



Standard Agenda Item Cover Sheet

Agenda Item N^o. _____

Meeting Date: November 12, 2025

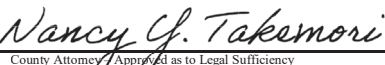
☒ Consent Section

☐ Regular Section

☐ Public Hearing

Requires Chair Signature? ☒ Yes ☐ No

Includes a Technology Component? ☐ Yes ☒ No

Subject: Historic Preservation Grant Award Agreement for Grant Application # 2026-01, 315 N. Moon Avenue Designated Historic Landmark	
Department Name: Development Services	
Contact Person: Colleen Marshall	Contact Phone: (813) 272-5828
Sign-Off Approvals:	
 Assistant County Administrator	 Department Director
10/27/2025 Date	10/24/2025 Date
 Management and Budget – Approved as to Financial Impact Accuracy	 County Attorney – Approved as to Legal Sufficiency
10/27/25 Date	10/27/2025 Date

Staff's Recommended Board Motion:
 Approve the attached Historic Preservation Grant Award Agreement in an amount not to exceed \$14,000 for double hung window restoration of the 315 N. Moon Avenue Designated Historic Landmark located at 315 N. Moon Avenue in the Brandon area (property folio 68731.0000).

Financial Impact Statement:
 The non-departmental budget allotment for FY 26 includes \$55,000 in matching grant funds to encourage preservation of the County's designated historic landmarks. The subject grant, if approved, will reduce available funds in the matching grant program by \$14,000, leaving \$35,579 funds available for the remainder of FY 26.

Background:
 The Historic Preservation Grant Program was established by the Board of County Commissioners in June 2006 (and revised in 2007 and 2010) to financially assist owners of certain locally designated Historic Landmarks (single-family homes and those owned by non-profit groups) within unincorporated Hillsborough County in performing approved exterior and structural renovations. The program is currently funded through a non-departmental budget allotment, with \$55,000 in funds being allotted for FY26. Under the program's guidelines, grants may be approved for no more than 50 percent of the project's estimated cost and property owners are required to match the grant value in cash or in-kind services (material and/or professionally rendered labor). Additionally, the grant may not exceed more than 50 percent of the amount allotted to the grant fund each year. Grant recipients are responsible for the full cost of the approved project then, upon completion, must submit a request for reimbursement for the amount of the grant award or 50 percent of the actual cost of the work, whichever is less.

As the reviewing entity designated by the BOCC to determine that a project meets the requirements of the Historic Preservation Grant Program, the Historic Resources Review Board reviewed Matching Grant Application # 2026-01 on October 21, 2025 and voted to recommend approval to the BOCC. According to the cost estimate submitted by the applicants, they will expend \$28,000 to restore 14 double hung windows at the 315 N. Moon Avenue home. A maximum of \$14,000 or 50 percent of the actual cost of

the project, whichever is less, will be reimbursed by the Historic Preservation Grant Program if the Grant Award Agreement is approved and the improvements are completed in accordance with the Agreement.

The Historic Preservation Grant Award Agreement for Grant Application # 2026-01 has been executed by the landowners and is attached for Board approval and execution.

List Attachments:

Historic Preservation Grant Award Agreement #2026-01; Grant Application #2026-01; Project Completion and Expenditure Report Form

Hillsborough County

Historic Preservation Grant Award Agreement

Grant No. 2026-01

This HISTORIC PRESERVATION GRANT AWARD AGREEMENT is made and entered into this ____ day of _____, 2025, by and between Roy Vaughn and Karen McGinnis Vaughn (hereinafter together referred to as the “Grantee”), and Hillsborough County, a political subdivision of the State of Florida (hereinafter the “County”).

WITNESSETH:

WHEREAS, Grantee is the owner of the property located at 315 N. Moon Avenue, Brandon, Florida (hereinafter the “Property”);

WHEREAS, the Property has been previously designated a local historic landmark pursuant to Section 3.03.03 of the County’s Land Development Code;

WHEREAS, the County has established a Historic Grant Award Program for the purpose of assisting owners of local historic landmark properties in performing certain property renovations, thereby encouraging the maintenance and preservation of the County’s local historic resources as well as encouraging the owners of non-landmark designated historic property within the unincorporated County to seek landmark designation of their property;

WHEREAS, the Grantee has applied for a Historic Grant Award for the purposes of performing the repairs and/or renovations to the Property as described in the Grantee’s application, a copy of which is attached hereto and incorporated herein as **Exhibit A**;

WHEREAS, at a public meeting on October 21, 2025, the County’s Historic Resources Review Board (“HRRB”) reviewed the Grantee’s application pursuant to the criteria established under the Historic Preservation Grant Award Program, and recommended approval of the Grantee’s application pursuant to the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

I. Scope of the Project

The Grantee shall cause the work on the Property as described in **Exhibit A** to be completed in accordance with the plans submitted to and approved by the County. The work to be completed (hereinafter referred to as the “Project”) is described generally as follows:

- **Double-Hung Window Restoration**

Minor changes to the scope of work for Project, as determined by the County, may be approved administratively through the County's Development Services Department. All changes must comply with the Secretary of Interior's Standards for Rehabilitation.

II. Terms and Conditions for Performance of the Project

The Grantee agrees to perform the Project in accordance with the following specific conditions:

- A. The Grantee agrees to complete the Project by August 15, 2026 (the "Completion Date") and to submit the Project Completion and Expenditure Report, a form of which is attached hereto as **Exhibit B**, within 30 days of completion of the Project. No costs incurred prior to the commencement date of this Agreement are eligible for payment from grant funds. No costs incurred after the Completion Date will be eligible for payment without the written agreement of the County to extend the Completion Date.
- B. The County shall not assume any liability for the acts, omissions or negligence of the Grantee, its agents, servants or employees; nor shall the Grantee exclude liability for its own acts, omissions, or negligence to the County. The Grantee hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee, its agents, servants, subcontractors or employees.
- C. The Grantee agrees to indemnify and hold the County and the Hillsborough County Board of County Commissioners harmless from and against any and all claims or demands for damages, either at law or in equity, including attorneys fees and court costs, that may hereafter at any time be made or brought by anyone on account of personal injury, property damages, loss of monies, or any other loss, caused or allegedly caused as a result of any negligent or intentional act or omission of the Grantee, its agents, servants, subcontractors or employees, arising out of any activities performed under this Agreement.
- D. The Grantee shall be solely responsible for all work performed and all expenses incurred in connection with the Project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that it is understood by the Grantee that the County shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- E. All Project work must be completed by qualified professionals or licensed contractors. The grant awarded herein may not be used for compensating the Grantee or any individual residing on the Property for services performed, nor may the value of the services performed by the Grantee or any individual residing on the Property be considered in determining the Total Approved Expenditures for the Project, as set forth in section III of this Agreement.
- F. The Grantee agrees that all acts to be performed by it in connection with this Agreement shall be performed in strict conformity with all applicable federal, state and local laws and regulations. The Grantee or its agent shall obtain all permits required to complete the Project work.
- G. All Project work must be in compliance with Secretary of the Interior's Standards for Rehabilitation.
- H. All Project work must be completed in conformance with the plans submitted to and approved by the County.
- I. The Grantee agrees that appropriate representatives of the County, their agents and designees, shall have the right to inspect the Property at all reasonable times in order to ascertain whether or not the conditions of this Agreement are being observed.
- J. The Grantee will not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of race, religion, color, disability, national origin, age, gender, marital status, sexual orientation or gender identity or expression.
- K. The County shall not be liable to pay attorney fees, interest, late charges and service fees, or cost of collection related to the grant awarded herein.

III. Grant Award Payment

- A. The County agrees to pay the Grantee up to a maximum of \$14,000.00 dollars ("the Maximum Grant Amount"), which amount shall represent no more than fifty percent (50%) of the Grantee's Total Approved Expenditures for the Project, as set forth on Exhibit B and as approved by the County through its designee. In the event that the Maximum Grant Amount exceeds fifty percent (50%) of the Grantee's Total Approved Expenditures for the Project, the Maximum Grant Amount shall be reduced so that it equals but does not exceed fifty percent (50%) of the Grantee's Total Approved Expenditures.

- B. In order for any expenditure to qualify for payment, it must be properly documented, and for a charge which is reasonable in amount and directly related to and necessary for the completion of the Project.
- C. Within 30 days of completion of Project, the Grantee shall submit the completed Project Completion and Expenditure Report form to the County's Development Services Department. The grant payment shall be payable upon receipt and verification of the Grantee's Project Completion and Expenditure Report, including verification of payment by the Grantee of the Grantee's Total Approved Expenditures.
- D. Payment for Project costs will be contingent upon all authorized Project work being in compliance with the aforementioned Secretary of the Interior's Standards for Rehabilitation, and the inspection and approval of the County. Payment for Project costs will also be contingent upon all Project work being in substantial compliance with the County approved plans for the Project. Payment shall be made to the Grantee, and under no circumstances will payment be made to any contractor, subcontractor or any other person or entity other than the Grantee.

IV. Choice of Law

This Agreement is executed and entered into Hillsborough County, Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this Agreement.

V. Severability

If any term or provision of this Agreement is found to be illegal and unenforceable, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

VI. Independent Contractor

The Grantee agrees that its agents, subcontractors and employees in performance of this Agreement shall act in the capacity of an independent contractor and not as an officer, employee or agent of Hillsborough County. The Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture, or partner of Hillsborough County.

VII. Assignment and Successors-In-Interest

- A. The Grantee shall not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without prior written consent of the County, which consent shall not be unreasonably withheld. If the County approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement.
- B. This Agreement shall bind the successors, assigns and legal representatives of the Grantee.

VIII. Termination

- A. When the Grantee has materially failed to comply with the terms and conditions of the grant, the County may terminate the grant after giving the Grantee a 30-calendar-day notice and an opportunity to show cause why the grant should not be terminated. The notice of default will detail any corrective action required of the Grantee, unless it is determined by the County that the default is of a nature that cannot be cured. The grant shall be terminated by the County if the Grantee fails to respond in writing to notification of default within 30 calendar days of receipt of such notification by the Grantee.
- B. The County or the Grantee may terminate the grant in whole or in part when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.

IX. No Waiver of Sovereign Immunity

Neither Hillsborough County nor any agency of the County waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into this contractual relationship.

X. Entire Agreement/Amendment

This instrument and Attachments hereto embody the whole Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, wither verbal or written, between the parties. No change or addition to this Agreement and the Attachments hereto shall be effective unless in writing and properly executed by the parties.

XI. Availability of Funds

The obligations of the County under this Agreement are subject to the availability of funds lawfully appropriated annually for its purposes and/or the availability of funds through contract or grant programs.

ATTEST:
VICTOR CRIST, Clerk of Circuit Court

HILLSBOROUGH COUNTY BOARD
OF COUNTY COMMISSIONERS

Deputy Clerk

By: _____
Chair

APPROVED BY COUNTY ATTORNEY

Nancy G. Takemori

Approved As To Form and Legal Sufficiency

Signature of Property Owner:

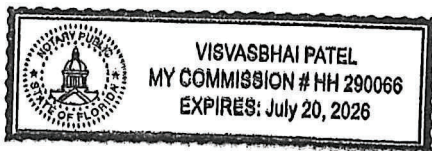
Printed Name:

Date:

[Signature]
ROY VAUGHN
10/20/2025

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument is hereby acknowledged before me this 20th day of October, 2025, by means of ☒ physical presence or ☐ online notarization, by Roy Vaughn, owner of property located at 315 N Moon Ave 33510. S/he is personally known to me or has produced drivers id as identification.



[Signature]
NOTARY PUBLIC
My Commission Expires: July 20, 2026

Signature of Property Owner:

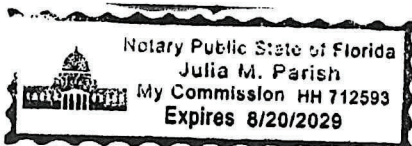
Printed Name:

Date:

[Signature]
KAREN MCGINNIS
10.21.25

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument is hereby acknowledged before me this 21st day of October, 2025, by means of ☒ physical presence or ☐ online notarization, by Karen McGinnis, owner of property located at 315 N Moon Ave. S/he is personally known to me or has produced Driver's License as identification.



[Signature]
NOTARY PUBLIC
My Commission Expires: 08/20/2029



Hillsborough
County Florida

Historic Preservation Matching Grant Application

Official Use Only

Application No: 2026-01

Date Submitted: 10/02/25

Name of Owner/Applicant: KAREN MCGINNIS VAUGHN Phone: 813-770-5976
Name of Co-Owner/Co-Applicant: ROY VAUGHN Phone: 813-295-3582
Mailing Address: 315 N. MOON AVE. BRANDON, FL 33510
Name of Property (if applicable): "VARN HOUSE" - MOON AVENUE
Property Address: 315 N. MOON AVE. BRANDON, FL 33510
Legal Description: Block(s): _____ Lot (s): _____ Subdivision: _____

Folio Number: _____

Project Type:

- ☒ Restoration of building exterior
☐ Structural or site stabilization
☐ Electrical, mechanical, and plumbing upgrades/repairs
☐ Preventative maintenance, including termite damage
☐ Other, as approved by the HRRB on an individual basis

Estimated Project Cost: \$ 28,000 Requested Amount of Grant Fund: \$ 28,000 kw
\$14,000

Attach the following items:

- | | |
|---|---|
| ☒ Photos of main façade | ☒ Site plan |
| ☒ Detail photos of area to undergo improvements | ☒ Architectural/engineering drawings and specifications |
| ☒ Written contract and cost estimate for work | ☒ Proof of insurance |
| ☒ Proof of financial resources | ☐ Proof of not-for-profit status, for non-residential properties |

By signing below, the undersigned hereby agree(s) that if awarded, this grant shall be used for the restoration of his/her Historic Landmark designated property located within Unincorporated Hillsborough County in accordance with the plans and scope of work reviewed and approved by the County. The undersigned further agree(s) to match 100% of the requested amount of the grant awarded and to provide proof of same, and acknowledges that execution of a Historic Preservation Grant Award Agreement by the undersigned and Hillsborough County will be required.

Owner/Applicant (required) Karen M. Vaughn Date 10.2.25

Co-Owner/Co-Applicant (required) [Signature] Date 10/2/25

Submit completed application and all necessary documents to DS-HistoricPreservation@hcfcl.gov



Hillsborough
County Florida

Historic Preservation Matching Grant Application

Official Use Only

Application No: 2026-01

Date Submitted: 10/02/25

Description of the project for which the matching grant fund is requested:

14 double hung windows & their
professional restoration by Steve
Quellan @ Wood Window Makers
in our 103 y. old home

Owner's description of his/her financial resources for the required matching fund:

Ray and I both have sufficient
funds in each of our bank
accounts

Official Use Only

ACTION TAKEN

- ☐ Reviewed
☐ Approved
☐ Not approved

DATE

☒ Application meets the criteria

☐ Application does not meet the criteria

Explanation:

Estimate

Client: Roy Vaughn

Address: 315 N. Moon Ave.
Brandon, FL 33510

This estimate covers the restoration of fourteen (14) double-hung windows. The restoration process will follow traditional Window Craft methods to ensure long-term functionality, preservation of historic character, and protection of the home.

Description	Quantity	Unit Price	Total
Double-Hung Window Restoration	14	\$2,000.00	\$28,000.00
		Grand Total:	\$28,000.00

We appreciate the opportunity to provide this estimate. If you have any questions or would like to proceed, please contact us at your earliest convenience.

Marshall, Colleen

From: Karen McGinnis <liveandletlive77@yahoo.com>
Sent: Thursday, October 2, 2025 5:37 PM
To: Marshall, Colleen; Roy Vaughn
Subject: 315 N Moon Ave - upstairs windows

External email: Use caution when clicking on links, opening attachments or replying to this email.

Please see attached window windows to be replaced. There are 14 total and they're all in the upstairs portion of the home.





























Sent from my iPhone

Return Completed Report to:
Hillsborough County Development Services Department
Historic Preservation Program
601 East Kennedy Boulevard, 20th Floor
P.O. Box 1110
Tampa, FL 33601-1110

PROJECT COMPLETION AND EXPENDITURE REPORT
FOR HISTORIC PRESERVATION GRANT NO. 2026-01

Please provide the information requested and return this form to the Hillsborough County Development Services Department at the address listed above within thirty (30) days of the completion of the Project.

General Information

Grantee Name(s): Roy Vaughn and Karen McGinnis Vaughn

Address of Property: 315 N Moon Avenue, Brandon, FL 33510

Grantee's Mailing Address: 315 N Moon Avenue, Brandon, FL 33510

Grantee's Daytime Phone Number: (813) 295-3582, (813) 770-5976

Maximum Grant Award Amount Per Grant Award Agreement: **\$ 14,000.00**

Actual Project Completion Date: _____

Project Summary: Double Hung Window Restoration

Summary of Project Work Completed: Restoration of 14 double hung windows on
building exterior

Please attach photographs of the Project Work Completed

☐ check box to indicate photographs are attached

Indicate any variations from the Project as originally approved: _____

Project Expenditures

The amount of the grant awarded will equal no more than fifty percent (50%) of the

Total Approved Expenditures for the Project. The **Total Approved Expenditures** are the documented, County-approved expenditures for the Project. In order to determine your Total Approved Expenditures, please complete an Expenditure Report Summary form (attached) for each expenditure made in connection with the Project. Be sure to attach all invoices, contracts and scope of work agreements.

Please attach Expenditure Report Summaries

☐ check box to indicate Expenditure Report Summaries are attached

Disbursement of grant funds is contingent upon review and verification of the information contained in this Report and inspection of the Property by an authorized representative for the County. Grant funds disbursed will not exceed the Maximum Grant Amount in the Grant Award Agreement, and may be less than the maximum, depending upon the Total Approved Expenditures for the Project.

Certification

I/We certify that, to the best of my/our knowledge, the information reported herein is correct, that all goods and services invoiced have been received, and that all outlays were made in accordance with grant conditions.

Signature of Grantee: _____ Date: _____

Signature of Grantee: _____ Date: _____

EXPENDITURE REPORT SUMMARY
FOR HISTORIC PRESERVATION GRANT NO. 2026-01

Please fill out an Expenditure Report Summary for each expenditure made in connection with the approved Historic Preservation Grant Project.

Vendor Name: _____

Purpose of Expenditure: _____

Amount of Invoice: \$ _____ **Date of Invoice:** _____

Was all of the work reflected on the invoice for purposes of the Project outlined in your Grant Award Agreement with Hillsborough County: ☐ yes ☐ no

If no, please explain: _____

Please attach paid invoices and/or receipts

☐ check box to indicate paid invoices and/or receipts are attached

Please attach cancelled checks

☐ check box to indicate cancelled checks are attached

Please attach contract/scope of work/proposal

☐ check box to indicate contract/scope of work/proposal is attached

Questions regarding this form Please contact Colleen Marshall, historic preservation staff, at the Hillsborough County Development Services Department, (813) 272-5828.

For County Use Only:

Proper documentation attached: ☐ yes ☐ no

Expenditure Project-related: ☐ yes ☐ no

Amount of Approved Expenditure Per This Form: \$ _____ (subtotal only)