



THE CITY OF
PORTSMOUTH

November 3, 2008

Dear Potential Community Partner:

The City of Portsmouth is now accepting application for its *Support to Civic Organizations Grants (COG) Program* for the 2010 - 2011 Fiscal Year(s). Eligibility of select recipients and funding support levels are contingent upon completion of the attached application and the City's review process. Unfortunately, due to financial constraints, funding for the category of Support to Civic Organizations may be reduced and could potentially limit the amount awarded to your organization.

For your convenience, a copy of this application with instructions for completing the application is enclosed. You will also find a copy of the *Support to Civic Organizations Guidelines and Procedures*. Please be sure to review the *Guidelines* carefully.

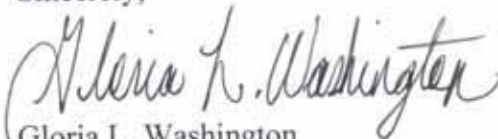
The application, along with the required documents and seven copies of the application only should be submitted directly to the following address by **no later than 5:00 pm on December 1, 2008:**

Department of Finance, City Hall Building – 5th Fl.
ATTN: Gloria Washington, Budget Officer
801 Crawford Street
Portsmouth, VA 23704-3822

Please note that no application will be accepted after the December 1st deadline. Our goal is to notify all civic organizations of the recommended COG funding in the Fiscal Year(s) 2010 – 2011 budgets by April 20, 2009.

Thank you for your organization's ongoing civic contributions to the City of Portsmouth.

Sincerely,



Gloria L. Washington
Budget Officer

GW/rlo
Enclosures



Support to Civic Organizations Guidelines and Procedures

A. Statement of Purpose

The City of Portsmouth (City) recognizes that nonprofit organizations fill an important role in improving the quality of life for our community. To encourage nonprofit organizations to provide services that affect the welfare of Portsmouth residents, the City has established the following policy for awarding monetary grants to qualified nonprofit organizations. These grants are intended to:

1. Provide incentive funding to nonprofit organizations serving Portsmouth, whose services are easily accessible to Portsmouth residents and whose service costs can be documented. A goal of the process is to encourage community support for programs, so that City's funds can be replaced with funds from other sources. This will allow the City's funds to be directed towards new programs in the future.
2. Provide funding for services or programs to meet specific needs of Portsmouth residents and support City Council's Vision Principles. Each nonprofit organization will be divided into a program category based on the service they provide to the City. Specific programs or services may be subjected to term limitations.
3. Provide a systematic, impartial, and informed process through which nonprofit organizations may request funding from the City.

B. Applicant Eligibility for Civic Organization

An applicant is eligible to apply for a grant from the City through *Support to Civic Organizations* (COG) if it meets the following criteria:

1. The applicant must provide documentation showing that they have met the legal requirements to be a certified, 501 (c)(3)-organization meeting the legal requirements of the Commonwealth of Virginia, the Internal Revenue Service (IRS), and the City of Portsmouth. Further, the applicant's nonprofit status must be independent of the City of Portsmouth. No programs administered by City of Portsmouth or its Departments may apply for funding through COG.
2. The applicant must provide documentation of significant, measurable direct services provided to the residents of Portsmouth. The organization must be able to provide an unduplicated count of the residents served.
3. If an applicant is located outside of the City's limits, it must be able to show that Portsmouth's residents utilize the majority of the direct service it provides.
4. In accordance with State statutes, the applicant cannot be controlled in whole or in part by a church or sectarian society. Factors considered in making a determination of whether a particular organization is controlled by a church or sectarian society include: the organization under which the tax exempt status is obtained, who administers the organization, and the level of funding from a church or sectarian society.

5. The applicant may not have any permanent City of Portsmouth employees or any City officials involved in the COG grant application or reporting process.
6. The applicant must have fulfilled all service, reporting, auditing, and payment obligations for any previous loans or grants from the City.
7. Programs, activities, employment opportunities, and any other operations of the applicant, which may be funded totally or partially by the City of Portsmouth, must comply with local, state, and national legal requirements related to nondiscrimination.
8. The applicant cannot use COG funding as a means to provide grant or pass-through funding for other nonprofit organizations.
9. All funds awarded through COG are to remain local (Portsmouth) and are not to be used to fund national organizations (i.e., dues, etc.).

C. Grant Application Procedure

The following guidelines are established as minimum procedures for awarding funds through the *Support to Civic Organizations Grants Program*:

1. Application Process:

- a. Applicants must return completed application with attachments **by 5:00 p.m. December 1, 2008** to:

Department of Finance
 ATTN: Gloria Washington
 801 Crawford Street
 City Hall Building, 5th Floor
 Portsmouth, VA 23704-3822

Applications received or postmarked after the published deadline will be deemed ineligible for that year. It is the responsibility of the organization to assure that the application is delivered to the place designated for receipt of applications and prior to the time set for receipt of applications. Applications will also be disqualified if all required information is not provided by the deadline.

- b. The COG Committee evaluates applications, determines funding allocations, as well as recommends policies and procedures for the grant program.

The Office of Management Services will be responsible for facilitating the grant review process and The Department of Finance will coordinate the grant application process and serve as the central contact for the applicants.

- c. In **November of each year**, a public notice of availability of grant applications is placed in a local newspaper, aired on Channel 48, and placed on the City's website. Additionally, flyers will be placed in the City's libraries and at the information desk in City Hall. The deadline for applications is stated in the public notice and on the application. The deadline is **Monday, December 1, 2008 by 5:00 p.m.** Also, the application forms will be made available on the City's website following the public notice and will be available on the website until the deadline date.
- d. After the public notice, applications are sent to any organization which requests one as a result of the advertisement, the notice of application availability, and to any agency that requests an application throughout the year. At any point during the year,

an agency may request that its name be placed on the list to receive an application for the next application cycle by telephoning the Department of Finance at (757) 393-8831.

- e. Completed applications are returned only to the Department of Finance by the stated deadline. Applications submitted anywhere other than the Department of Finance may not be considered for funding. The Department of Finance will review applications for completeness within three (3) days of receipt and will contact the applicant if significant information is missing. Upon notification by the Department of Finance, it is the responsibility of the applicant to provide the missing information by the stated deadline. No applicant will be contacted if the application is received three days prior to the deadline date or thereafter regarding missing items. It is the applicants' responsibility to ensure that all the necessary documents are provided.

2. Application Requirements:

- a. An application is considered completed when all of the requested information on the application is completed and all of the requested documents have been submitted by the deadline date. Any additional pages and/or comments outside of the space provided will not be considered.
- b. A list of all the required documents are provided on page 7 of the grant application.

Please note on your application if any or all of these items are currently on file in the Department of Finance. Applications will be disqualified if the required documents are not provided or are not already on file in the Department of Finance. To avoid your application being disqualified, please contact the Department of Finance before submitting your application to ensure that this information is on file.

3. Application Review:

- a. Applications will be reviewed by the COG Committee. Specific questions concerning the applications may be directed through the Department of Finance for follow up with the applicant, when appropriate.
- b. All reviews of the applications will be completed prior to adoption of the City's Operating Budget of each year.
- c. There is no provision for appeal beyond the COG Committee since the grant review process involves two Council Liaisons.

4. Grant Award:

- a. Prior to reviewing the applications, the Department of Finance (or City Manager) will inform the COG Committee of the allocated funding amount that will be recommended to Council for the *Support to Civic Organizations Grants Program*.
- b. The proposed allocated funding amount will be used to assist the COG Committee in determining each organization's recommended funding level.
- c. Preliminary letters announcing the recommended funding amount will be sent to each organization that receives approval after the COG Committee determines the organization funding levels. A final award letter will be sent to each organization soon

after the adoption of the Operating Budget, no later than June 1. A report indicating the requested and granted amounts for each applicant is compiled and forwarded to the City Manager and Council for their information.

D. Grant Reporting and Payment

1. **Agency Reporting:** After the determination of the funded levels of the organizations, the Department of Finance will send the applicant all of the necessary forms required for accepting the grant, requesting payments, and financial reporting.
 - a. **Conditions of Grant Award:** An organization awarded a grant must first accept the grant by completing the **Support to Civic Organizations Grant Agreement (Grant Agreement)**, which must be signed by the agency director or designee. The **Grant Agreement** outlines the requirements of the grant. This form must be sent to the Department of Finance prior to the release of the first payment.
 - b. **Summary of Services:** An organization (Grantee) awarded a grant must submit the **Support to Civic Organizations Grantee Progress Report (Grantee Progress Report, COG 2)** form and return it to the Department of Finance as indicated below based on the type of grant award.
 - **Mini Grants (\$5,000 or less):** Grantees must submit a progress report that summarizes services provided utilizing the **Grantee Progress Report (COG 2)**. Since Mini Grants receive all of their funding at one time, Grantees only submit one report, which is the *final report*. The Grantee indicates that it is a Mini Grant and marks the *reporting period* in which this report falls under. The final progress report shall include a comprehensive, detailed report of all grant activities conducted during the full grant performance period, including a final summary of expenditures with receipts, invoices, etc. Grantees must answer all appropriate sections in the **Grantee Progress Report** especially all of Section D. A final report is due within 30 days following the completion of the project.
 - **Grant Programs Under \$25,000 (amounts over \$5,000 and less than \$25,000):** Grantees must submit two progress reports summarizing services provided utilizing the **Grantee Progress Report (COG 2)**. The first progress report is due prior to the release of the second payment. This report encompasses services and activities provided since July 1 through the first week in December and are due the second week in December. The final progress report encompasses services and activities provided from the second week in December through the completion of the project and are due within 30 days following completion of the project but not later than June 1, 2009. The second (final) progress report shall include a comprehensive, detailed report of all grant activities conducted during the full grant performance period, including a final summary of expenditures with receipts, invoices, etc. Grantees must answer all appropriate sections in the **Grantee Progress Report** especially all of Section D.
 - **Grant Programs over \$25,000:** Grantees must submit quarterly progress reports summarizing services provided utilizing the **Grantee Progress Report (COG 2)**. The first progress report is due prior to the release of the second payment. This progress report encompasses services and activities provided since July 1 through the first week in September and are due the second week in September. The second

progress report encompasses services and activities provided from the second week in September through the first week in December and are **due the second week in December**. The third progress report encompasses services and activities provided the second week in December through the first week in March and are **due the second week in March**. The final progress report encompasses services and activities provided from the second week in March through the completion of the project and are **due within 30 days following completion of the project but not later than June 1, 2009**. The fourth (final) progress report shall include a comprehensive, detailed report of all grant activities conducted during the full grant performance period, including a final summary of expenditures with receipts, invoices, etc. Grantees must answer all appropriate sections in the **Grantee Progress Report** especially all of Section E.

The appropriate City oversight department will review the proposed services and the services delivered to ensure that performance measures outlined are consistent with services proposed in the grant application. If services provided by the Grantee are found to be inconsistent with the Proposed Services as indicated in the application, the Grantee will be contacted to explain the discrepancies. No further payments will be dispersed until the discrepancies are addressed. Failure to address discrepancies or the rise of future discrepancies will result in the grant being canceled and the remaining amount will be automatically reverted to the COG miscellaneous account for future disbursements to other agencies. In addition, the Grantee will not be eligible to apply for future grants with the City of Portsmouth. If changes in applicant resources or community needs require adjustments to planned objectives during the fiscal year, these changes will be negotiated between the oversight department and the applicant. The oversight department will forward a copy of the changes to Department of Finance.

Failure by any organization to submit a progress report will disrupt future payments. If an organization does not submit a progress report on time, a courtesy letter will be sent out to the organization reminding them to submit their progress report. If any organization fails to comply, it may result in the loss of funding for the reporting period and/or remainder of the year.

- c. **Request for Funds:** The first payment is available at the beginning of the fiscal year (July), and additional payments are dispersed according to the type of grant awarded. An applicant awarded a grant for more than \$5,000 must request for funds two weeks prior to each payment date. The Grantee must utilize the **Support to Civic Organizations Expenditure and Payment Invoice (Expenditure and Payment Invoice, COG 3)**. This form will be sent, along with the **Grant Agreement** and the other necessary forms upon approval of grant. Please note that the first payment will not be mailed out until the **Grant Agreement** is completed and returned along with the first request for payment. Payments are dispersed as indicated below:

- **Mini Grants (amounts less than \$5,000):** Payments are generally dispersed in one payment. However, this decision is at the discretion of the Department of Finance. If one payment is allocated, the payment will be received at the beginning of the fiscal year (July).
- **Grant Projects under \$25,000 (more than \$5,000; less than \$25,000):** Two payments—beginning of fiscal year (July) and January 1.

- **Grant Projects over \$25,000:** Payments are paid in quarterly installments—beginning of fiscal year (July), October 1, January 1, and April 1.

Grantees will prepare a request for payment utilizing the **Expenditure and Payment Invoice**. The Grantee must return the invoice and any other related forms to the Department of Finance. While every effort is made to process payment to organizations as quickly as possible, the total process will take a minimum of two (2) weeks from the time the Department of Finance receives the reporting forms from the organizations. Missing or incomplete reports will further delay payment processing.

- d. **Salary Reimbursements:** for all organization requesting salary reimbursements, the employee(s) must complete a **Time and Activity Tracking Sheet (COG 4)**. This form must accompany the **Expenditure and Payment Invoice Form**. No salary reimbursement will be made if this form is not completed.
 - e. **Funds Not Requested for Disbursement:** Funds allocated in a fiscal year are intended for use in that particular year. All requests for payments should be received within the times indicated above. If payments are not requested by the specified dates above, the remaining amount will automatically revert to the COG miscellaneous account for future disbursements to other agencies.
2. **Post Award Charges:** All costs assigned to the award agreement should pass both a reasonable cost test and allocable cost test. The **reasonable cost test** is used to determine that the cost generally is recognized as necessary for the operation of the performance in the sponsored agreement, and is consistent with established agreement and Proposed Services in the application. The **allocable cost test** examines whether a cost is allocable to the sponsored agreement if (1) it is incurred solely to advance the work under the sponsored agreement; (2) it benefits both the sponsored agreement and other work of the program in proportions that can be approximated through the use of reasonable methods; or (3) it is necessary to the overall operation of the program and in light of the guidelines and procedures in this document, is deemed to be assigned in part to the sponsored program.
- a. **Purchase of Equipment**—Grantee must obtain advance approval through the City of Portsmouth for the purchase and/or lease of any equipment that has an useful life of more than one year regardless of price. In addition, the Grantee must complete a **Equipment Purchases (COG 5)** form and return to the City of Portsmouth before any payment will be made for such purchase.

3. **Payment of Grant:** the Department of Finance will receive all of the reporting forms from the organizations. After reviewing the agency’s performance and, provided all conditions of the grant are fulfilled, the Department of Finance will disperse payment.

Grantees will prepare a request for payment utilizing the **Expenditure and Payment Invoice**. The Grantee must return the invoice and any other related forms to the Department of Finance. While every effort is made to process payment to organizations as quickly as possible, the total process will take a minimum of two (2) weeks from the time the Department of Finance receives the reporting forms from the organizations. Missing or incomplete reports will further delay payment processing.

4. **Grants Locator System**—All organizations awarded a grant through *Support to Civic Organizations* shall have the opportunity to apply for access to the **eCivis Grants Locator System**. This is a free service provided by the City. This service will assist the organizations in identifying other grant opportunities that may be available for their program(s).

5. **Council Reports:** the Department of Finance will compile performance and financial data semi-annually and forward these reports to the City Manager and City Council for their information.
6. **Report of Audit by an Independent Certified Public Accountant:** Prior to the disbursement of the final payment, a copy of the agency's report or audit for the previous fiscal year must be forwarded to the Department of Finance with the final Request for Payment.
7. In the grant monitoring process, the Department of Finance is responsible for reviewing performance reports of the grantees to determine if services reported are in line with those known to be available to Portsmouth residents from that agency. Additionally, the Department of Finance is responsible for reviewing payment requests for consistency with funds allocated for a grant agency, and for ensuring that funds are not released if reporting and other grant requirements have not been fulfilled by the agency.

Please note: The COG Committee reserves the right to amend any of the guidelines and procedures stated above.