

RESOLUTION No. 10 – 122

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF
THE CITY OF DORAL, FLORIDA APPROVING THE REVISED
COMMUNITY BASED ORGANIZATION (CBO) POLICY; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, City of Doral Resolution No. 09-121 adopted the City of Doral Community Based Organization (CBO) Grant Policy and Procedure; and

WHEREAS, minor revisions to the CBO Grant Policy were adopted pursuant to City of Doral Resolution No. 10-36; and

WHEREAS, the City Council of the City of Doral desires to make additional revisions to the CBO Grant Policy, as presented herein as Exhibit "A."

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. The City Council hereby approves the revised CBO Policy presented herein as Exhibit "A."

Section 2. The City Council hereby directs the City Manager to make the appropriate revisions to the CBO application to reflect the changes approved herein.

Section 3. This Resolution shall take effect immediately upon adoption.

[Section left blank intentionally]

The foregoing resolution was offered by Councilman DiPietro who moved its adoption. The motion was seconded by Councilman Cabrera and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Robert Van Name	Yes
Councilman Pete Cabrera	Yes
Councilman Michael DiPietro	Yes
Councilwoman Sandra Ruiz	Yes

PASSED and ADOPTED this 11th day of August, 2010.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

 for:

JIMMY MORALES, ESQ., CITY ATTORNEY

EXHIBIT “A”



Memorandum

Date: July 30, 2010

To: Honorable Mayor and Council Members

From: Yvonne Soler-McKinley, City Manager *YMS*

Subject: Revised CBO Policy and Related Documents

Attached please find the revised Community Based Organization (CBO) Grant Policy, the Application package and the new Final Report form. The documents consist of the revised CBO Policy used by staff as the Policies and Procedures for processing and awarding a CBO Grant application. The second document is the CBO Application Package used by an organization applying for funding, which has been updated for the FY2011 cycle. The third document is new and concerns the Final Report Form which all applicants must submit after their program has been completed. The Final Report will act as a follow-up to the CBO award granted to an organization. A representative of the organization will provide Council with a presentation at a regular Council meeting.

Staff has made modifications to these documents based on the input received from Council at the June 9, 2010 Council meeting. Underlined text is language that has been added, strikethrough text is language that is being removed.

Please review the documents and staff will make any additional modifications that Council may request at the upcoming Council meeting of August 11, 2010.

CBO Policy Track History

1. Original policy developed under Yvonne Soler-McKinley, City Manager, September 2009
2. Unanimously approved by Council on September 9, 2009
3. First Revision February 10, 2010
4. Second Revision to Policy May 12, 2010
5. Revised June 9, 2010



CITY OF DORAL COMMUNITY BASED ORGANIZATION (CBO) GRANT POLICY

Purpose

The purpose of this policy is to establish an objective and consistent manner in implementing and processing applications for the City of Doral Community Based Organization (CBO) Grant Program. This document provides policy, procedures, responsibilities and guidelines as they relate to the program. This document may be amended from time to time, as appropriate, with the approval of Council.

Program Goal: "The City of Doral CBO Program's primary goal is to provide beneficiaries with opportunities to plan, develop and implement sustainable projects that will serve the needs of the Doral community".

Benefits of the program ~~may~~ shall have direct or indirect impact on the Doral community. Programs may include those activities of an organization that may have a direct impact on the residents or those activities such as local businesses that may have an indirect impact on the residents.

Fund Determination

The award amount will be determined by Council for each fiscal year during the budget process.

Organizations that receive other sources of funding through the City may be ineligible to receive a CBO grant award. In certain cases, Council may determine to grant the CBO award, but may chose to deduct the same award amount from the other source of City funding.

Responsible Department

The Procurement Division of the Finance Department will administer the CBO Grant Program.

Program Frequency

The CBO Grant Program will be advertised once a year during the first quarter of the fiscal year (October 1 through September 30), unless otherwise decided by Council.

Advertising

The Procurement Division will prepare and update the grant application each year, establish the submission deadline with the City Manager, and forward the application to the Office of the City Clerk for advertisement.

The City Clerk will have the application advertised in a prominent local newspaper of general circulation no less than four (4) weeks prior to the submission deadline. The grant shall also be posted on the City's website along with the downloadable application form.

Subsequent award cycles may not be advertised in the newspaper, they will be posted only on the City website.

Applicant Eligibility

The applicant must be either a not-for-profit 501c(3) or 501c(6) corporation in accordance with Internal Revenue Service (IRS) guidelines.

The organization must be registered as a not-for-profit corporation with the State of Florida and be in good standing.

The organization must certify that (i) their combined fundraising and administrative costs constitute no more than thirty-five percent (35%) of the organization's total revenues, as evidenced in the audited financial statements and IRS Form 990 for the previous fiscal year; and (ii) that all of the funds received from the City shall be used for the specific project and not for general overhead expenses of the organization.

Applicants are eligible to receive only one (1) CBO Grant award per fiscal year (October 1 through September 30).

Application Submission

Applications must be received in hardcopy form by the Office of the City Clerk on or before the deadline date and time posted on the application. The Clerk's office will accept one (1) application package and date/time stamp when submitted. The Clerk's office will retain the original submission and make a copy of the application for the Procurement Division.

The application package must be composed of a cover sheet as provided by the City, an executive project summary outlining each question, the Grant Application Form, the Summary of Work Plan form as provided, and any other applicable documents as required by the Grant Application Checklist. A clerk shall arrange each package in this order.

Applicants must submit a complete package based on the most current Grant Application Checklist to be considered for the award. Incomplete applications will not be considered for funding.

Workshops may be offered to answer questions regarding the application process. Information concerning the schedule will be posted on the announcement and/or the City's website.

Application Submission Deadline

The CBO Award advertisement shall specify the deadline date and time by when applications are due in the Office of the City Clerk. Applications must be received in the form specified in the above section titled "Application Submission".

Application Pre-Screening

The Procurement Division will pre-screen the applications submitted for completeness and will only forward complete submittals to the committee members for review. All submittals shall be arranged in the order noted under the "Application Submission" section above. Incomplete submittals shall be double checked against the original package held by the Office of the City Clerk.

Review Committee

The CBO applications will be reviewed and scored by a committee of at least three individuals assigned by the City Manager.

The committee member score cards will be independently submitted to the Procurement Division for final scoring.

Scoring the Application

The maximum score that can be achieved on any one application is 100 points. An application must achieve a minimum average score of 70 points to be considered eligible for award, unless otherwise determined by Council on a case-by-case basis.

The points are broken up into the following categories:

Executive Project Summary	10 points
Application Form (Questions 1 through 7)	70 points (10 points each question)
Summary of Work Plan Form	20 points

Scoring of the application will be considered by each committee member on the merits of the applicant's program meeting the purpose of the CBO Grant Program.

Guidelines to assessing points for each of the categories are as follows:

Each committee member will objectively score each application on the merits of the program meeting the purpose of the CBO Grant Program and the completeness of the answer relative to the question. The following guidelines are established for assessing points to each of the categories contained in the application.

The Executive Project Summary contains eight (8) questions that must be addressed by the applicant. The committee member may prorate the 10 points between all questions and award the points accordingly if the principal concept behind the question is effectively answered, as it relates to the grant.

The Grant Application Form is made up of seven (7) questions each valued at 10 points. Question number one (1) is awarded the full 10 points if the applicant meets the requirements. Questions two (2) through seven (7) shall be awarded points based on the effectiveness of the applicant's answers in meeting the purpose of the CBO Grant Program.

The Summary of Work Plan should be a detailed plan of the program's schedule for implementation and use of the funds awarded for the proposed project. It should

contain date ranges for all activities of the project or portions thereof that will be implemented using the award. The budget amount, project objectives and activities for each of the program(s) or activities shall be listed. Points may be awarded on the thoroughness of the plan as it applies to the project(s) or activities being implemented.

Upon a tie score between two or more organizations, the advantage shall be given to the organization with the least number of awards from the City in ascending order.

Agenda Preparation

The Manager's Office will cause to have the results of the current CBO award cycle to be placed on the agenda for Council consideration no later than 60 days from the current cycle's submission deadline.

The Procurement Division will prepare a memorandum recommending those applications eligible for funding and the amount being recommended for award. The memorandum shall be prepared for the next Council meeting via the City Manager's Office.

The memorandum will be accompanied by a spreadsheet indicating the name of all applicants that applied for a grant. The information will include whether or not the applicant is eligible for funding and the reason(s) if ineligible.

Copies of all eligible applications shall be provided to the Mayor and Council.

Notification of Award/Non-Award

The Department shall notify all award recipients and unfunded grant applications of the results their application status.

Awarding Grant

Upon the approval of Council, those applicants being awarded will have their checks processed and mailed by the Finance Department to their business address as it appears on the application.

The recipient of a CBO award shall submit a Final Report to the City Clerk's Office no later than sixty (60) days after the completion of the project proposed for funding or sixty (60) days after the end of the funded calendar year, whichever occurs first. The City Clerk's Office will schedule the recipient organization on the agenda for a presentation before Council at the next regular Council meeting. The Final Report shall state the outcome of the project, the success of the program, what was accomplished with the funds, a breakdown of the total number of participants including how many Doral residents participated, breakdown of program costs, and final cost of the project. Failure to submit a Final Report and provide a presentation to Council will disqualify an organization from future funding and will require the refund of the awarded monies to the City.

Final Report

The Procurement Division shall monitor receipt of the Final Reports. Final Reports shall be forwarded from the City Clerk's Office. A designated staff member of the Procurement

Division shall review each Final Report to make sure that the outcomes reported correspond to the funded program. Copies of the Final Report shall be furnished to the Mayor and Council after review is completed. The Department is to provide a memorandum of any organization not providing a Final Report to the City Manager's Office for further processing.

Document Retention Period

In accordance with State of Florida records retention laws, any and all documents received for the grant program shall be retained for a specific period of as outlined below. Refer to the most current State of Florida General Records Schedule GSI-SL for clarifications or updated retention information.

Grant Files: Grantor Agency, Item #109

This record series documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all grants applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative, and financial reports submitted by recipient agencies; and supporting documentation. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

Retention period for this series:

- a) Record copy. 5 fiscal years after completion of grant cycle provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Grant Files: Unfunded Applications, Item #349

This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

Retention period for this series:

- a) Record copy. 1 anniversary year after receipt of denial notification.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Policy developed under Yvonne Soler-McKinley, City Manager, September 2009
Unanimously approved by Council on 9-9-09
Revision No. 1 approved by
Council on February 10, 2010



CITY OF DORAL

Fiscal Year 2011 GRANTS PROGRAM APPLICATION

COMMUNITY BASED ORGANIZATION GRANTS

City of Doral
Office of the City Manager
8300 NW 53rd Street, Suite 100
Doral, Florida 33166
(305) 59DORAL (593-6725)
Email: eliza.rassi@cityofdoral.com
Webpage: www.cityofdoral.com

PURPOSE: The City of Doral CBO Program's primary goal is to provide beneficiaries with opportunities to plan, develop, and implement sustainable projects that will serve the needs of the Doral community. Projects for grant funding need to achieve measurable outcomes in terms of serving the residents of Doral. Maximum amount of request is limited to \$5,000. All organizations seeking funding must have a 501(c)(3) or 501(c)(6) status and meet all eligibility criteria. Applications are available online or can be requested from our Procurement Division via e-mail: eliza.rassi@cityofdoral.com

DEADLINE TO RECEIVE APPLICATIONS:

No later than 3:00 p.m. on <Day of Week>, <Date>

The applicant must submit one (1) original hardcopy set to the Office of the City Clerk, 8300 N.W. 53RD Street, Doral, FL 33166 by the deadline date and time. Email, facsimile, non-original copies and applications postmarked by the deadline date will not qualify as timely submissions. Please remember to include all required documents specified by the Grant Application Checklist, as incomplete applications will not be evaluated.

An application workshop will be held at City Hall on <Day of Week>, <Date> to answer questions regarding the application process. It is highly recommended that applicants attend this session that will start promptly at 3:30 p.m.

City of Doral
FY2011 Community Based Organization (CBO) Grant Program
Grant Application Form

GRANT APPLICATION CHECKLIST

Please submit grant proposal documents in the following order using all forms provided:

1. **Cover Sheet** (please use form provided). Must be signed by an authorized representative of the organization. (Only one organizational name may be listed throughout the application.)
2. **Executive Project Summary** limited to one single-sided page on your organization's letterhead. Clearly and briefly summarize your request by including your answers to the following questions. Number your answers corresponding to the question number "a) – h)".
 - a) Name of your community based organization, its mission and goals.
 - b) Why the project is needed?
 - c) Project objectives and targeted Doral community.
 - d) How many Doral residents will be assisted?
 - e) How will you measure the success of the project?
 - f) How much is the total project cost and how much of that cost is being requested from the City of Doral (request limited to \$5,000)?
 - g) How will the project be funded and continued after the CBO grant period has ended?
 - h) Have you received prior funding from the City of Doral?
3. **Application Package**
 - a) Application Form
 - b) Summary of Work Plan Form
 - c) Source(s) of Funding
4. **Documentation required:** These required documents must be attached to the application.
 - **501c3** corporations must submit:
 - The State of Florida ~~Articles Certificate~~ of Incorporation,
 - The Federal 501c3 Determination Letter, and
 - State of Florida registration for Solicitation of Contribution confirmation letter
 - **501c6** corporations must submit:
 - The State of Florida ~~Articles Certificate~~ of Incorporation and
 - The Federal 501c6 Determination Letter
5. **Corporate Financial Information (must be attached to the application)**
Audited Financial Statement from previous fiscal year
Internal Revenue Service (IRS) Form 990 for previous fiscal year
6. **Final Report, for funded CBOs after January 2011, provide a copy of the final report from the previously funded program.**

Incomplete Applications will not be considered for funding.

Scoring Scale (Maximum Points Available)

Executive Summary	10 points
Application Form (Questions 1 through 7)	70 points (10 pts each question)
Summary of Work Plan Form	20 points
Total Points Available	100 points

Important Note: a Final Report must be submitted sixty (60) days after the completion of the funded program or sixty (60) days after the end of the calendar year in which the program was funded, whichever occurs first. Applicant will also make a final presentation to Council.

City of Doral
FY2011 Community Based Organization (CBO) Grant Program
Grant Application Form

COVER SHEET

Name of Organization: _____

Address: _____

City

State

County

Zip

Contact Person: _____

Name and Title

Telephone #: _____ Fax#: _____

E-mail: _____

Federal Tax Identification: _____

Employer I.D. # or Social Security #

What type of Non-Profit Organization (select only one): ☐ 501(c)(3) or ☐ 501(c)(6)

Month/Year of Incorporation: _____ Corporation number: _____

Grant Request is for (check only one): _____ Project Management _____ Special Event

Total Amount of City of Doral CBO funds requested by organization: \$ _____

Total Funds from Outside Sources (attach list of sources): \$ _____ Total Cost of Project: \$ _____

Briefly state the proposed project for funding? _____

Project Dates*: _____

Start Date

End Date

(* Valid range for project is the funded calendar year only.)

This application and project has been reviewed and approved by this organization's policy-making body.

The organization further certifies that (i) their combined fundraising and administrative costs constitute no more than thirty-five percent (35%) of the organization's total revenues, as evidenced in the audited financial statements and IRS Form 990 for the previous fiscal year; and (ii) that all of the funds received from the City shall be used for the specific project and not for general overhead expenses of the organization.

Applicant's Signature

Name (Type or Print)

Title

Date of Application

City of Doral
FY2011 Community Based Organization (CBO) Grant Program
Grant Application Form

APPLICATION

Provide responses using only this form.

For Office Use Only

1. Non-Profit Organization 501(c)(3) or 501(c)(6): ____ Yes ____ No

Pts ____

2. Describe the characteristics of the community served by the proposed project.

Pts ____

3. Number of Doral residents to be served: ____

Pts ____

4. State the project idea and how you decided to focus on this one project.

Pts ____

5. Please quantify and be specific in detailing how Doral residents will benefit from this project and how will this project assist the quality of life for Doral.

Pts ____

6. Explain the mission and goals of your organization and how your past activities have exemplified your commitment to these goals.

Pts ____

7. If you do not receive the full grant award, how would a partial grant impact your project? Describe the impact that a partial grant award will have on your project. Detail the alternative sources of funding your organization will seek out.

Pts ____

City of Doral
 FY2011 Community Based Organization (CBO) Grant Program
 Grant Application Form

SUMMARY OF WORK PLAN

Provide responses using only this form.

Description of Activity	Start Date (Mo/Yr)	End Date (Mo/Yr)	Budget (\$)	Project Objectives	Activities to Accomplish Objectives	Pts

State of Florida



Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation of corporation, filed on September 25, 2007, as shown by the records of this office.

I further certify the document was electronically received under FAX audit number . This certificate is issued in accordance with section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this corporation is .

Authentication Code: 007A000 13-092607-

8-1/1

SAMPLE ONLY
Certificate of Incorporation
for 501c3 & 501c6 Organizations

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
Twenty-sixth day of September, 2007



A handwritten signature in black ink, appearing to read "Kurt S. Brotoning".

Kurt S. Brotoning
Secretary of State

DTN:



Florida Department of Agriculture & Consumer Services
CHARLES H. BRONSON, Commissioner
Division of Consumer Services
PO Box 6700, Tallahassee FL 32314-6700

February 15, 2010

Division of Consumer Services
First Floor, Mayo Building
Post Office Box 6700
Tallahassee, Florida 32314-6700
1-800-HELP-FLA
FAX 850-410-3804

SUBJECT: SOLICITATION OF CONTRIBUTIONS ANNUAL REGISTRATION

Registration Number:

Expiration Date: April 20, 2010

Your annual state registration as a charitable organization or sponsor under the Solicitation of Contributions Act is NOW DUE AND PAYABLE. Pursuant to Chapter 496, Florida Statutes, charitable organizations and sponsors are required to register annually with the Department of Agriculture and Consumer Services. In addition, you are required to provide financial information for the immediately preceding fiscal year by filing the Department's financial report form or a complete copy of your Internal Revenue Service Form 990 and Schedule A, or your Form 990-EZ.

Enclosed for your convenience is a pre-printed Renewal Registration Form with registration information from your last annual registration. Please note any changes by crossing out the incorrect information and entering the correct information in ink. Return it with the registration fee and financial information to the Department at P.O. Box 6700, Tallahassee, Florida 32314-6700. Your registration application MUST BE RECEIVED BEFORE your current registration expires.

PLEASE BE ADVISED that if it is determined you are operating as a charitable organization or sponsor in violation of Chapter 496, Florida Statutes, the Department will seek its available legal remedies against you. Failure to comply with this law will subject you to a cease and desist order and monetary fine up to \$1,000 per violation.

If you have any questions, please contact this office at (800) 435-7352, or (850) 488-2221 if calling from outside Florida.

Sincerely,

CHARLES H. BRONSON
COMMISSIONER OF AGRICULTURE

Enclosures

Internal Revenue Service

Date: June 14, 2006

**Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201**

**Person to Contact:
Ms. Lumpkins 31-08344
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:**

Dear

This is in response to your request of June 14, 2006, regarding your organization's tax-exempt status.

In April 1979 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

**Janna K. Skufca, Director, TE/GE
Customer Account Services**

City of Doral
FY2011 Community Based Organization (CBO) Grant Program

FINAL REPORT

The Final Report is to be submitted sixty (60) days after completion of the funded program or sixty (60) days after the end of the calendar year in which the program was funded, whichever occurs first. The Final Report shall be submitted together with this form to the City Clerk's Office. The City Clerk's Office will schedule the funded organization on the next available agenda for a presentation to Council. Failure to submit a Final Report and make presentation will disqualify an organization from future funding and will require the refund of the awarded monies to the City.

Name of Organization: _____

Address: _____

City	State	County	Zip
Contact Person: _____			
Name and Title			

Telephone #: _____ Fax#: _____

E-mail: _____

Answer each of the following questions pertaining to the funded program on your organization's letterhead. Fully explain each question and provide backup material where necessary, including but not limited to, photos of the event, sign-in lists, brochures, flyers, advertisements, and testimonies. Clearly number your answers to correspond with the questions below.

1. Provide a summary of the outcomes of the project?
2. How successful were the results of the program?
3. What was accomplished with the funding provided by the City of Doral CBO Grant Award?
4. Provide a breakdown of the total number of participants and identify how many were Doral residents?
5. Provide a breakdown of the program costs totaling the awarded amount, including but not limited to, materials/supplies purchased, organizational salaries paid, and funds distributed to beneficiaries of the program.
6. What was the final cost of the project, including other funding used?