



# **DONATIONS MANAGEMENT**

## **DCPS**

*Responsive Government Promoting Partnerships For A Better DC*

# **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

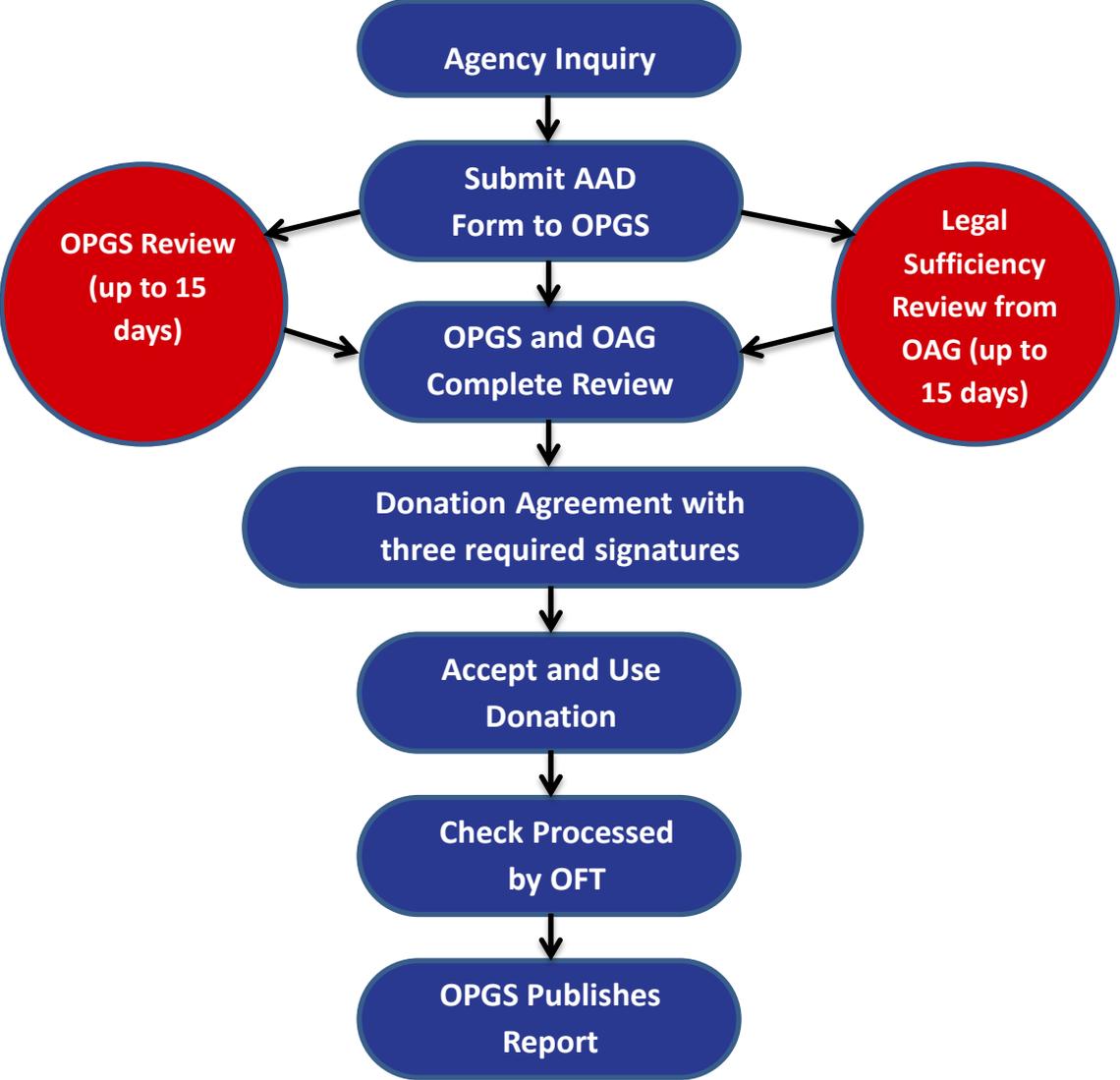
- ❑ All requests for donations made by, or solicited from, foreign governments, and (when known) by or from foreign private sources, must first be directed to the Office of the Secretary for review and preapproval before going through OPGS' approval process



# DONATIONS PROCESS

- 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

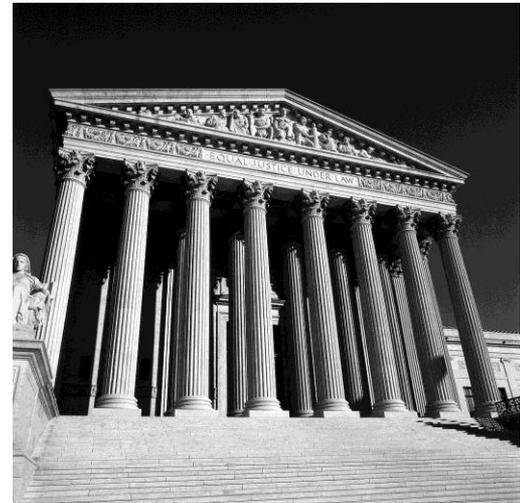
# DONATIONS PROCESS



# 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

# Unsolicited Donations under \$500.00



# UNSOLICITED DONATION

- ❑ A donation that is not asked for.
- ❑ A donation that is given or done voluntarily.
- ❑ Donation under \$500.00 (both in-kind and financial).
- ❑ Unsolicited financial donations under \$500.00 can be deposited in the SAF Account.
- ❑ Copy of Drop-Off Form must be completed, donor must sign form.
- ❑ Drop-Off Form and when applicable, copy of the check, must be forwarded to the donations manager.

# DROP-OFF DONATIONS ONLY



Government of the District of Columbia  
*Mayor Vincent C. Gray*  
District of Columbia Public Schools (DCPS)

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**DONOR CONTACT INFORMATION**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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**DONATION(S) DESCRIPTION**

A: Type of Donation(s) (please check one):

Financial  In-Kind  Other

B: Actual or Estimated Value (not to exceed \$500.00):

\$

Other: \_\_\_\_\_

C: Brief Description of Donation(s) including intended use. (Please attach relevant documentation)

\_\_\_\_\_  
\_\_\_\_\_

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**DONOR AGREEMENT (Please read and sign below)**

1. I hereby agree to make a bona fide donation to the Government of the District of Columbia for the purpose of benefiting students served by the District of Columbia Public Schools (DCPS). The donor is giving the donation freely without any expectation of special treatment from the District of Columbia government or any part thereof.

2. 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.

3. 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.

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**RECEIVED BY: (To be completed by an authorized District Government Official)**

\_\_\_\_\_  
DCPS Official (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OPGS Official Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Financial Donations



# FINANCIAL DONATIONS

- ❑ All financial donations must be deposited in the 8450 Private Donations Fund.
- ❑ Unsolicited Donations under \$500.00 ONLY exception.
- ❑ All checks **must be made out to the DC Treasury, unless donation is unsolicited and under \$500.00.**
- ❑ In order to process the check, an executed Donation Agreement is required.
- ❑ No Donation Agreement = No Spending.

# PROCESSING OF CHECKS

- ❑ Send copy of check and Donation Agreement to Donations Manager at [cesar.venge@dc.gov](mailto:cesar.venge@dc.gov)
- ❑ Donations Manager will notify school when check is ready for processing
- ❑ Once notified that check is ready for processing, forward check to:

District of Columbia Public Schools  
Office of the Chief Financial Officer  
Attention: Accounting Dept. – 11<sup>th</sup> Floor  
1200 1<sup>st</sup> Street, NE  
Washington, DC 20002



## SUMMARY

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# 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
Tanya Francis	Accountant	OCFO	442-5244

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)