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Cultural Grants Approval Process Webinar

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If you are interested in receiving a certificate of participation for your attendance at this OFCC webinar, you will need to individually register and then individually login / logout for the webinar. GoToWebinar provides us with a login and logout time for each attendee which acts as the digital documentation of your attendance for certification and auditing purposes. In order to receive a certificate of participation, attendees must attend the entire webinar. *Please wait for the last slide to appear that indicates webinar has ended.*

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Responses will be provided at the end of the webinar.

Cultural Grants Approval Process

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Grants Financial Analyst

June 29, 2016

Agenda

- Background
- Submittal for Grant Approval: Website
- Initial Submittal Form
- Approval Guidelines & Project Agreement
- Timeline
- Reimbursement

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- Reimbursement
- Doing Business on Community Projects

Background

- SB 310 (capital bill) for FY17 and FY18 was signed into law in May 15, 2016 and will become effective on August 15, 2016
 - Approximately 120 projects were appropriated
 - \$63.4 million in new appropriations

Background

- It is the intent of the General Assembly that these capital appropriations and reappropriations are for capital construction projects that are ready to begin construction or for projects that will be completed within the applicable two-year fiscal biennium.
- Further, it is the intent of the General Assembly that projects that are neither started nor completed within the biennium be allowed to lapse and not be reappropriated.
- Lastly, the General Assembly recognizes that there are times when extraordinary circumstances prevent construction projects from progressing as originally conceived, but reappropriations for these projects will be the exception, not the default.

Background

- Tax-exempt capital bonds
- Eligible capital expenditures
- Project must support culture over the term of the bonds (10 years)
- Project sponsors (grantees) complete a submittal form
- Additional information is sometimes required
- Project sponsors and OFCC sign a Cooperative Use Agreement (CUA)
- Grant is subject to State Controlling Board approval
- Reimbursement grant

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- Doing Business on Community Projects

Grant Program Website

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

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Cultural Facilities Grant Program

You are here : Services / Programs > Cultural Facilities Grants

The Ohio Facilities Construction Commission (OFCC) oversees capital improvement funds appropriated by the General Assembly and Governor for planning, construction, renovation and expansion projects at Ohio's theaters, museums, arts education facilities, historical sites, and publicly-owned professional sports venues. The former Cultural Facilities Commission was merged with OFCC in 2013.

Public investment in these facilities can help bolster community development and provide economic stimulus by creating jobs, encouraging consumer spending, serving as tourist attractions, providing children with creative learning experiences that greatly benefit the educational process, and contributing to a higher quality of life for Ohioans.

[Program Eligibility](#) [Funding & Grant Process](#)
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Careers.ohio.gov

Project Management Tools
Password required
Bid Express
OAKS CI
CM Website
Maintenance Plan (FMR)
OSFC Web Apps (prodapp)
Assessment Tool

Program Eligibility - Website



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Cultural Facilities Grant Program Eligibility

Review the information below to determine if your project may be eligible for grant funding.

Project Type

The facility must be a visual/performing arts center, museum, science and technology center, arts education facility, local historical facility, state-owned historical facility, or publicly-owned professional sports facility.

These types of facilities meet the statutory definition of "cultural facilities" and are assigned to our Commission for oversight once an appropriation is made by the Legislature.

The facility must be owned and operated by an Ohio-incorporated 501(c)(3) organization (not-for-profit) or an Ohio local government.

For-profit ventures and non-Ohio sponsors may not receive funding through the Commission.

Sponsor Status

The cost and feasibility of the project must be considered.

If a feasibility study has not been completed, you may want to consider conducting one to help determine the likely success of your facility construction or expansion and the level of community support for it. Funds for such studies may be available through the Capacity Building grants program of the [Ohio Arts Council](#).

Cost is one of the most important issues to consider in any project, and it is critical to identify both direct and indirect costs before taking on a capital project. Have you obtained reliable estimates for construction costs? What about other costs such as professional fees, insurance, title work and permit fees? How do your total project cost estimates line up with the results of your feasibility study and the available community support?

Project sponsors should have an operating pro forma and comprehensive business plan.

In accordance with state law, the OFCC must determine that the sponsor can provide culture for at least 10 years, even if the General Assembly has already made an appropriation. As part of the assessment, the Commission requires an operating pro forma to demonstrate the fiscal viability of the sponsors and proposed projects.

Capital projects that receive state appropriations through the Commission are required to result in successful facilities that are able to support themselves for the long-term. By statute, the Commission cannot provide operating funds.

Funding and Grant Process - Website



OHIO FACILITIES CONSTRUCTION COMMISSION

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Cultural Facilities Funding & Grant Process

To be considered for funding, you are responsible for first approaching your area's representatives in the General Assembly. You can find the names of your legislators and their contact information by visiting the [Ohio House of Representatives](#) and [Ohio Senate](#) websites. Present your comprehensive project plan and estimated budget.

Projects that are successful in securing support are appropriated a specific amount of funds in a line item in Ohio's biennial capital budget. Eligible projects are then "assigned" to the Commission for funding oversight.

There is no set grant amount, but project sponsors are required to match state funds at a ratio of 1 local dollar for every 2 state dollars.

Grant Documents

- [Grant Checklist](#) [DOCX]
- [Grant Checklist Descriptions](#) [PDF]
- [Submittal Form](#) [DOCX]
- [Project Approval Guidelines](#) [PDF]
- [Cooperative Use Agreement Template \(for reference only\)](#) [PDF]
- [Non-Disturbance and Estoppel Agreement \(for reference only\)](#) [PDF]

Grant Process

Although each project is unique, a cultural facilities project follows this general process:

1. A community or community organization, known as the project sponsor, decides it needs to expand or improve its facilities or build a new facility.
2. The community or community organization approaches its legislators to request funding for a project in the biennial capital improvements bill. Capital bills are typically enacted by the Legislature in the spring or fall of even numbered years.
3. The General Assembly and Governor appropriate, or devote, funding for the community's project in the biennial capital improvements bill and assign it to the Commission for funding administration.

Grant Checklist

Cultural Facilities Grants Initial Submittal Checklist

| Element | Information | Sponsor Submits | Done |
|------------------------------|--|-----------------|------|
| Identification | Organization contact information (name, address, etc.) | √ | |
| | Organization contact information for legal notices (if different than above) | √ | |
| Scope | Project location | √ | |
| | Description of scope of entire project | √ | |
| | Description of how project presents culture | √ | |
| | Is the facility listed in the National Register of Historic Places? | √ | |
| Financial Considerations | Appropriation name and amount | √ | |
| | Total project budget including local funding | √ | |
| | Documentation of full funding | √ | |
| | Documentation of local match | √ | |
| Real Estate/ Construction | Construction start and finish date | √ | |
| | Does the organization own or lease the facility? | √ | |
| Risk Management | Proof of insurance | √ | |

Funding and Grant Process - Website



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Program Resources - Website



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Cultural Facilities Grant Program Resources

Grant Checklist

Download this grant submittal checklist.

- **Grant Checklist**

Project Cost Overview

The following list includes categories and types of costs likely to be incurred to build and open your project. These costs are important to keep in mind. Please note that some of these costs are not eligible for OFCC reimbursement.

- Construction costs, including the following:
 - Building construction or improvement
 - Site improvements
 - Environmental remediation
 - Furniture, fixtures and equipment*
 - Exhibits
 - Utilities (tap fees and connections, temporary usage on site, installation to the building)
- Contingency amounts on all the above (do not lump this into the overall costs)
- Costs for bonding (security, performance and bid)
- Costs for professional liability insurance, builders' risk insurance, workers' compensation, property/casualty insurance, auto, and commercial liability insurance
- Costs of land acquisition
- Construction related professional fees, including the following:
 - Consultant for program of requirements (preliminary planning)
 - Architect/Engineer fees (including professional liability insurance)
 - Construction Manager fees (including professional liability insurance)
- Costs for permits
- Costs for testing (i.e., environmental, soils, structural)

Contacts - Website



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Cultural Facilities Grant Program Contacts

Jessica DeLong, Grants Administrator
Phone: 614.644.1646
Email: jessica.delong@ofcc.ohio.gov

Chris Bruner, Grant Financial Analyst
Phone: 614.644.1649
Email: chris.bruner@ofcc.ohio.gov

Additional questions?

Name

Company / Organization

Email Address

Question

| | | | |
|---|---|--|---|
| About OFCC Overview/History Commission Information Executive Director Staff Directory Vision, Mission and Goals Contact Us | State Government Ohio.gov Department of Education State Agencies University System of Ohio Ohio Laws and Rules Ohio General Assembly | Notices Privacy Policy Public Records Policy Public Notices OFCC Employment Opportunities Careers.ohio.gov | Project Management Tools <i>Password required</i> Bid Express OAKS CI CM Website Maintenance Plan (FMR) OSFC Web Apps (prodapp) Assessment Tool |
|---|---|--|---|

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Submittal Form - Elements

- Identification
- Scope
- Financial Considerations
- Real Estate/Construction
- Risk Management
- Other Information (optional)

Submittal Form



COMMUNITY GRANT SUBMITTAL FORM

Identification

Organization Name:

Click here to enter text.

Organization Type:

Choose an item.

EIN:

Click here to enter text.

Organization Contact Information:

| General Information: | Person Authorized to Sign Legal Agreements: |
|--|--|
| Name: <i>Click here to enter text.</i> | Name: <i>Click here to enter text.</i> |
| Title: <i>Click here to enter text.</i> | Title: <i>Click here to enter text.</i> |
| Mailing Address: <i>Click here to enter text.</i> | Mailing Address: <i>Click here to enter text.</i> |
| E-mail: <i>Click here to enter text.</i> | E-mail: <i>Click here to enter text.</i> |
| Phone: <i>Click here to enter text.</i> | Phone: <i>Click here to enter text.</i> |

Submittal Form

Scope

Project Location:

Street Address:
[Click here to enter text.](#)

Zip Code:
[Click here to enter text.](#)

City:
[Click here to enter text.](#)

County:
[Click here to enter text.](#)

V. 2

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Describe the scope of the entire project:

[Click here to enter text.](#)

Describe how the project supports culture:

[Click here to enter text.](#)

| Is the facility listed on the National Register of Historic Places? | YES | NO |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If it is, please submit your plans to the Ohio Historic Preservation Office and copy Jessica DeLong on all OHPO correspondence For more information, please visit www.ohiohistory.org or call 614-298-2000 and ask for the Resources Protection Review Department.</i> | | |

Submittal Form

Financial Considerations

Appropriation Project Name:

[Click here to enter text.](#)

Appropriation Amount:

[Click here to enter text.](#)

Total Project Budget (please attach an estimate prepared by a construction or design professional; this must be on the letterhead of the professional):

[Click here to enter text.](#)

Prevailing Wage

| | |
|---|--------------------------|
| I understand that Chapter 4115 of the Ohio Revised Code (prevailing wage law) applies to this project | YES |
| | <input type="checkbox"/> |

Full Funding:

| | | |
|---|--------------------------|--------------------------|
| Is the total project budget fully funded? (please attach documentation to this submission) | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Submittal Form

Local Match:

| | | |
|---|--------------------------|--------------------------|
| Does the organization have local contributions amounting to not less than 50 percent of the total state funding for the project? <i>(please attach documentation to this submission)</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Real Estate/Construction

Project Schedule:

| | |
|-------------------|---|
| Commencement date | Click here to enter a date. |
| Completion date | Click here to enter a date. |

Please attach a projected drawdown schedule for your state funding

Ownership:

| | | |
|--|--------------------------|--------------------------|
| Does the organization own or lease the facility? | OWN | LEASE |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If it leases the facility, please attach a copy of the lease, the term of which must be at least as long as the term of the Cooperative Use Agreement we will be executing (i.e., ten years from the project completion date). Please also attach the legal property description.</i> | | |

Risk Management

Insurance Requirements:

| | | |
|---|--------------------------|--------------------------|
| Does the organization carry property and liability insurance for at least the amount of the appropriation? | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If so, please attach your insurance documentation to this submission, with the Ohio Facilities Construction Commission listed as a certificate holder.</i> | | |

Submittal Form

Other Information (optional)

Relevant information not included elsewhere in this submittal:

Click here to enter text.

END OF SUBMITTAL FORM

Please e-mail to jessica.delong@ofcc.ohio.gov and chris.bruner@ofcc.ohio.gov.

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Approval Guidelines and Cooperative Use Agreement (CUA)

1. Sponsor Identification
 - ✓ *Non-profit verifications*
2. Scope
3. Financial Considerations
4. Real Estate/Construction
 - ✓ *Affirmation of clean title*
5. Operation/Maintenance
 - ✓ *IRS 990s research*
6. Risk Management
7. Term
8. Legal Compliance
 - ✓ *Affirm compliance with relevant laws*
9. Default/Termination
10. Other Provisions

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Timeline

- After project submittal, allow 30-60 days for initial review
- Supplemental information may be requested
- Funding is available after both of the following:
 - ✓ Project Sponsor and OFCC sign CUA
 - ✓ State Controlling Board approves release of capital funds
- Please allow 30 days for Controlling Board approval
- No OFCC approvals before August 15, 2016

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Reimbursement

- Expenditures Eligible for Reimbursement
 - Acquisition of real property or interest in real property
 - Bricks & mortar
 - Architectural, engineering, and professional fees
 - Machinery that is part of the structure
 - Computer systems
 - Equipment and furnishings necessary for the function of the facility

Reimbursement

➤ Summary sheet

SUMMARY SHEET

Project Sponsor: Ohio Museum of History

Date: 6/29/2016

Drawdown Number: 1

| Work Category | Contractor Name | Initial Contract Amount | Change Orders | Total Contract Amount | Total Work Completed to Date | Amount Paid This Month |
|---|-------------------------|-------------------------|---------------|-----------------------|------------------------------|------------------------|
| General | John Smith Construction | \$ 200,000.00 | \$ 850.00 | \$ 200,850.00 | \$ 15,000.00 | \$ 15,000.00 |
| General Conditions | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Demolition | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Site Work | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Structural Steel | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Roofing | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Masonry | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Misc. Metals | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Glass | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Plaster/Drywall | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Plumbing | | \$ - | \$ - | \$ - | \$ - | \$ - |
| HVAC | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Electrical | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fire Protection | | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | | \$ 200,000.00 | \$ 850.00 | \$ 200,850.00 | \$ 15,000.00 | \$ 15,000.00 |
| Initial Project cost per state approval | | | \$ 200,000.00 | | | |
| Initial contingency per state approval | | | \$ - | | | |
| Contingency less change orders to date | | | \$ (850.00) | | | |
| Total Invoice Amount | | | | | | \$ 15,000.00 |
| Total Construction Cost | | | | | | \$ 200,000.00 |
| Total State Appropriation | | | | | | \$ 100,000.00 |
| Percent of Invoice to be Reimbursed = Total State Appropriation/Total Construction Cost | | | | | | 50.00% |
| Total Amount to be Reimbursed | | | | | | \$ 7,500.00 |

Reimbursement

➤ Final Payment Procedure

- Copy of Certificate of Occupancy &/or photos of completed work
- Certification language
- Retainage released

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Questions



communityschools@ofcc.ohio.gov

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