

# Application Review Memo

## Literature

**TO: Literature Panelists**

**FROM: Summer Callahan**

**DATE: 6/22/2020**



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: Friday, September 18, 2020

TIME: 9:00 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 Friday, September 11, 2020**

If you need any assistance or have questions regarding the application process, please don't hesitate to contact me at 850-245-6356 or [Summer.Callahan@dos.myflorida.com](mailto:Summer.Callahan@dos.myflorida.com).



## Literature

Friday, September 18, 2020

2:00:00 AM - conclusion

Webinar

Chair: Deborah Kynes

Program Manager: Summer Callahan

## Panel Agenda

This panel will review the following application types that have applied for the grant period of **July 1, 2020 – June 30, 2021**.

🌀 Literature

To request accommodations or services, please contact the program manager at least 48 hours prior to the above stated schedule at 850-245-6356 or email [Summer.Callahan@dos.myflorida.com](mailto:Summer.Callahan@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

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# Literature SCP & GPS

Friday, September 18, 2020

2:00:00 AM - conclusion

Chair: Deborah Kynes

Program Manager: Summer Callahan

## Application List\*



<b>#</b>	<b>Application Number</b>	<b>Organization</b>	<b>County</b>
<b>Projects</b>			
1	22.c.pr.110.442	The Miami Foundation, Inc.	Miami-Dade
2	22.c.pr.110.617	Bookleggers Library Inc.	Miami-Dade
3	22.c.pr.110.632	Orange County Library Board of Trustees	Orange
<b>GPS Level 2</b>			
4	22.c.ps.110.480	Urban Think! Foundation Inc.	Orange
5	22.c.ps.110.481	Key West Literary Seminar, Inc.	Monroe
6	22.c.ps.110.522	University of Wynwood, Inc.	Miami-Dade
<b>GPS Level 3</b>			
7	22.c.ps.110.216	Miami Dade College	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 160 466	34th International Hispanic Theatre Festival of Miami	Specific Cultural Project	Teatro Avante, Inc.		Eligible	<a href="#">View</a> <a href="#">Activity Log</a>
	Iguazu Saba Institute	Cultural Facilities	Guliah Geechee Group, Inc.		Preparing	<a href="#">Edit</a> <a href="#">Activity Log</a>
		Cultural Facilities	Guliah Geechee Group, Inc.		Preparing	<a href="#">Edit</a> <a href="#">Activity Log</a>

#### Associated Organization

Teatro Avante, Inc. [✎](#)  
 Guliah Geechee Group, Inc. [✎](#)  
 Acquitas, Inc. [✎](#)

#### Upcoming Events

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

#### DCA 2018-2019 Contracts Due

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

#### 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

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



### My Panels

[Export to Excel](#) [Export to Pdf](#)

Show  entries

Search:

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

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	0	New <a href="#">Review Application</a>
Miami-Dade	20 c ps 114.166	Miami Design Preservation League, Inc.	General Program Support 2020	0	New <a href="#">Review Application</a>
Broward	20 c ps 114.176	Hollywood Art and Culture Center, Inc.	General Program Support 2020	0	New <a href="#">Review Application</a>
Miami-Dade	20 c ps 114.187	City of Homestead	Seminole Theatre	0	New <a href="#">Review Application</a>
Alachua	20 c ps 114.207	University of Florida	UF College of the Arts General Program Support 2020	0	New <a href="#">Review Application</a>
Miami-Dade	20 c ps 114.254	Village of Pinecrest	General Program Support 2020	0	New <a href="#">Review Application</a>
Lee	20 c ps 114.312	"Ding" Daring Wildlife Society, Inc.	General Program Support 2020	0	New <a href="#">Review Application</a>

- 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, there are dropdown menus for 'Excellence', 'Impact', 'Management', and 'Accessibility', each with a red arrow pointing to it labeled '1'. Below these is a 'Total' field and a 'Comment' text area with a rich text editor toolbar, with a red arrow pointing to it labeled '2'. At the bottom of the comment area are 'Save', 'Cancel', and 'Go Back' buttons, with a red arrow pointing to the 'Save' button labeled '3'. On the right, there is a scrollable area titled 'B. Contacts (Applicant Information) Page 2 of 10'. A red arrow points to the top of this scrollable area labeled '4'. Another red arrow points to the right side of the scrollable area labeled '5'. Below the scrollable area, there are two tables of contact information. The first table is titled '1. Grant Contact \*' and the second is '2. Additional Contact \*'. Both tables have columns for 'First Name', 'Last Name', 'Phone', and 'Email'. At the bottom left of the page, there is a checkbox with text and a 'Submit' button, with a red arrow pointing to the 'Submit' button labeled '6'.

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



**Florida Division of Cultural Affairs**

**Scoring Rubric for**

**General Program Support and Specific Cultural Project Applications**

**(Do not use this rubric for Individual Artist or Performances on Tour)**

**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:***

<b>Value</b>	<b>Description</b>	<b>Score</b>
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 and Innovation: responses to the Applicant Mission Statement, Proposal Description, and Support Materials

<b>Excellent 37 – 40 points</b>	<b>Good 32 – 36 points</b>	<b>Fair 25 – 31 points</b>	<b>Weak 0 – 24 points</b>
Mission statement clearly describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities do not fully support the mission	Mission statement does not clearly describe organization and programs/activities do not fully support the mission
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 describes 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
Support Materials clearly demonstrate exemplary programming	Support Materials clearly demonstrate programming	Support Materials demonstrate programming	Support Materials are unclear
<b>Score:</b>			

**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; marketing/promotion/publicity plans and audience development/expansion; and proposal impact narrative.

<b>Excellent 28 – 30 points</b>	<b>Good 24 – 27 points</b>	<b>Fair 19 – 23 points</b>	<b>Weak 0 – 18 points</b>
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 programs and/or projects that relate to the organization’s mission	Demonstrates significant economic impact of programs/projects that relate to the organization’s mission	Describes limited economic impact of projects/programs that relate to the organization’s mission	Describes very minimal economic impact of programs/projects, 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 program(s) or project(s)	Educational and outreach components serve the constituency, and are appropriate for the program(s) or project(s)	Limited educational and outreach components serve the constituency and are minimally appropriate for the program(s) or project(s)	Very minimal educational and outreach components do not serve the constituency and are not appropriate for the program(s) or project(s)
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 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 program/project	Appropriate number of individuals benefiting from the program/project	Minimal number of individuals benefiting from the program/project	Very minimal number of individuals benefiting from the program/project
<b>Score:</b>			

**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.

<b>Excellent 19 – 20 points</b>	<b>Good 16 – 18 points</b>	<b>Fair 13 – 15 points</b>	<b>Weak 0 – 12 points</b>
Very confident in the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Very minimal concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Multiple concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information
Evaluation methods are well-defined, clear, and fully measureable, and are employed to help the organization achieve its mission and proposed programs	Measureable evaluation methods help the organization achieve its mission and proposed programs	Evaluation methods are not fully measureable and only minimally help the organization achieve its mission and proposed programs	Evaluation methods are not clear and/or measureable and do not help the organization achieve its mission and proposed programs
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
Very confident in the ability of the applicant to sustain the programs after the grant period	Very minimal concerns about sustainability	Concerns about sustainability	Multiple concerns about sustainability
<b>Score:</b>			

**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.

<b>Excellent 10 points</b>	<b>Good 8 - 9 points</b>	<b>Fair 7 points</b>	<b>Weak 0 – 6 points</b>
Has completed the Section 504 Self Evaluation Workbook from the NEA in the last 2 years or for 1 <sup>st</sup> time self-evaluations the Abbreviated Accessibility Checklist	Has completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist in the last 5 years	Has completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist in the last 6 or more years	Has never completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist
Has accessibility policy, procedures and complaint processes that address non-discrimination on the basis of disability	Has accessibility policy, procedures and complaint processes that address non-discrimination on the basis of disability	Has accessibility policy, procedures and complaint processes that address non-discrimination on the basis of disability	Does not have accessibility policy, procedures and complaint processes that address non-discrimination on the basis of disability
Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Does not have a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553
Organization’s programming, facilities, related materials, and communications are fully accessible	Some of the organization’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
<b>Score:</b>			

# Literature

## Panelist Bios



### **Jill Ciment**

**County: Alachua**

- Professor of Emeritus at University of Florida
- Author of *Small Claims*, a collection of short stories and novellas; *The Law of Falling Bodies*, *Teeth of the Dog*, *The Tattoo Artist*, and *Heroic Measures*, *The Body in Question*, novels; and *Half a Life*, a memoir
- Awarded a National Endowment for the Arts, a NEA Japan Fellowship Prize, two New York State Fellowships for the Arts, the Janet Heidinger Kafka Prize, and a Guggenheim Fellowship

### **Rita Ciresi**

**County: Polk**

- Professor of English, University of South Florida
- Faculty mentor, Bay Path University MFA program in creative nonfiction
- Novelist and short-story writer

### **Andrew Furman**

**County: PalmBeach**

- Professor of English, Florida Atlantic University
- Author of several books, most recently the novels *Jewfish* (2020) and *Goldens Are Here* (2018), and the memoir, *Bitten* (2014)
- PhD and MA, The Pennsylvania State University

### **Anna Lillios**

**County: Orange**

- Professor of English, University of Central Florida
- Author of *The Literary Friendship of Zora Neale Hurston and Marjorie Kinnan Rawlings* (medalist, Florida Book Award, 2011)
- Director, UCF World Writers Series (1986-97)

### **Angela Patane**

**County: Lee**

- Chair of the Board of Directors, *Love Your Rebellion*
- Author of the poetry collection *Speaking with My Second Mouth*
- M.F.A., Writing, Goddard College

**Lisa Perdigao**  
**County: Brevard**

- Assistant Vice President for the Honors College and Professor, Florida Institute of Technology
- Previously Humanities Program Chair, Florida Institute of Technology
- Ph.D., English, Northeastern University, M.A., English, Boston College, B.A., English and Philosophy, Boston College

**Jeff Rusnak**  
**County: Broward**

- Development Director, Art and Culture Center/Hollywood
- Operates a soccer blog, RusnakSoccerFL.com
- Former Free-lance Journalist, writing primarily for the South Florida Sun-Sentinel newspaper and City Link Magazine about arts and entertainment, international soccer, fine dining, politics, and the culture at large
- Former Sportswriter at the Sun-Sentinel, Fort Lauderdale, Florida
- A.A., Broward Community College

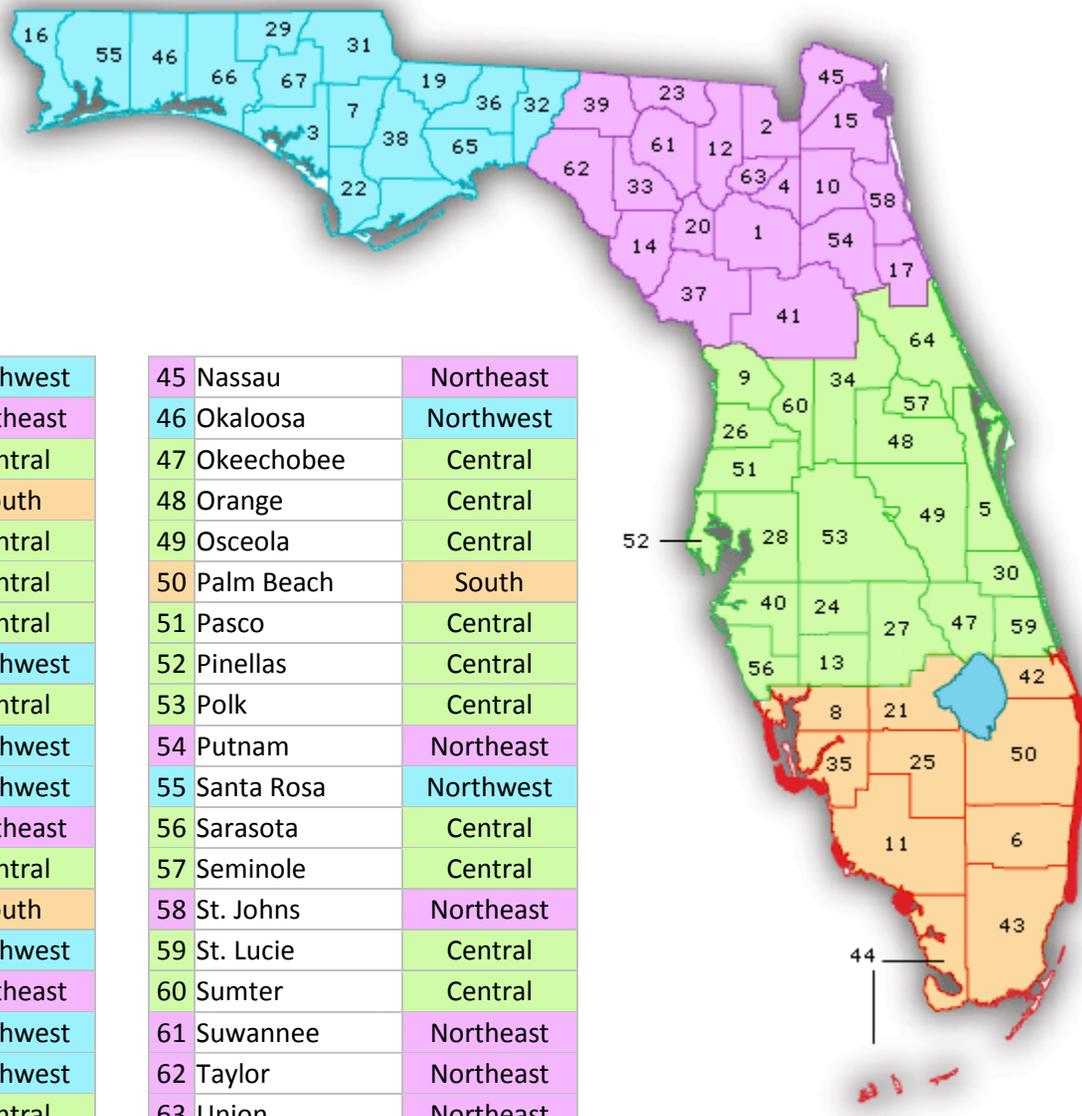
**Virgil Suarez**  
**County: Leon**

- Professor, Creative Writing, Florida State University, Tallahassee
- Published *The Painted Bunting's Last Molt* (University of Pittsburgh Press, 2020)
- Author of over twenty books, among them several novels, story and poetry collections, edited anthologies, and numerous stories, translations, essays, and poems.
- Conducted readings, workshops, and lectures in many universities, colleges, schools, book fairs, libraries, prisons, and community groups nationally and internationally.
- M.F.A., Creative Writing, Louisiana State University



Florida Division of Cultural Affairs

# 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:**

<b>Cities/Towns (County):</b>	<b>Expiration Date:</b>	<b>Expiration Date:</b>	<b>Expiration Date:</b>
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 <span style="float: right;">COUNTY</span>	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.