

POLICY NUMBER

LMP-1-84

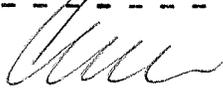
City of Miami

REVISIONS

DATE: October 16, 1992

ISSUED BY:

Cesar H. Odio
City Manager



SIGNATURE



LABOR/MANAGEMENT POLICY

REVISED
SECTION

APM changed to LMP
Cleanup
Exhibit I
Implemented

DATE OF
REVISION

06/25/92
06/25/92
06/25/92
10/16/92

SUBJECT:

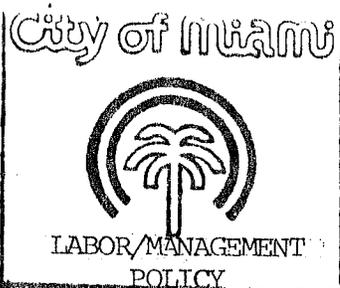
SPECIAL FUNDING REQUESTS

PURPOSE: To establish procedures and clarify responsibilities concerning the administrative review, evaluation, and monitoring of special requests made to the City Commission by community groups, civic or professional organizations, or sponsors of a specific program or event. This shall include requests for financial support including the cost of City services and/or facilities fee waivers which are not specifically included in the annual City budget.

Effective this date, this Labor/Management Policy supersedes all previous directives relating to special funding requests.

THE POLICY WILL BE AS FOLLOWS:

1. Only organizations that are legally chartered in the State of Florida as not for profit corporations, having tax exempt status will be given administrative consideration for special funding requests.
2. All organizations requesting support from the City of Miami must complete and sign the form attached hereto (Exhibit I) and submit it along with copies of the organization's State charter, tax exempt status and other required supporting documents to the Department of Community Development.
3. The Department of Community Development, unless otherwise indicated, will be responsible for the coordination of all special funding requests and for ensuring that the appropriate City Department(s), agencies and/or committee(s) review and comment on the request. The reviewing Department(s) shall consider the following criteria when evaluating the special funding request:
 - a) What is the purpose of the request and how will City funds be used?
 - b) Is the activity an appropriate City activity?



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- c) Are City funds needed for the activity?
 - d) What are the potential benefits to the City?
 - e) Has funding been provided in the past and if so, how well was the activity or objective accomplished?
 - f) Does the organization have the capability to accomplish the activity or objective?
 - g) Are there adequate accounting and internal financial controls?
 - h) Is the organization chartered in the state of Florida as not for profit; does the organization have tax exempt status?
 - i) What is the potential source of funds? (To be provided by the Department of Budget)
4. The reviewing Department will be responsible for evaluating the request and supporting data and preparing a written recommendation along with the necessary agenda material and legislation. If a favorable recommendation is made, the Department of Community Development will prepare a contract or agreement (to be reviewed and approved by the Law Department) to accompany the agenda material. Such contract or agreement documents shall include a minimum:
- a) A description of services to be provided.
 - b) Financial data.
 - c) Insurance and bonding requirements. (Minimum requirements/standards to be provided by Risk Management).
 - d) A statement agreeing to an accounting and audit of City funds.
 - e) A statement indicating that the grantee understands and asserts that the funds will be spent in accordance with the terms, conditions and commitments as approved and authorized by the City Commission; said statement to be as follows: "By acceptance of this check I hereby certify that:
 - 1) All funds will be made in accordance with the proposal approved by the City Commission.
 - 2) City funds will not be co-mingled with any other funds and that separate accounting records will be maintained.

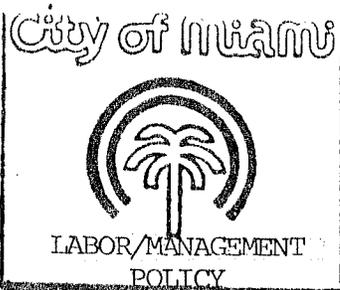


- 3) The expenditures of City funds will be properly documented and such documentation will be maintained.
- 4) Periodic progress reports as requested by the City will be provided.
- 5) I will be personally liable for any City funds expended that were not consistent with the program approved by the City Commission or any funds expended not in accordance with proper accounting standards as determined by competent auditing authority".

This information will be submitted to the Department of Community Development for review and then forwarded to the City Manager for approval.

Once approved by the City Manager, the item will be scheduled on the next City Commission agenda.

5. Once funding has been approved, the Department of Community Development will ensure that all conditions outlined by the City Commission and/or the City Manager have been met and that the approved agreement has been executed prior to initiating any payments.
6. If funding is approved to cover the cost of renting a City facility, the Department of Community Development will ensure that a check or credit is issued to the appropriate agency/Department. It is the responsibility of the facility management to ensure that insurance requirements have been met and that the appropriate lease or rental agreements have been executed. Copies of same shall be forwarded to the Department of Community Development. If it is determined that the City will pay all or some of the bills directly (City services), an internal control process will be utilized to insure that only proper expenditures are paid and that expenditures do not exceed the amount approved by the City Commission. This will be handled by the Department of Community Development. All City services costs will be paid prior to reimbursements being made for other costs.
7. The Department of Community Development will be responsible for the fiscal monitoring of the program or event; the reviewing Department will be responsible for program monitoring. A report evaluating the event or program and contract compliance must be prepared by the reviewing Department and submitted to the Department of Community Development prior to the final payment being made to the



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grantee. All payments will be made on a reimbursement basis. However, if necessary, an organization may receive a small advance of the total grant to cover immediate operating expenses and allow a moderate cash flow. Advances must be requested in writing to the Department of Community Development and must show cause for the need of the advance and include justification and documentation.

8. The Office of Internal Audits and Reviews will be responsible for auditing all projects receiving \$15,000 or more. Randomly selected detailed audits will be performed on those grants under \$15,000. Organizations receiving \$25,000 or more will be required to submit to the Department of Community Development an independent audit to include an opinion on the financial statements and accounts of funds within ninety (90) days after the termination of the agreement or receipt of funds, whichever is applicable.
9. The Department of Community Development will maintain all necessary documentation and records relating to the event or activity and ensure that the Finance Department receives signed copies of the reimbursement request(s), check legislation approving the request, and the application form. The Department of Community Development will also be responsible for the distribution of the executed agreement.