

DISTRICT GOVERNMENT AGENCY GUIDANCE ON ACCEPTING OFFERS OF ASSISTANCE

Donations and For-Purchase Goods Management

The following document provides District government agencies with guidance on how to accept donations from outside entities, and what to do if solicited with for-purchase goods that may fill critical resource gaps for response operations during COVID-19.

Agencies should not actively solicit donations from the public without direct coordination with ServeDC and the District's Emergency Operations Center. This information is based on the Mayor's 2015 memo outlining the District of Columbia government's rules of conduct governing donations and honorary gifts as well as the District Office of Contracting and Procurement vendor regulations. The District's emergency operations center has established a Donations Management division to coordinate acceptance, reception, and distribution of funds, services, goods, or property across District Government during the current public health pandemic.

HOW DO I ACCEPT A DIRECT DONATION?



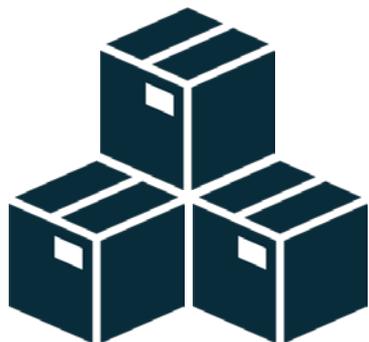
DONATIONS VALUED UNDER \$500

- District Agency is offered a donation they would like to accept.**
- Complete Donor Drop-Off Form:** Agency's designated donations coordinator will have donor complete and sign a donation drop-off form.
- Submit Donor Drop-Off Form:** Agency donations coordinator will countersign donation drop-off form and scan/email to Rold Louis at Serve DC, rold.louis2@dc.gov.
- Accept donation:** Agency is free to accept donation once donation drop-off form is completed.
- Finalize Documentation:** Serve DC will sign donation drop-off form and send fully executed form to agency, for agency records.

Examples of Donations Under \$500

- Local business owner shows up to a firehouse with bagels and donuts.*
- Local community member shows up to DCPS school with books to donate.*
- Local community member shows up to a DCPS feeding site with hand sanitizer.*
- Local community member shows up to a DHS facility with homemade masks.*

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DONATIONS VALUED OVER \$500

1. **District Agency is offered a donation they would like to accept.**
2. **Assess Conflict of Interest:** Agency and donor confirm there is **no conflict of interest**. Agency and donor confirm donation does not create a conflict of interest. Examples of conflicts that can arise can be found in the [Mayor's Memorandum](#).
3. **Request Serve DC Approval:** Agency seeks Serve DC approval by submitting an online donation application via the Serve DC [QuickBase portal](#).
NOTE: If you need access reach out to Rold Louis at Serve DC, rold.louis2@dc.gov.
4. **Review Application:** Serve DC will review the online application.
5. **Conduct Legal Review:** The Mayor's Office of Legal Counsel (MOLC) will conduct a legal review to determine if the donation is legally sufficient.
6. **Send Confirmation Email:** Serve DC will send agency an email confirming the application has been approved or denied for legal sufficiency.
7. **Complete Donation Agreement Form:** If approved, agency and donor will complete Donation Agreement Form.
 - a. Agency will fill out form and send it to donor for signature.
 - b. Upon return from donor, agency will countersign form.
 - c. Agency will email the signed donation form to Rold Louis at Serve DC, rold.louis2@dc.gov.
 - d. Once form is sent to Serve DC, agency is free to accept donation.
 - e. Serve DC will sign agreement and send fully executed agreement to agency, for their records.

Examples of Donations Over \$500

- *Local business offers to donate 2000-N95 face masks*
- *Local business offers to donate gallons of hand sanitizer*
- *Local university offers to donate bulk personal protective equipment (PPE)*



UNSOLICITED DONATIONS

It is at the discretion of District agencies whether to accept unsolicited donations during emergencies. Any truck or transportation vehicle carrying unsolicited donated goods to any District warehouse will be asked to return to sender. In the event that staff receives emails or phone calls from individuals requesting to send unsolicited donations, or donations of goods that are in need for response and recovery, staff should follow the above outlined donation acceptance guidelines. If donation inquiry is not consistent with response and recovery needs, staff should suggest alternative donation locations such as non-governmental organizations or faith based organizations.

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WHAT IF SOMEONE WANTS TO DONATE OR SELL SOMETHING BUT MY AGENCY DOES NOT HAVE A NEED FOR IT?



Agencies that receive offers of donated or for-sale resources and do not wish to initiate receipt by their agency should take the following steps to submit the offer for availability to the rest of District government.

AGENCIES WITH WEBEOC ACCESS

1. **RFI/RFA Board:** Navigate to the RFI/RFA board in WebEOC, click “New Request,” choose the “Offers of Assistance” category and fill out all information fields.
 - a. Name, organization, phone, and email of the **individual/organization offering the donation/goods**.
 - i. *Do not enter your agency information unless you would like to include it in the notes section.*
 - b. Type of donation, for-purchase goods, or volunteer opportunity.
 - c. Thorough description that includes:
 - i. Address of where the commodity is currently located.
 - ii. How much is available (quantity).
 - iii. Detailed specifications of the donation/for-purchase goods.

AGENCIES WITHOUT WEBEOC ACCESS

1. **Serve DC Interest Form:** Any individual or organization interested in donating to the District during this incident should fill out Serve DC's [COVID-19 Volunteer & Donations Interest Form](#). Serve DC will log all offers received into a Serve DC internal tracker as well as the WebEOC RFI/RFA board.
2. Serve DC and the EOC will coordinate offers of donations and for-purchase goods with outstanding or anticipated resource needs. If the District decides to move forward with any offers of assistance:
 - a. ServeDC will reach out to the donating individual/organization to coordinate documentation and legal process.
 - b. OCP will work with all vendors offering for-purchase goods.
 - c. EOC Logistics will then coordinate receiving and distribution of the goods.
3. If there is no immediate need for the donation, the offer will remain in the WebEOC RFI/RFA board for future reference. Serve DC will also record the offer in its internal resource bank of donors.



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CRITICAL NOTES FOR DISTRICT AGENCIES

Agencies that want to receive donations must make every assurance to follow the designated process. Please take note of the following dos and do nots as recommended by the District government.



DO NOT

1. **DO NOT SIGN ANY FORM WAIVING LIABILITY**
2. **DO NOT MAKE ANY PROMISES ON BEHALF OF THE DISTRICT GOVERNMENT** – any contingency or request from the donor must be discussed and considered carefully.
 - Do not specify what exactly will be done with donation.
 - Do not agree that the District will buy more if the donation is liked; do not agree to buy a companion item that makes a donated item more useful.
 - Do not agree to display the donor's logo.
 - Do not agree to allow the donor to meet with the Mayor or another District official.



DO

1. Let the donor know they will be asked to sign a form saying they expect nothing in return for the donation and have no pending lawsuit, application, or other business before the government.
2. Let the donor know that they will be acknowledged publicly on the ServeDC website.
3. Thank the donor for their generosity and support!

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POINT OF CONTACTS

| NAME | AGENCY | EMAIL | PURPOSE |
|--|----------|--|---|
| Rold Louis | Serve DC | rold.louis2@dc.gov | For referrals of offers of donations, with or without a WebEOC Login. |
| EOC Manager | HSEMA | eoc.manager@dc.gov | For general resource request questions; for WebEOC access approval. |
| EOC Planning Coordination Section | HSEMA | eoc.plansec@dc.gov | To submit offers of assistance; for WebEOC RFI/RFA Board questions |