

RESOLUTION No. 10 – 36

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA APPROVING THE REVISED COMMUNITY BASED ORGANIZATION (CBO) POLICY AND APPLICATION; 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, pursuant to Council directive, minor revisions have been made to the CBO Grant Policy and the CBO application presented herein as Exhibit "A."

WHEREAS, Staff respectfully requests that the City Council approve the revised CBO Policy and application.

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 and application presented herein as Exhibit "A."

Section 2. 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 Vice Mayor Van Name 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	Absent
Councilman Michael DiPietro	Yes
Councilwoman Sandra Ruiz	No

PASSED and ADOPTED this 10th day of February, 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”



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.

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 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 ~~three (3)~~ 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.

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 program 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 ~~program~~ project(s) or activities being implemented.

Agenda Preparation

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.

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

Last Revision Date: 1-14-10



CITY OF DORAL

2009-Fiscal Year 2010 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, Month Day, Year

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, Month Day, Year 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
 2009-FY2010 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 the following outline enumerated "a-h" in your response:
 - 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**
 - a) Application Form
 - b) Summary of Work Plan Form
 - c) Documentation required: These required documents must be attached to the application.
 - **501c3** corporations must submit:
 - The State of Florida Articles 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 of Incorporation and
 - The Federal 501c6 Determination Letter

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

Note: The City reserves the right to request follow-up documented achievements, contributions, and distributions for the funded program.

City of Doral
2009-FY2010 Community Based Organization (CBO) Grant Program
Grant Application Form

COVER SHEET

Name of Organization: _____

Street Address: _____

Mailing Address: _____
City County Zip

Contact Person: _____
Name and Title

Telephone #: _____ Fax#: _____

E-mail: _____

Federal Tax Identification: _____
Employer I.D. # or Social Security #

State General Excise Tax Number: _____

Non-Profit Organization 501(c)(3) or 501(c)(6): _____

Month/Year of Incorporation: _____ Corporation number: _____

Grant Request is for (check 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: \$ _____

Project Dates: _____
Start Date End Date

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

Applicant's Signature

Name (Type or Print)

Title

Date of Application

City of Doral
2009-FY2010 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. 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 _____

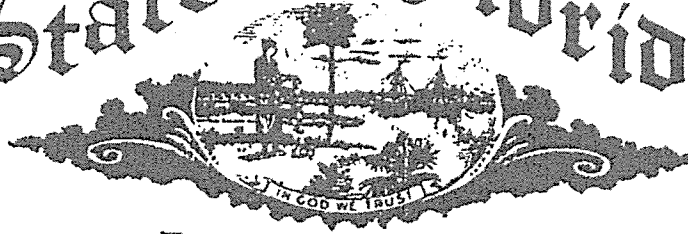
City of Doral
 2009-2010 Community Based Organization (CBO) Grant Program
 Grant Application Form

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 from the records of this office that _____
is a corporation organized under the laws of the State of
Florida, filed on _____

The document number of this corporation is _____

I further certify that said corporation has paid all fees due this office through
that its most recent annual report/uniform business report
was filed on _____ and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



CR2EO22 (01-06)

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Seventh day of March, 2006

Sue M. Cobb
Secretary of State

SAMPLE ONLY
for 501c3 & 501c6
Organizations

Internal Revenue Service

Date:

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

Person to Contact:

Stephanie Broach-Camp 31-04022
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

1

Dear Sir or Madam:

This is in response to your request of
exempt status.

regarding your organization's tax-

In December 1998 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

SAMPLE ONLY
for 501c3 & 501c6
Organizations



Florida Department of Agriculture & Consumer Services
CHARLES H. BRONSON, Commissioner
Tallahassee, Florida

Division of Consumer Services
2005 Apalachee Pkwy
Tallahassee FL 32399-6500
Phone: 1-800-HELP-FLA
URL: <http://www.800helpfla.com>

Refer To:

RE:
REGISTRATION#:
EXPIRATION DATE:

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirement of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 60 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Nina J McLeod

Nina J McLeod
Regulatory Consultant
1-800-HELP-FLA, (850) 488-2221
Fax: 850-410-3804
E-mail: mcleodn@doacs.state.fl.us

for 507c3 SAMPLE ONLY Organizations Only

FLORIDA DEPARTMENT OF AGRICULTURE AND
CONSUMER SERVICES

Division of Consumer Services



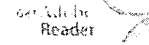
for 507c3 SAMPLE ONLY Organizations Only

CHARLES H. BRONSON
COMMISSIONER

SOLICITATION OF CONTRIBUTIONS
REGISTRATION APPLICATION

Chapter 496, Florida Statutes

Solicitation of Contributions



[Florida Laws](#) | [FAQ](#) | [Forms](#) | [Related Links](#) | [Contact](#)

The **Solicitation of Contributions Act** requires anyone who solicits donations from people in the State of Florida to register with the Department and renew annually. This applies to charitable organizations, sponsors, professional solicitors, as well as professional fund raising consultants. The Department collects registration fees and has authority to impose penalties for non-compliance. The Department provides financial disclosure regarding organizations on the online Gift Givers' Guide or you can obtain information about a specific charity by calling our Consumer Assistance Call Center at 1-800-HELP-FLA (435-7352), or out of state 850-488-2221.

Florida Laws

[Chapter 496, Florida Statutes \(F.S.\)](#)

[51-7, Florida Administrative Code \(FAC\)](#)

On the FAC site, please select "latest version" to view the rules

Forms

Please follow the instructions provided below when printing and completing the forms listed.

1. Use the free Adobe Acrobat Reader to view or print forms. Skip this step if Adobe Reader is already installed on your pc.
2. Print forms on white 8 1/2" x 11" paper.
3. Type or print the entire form in blue or black ink.
4. If fees are required, make check(s) payable to: FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES.
5. Mail payment(s) to: FDACS, PO 6700, Tallahassee, FL 32314-6700.

[DACS-10100 - Registration for Charitable Organizations \[PDF\]](#)

[DACS-10101 - Registration for Professional Fundraising Solicitors \[PDF\]](#)

[DACS-10104 - Registration for Professional Fundraising Consultants \[PDF\]](#)

Additional Forms:

for 507c3 Organizations Only

[DACS-10105 - Notice of Commencement \[PDF\]](#)

[DACS-10106 - Professional Solicitors Financial Report of Campaign \[PDF\]](#)

[DACS-10109 - Professional Solicitors Surety Bond \[PDF\]](#)

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Related Links

[Division of Consumer Services](#)

Contact

If you have any questions, please contact:

E-mail cswebmaster@doacs.state.fl.us

Terry Rhodes Building

2005 Apalachee Parkway

Tallahassee, FL 32399-6500

Phone: (850) 488-2221

[Map to the office](#)

[Back to Top](#) | [Return to Licensing Permits Registrations](#)

SAMPLE ONLY
for 501c3 Organizations Only

RESOLUTION No. 10 –

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

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[Section left blank intentionally]

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

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

PASSED and ADOPTED this 10th day of February, 2010.

JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:

BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

JIMMY MORALES, ESQ., CITY ATTORNEY

EXHIBIT “A”

(Please refer
to accompanying
agenda documents)