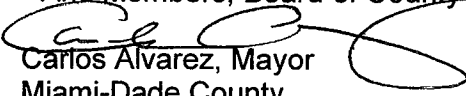


Memorandum



Date: October 9, 2008

To: Honorable Chairman Bruno A. Barreiro
And Members, Board of County Commissioners

From: 
Carlos Alvarez, Mayor
Miami-Dade County

Subject: Mayoral Appointment - Office of Grants Coordination Director

Pursuant to the authority vested in me under the provisions of Section 2.02 C and D of the Miami-Dade County Home Rule Charter, I hereby appoint Dan Wall to the position of Director, Office of Grants Coordination.

Throughout his career with Miami-Dade County, Mr. Wall has worked in the areas of revenue maximization and grants coordination, and he has also been involved tangentially with County contracting and performance evaluation efforts related to community-based organizations (CBOs). He has guided the Ryan White program and the Revenue Maximization and Grants Coordination Division of the Office of Strategic Business Management and has been involved in the development of the Office of Grants Coordination. Under his leadership, the County has been awarded more than \$178 million in funding through various state, federal, and other grant sources.

Please join me in congratulating Mr. Wall. His resume is attached for your convenience.

Attachments

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Katherine Fernandez-Rundle, State Attorney
Honorable Bennett Brummer, Public Defender
George M. Burgess, County Manager
Robert A. Cuevas, County Attorney
Denis Morales, Chief of Staff, Office of the Mayor
Assistant County Managers
Department Directors
Marvin O'Quinn, President and CEO, Public Health Trust
Robert Meyers, Executive Director, Commission on Ethics and Public Trust
Christopher Mazzella, Inspector General
Charles Anderson, Commission Auditor

mayor01808

Memorandum



Date:

To: Dan Wall, Director
Office of Grants Coordination

From: George M. Burgess
County Manager

Subject: Charge Memorandum

The FY 2008-09 Budget includes the creation of the new Office of Grants Coordination. This is the culmination of a number of years of efforts towards standardizing our practices and procedures related to contracting with and evaluating the performance of community-based organizations (CBOs) which receive County funding and related to providing technical support to those organizations. This is in addition to our continued efforts to maximize grants and other revenues to support functions within the County. You have been in a leadership role as relates to these efforts throughout your career with the County, so you are a natural choice as the first Director of this new Office.

There are a number of issues I want you to address over the next six months as you develop this new organization:

- Implement the new competitive solicitation process for funding allocations to CBOs and support the efforts of the CBO Advisory Board,
- Assess the various CBO contracting and evaluation procedures currently in place and develop performance based evaluation processes with a common assessment tool for the evaluation of CBOs receiving County funding, to be in place for the FY 2009-10 competitive process,
- Improve the contract execution process and payment procedures to ensure advances and reimbursements are processed in a timely manner,
- Continue to hold workshops and seminars to provide technical assistance and capacity building opportunities to CBOs in the community,
- Manage the Ryan White Program to ensure continuity of service within the community,
- Expand the grants website and support revenue maximization efforts on behalf of the County Departments, and
- Properly staff and structure the new Office of Grants Coordination, including implementing a scorecard to measure the goals set forth in this memorandum.

Thank you for your commitment to Miami-Dade County and enthusiasm in these efforts. I am confident that you can successfully accomplish these tasks.

c: Honorable Carlos Alvarez, Mayor
Denis Morales, Chief of Staff, Mayor's Office
Jennifer Glazer-Moon, Special Assistant/Director, OSBM

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Daniel T. Wall
Miami-Dade County

Experience: **Assistant Director**, Miami-Dade County, Office of Strategic Business Management, 2004 to Present.

Budget Coordinator, Miami-Dade County, Office of Management and Budget, 2001 to 2004.

Serve as County Grants Coordinator responsible for coordination of County efforts to secure grant funding. Foster communication and collaboration among departments to maximize grant opportunities and funding. Provide technical assistance and support to departments regarding grant application processes and grants management issues. Lead Revenue Maximization and Grants Coordination staff to assist departments, municipalities, and community-based organizations in securing over \$178 million since 2003.

Develop database application to facilitate grant reporting and tracking. Continue implementation of County grants portal with weekly updates of grant announcements. Identify potential grant opportunities, establish grant announcement e-mail newsletter, and inform departments, other governmental entities, and community-based organizations.

Represent County in the federally funded Compassion Capital Fund non-profit capacity-building demonstration project for grassroots faith-based and community-based organizations in partnership with the City of Miami, The Children's Trust, United Way, the Center on Nonprofit Effectiveness, the Alliance for Human Services, and the Family and Children Faith Coalition. Prepare competitive solicitation documents for the allocation of County and grant funding to municipalities and non-profits. Conduct community workshops for local non-profits on topics including grant writing, grants management, strategic planning, and capacity-building.

Serve as Legislative Liaison for the Office of Management and Budget. Monitor state and federal legislation. Work with departments, the Office of Intergovernmental Affairs, and County lobbyists to respond to legislative proposals and provide input regarding legislative affairs. Provide legislative analysis and prepare reports regarding legislative initiatives.

Prepare reports in response to special requests by the Budget Director, County Manager, and elected officials. Participate in County efforts supporting the local host committee's bid to host the Democratic and Republican national conventions. Develop recommendations for the creation of a District Discretionary Reserve Fund and a Special Events and In-kind Reserve Fund. Maintain oversight responsibility for the Ryan White Program.

Coordinator, Ryan White Program, Miami-Dade County, Office of Management and Budget, 1999 to 2001.

Special Projects Administrator 1, Metropolitan Dade County, Audit and Management Services Department, 1993 to 1999.

Administrative Assistant 2, Metropolitan Dade County, Audit and Management Services Department, 1991 to 1993.

Secured over \$130 million in federal funds, for Miami-Dade County, over an eleven-year period as Coordinator/Director for grant program providing health, social, pharmaceutical and durable medical equipment and supplies services to county residents. Designed and established all systems supporting program growth from \$3 million to \$27 million annually funding over forty contracted service providers. Developed grant program identified as a national model by the federal government for administration and fiscal management.

Responsible for all aspects of personnel administration and supervision of a 13 member programmatic and fiscal staff. Established all program policies and procedures for planning, financial tracking, budget preparation, budget forecasting, performance measurement, reporting, on-site audits, financial penalties, provider invoice review and the payment process. Designed service documentation and reporting policies and procedures adopted by the U.S. Office of the Inspector General for use nationally.

Prepared all fiscal and program reports for the federal government and the County Manager's Office and agenda items for the Board of County Commissioners. Responsible for competitive bidding, proposal review, contracting, and negotiations processes. Participated in development of the County's standardized Request for Proposals (RFP) process, and produced a model for County's standardized RFP document.

Designed RFP document and specifications for complex management information and billing system linking the County and over forty contracted service providers. Successfully managed system implementation, including various hardware and software upgrades and conversions. Assisted in the design, development, and implementation of the program's web site to automate and enhance customer service functions.

Drafted Ordinance creating the HIV/AIDS Health Services Planning Council, the County Advisory Board charged with establishing service priorities and allocating funds for the Ryan White Program. Successfully led efforts to merge four independent community planning bodies into a new County Board, the Miami-Dade HIV/AIDS Partnership. Built consensus in support of these efforts among major stakeholders including: state, county and city officials; hospitals; academic institutions; nonprofit organizations; private business interests; advocacy groups; residents; and service recipients. Wrote enabling Ordinance and led the Partnership in developing an initial structure and the adoption of bylaws. Appointed to the Partnership by the Mayor and served as the County Manager's representative.

Consultant, John Snow, Inc., Boston Massachusetts, 1994 to 2001.

Provided consulting services for the federal government in the form of on-site technical assistance to grant recipients. Activities included provision of technical assistance in the areas of strategic planning, budgeting, cost and financial analysis, program design and development, program evaluation, and management. Developed and negotiated improvement agendas with high-level local and federal officials. Designed and presented unit cost contracting system to City of Newark, New Jersey officials, since implemented in all City departments streamlining and strengthening administrative controls, service documentation, and payment systems.

Management Trainee, County Manager's Management Trainee Program, Metropolitan Dade County, Office of the County Manager, 1990 to 1991.

Assisted Assistant County Managers, Department Directors and Assistant County Attorney with special projects during a one-year management trainee program. Departmental assignments included the Audit and Management Services Department, County Attorney's Office, Metro-Dade Transit Agency, Office of Management and Budget, and Dade County Aviation Department.

Interviewed all County Department Directors regarding employment practices and services provided to minority communities, and provided analysis in support of pending litigation. Performed organizational/management and fiscal reviews of County Departments. Reported on financial aspects and methods utilized to determine airport revenue bond ratings. Assisted in preparation of Transit Department's annual report and Director's presentation to the Budget Reform Commission and provided support to the County's Budget Reform Commission.

Management Intern, City of Miami, City Manager's Office, 1989.

Assisted with administration and management of federal, state, county, and private grants for planning, housing, community development, public works, fire, police, and cultural affairs. Coordinated City of Miami's efforts to host and participate in a Grantsmanship Center Training Program.

Education: University of Miami, Coral Gables, Florida

Masters in Public Administration, 1990

Bachelor's Degree in Politics and Public Affairs, 1988