

## **PROGRAM PROCESS**

### **I. Application Process**

Submit application within 180 days prior to start date. Applicant must have supporting schedules and documents including, as specified in the application, along with the original, signed, application, and, if desired, the Request for Confidentiality Form provided by the Jacksonville Film & Television Office (JFTO), which is hereby incorporated by reference. These items must be provided as both hard copy and electronic files.

### **II. Qualification Process**

Once an application is complete, JFTO shall review it to determine whether it contains all required information and meets the program criteria. The review will include an interview with the contact person listed on the application. JFTO shall either deny the application or qualify the applicant and recommend to the Office of Sports & Entertainment, JFTO shall prioritize all qualified productions on economic impact evaluation basis, and a High-Impact Television Series shall be allowed first position.

### **III. Certification Decision Process**

1. The Office of Sports & Entertainment shall consider JFTO's recommendation and make a final determination of the actual maximum rebate to certify, if available, to the qualified production.
2. Certification of rebates is conditioned upon their availability pursuant to the fiscal year allocation.
  - (a) Certification of rebates shall be tied to the fiscal year in which the certified production is scheduled for completion.
  - (b) If no funds are available in the present fiscal year, then the applicant must be notified.
  - (c) Applicant must meet minimum threshold of 80% of projected expenditures with minimum of \$50,000, otherwise the application will be void.

### **IV. Verification of Actual Qualified Expenditures**

1. After all qualified expenditures have been made; the certified production shall verify the qualified expenditures.
  - (a) Qualified expenditures broken out by type: accounts payable to Duval County qualified vendors, petty cash, and Duval County worker payroll, the latter being provided as separate files for the cast, crew, and extras and including Declaration of Duval County Residency Forms, which is hereby incorporated by reference.
  - (b) Any substantiation which JFTO considers not a qualified expenditure will be returned to the certified production company for written rebuttal. If no written rebuttal is received within 10 business days, the expenses will not be considered a qualified expenditure.

### **V. Award of Rebate**

The final rebate award amount may not exceed the maximum funding award amount certified.