



**BREVARD COUNTY
OFFICE OF TOURISM
~~Guidelines~~UIDELINES**

**CAPITAL FACILITIES
GRANT PROGRAM**

FY 202~~1~~2-202~~2~~3

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CAPITAL FACILITIES GRANT PROGRAM

FISCAL YEAR 202~~12~~-202~~23~~

1.0 INTRODUCTION & BACKGROUND

Tourism Development Council Mission Statement:

"To promote growth, development and quality of tourism in the county; encourage participation by both visitors and residents in tourism related activities, and to act as the primary body to determine direction, goals and policy for use of the tourism tax."

The Brevard County Tourist Development Tax was created through Section 125.0104 Florida Statutes and Brevard County Ordinance No. 102-117 to fund the advancement of tourism and attract tourists to visit Brevard County. Specifically, a portion of the Tourist Development Tax is allocated to the Capital Facilities fund by FL Statute 125.0104(5)(a)(1) and Sections 102-177(c) and 102-119(3c) of the Brevard County Code. The Brevard County Tourist Development Council (TDC) is pleased to offer Capital Facilities Grants for capital projects located within Brevard County and serve to establish new or refurbish existing facilities or infrastructures that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public for recreational activities, cultural events and performances that host events in Brevard County. The primary goal and purpose are to bring substantial numbers of tourists/visitors to the County, thereby promoting overnight hotel stays within the County. The grants are administered by the Capital Facilities Committee of the Tourist Development Council.

Capital projects, for the purposes of this grant program, are defined as projects that are new construction, expansion, renovation, or a replacement project for an existing facility or facilities. The project must have a total cost of at least \$250,000 over the life of the project and a useful life of at least 10 years. Reimbursement grants starting at \$250,000 are available to support capital facilities projects that benefit Florida's Space Coast.

Important Dates to Remember:

June 1, 202 12	Grant application opens	TDO
July 8 13 , 202 12	Applicant Presentations	Capital Facilities Committee Meeting #2
July 13 5 , 202 12	Grant application closes	TDO

July 16 20 , 2021 2	Applications & scoresheets to the Committee for review & scoring	TDO
August 9 12 , 2021 2	Completed scoresheets due from Committee	TDO
August 19 7 , 2021 2	Committee Ranking and Recommendations	Capital Facilities Committee Meeting #3
August 25 4 , 2021 2	Approval by TDC of Award Recommendations	<u>August</u> TDC Meeting
September 14 3 , 2021 2	BoCC final approval	BoCC
October 1, 2021 2	Projects begin	TDO
Sept. 30, 202 7 8	Projects end per agreement with grantee	TDO

2.0 APPLICANT ELIGIBILITY AND USE OF FUNDS

Please read this document carefully. Incomplete (i.e. missing attachments, lack of proper support materials, etc.) or incorrect applications will be returned. Applicants are required to direct all questions regarding their request for funding to Brevard County Tourist Development Office at (321) 433-4470.

Please note FL Statute 125.0104 (5)(a)(1a)(1b)(1c)(2) states “AUTHORIZED USES OF REVENUE.— All tax revenues received pursuant to this section by a county imposing the tourist development tax shall be used by that county for the following purposes only: To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more: Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums within the boundaries of the county or subcounty special taxing district in which the tax is levied; Auditoriums that are publicly owned but are operated by organizations that are exempt from federal taxation pursuant to 26 U.S.C. s. 501(c)(3) and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied; or Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied; To promote zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public;” within the boundaries of Brevard County.

Applicants must demonstrate how the project(s) will enhance Brevard County as a tourist

destination and a project must have as one of its main purposes a tourist-related component evidenced by the promotion of the activity, service, venue, or event thereby generating hotel and motel (lodging) "room nights" as required by the Local Option Tourist Development Act (as outlined in Brevard Ordinance No. 102-117 and Section 125.0104 Florida Statutes). Applicants will be required to establish and track a Return on Investment (ROI) by measuring visitor attendance and spending. TDO staff will assist in measuring attendance and spending upon request. Ticket sales and/or zip code capture are the preferred tracking methods as opposed to attendance estimates provided by third parties (law enforcement, volunteers, etc.).

The Capital Facilities Grant Program application will include a 3rd party economic and fiscal analysis from a reputable firm that includes: 1. Impact on local activities
2. Project Demographics, 3. Six (6) Years of Projected Room Nights, 4. Tax Revenue to include Tourist Development Tax, Property Tax and Sales Tax, 5. Attendance, 6. Wages, 7. New or additional paid full-time employees. Note: Two part time jobs equal one full time employee.
8. Summary of Return on Investment. Then, as part of Brevard County's review process, grant applications will be submitted to Space Coast Office of Tourism (SCOT) so that SCOT can evaluate these room night projections. Successful applicants will be required by Brevard County in the grant agreement to track bed nights' information data and to cooperate with SCOT to increase room nights generated by the project.

Applicants with matching funds will get preferred consideration. The application must include projected sources of funding for the entire project. Appropriate backup to include pledge letters, loan applications, etc. for these funding sources should be supplied with the application if available.

Project start may not exceed two (2) years from award to groundbreaking. Projects with extenuating circumstances may apply for an extension with the TDC. Project completion may not exceed six (6) years from award.

Funds are to be used for the Capital Facilities project as proposed in the applicant's grantee's application. Funding may be used for the following:

- Construction costs including labor
- Architectural and design
- Site work
- Building materials
- Furniture, fixtures and equipment
- General and administrative expenses and other expenses when specifically authorized

and set forth in the capital facilities funding agreement

Funding may not be used for the following:

- General and administrative expenses when specifically not authorized and not set forth in the capital facilities funding agreement
- Prize money, gift cards, items for resale, scholarships, contests, awards, or giveaways
- Travel
- Matching funds from another TDC funding program
- Marketing within Brevard County
- Interest or reductions of deficits or loans, fines, penalties or cost of litigation.
- Permanent equipment purchases not attached to the structure
- Insurance and professional membership fees
- Debts incurred or obligated prior to grant request

All grant funds awarded and subsequent reimbursements may be subject to internal or external audit.

To qualify for reimbursement, proof of insurance is required prior to capital facilities' project start date, which lists the Brevard County Tourist Development Council and Brevard County as an additional insured if the grantee is contracting directly. If the grantee is hiring a general contractor or other vendors they must ensure that the below insurance requirements are met prior to project start with the grantee.

- a. General Liability Insurance policy with a \$1,000,000 combined single limit for each occurrence to include personal injury, contractual liability, and errors and omissions coverage.
- b. Auto Liability Insurance policy which includes coverage for all owned, non-owned and rented vehicles with a \$1,000,000 combined single limit for each occurrence, as well as Full Coverage Vehicle Insurance to include Liability (as above), Collision, Comprehensive, PIP and Uninsured Motorists.
- c. Workers' Compensation and Employers Liability insurance policy covering all employees of GRANTEE that work on this Grant, as required by law. Coverage shall be for all employees directly or indirectly engaged in work on this Grant, with limits of coverage as required by State law.
- d. Employee Dishonesty/Crime Insurance – The applicant/facility operator will provide

coverage greater than or equal to sixty-five percent (65%) of the amount of the TDT funding, specifically, to insure against TDT funding loss.

e. Builders' Risk/Installation Floater – The contractor shall provide “all risk” property insurance on any construction, additions, and machinery and equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of the applicant/facility operator's final acceptance of said improvements. In the event that the grantee does not work with a contractor on the funded project, the applicant/facility operator must purchase or add Builders' Risk to their current property program (Commercial General Liability). The Builders Risk policy must remain active throughout all current work related to the proposed project and must not terminate until the final acceptance of a contractor's work, all vendors' installations, final release of occupancy, and final acceptance at completion of the project has been made by the applicant/facility operator.

Final grant award after Board approval will be contingent upon the Grantee securing and producing the above Certificate of Insurance.

In order to be considered for grant funding, an e-Verify MOU must be uploaded with the grant application. TDO staff will assist applicants in the e-Verify MOU process if desired.

3.0 AVAILABLE FUNDING

Projects that will occur between October 1, 202~~1~~2 – September 30, 202~~2~~3 shall submit their application ~~between~~ June 1, 202~~1~~2 and July 15, 2022. Each application will be evaluated on a case-by-case basis.

The Tourist Development Office reserves the right to cancel/withdraw funding to this capital facilities program at any time without cause. Applicants submit applications at their own expense and risk, without expectation of or reliance on funding award. Applicants may have their requested amounts reduced or denied based on Capital Facilities Committee approval/recommendations, TDC approval/recommendations, Board of County Commissioners (BoCC) approval/recommendations, capital facilities funding availability as determined by the TDO projections of TDT capital facilities revenue versus current capital project obligations, or number and quality of requests submitted.

4.0 GRANT IMPACT, OTHER SUPPORT & BIDDING

Project applicants are encouraged to give a presentation to the Capital Facilities Committee and may be asked to present to the Tourist Development Council at a regularly scheduled TDC meeting. Please contact TDO staff for a meeting schedule and arranging a time.

TDO staff is available to applicants for consultation prior to submittal.

The applicant is required to list other financial support in addition to the requested TDT grant. Facilities and projects that bring higher levels of partnership funding to leverage any TDT funding better meet the goals for TDT funding and may be more favorably evaluated than projects that do not.

5.0 APPLICATION SUBMITTAL PROCEDURES

The grantee must complete the on-line application and attachments. Grant application schedule is presented in section 1.0. If you have questions about the online application, guidelines or are unable to upload the required supporting documentation please contact Jeffrey Baron at jeffrey.baron@visitspacecoast.com.

ANTI-LOBBYING STATEMENT

All Tourism grant applicants are restricted from lobbying TDC Committees from the time the grant application is open until the Committee finalizes the grant scores. Applicants may not attempt to influence their deliberations or scoring to secure an award, either verbally or in writing. Any questions concerning a grant applicant or the grant process from either applicants or committee members should be directed to the designated staff at the Tourism Development Office.

6.0 EVALUATION PROCEDURES

Tourist Development Office staff will receive and review all grant applications to ensure:

1. Applications are submitted by the deadline.
2. Applications are complete and contain all required information.
3. Applications are for eligible Capital Facilities projects.

TDO staff will forward completed applications for eligible projects to the Capital Facilities

Committee of the Tourist Development Council for review and evaluation. Individual members of the Capital Facilities Committee will evaluate, and rank applications using the currently approved criteria.

Projects must meet an average minimum score of 75 to be eligible for funding.

7.0 AWARD, AGREEMENT AND REPORTING

Upon fully approved grant award through the Capital Facilities Committee, TDC and BoCC, the TDO will create a grant agreement with the grantee.

The Grantee will complete an accounting of the project's financial activity within 60 days after the completion of the project and provide documentation evidencing the compliance with the terms and conditions of the funding agreement and the direct impact of the project by completing and submitting a Post Project Report to the County and the TDC.

Final reports must be completed 60 days after facility opening and submitted to the TDO office. Grantees must provide annual room nights and attendance for 5 years to TDO.

8.0 FUNDING AND PAYMENT PROCEDURES

When funding is awarded recipient will be contacted by the Tourism Development Office with the Capital Facilities grant agreement, Board memorandum of funding award amount and a review of the reimbursement procedures. Upon grant award, the Certificate of Insurance mentioned above will need to be submitted to the Space Coast Office of Tourism.

A successful grantee must demonstrate the proof of payment to vendors that meet the allowable expenses in these guidelines and the funding agreement. Project reimbursement is made incrementally during the duration of the grant agreement.

Smaller projects may receive advance payment consideration based on financial needs and Capital Facilities Committee approval.

Proof of payment includes:

- a) A copy of the invoice billed to the Grantee;
- b) Canceled Grantee checks, (front & back), and dated within the grant period, or proof of electronic funds transfers.

- c) Credit card receipts and statements with other transactions and account numbers redacted.
- c) Inter-governmental transfers, dated within the grant period, and which details the payment number, payee, and/or the invoice.
- d) Verification or backup documentation of any other terms, conditions, and deliverables set forth in a funding agreement associated with TDT funding for the project.

9.0 GRANT APPLICATION EVALUATION AND SCORING FORM

Tourism Development Council FY 201922-20203 Capital Facilities Grant – Evaluation Form		
REVIEWER (SIGNATURE):		
REVIEWER (PRINT):		
Applicant Information (TDO staff will complete this section)		
Project Title:		
Total Project Cost:		
Requested Funding from TDC:		
Applicant Match Amount:		
Evaluate Criteria	Points Available	Points Earned
Promotes Tourism		
Proposal clearly demonstrates the need to implement the project and its positive impact on Brevard County Tourism. Proposal specifically cites the methodology used to quantify the project's benefit to tourism.	30	
Weak: 0 - 6 points		
Adequate: 7 - 12 points		
Good: 13 –18 points		
Very Good: 19 – 24 points		
Excellent: 25 – 30 points		
Project Viability		

Proposal clearly demonstrates the viability of the project including supporting documents such as: qualification, description, and projected cost.	15	
Weak: 0 - 3 points		
Adequate: 4 - 6 points		
Good: 7 - 9 points		
Very Good: 10 – 12 points		
Excellent: 13 - 15 points		
Increases Economic/Fiscal Activity		
Proposal clearly demonstrates the increase of economic/fiscal activity including impact of anticipated room nights, projected employees and impacts to the community.	15	
Weak: 0 – 3 points		
Adequate: 4 - 6 points		
Good: 7 - 9 points		
Very Good: 10 – 12 points		
Excellent: 13 - 15 points		
Project Readiness		
Proposal clearly addresses the following components, for example but not limited to: <ul style="list-style-type: none"> • Status of required permits/approvals • Readiness to seek contract bids and start work • Schematic designs/renderings 	10	
Weak: 0 - 2 points		
Adequate: 3 - 4 points		
Good: 5 - 6 points		
Very Good: 7 – 8 points		
Excellent: 9 - 10 points		
Matching and/or Other Funding		

Proposal clearly demonstrates in detail all secured funding sources. Projects with matching funds will receive greater consideration.	30	
Weak: 0 – 6 points		
Adequate: 7 - 12 points		
Good: 13 - 18 points		
Very Good: 19 – 24 points		
Excellent: 25 - 30 points		
PROPOSAL SCORE (Maximum 100 points)	100	