



# **DONATIONS MANAGEMENT FOR DISTRICT OF COLUMBIA AGENCIES AND DEPARTMENTS**

# OPGS' MISSION

To enhance the capacity of District government agencies, community and faith-based organizations, nonprofits to identify, apply, and secure resources that advance the Mayor's top public policy priorities



# **CORE FUNCTIONS**

1. Grant and Resource Development Support
2. Executive Leadership and Organizational Development
3. Donations Solicitation Oversight and Management
4. Collaboration and Partnership Building

# **DONATIONS BACKGROUND**

The District of Columbia offers a unique and state of the art donations process, which allows District agencies, including DCPS, to solicit and accept donations from outside sources.

Furthermore, the process ensures that these donations are accounted for and adhere to the ethics laws of the City.

# BENEFITS



- ❑ Protects the Mayor, the Cabinet, and employees from potential conflicts of interest and supports the District's ethics guidelines
- ❑ Augments the City's in-kind and financial resources, which support programs and services
- ❑ Allows the District of Columbia Executive Branch to solicit, accept, and use donations from diverse donor sources

- ❑ Encourages more philanthropic community support for the Mayor's top public policies
- ❑ Promotes greater accountability and transparency in the District Government and compliance with the Anti-Deficiency Act
- ❑ Ensures donors that their contributions are used for an authorized purpose of the requesting agency
- ❑ Financial donations rollover from one Fiscal Year to another

# DONATIONS POLICIES AND PROCEDURES

- Agencies may not solicit, accept, or use donated funds, services or property without prior approval by OPGS**
- Donations must be used for an authorized purpose of the agency
- Financial donations must be deposited in the Private Donation Funds 8450 (ACFO approves Budget Authority-Funds carry over)
- Donations ≠ contracts or grants
- No quid pro quo can exist
- Donations = bona fide contributions

# DONATION APPROVAL PROCESS



- Submit Application to Approve Donations (AAD) [octo.quickbase.com](http://octo.quickbase.com)
- Receive Legal Sufficiency from OAG
- Solicit the donor
- Complete Donation Agreement
- Accept Donation
- OPGS Publishes Quarterly Donations Report, Prepares and Sends Donor Thank You letter
- \*process can take up to 15 business days



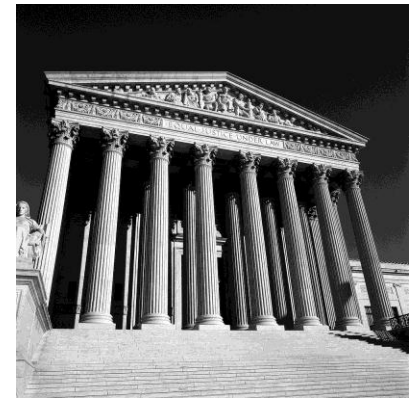
# THE FUND TO ADVANCE WASHINGTON, DC

- ❑ [The online donations](#) page will create a vehicle where the public can financially support initiatives that support the Mayor's top policy priorities.
- ❑ Through the online donation page, individuals, foundations, and corporations will be able to make online donations to support different projects throughout the City.
- ❑ In addition to facilitating and expediting the donations process, the online donations page will encourage the public engagement.

# ACCOUNTABILITY AND TRANSPARENCY

- Donations will be individually reviewed by the City's Donations Manager and the City's Ethics Counselor.
- Donations found not legally sufficient will be returned to the Donor.
- OPGS will publish a quarterly report on its website of all of the donations received through the online donations page.
- In addition, at the end of each quarter OPGS will send out thank you letters, as well as a quarterly donations newsletter.

# 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

# 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

- ❑ All checks must be made out to the DC Treasury.
- ❑ Donation checks can either be sent to Treasury or processed through INOVA within the agency's OCFO office.
- ❑ Finance team sets up attributes in GRAMS pointing to fund 8450 (a grant/project number is created for each donation to help with tracking purposes).
- ❑ After 24 hours of creating the attributes in GRAMS, the donation profile appears in SOAR.
- ❑ The agency must provide the donation agreement together with the live check to the Fiscal officer using the newly created attributes to process the check in INOVA.

- ❑ Once the interface is complete (48-72 hours) the Fiscal officer will be able to verify the deposit of the revenue by running the CFO Solve report.
- ❑ A memo requesting an increase in Budget Authority from the Agency Director to the Associate CFO must be submitted along with the following:
  - The donation agreement
  - A copy of the deposited check
  - A Spending plan
- ❑ If all signatures and the required backup are in place, it takes 48 hours for the increase in budget authority to be available in SOAR.
- ❑ Donation money (unused portion) does not expire! It can rollover from one fiscal year to another.
- ❑ The fiscal officer must make a formal request of new budget authority in the new fiscal year. This process also involves OFOS to confirm that funds are available on the fund balance general ledger.

# 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 ----"

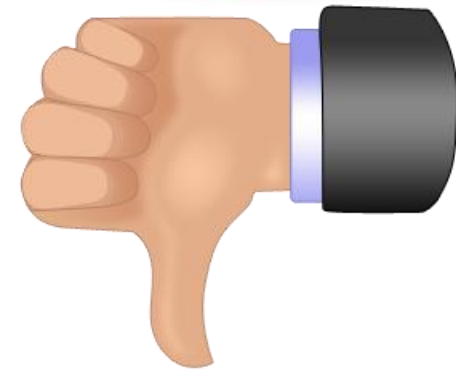




# FOREIGN DONATIONS

- ❑ 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.

# NON-COMPLIANCE CONSEQUENCES



- ❑ Failure of a District government employee to follow the Rules of Conduct Governing Donations may lead to negative media coverage and potential embarrassment to the Mayor's Administration
- ❑ Failure of a District government employee to follow the Rules of Conduct Governing Donations may subject the employee to adverse personnel action (see 6 DCMR B1803.1(a)(5))
- ❑ Failure of a District government employee to follow the donation requirements may adversely affect the confidence of the public in the integrity of government (see 6 DCMR B1803.1(a)(6))

# Summary

- 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

# Key Contacts for the Donations Process

<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Phone Number</u>
Cesar A. Vence	Donations Manager	OPGS	727-7996
Lafayette Barnes	Director	OPGS	727-8901
Marcel Guy	Donations Assistant	OPGS	727-7977
David Hyden	Assistant Attorney General/ Acting Ethics Counselor	OAG	724-6152
Michael Bolden	Division Director	OFRM	727-6534
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)