

# Chairman Oliver G. Gilbert, III

District Office  
17988 NW 27<sup>th</sup> Avenue  
Miami Gardens, Florida 33056

Downtown Office  
111 NW 1<sup>st</sup> Street  
Suite 220  
Miami, FL 33128



Mayor Daniella Levine-Cava  
Chairman Oliver G. Gilbert III, District 1  
Vice Chairman Anthony Rodriguez, District 10

Commissioner Marleine Bastien, District 2  
Commissioner Keon Hardemon, District 3  
Commissioner Micky Steinberg, District 4  
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Commissioner Kevin Marino Cabrera, District 6  
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Commissioner Kionne L. McGhee, District 9  
Commissioner Roberto J. Gonzalez, District 11  
Commissioner Juan Carlos Bermudez, District 12  
Senator Rene Garcia, District 13

## MEMORANDUM

**TO:** The Honorable Anthony Rodriguez, Vice Chairman  
and Members, Miami-Dade Board of County Commissioners

**FROM:** The Honorable Oliver G. Gilbert III, Chairman  
Board of County Commissioners, District 1

**DATE:** February 17, 2023

**RE:** Revised Allocation Process

With the approval of Resolution No. R-96-23, the attached documents have been developed to guide Commission Office staff in providing for payments to Community-based Organizations (CBOs) and other entities to which funding has been allocated.

Commission Office staff should review these procedures and contact the Office of Policy and Budgetary Affairs (OPBA) with any questions or suggestions. These procedures and documents are available on the Office of Policy and Budgetary Affairs website at this link: [Allocations](#).

I would like to thank the Office of the Clerk, County Attorney's Office, Office of the Commission Auditor, the Office of Management and Budget and the Finance Department for their cooperation and assistance in this endeavor. I am confident that this process will ensure the proper use of County funds and that organizations are paid in an expedited manner.

Thank you for your attention to this matter.

Attachments:

Procedures for Payment of Allocations

Application for Allocation of Community-based Organization (CBO) Funds

Allocations to Community-based Organizations Memorandum

C: Honorable Daniella Levine Cava, Mayor

Gerri Bonzon-Keenan, County Attorney

Gerald K. Sanchez, First Assistant County Attorney

Jess M. McCarty, Executive Assistant County Attorney

Jennifer Moon, Chief, Office of Policy and Budgetary Affairs

Yinka Majekodunmi, Commission Auditor

Edward Marquez, Chief Financial Officer

David Clodfelter, Director, Office of Management and Budget

Basia Pruna, Director, Clerk of the Board

## PROCEDURES FOR ALLOCATIONS

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The Office of Policy and Budgetary Affairs (OPBA) will directly process allocations made from Commission Office Budget funds and Discretionary Reserve funds, as detailed in Resolution [R-96-23](#). OPBA will also process allocations from the sources listed in Exhibit A in the amount of \$25,000 and less. Allocations greater than \$25,000 from the funding sources listed in Exhibit A will be sent by OPBA to the Office of Management and Budget.

1. Once the Commissioner agrees to the allocation, the Commission Office Staff sends the [“Application for Allocation of Community-based Organization \(CBO\) Funds”](#) (Application) to the requesting organization and ensures that each section of the application is completed properly and a completed [W-9 Form](#) is submitted with the application.
2. As Commission Office staff is obtaining the completed Application, the [“Allocations to Community-based Organizations Memorandum”](#) (Memorandum) may be drafted.
  - a. Please verify that the organization’s legal name as it appears on [sunbiz.org](#) is included on the Memorandum.
3. Commission Office staff will determine the source of funding for the allocation based on the organization and purpose of allocation.
  - a. Allocations from Commission Office funds or Discretionary Reserve funds are capped at \$150,000 per organization per allocation, as detailed in Resolution [R-96-23](#)
  - b. Allocations from the CBO Discretionary Reserve and Stroller Parking Funding must be to not-for-profit organizations; if the organization does not have a Federal Tax ID at the time of allocation, a copy of the not-for-profit status must be included with the application. Information can be downloaded from the Florida Corporation’s Website: <http://www.sunbiz.org/corpweb/inquiry/cormenu.html>
  - c. Unless waived or amended by the Board, allocations from the Arena Naming Rights Funds ([R-238-21](#)), Marlins Settlement Funds ([R-226-21](#)) and Stroller Parking funds ([Miami-Dade County Code Sec. 30-46\(5\)](#)) must be for the specific uses outlined in the applicable legislation indicated. Funds allocated to any religious organization must be used for non-religious purposes and such purposes should be provided as part of the application.
4. Once complete, the signed Memoranda should be submitted to [cboforms@miamidadegov](mailto:cboforms@miamidadegov) for processing. To the extent possible, Commission Office Staff should submit any accompanying Applications that may be ready with the signed Memoranda. Applications signed by the Commissioner should be submitted to [cboforms@miamidadegov](mailto:cboforms@miamidadegov), as soon as available. *If any section of the application is incomplete, the application will be returned to the Commission Office for further processing.*
5. Prior to Board approval, the memoranda will serve as approval for processing allocations and will be attached to pertaining application, submitted to the Clerk’s office for attestation and then to the Finance Department to render payment.
6. OPBA will review and approve the Memoranda and submit them the County Attorney’s Office (CAO), copying Commission Office Staff, for creation of resolution and placement on the next available BCC meeting agenda. The Memoranda will serve as an attachment to the Resolution.
7. Commission Office Staff will receive an e-mail from the CAO requesting review of Resolution. No resolution will be placed on a BCC agenda without an e-mail from the Commission Office approving the resolution.

*Please note: Unless the organization is established to receive checks electronically, OPBA will place a hold on all checks and will coordinate pick-up with Commission Office Staff when ready.*

### CONTACT(S):

Office of Policy and Budgetary Affairs (305) 375-5350  
[cboforms@miamidadegov](mailto:cboforms@miamidadegov)

## Exhibit A

Stroller Parking Funds

Arena Naming Rights Funds as defined by [R-238-21](#)

Marlins Settlement Funds as defined by [R-226-21](#)

District Designated Program

# Application for Allocation of Funds

**W9 Form Must be Submitted with Application**

\_\_\_\_\_  
DATE

**For Applicant Use:**

\_\_\_\_\_  
COMMISSION DISTRICT

\_\_\_\_\_  
Legal Name of Recipient Organization or Name of County Department

\_\_\_\_\_  
Activity to be Funded

\_\_\_\_\_  
Amount Requested

\_\_\_\_\_  
Organization Address (as listed on W9 form and Corporate Documents)      City, State and Zip Code

\_\_\_\_\_  
Organization Contact Person

\_\_\_\_\_  
Contact Number(s)

\_\_\_\_\_  
E-mail Address

**By the acceptance of these funds, the recipient Applicant agrees to provide the services for which funds have been allocated. Signing the application affirms you have read and agree to comply with all requirements detailed on page 2 of this application.**

\_\_\_\_\_  
Recipient Organization

(Organization Seal)

Attest \_\_\_\_\_

Recipient Organization Secretary

\_\_\_\_\_  
Signature of President or Vice President

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date

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**For Commission Office Use:** Please submit form to Office of Policy and Budgetary Affairs at: [CBOFORMS@miamidade.gov](mailto:CBOFORMS@miamidade.gov)

Amount Allocated: \$ \_\_\_\_\_

Legistar or Resolution Number: \_\_\_\_\_

Memorandum Request Date: \_\_\_\_\_  
(memorandum must be attached)

BCC Meeting Date: \_\_\_\_\_

Source:

- Discretionary Reserve
- Office Budget Funds
- Stroller Parking Funds
- Arena Naming Rights Funds as defined by R-238-21
- Marlins Settlement Funds as defined in R-226-21
- District Designated Program

APPROVED \_\_\_\_\_

Commissioner's Signature

Date

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**For Departmental Use:**

ATTEST: Miami-Dade County, Florida  
Luis G. Montaldo, Clerk Ad Interim

By: \_\_\_\_\_  
Deputy Clerk

INFORMS Supplier ID: \_\_\_\_\_

**Civil Rights:** The Organization agrees to abide by Chapter 11A of the Code of Miami-Dade County (“County Code”), as amended, which prohibits discrimination in employment, housing and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C., as amended which prohibits discrimination in employment because of age; Section 504 of the Rehabilitation Act of 1973, 29 § U.S.C. 794, as amended, which prohibits discrimination on the basis of disability; the Americans with Disabilities Act, 42 U.S.C. § 12103 et seq., which prohibits discrimination in employment and public accommodations because of disability; the Rehabilitation Act; the Federal Transit Act, 49 U.S.C. § 1612; the Fair Housing Act, 42 U.S.C. § 3601 et. seq; and the Domestic Violence Leave Ordinance, codified as § 11A -60 et. seq. of the Miami-Dade County Code.

### **Payment Procedures**

The recipient Applicant shall submit proof of active federal tax classification by providing, as part of application, a completed W-9 form.

### **Use of Funds**

The recipient organization understands by the acceptance of these funds, it agrees to provide the services described on the application form and as approved by the Commissioner allocating the funds.

The recipient Applicant understands that allocations made from the Arena Naming Rights Funds and the Marlins Settlement Funds set specific parameters for the use of funds, detailed in Resolutions, [R-238-21](#) and [R-226-21](#), respectively.

**Prohibited Use of Funds:** The Applicant shall not utilize County funds to retain legal counsel for any action or proceeding against the County or any other of its agents, instrumentalities, employees, or officials. The Applicant shall not utilize County funds to provide legal representation, advice or counsel to any client in any action or proceeding against the County or any of its agents, instrumentalities, employees, or officials. Funding shall not be used for political donations or lobbying.

### **Audits**

**The recipient Applicant must keep on file all invoices and payment documentation associated with this agreement/application for a period of no less than five (5) years from the date of acceptance of funds.**

**Office of Commission Auditor.** Miami-Dade County has established the Office of the Commission Auditor, which is empowered to perform financial and compliance audits to determine whether financial operations are being properly conducted, whether the financial reports of the audited department, agency or entity are presented fairly, and whether the agency, department or entity has complied with the applicable requirements and regulations. Applicant agrees that the Commission Auditor may conduct audits to ensure that the Applicant has used funds appropriately and has complied with the fiscal and legislative policies of the Board of County Commissioners.

**Office of Miami-Dade Inspector General.** Miami-Dade County has established the Office of Inspector General, which is empowered to perform random audits on all County contracts throughout the duration of each agreement. Grant recipients are exempt from paying the cost of the audit, which is normally ¼ of 1% of the total agreement amount.

**Independent Private Sector Inspector General Review.** Pursuant to Miami-Dade County Administrative Order 3-20, the Applicant is aware that the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter “IPSIG”), whenever the County deems it appropriate to do so and at the County’s expense. The Applicant shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and copying, including documents held by sub-consultants’ assignees. The County may conduct other audits or investigations, as it deems reasonable. The terms of this Section shall not impose any liability on the County by the Applicant or any third party.



**BOARD OF COUNTY COMMISSIONERS  
MEMORANDUM**

**Date:**

**To:** Basia Pruna, Director  
Clerk of the Board

**THRU:** Office of Policy and Budgetary Affairs

**From:** Commissioner, District

**Subject:** Allocations to Community-based Organizations and Other Entities

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I would like to make the following allocations:

Source	Fiscal Year	Organization/Use*	Amount

\*For all allocations made from the Marlins Settlement Fund, the Arena Naming Rights Fund, and any allocation made to a religious organization regardless of the funding source, please provide a description for the use of the funds.

These allocations will be presented for approval of the Board of County Commissioners at the next available agenda.

OPBA review \_\_\_\_\_