BOCC POLICY: SECTION NUMBER 03.02.02.29

SUBJECT: Capital Asset Preservation Matching Grant Program

DATE: May 2, 2018

SUPERCEDES: October 21, 2015

PURPOSE:
The Capital Asset Preservation Matching Grant Program is established to promote economic development within Hillsborough County through preserving community capital assets that enhance tourism, arts and culture, entertainment, and community education.

POLICY:
Available grant funds will be awarded to participating agencies identified in this policy on a minimum of 1:1 matching basis. No award recipient shall receive more than $325,000 in awards in any county budget year under this program unless granted an additional amount by another participating agency pursuant to the guidelines of this policy and approved by the Board. Grant funds available will be determined by and are subject to an annual appropriation from the Board.

PARTICIPATING AGENCIES:
The following agencies are eligible for annual funding under this policy:

- The Children’s Museum of Tampa, Inc. (dba Glazer Children’s Museum)
- Museum of Science and Industry, Inc.
- The Tampa Bay Performing Arts Center, Inc. (dba David A. Straz Center for the Performing Arts)
- The Florida Aquarium, Inc.
- Tampa Bay History Center, Inc.
- Tampa Theatre, Inc.
- Lowry Park Zoological Society of Tampa, Inc.

Additional agencies may only become a participating agency through a Board approved revision to this policy.

APPLICATION CYCLE
Funding applications must be submitted between April 1 and May 31 for participating agencies to receive funding in the next immediate fiscal year. Award of grant funds is subject to appropriation by the Board of County Commissioners (BOCC) and the funding cycle will begin on the first day of the County’s fiscal year (October 1). A participating agency will have 24 months to complete their project from the date of execution of a funding contract.
The maximum grant award amount is $325,000 per fiscal year, per approved application (unless and until the County has approved a greater award amount on its own or as a result of a sharing arrangement between participating agencies).

New funding applications will not be considered if an agency’s current active projects receiving Capital Asset Preservation (CAP) funding under this policy are not fully encumbered, executed and scheduled for completion within the 24-month project completion period. An award is considered to be active if a duly executed contract agreement is in place and a project has not reached substantial completion as determined by County personnel consistent with County standards.

OR-

New funding applications will not be considered if an agency’s current active projects receiving CAP funding are not fully encumbered, at least 60% complete, and scheduled for completion within the contracted funding period.

APPLICATION REVIEW TEAM
Funding applications will be reviewed by the Management and Budget Department, the Real Estate & Facilities Services Department, and other appropriate County departments to determine compliance with County policies and program goals as defined by this policy.

APPLICATION REVIEW PROCESS
Funding applications will be evaluated based on a standard set of criteria outlined in this policy. Applications in compliance with these criteria from participating agencies will be eligible for funding.

AWARD SHARING
Participating agencies may share their annual award amount with another participating agency. Such sharing arrangements shall be documented in writing between the two agencies and submitted to the County’s Management and Budget Department. Over a rolling five-year period, a participating agency may not receive awards in excess of their five-year allotment (5 X $325,000 = $1,625,000).

FINAL DECISION ON AWARDS
The Review Team’s recommendations will be forwarded to the BOCC for final approval.

ELIGIBILITY REQUIREMENTS

**Project Types**
Projects eligible for funding must fall within one or more of the following project types, and meet the BOCC’s desired policy objectives.

1. **Repair/Rehabilitation/Restoration** This type is defined as: the interior and/or exterior repair, rehabilitation, restoration, or reconstruction of an existing facility. Projects may include, without limitation, renovation of an existing property to meet code requirements, installation of security related equipment or improvements, or structural stabilization of structures that without emergency measures may be lost, and all associated engineering and architectural costs.
2. **Compatible Additions** - This type is defined as: a project that will improve the cultural, educational, or recreation activities of the community. It must be in keeping with the agency’s core operations or activities. It may also include projects that reduce future operating costs or are essential to maintaining the health, safety and welfare of the visitors or occupants of the facility.

3. Energy Efficiency – This type is defined as: a project that reduces energy, water or material consumption that results in a net cost savings to the agency. This may include, but is not limited to, lighting, electrical, HVAC, plumbing, photovoltaic and electric car charging station projects.

**Project Requirements:**
All of the following requirements must be met for a project to be eligible for funding under this program.

1. The project must be located in Hillsborough County (incorporated or unincorporated).

2. The applicant must have the financial resources to fund all project costs pending receipt of reimbursements from grant funds. Reimbursements are for cash expenses only.

3. The applicant must match all of the County grant funds by at least a 1:1 ratio.

4. Grant match: There are four types of grant match: cash on hand (liquid assets), expenditures, irrevocable pledges, and documented in-kind contributions. At least 25% of match must be cash on-hand. No more than 50% of the match may be irrevocable pledges or in-kind contributions. Applicants must have the match complete and confirmed at the time of application. The County’s match requirements are similar to those of the State of Florida’s Cultural Facilities Grant Program and the State’s guidelines will serve as guidance for the County’s program. The State’s website should be consulted for a more detailed description of requirements. Other County funding cannot be used as match.

5. Applications must demonstrate that the total Project budget will be covered by committed available funding sources.

6. All work must be performed by qualified professionals/Florida licensed contractors.

7. All construction (including new construction) shall meet existing building codes.

8. Prior to distribution of any grant funds, all building plans must be reviewed by the County’s Real Estate and Facilities Management Department for application consistency and all required permits, licenses and approvals required for the Project must be obtained. (Note that Plan approval by such entities is not required as a condition of application; but must be obtained prior to receipt of any funding).

9. Projects selected for funding will not be subject to the requirements of Board Policy 04.05.00.00 Capital Funding for Outside Agencies with the exception of clause 4.3.3
which stipulates provisions that shall be included in funding agreements. This clause shall apply.

10. Physical construction to be subject to program funding may not commence prior to grant award and execution of a Funding Agreement.

11. Grant funds cannot be used for Project operating expenses or property acquisition.

12. Work must be completed within twenty-four (24) months of execution of the funding Agreement between the County and agency unless otherwise specified in the Agreement.

13. The participating agency must provide the most recently available audit of their financial statements. The year end for these statements cannot be more than 20 months old.

**Application Requirements:**

The application shall be completed and include all documentation necessary for the Application Review Team to thoroughly review the Project. The following items shall be submitted by the applicant:

**Part A - Introduction**

The applicant shall provide an overview of the Project that shall not exceed one 8.5x11 page. In addition to the overview, the following information shall be provided:

- Name of Project
- Contact information for all parties – Owner(s), Contractors, Consultants, etc.
- Name and contact information for Project Manager
- Total Project cost
- Grant amount requested
- Legal description and folio number(s)

**Part B – Description of Project - Construction elements**

The applicant shall provide a description of construction-related activities to be carried out as part of this Project. Based on the size and scope of the Project, the applicant shall provide preliminary drawings describing the following:

1. Site Plan
2. Floor Plans
3. Elevations and Sections
4. Material descriptions
5. Photographs of existing conditions with attached notes describing work to be carried out.
6. Project schedule
7. Any additional documentation necessary to describe the scope of the Project may be provided.

**Part C – Financial Elements**

The applicant shall provide all financial information necessary to evaluate conformance with the financial requirements of the Grant Program.
1. Overall Project budget defining the scope of the Project, the amount of the grant requested, amount of matching funds provided by the applicant, any other sources of income and the expenditures necessary to accomplish the Project. Matching fund documentation for this element shall be submitted to the County consistent with the requirements of the State of Florida’s Cultural Facility Grant Program.

2. Estimate of non-construction expenditures necessary to define all proposed costs for non-construction elements in detail and indicating income source to be used to pay for each item.

3. Estimate of Construction cost shall define the cost for each construction element of the Project and shall include reasonable documentation of construction cost estimates indicating income source to be used to pay for each line item.

4. Applicants must provide documentary proof (a commitment letter or similar) to evidence each source of funding necessary to complete the Project (except for the funding source being sought through the grant application). The total cost of the Project must be covered by the Total Project Funding.

5. All ad Valorem taxes on property must be current.

6. Title to the property must be clear with the exception of mortgage liens.

Part D – Review Criteria
The applicant shall provide a description of how the Project meets and/or exceeds each of the applicable Review Criteria and sub-criteria (described in this document) as they apply. Each Criteria item (see the six below) shall be described on at least one 8.5 x 11 page and shall not exceed three pages.

Submittal format. The application shall be submitted in digital format. It shall be saved to a USB Flash Drive or CD in PDF format and placed in a sleeve with the Project Name attached to the front of the sleeve and on the CD. The application shall be saved as one PDF file with a table of contents. In addition to the digital application, one hard copy of the application shall be submitted. Completed applications should be delivered to:

Hillsborough County
Management and Budget Department, 26th Floor
601 East Kennedy Boulevard
Tampa, Florida 33602

Review Criteria:

A. CONSTRUCTION PROJECTS
The following six (6) review criteria shall be used by the Review Team to evaluate all building projects. The application must address each of the six on a separate page for each.

1. FACILITY PRESERVATION:
   • Life of the facility is extended by the project
   • Project enhances the ability of the agency to increase attendance and enhance the customer experience
   • Project enhances the aesthetics of the facility and is consistent with the Tampa Bay area’s identity
   • Future increased renovation/maintenance costs are controlled by the
preventative nature of the project
• Project provides for a more efficient facility design
• Project promotes energy conservation and may result in an operating savings

2. LEVERAGING:
• Leverages matching fund grant in terms of financing, expertise and networking
• Demonstrates monetary leverage of County matching funds of 1:1 (or greater)
• Demonstrates collaborative and synergistic approach, including with other economic development projects and partners

3. ECONOMIC DEVELOPMENT IMPACT:
• Demonstrates a well-thought out idea and model that has the potential to be sustainable and generate economic development
• Creates permanent local jobs and potential for sustained economic impact and growth
• Creates construction jobs
• Uses local contractors
• Uses local suppliers/materials
• Increases retail/entertainment-related sales tax
• Generates local business
• Attracts cultural events, exhibits, performances and conferences that would not have resulted without the facility enhancement, and
• Adds value to the local economy

4. QUALITY OF PROJECT:
• Demonstrates appropriate design and quality of proposed materials
• Demonstrates the ability to achieve a successful project result (in terms of construction completion, business growth and/or economic development during the funding cycle)
• Enhances performances and cultural activities
• Enhances educational and learning experiences in culture and the arts
• Creates/expands public use of space
• Creates visibility in the community
• Alleviates or prevents endangerment of property
• Provides for improved safety of customers

5. QUALITY OF PROJECT TEAM:
Demonstrates qualifications, track record, and ability of the applicant and professionals composing the Project team to successfully complete the Project

6. PERFORMANCE EVALUATION:
• Provides appropriate criteria and milestones for determining/measuring the success of the Project in achieving the business/implementation plan and schedule compliance
• Defines relevant outcome indicators and targets during and after the grant cycle (such as revenue generated, jobs creation, tourist visits, etc.)
**Funding Process after approval by the Committee and the BOCC**

Applicants selected to receive matching grant funding will be required to enter into a formal Funding Agreement with the County specifying the dollar amount awarded, how outcomes will be measured, contract duration, the terms of funding and other Agreement terms. The applicant may retain one or more Project Contractors to carry out and complete the Project. Prior to execution of the Funding Agreement, the Project budget must be verified by submission of multiple bids, an executed construction contract, or other suitable documentation confirming costs to complete the Project. For in-kind labor or materials, documentation must be furnished substantiating the estimated value of the any in-kind contribution. Depending on the size of the Project and grant award, the County will determine whether the grant award should be disbursed at the conclusion of the Project or whether payments should be made periodically based on agreed upon phasing of the Project.

Proper documentation of the Project expenses that are reasonable in amount and directly related to and necessary for completion of the Project will be required prior to disbursement, including contractor lien waivers, when appropriate, and photographs and work descriptions for all Project work items, including matching expenditure line items.

For each progress payment (in the case of a phased project) or within sixty (60) days of the completion of the Project, the grant awardee shall submit to the County a request for payment (or if completed, a Project Completion and Inspection Request form) together with applicable Project Invoices. It is the intent of the Program to disburse payment(s) upon receipt of an acceptable invoice and satisfactory inspection of the Project by authorized representative(s) of the County and all other local governmental agencies with jurisdiction over the Project, and verification that the Project has been completed according to the application submission, permits and approvals, and related Project documents, including certification of applicant’s supervising professionals (where applicable).

Upon approval of the Funding Agreement by the Board of County Commissioners, funds will be appropriated /committed for the Project approved.

**Ethics Policy:**

The Committee and Applicants shall act in accordance with County Administrator Policy Manual, Policy Number:1.5 (Employee Disclosure of Conflict of Interest).

**Responsibility:**

It shall be the responsibility of the County Administrator or designated representative to manage this policy and ensure compliance with the above guideline and procedure.

Approved: Board of County Commissioners
Date: May 2, 2018