



# DONATIONS MANAGEMENT

*Responsive Government Promoting Partnerships For A Better DC*

## □ Mission

- To enhance the capacity of District government agencies, community and faith-based organizations, nonprofits, certified business enterprises, and small – medium size businesses to identify, apply, and secure resources that advance the Mayor's top public policy.

## □ Four Core Functions

- 1) Grant and Resource Development Support
- 2) Executive Leadership and Organizational Development Training and Technical Assistance
- 3) Collaboration and Partnership Building Best Practices
- 4) Donations Oversight and Management

# COMMUNICATION

## ❑ Communicating with a potential donor

### ❑ Solicited Donation

- Before soliciting a donation, you must have the authority to make the solicitation. This authority is granted by OPGS
- Only after authority is granted, an official solicitation can be made

### ❑ Unsolicited Donation

- Notify OPGS as soon as you receive the donation or are contacted by the donor
- No donation can be used or spent without prior authorization from OPGS

### ❑ Acceptance of Donation

- Before you can accept a donation, a Donation Agreement must be executed (signed by the Donor, the Authorize Representative of the Agency, and the Director of OPGS)

# Donation Announcements

- ❑ Public announcement must not be made if the donation has not been approved
- ❑ Public announcements and recognitions must be coordinated with the Executive Office of Communications and OPGS prior to the announcement
- ❑ Public announcements and recognitions must be approved by the Executive Office of Communications and OPGS

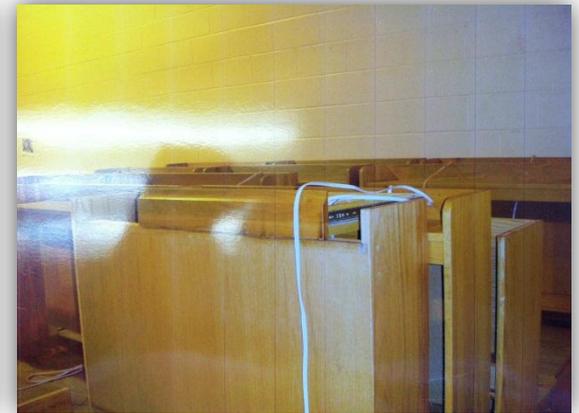
# CULTIVATION AND STEWARDSHIP

- ❑ Each donor will receive a Thank You Letter from the Mayor
- ❑ A newsletter highlighting the donations received by the City will be generated and forwarded to all donors at the end of each quarter

**TESTIMONIES  
AND  
HIGHLIGHTS**



Donation from the Washington D.C. Police Foundation to support the Jr. Police Academy.



Donation from the National Capitol Veterans Coalition (NVCC) to support District's homeless veterans and their families.



Donation from the Shakespeare Theatre of 3 pairs of tickets to the fall performance of FELA, and a donation of 2 economy class tickets from Arik Air, to support the 2011 DC Africa Festival.



Donations from the Korean American Grocers Association, McDonald's Family Restaurants of Greater Washington, DC, and Pho 14, helped to sponsor OAPIA's 6th annual Sidewalk Chalk Contest.



Donation from Harris Teeter, Whole Foods, and Giant of reusable bags to support DDOE's Annual Anacostia Education Fair.



Donation from FGP Enterprises, LLC of 600 square Aqualok panels, to cover approximately 7,000 square feet of the roof of Engine Company 12 located at 2225 5th Street NE.

# **DONATIONS POLICIES AND PROCEDURES**

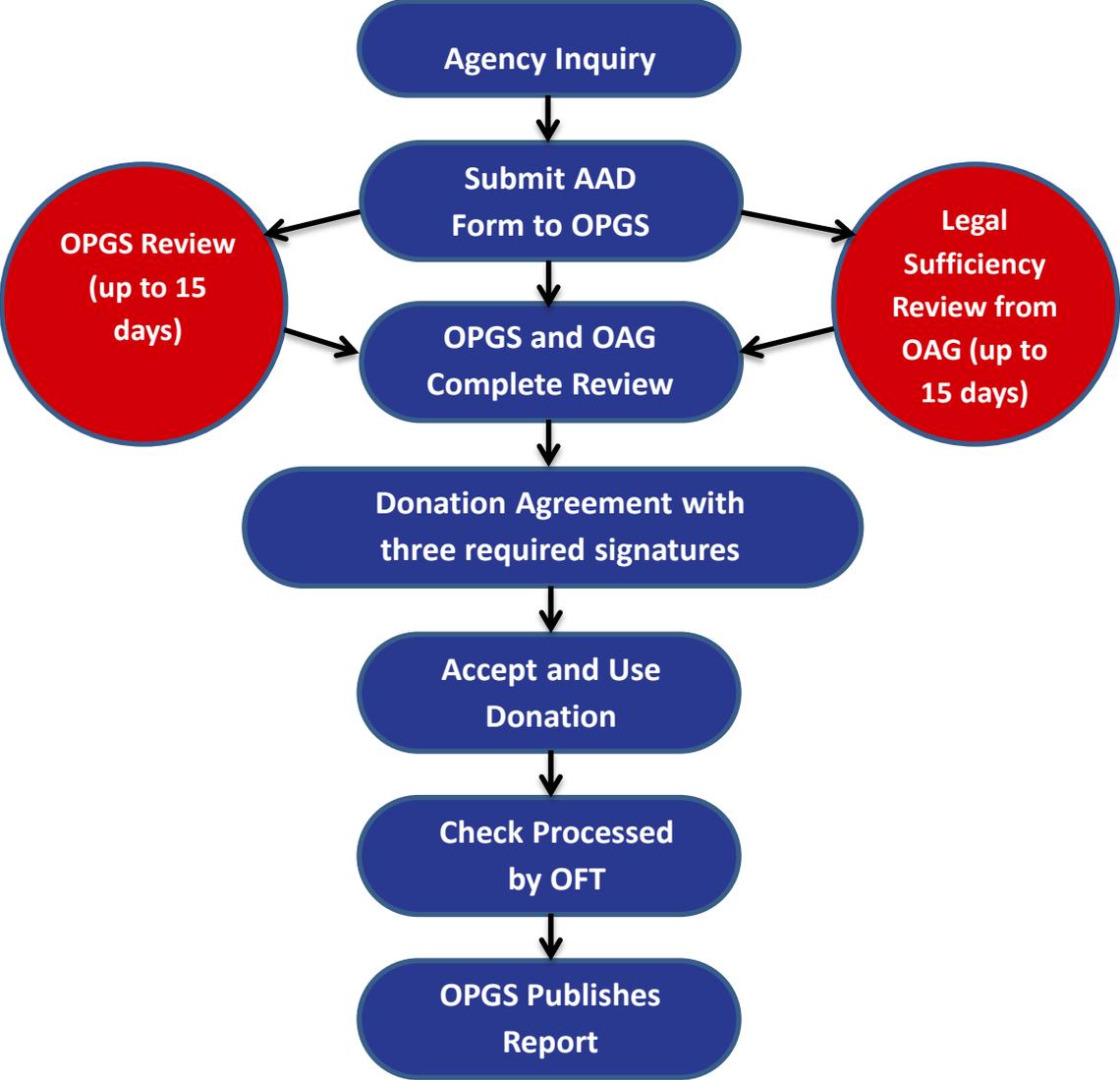
- 1) **You may not solicit, accept, or use donated funds, services or property without prior approval by OPGS.**
- 2) Donations must be for an authorized purpose of your agency.
- 3) Financial donations must be deposited in the *Private Donation Funds 8450*, with the same safeguards and accountability as other appropriated funds.
- 4) Donations ≠ not contracts or grants.
- 5) Donations = bona fide philanthropic contributions as No quid pro quo may exist.

# FOREIGN DONATIONS

- ❑ All requests for donations made by, or solicited from, foreign governments, and (when known) by or from foreign private sources, must first be directed to the Office of the Secretary for review and preapproval before going through OPGS' approval process



# DONATIONS PROCESS



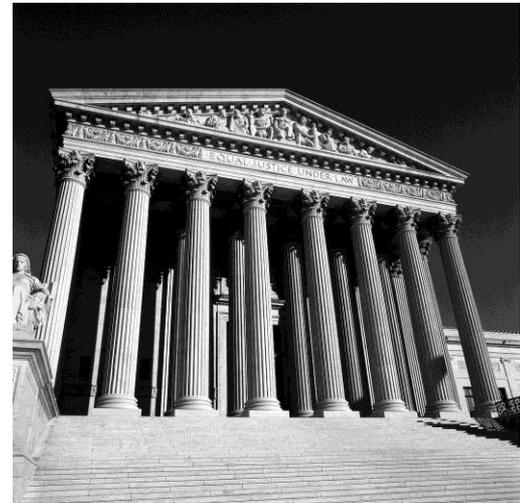
# DONATIONS PROCESS

- Submit Application to Approve Donations (AAD) [octo.quickbase.com](https://octo.quickbase.com)
- Receive Legal Sufficiency
- Solicit the Donation
- Complete Donation Agreement
- Accept Donation
- Process Check

# RECORD KEEPING AND REPORTING

- ❑ OPGS must keep records of all donation documents for up to three years
- ❑ Donations are reported on a quarterly basis on OPGS' website, and at OPGS' Annual Oversight Hearing
- ❑ Quickbase reporting

# Legal Sufficiency (OAG)



# LEGAL SUFFICIENCY

- ❑ A review by the OAG to identify potential legal impediments , including violations of our government ethics rules, and to determine if the agency has legal authority to use the donation.
- ❑ Common problems involve possible conflicts of interest and apparent advertising—quid pro quo—and endorsement concerns.
- ❑ A review to determine if the proposed donation is consistent with the agency’s authorized purpose or duty.
- ❑ No authority = No acceptance of donation.

## BACKGROUND: ANTI-DEFICIENCY ACT

- ❑ Augmentation of the agency's budget without authority from OPGS can be considered a violation of the Anti-Deficiency Act.
- ❑ Individuals within an agency who are found to be responsible for spending improperly augmented funds or in-kind goods or services received through an unapproved donation may be in violation of the local anti-deficiency act (see D.C. Official Code 47-355.02 (2001)) and/or the federal anti-deficiency act (see 31 U.S.C. Secs. 1341 and 1517).

# Donation Agreement



- ❑ An agreement between donor and District government.
- ❑ Verifies that donation is bona fide and donated freely without expecting special treatment by the government.
- ❑ Confirms that all parties agree to the Rules of Conduct Governing Donations.
- ❑ Required to accept all authorized donations made to the District government.

AAD#

**DONATION AGREEMENT  
BETWEEN THE DISTRICT OF COLUMBIA GOVERNMENT  
AND \_\_\_\_\_**

1. \_\_\_\_\_ ("Donor") agrees to make a donation to \_\_\_\_\_ (name of D.C. Government agency) of \_\_\_\_\_ (insert amount if funds, description of in-kind donation, property or other) to be used for the following purpose. The donation is being given freely without any expectation of special treatment by the government.
2. The donation will be used to augment its (identify what part of the agency budget will be augmented by the donation) \_\_\_\_\_. The donation is for an authorized purpose because it is consistent with the functions and purposes of the agency.
3. The donation is being made on the condition that the agency agrees to use the donation for the particular purpose stated in this agreement. If the agency does not use the full balance of the financial donation, I, the donor, give my express consent and authorization to the agency to use the remaining balance in the same or subsequent fiscal years for the same or similar authorized purpose, as reviewed and approved by the D.C. Ethics Officer. Otherwise, the Government of the District of Columbia will mail a refund check to the donor in the amount of any remaining balance. (State any other conditions that may apply).

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, with my consent all remaining funds may be applied toward another D.C. Government program with a similar purpose in this fiscal year or subsequent years.

No, please refund all remaining funds to the donor.

Not Applicable

*Please check the appropriate box.*

4. The donor has read and agrees to be bound by the Rules of Conduct regarding Donations set forth in Mayor's Memorandum 2010-2, dated October 15, 2010.
5. To the best of the Donor's knowledge, the donor is not aware of any transactions pending before any agency or the District government involving the Donor, nor any litigation pending against the government involving the Donor.
6. The District of Columbia government acknowledges that systems are in place for the donation to be accepted by the government and the use of the donation may be properly tracked as required by the Section 115 of the District of Columbia Appropriations Act, 2003, Pub. L. 108-7.

**Signature of the Parties:**

\_\_\_\_\_  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Authorized official representing the Donor

\_\_\_\_\_  
 Date: \_\_\_\_\_  
 Agency Representative  
 Agency name

\_\_\_\_\_  
 Date: \_\_\_\_\_  
 Office of Partnerships and Grant Services  
 on behalf of the District of Columbia Government

# Financial Donations



# DEPOSITING CHECKS

- ❑ Work closely with AFO/Financial Manager to prepare attribute and spending plan.
- ❑ All checks **must be made out to the DC Treasury.**
- ❑ Live checks will be given to AFO/Financial Manager or Analyst
- ❑ AFO/Financial Manager or Analyst will give live checks to cluster Grants Analyst/Specialist along with transmittal sheet, donations agreement



# PROCESSING FINANCIAL DONATIONS

- ❑ Donation check is received by agency.
- ❑ Agency work closely with AFO/Financial Manager to prepare attributes and spending plan.
- ❑ All checks **must be made out to the DC Treasury.**
- ❑ Live checks will be given to AFO/Financial Manager or Analyst
- ❑ Finance sets up attributes in GRAMS (a grant/project number is created for each donation to help with tracking purposes. ALL index/pca's project/grant setup **MUST** be completed and done before being given to Grants Analyst/Specialist ).

- ❑ After information is entered into GRAMS, it will take 24 hours to show up in SOAR (29 screen).
- ❑ AFO/Financial Manager or Analyst will give live checks to cluster Grants Analyst/Specialist along with transmittal sheet, donations agreement.
- ❑ Grants Analyst/Specialist will run check thru iNovah-an automatic Journal Entry will be created in SOAR via interface.
- ❑ Once interface is complete (within approximately 48-72 hours) funds should clear with Wells Fargo Bank.
- ❑ After the 48/72 hour time, Agency's Financial Manager or AFO will be able to run a report via CFO\$olve to see if revenue has been made available. (all deposits will have the prefix of "DP")

- ❑ A Request for Increase of Budget Authority memo will have to be submitted along with the Spending Plan to the Associate CFO for approval.
- ❑ Once the approval is received, a Journal Entry will be required to increase the agency's budget (Fund 8450) This takes 2 days to cycle through SOAR before it will be reflected in the agency's budget.
- ❑ Donation money does not expire! It can rollover from one Fiscal Year to another.
- ❑ Donation money that rolls over from FY to FY, needs to have the Request for Budget Authority submitted again. This process also involves OFOS to confirm that funds are available on the fund balance general ledger.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
 OFFICE OF THE CHIEF FINANCIAL OFFICER  
 GOVERNMENT OPERATIONS CLUSTER  
 OFFICE OF FINANCE AND RESOURCE MANAGEMENT



TRANSMITTAL

AGENCY:

ITEM: \*Check Deposits

TOTAL DEPOSIT AMOUNT:     \$ 0.00

CHECK COUNT:

*\*Copies of checks must be attached or the deposit will be returned.*

AGY	AY	TC	INDEX	PCA	GRNT/PR OJ	PH	VENDOR	CHECK #	COMP/A GY OBJ	AMOUNT

Financial Manager: \_\_\_\_\_

Received By/Date: \_\_\_\_\_

Agency Fiscal Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Sum of Trans Amt						Comp GL Acct		
Batch	Agy	Index Code	PCA	Primary Doc	Eff Date	3100	3500	Grand Total
ATC	AA0	30001	30010	DP000200	5/10/2011		(1,311.15)	(1,311.15)
		7011L	7011L	DP000141	5/4/2011	2,000.00		2,000.00
				DP000143	5/4/2011	25.00		25.00
<b>AA0 Total</b>						<b>2,025.00</b>	<b>(1,311.15)</b>	<b>713.85</b>
	AD0	10600	10600	DP000160	5/5/2011		(195.50)	(195.50)
				DP002073	7/14/2011		(23.75)	(23.75)
		20100	20100	DP002193	7/22/2011		(461.01)	(461.01)
<b>AD0 Total</b>							<b>(680.26)</b>	<b>(680.26)</b>
	AEO	2005L	20050	DP000274	5/17/2011		(485.10)	(485.10)
<b>AEO Total</b>							<b>(485.10)</b>	<b>(485.10)</b>
	AM0	1459A	2001A	DP000248	5/13/2011	70.00		70.00
		NHALL	20001	DP000224	5/11/2011	2,423.50		2,423.50
				DP000373	5/26/2011	9,450.00		9,450.00
				DP000456	6/8/2011	3,400.00		3,400.00
				DP001080	6/22/2011	3,312.50		3,312.50
				DP002006	7/12/2011	1,060.00		1,060.00
		OVEND	20001	DP001005	6/12/2011	2,611.00		2,611.00
				DP001080	6/22/2011	30.00		30.00
				DP001081	6/19/2011	1,958.00		1,958.00
				DP001097	6/18/2011	5,397.00		5,397.00
				DP001146	6/26/2011	2,374.00		2,374.00
				DP001427	6/11/2011	3,385.00		3,385.00
					6/13/2011	1,291.00		1,291.00
				DP001428	6/12/2011	2,611.00		2,611.00
				DP001524	6/19/2011	1,958.00		1,958.00
				DP001599	6/25/2011	5,117.00		5,117.00
				DP001967	7/3/2011	1,596.00		1,596.00
				DP001970	7/2/2011	5,341.00		5,341.00
				DP002007	7/10/2011	2,042.00		2,042.00
				DP002010	7/9/2011	5,239.00		5,239.00
				DP002104	7/17/2011	2,154.00		2,154.00
				DP002129	7/16/2011	4,771.00		4,771.00
				DP002186	7/24/2011	1,419.00		1,419.00
				DP002202	7/23/2011	1,923.25		1,923.25
		P1450	3004A	DP000160	5/5/2011	160.00		160.00
				DP000189	5/9/2011	140.00		140.00

# WIRE TRANSFERS

- ❑ The recipient agency may accept a financial donation via a wire transfer between the donor and the D.C. Treasury.

**Bank Name:** Wells Fargo

**ABA Number:** 054001220

**Account Name:** DC Government

**Account Number:** 2000043154623 – BANK ID 23W

**Reference:** "Contribution for ----"



## SUMMARY

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# Potential Non-Compliance Consequences

- ❑ Risk of potential suspension from soliciting and accepting donations.
- ❑ Agencies that do not comply with the Rules of Conduct Governing Donations will be added to a non-compliance list which will be provided to the Mayor's Ethics Counsel and the Mayor's Office for review.
- ❑ Individuals found to be in violation of the Rules of Conduct Governing Donations may be subject to adverse personnel action, up to and including termination and also potentially criminal penalties including up to a \$5,000 fine, two years in jail, or both.

# **DONATION SCENARIOS**

# Scenario 1

## Donor Recognition, Endorsement, and Advertising

- ❑ A DC agency submits an application to solicit donations for an upcoming citywide event and would like to ask several Big Box retailers for in-kind contributions. In recognition of the donors' support, the agency proposes three donation levels – silver, gold, & platinum – and also plans to post their names and logos alongside the District's logo on all printed material promoting the event. How would you handle this request?

# Scenario 2

## Foreign Government Donations

- ❑ The Mayor of Paris, France has invited the Director of DOH to speak at an upcoming HIV/AIDS conference in his city in the fall. The Mayor has offered to pay for all expenses related to the conference including air fare, lodging, and food. What is the procedure for soliciting and accepting donations from a foreign government?

# Scenario 3

## Unsolicited Donations

- The Deputy Mayor for Planning and Economic Development is attending a national urban development conference in New York where he is invited to talk about the District's plans to promote a major community development project. After his remarks, the CEO of a large development firm greets and hands him an envelope. The Deputy Mayor returns to his office in DC, opens the envelope, and discovers a \$50K check made to DMPEd. How would you advise him to handle this donation?

# Question and Answer



The purpose of the Question and Answer section is to answer questions and exchange information about the donations process, the obstacles to overcome, and the ways that OPGS, OAG, and OCFO can assist with establishing and enhancing the donation process.

# Key Contacts for the Donations Process

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Agency</u></b>	<b><u>Phone Number</u></b>
Cesar A. Vence	Donations Manager	OPGS	727-7996
Lafayette Barnes	Director	OPGS	727-8901
Darrin Sobin	Assistant Attorney General	OAG	724-5560
Michael Bolden	Division Director	OFRM	727-6534
Denise Moreno	Financial Manager/Trainer	OFRM	727-1009
Donna McKenzie	Revenue Collections Manager	OFT	727-0805

Please visit OPGS' website at [www.opgs.dc.gov](http://www.opgs.dc.gov) or email [cesar.vence@dc.gov](mailto:cesar.vence@dc.gov) for more details.

To obtain a copy of the Donations Handbook, please go to [eom.in.dc.gov](http://eom.in.dc.gov)