


City of Chipley

Project Title: Old Chipley City Hall

Request Amount: \$263,000.00

A. Organization Information Page 1 of 9

Applicant Information

- a. Organization Name: City of Chipley 
- b. FEID: 59-6000299
- c. Phone number (with extension if applicable): 850.638.6350
- d. Principal Address: 1442 West Jackson Ave Chipley, 32428
- e. Mailing Address: P.O. Box 1007 Chipley, 32428
- f. Website: www.cityofchipley.com
- g. Organization Type: Municipal Government
- h. Organization Category: Government: Other
- i. County: Washington
- j. UEI number: WQ36LQKB8EQ8
- k. Fiscal Year End Date: 09/30

1. Designated Project Contacter *

First Name

Heather

Last Name

Lopez

Phone 850.658.4071

Email director@visitwcfla.com

2. Authorized Official *

First Name

Patrice

Last Name

Tanner

Phone 850.638.6350

Email ptanner@cityofchipley.com

3. Applicant Grant Experience and History

3.1. Has the applicant received previous grant assistance within the past five years from any source? *

☒ Yes

☐ No

3.2. If yes, for the most recent grants (up to 20), specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make sure to include any grants awarded by the Division or other State grants.

#	Previous Grant Year	Previous Grant Number.	Previous Grant Project Name	Previous Granting Entity	Previous Grant Amount	Open/Closed
1	2023	23.h.sm.100.141	Old Chipley City Hall	DHR	\$33,000	Closed
2	2025	25.h.sm.100.031	Old Chipley City Hall Phase II	DHR	\$49,600	Open

3.3. Has the applicant organization applied for additional grant assistance from other State or Federal funding sources, including from other divisions of the Department of State, for the same Scope of Work activities within the same fiscal year?

- ☐ Yes
- ☒ No

3.4. If yes, for each application specify the grant project name, the granting entity, the grant program, the grant request amount, date of application, and its current status.

#	Grant Project Name	Granting Entity	Grant Program	Grant Request Amount	Date of Application	Current Status
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4. Proposed Project Team *

#	Name	Project Role Title	Email	Phone/Ext.
1	Heather Lopez	Project Manager	director@visitwcfla.com	850.658.4071.____
2	Patrice Tanner	City Administrator	ptanner@cityofchipley.com	850.638.6350.____
3	Dale Cox	Historian	dale@oldkitchen.org	850.693.4690.____

5. Applicant staffing and hours *

Select the option that best describes your organization.

- ☒ Organization is open at least 40 hours per week and has at least one paid staff member in a management position
- ☐ Organization has some paid staff but they are not full-time
- ☐ Organization is open part-time and has volunteer staff

B. Project Information Page 2 of 9

1. Project Type *

Select the project type for which grant funds are requested. If you are unsure of which type to select, please refer to the definition beneath each project type. If the incorrect project type is selected for the proposed scope of work, the application will be declared ineligible.

☒ Development Projects

Development activities with the mission of Preservation, Restoration, Rehabilitation or Reconstruction of historic properties regularly open to the public, and site-specific planning required for these activities such as structural or condition assessment reports. Activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery, and installing minimal security lighting. Activities on religious properties are limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades.

☐ Archaeological Research Projects

Archaeological Research projects, for Phase I, Phase II, and limited Phase III terrestrial and underwater fieldwork, analyses of findings and write-up, or to conduct collection research at established federal, state or public institutions. A well-defined, clear and concise research design that meets the Preservation Standards must be submitted for review by the Division at the time of application.

☐ Museum Exhibit Projects

Museum exhibit projects for Florida history museums, including: research of exhibit content, exhibit design, fabrication, and installation. Exhibits must be permanently affixed to the building. Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition, and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida.

☐ Acquisition Projects

Acquisition of a single historic property or archaeological site, or group of such, in which all the resources have the same owner. For archaeological sites, an exception to the single owner provision may be made if the archaeological site extends on land that is contiguous, but owned by different property owners.

2. Project Title and Location Information

The title should reflect the name of the property, site, area, museum, or exhibit, and the goals of the proposed project. The title should be consistent with previous applications/awards. (For example, Smith House Rehabilitation, South Mill Archaeological Excavation, etc.)

2.1. Project Title - 250 characters maximum *

Old Chipley City Hall

2.2. Name of Property (if applicable)

2.3. Street Address (primary location where the proposed project will be carried out) - 250 characters maximum

672 5th Street

2.4. City (location of the proposed project) - 250 characters maximum *

Chipley

2.5. Primary County (location of the proposed project) Washington

3. Physical Context of Resource (Maximum characters 500)*

Describe the physical context of the resource(s). Some questions to consider include: Is the property secluded? Or in an urban environment? What sort of resources are nearby? Where is the property in relation to historic districts or Main Street program areas?

Located in the historic downtown section and CRA District of the City of Chipley.

C. Historical Significance Page 3 of 9

1. Historical Designation

Indicate the type of historical designation currently held by the historic resource(s) that are the subject of the project, if any. For properties or sites that have been listed in the National Register or are contributing properties or sites within a National Register District, provide the date that the property, site or district was listed. Should you have questions regarding the National Register status of a property or site, contact the Division's National Register Staff at 1.800.847.7278 or 850.245.6300.

1.1. Type of Historical Designation *

☒ Individual National Register Listing(s)

1.2. Historical Designation details

#	Property Name	Date Designated
1	Old City Hall/Washington County Public Library/Chamber of Commerce	3/30/2005

2. Historical Significance

2.1. Explain the historic significance of the property, site, or resource(s) that is the subject of the proposed project - (Maximum characters 1500.)

Completed in 1929, this brick structure was built in the Mediterranean Revival style with a hip roof, square corner tower, arched window openings, curved parapet, and iron gates. It originally served as the Chipley City Hall. It is listed on the National Register of Historic Places.

2.2. For Historic Structures and Archaeological Sites, enter the Florida Master Site File (FMSF) Number (ex. 8ES1234). For Multiple site forms, just separate with a semicolon (;). If no FMSF form exists, applicants may be required to complete one as part of the requirements in a grant award agreement.

8WS212

2.3. For Historic Property, Indicate Year of the Original Construction (enter Year only)

1929

2.4. For Historic Property, Date(s) and Description of Major Alterations - (Maximum characters 300.)

The structure was originally built as the City Hall and Fire Department in 1929. It was renovated in the 1980s to become the Public Library, although these construction documents no longer exist. The building was renovated with a DHR Special Category grant in 2006-2008 to serve as office space after the library moved out. Documents provided for support.

2.5. Indicate Current Use of Historic Property and Proposed Use - (Maximum characters 300)

The building now functions as the Chamber of Commerce, Chipley Redevelopment Agency, Washington County Economic Development Council, and Visitors Center for the Washington County Tourist Development Council. It is open to the public on weekdays during regular business hours.

2.6. For Archaeological Sites, provide the Cultural Affiliation of the Site and Dates of Use or Occupation - (Maximum characters 300.)

D. Project Specifics Page 4 of 9

1. Scope of Work - (Maximum characters 5000) *

In the space provided below, briefly describe the scope of work for the project for which funding is requested. List the work items that will be completed during the grant period using the funds requested and the required match.

The scope of work will include all design, equipment, materials, and labor to perform selective demolition of defective areas and repairs of the existing roof. This will include:

1. New roof system with gutter/downspout modification and repairs
2. Soffit and Fascia repairs
3. Hurricane strapping and blocking of roof members
4. Decking repairs

2. Tentative Project Timeline (remember this is a 24 month grant period) *

Please specify the start and end month and year below; indicate all major elements of the project for which funding assistance is requested, the anticipated time required to complete each element, and the planned sequence of these activities. Grants, if awarded, will begin July 1 of the year funds are appropriated. Projects should be completed within 24 months.

#	Work Item	Starting Date	Ending Date
1	DHR Contracting	7/1/2026	8/3/2026
2	City Bid Process	8/4/2026	10/4/2026
3	Design & Engineering	1/4/2027	7/5/2027
4	New Roof System/Blocking/Hurricane Ties/Repair Roof Framing Members	7/6/2027	3/31/2028

3. Development Projects

3.1. Provide the estimated total square footage of the structure (the house or building, for example):

4,000

3.2. Provide measurable quantities for each work item listed in the Scope of Work (square footage, linear footage, unit counts, etc.): - (Maximum characters 3500)

For example: square footage of floors to be refinished or walls to be repainted, linear footage of trim to be replaced, etc. If an element is not measurable in square feet, provide quantities (example: replace 15 door knobs):

The approximate square footage of the roof to be selectively demolished and repaired is 4,000 square feet.

3.3. Will you be hiring or contracting with a historic preservation architect or an engineer (as necessary) to assist with the restoration work? If so, make sure to include those services in your scope of work and budget.

☒ Yes

☐ No

3.4. If a historic preservation architect is not included in your scope of work and budget, explain why. (Maximum characters 500)

4. Does the proposed project entail a partnership with any other local entity?

☒ Yes

☐ No

4.1. If yes, describe their participation to date and anticipated further participation in this project.

The City of Chipley has partnered with Heather Lopez, the Tourism Director of the Washington County Tourist Development Council, on this project. She has assisted with both phases of the existing conditions assessment and the development of rehabilitation plans for the building. She will assist with the management of the grant after it is awarded along with Dale Cox, a local historian.

5. Need for Project (Maximum characters 1500.)

Discuss the need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources, including any immediate threats to the historical property/ies, historic resources or materials, archaeological sites or historical information that is the subject of the proposed project. This may also refer to the need to update the out-dated information and/or design of a museum exhibit. Documentation material, such as newspaper articles, are to be uploaded in the Support Materials section of this application.

The City of Chipley is a small rural city in Northwest Florida with limited public funding for historic preservation projects. Not only has the city had extensive damage from both Hurricane Michael and Sally in the past six years but the COVID-19 pandemic has greatly affected the local economy as well.

Preservation of the Old City Hall building will save a greatly loved historic structure in the heart of the city's downtown and the home of several county, city, and non-profit entities. It will allow these entities to keep the building open to the public so residents and tourists alike can learn the history of the local area and gain a new appreciation for the historic architecture of that period. It will help tell the story of the city's past. It will also assist in telling the Washington County segment's story of the Old Spanish Trail, which is being interpreted through interpretive panels, a digital story map, and a printed guide promoted by the Washington County Historical Society and the Washington County Tourist Development Council.

E. Budget and Match Page 5 of 9

1. Rural Economic Development Initiative (REDI) Reduction of Match Requirements

Applicants with projects located in counties or communities that have been designated as a rural community in accordance with Section 267.0617, Florida Statutes, may request a may request a reduction of match to 25% of the requested amount. (State agencies, state colleges, and state universities are not eligible for a REDI match reduction, regardless of project location.)

Are you requesting a reduction?

1.1. Are you requesting a reduction?

Is my project in a REDI Community?

☒ Yes

☐ No

1.2. Are you a state agency, state college, or state university?

☐ Yes

☒ No

2. Project Budget and Match

2.1. Grant Funds and Match *

List the work items with their associated estimated expenses and how they will be paid (from match, the grant or both). Only include expenses that are specifically related to the project. If professional services are to be paid with grant or match funds, include those costs as a separate item in the budget. Refer to the program guidelines for examples of non-allowable expenses (available at <https://dos.fl.gov/historical/grants>). Expenses may include an actual amount to be paid or the value of an in-kind contribution.

Special Category grants require a 50% match unless reduced as per the program guidelines. Organizations applying for projects located within REDI Communities are eligible for a match reduction (to 25% of the grant amount request); exception: applicants that are agencies of state, state colleges and state universities are not eligible for the REDI match reduction.

Round amounts to the nearest dollar. Rows must have a value in Grant Funds, Cash Match or In-Kind Match. If all three columns are 0 or blank, the row will not be saved.

The amount of grant funds requested in this application will be the total in the "Grant Funds" column. The total amount of the "Cash Match" column must equal or exceed 25% of the total combined match (cash and in-kind).

If architectural services exceed the fee for basic services allowed by Category "C" of the Department of Management Services Fee Curve, a justification addressing any additional services must be provided in the scope of work. The fee curve and examples of additional services may be accessed at https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/bureau_of_building_construction/forms_and_documents/engineer_fee_guidelines.

#	Work Item	Grant Funds	Cash Match	In-Kind Match	Total
1	Roof System/Blocking/Hurricane Ties/Repair Roof Framing Members	\$263,000	\$30,000	\$0	\$293,000
2	Design & Engineering	\$0	\$45,000	\$0	\$45,000
Totals:		\$263,000	\$75,000	\$0	\$338,000

2.2. Grant Funds Requested

\$263,000

2.3. Total Match Amount

\$75,000

2.4. Total Project Budget

\$338,000

2.5. Additional Budget Information/Clarification - (Maximum characters 2500.)

Use this space to provide additional detail or information about the proposal budget as needed. For example, where the relationship between items in the budget and the objectives of the proposed project may not be obvious, provide clarification regarding the necessity for or contribution of those work items to the successful completion of the project.

We obtained the estimates for this project from Baker Design Build, the firm that completed both phases of the existing conditions assessment and rehabilitation plan. This is a continuation of that work to complete Phase I of the construction documents and construction of the building. It is our hope that these prices will be comparable when bid out.

The City of Chipley has rolled over \$30,000 in insurance claim monies from Hurricane Michael for roof repairs to be used as a cash match for this grant. The project will need to be phased out due to the ability of the City to raise the required match. The roof is the top priority and is an emergency need to prevent further damage to the structure. This is the reasoning behind pulling this portion of the project to Phase I.

3. Completed Project Activities.

#	Activity Description	Date Completed	Cost Value
1	Phase I Partial Existing Conditions Assessment Report & Rehabilitation Plan	5/19/2023	\$33,000

4. Operating Forecast - (Maximum characters 500.)

Describe source(s) of funding for necessary maintenance, program support, and/or additional expenses warranted to sustain the proposed project after the grant period.

The City of Chipley will assume all maintenance costs to keep the building at the standard met after all repairs, restoration, and storm hardening are complete.

F. Property Information Page 6 of 9

1. Property Ownership.

Enter name of the Property Owner and choose the appropriate owner type. If applicant is not the owner of the property, the applicant must secure Property Owner concurrence. The applicant shall provide a letter from the Property Owner that documents that the applicant has the permission of the Property Owner of record to conduct the proposed project on the owner's property and that the Property Owner is in concurrence with this application for grant funding, and for Development projects, that the property owner agrees to sign and record a Restrictive Covenant on the property. This letter shall be uploaded in the Support Materials section of this application. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.

1.1. Does your organization own the property?

☒ Yes

☐ No

1.2. Property Owner

1.3. Type of Ownership

☐ Non-Profit Organization

☐ Private Individual or For-Profit Entity

Note: Properties owned by private individuals or for-profit entities are not eligible for grant funding with the exception of Acquisition projects and site-specific Archaeological Research projects being undertaken by an eligible applicant organization. For Acquisition projects in which the current owner is a private individual or a for-profit entity, the owner must provide a signed commitment to donate or sell the property to the applicant. Donation or sale must occur during the grant period.

☒ Governmental Agency

2. Religious Affiliation

2.1. Is the Property Owner a religious institution or affiliated with a religious institution?

☐ Yes

☒ No

☐ Not Applicable

G. Protection and Impact Page 7 of 9

1. Local Protection

Indicate the level(s) of local protection currently afforded the project historic property or site and upload a copy of the local protection documents in the Support Materials section of this application.

1.1. Local Protection Level(s). *

☒ Maintenance Agreement/Long Term Lease

2. Annual Visitation

2.1. What is the estimated or anticipated Annual Visitation for the project property or site?

13,000

2.2. What is the basis of these estimates? - (Maximum characters 200.)

Estimates for visitation represent half of unique visitors to the TDC website in 2024 (13,000). Traffic from business conducted for the Chamber of Commerce, CRA, and Economic Development Council make up a percentage as well.

3. Anticipated Economic Impact - (Maximum characters 1500.)

Explain the direct economic impact this project will have on the surrounding community. Include any information regarding number of jobs it will provide, if known.

The Old City Hall is the primary contact point for tourism in the county, whether it be for face-to-face transactions, tourism outreach, or online portals such as the website and social media channels for the Washington County Tourist Development Council. It also houses the economic development engine for the county in the Washington County Chamber of Commerce, the CRA, and the Washington County Economic Development Council. It provides jobs for three full-time employees and one part-time employee whose offices reside in the building. The bulk of economic and tourism activity happens within the walls of the Old City Hall.

4. Benefit to Underrepresented Communities - (Maximum characters 1500.)

Describe any direct benefit the project will have on underrepresented communities, such as minority groups and/or people with disabilities. Include any alterations to the site that will make the site more accessible to the public. If project includes media content, describe accessibility methods to be used (e.g. voice over, closed captioning, etc.)

The benefit to underrepresented communities is through the structure's use for economic development, which helps bring jobs to the community for citizens from all walks of life. In addition, Washington County's tourism efforts are focused on a wide-ranging effort to promote outdoor and heritage tourism that appeals to visitors (and residents) from across the cultural spectrum. Efforts are underway to interpret and promote historic sites of Native American, African American, and Hispanic significance, and the TDC's outdoor tourism focus welcomes visitors from all cultures and walks of life.

5. Educational Benefits and Public Awareness - (Maximum characters 1500.)

Explain how the proposed project will educate the public on issues related to historic preservation, Florida history and/or heritage preservation or lead to future education of the public.

The Old City Hall is utilized by both the Washington County Tourist Development Council and the Washington County Chamber of Commerce as a business hub and visitors center for the County. The building will remain open to the public for requested tours and visitor information as well as local business and information after the completion of the project. It will serve as a cornerstone of the preservation of the City of Chipley and Washington County's heritage and a stunning example of the architecture of its period. A historic marker will also be placed on the grounds summarizing the historical importance of the building at a future date.

H. Support Materials Page 8 of 9

1. Non-Profit Status

Provide documentation of the applicant's active status as a Florida non-profit corporation with the Division of Corporations, Florida Department of State, which can be obtained at: <http://www.sunbiz.org> by searching the corporate name.

2. Florida Substitute W-9 Form

Available at DFS website <https://flvendor.myfloridacfo.com>. Note that this is a state form, NOT your Federal W-9.

File Name	File Size	Uploaded On	View (opens in new window)
City of Chipley Substitute W-9 2025.pdf	34 [KB]	5/28/2025 10:37:47 AM	View file

3. Documentation of Confirmed Match

Consult the program Guidelines for suitable documentation evidencing match (Flheritage.com/grants)

4. Letters of Support

Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the applications will be reviewed and scored.

5. Photographs

Photographs are used to further inform Panelists and should relate to the proposed project, depicting the associated property, site, resources, or collection in its current state, and the context the resource(s) exists within. Historical images are also welcome.

File Name	File Size	Uploaded On	View (opens in new window)
Phase II Draft Report.pdf	19954 [KB]	5/28/2025 3:45:11 PM	View file

6. Representative Image

Upload a single representative image of the property or project to be used in the application review meeting that conveys the theme or purpose of the proposed project. For projects directed at historic properties or sites, this should be a recent image of the front of the building or site.

File Name	File Size	Uploaded On	View (opens in new window)
2009-01-01 22.10.47.jpg	2386 [KB]	5/28/2025 3:29:36 PM	View file

7. Proposed Project Team Supporting Documentation

Provide curricula vitae/resumes of the proposed project team as listed in Section A.4 of the application.

8. Architectural Drawings/Design Documents (for Development Projects only, if available)

If completed, the Applicant Organization shall provide architectural project schematics, construction documents, or conditions reports.

File Name	File Size	Uploaded On	View (opens in new window)
Phase II Draft Report.pdf	19954 [KB]	5/28/2025 3:46:19 PM	View file

9. Appraisal(s) and Purchase Documents (for Acquisition Projects only)

If your appraisal values the property at more than \$500,000, submit a second appraisal with the first, together with all required purchase documents, as one file.

10. Archaeological Supporting Documents (for Archaeological Research Projects only)

A Research Design that meets the Preservation Standards is required at the time of application for all Archaeological Research projects. Additionally, provide copies of previous archaeological site reports or surveys of the property that is the subject of the proposed project, or reports of previous analyses of the material projected to be researched from the Florida Master Site File and other known resources. Curricula vitae for the principal investigator and other key personnel, if known, must also be provided. If the principal investigator has not yet been selected, a list of tasks or projected responsibilities must be submitted in place of the curriculum vitae.

11. Exhibit Supporting Documents (for Museum Exhibit Projects only)

Include curricula vitae for all key project research and exhibit development personnel, if known. Provide planning or design documents, if available. If objects are to be loaned from other institutions/individuals or the exhibit is designed to travel, include letters of confirmation/commitment.

12. Documentation of Need

File Name	File Size	Uploaded On	View (opens in new window)
DR4399-Chipley--City-of-PW-615-Cat-E---Public-Buildings---Equipment-1014229-79506-07082020 (2).pdf	299 [KB]	5/28/2025 3:26:11 PM	View file

13. Local Protection

Provide copies of any documents that provide local protection of the project site as identified in question G.1.1.

File Name	File Size	Uploaded On	View (opens in new window)
Washington County Chamber Lease - Old City Hall.pdf	85 [KB]	5/28/2025 3:25:24 PM	View file

14. Owner Concurrence Letter

Provide a letter that documents that the applicant has the permission of the owner of record (if the Property Owner is not the applicant) to conduct the proposed project on the owner's property, that the owner is in concurrence with this application for grant funding, and documentation that the owner is a non-profit organization or agency of government. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter. Note that, for other than Acquisition or site-specific Archaeological Research projects being undertaken by an eligible applicant, the owner must be a Non-profit Organization or agency of government.

15. Optional Materials

File	Title	Description	Size	Type	View (opens in new window)
OLD CHIPLEY CITY HALL - ROUGH ORDER OF MAGNITUDE 5.28.pdf	Baker Design Build Project Estimate		132 [KB]		View file
DHR Special Category Grant 2006-08 - Old City Hall.pdf	DHR Special Category Grant 2006-08	Renovations done in 2006-2008 to make into office space after Public Library moved out.	1226 [KB]		View file

15.1.

I. Review and Submit Page 9 of 9

1. Review and Submit *

☐ I hereby certify that I am authorized to submit this application on behalf of City of Chipley and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. Guidelines Certification *

☐ I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section , Florida Statutes 267.0617 and 1A-39.001, Florida Administrative Code.

1.2. Signature (Enter first and last name) *

