

# OC CARES 2020-Grant #1: Community Arts PPE and Facility COVID-19 Public Health Grant

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*United Arts of Central Florida*

## *CARES 2020 Grant #1-UPDATE Request 1 (to complete prior grant, or New Request )*

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### **NOTES & Missing Items (if any)**

*Character Limit: 250*

#### **OPTIONS TO APPLY:**

As a CARES 2020 Grantee, you may:

- a. **Extend** the dates & use remaining balance of funds approved for CARES 2020.
  - i. Submit the Follow-up: Agreement Addendum #1 to extend dates for grant,
  - ii. Prepare UPDATE Request 1 for any lapsed or changed information; with Expense Worksheet
  - iii. File Follow-up Payment Reports until all purchases are submitted for reimbursement.
  
- b. Request **new scope and new funding**. Any remaining balance will be applied to new project expenses.
  - i. Submit the Follow-up: Agreement Addendum #1
  - ii. Prepare UPDATE Request - New scope - requires staff/review and approvals [with Expense Worksheet]
  - iii. File Follow-up Payment Reports until all purchases are submitted for reimbursement.
  
- c. Repeat UPDATE Requests for **additional new scope and funding**, as needed.  
Note: Each subsequent UPDATE covers the next date period; no expenses prior to the date of most recently submitted UPDATE)

**Read updated CARES Guidelines-** includes list of eligible items (and not-eligible items).

- **PPE open to all applicants;**
- Indoor Facility Improvements items are only available to those with facility ownership or long-term lease.
- Grant purchases relate to supplies needed for "reasonable bulk purchases" to be used, and programming planned, **through June 30, 2021, to provide COVID-19 safety, social distancing and safely reopen to the public.**

## INSTRUCTIONS for Grant #1 - PPE and Indoor Facility:

**This UPDATE Request is to refresh your CARES 2020 grant - Update and upload only the items that have lapsed or changed since Dec 30, 2020, in the sections below.**

- All Requests are due by March 15.
- Purchases & services to be completed by April 30.
- Prepare a new Expense Worksheet (SCOPE OF WORK) - list Prepaid items for Reimbursement and/or proposed New Purchases. If new items over \$10K, see bid requirements. Provide invoices &/or quotes for every line item.
- Update the narratives sections - IF changed.
- Insurance certificate must remain current throughout the grant period.
- Facilities only:
  - Lease & owner's approval (for Facility Improvements only).
  - Permit & payment (or if new project that does not require permitting, provide that documentation)

After UPDATE Requests are approved, you can complete purchases/installations, and Payment Forms as needed until all outstanding expenses are paid. Must be submitted by May 15, 2021, to receive payment.

### Grant Funding Conditions\*

*This grant program is federally mandated to conclude with a firm deadline, on June 30, 2021, and cannot be extended by UNITED ARTS or local authority. If GRANTEE has not ordered, received, utilized, installed, completed, paid for all proposed expenditures by April 30, 2021, and filed for reimbursement by May 15, 2021, the funding and the items covered in this grant will be forfeited. This program is Orange County-mandated to end on June 30, 2021, and federally mandated to end on December 30, 2021. All reimbursements will be processed upon receipt via ACH transfer, with the final payments by June 30, 2021.*

### Choices

I understand

### Project Name

As submitted in the application.

*Character Limit: 60*

### Update Project Name (if necessary)

ONLY update the project name if no longer applicable (i.e. your CARES 2020 project was solely holiday time period) to include the current timing and use of the funding.

*Character Limit: 250*

## Amount Awarded

CARES 2020 grant award (1st round), as on Agreement

*Character Limit: 20*

**For your reference: Your CARES 2020 application contained the following Facility/Programming Status. If changed, provide updated information in the text box below it, or indicate if there has been no change in the status.**

## Facility/Programming Status\*

1. Is your facility or in-person programming currently open for public attendance?
2. Explain why your facility cannot be used for indoor performances or events due to safety restrictions and/or prohibitive cost.

*Character Limit: 3000*

## UPDATE: Facility/Programming Status\*

1. Is your facility or in-person programming currently open for public attendance?
2. Explain why your facility cannot be used, or is limited in use, for indoor performances or events due to safety restrictions and/or prohibitive cost.

*Character Limit: 1000*

**For your reference: Your CARES 2020 application contained the following Project Description. Provide updated information in the text box below it.**

## Project Description

1. Describe the impact that COVID has had on your organization.
2. Summarize how you will implement the outdoor facility expenses to safely reopen to the public.
3. Provide a brief summary of your activities and performances available to the public (prior to December 30, 2020) and include the following information, in aggregate:
  - Location(s)
  - Date(s)
  - Projected (or actual) attendance
  - Number of paid staff or artists
  - Admission cost

*Character Limit: 5000*

## UPDATE: Project Description (extension of CARES 2020 application &/or NEW Request)\*

1. Describe the impact that COVID has had on your organization.
2. Summarize how you will implement the outdoor facility expenses to safely reopen to the public.
3. Provide a **brief** summary of your activities and performances planned to be available to the public (prior to June 30, 2021). Include the following information, **in aggregate**:
  - Location(s)
  - Date(s)
  - Projected (or actual) attendance
  - Number of paid staff or artists (if available)
  - Admission cost

*Character Limit: 2000*

### This request contains receipts from this date\*

No receipts for purchases prior to January 1, 2021.

A new request cannot include purchases from dates prior to the date of the most recent request submitted (each request is a new time block).

*Character Limit: 10*

### ... to this date\*

*Character Limit: 10*

### Expenses Worksheet - Carryover items and/or New Requests\*

Complete and upload this Expenses Worksheet - Pre-paid & New Purchases. Refer to Guidelines for list of eligible items.

- Include only expenses that are pre-paid from January 1, 2021, through the date of this request submission, and/or Requests for New Purchases
- Alternate bids - single items over \$10,000 or multiples of a single item that exceed \$10,000 require two alternate bids.  
NOTE: Pre-paid items over \$10,000 are not subject to the alternate bid requirements, but purchases are made at your own risk, subject to staff review, eligibility, and documentation of reimbursement (proof of payment) and/or proposed new purchases (documentation of quotes, purchase orders, online orders, and approval of new requests by United Arts Executive Committee).
- Do not include sales tax; do break out shipping and discounts to a separate line (or note within the description)

*File Size Limit: 2 MB*

Please make sure that the items in the backup documentation uploads for invoices/proofs of payment and/or new purchase quotes are in the same order as they are listed on the Expenses Worksheet uploaded above. This greatly helps the review process and turnaround time for payments. Thank you!

### Pre-paids: Invoice(s)/Proof of Payment(s) for Reimbursement\*

For each line item on the Expense Worksheet that you have purchased, upload pre-paid invoice with corresponding proof of payment. **Must be a .pdf file.**

- Type of documentation for invoices:
  - Dated invoices/receipts
  - Dated purchase orders with vendor name/contact, date, item description, cost
  - Email confirmations of specific goods, supplies and materials received, services rendered, costs, delivery to Grantee organization
  
- Type of documentation for proof of payment:
  - Canceled checks (front & back)
  - Bank-issued canceled check summary statements with Bank, Grantee & payees/check numbers/amounts clearly noted
  - Credit card transactions &/or statements with payees clearly noted, with proof of remittance to the credit card issuing company confirming payment made
  - Bank statements for debit card payments with payees clearly noted
  - Wire transfers transaction or bank statement highlighting the wire transfer payment
  
- If pre-paids are complete as submitted, they will be paid out upon approval of this report / new request.

*Character Limit: 10000 | File Size Limit: 20 MB*

### Proposed New Purchases - Descriptions & Pricing\*

For each line item on the Expense Worksheet, provide vendor quotes, product listings from websites, screenshots of Amazon orders pending, etc. in this upload packet.

If any line item is over \$10,000 itself, or the quantity of a single item exceeds \$10,000 combined, include 2 alternate bids for these items. Enter only the chosen bid on the Expense Worksheet, but in the documentation, include the chosen bid on top and the alternate bids behind it).

If no New Purchases are proposed, indicate N/A or similar note.

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### **Total Amount of UPDATE Request\***

Total amount shown on the Expenses Worksheet updated above with supporting documentation provided with this Update. Do not factor in any remaining balances.

*Character Limit: 20*

### **Balance remaining from CARES 2020 grant (staff will complete this)**

United Arts staff will record the amount carried forward.

- Current grantees may use remaining funds up to the total amount granted with CARES 2020 award.
- Remaining balance will apply to UPDATED Request(s) for additional funding, upon approval from United Arts Executive Committee.
- Contact United Arts staff (CARES@UnitedArts.cc) for the amount of the remaining balance (optional).

*Character Limit: 20*

### **Award Recommendation to Executive Committee (staff will complete this)**

*Character Limit: 20*

### **Lease/Landlord Approval (for Facility Improvements only)\***

If you have had a change in lease/ownership or landlord since the time of your previous CARES grant, please update status . Remember, that lease term must be in effect *prior to* January 1, 2021, and through at least June 30, 2021.

- Provide lease amendment or new lease (if applicable)

If new ownership/landlord, you must also provide documentation of the landlord's approval for the proposed facility improvements.

- Provide landlord approval (if applicable)

If no change, indicate status.

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### **Permit(s) for Scope and/or Expenses (for Facility Improvements only)**

If permits were required for any of the prior-approved-but not implemented purchases, or new proposed Outdoor items, you must include permit or permit status here, along with the invoice and proof of payment if permit has been issued.

If no permit is required, you must document the source of that exemption, waiver or published

code requirements that indicate you do not need a permit for this tent/event.

- Upload permit and/or documents and/or write narrative response on the status.
- IF provided with original CARES grant, and still in effect, you do NOT need to reattach it here.

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### Indemnity\*

The grantee shall defend, indemnify, and hold harmless Orange County Board of County Commissioners and United Arts of Central Florida from and against any and all liability, claims, demands, damages, losses, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys' fees and costs, of any kind and nature arising or growing out of or in any way connected with the performance of this agreement.

### Choices

I understand and agree

### Insurance Certificate

Upload if not already on file at United Arts (or, direct insurance company to send to EGranting@UnitedArts.cc. We highly recommend that you have the insurance company copy you on the email so you can see that we received it - missing certificates WILL hold up payments). Must have both:

- \$500K or more Commercial General Liability (event riders may be acceptable and may be obtained through the venue in some cases).
  - o United Arts of Central Florida and Orange County Board of County Commissioners must be additional insured (usually shows in the notes section; may be waived by United Arts for reimbursement-basis funding.)
  - o United Arts of Central Florida must be listed as certificate holder.
- AND, Worker's Compensation (as required by FL statutes - or, if not required to carry this policy due to # or type of employees, detail # or type of employees below and explain if necessary). United Arts must be certificate holder.

*Character Limit: 1000 | File Size Limit: 1 MB*

### Executive Director/Board Chair Signature and Certification\*

Must be Executive Director or Equivalent of the producing organization. By typing your name here, you certify that all materials in this application are true and complete to the best of your knowledge. You also certify that the services were done satisfactorily and/or goods were provided, that they were paid in full and invoices are submitted with proof of payment.

Note: Digital signatures cannot be uploaded in this field; you must type your name.

*Character Limit: 250*

### **Staff Use Only-Upload Option 1**

Items sent after the Follow-up is submitted may be attached here and remain with the PDFprint/file packet.

*Character Limit: 2000 / File Size Limit: 1 MB*

### **Staff Use Only-Upload Option 2**

*Character Limit: 2000 / File Size Limit: 1 MB*

### **Staff Use Only-Upload Option 3**

*Character Limit: 2000 / File Size Limit: 2 MB*