



CITY OF ORLANDO

Grants & Financial Assistance Approval Form

Transmittal Sequence	Authorized Approver	Signature	Date
1	Department Director Lisa Early	Approved By: <i>Lisa Early</i>	2/3/14
2	Department Budget Analyst Brendan Gibson	Verified By: <i>Brendan Gibson</i>	2/4/14
3	Department's Assigned City Attorney Amy Iennaco	Approved By: <i>Amy Iennaco</i>	2/4/14
4	Department's Authorized Signatory ¹ Byron Brooks	Approved By: <i>Byron Brooks</i>	5 Feb 14
5	Grants Development Supervisor Jessica Dlugolinski	Approved By: <i>Jessica Dlugolinski</i>	2/6/14
6	Chief Financial Officer Rebecca Sutton	Approved By: <i>Rebecca Sutton</i>	2/11/14
7	Return to Department GOC Liaison Beth Gruber	Received By: <i>Beth Gruber</i>	2/14/14

Following are the financial, programmatic, legal and procurement considerations for your review:

Today's Date: 02/03/14	City Council Date: 01/27/14	Application Deadline: 02/05/14
Name of Grant: Orange County 2014 Cultural Facilities Grant -		
Short description of the project or program that will be pursued with grant funding:		
<p>The Families, Parks and Recreation Department will apply for \$25,000 to replace the sound board, also known as an audio mixer, at the Lake Eola Amphitheater via a grant solicitation issued by Orange County Arts & Cultural Affairs.</p> <p>The original source of these funds is Tourist Development Tax Revenues. The County has set aside a small portion of these revenues to acquire, construct, extend, enlarge, remodel, repair, improve, or maintain cultural facilities. A similar grant was previously awarded to the City in 2009 for the purchase and installation of the speakers and overall sound system at Lake Eola Park.</p> <p>If awarded this grant, the City will be required to invest \$25,000 in matching funds. The Families, Parks and Recreation Department has leveraged all of the required match from a combination of CRA funds and funds that have already been reserved for Lake Eola Park by the Orlando Community & Youth Trust, Inc.</p>		
Short description of the problem or need for the project or program:		
<p>The sound board at the Lake Eola Amphitheater is old and outdated. Ongoing repairs are frequent and difficult due to hard-to-find replacement parts and lack of support from the manufacturer.</p>		

¹ Authorized signatories are as follows: CAO for Operating Departments, Chief of Staff for Executive Offices, CFO for OBFS and City Attorney for the City Attorney's Office.

Grants & Financial Assistance Approval Form

Anticipated timeline of project or program: Construction of the remaining improvements will be completed by December 2014	
Name of Initiating Department/Division/Office: Families, Parks and Recreation Department, Parks Division	
GOC Liaison Name: Beth Gruber	Telephone #: 407-246-2212
Programmatic Considerations	Indicate Response Here
1. How does the proposed project align with City's priorities and department's core services?	This grant will support our goals of maintaining City facilities and expanding our core activities which serve the public.
2. Does the proposed project provide or expand essential services to address critical needs?	The proposed project will expand use of the park for the public.
3. Does the proposed project impact other City departments?	The updated equipment will be more easily and less costly to maintain, meeting our goal of building sustainable parks.
4. Does the applying department have the capacity to manage this project?	Yes, this park is already being managed by the Department.
5. Does the applying department have the capacity to fulfill the financial and administrative requirements of the grant?	Yes, FPR and the Parks Division have previously successfully been awarded and administrated this same grant. An experienced project manager will be assigned to the project.
6. Is this a collaborative effort with an external organization?	A portion of the match funds is being provided by the Orlando DDB/CRA. No external organizations are involved.

Financial Considerations	Indicate Response Here
1. What is the total anticipated project cost?	The total project cost is \$50,000 for the new sound board components including delivery.
2. How much does the Department anticipate receiving from the grantor? If not receiving cash, include the value of property, equipment, or services.	FPR anticipates receiving a total of \$25,000,000 in cash reimbursement. <i>2/4/14</i> <i>GA</i>
3. What are the match requirements and funding source(s)?	The required match for this grant is a 1:1 cash match. The funds are in place from existing accounts and committed by the CRA and OCYT.
4. If applicable, identify the amount and funding source(s) that support the remainder of the project or program cost.	The entire \$50,000 cost of the sound board project will be covered by the grant funds (\$25,000) and match funds (\$25,000) described above.
5. Will the grant be used to fund salaries, wages or benefits and other associated personnel costs?	No.
6. Will the receipt of this grant cause the City to incur additional or future operating costs?	No.
7. What is the CIP number and/or financial project number associated with this project?	The CRA funds are currently in project 6211. The remaining match funds are in an Orlando Community & Youth Trust program account earmarked for Lake Eola improvements. If the grant is awarded, the City will transfer the match funds into a separate project sub-ledger per the grant requirements to facilitate project tracking, audit and review.
8. Will this program generate revenue?	Some revenue will be gained through increased rentals of the Lake Eola Amphitheater.
9. Is supplanting allowed?	No.

Grants & Financial Assistance Approval Form

10. Does the grantor require any special ways to manage the receipt of grant funds?	No.
11. Does the grant require continuation of the project or program beyond the grant period of performance?	The application requires ownership of the facility (Lake Eola Amphitheater) showing undisturbed use for 7 years.
Legal Considerations	Indicate Response Here
1. Provide a short description of unique contract requirements that the City Attorney needs to be made aware of, or needs to clarify for the Department before the Department applies for the grant.	The application requires legal proof of unrestricted ownership of the land and building. Acknowledgement must be given by the City with the wording "This project is funded in part by Orange County Government through the Arts & Cultural Affairs Program" to be included in the form of a City-wide communication, printed or digital or on a permanent sign.
Procurement Considerations	Indicate Response Here
1. Provide a short description of any special procurement requirements that need to be disclosed and evaluated at the time of application.	All County dollars must be encumbered after the signing of the Grant Award agreement and prior to May 31, 2015.
2. Does the receipt of the grant involve the lease or purchase of real estate? If so, please describe the real estate need and add the Real Estate Division Manager as an impacted department director, by adding a row under the first department director in the transmittal sequence on page one of this form.	No.