

## 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