due

Please Note:

I will return an executed copy of your signed GAA as soon as it is executed by DHR for your grant file along with a packet of documents and reminders to help you complete your grant.

I am looking forward to working with you on this grant. Please be sure to contact me if you have questions about the grant's GAA, completing the procurement requirements or any other procedures involving the execution of the grant project.

Sharyn Heiland

Historic Preservation Grants Supervisor
Bureau of Historic Preservation
Division of Historical Resources
500 South Bronough Street
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800.847.7278   Toll Free
850.245.6437   FAX
Please consider the environment before printing this email.

Please take a few minutes to provide feedback on the quality of service you received from our staff. The Florida Department of State values your feedback as a customer. Dawn K. Roberts, Florida Interim Secretary of State, is committed to continuously assessing and improving the level and quality of services provided to you. Simply click on the link to the "DOS Customer Satisfaction Survey." Thank you in advance for your participation. DOS Customer Satisfaction Survey