

## Margie Wells

---

**From:** Dolph's Domain <oaklandxx@aol.com>  
**Sent:** Tuesday, November 7, 2023 3:40 PM  
**To:** Margie Wells; Margie Wells  
**Subject:** Fw: 24.h.ac.100.128 DHR Grant Application Request for Information

**[WARNING!!! This e-mail originated from outside the City of Haines City's mail system. Do not open any attachments or click on any links unless you know the sender or can verify this e-mail's authenticity.]**

---

Afternoon,

Oakland High Alumni, Inc are currently in the process of applying for grant from the State of Florida for research, investigation, preservation and maintenance of the "OAK-HILL CEMETERY." Our (the alumni) research and investigation do not confirm the actual owner of the OAK-HILL CEMETERY; however, the city is the assumed owner/caretaker, therefore, the alumni request a "Concurrence Letter" from the city expressing its approval of the alumni to apply for a grant from the State of Florida.

Please refer to the highlighted text below (see below).

----- Forwarded Message -----

**From:** Burgis, Harley E. <harley.burgis@dos.myflorida.com>  
**To:** OAKLANDXX@AOL.COM <oaklandxx@aol.com>  
**Sent:** Tuesday, November 7, 2023 at 10:22:24 AM GMT-5  
**Subject:** 24.h.ac.100.128 DHR Grant Application Request for Information

Hi Dolph,

Application 24.h.ac.100.128 is being reviewed and has been re-opened for editing. Please clarify/provide the following:

- Please verify if the cemetery is licensed by Chapter 497 of Florida Statutes. If it is not, please change your answer from Yes to No in Section C.2 of the application.
- Of the number of know burials, how many are estimated to be African-American? Please add this clarification to Section D.2.2.
- In Section E, you state that you will not be hiring professional services and will instead use existing staff. Please clarify in Section E.1.4 if the City staff are qualified professionals for performing the required work.
- Please expand your Scope of Work in Section E.2. In your Scope, please list the proposed work items you would complete, if funded (e.g., are you cleaning headstones?). Note that it is essential you elaborate on your Scope, for our Council to be able to effectively review your application. Also note that the work listed in the Scope should match the costs listed in your budget.
- Based on Section E.3, it appears that maintenance regularly occurs at the cemetery. Please confirm if that is the case. If so, clarify the extent of that maintenance.
- Please update Section E.4.1 to elaborate on the measurable quantities of work to be completed (e.g., if you are cleaning headstones, how many?). Note that it is essential that you elaborate on this section, in order for our Council to be able to effectively review your application.
- As per Section VI of the program guidelines, the following expenditures are non-allowable. Please remove them from your budget:

- Irrigation system (Section VI.t)
- Lawn & Maintenance equipment (Section VI.x)
- Miscellaneous expenditures (Section VI)
- Please clarify what is meant by “Headstone Maintenance Yearly”. Are you cleaning headstones? Repair them? Etc.
- Please upload your Sunbiz non-profit form (not a screen shot from their website) to Section H.1.
- Please upload additional photographs to either Section H.4 or H.11. When uploading additional photographs, please refer to our photograph submission guidelines [here](#). Note that multiple photographs can be combined in a pdf, PowerPoint, or Word document format.
- Please upload curricula vitae/resumes for your project team to Section H.6. It looks like you accidentally uploaded the sunbiz.org website screenshot to this section.
- Please upload an owner concurrence letter, from the City, to Section H.9. It looks like you uploaded a concurrence letter from the City for a Historical Marker application. Note that a concurrence letter for a different application type (i.e., a historical marker) does not meet the requirements this application.
- Please confirm the number of known burials in Section C.5.3. In this Section you state there are 40 burials, but in the Florida Master Site File form uploaded to Section H.10, it states there are 18 graves.

You have 3 business days (**end of the day on Thursday, November 9<sup>th</sup>**) to make the required revisions. Failure to comply with this request by the established deadline may result in the application being declared ineligible. Please make the necessary changes, re-submit the application, and notify me by email ([harley.burgis@dos.myflorida.com](mailto:harley.burgis@dos.myflorida.com)) when the required revisions have been made. If not re-submitted, the application will be submitted on your behalf by Grants Program staff.

Regards,

**Harley Burgis, M.S., RPA, FCCM** (she/her)

Historic Preservation Grants Specialist|Office of the Director |Division of Historical Resources|Florida Department of State|500 South Bronough Street|Tallahassee, Florida 32399-0250|  
850.245.6393 |1.800.847.7278 | [Harley.Burgis@DOS.MyFlorida.com](mailto:Harley.Burgis@DOS.MyFlorida.com) | [FLHeritage.com](http://FLHeritage.com)

[Why Pronouns Matter](#)

