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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Date: June 3, 2008

Agenda Item No. 8(M)(1)(A)

Resolution No. R-649-08

To: Honorable Chairman Bruno A. Barriero
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: FY 08-09 Request for Proposals for Park Programming and Capital Improvements for Community-Based Organizations

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Recommendation

It is recommended that the Board approve the attached Park Programming and Capital Improvements Request for Proposals (RFP) for FY 2008-2009 for Community-Based Organizations (CBOs).

Scope

The RFP provides program funding for park activities in both incorporated and unincorporated areas that will have a countywide impact.

Fiscal Impact/Funding Source

The funding to be allocated through this RFP includes $90,950 for Park Programming and $250,000 for Park Capital Improvements for a total allocation of $340,950. The allocated funding amount is contingent on the adoption of the FY 08-09 Budget by the Board of County Commissioners at the 2008 Budget Hearing.

Track Record/Monitor

Upon award of the grants, the person responsible for contract monitoring is Patricia Eraso, CBO Grants Coordinator, Park and Recreation Department (MDPR).

Background

Since FY 1995-96, MDPR has used a formal RFP process for the allocation of grant funds to CBOs. The same process will be used for FY 2008-2009. Staff selection committees for each of the two funding categories, Park Programming and Park Capital Improvements, will provide funding recommendations to the Board from the applications received.

As in the past, the process will include an evaluation of programs and service priorities with a pre-determined set of standards and ranking methodology. The solicitation documents are divided into two parts, Exhibit I and Exhibit II. Exhibit I provides the instructions which include the priority focus areas, general completion guidelines and evaluation criteria. Exhibit II contains the application to be completed by all proposers.

The RFP is scheduled for distribution beginning June 10, 2008; completed applications are due July 21, 2008. It is anticipated that the selection committees will review the applications and make funding recommendations by to mid to late August 2008, and forward the recommendations to the Board by September 2008.

Attachments

Alex Muñoz
Assistant County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: June 3, 2008

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 8(M)(1)(A)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(M)(1)(A)
6-3-08

RESOLUTION NO. **R-649-08**

RESOLUTION APPROVING PRIORITY FOCUS AREAS, EVALUATION CRITERIA, AND SOLICITATION DOCUMENTS FOR FY 2008-2009 COUNTY FUNDING OF COMMUNITY BASED ORGANIZATIONS FOR THE PARK PROGRAMMING AND CAPITAL IMPROVEMENTS REQUEST FOR PROPOSALS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the recommendations, as outlined in the attached memorandum from the County Manager which is duly incorporated by reference, regarding the solicitation documents for FY 2008-2009 CBO funding requests, are approved and accepted for inclusion in the Park Programming and Capital Improvements Request for Proposals (RFP) for such services.

The foregoing resolution was offered by Commissioner **Carlos A. Gimenez**, who moved its adoption. The motion was seconded by Commissioner **Sally A. Heyman** and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman **aye**
Barbara J. Jordan, Vice-Chairwoman **aye**

Jose "Pepe" Diaz	**absent**	Audrey M. Edmonson	**absent**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**aye**
Joe A. Martinez	**aye**	Dennis C. Moss	**aye**
Dorrin D. Rolle	**absent**	Natacha Seijas	**absent**
Katy Sorenson	**aye**	Rebeca Sosa	**absent**
Sen. Javier D. Souto	**aye**		

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The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of June, 2008. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Monica Rizo

EXHIBIT I

(Instructions)

FY 2008-2009
REQUEST FOR PROPOSALS (*INSTRUCTIONS*) FOR PARK PROGRAMMING AND CAPITAL IMPROVEMENTS COMMUNITY-BASED ORGANIZATIONS

Pre-Proposal Conference *(To review proposal guidelines and application)*	**Tuesday, June 17, 2008, 6:00 P.M., at the Miami-Dade County Park and Recreation Department, 275 N.W. 2nd Street, 3rd Floor Training Room**
Deadline for RFP Contact Person to Accept General Questions *(written or verbal)*	**Monday, July 14, 2008, 5:00 PM**
Application/Proposals Package Submission Deadline	**Monday, July 21, 2008 no later than 1:00 P.M., at the Miami-Dade County Clerk of the Board of County Commissioners, Stephen P. Clark Center, 17th Fl., Suite 202, 111 N.W. 1st Street, Miami, Florida 33128**
Request for Proposals (RFP) Contact Person	**Patricia Eraso Miami-Dade County Park and Recreation Department 275 NW 2nd Street, 5th Floor, Miami, Florida 33128; Ph: 305-755-7949; E-mail: eraso@miamidade.gov ; Fax: 305-755-5466**

For other deadlines, see page 4.

Applicants are strongly encouraged to thoroughly read these documents before completing any requested information. Copies of the Request for Proposals (RFP) Instructions and Application are available beginning Tuesday, June 10, 2008, through the following methods *ONLY*.

- **Website download - Miami-Dade County Park and Recreation Department Website: www.miamidade.gov/parks/. Click on "FY 08-09 CBO Request for Proposals" in the middle section of the homepage. Applicants may download the document after completing the registration information, beginning June 10, 2008, 8:30 A.M. (See page 6, "APPLICATION COMPLETION INSTRUCTIONS".)**

- **Email - Email your request to the RFP Contact Person (see above) and give your name, the organization name, mailing address, phone number, fax number, and email address. The RFP will be emailed in Microsoft Word 2003 within one (1) business day of your request.**

- **Pickup (hardcopy) – Visit the Miami-Dade County Park and Recreation Department, 275 NW 2nd Street, 3rd Floor Reception Desk, Miami, Florida, 8:30 AM to 5:00 PM, excluding County holidays.**

MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY. TO OBTAIN THIS DOCUMENT IN ACCESSIBLE FORMAT, CALL 305-755-7848 (V/TDD). ALSO, FOR THE PRE-PROPOSAL CONFERENCE, CALL THE SAME NUMBER TO OBTAIN INFORMATION ON ACCESS FOR PERSONS WITH DISABILITIES, OR SIGN LANGUAGE INTERPRETERS (SEVEN DAYS IN ADVANCE).

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR PROPOSALS AT THE OFFICE OF THE CLERK OF THE BOARD OF COUNTY COMMISSIONERS ON/ OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE COUNTY WILL NOT ACCEPT ANY RESPONSIBILITY FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR BY ANY OTHER OCCURRENCE.

INTRODUCTION AND GENERAL GUIDELINES

Miami-Dade County, (hereinafter referred to as the "County"), as represented by the Park and Recreation Department (referred to as "Department") is seeking proposals (referred to as "Application") from qualified community based organizations, (referred to as "proposers" or "applicants") to provide community-based services for recreational experiences in the areas of sports, recreation, cultural, environmental and related programming, primarily for youth; and capital improvements and purchases for County-owned park properties under the jurisdiction of the Department; or on non-County-owned land managed and used by the Department as a park facility under a formal agreement with the owner. The FY 2008-2009 Community Based Organization (CBO) Request for Proposals (RFP) is designed to establish a standard procedure to screen and evaluate proposals and allocate County funds to qualified community based organizations.

The funding available through this RFP is contingent on the adoption of the FY 08-09 Budget by the Board of County Commissioners at the Budget Hearing tentatively scheduled for September, 2008. The Board has the sole authority to increase, decrease or eliminate all funding.

Refer to pg. 2 of this "Instructions" document, "FUNDING CATEGORIES", for specific Category guidelines and restrictions.

Proposers must be legally incorporated as not-for-profit organizations, with a designated tax-exempt status determined by the United States Internal Revenue Service, *at the time of proposal submission.* Individual private or public schools, any school system, and governmental entities *may not* apply for funds under this Request for Proposals.

Each proposer is restricted to one (1) application per category under this Request for Proposals. For this purpose, branches, affiliates and franchisees of a parent organization or of any organization which receive a substantial part of their funding, financial management, know-how or administrative assistance from another organization, shall all be considered *one (1)* applicant, the definition to be at the County's reasonable discretion. In the event that more than one application is made by any such organization, the County, at its reasonable discretion, shall disqualify any or all such applicants which violate this restriction.

Grants may be awarded to more than one (1) individual proposer for activities or improvements at the same park or facility.

Project activities, purchases and services for which grants are awarded through this RFP, should be designed to occur within the County's fiscal year (October 1, 2008- September 30, 2009.) *Grant-related expenditures made before October 1, 2008 are not reimbursable.* A Community-Based Organization grant award carries no commitment for future County support beyond this time and scope of the project.

All activities supported through the grant must occur in Miami-Dade County and benefit Miami-Dade County residents.

No one-time events will be considered for funding (See "Definitions", pg. 5).

The purchase of computers and related hardware are not allowed for funding under this RFP; however, the purchase of computer software, with the intent of providing a recreational experience, may be funded.

Grant funds may *not* be used in furtherance of fundraising efforts, i.e., funds may not be spent for purchases or services specifically to raise funds.

Administrative costs (see Definitions, page 4) are allowed but may not exceed 10% of the total grant request; *however, preference in scoring shall be given to applicants who request no administrative costs. If an applicant is awarded funding in an amount less than the original requested amount, the grantee must reduce the administrative costs correspondingly to the award reduction, when completing the budget portion of the grant agreement.*

The *only exception* to the administrative cost restriction is that a proposer may request up to $1,500 solely to help defray the expenses of coaching certifications and criminal background checks, if an organization has a current "Programming Partnership Permit" with the Department, is negotiating the Permit terms at the time of submission of a funding application under this RFP; or will conduct the grant activities on County-owned or operated Department park properties, even without a "Partnership " agreement. It is understood that an organization which was in the negotiation stage for a partnership agreement and receives funding for these purposes will not have access to the funding until the Permit has been executed.

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GENERAL INFORMATION ABOUT FUNDING CATEGORIES

For the FY 08-09 RFP process, each grant application must be submitted under one (1) of two (2) categories Priority focus areas have been established for the Park Categories detailed below: 1, Park Programming, and 2, Park Capital Improvements.

Proposers may submit only one (1) application *per category* under this Request for Proposals. If a proposer is applying under more than one category, the proposer must use a separate application for each category.

A potential proposer, which currently has a capital improvements grant, and which, through neither the fault of the County, nor circumstances beyond the control of the proposer, as determined by the County, has not commenced the actual project work by the Application submission date, e.g., construction is not ongoing, capital purchases have not been ordered, shall be prohibited from submitting an application under any category of this RFP.

FUNDING CATEGORIES

1. Park Programming ($90,950 projected; individual grant awards up to $7,500)

Activity Priority Focus Areas (not in priority order)

- Projects providing recreation activities, including sports, cultural, arts and crafts, scientific, environmental activities, or other recreational activities which emphasize direct involvement and participation by youth.

- Projects providing recreation activities, as described above, which emphasize direct involvement and participation exclusively by persons with disabilities of any age.

Preference in scoring shall be given to:

- Program activities occurring on properties/facilities owned and/or operated by public park systems in any municipality or the unincorporated area of Miami-Dade County.

Preference in scoring shall *not* be given to:

- Program activities open to the general public on non-park properties/facilities owned and/or operated by any local government in Miami-Dade County or the public school system in Miami-Dade County are eligible for funding, but shall not be given preference in scoring.

Category 2, Park Capital Improvements, is explained on the following page.

2. Park Capital Improvements ($250,000 projected; individual grant awards up to $75,000)

All capital improvements must occur on parks owned by the Miami-Dade County Park and Recreation Department or operated by the Department under a formal agreement with the owner. No proposer may request funding to provide capital improvements for currently-owned Miami-Dade County parks within the geographical boundaries of areas wherein the electors have voted to incorporate.

Activity Priority Focus Areas (not in priority)

- Repair/restore/renovate/rehabilitate or equip Miami-Dade County Park and Recreation lands and facilities.
- Provide new sports facilities or facility lighting.
- Complete currently *under-funded* CBO park capital improvement grant projects.
- Provide health, safety and welfare improvements (e.g., fencing, vehicular access control, walkways, security lighting, restrooms, water fountains, shelters, parking).
- Provide landscape improvements.

Pre-Submission Requirements for Capital Improvements Application

Before **proposers in only the Capital Improvements category fully complete the application and attachments, they are required to request a "pre-submission" review of their projects. The overall purpose of this review is to advise potential proposers as to the feasibility of proposed improvements. Upon review, the RFP Contact Person will provide the reason(s) for denial of any element or modification of the proposed improvement(s). The proposer may then use this information to develop the full application.**

Potential proposers of capital improvement projects must submit a written request to the RFP Contact Person for a pre-submission review through email, a fax, the U.S. Mail, or hand-delivered and received by the Contact Person's Office (only) no later than Friday, June 27, 2008 at 5:00 PM. Proposers, however, are encouraged to submit the request as soon as possible. The written request must contain the following information: the organization name; name of the representative who submitted the request; the park facility and address where the improvement(s) will occur; the specific improvement location(s) at the park facility if there is construction involved; and a detailed description of the proposed improvement(s). The RFP Contact Person will respond, in writing, through the same communication method as was used to submit the pre-submission request and to the person who submitted the request. The following conditions will be verified with regard to the acceptability of the proposed improvement(s).

1. There are no other identified sources of public funding that could take the place of the funding made available through this RFP process, e.g., Impact Fees, Quality Neighborhood Improvements Program, Building Better Communities Bonds, etc., to accomplish the proposed work.

2. All improvements proposed through this RFP process are part of, or consistent with, the approved general plan for the facility (if a plan is applicable).

3. Required authorizations are in place that could otherwise substantially delay the start of the project or prohibit it altogether.

4. A technical review, if necessary, has been performed for certain improvements involving, but not limited to, electrical, plumbing, structural components, right of way issues, land use restrictions, environmental concerns, etc. (The review may involve site visits, meetings with Department staff, phone and email communication and/or any other means by which technical staff can fully understand the project scope, determine its feasibility, identify problem areas, and make suggestions to the proposer before the grant application is developed.).

The pre-submission request must be submitted to the RFP Contact Person regardless of any previous verbal and/or written comments, discussions, speculations, etc. by/with any Department staff. Proposers are cautioned to allow themselves adequate time to meet the submission deadline. It is the responsibility of the proposer to confirm that the RFP Contact Person received the pre-submission review request.

THE RFP CONTACT PERSON'S RESPONSE MUST BE INCLUDED IN THE FULL APPLICATION PACKAGE, TABBED AS "ATTACHMENT #15". Every effort will be made be the contact person to provide the written response no later than July 11, 2008.

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RFP TIMETABLE

RFP available for distribution	Tuesday, June 10, 2008 8:30 A.M.
Pre-Proposal Conference *	Tuesday, June 17, 2008, 6:00 P.M.
Deadline to submit request for pre-submission review of capital improvement projects	Friday, June 27, 2008, 5:00 P.M.
Deadline to submit Attachment #11 Form to Miami-Dade County Park and Recreation Department appropriate authority for project approval	Wednesday, July 9, 2008, 5:00 P.M.
Deadline for receipt of general questions	Monday, July 14, 2008, 5:00 P.M.
Deadline for receipt of proposals	Monday, July 21, 2008, no later than 1:00 P.M.
Staff review process	July-Early August, 2008
Public meetings of Selection Committees	August, 2008 - To be noticed in the Miami-Dade Calendar
Award recommendations submitted for review by Board of County Commissioners (BCC)	September, 2008 (anticipated)
Award recommendations approved by BCC	September, 2008 (anticipated)
Contract start date	October 1, 2008

***The purpose of the Pre-Proposal Conference is to acquaint potential applicants with the specifics of this solicitation, the priorities of the Park and Recreation Department, and the County recommendation and funding process. Attendance by a proposer is STRONGLY RECOMMENDED for all parties interested in submitting a proposal for funding consideration. The date, time and location of the Pre-proposal Conference are:**

Tuesday, June 17, 2008
Park and Recreation Department
275 N.W. 2nd Street
Training Room - Third Floor
Miami, FL 33128
6:00 P.M.

(Limited free ground-level parking in front of building; paid parking - garage across the street from the building)

DEFINITIONS

Addendum: Official notice of any substantive changes or additions to the RFP document after June 10, 2008 which may be downloaded from the website (see address on front page/title page of RFP), which will be sent to all individuals/organizations which requested, downloaded or picked up a copy of the RFP.

Administrative costs: costs directly related to the management or supervision of the grant activity, financial aspects (including insurance policy costs) or organization and provision of project documentation.

Applicant Contribution Sources: the in-kind and/or financial assistance to the project that the applicant obtains from its own organization, individuals, organizations, businesses, activities, other grant funding sources, etc.

Capital: long-term assets such as land, buildings, furniture, fixtures, equipment, including mobile equipment or long-term improvements, such as a refurbishment of buildings. It shall be at the County's reasonable discretion to determine if a proposer's grant request overall, or for any single budget item within the request, is defined as "Capital", should there be any question.

County: any official or legal entities of Miami-Dade County, including, but not limited to, the Board of County Commissioners, the County Manager, individual Departments, Agencies or Offices of the County which have the authority by law or designation by the appropriate individual or entity, to provide final decisions or issue directives, in the name of the County.

Detailed Budget Justification: In addition to completing the "BUDGET INFORMATION" (page 8 of the application), you must provide an **attachment** to the application (in a format of your choosing), labeled **"Detailed Budget Justification"** and **tabbed as "Attachment #9",** to provide the following information, *including, but not limited to*: how the quantity was determined (if applicable), using not only simple math calculations, but also providing how you determined the projected quantity you intend to use; the source of cost calculations, e.g., specific stores, catalogues, etc.; copies of formal cost estimates/quotations, if available, for specific *work by the individual or company which is intended to perform the work and can reasonably be expected to be available in the timeframe for the intended work; specific brand and model currently available that you propose to purchase*; explanation of any personnel/contracted personnel costs and how the personnel will contribute to the *specific* grant-related project, etc. Additionally, proposers are encouraged to include an explanation of terms which are not readily understood by everyone; and the circumstances supporting unusually high projected costs for purchases and services. Cost estimates or quotations cannot date back more than six (6) months from the application submission deadline.

Economically disadvantaged: as defined by County staff (based on planning and statistical information, and experience with and knowledge of neighborhood economics), the populations or segments of an area population that are composed of persons at a "low income" and/or "poverty " level.

Grantee: an organization to which a grant is awarded by the Miami-Dade County Board of County Commissioners.

One-time event: any one-time occurring event, or any part of a one-time occurring event , or an annual event, or any part of a one-time annual event for the particular organization. Further interpretation of the meaning of a "one-time event" shall be at the reasonable discretion of the County.

Parks: those areas of public land set aside for aesthetic, environmental, sports, cultural and general recreational use by the citizens of Miami-Dade County and the general public.

Proposer or applicant: the incorporated, non-profit community-based organization with IRS tax-exempt status, which is applying for grant funding.

Project:: refers to the totality of the described proposal for any single application, even if the proposal includes multiple purchases or work elements, which purchases or work elements could each be considered a "project" in and of themselves.

Selection Committee: either of two (2) separate committees, one for each funding category, composed of staff from various County departments/agencies, which evaluate and provide grant recommendations to the Board of County Commissioners for final review and approval or rejection.

Sponsoring Organization: an incorporated, non-for-profit, IRS tax-exempt community-based organization, which submits an application for another non-profit community-based organization which may not be incorporated and/or tax-exempt, but will be responsible for the grant-associated activities.

Youth: people between and including five (5) years and 18 years of age.

APPLICATION AND ATTACHMENTS – COMPLETION INSTRUCTIONS

Carefully read the following directions to properly complete the Application and Attachments.

FEDERAL, STATE AND LOCAL RULES, REGULATIONS & LICENSING REQUIREMENTS

Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders and laws relating to people with disabilities.

PROPRIETARY / CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after the proposals are opened, in compliance with Chapters 119 and 286, Florida Statutes.

APPLICATION COMPLETION INSTRUCTIONS

1. The Application may be *downloaded* from the website (see address on the front page/title page of the RFP Instructions) or emailed to you, as a Microsoft Word 2000/2002 document. Reminder: all public libraries have PCs with internet access available for public use. *If a proposer does not use a Microsoft Windows-equipped PC or laptop, with the Windows Word 2000 program, at a minimum, the County is not responsible for the inability of that proposer to fully and accurately obtain the RFP document or any part thereof, through email or the Department's website or adequately complete the document*

2. All proposals must be *completed* on the FY 08-09 application form labeled "Application"; however, it is not necessary to submit the Application title page, included here with the blank application. It is strongly preferred (although not required if only a typewriter is available) that the Application be completed using Microsoft Word 2000 (at a minimum) software on a personal computer (PC) or laptop. The Application is to be completed using *Gil Sans MT 10 point, or Gil Sans 10 point, in black..* If you must use a typewriter to complete the application, select a font and size as close as possible to that of the original application.

   Do not hand-write or hand-print the application responses.

3. The Application is divided into sections, letters A through I. Sections A through D *must* be completed by *all* applicants, regardless of the Category under which they are submitting their grant applications. Sections E through G refer to both of the categories, respectively, i.e., Park Programming and Park Capital Improvements. *Applicants are directed to choose the appropriate category to complete the requested information. Section H*, the "*BUDGET INFORMATION*" page, and *Section I*, "*APPLICANTS CHECKLIST*" *must* be completed by *all* applicants.

4. You must complete the Application with the same questions and answer space *on each page* as the layout of the original application, using the correct font and size (Do your best to complete the questions in the space provided, which should be adequate. *Answer only the question asked. Please don't include extra information.* If your answer absolutely needs extra space, attach an additional sheet to the end of the application, labeled as "Attachment #10".)

5. Use a separate Application for each Category if you are applying under both Categories.

6. The Application may be signed only by the organization chairperson, president or authorized executive director, who is legally authorized to enter into a contractual relationship in the name of the applicant. *No county employee may serve as signatory for this document.* The Application must also have the organization's corporate seal. If no corporate seal is available, the signature must be witnessed and the application sealed by a notary public.

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BUDGET - EXPLANATION OF TERMS AND INSTRUCTIONS: (Relating to Section "H. BUDGET INFORMATION" of the Application.)

Provide complete and accurate information **rounding all figures to the nearest ten dollars ($10).** Verify all totals. The following information will assist you in providing correct budget information. You must decide if projected expenses should be placed under Column A or B.

Personnel: Include personnel costs *of regular part-time and full-time employees of your organization*, if you are proposing the costs will be covered by the grant. Personnel costs will be considered "administrative" costs, unless the personnel is directly involved in the provision of the grant-related services. Information about providing a value for volunteer labor should be included under "Application Contribution Sources" below

Contracted services: Include items for which your organization must contract or pay another entity. Examples include architectural and engineering services, construction contractors, caterers, coaches, umpires, photographers.

Related Equipment: Include major items, e.g., athletic equipment, musical instruments, building materials, etc.

Related Supplies: Include incidental materials and small non-durable goods, e.g. office supplies directly related to the project, small recreational supplies, and arts and crafts materials.

Space Rental: Include fees to rent space for your program.

Transportation: Indicate expenses directly related to the project that occurs within Miami-Dade County. *Travel costs outside of Miami-Dade County are not chargeable to the grant.*

Other: Itemize any other costs which do not fit into the above categories.

Applicant Contribution Sources: In column "B", *itemize the* ***financial resources or in-kind services which directly relate to the grant project that your organization will contribute from other sources outside of current or previous grant funding.*** A one-to-one match is not required. Proposers will be held accountable for providing the contribution if the grant funding is approved for the project. *Be realistic and do not inflate your estimates!*

In-kind services/contributions may include volunteer labor/time (calculated at *$6.30 per hour*, or the market wage rate for professional/technical services donated to the grant-related project; and non-cash donations, e.g., donated uniforms, and donated electrician services).

Cash contributions are actual funds (e.g., a donation; another grant; applicant's own funds, etc.) to be provided towards the grant project. Be realistic and specific when you compose your "Detailed Budget Justification" attachment as to *exactly how you calculated the in-kind and cash contributions.*

Secured: Place an "x" in Column C, "Is Contribution Secured", next to the appropriate line item from Column B, ***if*** your organization has committed its own funding; has *already* obtained an actual donation, another grant or any firm dollar commitment that clearly relates to the grant project; or you are *sure* that you will receive the contribution, whether it's cash or in-kind. Provide an explanation on the "Detailed Budget Justification" Attachment #9 for ALL contributions, secured or not, i.e., the funding source, whether or not the contribution is secured and if not secured, describe the method for obtaining the contribution. *In-kind and cash contributions which are necessary for completion of Park Capital Improvement projects,* ***must*** *be* ***"Secured"*** *at the time of the application submission.*

For Park Capital Improvements Projects only:

Proposers are advised that capital projects may include additional expenses beyond the actual purchase or improvement, including but not limited to: compliance with the American with Disabilities Act requirements (ADA); site survey costs; costs to upgrade electrical if necessary; special testing, e.g., soil borings; architectural and engineering plans; shipping, unloading and installation costs, etc. If these kinds of costs are necessary, then they must be incorporated into the proposal Budget. The Pre-submission review by Department staff can help to identify the kinds of items over and above the obvious project expenses which are required to properly complete the project. If any of these expenditures are required, proposers may choose to pay for them through cash or in-kind contributions (see below), but this information must be stated in Section H, Budget Information, page 8 of the Application.

kind contributions (see below), but this information must be stated in Section H, Budget Information, page 8 of the Application.

Contingency: In the *Park Capital Improvements* category *only,* you should budget 10% of total project costs as a **part of the grant funding requested** to cover unforeseen costs, e.g., permits; in-house Department charges for consulting, design; inspection, etc.

REQUIRED ATTACHMENTS FOR ALL APPLICATIONS

Applications must include the following Attachments, as appropriate, or the Application may be deemed non-responsive and may not be considered for a grant award.

1. IRS Letter of Tax Exempt Status or other IRS document, which clearly states tax exemption for your organization; document **MUST** be submitted regardless of past submissions in a grant process.

2. Certification that the Agency is *currently* listed as a corporation under Florida law. Proposer may use www.sunbiz.org to obtain the necessary information.)

3. Organization's *total* budget for the proposer's current year

4. Copy of the most recent audit or financial statement (if available)

5. Names and addresses of Board of Directors

6. List of paid principal staff and positions (if applicable)

7. Copy of resolution or board meeting minutes, with appropriate attesting signatures, showing the proposer organization's support of the grant application.

8. Lobbyist Registration Affidavit (provided at the end of the application.)

   The Request for Park Programming and Capital Improvements does not require a presentation from a proposer/applicant; however, there may be unforeseen circumstances where the County may require a formal presentation. Proposers are advised that in accordance with Section 2-11.1(s) of the Code of Miami-Dade County, the attached LOBBYIST REGISTRATION FOR ORAL PRESENTATION affidavit must be completed, notarized and included with your proposal submission. Lobbyists (anyone who serves as representative/advocate of the proposal and may speak to it) specifically include the principal, as well as any agent or officer (including volunteers), or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of involvement of such agent, officer or employee. A blank affidavit, for completion, is included with the application.

   Individuals *substituted* for or added to the presentation team after submittal of the application and attachments, MUST register with the Clerk of the Board and pay all applicable fees.

   Additionally, proposers who wish to address the County Commission, a County Board or Committee concerning any actions or the decisions for recommendation of County personnel regarding this request for proposal must register with the Clerk of the Board (Form BCCFORM2.DOC) and pay all applicable fees.

9. "Detailed Budget Justification" - see page 5. (This information is *additional* to Section "H. BUDGET INFORMATION" of the Application.)

10. Extended answers to questions (if applicable)

11. Attachment #11 "Management Approval" Form – (Blank form is provided at the end of the Application.)

    If the project will occur on Miami-Dade County–owned park property, the applicant must use the Form to **first** obtain written approval of the project (including use of the facility at specific times) from the facility's primary Park Manager, and then submit the Form to the appropriate Management staff as shown in the list titled, "Miami-Dade County Park and Recreation Region and Division Management Staff" as provided at the end of the Application here. At certain park facilities, the "facility manager" and the "Management staff" are one and the same person, e.g., Metrozoo and the Charles Deering Estate Facilities.

If the project will involve use of ***non-****Miami-Dade County-owned park property*, other public property, or a privately-owned facility if utilized for a program for persons with disabilities, you must use the Attachment #11 Form to obtain permission and approval from the appropriate authority for the project, and to use the facility for a specific date and time. The non-County facility staff must determine who the signatory authority for the program and use of the facility is.

It is the proposer's responsibility to make sure the form is fully completed and to include it with the Application. All proposers are strongly encouraged to hand-deliver and pick up the Attachment #11 Forms from the approving authorities. The applicant is required to submit the form to the appropriate office/person by the deadline of Wednesday, July 9, 2008, 5:00 P.M. to provide staff with enough time to complete and return the form to the applicant for inclusion with the grant application. If the appropriate staff does not sign the Form in enough time for the applicant to include the document in the submission package, the applicant should substitute a written notation in the submission package stating when and to whom the form was delivered. The Applicant should include dates and times of the attempts to retrieve the completed form.

12. One (1) organization pamphlet/brochure describing organization (if available, but not required.) Do not include newspaper, other publicity-related articles or material, annual reports, letters of recommendation, etc. This kind of material will not be forwarded to the Selection Committees.

13. "Acknowledgment of Addenda", if applicable. (Addenda are mailed to potential applicants when County staff is required to make substantive corrections or additions to the RFP document. The "Acknowledgement" form will also be mailed, with the Addendum, to potential applicants for completion.)

14. ***Required for Park Capital Improvements*** *only:* At a minimum, include a simple drawing (may be hand-drawn) of identified park area marked, where the improvement(s) will be made; and adjacent buildings; or in the case of a major purchase (e.g., maintenance equipment), you should indicate specific areas that will benefit from the purchase. Indicate correct placement and names of adjacent streets to the park area and give the directional orientation.

15. ***Required For Park Capital Improvements*** *only*: The copy of the RFP Contact Person's response to the pre-submission request review

You must give a reason for excluding any of the required Attachments, 1-15.

APPLICATION SUBMISSION PACKAGE REQUIREMENTS

Submission deadline: Monday, July 21, 2008, time/date-stamped by the Clerk of the Board of County Commissioners, no later than 1:00 p.m.

LOCATION

Miami-Dade County
Clerk of the Board of County Commissioners
Stephen P. Clark Center
17th Floor, Room 202
111 N.W. 1st Street
Miami, Florida 33128

PACKAGE IDENTIFICATION

The application package must be submitted as follows:

In a sealed envelope or container, submit one (1) paper-clipped or clamped **original** application, with all required Attachments 1–15, each marked by a numbered tab; and six (6) stapled **copies** of the application including only required Attachments 3-15, each marked by a numbered tab. Use only staples for binding purposes, *(no folders, binders, report covers, etc)*. Use a separate sealed envelope or container **for each additional original application and the copies** that you are submitting under this RFP process.

The outside of the envelope or container must include the information in the order and placement as shown below:

Proposer Organization Name
Address
Phone Number

Miami-Dade County
Clerk of the Board of County
Commissioners
Stephen P. Clerk Center
17th Floor, Room 202
111 N.W. 1st Street
Miami, Florida 33128

Park Programming and Capital Improvements
July 21, 2008

Hand-carried applications may be delivered **ONLY** to the above address from Monday through Friday between the hours of 8:00 A.M. and 4:30 P.M. (by 1:00 P.M. per the Clerk of the Board's date/time stamp on the due date of July 21, 2008) excluding holidays observed by the County.

All proposers which use commercial delivery services for delivering the application submission are solely responsible for informing the services of the RFP delivery requirements and for ensuring that the required address information appears on the envelope or outer wrapper of the container as shown above.

Modifications to applications are allowed by the Submission date and time noted above; however, the envelope or container must be addressed as shown with the original and correct number of copies and an enclosed note to indicate the placement of the modification within the Application.

All Applications and modifications shall be accepted **ONLY** at the above location **and must be delivered at the above address, and date/time stamped by the Clerk's Office *no later than 1:00 P.M. on Monday, July 21, 2008.*** Proposers are *solely* responsible for assuring that all application and modification submissions are delivered to the correct address by the deadline stated above.

THE SUBMISSION LOCATION AND DEADLINE ARE FIRM!

All expenses involved with the preparation and submission of applications to the County, or any work performed in connection therewith shall be borne by the proposers. No payment will be made for any applications/modifications received, or for any other effort required of or made by the proposers prior to commencement of work as defined by a contract approved by the Board of County Commissioners or its designee.

REVIEW/EVALUATION/RECOMMENDATION PROCESS

Staff will initially review all applications to determine if the application is *responsive* to the submission requirements outlined in the RFP. A responsive application is one that follows the requirements of the RFP; includes all documentation; is submitted in the format outlined in the RFP; is of timely submission; and has the appropriate signatures as required on each document. Failure to comply with any of these requirements may deem an application non-responsive.

Following the initial staff review, the applications will be forwarded to a *Selection Committee*, one (1) for each of the two (2) Categories of this RFP. The Committees will be comprised of staff members of the Park and Recreation Department and/or other County departments and agencies. Each Selection Committee will hold a *public meeting* to review and score the applications for qualitative and technical merit according to the criteria determined for each category as described on the following pages.

The *public meetings* will be noticed in the County's *News and Events Calendar*, and is available at www.miamidade.gov/comm/. After accessing the site, click on "Calendar" in the first box on the left. It is the responsibility of the proposers to review the Calendar for the meeting dates to be scheduled for late July to mid-August, 2008. The Calendar is updated daily. All County public libraries have computers with Internet access through which you can view the Calendar. Also, the CBO Contact Person will send a courtesy written notice to all applicants either by email or the regular U.S. Mail.

PROPOSERS/APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND THE APPROPRIATE PUBLIC MEETING!

Although proposer representatives are not allowed to make presentations at the public meetings, the *Selection Committee members or staff may request information from the representatives*. Committee members/staff often have questions that can only be answered by the proposer's representative(s). A proposer should be aware that if Committee members/staff request information regarding a particular application and the proposer has no representative present at the meeting to respond, the lack of information may affect scoring results.

At each of the two funding categories meetings, the final scores for all applications will be tallied, averaged and ranked. The committees then make their funding recommendations and approval. The recommendations will be forwarded to the Board of County Commissioners. The awards shall be made to the proposers whose proposals shall be deemed by the Board of County Commissioners (BCC) to be in the best interest of the County, after they have considered the Selection Committees' recommendations. The Board may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; reject any and/or all recommendations; re-advertise this RFP; adjust the amount of funding available under this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP. The Board has the authority to approve and conduct a new RFP process. The Board's decision of whether or not to make the awards and which proposals are in the best interest of the County shall be final. All proposers will be notified of the final decisions of the Board of County Commissioners.

PARK PROGRAMMING

Park Programming applications will be evaluated and applicants selected on the basis of the following twelve (12) criteria, numbered 1-12, each weighted as indicated below.

	EVALUATION CRITERIA	***MAXIMUM ASSIGNED POINTS***
1)	*Project provides an emphasis of participatory involvement by youth in sports, culture, arts and crafts, environmental, scientific or other recreation-related programming; or participatory involvement in any of the above activities by persons with disabilities of any age.*	*18*
2)	*Project activity and location is open to the public in a public park or on a property operated by a public park system; or if the project exclusively serves the disabled, the project location, if not a park, accepts the public.*	*12*
3)	*Project, as described in the application, is approved for the proposed location as shown by Attachment #11 Form, regardless of the location being County-owned or not.*	*12*
4)	*Applicant demonstrates the ability to successfully conduct the grant project by having directed or taken a major organizational role in participatory recreational, sports, cultural, environmental or other related activities with youth (or with persons with mental or physical disabilities, if project is to specifically serve this population).*	*10*
5)	*Applicant exhibits the ability to successfully administer the project as demonstrated by: (a) following the directions and properly completing this RFP; (b) performance under any agreement administered by the Park and Recreation Department; or (c) any of the applicant's current or past activities at parks.*	*8*
6)	*No funds will be used for any administrative costs. All funds requested by the applicant will be used for the direct support of participatory activities, (including personnel to provide direct instruction; coaching; umpiring.)*	*7*
7)	*Applicant provides realistic project cost estimates in section H "Budget Information" on page 8 of the Application and the requested budget detail, per the RFP Instructions, on the "Detailed Budget Justification", Attachment 9.*	*7*
8)	*Proposed project provides a cost-effective service as measured by the ratio of estimated unduplicated participants served, to the funds requested.*	*6*
9)	*Applicant's grant activities will serve an economically disadvantaged population.*	*5*
10)	*Program activities will exclusively serve persons with disabilities, are open to the public, and do not discriminate based on age, gender, race, religion, or ethnicity.*	*5*
11)	*Applicant commits a realistic contribution (cash or in-kind) to the project, a percentage of which is currently secured.*	*5*
12)	*Applicant is primarily a volunteer organization, with no full-time or part-time employees, but may have contracted employees.*	*5*
	TOTAL	*100*

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PARK CAPITAL IMPROVEMENTS

Park Capital Improvement applications will be evaluated and applicants selected, on the basis of the following nine (9) criteria, numbered 1-9, each weighted as indicated hereinafter.

	EVALUATION CRITERIA	***MAXIMUM ASSIGNED POINTS***
1)	*Applicant has included Attachment #15, which is the pre-submission review response from the RFP Contact Person; and the described project and budget in the full Application are consistent with the approvals and comments of the RFP Contact Person based on "Pre-Submission Requirements for Park Capital Improvements Applicants" (page 3 of the RFP Instructions).*	*20*
2)	*Project, as described in the application, is approved for the proposed location by the appropriate authorities on the Attachment #11 Form.*	*15*
3)	*Applicant provides realistic and comprehensive project cost estimates on the "Budget Information" page of the Application (Page 8) and sufficient budget detail on the "Detailed Budget Justification", Attachment #9.*	*12*
4)	*Applicant exhibits the ability to successfully administer the project as demonstrated by: (a) following the directions and properly completing this RFP; (b) performance under any agreement administered by the Park and Recreation Department; or (c) any of the applicant's current or past activities at a park or park-related program.*	*12*
5)	*Applicant provides a reasonable timetable and appropriate details for completion of the project.*	*11*
6)	*Applicant has a realistic, "secured" contribution (in-kind and cash) committed to the project and if applicable, has sufficient, secured needed funding for project costs beyond grant funding.*	*10*
7)	*All funds requested by the applicant will be used for direct project costs, i.e., no administrative or support staff expense reimbursement is requested.*	*10*
8)	*Applicant will provide the improvement in a park facility which is located in an economically disadvantaged area.*	*5*
9)	*Applicant is primarily a volunteer organization (may have contracted employees), with no full-time or part-time employees.*	*5*
	TOTAL	*100*

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GENERAL GRANT AWARD PROVISIONS

ACCOUNTS CURRENT

All accounts with the Department(s) must be current before the grant contract may be executed, i.e., all outstanding bills, invoices, fees owed, etc. must be paid and documentation submitted to the County department administering the grant, before a grantee may have access to the grant funding awarded under this RFP.

CONTRACT PROCESS AND TERM

Grantees (awarded applicants) will be required to complete certain contract documents. They will be required to submit all documents necessary for contract development (i.e., budget, scope of service, affidavits, and Certificate of Insurance) at the time the contract is submitted for execution. *All restrictions expressed in the RFP with regard to how the awarded funding may be spent, remain in effect for the duration of the grant period, regardless of whether or not those restrictions are expressed in the contract document.*

Successful proposers will not have access to awarded funds until after the execution of a grant agreement (contract) with the County. *Therefore, the proposer must have funds available to initiate or continue the project before actual receipt of grant funds.* The contract period for all grants awarded through this RFP must fall within the Miami-Dade County Fiscal Year 2008-2009, which begins October 1, 2008 and ends on September 30, 2009 or as otherwise stipulated in the negotiated agreement. Project expenses incurred before October 1, 2008 are not reimbursable.

INDEMNIFICATION

CBOs awarded funding by the BCC shall be required to indemnify and save the County harmless from any and all claims, liability, losses, and causes of action, which may arise out of the fulfillment of the ensuing contract. The successful Proposers shall pay all claims and losses of any nature, whatever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs of judgments which may issue there from, except for those caused by the sole negligence of County employees or officers.

INSURANCE

Although insurance requirements may be adjusted prior to the contract signature and execution, the successful Proposer(s) shall furnish to Miami-Dade County, c/o Risk Management Division, 111 N.W. 1st Street, Suite 2340, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Public Liability Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less that $300,000* combined single limit per occurrence for bodily injury and property damage.

Note: For organizations supplying vans or mini-buses with seating capacities of 15 passengers or more, the limit of liability required for Auto Liability is $500,000.

All insurance policies required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the provider.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County's Risk Management Division.

Jersey, or its equivalent, subject to the approval of the County's Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder. All insurance requirements are subject to review, revision and approval by the County's Risk Management Division.

BUSINESS ENTITY REGISTRATION

To be recommended for award the County requires that vendors complete a Miami-Dade County Business Entity Registration Application with all required disclosure affidavits. The Miami-Dade County Business Entity Registration Application must be returned to the Department of Procurement Management (DPM), Purchasing Division within fourteen (14) days of notification of the intent to recommend for award. In the event the Miami-Dade County Business Entity Registration Application is not properly completed and returned within the specified time, the County may award to the next ranked applicant. The recommended applicant is responsible for obtaining the Miami-Dade County Business Entity Registration Application and all affidavits by downloading from Department of Procurement Management's website at http://miamidade.gov and click on "Business" or from the Vendor Assistance Unit at 111 N.W. 1st Street, Miami, FL. In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. Disclosure of Employment – pursuant to Section 2-8.1(d) of the County Code.
2. Disclosure of Ownership Affidavit – pursuant to Section 2-8.1(d) of the County Code.
3. Drug-Free Affidavit – pursuant to Section 2-8.1.2(b) of the County Code.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.).
6. Americans with Disabilities Act (A.D.A.) Affidavit – It is the policy of the County to comply with all requirements of County Resolution R182-00 and the A.D.A.
7. Collection of Fees, Taxes and Parking Tickets Affidavit – pursuant to Section 2-8.1 (c) of the County Code.
8. Conflict of Interest and Code of Ethics – pursuant to Sections 2-8.1(i) and 2-11.1(b) (1) through (6) and (9) of the County Code and County Ordinance No. 00-1 amending Section 2-11.1(c) of the County Code.
9. Code of Business Ethics – pursuant to Section 2-8.1(i) of the County Code.
10. Debarment Disclosure Affidavit – pursuant to County Code 10-38.
11. Office of the Inspector General Pursuant to Section 2-1076 of the County Code.
12. Minority and Disadvantaged Business Enterprises. The County endeavors to obtain the participation of all minority and disadvantaged business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
13. Individuals and Entities Doing Business with the County not current in their obligations to the County – pursuant to Sections 2-8.1 (h) and 2-11.1(b)(8) of the County Code.
14. *Nondiscrimination pursuant to RFP 2-8.1.5 of the County Code.*
15. *Family Leave - Pursuant to Section 11A-30 of the County Code.*
16. *Living Wage – Pursuant to Section 2-8.9 of the County Code.*
17. *Domestic Leave – Pursuant to Section 11A-60 of the County Code.*
18. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all antitrust Laws of the United States and the State of Florida.

With the certain enumerated exceptions, Section 2-11.1 (d) of Miami-Dade County Code as amended prohibits any County employee or any member of the employee's immediate family from entering into any contract or transacting any business through a firm, corporation partnership or business entity in which the employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County. To qualify for an exception under Section 2-11.1 (d), a County Employee, or any member of the employee's immediate family, must request a conflict of interest opinion from the County's Commissions on Ethics prior to submittal of a bid, proposal or application of any type to enter into a contract with the County. Any contract, agreement or business engagement entered in violation of

this subsection, shall render the transaction voidable. For additional information, please refer to Section 2-11.1 Miami-Dade County as amended and/or contact the Miami-Dade County Commission on Ethics and Public Trust at (305) 579-2594.

The County will provide grantees with all necessary affidavit forms at the time of contract issuance.

AUDIT AND INSPECTION OF RECORDS

Grantee agrees that the County, or its duly authorized representatives, shall, for the purposes of audit and examination, be permitted to inspect all work materials, payrolls, and other data and records with regard to this contract, and to audit the books, records and accounts with regard to this contract. Further, the grantee agrees to maintain these records for at least five (5) years after the County makes final payment.

NDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEW

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this application process, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected applicant shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this application process or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the applicant's cost/price for this application process be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the applicant, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected applicant in connection with this application process or any contract issued as a result of this application process. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected applicant or third party.

MIAMI-DADE COUNTY INSPECTOR GENERAL REVIEW

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below. The cost of the audit of any Contract issued as a result of this application process shall be one quarter (1/4) of one (1) percent of the total contract amount which cost shall be included in the total proposed amount. The audit cost will be deducted by the County from progress payments to the selected applicant. The audit cost shall also be included in all change orders and all contract renewals and extensions.
Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (I) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under $1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; (m) federal, state and local government-funded grants; (n) Interlocal agreements; and (o) grant agreements granting not-for-profit organizations Building Better Communities General Obligation Bond Program funds. ***Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter (1/4) of one percent in any exempted contract at the time of award.***
Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above.

ASSIGNMENT

Grantees shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest herein, or its power to execute such contract to any person, company, or corporation without the prior written consent of the County. Consent of the County does not confer upon the subcontractor any direct right of action against the County, or action against the County through the grantee, or involve the County in any expense.

PUBLIC ENTITY CRIMES

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response for a contract to provide any goods or services to a public entity; may not submit a response on a contract with a public entity for the construction or repair of a public building or public work; may not submit responses on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO **$25,000** for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

CRIMINAL CONVICTION

Pursuant to Miami-Dade County Ordinance No. 94-34, "Any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with or receiving funding from the County." Accordingly, Criminal Record Affidavit forms are available upon request at Department of Procurement Management/Vendor Assistance Unit at (305) 375-5773 for those individuals or firms requesting to disclose this information only.

SHANNON MELENDI ACT

Pursuant to Ordinance No. 08-07, codified in Article III of Chapter 26 of the Miami-Dade County Code and referred to as the "Shannon Melendi Act", Community Based Organizations ("CBO") will be required to conduct nationwide criminal background checks on all employees and volunteers whose duties with the CBO will require physical presence on park property owned or operated by Miami-Dade County. The Shannon Melendi Act also requires the background check on any prospective CBO employee or volunteer and persons with certain convictions are prohibited from working or volunteering on park property owned or operated by the County. A CBO that is awarded funding by the BCC for programming or capital improvements on park property owned or operated by the County will need to comply with the above, and all other, provisions of the Shannon Melendi Act and will be subject to the penalties associated therewith.

TERMINATION FOR CONVENIENCE

The County may at any time, at its sole discretion, without cause, terminate any contract with a grantee for its convenience by written notice to the grantee. The County will calculate the outstanding payments due the grantee, irrespective of the manner in which payments are to be made under the contract. If, after such calculations have been performed, the sum owed the grantee is less than amounts paid under the contract, the County will notify the grantee of the amount owed to the County, which must immediately be remitted to the County.

TERMINATION FOR CAUSE

A Grantee will be in default under the contract if it commits a breach of the contract deemed material by the County. Where such a default occurs, the County may terminate the contract and suspend the grantee for a period of one year.

PERIOD FOR CLAIM OF GRANT

In the event a grantee, which has been awarded funds under this RFP process in either the *Park Programming Category*, fails to submit a completed and signed contract to the designated County office for the disbursement of the grant by *January 31, 2009* and in the Park Capital Improvements category, fails to submit a completed and signed contract to the designated County office for the disbursement of the grant by *March 31, 2009*, the County may, in its sole discretion, forfeit the award to the grantee, upon written notice and at least a thirty (30) day cure period, which will expire on March 2, 2009 for the Park Programming Category and on April 30, 2009 for Park Capital Improvement grants. The grantee will have no further claim to the grant funds.

Additionally, it is understood that delays may occur in the execution of Park Capital Improvement projects, which may prohibit a project from being completed within FY 2008-2009. **Park Capital Improvements grantees must make every effort to complete their projects between October 1, 2008 and September 30, 2009. If, however, a project is not completed, including all required approvals and inspections by September 30, 2010, (two years from the date the grant became effective) the County may, at its sole discretion, forfeit the award to the grantee upon written notice and at least a thirty (30) day cure period.**

TERMS OF PAYMENT/REIMBURSEMENT

After the Contract is signed by the grantee and then executed by the County Manager, the County agrees to reimburse the grantee for services rendered under this Contract, based on a line item budget. The grantee agrees to submit payment requests to the appropriate Department accompanied by such documentation as requested by the Department. The County attempts to make reimbursements in a timely manner. It is anticipated that the grantee will be reimbursed within a four (4) week period from the receipt of a correct and accurate reimbursement request; however, it is the responsibility of the grantee to maintain sufficient cash flow pending receipt of reimbursement.

End of Instructions

EXHIBIT II

(Application)

MIAMI-DADE COUNTY

FY 2008-2009

REQUEST FOR PROPOSALS
for
PARK PROGRAMMING AND CAPITAL IMPROVEMENTS COMMUNITY-BASED ORGANIZATIONS

APPLICATION

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MIAMI-DADE COUNTY
REQUEST FOR PROPOSALS FROM COMMUNITY-BASED ORGANIZATIONS FOR PARK PROGRAMMING AND CAPITAL IMPROVEMENTS

FY 2008-2009 GRANT APPLICATION

A. ORGANIZATION INFORMATION

Organization Legal Name:		**Mailing Street Address:**
City, State, Zip:	**Phone:**	**Fax:**
Year of Incorporation:	**State of Incorporation:**	**Federal Employee Identification Number:**

# of Full-time Paid Staff (non-contractual)		**Do volunteers regularly assist with the organization activities and services?**	**Yes:** **No:**
# of Part-Time Paid Staff (non-contractual)		**Is your organization primarily composed of volunteers? (except for some seasonal or contractual paid workers)**	**Yes:** **No:**

B. CONTACT INFORMATION

Applicant Contact Name *(Person who can answer questions about application information and receives mail)*		**Title:**
Mailing Street Address or P.O. Box:	**City, State, Zip:**	
Phone:	**Fax:**	**E-mail:**

C. PROJECT INFORMATION

Project Category *(Select one category by placing an "x" to the left of the category.)*

	A. Park Programming		B. Park Capital Improvements
(Based on application information, County reserves the right to determine a different project category.)			
Amount of Funds Requested: *(Use "Grant Request Sub-Total" amount in "Budget Information" section, Pg. 8.)*			$
Grant Project Synopsis *(Begin with the words: "Funds are requested to support…". Provide a brief and clear summary of how the grant funding will be used in a few short sentences. No details, abbreviations, or costs, please!*			

Project Location Name	Full Address	Owner (i.e., Miami-Dade County or Municipality name or other name.)	Owner's Representative's Name & Phone No.

Use codes below to indicate in the boxes to the right, the municipalities/areas that the project will serve.						

01 Aventura
02 Bal Harbour
03 Bay Harbor Island
04 Biscayne Park
05 Coral Gables
06 Countywide
07 Doral
08 El Portal
09 Florida City
10 Golden Beach
11 Hialeah
12 Hialeah Gardens
13 Homestead
14 Indian Creek Village
15 Islandia
16 Key Biscayne
17 Medley
18 Miami
19 Miami Beach
20 Miami Gardens
21 Miami Lakes
22 Miami Shores
23 Miami Springs
24 North Bay Village
25 North Miami
26 North Miami Beach
27 Opa-Locka
28 Palmetto Bay
29 Pinecrest
30 South Miami
31 Sunny Isles
32 Surfside
33 Sweetwater
35 Unincorporated
36 Virginia Gardens
37 West Miami
38 Doral
39 Cutler Bay

Place an "x" in the box of the County Commission District(s) in which your grant project will occur or serve:												
1	2	3	4	5	6	7	8	9	10	11	12	13

D. QUESTIONS FOR ALL APPLICANTS IN BOTH CATEGORIES:

Is your organization applying for this grant as a sponsor for another organization that will actually be performing the project? **Yes** _____ **No** _____

If yes, complete the information below about the organization you are sponsoring:

Organization:	Name:
Address:	Phone #

Briefly describe your organization's *general purpose and activities*; however, if your organization is serving as a sponsor to another non-profit organization (that is not incorporated nor has Federal tax-exempt status) that will do the project, you must instead provide its name, general purpose and activities. The organization responsible for carrying out the grant-related project, may attach one (1) copy of an existing pamphlet, brochure, handout, etc., providing information about the purpose and activities Instead of completing the information below. (This is not a required attachment nor will extra points be given if there is an attachment.)

29

List financial liabilities for or pending legal action against your organization and how the matters will be settled:

Why does your organization need the requested funding for the grant project as described on Pg. 1 of this application? ***Give all reasons.***

Will your grant-funded project serve an economically-disadvantaged population? **Yes ____ No ____**
If yes, give specific and quantitative information, if available, to support your answer.

****

E. QUESTIONS FOR PARK PROGRAMMING APPLICANTS ONLY

Describe the project for which you are requesting grant funding support. If the proposal is part of a larger project, describe the entire project and *specify* the elements, which will be supported by grant funding. Provide quantifiable goals. DO NOT INCLUDE THE COST ELEMENTS OF THE PROPOSAL, THE SCHEDULE OF ACTIVITIES/PURCHASES; NOR THE NAMES OF THE COMPANIES, VENDORS, CONTRACTORS, ETC. FROM WHICH YOU WILL OBTAIN SERVICES OR MAKE PURCHASES.

Estimated total number of *unduplicated* participants who will directly benefit from grant funding *(e.g., if your organization is planning to purchase baseball uniforms for 25 participants with the grant funds, and 25 football uniforms for the same participants, then the grant benefits 25 participants):*

Does your organization plan to use the grant funding for activities/purchases/projects currently funded?

Yes_____ No _____ If Yes, explain below why you need the grant funding.

Will the participants who benefit from the grant funding be required to pay fees? Yes _____ No _____
Yes, explain the specific purpose of the fees and the reason the fees cannot be used to fund the grant project.

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Describe your organization's experience and length of time in directing participatory recreational, sports, cultural, environmental and/or related activities for youth; and if applicable, your experience and length of time in directing participatory recreational activities with persons with disabilities.

Does your proposal for funding *exclusively* serve persons with disabilities?

Yes ____ **No** ____

Does this project duplicate an existing project in the Miami-Dade County area? If Yes, where is the current project offered? Justify the need for your project.

Yes ____ **No** ____

Provide a realistic project completion schedule as it relates to the expenditures of the grant-funded activities/purchases. ***(Grant-related activities and expenditures may begin October 1, 2008; however, the grant agreement will not be executed by October 1, 2008 and therefore, you will not have immediate access to the funding for reimbursement or advances.)***

Action(s)	Date(s) Scheduled

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F. QUESTIONS FOR PARK CAPITAL IMPROVEMENTS APPLICANTS ONLY

Specifically describe proposed project for which the grant funding is being requested. Specify which portions of the project will be paid for using grant funding. (*Do not provide costs, the contractor names, or schedules.*)

Will the capital improvement project you have described in this application be affected (through scheduling, delays, finances, planning) by work the Park and Recreation Department is already doing or planning to do?

Yes _____ No _____ If Yes, explain in detail below.

Do you currently have formal designs/plans that have been *completed* by a registered architect, engineer or other qualified professional, if the proposed improvements involve those requirements? Yes _____ No _____

If Yes, complete the information below:

Company Name:
Address:
Contact Person:
Phone:

If applicable, have the cost estimates in the Budget been prepared by a registered architect, engineer, other professional or appropriate supplier of the intended purchases?

Yes _____ No _____

If Yes, state below the following information on the professional provider(s).

Name of company and/or individual:	**Address:**	**Title:**
Name of company and/or individual:	**Address:**	**Title:**
Name of company and/or individual:	**Address:**	**Title:**

Name the specific groups and/or individuals who will receive *direct* benefit from the capital improvements/purchases? Of those named, which is/are the primary group(s) and/or individual(s)?

THIS SECTION INTENTIONALLY LEFT BLANK

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Are other funds required to complete the described overall project, in addition to the grant request?
Yes _____ No _____

(If Yes, describe where you will obtain the additional funding sources in the "Detailed Budget Justification"? Attachment #9.)

If your organization is not awarded the full amount of requested funding, how will that affect the scope of the grant project? Can your organization still accomplish the project or will you reduce the scope? Please be as specific as possible in your answer.

Provide a project completion schedule. ***(Grant-related activities and expenditures may begin October 1, 2008; however, the grant agreement will not be executed by October 1, 2008 and therefore, you will not have immediate access to the funding for advances/reimbursement.) Be realistic and specific!***

Action(s)	Date(s) Scheduled

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H. BUDGET INFORMATION: (Cost categories described in budget should be consistent with the Project Description.)

Review the Budget Instructions on Pgs. 7 & 8 of the RFP instructions before completing this Section.

PROJECT COST CATEGORIES (List budget line items under categories below; use additional paper, if necessary.) The categories may be adjusted, deleted or other categories added.	A. GRANT FUNDING REQUEST	B. APPLICANT CONTRIBUTION [Indicate if "Cash" or "In-kind services" (IKS) before $ amount.]	IS CONTRIBUTION SECURED? If yes, put an "x" in this column by the "secured" line item.)
Personnel (Full-time, Part-time Position Type):			
	$	$	
	$	$	
Contracted Services (including contracted personnel):			
	$	$	
	$	$	
	$	$	
Project Equipment:			
	$	$	
	$	$	
	$	$	
	$	$	
Project-Related Supplies:			
	$	$	
	$	$	
	$	$	
	$	$	
Space Rental:			
	$	$	
	$	$	
Local Transportation: *(e.g., gas costs, rental)*			
	$	$	
	$	$	
Contingency: *(10% for capital projects)*	$	*Not Allowed*	*Not Allowed*
Other:			
	$	$	
	$	$	
SUB-TOTAL A = (Grant Request)	$	$	**SUB-TOTAL B = (CBO Contribution)**

TOTAL PROJECT COSTS ***(SUB-TOTALS A + B)***

$_____

If you receive grant funding through this process, will it be used as a match or leverage to secure other funding sources for the project? Yes _____ No _____ If Yes, give details.

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I. ATTACHMENTS

In a sealed envelope or container, submit one (1) paper-clipped or clamped original application, with all required tabbed and numbered Attachments 1–15, (if applicable); and six (6) stapled copies of the application including only tabbed and numbered Attachments 3-15 (if applicable.) Use only staples for binding purposes, (without folders, binders, report covers, etc.) If you are submitting applications for both Categories, use separate, sealed envelopes for each Category .

All ATTACHMENTS should be submitted in the following order:

Verify with an "x" by the name of the items you have attached to the *original* application.

- ☐ **1. IRS Letter of Tax Exempt Status or other IRS document, which clearly states *federal* tax exemption for your organization; information MUST be submitted regardless of past submissions in a grant process**
- ☐ **2. Certification that the Agency is in *current* good standing as a corporation under Florida law**
- ☐ **3. Organization's total budget for the current year**
- ☐ **4. Copy of most recent audit or financial statement (if available)**
- ☐ **5. Names and addresses of Board of Directors**
- ☐ **6. List of *paid* principal staff and positions (if applicable and even if not involved in the project)**
- ☐ **7. Copy of resolution or board meeting minutes, with appropriate signatures, indicating organization's support of project application**
- ☐ **8. Lobbyist Registration Affidavit (Use form provided.)**
- ☐ **9. Detailed project budget justification (supporting Section H. "Budget Information")**
- ☐ **10. Extended answers to questions (if applicable)**
- ☐ **11. Management Approval Form (using form provided) to be completed only with applications in the Park Programming and Park Capital Improvements Categories (see RFP Instructions, page 9)**
- ☐ **12. Pamphlet/brochure describing organization (if applicable)**
- ☐ **13. "Acknowledgment of Addenda" form (if applicable, the addendum form will be sent to proposer.)**

For Park Capital Improvements Only

- ☐ **14. Simple drawing (hand-drawn at a minimum) of park, with adjacent streets identified, and showing location of proposed improvements or where capital purchase(s) will be used**
- ☐ **15. The written response from Patricia Eraso, "Request for Verification of Conditions, and Technical Review for Capital Improvements Projects"**

If you are excluding any of the above items, give an explanation in the box below:

THIS SECTION INTENTIONALLY LEFT BLANK

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ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

ONLY CHAIRPERSON, PRESIDENT (OR EQUIVALENT) OR AUTHORIZED EXECUTIVE DIRECTOR SHALL BE A SIGNATORY. ***(No County employee shall be a signatory on behalf of an organization requesting funds from the County.)***

(SEAL)

FY 2007-2008 Application for Park Programming and Capital Improvements Community-Based Organizations

Authorizing Signature:	**Title:**
Typed or printed name:	**Name of Organization:**

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Attachment # 11 Form - Management Approval

Ref: FY 2008-2009 RFP CBO Application for Park Programming and Improvements Categories

To Applicant/Proposer: provide an exact description (use a computer or typewriter) of your proposed project/activity and the location. If you are applying for a Park Programming grant, state specific dates and times; if you are proposing a Capital Improvements grant, give the approximate beginning and end dates.

Applicant/Proposer:	Contact Name
Address:	Tel. No.

If the location is owned or leased by the Miami-Dade County Park and Recreation Department, please obtain signed approvals from the facility or park manager and then the Region Manager, or appropriate Division Chief.

I, (print name and sign) _____, the primary park or facility manager, approve of the above-described project. The applicant/proposer may take this form to the next level of the Region Manager or Division Chief for approval.

I, (print name and sign) _____, Region Manager

or Division Chief over (print name of jurisdiction) _____

Approve or Approve with Restrictions _____

_____

or disapprove for the following reason(s): _____

_____

If the location is not under the jurisdiction of the Miami-Dade County Park and Recreation Department, please obtain the approval for use of the property by the appropriate authority for the location.

I, (print name and sign) _____ (title and jurisdiction)

_____ Approve or Approve with Restrictions:

_____

Disapprove for the following reason; _____ 37

_____

Miami-Dade County Park and Recreation Department Region and Division Management Staff

(Applicant may inquire of the "on-location" facility or park manager as to which higher level Region Manager, or other Division Manager has jurisdiction over the facility, services or numerous parks within a geographical area. Call the designated phone number and check on the mailing/delivery address.)

Park Region Managers

Region 1 – Renae Nottage, 305-820-8557

Region 2 – Carolyn Gibson, 305-654-1169

Region 3 – Alan Weitzel, 305-365-3015

Region 4 – Tom Morgan, 305-223-7070, Ex 252

Region 5 – Alex Cann, 305-233-3150

** *

Division and Other Area Management Staff

Arts and Culture – Barry Steinman, 305-755-7948

Deering Estate – Bill Irvine, 305-235-1668 (Press "2" and ask for Mr. Irvine)

Leisure Access Services (services to persons with disabilities) - Lucy Binhack 305-755-7848

Miami Metrozoo – Eric Stephens, 305-251-0400 (Press "0" and ask for Mr. Stephens)

LOBBYIST REGISTRATION FOR ORAL PRESENTATION

1. RFP Title: Park Programming and Capital Improvements Community Based Organizations
2. PROJECT NO.: N/A DEPARTMENT: Park and Recreation

3. ORGANIZATION NAME: _____
   ADDRESS: _____
   ORGANIZATION CONTACT TELEPHONE: _____
4. List all Members of Presentation Team Who Will Participate in the Oral Presentation, if a presentation is required.

NAME	TITLE (IN ORGANIZATION)	TELEPHONE

(ATTACH ADDITIONAL COPIES OF THIS SHEET IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presently ONLY. Proposers are advised that any individual substituted for or added to the presentation team after submittal of the proposal and filing by staff, **MUST** register with the Clerk of the Board and pay all applicable fees. Other than for the oral presentation, Proposers who wish to address the County Commission, a County board or County committee concerning any action, decision or recommendation of county personnel regarding this solicitation **MUST** register with the Clerk of the Board (for BCCFORM2.DOC) and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Miami-Dade County as amended.

SIGNATURE OR AUTHORIZED REPRESENTATIVE _____

_____
Name and Title of Signator, Printed or Typed

STATE OF _____
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____
by _____ a _____
(Individual, Officer, Partner or Agent) (Sole, Corporation or Partnership)
who is personally known to me or who has produced _____
as identification, and who did/did not take an oath.

_____
(Signature or Notary Public Taking Acknowledgment)

_____ .
(Name of acknowledger typed, printed or stamped)

_____ _____
(Title or Rank) (Commission #,)