

Application Review Memo

Artist Projects

TO: Artist Projects Panelists

FROM: Hillary Crawford

DATE: 7/1/2020



Thank you for agreeing to serve as a grant review panelist. Your participation and public service are vital to the Division, and we are so appreciative of your desire and willingness to be a part of the panel process.

PANEL MEETING: Wednesday, August 19, 2020

TIME: 9:00:00 AM

Webinar

This Panel Notebook contains:

1. Panel Meeting Agenda
2. Application Listing
3. How to Access and Score Applications
4. 2020 – 2021 Scoring Rubric
5. About the Panelists
6. Map of Florida Counties
7. List of REDI Counties/Underserved Areas
8. Memorandum of Voting Conflict Form

Application Review

Please thoroughly review the guidelines and review criteria provided for you.

All of the applications are technically eligible; your scores will be based on thorough reading and review of each and how they meet the review criteria. Make sure you provide written comments. You are required to provide written comments for applications that you scored below the minimum eligible score of 80 points. You will be voicing your scores and making constructive comments at the meeting.

Scores and comments are due in the grant system on Wednesday, August 12, 2020

If you need any assistance or have questions regarding the application process, please don't hesitate to contact me at 850-245-6462 or Jenice.Crawford@DOS.Myflorida.com.

Artist Projects

Wednesday, August 19, 2020

9:00:00 AM - conclusion

Webinar

Chair: Deborah Kynes

Program Manager: Hillary Crawford



Panel Agenda

This panel will review the following application types that have applied for the grant period of **July 1, 2021 – June 30, 2022**.

Artist Projects

To request accommodations or services, please contact the program manager at least 48 hours prior to the above stated schedule at 850-245-6462 or email Jenice.Crawford@DOS.Myflorida.com.

You may also contact the Division by calling Florida Relay at 711.

- 1) Call to Order
- 2) Introduction of Panelists and Staff
- 3) Comments from the Chair
- 4) Preliminary scoring of applications
 - a) Applicants may provide a **brief** update on the application and respond to panelist questions. Updates should only include **new** proposal information.
- 5) Public comment prior to consensus on scores
 - a) During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists have an opportunity to adjust their scores before the final vote to accept all scores.
- 6) Panel Recommendations
- 7) General discussion from the panel (policies and procedures)
- 8) General Comments from the public
- 9) Closing remarks from the Chair
- 10) Adjournment

To join the webinar:

Please join the meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/CultureBuildsFL/artist-projects-and-artist-performances>

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Access Code: 515-974-853

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Dial in or type: 67.217.95.2 or inroomlink.goto.com

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Artist Projects

Wednesday, August 19, 2020

9:00:00 AM - conclusion

Chair: Deborah Kynes

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Application List*

#	<i>Application Number</i>	<i>Artists</i>	<i>County</i>
1	22.c.pr.800.003	James Brock	Lee
2	22.c.pr.800.007	Perdita Ross	Leon
3	22.c.pr.800.014	Tony Khawam	Broward
4	22.c.pr.800.018	Queenchiku Ngozi	Alachua
5	22.c.pr.800.023	Diego Salterini	Miami-Dade
6	22.c.pr.800.040	Joseph Hayes	Orange
7	22.c.pr.800.053	Alexandra Elizabeth Allen-Cannon	Brevard
8	22.c.pr.800.073	Hannah Baumgarten	Miami-Dade
9	22.c.pr.800.126	Marilyn Morales	Miami-Dade
10	22.c.pr.800.146	Michele Fievre	Broward
11	22.c.pr.800.158	Charles R Owen	Hillsborough
12	22.c.pr.800.186	Bryan Mercer	Alachua
13	22.c.pr.800.192	Joanna A. Mauer	Leon
14	22.c.pr.800.208	Beverly Marshall	Highlands
15	22.c.pr.800.274	Edson Jean	Miami-Dade
16	22.c.pr.800.340	Michael Standard Music	Hillsborough
17	22.c.pr.800.378	Daniel Daroca	Miami-Dade
18	22.c.pr.800.381	Karen Gabrielle Lennon Knowlton	Sarasota
19	22.c.pr.800.382	Aqui y Alli Films	Leon
20	22.c.pr.800.409	Christina L Peterson	Miami-Dade
21	22.c.pr.800.414	Alex Trimino	Miami-Dade
22	22.c.pr.800.451	Edison Penafiel	Broward

*Applications will be reviewed in Application List order

#	<i>Application Number</i>	<i>Artists</i>	<i>County</i>
23	22.c.pr.800.493	Iryna Kanishcheva	Alachua
24	22.c.pr.800.543	Elizabeth A. Baker	Pinellas
25	22.c.pr.800.592	Tara A. Chadwick	Broward
26	22.c.pr.800.612	Silvia Ros	Miami-Dade
27	22.c.pr.800.636	Ben Gunter	Leon
28	22.c.pr.800.661	Adler Guerrier	Miami-Dade

*Applications will be reviewed in Application List order

How to Access and Score Applications in the Online Grants System

1. Log in to your account at dosgrants.com. Hint – if you are having trouble accessing your account, try resetting the password on your account using your email address. From the panels dropdown menu, click on “my panels”



My Dashboard

My Current Applications

Application Number	Project Title	Program	Organization / User	Project Number	Status	Actions
20 c pr 180 466	34th International Hispanic Theatre Festival of Miami	Specific Cultural Project	Teatro Avante, Inc.		Eligible	View Activity Log
	Nguzo Saba Institute	Cultural Facilities	Guliah Geechee Group, Inc.		Preparing	Edit Activity Log
		Cultural Facilities	Guliah Geechee Group, Inc.		Preparing	Edit Activity Log

My Grants

Grant	Project Number	Organization Name	Program	Award Amount
18 c pr 142 310	18 5 142 310	Teatro Avante, Inc.	Specific Cultural Project	\$25,000.00

Associated Organization

Teatro Avante, Inc. [✕](#)
 Guliah Geechee Group, Inc. [✕](#)
 Acquis, Inc. [✕](#)

Upcoming Events

DCA 2017-2018 Final Reports
 Final Reports for all Date(s): 7/30/2018 to 7/31/2018
 2017 - 2018 GPS/SCP grants are due July 30, 2018

DCA 2018-2019 Contracts Due
 Signed Contracts & Date(s): 7/15/2018 to 7/15/2018
 Substitute W-9 forms are due July 15, 2018

2. From the “My Panels” page, select “Review Applications” for your panel.



My Panels

Export to Excel

Export to Pdf

Show50entries

Search:

Panel Name	Date	Time	Meeting Type	Chair	Actions
Multidisciplinary General Program Support Level 3	08/24/2018	09:00 AM	Webinar		<div>Review Applications</div>

Showing 1 to 1 of 1 entries

3. Under the “Applications Review” tab, you can access the full list of applications. The applications will be reviewed in numerical order at the panel meeting. Click “Review Application” for each application to review.

Public Panel Meeting Information

Applications Review

Assigned Applications for Crawford Hillary

View All Scores and Comments

Export to Excel

Export to Pdf

Geographic Location of County	Application Number	Applicant	Title	Status	Actions
Palm Beach	20 c ps 114.159	Village of Wellington	Wellington Cultural Programs and Facilities Division	New	Review Application
Miami-Dade	20 c ps 114.166	Miami Design Preservation League, Inc.	General Program Support 2020	New	Review Application
Broward	20 c ps 114.176	Hollywood Art and Culture Center, Inc.	General Program Support 2020	New	Review Application
Miami-Dade	20 c ps 114.187	City of Homestead	Seminole Theatre	New	Review Application
Alachua	20 c ps 114.207	University of Florida	UF College of the Arts General Program Support 2020	New	Review Application
Miami-Dade	20 c ps 114.254	Village of Pinecrest	General Program Support 2020	New	Review Application
Lee	20 c ps 114.312	"Ding" Darling Wildlife Society, Inc.	General Program Support 2020	New	Review Application

4. From the review page of each application, you can access the application on the right side of the page, and the review form on the left side. If you prefer to print out the application, there is a print button at the top of the application on the right side.

The screenshot shows a web interface for reviewing applications. On the left is a review form with criteria (Excellence, Impact, Management, Accessibility), a Total score field, and a large text area for comments. On the right is the application details section, titled 'B. Contacts (Applicant Information) Page 2 of 10'. It includes a scroll bar on the right edge. Below the applicant information is a table for contacts.

1 Points to the Excellence dropdown menu.

2 Points to the Comment text area.

3 Points to the 'Save' button.

4 Points to the scroll bar on the right side of the application details section.

5 Points to the scroll bar on the right side of the application details section.

6 Points to the 'Submit' button.

Applicant Information

a. **Organization Name:** Ruth Eckerd Hall, Inc. [Link](#)
b. **FED:** 59-180528
c. **Phone number:** 727.791.7060
d. **Principal Address:** 1111 McMullen Booth Rd. Clearwater, 33759-3219
e. **Mailing Address:** 1111 McMullen Booth Rd. Clearwater, 33759-3219
f. **Website:** www.RuthEckerdHall.com
g. **Organization Type:** Nonprofit Organization
h. **Organization Category:** Other
i. **County:** Pinellas
j. **DUNS number:** 106049753

1. Grant Contact *			
First Name	Last Name	Phone	Email
Darren	Rivera	727.712.2761	drivera@rutheckerhall.net

2. Additional Contact *			
First Name	Last Name	Phone	Email
Sharon	Red-Kane	727.712.2771	sredkane@rutheckerhall.net

1. Enter your scores in each criteria
2. Enter comments here
3. You can save your scores and comments in the box if you would like to come back to the application later
4. Use the scroll bar to navigate through the review sheet
5. Use the scroll bar to navigate through the application
6. You must click the certification button and click submit in order to finalize your review.



Florida Division of Cultural Affairs

Scoring Rubric for 2021 – 2022

Artist Projects

How to use this rubric

Grant panelists will receive a copy of the rubric as a part of their panelist training materials. The rubric will be employed to ensure as fair and unbiased a panel process as possible. The scoring mechanism defines each of the four criteria scored by panelists: Excellence, Impact, Management, and Accessibility. Within each criterion, benchmark descriptions and corresponding point values are listed to serve as a guide in the scoring process.

Grant applicants can use the rubric as a guideline in completing their applications for the deadline.

Overall consideration for the applications:

Value	Description	Score
Excellent	Strongly demonstrates public value of arts and culture. Merits investment of State of Florida funding.	92 – 100
Good	Satisfactorily demonstrates public value of arts and culture. Merits investment of State of Florida funding.	80 - 91
Fair	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of State of Florida funding.	61 -79
Weak	Makes an incomplete and/or inadequate case for the public value of arts and culture. Does not merit investment of State of Florida funding. Information is confusing, unclear, and lacks specific details.	0 - 60

Excellence (Up to 40 Points)

Panelists will consider the following application information when evaluating an application for Excellence: responses to the Applicant Mission Statement, and Proposal Description.

Excellent 37 – 40 points	Good 32 – 36 points	Fair 25 – 31 points	Weak 0 – 24 points
Artist statement clearly describes the artists' work and fully supports the proposed project	Artist statement describes the artists' work and supports the proposed project	Artist statement describes the artists' work and does not support the proposed project	Artist statement does not describe the artists' work and does not fully support the proposed project
Identifies clear goals and fully measurable objectives and activities	Identifies clear goals and measurable objectives and activities	Identifies goals and limited measurable objectives and activities	Does not identify goals and very minimal objectives and activities
Clearly described exemplary proposed programs	Clearly describes proposed programs	Describes proposed programs	Proposed programs are unclear
Confident in the ability of the organization to carry out the proposal	Very minimal concerns about the ability of the organization to carry out the proposal	Concerns about the ability of the organization to carry out the proposal	Multiple concerns about the ability of the organization to carry out the proposal
Extensive and clearly describes partnerships/collaborations	Clearly describes partnerships/collaborations	Limited partnerships/collaborations	Minimal and unclear partnerships/collaborations
Clearly describes how the project is artistically strong, and how it will advance their career and creative practice	Describes how the project is artistically strong, and how it will advance their career and creative practice	Describes how the project is artistically strong, but does not describe how it will advance their career and creative practice	Does not describe how the project is artistically strong, or how it will advance their career and creative practice
Score:			

Impact (Up to 30 Points)

Panelists will consider the following application information when evaluating an application for Impact: the number of proposed events, opportunities for public participation, and counties served; location of the project/programming; estimated number of individuals, youth, elders, and artists benefiting; and marketing/promotion/publicity plans and audience development/expansion and Proposal Impact.

<i>Excellent 28 – 30 points</i>	<i>Good 24 – 27 points</i>	<i>Fair 19 – 23 points</i>	<i>Weak 0 – 18 points</i>
Provides vital cultural services to community or service area	Provides significant cultural services to community or service area	Provides cultural services to community or service area	Provides minimal cultural services to community or service area
Provides compelling and specific information about extensive economic impact of the project that relates to the artist statement	Demonstrates significant economic impact of the project that relates to the artist statement	Describes limited economic impact of the project that relates to the artist statement	Describes very minimal economic impact of the project and is not measureable
Extensive activities are proposed and are achievable within the grant period	Reasonable activities are proposed and these activities are achievable within the grant period	Limited activities are proposed and/or concerns about the achievability of the activities within the grant period	Very minimal activities are proposed and/or serious concerns about the achievability of the proposed activities during the grant period
Educational and outreach components fully serve the constituency and are appropriate for the project.	Educational and outreach components serve the constituency, and are appropriate for the project.	Limited educational and outreach components serve the constituency and are minimally appropriate for the project	Very minimal educational and outreach components do not serve the constituency and are not appropriate for the project
Very appropriate and effective marketing/promotion/publicity and audience development/expansion efforts	Appropriate and effective marketing/promotion/publicity and audience development/expansion efforts	Limited and minimally effective appropriate marketing/promotion/publicity and audience development/expansion efforts	Very limited and minimally effective marketing/promotion/publicity and audience development/expansion efforts
Very appropriate number of individuals benefiting from the project	Appropriate number of individuals benefiting from the project	Minimal number of individuals benefiting from the project	Very minimal number of individuals benefiting from the project
<i>Score:</i>			

Management (Up to 20 points)

Panelists will consider the following application information when evaluating an application for Management: the applicant's reporting history and current compliance, Operating and Proposal Budget, and the responses to Evaluation Plan, Fiscal Condition and Sustainability.

<i>Excellent 19 – 20 points</i>	<i>Good 16 – 18 points</i>	<i>Fair 13 – 15 points</i>	<i>Weak 0 – 12 points</i>
Very confident in the artists' fiscal ability to carry out the proposed activities given the history of completed projects and proposal budget	Very minimal concerns about the artists' fiscal ability to carry out the proposed activities given the history of completed projects and proposal budget	Concerns about the artists' fiscal ability to carry out the proposed activities given the history of completed projects and proposal budget	Multiple concerns about the artists' fiscal ability to carry out the proposed activities given the history of completed projects and proposal budget
Evaluation methods are well-defined, clear, and fully measureable, and are employed to help the artist achieve the proposed project	Measureable evaluation methods help the artist achieve the proposed project	Evaluation methods are not fully measureable and only minimally help the artist achieve the proposed project	Evaluation methods are not clear and/or measureable and do not help the artist achieve the proposed project
Exemplary reporting history and current compliance	Very minimal concerns about the applicant's reporting history and current compliance	Concerns about the applicant's reporting history and current compliance	Multiple concerns about the applicant's reporting history and current compliance
<i>Score:</i>			

Accessibility (Up to 10 points)

Panelists will award points based on demonstration of accessibility in the applicant's facility and programming. Panelists will also consider responses to the Accessibility questions and efforts towards making the proposal inclusive for all participants.

<i>Excellent</i> <i>10 points</i>	<i>Good</i> <i>8 - 9 points</i>	<i>Fair</i> <i>7 points</i>	<i>Weak</i> <i>0 – 6 points</i>
The project's programming, facilities, related materials, and communications are fully accessible	Some of the project's programming, facilities, related materials, and communications are accessible. Plans are made to continue to improve accessibility.	Plans are made for making programming, facilities, related materials, and communications accessible	No effort is made towards making programming, facilities, related materials, and communications accessible
<i>Score:</i>			

Artist Projects

Panelist Bios



Ann Brady

County: Lee

- Director, Rauschenberg Residency, Captiva
- 6 years in current position as director of multidisciplinary artists' residency program on the site of artist Robert Rauschenberg's former home and studio complex in Captiva Island, Florida
- 2 years as a private consultant in board management, strategic planning and institutional evaluation for cultural organizations, foundations and artists' communities
- 17 years as Executive Director of Atlantic Center for the Arts, an interdisciplinary artists' community in New Smyrna Beach, Florida (7 as ED, and 10 in development, grant writing, and communications)
- B.A., Journalism, Temple University, Philadelphia, PA

Joshua Jenkins

Washington, DC

- Director of Web and New Media Strategies, Americans for the Arts
- Board Chair, Arts Administrators of Color Network
- M.A., Interactive Media, Elon University

Tracey Midulla

County: Hillsborough

- Art Assistant Professor, Hillsborough Community College
- Artistic Director of Tempus Projects
- Mixed Media Artist

Valerie Scoon

County: Leon

- Professor, College of Motion Picture Arts, Florida State University and President of her film company, True Visions, Tallahassee
- Previously, Executive, Oprah Winfrey's Harpo Films and Warner Bros; Associate Director in News and Public Affairs at PBS where she assessed work in progress documentaries for possible national distribution
- Recently completed a documentary on the psychological legacy of colonialism in Grenada which has been invited to screen in NY, LA, South Africa and the Caribbean among other festivals and countries
- B.A., History and Literature of America, Harvard University

Chana Sheldon**County: Miami-Dade**

- Executive Director, Museum of Contemporary Art, North Miami, Florida
- Previously, Director and National Program Advisor, ProjectArt; Director, Locust Projects; and Director, Casey Kaplan Gallery, New York,
- Member of the City of Miami Beach Art in Public Places Committee
B.F.A., University of Massachusetts

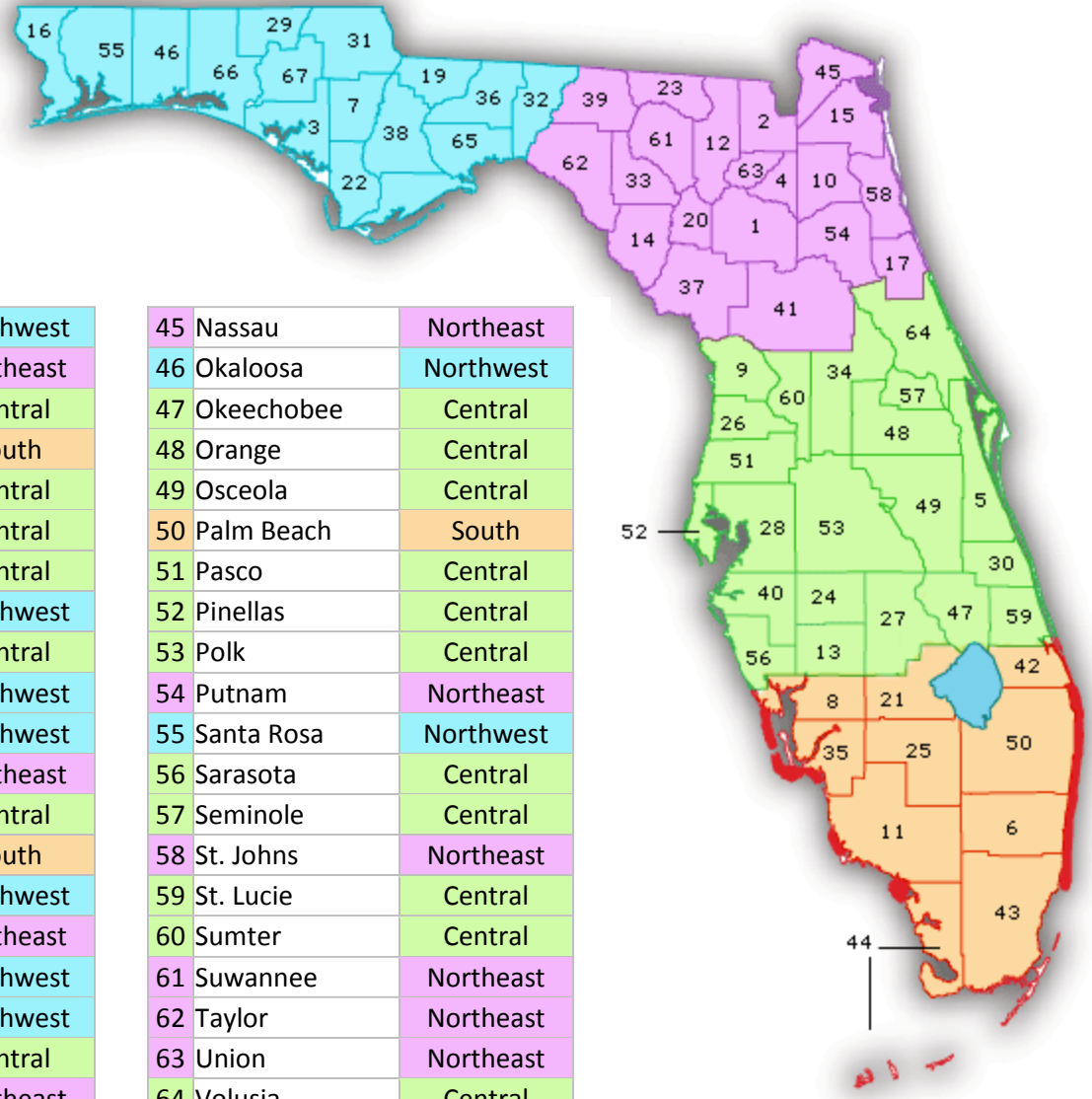
Chris Stowe**County: Hillsborough**

- Co-Founder Operation Art it Valor, a veteran focused art program providing glassblowing classes to referred patients from the Haley VA and Bay Pines to support creative art therapy programs.
- Consults Second Lady Mrs. Karen Pence on her creative arts therapy program “healing with the heART”
- Currently pursuing MFA in Creative Writing from National University.

Alyona Ushe**County: St. Lucie**

- Executive Director, St. Lucie Cultural Alliance
- Previously, Executive Director/President of New Orleans Opera Association, Germantown Cultural Arts Center, Arts Garage and Pompano Beach Amphitheater and Cultural Center
- Over twenty years of executive experience in managing cultural institutions

Florida Counties



Alphabetical List of Florida Counties

Id	County	Region
1	Alachua	Northeast
2	Baker	Northeast
3	Bay	Northwest
4	Bradford	Northeast
5	Brevard	Central
6	Broward	South
7	Calhoun	Northwest
8	Charlotte	South
9	Citrus	Central
10	Clay	Northeast
11	Collier	South
12	Columbia	Northeast
13	DeSoto	Central
14	Dixie	Northeast
15	Duval	Northeast
16	Escambia	Northwest
17	Flagler	Northeast
18	Franklin	Northwest
19	Gadsden	Northwest
20	Gilchrist	Northeast
21	Glades	South

22	Gulf	Northwest
23	Hamilton	Northeast
24	Hardee	Central
25	Hendry	South
26	Hernando	Central
27	Highlands	Central
28	Hillsborough	Central
29	Holmes	Northwest
30	Indian River	Central
31	Jackson	Northwest
32	Jefferson	Northwest
33	Lafayette	Northeast
34	Lake	Central
35	Lee	South
36	Leon	Northwest
37	Levy	Northeast
38	Liberty	Northwest
39	Madison	Northwest
40	Manatee	Central
41	Marion	Northeast
42	Martin	Central
43	Miami-Dade	South
44	Monroe	South

45	Nassau	Northeast
46	Okaloosa	Northwest
47	Okeechobee	Central
48	Orange	Central
49	Osceola	Central
50	Palm Beach	South
51	Pasco	Central
52	Pinellas	Central
53	Polk	Central
54	Putnam	Northeast
55	Santa Rosa	Northwest
56	Sarasota	Central
57	Seminole	Central
58	St. Johns	Northeast
59	St. Lucie	Central
60	Sumter	Central
61	Suwannee	Northeast
62	Taylor	Northeast
63	Union	Northeast
64	Volusia	Central
65	Wakulla	Northwest
66	Walton	Northwest
67	Washington	Northwest

Rural Economic Development Initiative (REDI) Eligible Counties and Communities

The counties and communities listed below qualify for assistance from REDI agencies and organizations as defined in s. 288.0656(6)(b).

A county or community may request a Waiver or Reduction of Match, for grant programs, in writing by using the appropriate form supplied by the awarding agency. Completed forms must be submitted to the awarding agency, or district office of the awarding agency, for review and approval.

Rural Areas of Opportunity (RAO – previously referred to as RACEC)

Per s. 288.0656(7)(a), F. S., REDI may recommend to the Governor up to three rural areas of opportunity. The Governor may by executive order designate up to three Rural Areas of Opportunity (RAO). Rural Areas of Opportunity (RAO) are priority assignments for REDI. All state agencies and departments shall use all available tools and resources to the extent permissible by law to promote the creation and development of each catalyst project and the development of catalyst sites.

The following counties and communities are designated as Rural Areas of Opportunity.

- **Northwest Rural Areas of Opportunity** – re-designated by Executive Order 15-133
 - All communities within Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington, **and** the area north of the Choctawhatchee Bay and intercoastal waterway in Walton County, is designated as a Rural Area of Opportunity including the City of Freeport, DeFuniak Springs, and Paxton.
- **South Central Rural Areas of Opportunity** – re-designated by Executive Order 16-150
 - All communities within, DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee Counties, **and** the Cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- **North Central Rural Areas of Opportunity** – re-designated by Executive Order 18-158
 - All communities within, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union.

Note: During the 2014 Legislative Session HB 7023, approved by Governor Scott on 6/20/14, renamed “Rural Areas of Critical Economic Concern” to “Rural Areas of Opportunity.” The change went into effect 7/1/2014. Rural Area of Opportunity designation only applies to the counties and communities as noted above.

Economically Distressed Rural Counties

“Economically distressed” counties with a population of 75,000 or less, or an “economically distressed” county with a population of 125,000 or less which is contiguous to a county with a population of 75,000 or less.

Qualified counties:

Baker, Bradford, Calhoun, Columbia, DeSoto, Dixie, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Highlands, Holmes, Jackson, Jefferson, Lafayette, Levy, Liberty, Madison, Nassau, Okeechobee, Putnam, Suwannee, Taylor, Union, Wakulla, Washington and Walton.

Designated Rural Communities Located in an Urban County:

A “community” not located in a designated rural county must meet **all** the following criteria to be eligible for a waiver or reduction of match:

- 1) Have an **employment base** focused on traditional agriculture or a resource-based industry (**Please Note:** land designated as agriculture does not qualify) **AND**
- 2) Be an unincorporated federal enterprise community **OR** an incorporated rural city with a population of 25,000 or fewer; **AND**
- 3) Be located in a county not defined as rural.

Upon verification of the top three qualifiers, communities must:

- 4) Have at least three or more of the economic distress factors identified in paragraph (c) and verified by the department.

The following communities meet the criteria as stated above and are designated as “rural” communities under s. 288.0656(2) (e) 4, F.S. ***Designation for the following communities expires on the corresponding dates shown below:***

Cities/Towns (County):	Expiration Date:	Expiration Date:	Expiration Date:
Astatula (Lake)	May 25, 2020	Jay (Santa Rosa)	November 27, 2019
Center Hill (Sumter)	January 31, 2019	Mascotte (Lake)	April 5, 2019
Dundee (Polk)	March 21, 2019	Pierson (Volusia)	July 24, 2019
Fellsmere (Indian River)	March 10, 2019	Umatilla (Lake)	December 16, 2019
Fort Meade (Polk)	February 9, 2020	Webster (Sumter)	May 25, 2020
Frostproof (Polk)	May 15, 2020		
Haines City (Polk)	May 15, 2020		
Hawthorne (Alachua)	July 28, 2019		

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	NAME OF STATE AGENCY
CITY COUNTY	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED	

WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

* * * * *

APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF STATE OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.