

THE FEE WAIVER / IN-KIND PROCESS

The Office of Management and Budget (OMB) will now be responsible for processing all fee waiver/in-kind services applications. In order to ensure that the transition is a smooth one and there is no interruption of service, the following guidelines need to be adhered to closely.

STEP 1: Commissioner's Staff

1. BCC office receives a request for in-kind services – organization requesting said services must properly fill out the In-Kind Services and Fee Waiver Application.
2. BCC staff must ensure that every section of the application is completed properly prior to sending the request for in-kind estimate to OMB. This will avoid any delays in processing the in-kind request in a timely manner. **If any section of the application is incomplete the application will be returned to the BCC office for further processing.**

There are common errors that occur when the organization is completing the form. We ask that you provide to the organization requesting services with the attached check list to assist them in completing the form.

3. Once you have confirmed that all the information is correct and have all necessary attachments, you are to fax or PDF the document to Mario Santana at OMB. The OMB fax number is (305) 375-5168.
4. It is understood that once BCC staff has forward the application to OMB for estimate, the Commissioner for that particular office will be sponsoring the event. OMB will inform the County Attorney's office of the sponsorship request.

STEP 2: OMB

OMB staff will ensure the following:

1. Verify that all information has been completed properly.
2. If an application is from a "for-profit" entity, further determination will be required as to the eligibility of that organization being able to receive in-kind funding.
3. Contact Department(s) from which in-kind services are requested and obtain the costs for the event.
4. Draft an in-kind resolution using the standard template for these items and the in-kind application. If the event will take place before the in-kind resolution reaches BCC, the in-kind resolution should be retroactive and should state so in the title and in the "NOW, THEREFORE" paragraph at the end.
5. Once the in-kind resolution is completed, OMB staff shall e-mail the Assistant County Attorney assigned to review in-kind resolutions. The e-mail should contain both the in-kind resolution and the in-kind application attached. Currently, the Assistant County Attorney assigned to review in-kind resolutions, and the attorney to whom the e-mail should be directed, is Gerald Sanchez.
 - Please note in the e-mail if the event or the requesting organization is religious in nature, as these require enhanced scrutiny.

STEP 3: County Attorney's Office

1. Review the in-kind resolution for form and legal sufficiency.
2. E-mail the in-kind resolution to BCC staff in order for the Commissioner or BCC staff to review and approve.
3. Make any necessary changes, as per instructions from the BCC staff.

STEP 4: Commissioner's Staff

1. BCC staff will receive an e-mail from the Assistant County Attorney, with the in-kind resolution attached, for the Commissioner or BCC staff to review.
2. Once all requested changes, if any, are completed and the resolution is approved, BCC staff shall send an e-mail to the Assistant County Attorney assigned to in-kind resolutions stating that the resolution has been approved and can proceed to the next committee's agenda. **No resolution will be placed on a committee agenda without an e-mail approving the in-kind resolution.**

The County Attorney's Office staff in charge of preparing agendas maintains deadlines for the submission of items. In order to ensure that a resolution is placed on the desired month's committee agenda, we ask that you review the attached "Deadline Dates to Submit Items for Committee" chart.

3. After an e-mail is sent approving the in-kind resolution, any further questions regarding procedure, such as how to do an "add-on" or what committee an item will be going to, should be directed at the individuals in the County Attorney's Office in charge of preparing agendas. Currently, the persons in charge of preparing agendas are Jenelle Snyder and Clara Pimental.

STEP 5: County Attorney's Office

1. Once the e-mail is received from the BCC staff approving the in-kind resolution, the Assistant County Attorney shall forward the resolution to the individuals in the County Attorney's Office in charge of preparing agendas.

Fee Waiver/In-kind Services Application BCC Check List

- _____ 1. Every item on the form must be completed. If any portion of the application is missing information, the application will not be accepted.
- _____ 2. For Question #1 – you are to provide the organization’s **Full Legal Name** as it appears in the Florida Corporation records. Example:
- If the legal name of an organization is “We Fight Cancer One Person At a Time, Inc.” that is what the application should state and not simply, “We Fight Cancer”.
- _____ 3. A copy of the non-profit status must be included with the application. A copy of that information can be downloaded from the Florida Corporation’s Website:
<http://www.sunbiz.org/corpweb/inquiry/cormenu.html>
- _____ 4. You **must** indicate the:
- a. Type of Event (i.e. special, major, district, or small)
 - b. Not-for-Profit Status
 - c. Name of the Contact person for the organization
 - d. Specify the fee waiver or in-kind service requested
- _____ 5. If the event is a “**special**” or “**major**” event – an **event budget** is **required and must** be attached.
- _____ 6. The authorized for the company must sign the application.

NOTE: ALL QUESTIONS MUST BE ANSWERED. IF ANY INFORMATION IS MISSING, THE APPLICATION WILL NOT BE ACCEPTED.

For OMB Staff Use Only

_____ Complete package received

_____ Incomplete package, return to _____ District _____

Reason(s): _____

What is eligible for In-kind Services Funding?

Questions have recently come up about what can and can not be funded through the in-kind/fee waiver process. To ensure that there are no misunderstandings below are the guidelines for in-kind services requests.

1. In-kind Services are provided to assist Community-based Organizations offset event costs.
2. Department to Department request do not qualify for in-kind services funding.
 - If a commission office is approached by a County Department for in-kind services, simply inform them that they are not eligible for in-kind funding; especially if it is an event that is sponsored by the County on a yearly basis. Departments should be budgeting for those expenses as part of their yearly budget process. Have them contact OMB if they have any questions.

Fee Waiver/In-kind Services Application Check List

- _____ 1. Is every item on the application completed?
- _____ 2. Is the **Full Legal Name** of the organization listed on the application? Example:
- If the legal name of an organization is "We Fight Cancer One Person At a Time, Inc." that is what the application should state and not simply, "We Fight Cancer".
- _____ 3. Is a copy of the non-profit status included with the application? A copy of that information can be downloaded from the Florida Corporation's Website:
- <http://www.sunbiz.org/corpweb/inquiry/cormenu.html>
- _____ 4. Are the following items indicated:
1. Type of Event (i.e. special, major, district, or small)
 2. Applicant Status
 3. Name of the Contact person for the organization
 4. Physical Address of the Event
 5. Specify the fee waiver or in-kind service requested
- _____ 5. Have you included an **event budget** for "Special" and "Major" event types?
- _____ 6. Has the authorized organization representative signed the application?

NOTE: ALL QUESTIONS MUST BE ANSWERED. IF ANY INFORMATION IS MISSING, THE APPLICATION WILL NOT BE ACCEPTED.

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