

RESOLUTION No. 11 – 25

**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 Resolutions No. 10-36 and 10-122; 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 Cabrera who moved its adoption. The motion was seconded by Councilman Boria and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Michael DiPietro	Yes
Councilman Luigi Boria	Yes
Councilman Pete Cabrera	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED and ADOPTED this 15th day of February, 2011.



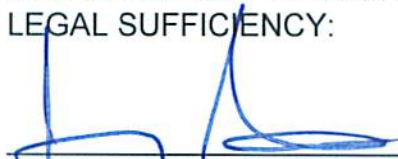
JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



JIMMY MORALES, ESQ., CITY ATTORNEY

EXHIBIT “A”



**CITY OF DORAL
COMMUNITY BASED ORGANIZATION (CBO) GRANT POLICY
Revised February 15, 2011**

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 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.

Notwithstanding the foregoing, organizations with annual gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the applicable fiscal year may submit an unaudited financial statement.

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 History

Policy developed under Yvonne Soler-McKinley, City Manager, September 2009

Original approved by Council on September 9, 2009

Revision No. 1 approved by Council on February 10, 2010

Revision No. 2 approved by Council on May 12, 2010

Revision No. 3 approved by Council on August 11, 2010

Revision No. 4 approved by Council on February 15, 2011