



CITY OF ORLANDO

Grants & Financial Assistance Approval Form

| | Authorized Approver | Signature | Date |
|--|-----------------------------------|-----------------|------|
| *1 | Department Director Lisa Early | Approved By: | |
| Email form to Grants Development Supervisor to continue approval process in Workday (effective 3/19/2014). | | | |
| *Department Directors may provide signature on paper above <u>OR</u> wait to approve from Workday inbox. | | | |

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

| | | |
|--|-----------------------------|---|
| Today's Date: 01/13/15 | City Council Date: 01/26/15 | Application Deadline: 02/4/15 |
| Name of Grant: Orange County 2015 Cultural Facilities Grant Loch Haven Cultural Park Plaza & Wayfinding Signs | | |
| <p>Short description of the project or program that will be pursued with grant funding: The Families, Parks and Recreation Department will apply for \$124,000 to construct a plaza at Loch Haven Cultural Park, to add banner arms to existing OUC poles and to expand the City wayfinding sign system to Loch Haven Cultural Park 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 and in 2014 for a new sound board at the Lake Eola Amphitheater.</p> <p>If awarded this grant, the City will be required to invest \$124,000 in matching funds. The total project cost is \$248,000. The Families, Parks and Recreation Department has leveraged all of the required match from CIP funds.</p> | | |
| Short description of the problem or need for the project or program: | | |
| Anticipated timeline of project or program: Construction will be completed by February 2017 | | |
| 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 new plaza will be more easily and less costly to maintain and the new wayfinding signs will replace outdated existing signs 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? | | No external organizations are involved. |

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| Financial Considerations | Indicate Response Here |
|---|--|
| 1. What is the total anticipated project cost? | |
| 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 \$124,000 in cash reimbursal. |
| 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 an existing CIP project account. |
| 4. If applicable, identify the amount and funding source(s) that support the remainder of the project or program cost. | The entire \$248,000 cost of the plaza and wayfinding projects will be covered by the grant funds (\$124,000) and match funds (\$124,000) 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 CIP funds are currently in project PKS0009_P. If the grant is awarded, the City will transfer the match funds into a separate grant project per the grant requirements to facilitate project tracking, audit and review. |
| 8. Will this program generate revenue? | No. |
| 9. Is supplanting allowed? | No. |
| 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 (Loch Haven Park) showing undisturbed use for 15 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, 2016. |
| 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. |