



## Interoffice Memorandum

November 12, 2021

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Terry Olson, Administrator, Arts and Cultural Affairs Office  
(407) 836-5546

SUBJECT: Approval of Contract Y22-2402, Revenue Recovery Assistance for Cultural Institutions, Federal Subrecipient Agreement

### **ACTION REQUESTED:**

Approval of Contract Y22-2402, Revenue Recovery Assistance for Cultural Institutions, Federal Subrecipient Agreement, with United Arts of Central Florida, Inc., in the not-to-exceed amount of \$1,000,000. Request delegation of authority to the Procurement Division Manager or designee to execute such Federal Subrecipient Agreement on a form approved by the County Attorney's Office and the Risk Management Division.

### **PURPOSE:**

This subaward is issued from the American Rescue Plan Act of 2021 ("ARPA") Coronavirus Local Fiscal Recovery Fund (the "Recovery Fund") allocation received by the County on May 18, 2021.

This agreement will define the working relationship between Orange County and United Arts of Central Florida, Inc, the Federal Subrecipient for the performance period of December 1, 2021 through March 31, 2022.

### **DISCUSSION:**

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and Exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

As the County's Subrecipient United Arts of Central Florida, Inc will verify the exact loss of revenue amongst cultural institutions that apply for revenue recovery assistance and then provide proportional funding to agencies that the Subrecipient deems eligible to receive revenue recovery assistance.

During the performance period, the Subrecipient shall utilize a lump-sum advance payment in the amount of \$1,000,000 to achieve the following objectives:

1. Create application and verification system that allows cultural institutions located in Orange County to demonstrate their annual net revenue losses during the time period between March 1, 2020 through January, 2021.
2. Calculate the total annual net revenue losses of all such cultural institutions and then determine the proportionate loss of each of the participating cultural institutions against that total annual net revenue loss amount.
3. Distribute the Subaward funds provided pursuant to this Agreement.