ETHICS WEEK 2021 REAPPROACHING ETHICAL VALUES

bbroach

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Donation Management Training

Understanding the District's Donation Management Process



The Mayor's Office on Volunteerism and Partnerships



Agenda

- Training Objectives
- · Overview- Serve DC
- Donation Background
- Donation Policy
- Donation Process and Benefits
 - Financial Donation
 - Foreign Donation
- · Solicitation
- Summary & Next Steps
- · Questions



Training Objectives

- Provide an overview of the Mayor's Memorandum 2015-001
- Share the roles and responsibilities of Serve DC
- Understand the District's Donation Process, and its Benefits;
- Familiarity with the District's Rules of Conduct Governing Donations and Honorary Gifts Made to the Government;



Serve DC Overview

We strive to innovate and amplify collaboration and service between Washingtonians, nonprofits, businesses, philanthropy and District agencies as a critical component to fostering shared and sustainable solutions that enhance the quality of life for District residents, and makes DC a world-class city.

- Building multi-sector partnerships to support strategic initiatives;
- Promoting and leading volunteerism and local/national service projects;
- Providing capacity-building services to nonprofits, agencies and District residents;
- Supporting investments that enhance residents quality of life



Donations Background

Congress has authorized the District to augment its budget via the acceptance of donations

- All donations however, must be approved by the Mayor via Serve DC
- Only Exemptions: Council, DCPL, DC Office of Advisory Neighborhood Services, DC Courts

Donations may come from individuals, organizations, foundations, corporations, businesses, associations, government or other entities

Cash donations are prohibited

District Donation's are managed via QuickBase, which allows District Agencies to seek approval, process and accept donations



Donation vs Grant

Donations and grants are NOT the same. This training is exclusively about donations.

Grants	Donations
An award of funds or other resources from a public or private entity, such as the federal government or a non-profit foundation.	Voluntary contribution of funds, services an property
Should submit a proposal	Bone fide contributions
Specific objective and outcomes	No string attached
Competitive process	No qui proquo



Donation Policies

- Agencies may not solicit, accept, or use donated funds, services or property without prior approval by Serve DC or OGC
- 2. Donations must be used for an authorized purpose of the Agency
- 3. Financial donations must be deposited in the Private Donation Funds 8450 (ACFO approves Budget Authority-Funds carry over)
- 4. No quid pro quo can exist
- 5. Donations = bona fide contributions
- 6. Donations of cash is prohibited



Benefits of Donation Process

- It protects us
- Avoids public scandals and mismanagement
- Leverages external resources
- Eases donor concerns
- Financial donations rollover
- Allows agencies to highlight their work



Donation Stats from FY14 to FY20





Top Five Recipients FY20 ----



Donation Approval Process

Step 1: Online Application: Agency prepares and submits an Application to Approve Donation in Quickbase

Step 2: Legal Review MOLC reviews your application for the legal sufficiency Step 3: Donation Agreement

Agency fills out and signs the donation agreement form to also be signed by the donor and Serve DC



Application Process

Process can take up to 7 business days to get approval and process donation. Text in red = documents/tools to which you'll need access in order to process donations; links are at end of the presentation.

Step		Action	
		Step 1: Online Application	
1	Agency & donor confirm there is no conflict of interest	 Agency has donor read and approve the <u>Mayor's</u> <u>Memorandum</u> Note- If Donor has a conflict of interest, the agency should include that information in the next step 	
2	Agency seeks Serve DC approval	 Agency submits online donation application via <u>QuickBase</u> <u>application</u>. Note-there is a separate 15 min training video on youtube on how to submit an application on Quickbase- opgs.dc.gov/youtube 	



MOLC Legal Review

	Step	Action		
	The Mayor's Office of the Legal Counsel Performs the legal review			
3	Serve DC and MOLC will receive your online application	 Serve DC and MOLC review your application and contact you if additional information is needed. 		
4	Legal Review	 MOLC will determine if your donation is legally sufficient. Common problems are: conflicts of interest and apparent advertising—quid pro quo—and endorsement concerns. At the end of the review, agency receives an email confirming that the application has been approved for the legal sufficiency or denied. 		
5	Serve DC and MOLC gives agency approval to process the donation	• Serve DC will email agency, giving approval to accept the donation.		



Donation Agreement

	Step	Action			
	Step 3: Donation Agreement				
6	Agency & donor complete Donation Agreement Form	 Agency complete & sign the <u>Donation Agreement form</u> and have it signed by the donor Agency sends form and photocopy of the check to <u>rold.louis2@dc.gov</u> Once the agreement is sent to Serve DC, agency can then accept and use the donation Serve DC will then sign and send fully executed agreement to agency 			
	FYI: Serve DC sends thank you letter to donors and publishes quarterly reports				
7	Serve DC publishes quarterly reports & sends thank you to donor	• At the end of each Quarter, Serve DC will send donors thank you letters.			



Donation Agreement

Step 3: Donation Agreement Form:

- Agency fill out the Donation Agreement form and have it signed by the donor
- Agency sends form(photocopy of the check when applicable)to rold.louis2@dc.gov
- Once the agreement is signed and sent to Serve DC, Agency can then accept and use the donation

В	DONATION ACREEMENT RETWEEN THE DISTRICT OF COLUMBIA GOVERNMENT AND
of()	nor") agrees to make a domation to(name of D.C. Government agency) insert amount if funds, description of in-kind domation, property or other) to be used pose. The domation is being given freely without any expectation of special treatment
	be used to augment its (identify what part of the agency budget will be sugmented by . The donation is for an authorized purpose because it is consistent with the set of the agency.
purpose stated in this donor, give my expre subsequent fiscal yea Ethics Officer. Other	sing made on the condition that the agency targets to use the dominon for the perticular operments. If the agency does not use the full balance of the financial dominon, it due so consent and sutherizations to the agency to use the remaining balance in the same or as for the same or similar antherization gruppene, as reviewed and agproved by the D.C. review, the Government of the Distinct of Colombia will mail a related check to the of any remaining the blance. (Same any other conditions that many apply).
F	Yee, with my consert all remaining finds may be applied toward another D.C. Convenient program with a shifter propose is this fixed year or subsequent years. Not, planes andred all remaining finds to the doars: Not Applicable.
	Please check the appropriate bax.
Mayor's Memorandu	d and agrees to be bound by the Rules of Conduct regarding Donations set forth in am 2010-2, dated October 15, 2010. Donor's knowledge, the donor is not aware of any transactions pending before any
agency or the Distric involving the Donor.	t government involving the Donor, nor any litigation pending against the government
accepted by the gove	Numbia government acknowledges that systems are in place for the donation to be enument and the use of the donation may be properly tracked as required by the Section f Columbia Appropriations Act, 2003, Pab. II. 108-7.
Signature of the Par	rties:
Name: Title:	presenting the Donor
Authorized official re	
	Date
Authorized official m Agency Representati Agency name	



Donation Drop Form

Donation Drop-Off Form:

- Donor fills out the Donation Drop-Off Form and signs form and agency representative signs form
- Agency sends form (photocopy of the check when applicable) to rold.louis2@dc.gov

	Government of the Dis	
	Mayor Finces O District of Columbia Publi	
DONOR CONTACT INFORMATI	ION	
Name (Print):		Date:
Organization:		
Address		
City/State		Zap:
Telephone:	Fax:	Email
DONATION(s) DESCRIPTION		
A: Type of Domition(s) (please check	one): B: /	Actual or Estimated Value (not to exceed \$500.00):
Pnancial In-Kind Other	5	
other.		
Other:	acluding intended use. (Please	e attach relevant documentation)
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Financial Donations

- All financial donations must be deposited in the 8450 Private Donations Fund.
- All checks must be made out to the DC Treasury,
- Finance team (OFRM, OCFO) sets up attributes in GRAMS pointing to fund 8450.
- Donation appears in SOAR (System of Accounting and Reporting).
- Agency must provide the donation agreement or drop-off donation form with the check to the Fiscal officer using the newly created attributes to process the check in INOVA.
- No Donation Agreement = No Spending.



Processing Checks

- Send photocopy of check and Donation Agreement to Donations Manager at rold.louis2@dc.gov
- Once the agreement is signed by Serve DC, Your AFO can set up the attribute with OFRM and have them processed the check.



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 Donation Process

- Foreign donations are donations coming from a foreign source or donation sponsoring international travel for DC Government employees.
- Agencies must get the approval of the Mayor's Chief of Staff (Please contact Lisa Wray at lisa.wray@dc.gov to get the Mayor's Chief of Staff approval) before going through the OPGS' approval process.



Solicitation

Solicitation: is making the ask

Types of Solicitation:

□**Direct solicitation** occurs when a Agency employee makes a direct ask to a <u>specific</u> donor (i.e. an individual or corporation). _○You must receive approval from Serve DC **before** the ask can be made of potential donor, by submitting your request through <u>OPGS Donation Application</u> in QuickBase. _○*Example*, a school may send a letter to a <u>specific</u> restaurant seeking a donation of pizzas for a back-to-school event.

Indirect solicitation occurs when a Agency employee asks <u>*multiple*</u> potential donors for donation support.

- You *are not required* to receive prior approval by Serve DC, however once a donation is offered it must go through Serve DC donation process.
- *Example*, a school may send a letter to multiple restaurants seeking a donation of pizzas for a back-to-school event and thus because it went to multiple potential donors.



Crowdfunding: Mayound to Advance DC

The Mayor's Fund to Advance Washington, DC is a one-step, automated, online crowdfunding platform designed to accept donations to particular and ongoing causes of the District government or District government agencies.

Maximum contribution per donation: \$1,000.00

Maximum contribution per quarter for each donor: \$2,000.00 Steps to post a Fundraising Project on the Fund to Advance DC platform:

- Develop a project (what, Where, When, Why, How, Needs, Benefits)
- Contact Serve DC rold.louis2@dc.gov to have the project posted online
- Develop a Marketing Campaign to attract potential donors on the site



BEGA

Ethics Act Jurisdiction

- Advice
- Investigate
- Train







Code of Conduct

- Prohibition on accepting gifts
- Gift means any:
 - Gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value.
 - This includes gifts provided:
 - In-kind;
 - By purchase of a ticket;
 - Payment in advance; or
 - Reimbursement after the expense has been incurred.
- Salary Supplementation
- D.C. Code § 1–329.01 Acceptance of gifts and donations





Gifts

-Prohibition on soliciting and accepting gifts from prohibited sources

- Lobbyists
- Vendors
- Contractors/ Grantees
- Developers
- Applicants
- Those who are regulated by the District
- Anyone who wants to do business with the District.





- Gifts
 - Prohibition on accepting gifts that are given because of the employee's official title or position
 - Donation to Agency





- Tech New Ways to Give and Receive Gifts
 - Use of Social Media
 - Currency Exchange Apps (Contactless Gift Giving)
 - Official Capacity and Social Media





Gifts that cannot be accepted:

- What to do if you are offered or receive a gift that cannot be accepted:
- Inform the person offering the gift; and
- Return the gift, donate the gift to a non profit charity, donate it to the District; or reimburse the donor the market value of the gift;
- If the gift is perishable and returning it would be impractical:
- share it with office staff;
- Donate to charity;
- destroy it.

Note: Sharing with office staff or donating to a charity, is a <u>one time only</u> option with respect to any donor.





- Free Attendance at Events (Or Virtual Events)
- Employees may not accept Free travel, meals, and lodging (OPGS)
- Employees may accept Free Attendance at Events:
 - Speaker at Event
 - When the employee is a speaker or panel participant, on behalf of the agency.
 - Assignment must be made in writing by employee's agency head or other designee
 - Widely Attended Events (50 persons or more)
 - By Sponsor of Event (official capacity only)
 - Attendance is in the interest of the agency further agency programs and operations;
 - As determined in writing by the Mayor or his designee.
 - By someone other than Sponsor of Event (personal or official capacity)
 - \$350 or less admission fee;
 - Attendees must share a diversity of views or interests
 - Event must be open to members from throughout an interested industry or profession.
 - If personal capacity, employee must take annual leave;
 - If authorized by the agency (in writing), no charge to employee's leave account.





Penalties for Non Compliance:

BEGA may impose penalties Fines Public censure for elected officials and recommendations for removal Imprisonment.

Contact us before you accept!

bega@dc.gov / 202-481-3411



Recognition of donors

- Mayor's Memo 2015, Section IX, page 10 allows District employees to thank donors by providing acknowledgements of their donations through:
- letters of acceptance and appreciation
- press releases, photo opportunities
- certificates, and other items that commemorate the donation
- In addition, The District may permit the display of donor logos if the display is incidental to the donation or if the display is unlikely to give the impression of commercialization.
- All permanent displays of logos must receive the advance clearance of the MOLC or the OGC.



Next Steps

- Provide you with access to the online donation platform Quickbase
- Provide additional donation resources as available



How to Engage

CERT

• Visit our Volunteer and Donation Portal for training and volunteer opportunities

Contact DC.CERT@dc.gov for more information

Mayor's Snow Team

Mayor Muriel Bowser's DC Volunteer Snow Program (Neighbors Helping Neighbors)
For more information, email <u>dcvsp@dc.gov</u>

Volunteer and Donation Portal

• Visit **servedc.galaxydigital.com** for volunteer opportunities, COVID-19 resources, and donation information



Contact for Donation Process

Name	<u>Title</u>	Agency	Phone Number
Rold Louis	Donations Manager	Serve DC	727-7977
Alexis Squire	Interim Director	Serve DC	727-1459
Betsy Cavendish	Mayor's General Counsel	OGC	724-7681
Lisa Wray	Executive Assistant	OGC	724-7681
Dorothy Brown	Associate Director	MOLC	727-6975
Michael Bolden	Division Director	OFRM	727-6534
Ashley Cooks	Attorney Advisor	BEGA	741-5374

Please visit MOCA website at www.moca.dc.gov or email rold.louis2@dc.gov for more



Questions?



