



PRINCE GEORGE'S COUNTY GOVERNMENT
Office of the County Executive
"Fulfilling the Promise"



Angela D. Alsobrooks
County Executive

Welcome to the FY 2019 Community Partnership Grant Program Application Workshop



Community Partnership Grant Program Application Workshop

Prince George's County Community Partnership Grant (CPG) Program
Community of Hope AME Church
Wednesday, February 27, 2019

Presenter: Office of Strategic Partnerships
Diana León Brown, Director

Agenda

- Welcome, Vision & Introductions (15 mins)
 - Diana Léon Brown, Director of Strategic Partnerships
- Stakeholder Engagement (10 mins)
 - Sonja Welborne-Rice, Director of Stakeholder Engagement
- Application Process (60 mins)
 - DeAnna Baker-Mims, Grants Manager
- Evaluation Process (30 mins)
 - Euniesha Davis, Acting Director of Community Relations
- Closing & Next Steps (5 mins)
 - Diana Léon Brown, Director of Strategic Partnerships

Quick Overview

- Housekeeping
 - Sign in sheet
 - Index cards
- Open, Fair & Transparent Process
- Guiding Principles
 - Integrity, Innovation, Collaboration & Solutions
- What's New

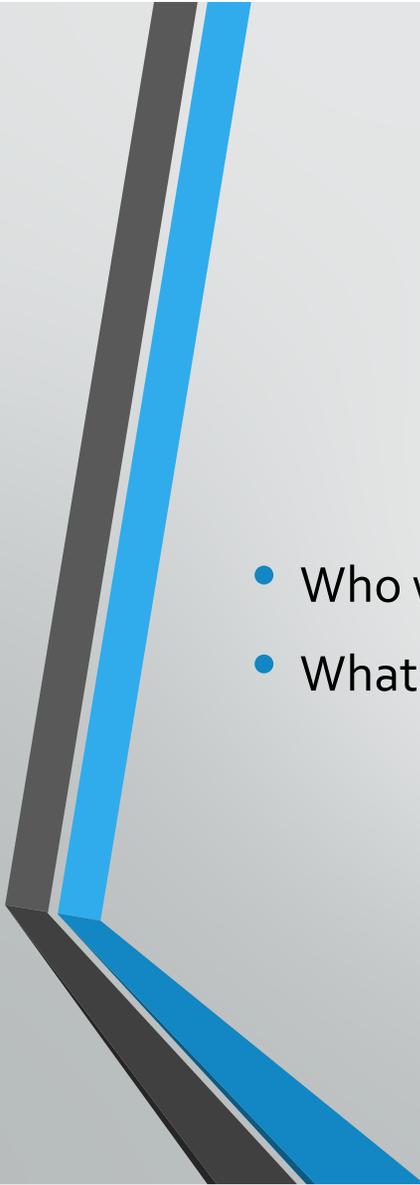
Important Information

- Website
 - <https://www.princegeorgescountymd.gov/918/Community-Partnership-Grants>
- Email
 - PGNonprofits@co.pg.md.us
- Applications Closes
 - Monday, March 18, 2019 at 5:00 p.m. (sharp)



FY 2019 Community Partnership Grant Program Application Process

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Sonja Welborne-Rice, Director



Stakeholder Engagement

- Who we are
- What we do



FY 2019 Community Partnership Grant Program Application Process

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Presenter: Office of Management and Budget

DeAnna Baker-Mims, Grants Manager

Application Agenda

- FY 2019 Community Partnership Grant Program Timeline
- FY 2019 Community Partnership Grant Application Overview
- Proposal Narrative – Requirements and Format
- Organizational Financial Information – Requirements and Format
- Supporting Documentation Requirements
- Things to Remember
- Submission Instructions
- Questions

FY 2019 Community Partnership Grant (CPG) Timeline

STEP	TASK	DUE DATE
1.	Public Notification/Release of FY 2019 CPG Application	February 18, 2019
2.	Grant Preparation Workshop	February 27, 2019
3.	CPG Grant Application Deadline	March 18, 2019 5:00 PM
4.	OMB Staff Review Submission Packages for Completeness	March 19-April 5
5.	County Notification of Procedurally Disqualified Applicants	April 8-12, 2019
6.	Executive Review Panel Submits Recommendation to the Office of the County Executive	April 30, 2019
7.	Award Approval and Declination Letters Mailed	May 1-3, 2019
8.	Awardee Event	May 6-10, 2019
9.	Grant Recipient Mandatory Meeting	May 15-17, 2019
10.	Grant Funds Available/Issued No Later Than	May 20-24, 2019
11.	End of County Fiscal Year	June 30, 2019



FY 2019 Community Partnership Grant (CPG) Program Application

FY 2019 Community Partnership Grant (CPG) Application

- **Section I – Organizational Information** – basic information about your organization (i.e. legal name of organization, federal tax ID, address, contact information)
- **Section II – Service Category** – what is your organizations' primary service?
- **Section III – Support Category** – what type of financial support are you requesting (i.e. program, general, capacity building, other).

FY 2019 Community Partnership Grant (CPG) Application

- **Section IV – Funding Request Information** – Project/program title, amount of your funding request, period of time funding request will cover, number of clients you plan to serve with requested funds.
- **Section V – Additional Funding Sources** – identify any other funds you have secured to support your proposed project/program.
- **Section VI – Primary Age Group of Clients Served** – check the box that best identifies the targeted population benefiting from this funding request. All services must be provided to Prince George’s County residents only. 13

FY 2019 Community Partnership Grant (CPG) Application

- **Section VII – Presence in Prince George’s County** – check the box that best identifies the length of time your organization has existed.
- **Section VIII – Service Provision by Council District** – indicate and identify if you are providing services in a specific council district.
- **Section IX – Prior Year Grants/Contracts** – applies if your organization has applied for and/or received grants or contracts from Prince George’s County in the last four (4) ¹⁴ years.

FY 2019 Community Partnership Grant (CPG) Application

- **Section X – Reporting Requirements** – all CPG recipients are required to submit a final financial and programmatic report. Please visit the link below to review the accepted format:
- <https://www.washingtongrantmakers.org/sites/default/files/resources/Common%20Grant%20Report.PDF>



Proposal Narrative Format and Requirements

Section XI: Proposal Narrative (Format)

- A narrative is required for all “Support Categories” (i.e. Program, General, Capacity Building, Capital Grant).
- All pages of the proposal must use line spacing of at least 1.5, 12-point font with 1 inch margins and use the provided Section Headings (i.e. Organizational Mission, Statement of Need/Problem, Project Description/Design, etc.) **Proposals that fail to meet this requirement will be rejected.**
- Charts and tables may use single spacing and 10-point font.
- All pages of the narrative must be numbered.
- The proposal narrative cannot exceed fifteen (15) pages and should be submitted as a separate Microsoft Word document. Pages that exceed the page limit will not be read or scored.

Section XI: Proposal Narrative Section Headings

- **A. ORGANIZATIONAL MISSION (10 Points):** Please provide your organizational mission and a summary of your overall proposal and your request for funding. Clearly explain how the proposed project aligns with your organization's mission.
- **B. STATEMENT OF NEED/PROBLEM (20 Points):** Clearly explain why this project is needed. Describe the population served by your organization.
- **C. PROJECT DESCRIPTION (25 Points):** Clearly explain how the proposed program will be implemented and evaluated.
 - How does this project meet the overall goals and objectives of your organization?
 - What specific, realistic measurable outcomes do you expect as a result of the implementation of this particular project?
 - Describe any potential challenges you may encounter and solutions to these challenges.

Section XI: Proposal Narrative Section Headings

- **D. ORGANIZATION BUDGET (20 Points):** Please use the format as outlined on page 5 of the application document.
- **E. PROJECT BUDGET (15 Points):** Provide your requested budget and describe how the funds will be used to address the problem identified. Clearly detail and describe why your organization is currently unable to address the identified need without outside financial assistance and how the funds requested will support your intended strategies. Clearly detail how your proposed project will achieve self-sufficiency after your period of performance and County funding assistance has ended. Please use the budget formats as outlined on pages 4-6 of the application document.
- **F. ORGANIZATIONAL INFORMATION/CAPABILITY (10 Points):** Demonstrate that your organization has the necessary experience, key personnel, internal controls and financial systems to effectively manage a grant award.

Section XII: Additional Narrative and Submission Instructions

- The Community Partnership Grant (CPG) Application Checklist must be the first page of the proposal.
- Requested signature on Assurances page must be signed in **BLUE** ink.
- One original and three (3) copies of the CPG application package must be submitted.
- Completed applications should be placed in a large envelope and sealed. The front of the envelope should be labeled as follows:

Left Hand Corner: Name of Organization

Address

Center of Envelope: Community Partnership Grant Application 2019

Section XIII – Organizational Financial Information

- The application requires budget information for the (a) the organization and (b) the Program/Project.
- The budget narrative is a break out of the items listed on pages 4 and 5 for funds requested. Information is required for all revenue and expenditures.
- You **MUST** use the format on pages 4 and 5 to submit your organization's financial information.
- If applicable, use a separate sheet to identify each staff position for which you are requesting funding, along with the per hour cost.
- For example, if there was \$2,000 listed in the budget sheet for salaries and wages, section IX should reflect:

Salary/Wages

- Project Director – 20 estimated hours x \$50 per hour = \$1,000
- Videographer – 40 estimated hours x \$25 per hour = \$1,000

Application Budget

PROGRAM/PROJECT INCOME

SOURCE	AMOUNT COMMITTED	AMOUNT PENDING*
Federal Grants		
State Grants		
County Grants		
Corporations		
Individual Contributions		
Fundraising Events		
Membership Income		
In-Kind Support		
Investment Income/ Revenue		
Federal Contracts		
State Contracts		
County Contracts		
Earned Income		
Other (Specify)		
TOTAL INCOME		

PROGRAM /PROJECT EXPENSES

ITEM	AMOUNT
Salaries & Wages (breakdown by individual position. Indicate full or part-time positions)	
Insurance, Benefits, Other Related taxes	
Travel	
Equipment	
Supplies	
Printing & Copying	
Telephone/Internet	
Postage	
Rent	
Utilities	
In-Kind Support	
Depreciation	
Other (Specify)	
TOTAL EXPENSES	
Difference (Income Less Expenses)	

Assurances and Certification Page

ASSURANCES

If this grant is awarded, the applicant organization assures that:

1. The applicant will administer the funds in compliance with the submitted proposal and in accordance with the award conditions and restrictions.
2. Funds received must be used in Prince George's County and used solely for the documented activities as outlined in the proposal request.
3. The applicant has read and will conform to the program guidelines, programmatic evaluation and financial reporting requirements, site monitoring visits, and any other conditions/restrictions imposed by the County in connection with the grant award.
4. The applicant organization intends to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied benefits of any program activity, or service because of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
5. The applicant agrees to provide its most recent audited financial statement to the County, upon request.
6. The filing of this application is made by the undersigned individual, and this individual is officially authorized to represent the applicant organization by its governing board.

CERTIFICATION

I affirm that I am authorized to execute this application on behalf of the applicant organization. I also certify that the information contained in this application, including attachments, is true and correct. I will notify the Office of Management and Budget of any changes in organization status or structure, or in the material contain herein within ten (10) days of any such changes.

Organization Name: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____



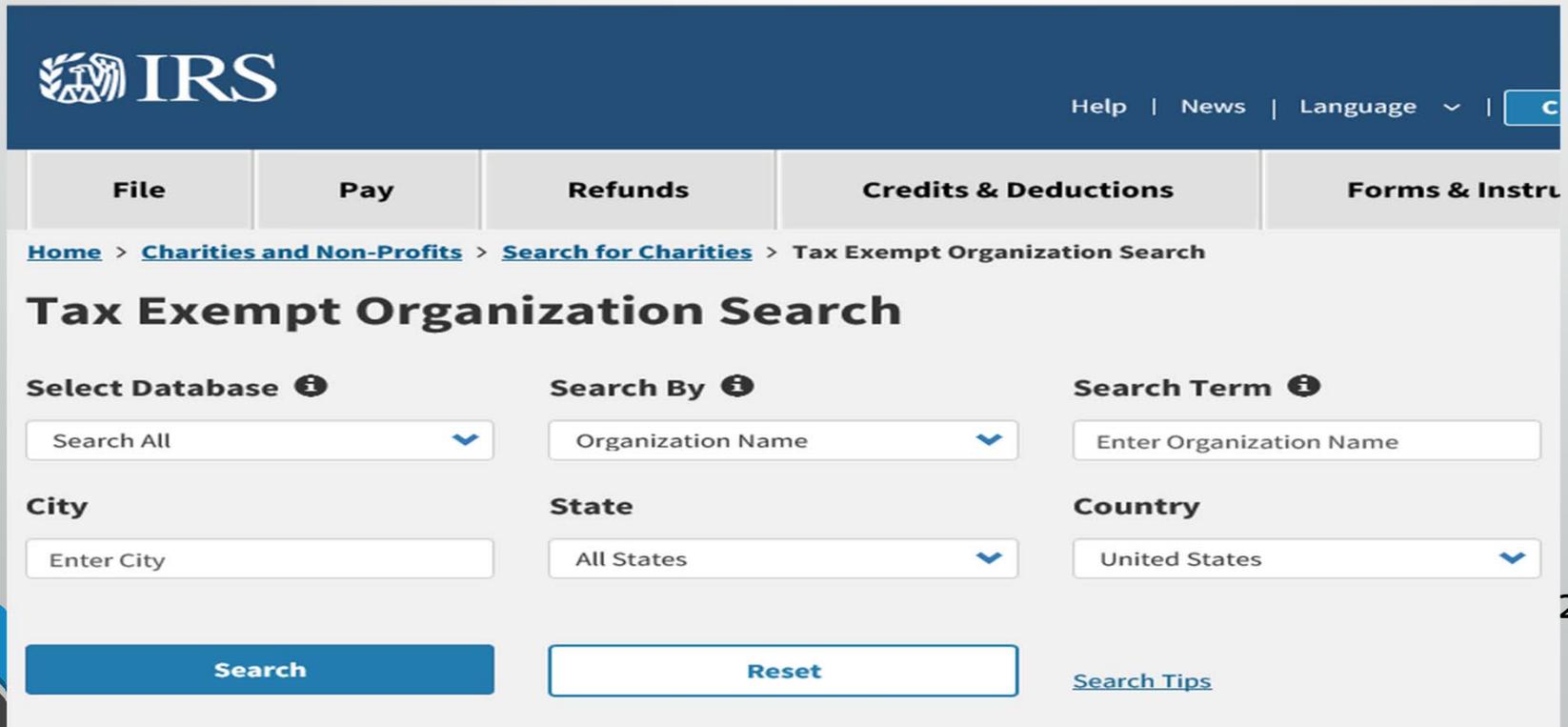
Supporting Documentation Requirements

Form 990

- Even though most tax-exempt non-profit organizations don't pay federal taxes, most are still required to file an annual informational return with the IRS. This annual reporting return is called a Form 990.
- Your organization's Form 990 is due on the 15th day of the 5th month after the end of the organization's taxable year. This means that if your organization follows the calendar year (January 1 – December 31), your Form 990 would be due on May 15th of each year.
- If an organization fails to file Form 990 three years in a row, the IRS will automatically revoke its tax-exempt status. Since 2011, more than 500,000 nonprofits across the country automatically lost their tax-exempt status for this reason.

IRS Exempt Organizations Select Check

Please visit <https://apps.irs.gov/app/eos> to obtain a copy of your IRS Exempt Organizations Select Check results. This document verifies your organization's federal tax-exempt status is currently in effect and not revoked for failure to file your Form 990 Series return for three (3) consecutive years. Information can be searched by Organization Name or Employer Identification Number (EIN).



The screenshot shows the IRS website's navigation bar with the IRS logo and links for Help, News, and Language. Below the navigation bar are tabs for File, Pay, Refunds, Credits & Deductions, and Forms & Instru. The main content area is titled "Tax Exempt Organization Search" and includes a breadcrumb trail: Home > Charities and Non-Profits > Search for Charities > Tax Exempt Organization Search. The search interface features three columns of input fields: "Select Database" with a dropdown menu set to "Search All"; "Search By" with a dropdown menu set to "Organization Name"; and "Search Term" with a text input field containing "Enter Organization Name". Below these are fields for "City" (text input), "State" (dropdown menu set to "All States"), and "Country" (dropdown menu set to "United States"). At the bottom, there are "Search" and "Reset" buttons, and a link for "Search Tips".

IRS Tax Determination Letter

 IRS Department of the Treasury Internal Revenue Service P.O. Box 2508 Cincinnati OH 45201	In reply refer to: 8752857510 June 27, 2014 LTR 4168C 0 48-1137236 201312 67 00048094 BODC: TE
 IBSA INC % W LAZONE GRAYS 629 SE QUINCY TOPEKA KS 66603-3921	032159
Employer Identification Number: 48-1137236 Person to Contact: TAX EXEMPT & GOVERNMENT ENTITY Toll Free Telephone Number: 1-877-829-5500	
<p>Dear Taxpayer:</p> <p>This is in response to your June 18, 2014, request for information regarding your tax-exempt status.</p> <p>Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in SEPTEMBER 1995.</p> <p>Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).</p> <p>Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.</p> <p>Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.</p>	

Maryland Certificate of Status "Good Standing"

Certificate of Status

Charitable Registration (NOT ACCEPTED)

ALICE FERGUSON FOUNDATION, INC.: D00100248

General Information | Filing History | Personal Property

General Information

Department ID Number: D00100248
Business Name: ALICE FERGUSON FOUNDATION, INC.
Principal Office: N/A
N/A
ACCOKEEK MD 00000
Resident Agent: NANCY WAGNER
ROUTE 1, BOX 209
ACCOKEEK MD 00000
Status: INCORPORATED
Good Standing: THIS BUSINESS IS IN GOOD STANDING
Order Certificate of Status
Business Type: CORPORATION
Business Code: ORDINARY BUSINESS - NON-STOCK

STATE OF MARYLAND
DEPARTMENT OF ASSESSMENTS AND TAXATION
SARAH BRIDGES
SECRETARY OF STATE
JAMES E. BOGGS
COMPTROLLER GENERAL

July 14, 2016

Dear Program Director:

Thank you for forwarding the materials required to maintain your charitable registration in the State of Maryland. The information received is in proper order, and your registration has been renewed.

Please retain this letter for your files, as it certifies that your registration is current with the Office of the Secretary of State until **12/31/2016**. At that time, your next financial report and the appropriate renewal information and fee should be filed with our office. Your registration number is 16559. Please include your registration number in all communications with this office.

If you have any questions, please contact the Charities and Legal Services Division at (410)974-2534.

Sincerely Yours,

John C. Wobensmith
John C. Wobensmith
Secretary of State
CID 16559

- Issued by the Maryland Department of Assessments and Taxation aka SDAT
- Prove that a corporation is authorized to transact business in Maryland and all fees, taxes, and penalties owed to Maryland are paid
- Can be obtained online from Maryland Business Express using Business Name

- Issued by the Secretary of State
- Required in order to solicit charitable contributions
- Requires Form (COR-g2) completion and a possible fee
- Requires annual renewal

Vendor Registration Number

- You must be a Registered Vendor to conduct business with Prince George's County.
- ***Before you begin the process, check with OMB to see if your organization already has a vendor registration number.***
- If your organization is not yet a registered vendor you will need to complete the SAP Vendor Request Set Up Form shown on the next slide.

Vendor Registration Number

PRINCE GEORGE'S COUNTY SAP VENDOR SET UP REQUEST	
REQUESTED BY:	
<i>Agency:</i> _____	<i>Contact Name:</i> _____
<i>Request Date:</i> _____	<i>Email Address:</i> _____
<i>Date Needed:</i> _____	<i>Phone #:</i> _____
VENDOR INFORMATION:	
Status (select one):	
<input type="checkbox"/> Add New SAP Vendor	<input type="checkbox"/> Modify/Update Current SAP # _____
<input type="checkbox"/> Add Prior GEAC # _____	<input type="checkbox"/> Pay Entity # _____
Payment Terms (select one): Vendor Type (select one):	
<input checked="" type="checkbox"/> NT00 - Payable Upon Receipt	<input checked="" type="checkbox"/> ZIFV - Financial/Non-Procurement Vendor (exempt from County Code: Subtitle 10A)
<input type="checkbox"/> NT30 - Net Due in 30 Days	<input type="checkbox"/> ZHTP - HR Third Party (Benefits or Payroll related)
<input type="checkbox"/> NT45 - Net Due in 45 Days	<input type="checkbox"/> ZVEN - Procurement Vendor (subject to County Code: Subtitle 10A)
<input type="checkbox"/> NT60 - Net Due in 60 days	<i>ZVEN changes restricted to update of existing 5</i>
Legal Status/Business Area (select all that apply):	
<input type="checkbox"/> Sole Proprietor/Individual	<input type="checkbox"/> Government/Public entity
<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> IFS recognized Nonprofit
<input type="checkbox"/> Corporation	<input type="checkbox"/> Medical/healthcare
<input type="checkbox"/> Trust/State	<input type="checkbox"/> Attorney
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> ZHTP vendors only:
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other creditor (1)
	<input type="checkbox"/> Benefits (3)
	<input type="checkbox"/> Garnishments (4)
W9 Name LN1: _____ W9 EIN: _____	
W9 Name DBA/TA: _____ W9 SSN: _____	
Contact Name: _____	
Phone #: _____	Fax #: _____ Email: _____
Business Address (Correspondence/Order from):	
Street Address: _____	Suite/Room #: _____
City: _____	State: _____ Zip Code: _____
P.O. Box No: _____	City: _____ State: _____ Zip Code: _____
Remittance Address (if different):	
Street Address: _____	Suite/Room #: _____
City: _____	State: _____ Zip Code: _____
P.O. Box No: _____	City: _____ State: _____ Zip Code: _____
EFT/WIRE INSTRUCTIONS:	
Bank Name: _____	Bank Address: _____
Account # _____	Account Title: _____
EFT ABA/Routing #: _____	WIRE ABA/Routing #: _____

Prince George's County ACH Enrollment Form

USE THIS SAMPLE CHECK FORMAT AS A GUIDE TO DETERMINE
THE ACCOUNT NUMBER AND THE NINE-DIGIT ROUTING NUMBER



A sample check format for ACH enrollment. The check is from JOHN DOE, 123 MAIN STREET, PH. (000)000-0000, ANYTOWN, USA 12345. The check number is 597, dated 76-4/1049. The payee is blank, and the amount is blank. The bank is Anybank USA, Anytown, USA. The routing number is 123456789, the account number is 123456, and the check number is 0597. The routing number is labeled as Bank Routing Number, the account number as Account Number, and the check number as Check Number.

- As mandated by PGC CB-74-2016, effective April 1, 2017, it is required for vendors to enroll in the Automated Clearing House (ACH) or a similar electronic payment system with the County. You must also bank with a financial institution capable of processing these electronic transfers.
- A link to the required forms can be found on the Community Partnership Grant website

FY 2019 Community Partnership Grant Supporting Documentation Checklist

- ✓ One (1) original and three (3) copies of your CPG application and supporting documentation in a large, sealed envelope. Be sure to sign your application in blue ink.
- ✓ A copy of the organization's IRS Tax determination letter verifying IRS 501 (c) (3) federal tax-exempt status.
- ✓ Verification your tax-exempt status is currently active and not revoked, if previously revoked proof that your tax-exempt status is reinstated. A copy of your IRS Exempt Organizations Select Check search results which verifies your organization's federal tax-exempt status is currently in effect and not revoked for failure to file your Form 990 Series return for three consecutive years. Please visit <https://apps.irs.gov/app/eos> to obtain this information.
- ✓ A Current copy of your organization's Certificate of Status aka "Good Standing" - this must be from the jurisdiction where your organization was established.
- ✓ An email verifying your County issued vendor registration number or a completed Prince George's County SAP Vendor Set Up Request Form.
- ✓ Two self-addressed envelopes for future mailings.
- ✓ IRS Form W-9- Signed Request for Taxpayer-Identification Number & Certification.
- ✓ Prince George's County Automated Clearing House (ACH) Electronic Funds Transfer Form.
- ✓ Executed Memorandum of Understanding for each partner, signed by all impacted parties i.e. Prince George's County Public Schools, Fiscal Sponsor, if applicable.
- ✓ Final programmatic and financial report for your most recent CPG award, if applicable.

Things to Remember

The Do's

- Contact OMB to verify vendor registration number
- Always follow instructions
- Be attentive to all formatting and submission requirements
- Proofread your proposal
- Present realistic grant budgets
- Address sustainability after the grant is over
- File your Annual Filing Report through Maryland Business Express by April 15th
- File the appropriate IRS Form 990 by the 15th day of the 5th month after the end of your organization's taxable year

Please Don't

- Wait until the last minute
- Forget to include the required supporting documents
- Make assumptions; ask for clarification
- Copy anyone else's grant - although your program may be similar in nature
- Hesitate in contacting us if you have a question; pgnonprofits@co.pg.md.us

Submission Instructions

- Provide one (1) original and three (3) hard copies of your completed application and supporting documents to the following:
- Hard copy submissions must be mailed or hand delivered to:

Community Partnership Grants
Office of Management and Budget
Attention: Grants Manager
1301 McCormick Drive, 4th Floor
Largo, MD 20774
301-952-3300

Questions About Required Documents:
Office of Management and Budget
DeAnna Baker-Mims, Grants Manager or Ameria Williams
301-952-3300

- Email questions to pgnonprofits@co.pg.md.us



FY 2019 Community Partnership Grant Program Evaluation Process

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Presenter: Office of Community Relations
Euniesha Davis, Acting Director

Evaluation Process

- Applications will be evaluated by qualified Grant Reviewers
- All applications will be reviewed and scored by a Grants Review Team of at least 3
- Maximum number of points an application can receive is 100
- Applications receiving a score of 75 or above will be considered for grant funding
- Evaluation Process will take a maximum of 6-8 weeks

A. Organizational Mission (10 points)

- Organizational Purpose
- Brief explanation of request to include program cost



STATEMENT OF NEED/PROBLEM (20 Points):

- Identify the existing problem, need, or situation
- Identify the target audience served
- Identify the expected benefit

SMART Goals

Goals should be SMART:

- *Specific*
- *Measurable*
- *Attainable*
- *Realistic*
- *Time-bound*

Project Description (25 Points)

- Reflects a comprehensive approach to solving a problem or addressing a need
- Details a series of related activities; a program is not a one time event or single activity
- Focuses on achieving a predetermined set of goals and objectives
- Communicates what your program is about
- Forms a basis for evaluation

Budget (35 Points)

- Fiscal responsibility
- Management of current budget
- Justification of request reasonable program costs)

Organizational Capacity (10 Points)

- Capacity to implement/manage programming
- Past Experience of organization
- Leadership and staffing
- Financial Controls

Questions?





FY 2019 Community Partnership Grant Program Closing

Prince George's County Community Partnership Grant (CPG) Program

Community of Hope AME Church

Wednesday, February 27, 2019

Presenter: Office of Strategic Partnerships

Diana León Brown, Director

Thank you!

