



FY 2022 Local Impact Grant Application Workshop

PRINCE GEORGE'S COUNTY LOCAL DEVELOPMENT COUNCIL (PGCLDC)
TUESDAY, FEBRUARY 22, 2022

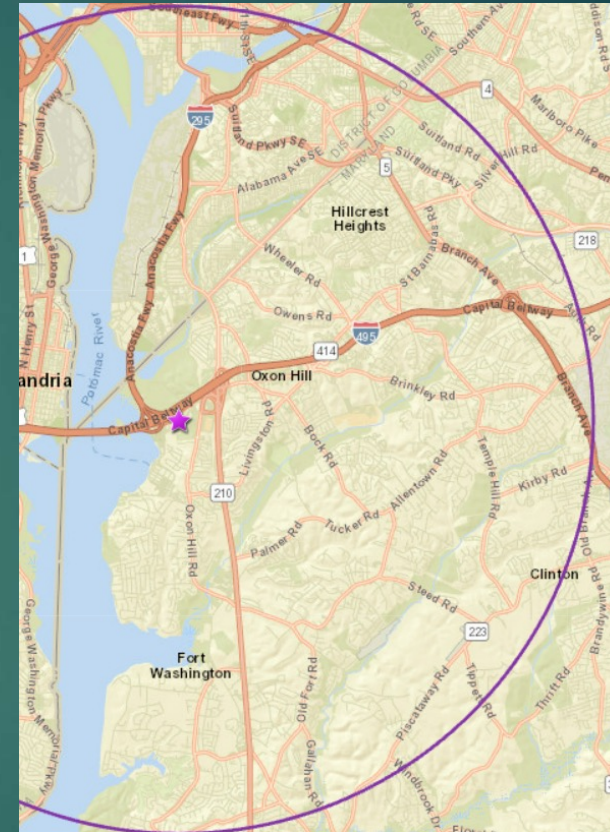
PRESENTER: OFFICE OF MANAGEMENT AND BUDGET (OMB)

FY 2022 Local Impact Grant

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What is the Local Development Council?

What is the Local Impact Grant?



Prince George's County Local Development Council Website
<https://www.princegeorgescountymd.gov/1125/Local-Development-Council>

Workshop Agenda

- Grant process timeline
- Local Impact Grant application overview
- Supporting documentation requirements
- New Portal Introduction
- Reporting requirements
- Reminders
- Questions

FY 2022 Local Impact Grant Timeline

Description	Date
Public notification/announcement of FY 2022 PGCLDC grant	February 10, 2022
Grant preparation workshop	February 22, 2022
Grant application deadline	March 18, 2022
County notification of procedurally disqualified applicants	April 18, 2022
PGCLDC application review process	April 11 – June 15, 2022
Report to the full PGCLDC by the PGCLDC Grant Review Committee of recommended awardees for final consideration and public vote	June 15, 2022*
County notification of unsuccessful applicants	June 17, 2022*
Public announcement of award recipients	June 17, 2022*
Grant funds available/issued no later than	June 30, 2022*

* Indicates dates are tentative and are subject to change.

FY 2022 Local Impact Grant Application

New Online Portal!

Prince George's County
Office of the County Executive
Fiscal Year 2022
Local Development Council (LDC) Grant Application



Angela D. Alsobrooks
County Executive
"Prince George's Proud"



START LDC APPLICATION

CONTINUE THE LOCAL DEVELOPMENT COUNCIL (LDC)
GRANT APPLICATION

Enter your Application ID# to Continue Application or Check
Application Status

Check

FY 2022 Local Impact Grant Application

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Section I – Organization Information

Basic information about your organization

Section II – Project/Program Information

Basic information about your project/program

Section III – Service Category

Your organization's primary service

FY 2022 Local Impact Grant Application

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Section IV – Other Information

Other awards and miscellaneous questions

Section V – Financial Information

Organizational and programmatic budget information

Section VI – Proposal Narrative

Detailed narrative about your project/program

FY 2022 Local Impact Grant Application

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Section VII – Supporting Documents

Required supporting documentation to attach to your application

Section VIII – Assurances

Reporting and other requirements of submitting an application

Section IX – Submit Application

Section V – Organizational Financial Information

- You must download the template on the portal
- Use the given line items, that may mean condensing some of the line items from your accounting system.
- Do not attach any other budget information.

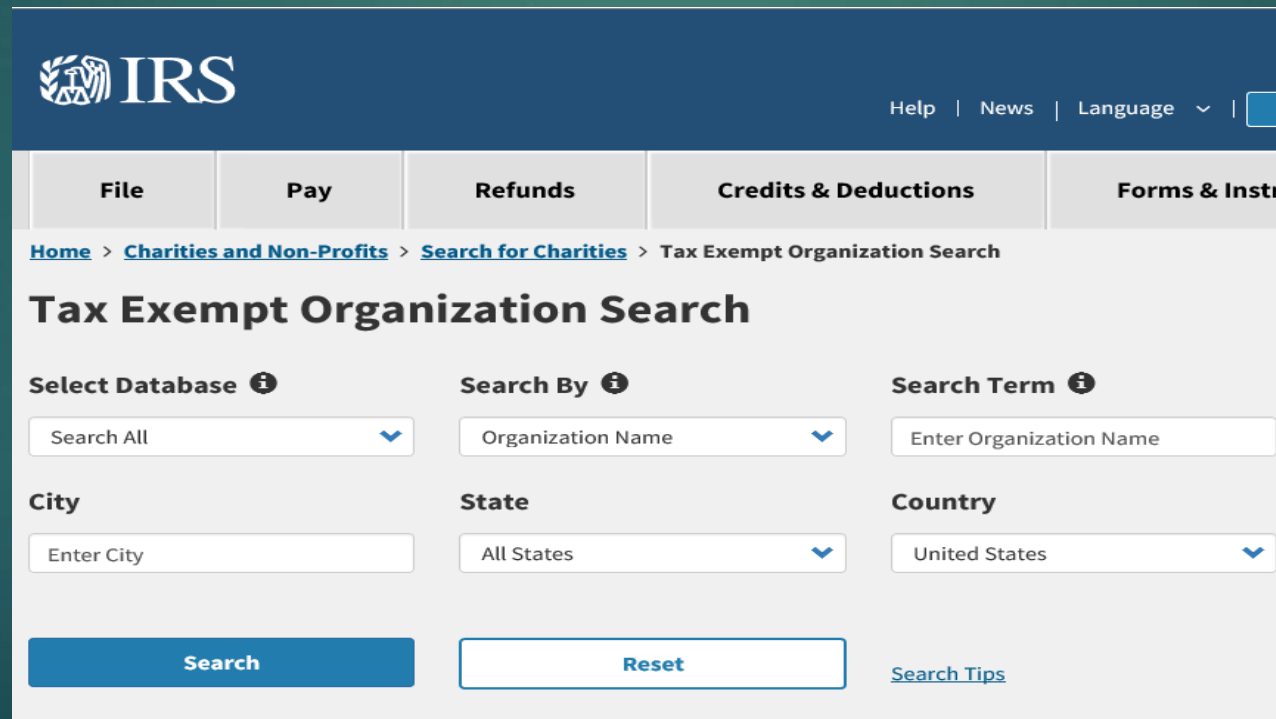
Supporting Documentation Requirements

Supporting Documentation

IRS Exempt Organizations Select Check

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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 "Tax Exempt Organization Search" page. At the top left is the IRS logo. To the right are links for "Help", "News", and "Language". Below this is a navigation bar with tabs for "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instru". The main content area has a breadcrumb trail: "Home > Charities and Non-Profits > Search for Charities > Tax Exempt Organization Search". The title "Tax Exempt Organization Search" is prominently displayed. Below the title are three columns of search criteria: "Select Database" (a dropdown menu set to "Search All"), "Search By" (a dropdown menu set to "Organization Name"), and "Search Term" (a text input field with the placeholder "Enter Organization Name"). Below these are three more fields: "City" (text input "Enter City"), "State" (dropdown menu set to "All States"), and "Country" (dropdown menu set to "United States"). At the bottom are two buttons: a blue "Search" button and a white "Reset" button. A link for "Search Tips" is located to the right of the "Reset" button.

Supporting Documentation

IRS Tax Determination Letter

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A copy of the organization's IRS Tax determination letter verifying IRS 501(c)3 federal tax-exempt status. The organization's full legal name must match Maryland's State Department of Assessments and Taxation (SDAT) records.

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: MAR 22 2007	Employer Identification Number: ██████████
MATTHEW 25 HOUSE INC 535 MAIN ST AMES, IA 50010-6008	DLN: ██████████
	Contact Person: GREGORY S PAJDA ID# 31533
	Contact Telephone Number: (877) 829-5500
	Accounting Period Ending: December 31
	Public Charity Status: 170(b)(1)(A)(vi)
	Form 990 Required: Yes
	Effective Date of Exemption: November 20, 2006
	Contribution Deductibility: Yes
	Advance Ruling Ending Date: December 31, 2010
Dear Applicant:	
We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.	

Supporting Documentation Certificate of Status

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Aka Certificate of Good Standing, this document has general entity information showing that the organization is currently in good standing with the State where your organization was incorporated. The date on the certificate must be within six months of the application's submission.

Certificate of Status

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

- Issued by the Maryland Department of Assessments and Taxation
- Proves 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
- The date of the print out must be within six months of submission

Charitable Registration

STATE OF MARYLAND
EXECUTIVE DEPARTMENT
COMPTROLLER
ROY D. ESTESSFORD
COMPTROLLER

OFFICE OF THE SECRETARY OF STATE
EXECUTIVE DEPARTMENT
100 SOUTH BALTIMORE
BALTIMORE, MD 21201
TEL: 410-326-7276
TOLL FREE: 1-800-333-3776

JOHN C. WOBENSNIETH
SECRETARY OF STATE

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 on your order, and your registration has been renewed.

Please retain this letter for your files. Please ensure that your registration is current with the Office of the Secretary of State until the year 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 ██████████. 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)974-5534.

Sincerely Yours,

John C. Wobensnieth

John C. Wobensnieth
Secretary of State
CID 10599

- Issued by the Secretary of State
- Required in order to solicit charitable contributions
- Requires Form (COR-92) completion and a possible fee
- Requires annual renewal
- Not required to solicit government funds

Supporting Documentation Financial Statements

Include **previous year** Financial Audit Report or **most recently filed** IRS Form 990 – (Return of Organization Exempt from Income Tax). If your organization has both, please submit the Financial Audit Report. Audited financial reports must be prepared in accordance with Generally Accepted Accounting Principles and be audited by a Certified Public Accountant. Unaudited financial statements, balance sheets, reviews or draft versions are not acceptable.

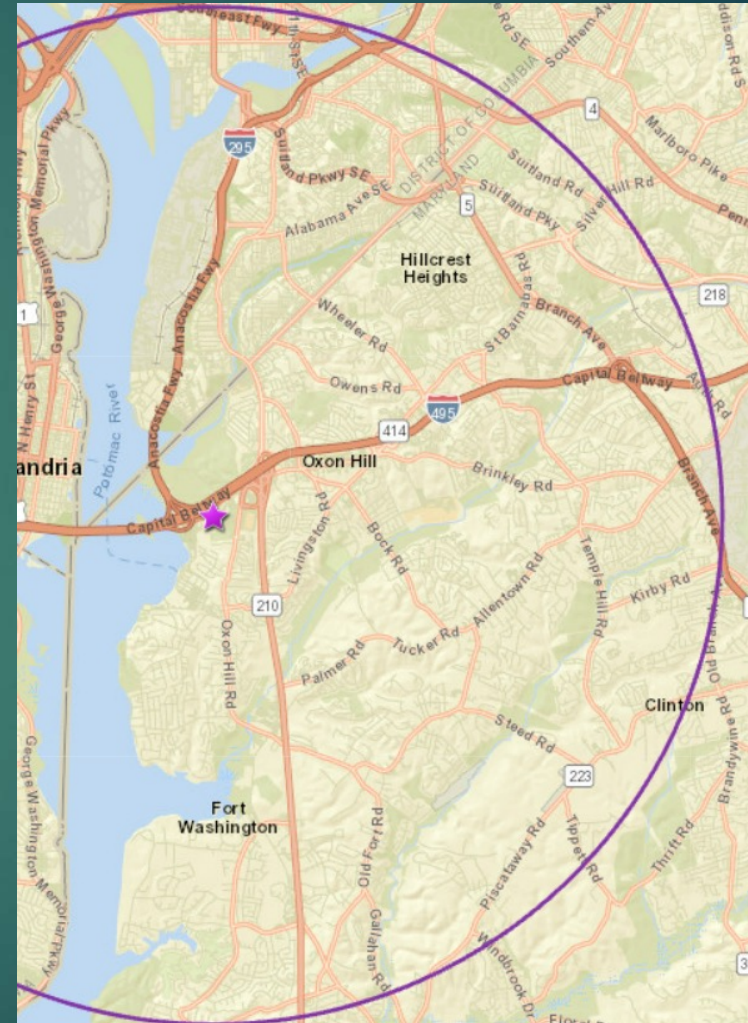
- Even though most tax-exempt non-profit organizations do not pay federal taxes, most are still required to file an annual informational return with the IRS. This annual reporting return is called a Form 990, 990 EZ or 990-N.
- Your organization's Form 990 is due on the 15th day of the 5th month after the end of the organization's taxable year. For example, if your fiscal year follows the calendar year, your 990 due date is May 15th. If your fiscal year is July 1st – June 30th, your 990 is due on November 15th.
- Instead of filing an annual return, certain small organizations (annual gross receipts are \$50,000 or less) may file an annual electronic notice, the Form 990-N (e-Postcard). The due date for Form 990-N is the "initial return due date". Extended due dates do not apply.
- 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.

Supporting Documentation Letter of Support

Include one (1) Letter of Support with an original signature from a community group, PTA/PTO, or church located within the radius, as evidence of community need. Use the following link to confirm

<https://princegeorges.maps.arcgis.com/apps/webappviewer/index.html?id=d85f8eb60b89476e8666f7181456c577>

Please provide a copy of a most recently executed Memorandum of Understanding for each partner that must be signed by all parties (if this request includes partner organizations), i.e. Prince George's County Public Schools, Fiscal Sponsor.



Supporting Documentation

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- ▶ Copy of your Organization's Mission statement on a separate page
- ▶ Board of Directors/ Trustees list
- ▶ Job descriptions for each position you are requesting support
- ▶ Your Organization's written Conflict of Interest policy and procedures
- ▶ IRS form W-9 – Signed request for taxpayer identification number
- ▶ Prince George's County ACH Enrollment (Electronic Funds Transfer) form
- ▶ Office of Management and Budget (OMB) verified SAP vendor number OR Completed SAP Vendor Request form

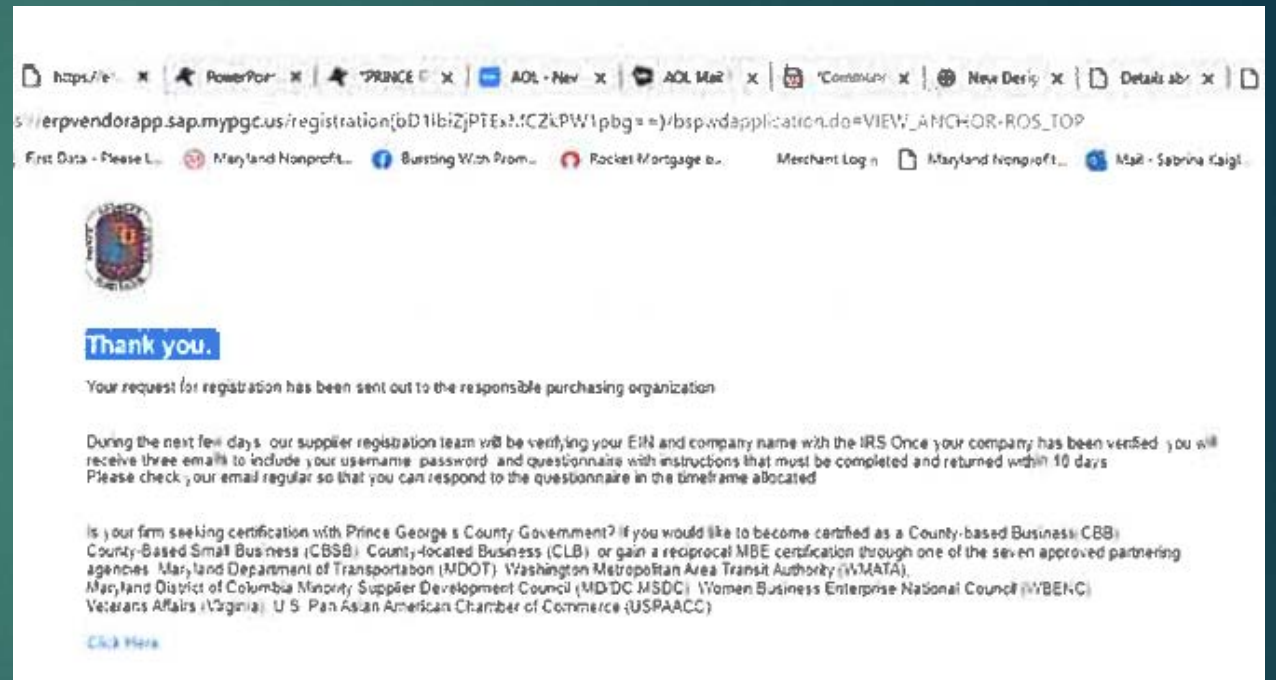
Supporting Documentation SAP Vendor Request form

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If you do not have an OMB verified SAP vendor number already, you will register as a vendor with the County using the website in the application.

[https://pgcsup00.sap.mypgc.us/registration\(bD11biZjPTEsMCZkPW1pbg==\)/bspwdapplication.do#VIEW_ANCHOR-ROS_TOP](https://pgcsup00.sap.mypgc.us/registration(bD11biZjPTEsMCZkPW1pbg==)/bspwdapplication.do#VIEW_ANCHOR-ROS_TOP)

After you have submitted the registration form, save the confirmation page that comes up afterwards.



Reporting Requirements

Midpoint and final reports include narrative and financial questions

- ▶ Specific due dates will be in the FY 2022 award letter

A new reporting template will be provided for FY 2022.

According to the Assurances you sign in the application, the LDC reserves the right to:

- ▶ Programmatic evaluation
- ▶ Site monitoring visits
- ▶ Request general ledger detail and receipts as supporting documentation for reports

Reminders

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Do's

- Contact OMB to verify vendor registration number
- Always follow instructions
- Proofread your proposal
- Present realistic grant budgets
- Address sustainability after the grant is over
- Email pgcldcgrants@co.pg.md.us for any questions that you have

Please Don't

- Wait until the last minute
- Forget to include the required supporting documents
- Make assumptions; instead, ask for clarification
- Copy anyone else's grant - although it's similar

Questions?

pgcldcgrants@co.pg.md.us

Thank you!