

Welcome!

Cultural Grants Approval Process Webinar

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Have a Question?

Please use the Question feature on the right side of your screen at any time during the webinar.

Responses will be provided at the end of the webinar.

Cultural Grants Approval Process

Jean Stephenson
Grants and Procurement Administrator

Jessica DeLong
Grants Administrator

Chris Bruner
Grants Financial Analyst

May 2, 2018

Agenda

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

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Background

- House Bill 529 (capital bill) for FY 2018 and FY 2019 will become effective on July 1, 2018
 - 159 projects were appropriated
 - \$78 million in new appropriations

Background

- Tax-exempt bonds
- Eligible capital expenditures
- Project must support culture over the term of the bonds (10 years)
- Project sponsor (grantee) completes a submittal form

Background

- 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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Grant Program Website



Ohio.gov | State Agencies | Online Services | Search...

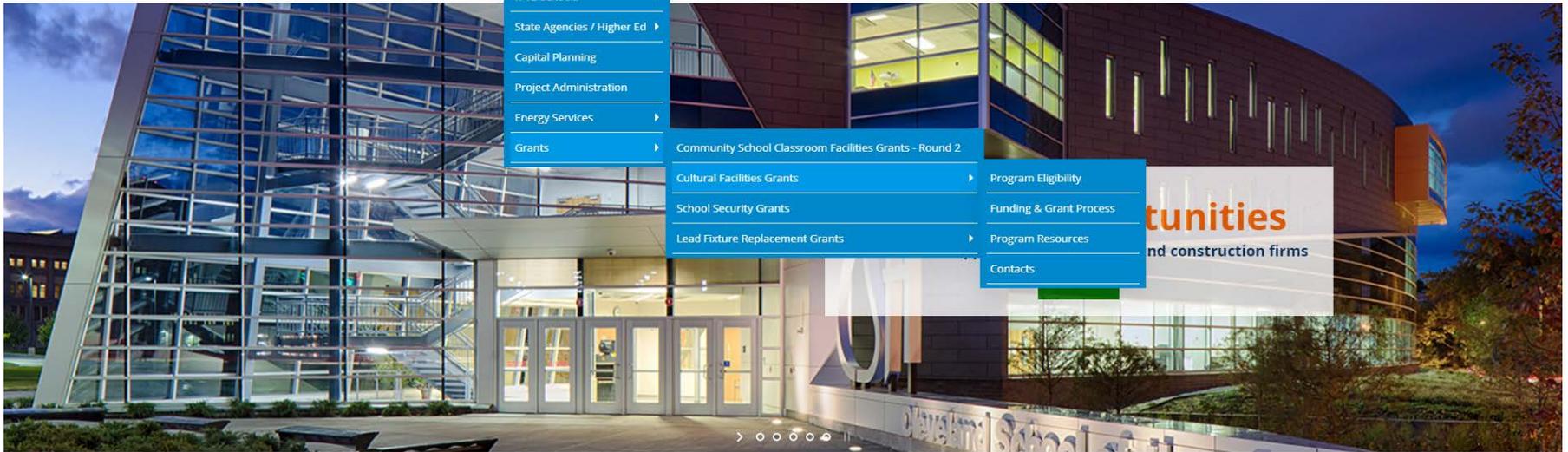


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- State Agencies / Higher Ed ▸
- Capital Planning
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- Energy Services ▸
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- Community School Classroom Facilities Grants - Round 2
- Cultural Facilities Grants
- School Security Grants
- Lead Fixture Replacement Grants

- Program Eligibility
- Funding & Grant Process
- Program Resources
- Contacts



Guiding capital construction projects for state agencies, state-supported universities and community colleges, including Ohio's comprehensive public K-12 school construction and renovation program.

Grant Program Website

Ohio.gov | State Agencies | Online Services | Search...

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Community School Classroom
Facilities Grants - Round 2

Cultural Facilities Grants ▾

Program Eligibility

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School Security Grants

Lead Fixture Replacement Grants ▾

Cultural Facilities Grant Program



The Commission 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 the Ohio Facilities Construction Commission 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

📄 Program Resources

📄 Finding & Grant
Process

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 Commission 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



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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.

[Download Archived Grant Process Webinar](#)

Grant Documents

- [Grant Checklist](#) [DOC]
- [Grant Checklist Descriptions](#) [PDF]
- [Submittal Form](#) [DOC]
- [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

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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[Program Eligibility](#)

[Funding & Grant Process](#)

[Program Resources](#)

[Contacts](#)

Cultural Facilities Grant Program Resources

Overview

- [Program Brochure](#)
- [Grant Process Archived Webinar](#)

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 Commission 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)

Contacts - Website

Ohio.gov | State Agencies | Online Services




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Program Eligibility
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Contacts

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

Name 

Company / Organization 

Email Address 

Question 

Agenda

- Background
- Submittal for Grant Approval: Website
- Submittal Form**
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- Timeline
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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 July 1, 2018

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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?

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jean.Stephenson@ofcc.ohio.gov
- **Jessica DeLong**
jessica.delong@ofcc.ohio.gov
- **Chris Bruner**
chris.bruner@ofcc.ohio.gov

Request Certificate:

Email: sue.meyer@ofcc.ohio.gov

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