

**CITY OF POUGHKEEPSIE
YOUTH ACTIVITIES AND OPPORTUNITIES GRANT**

POLICIES AND PROCEDURES

**Marc Nelson
Mayor**

**Rebecca A. Valk
Corporation Counsel**

**Karen R. Williams
Youth Services Director**

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City of Poughkeepsie

Youth Activities and Opportunities Grant Policies and Procedures

I. PURPOSE

The Youth Activities and Opportunities Program is a grant program for City of Poughkeepsie non-profit organizations with a 501(c)(3) designation. The purpose of this policy is to govern the disbursement of grant monies to applicants that meet the requirements for participation in a financial assistance program for youth development and instructional activities. Through these guidelines, the City of Poughkeepsie seeks to provide grant funds to assist organizations and structured entities engaged in youth programs. This policy sets forth the criteria used to determine and identify eligible organizations, programs, and activities for which the grant funds will be considered.

II. POLICY OBJECTIVES

The specific objective of this policy is to provide funding to organizations serving the youth in the City of Poughkeepsie on a competitive basis based on their ability to demonstrate that they can fulfill an unmet community need. This grant will provide funding to organizations, clubs, leagues, and/or educational institutions or groups that provide opportunities for City of Poughkeepsie children to participate in community based youth programs, activities, and camps that emphasize active lifestyles, foster youth growth and development, facilitate performance, provide instructional guidance, and engender a spirit of community in the City of Poughkeepsie. This grant will further provide guidance, mentorship, and training to organizations involved in youth programming to ensure their success and sustainability.

III. ELIGIBLE GRANTEES

The City of Poughkeepsie will extend grants to the following applicant organizations:

Any organization, club, league, or group if they:

- Are registered as a 501(c)(3), non-profit organization;
- Are an existing program that relates to youth activities which may include internship and employment placement opportunities.

IV. INELIGIBLE GRANTEES

The City of Poughkeepsie will not extend grants to the following applicant organizations:

- Organizations not currently exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code;
- Public and private schools/districts;
- Political campaigns, or attempts to influence public office;
- Organizations that unlawfully discriminate as to race, religion, income, gender, disability, or national origin;
- Projects or programs aimed at promoting the teachings of a particular church or religious denomination, or construction projects of churches or other religious institutions;
- Foundations affiliated with a for-profit entity;
- Individuals;
- Sponsor teams, special events or fundraising activities.

V. ELIGIBLE PROJECTS

Eligible projects need to demonstrate youth based programs, camps, activities, internship and/or employment placement opportunities for City of Poughkeepsie children and young adults age 18 and under. The eligible projects and activities need to facilitate youth development through instructional, competitive based programs lead by experienced, qualified teachers and mentors. Qualified individuals need to provide copies of their certificates or degrees attached to the application if applicable.

VI. APPLICATION INSTRUCTIONS AND SUBMISSION

The Youth Grant Application can be located on the City of Poughkeepsie's website and must be completed and submitted by the deadline.

Youth Grant applicants will have the option to attend an **Application Information Session** held by the Youth Services Director after the application is released. The date and time of the Application Information Session will be communicated at the time of the release of the application.

Application Submission Requirements:

- Only one (1) application may be submitted per organization;

- Application submissions must be signed by an authorized official from the organization;
- **Two (2) copies of your application are required, one (1) hard-copy of the application as well as a complete electronic file.** Please do not submit your application as multiple emails, or multiple files;
- Hard copy applications should be mailed or delivered to:

**Youth Services Director
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, NY 12601**

- Electronic applications should be sent to the current Youth Services Director.

Email: KaWilliams@cityofpoughkeepsie.com

VII. GRANT APPLICATION REVIEW

Applications will be reviewed and evaluated by the City of Poughkeepsie Youth Grant Committee, who will generate preliminary award recommendations, which will then be presented to the Mayor, for final review and approval. Funding recommendations will be determined by utilizing the following criteria:

- A demonstrated need for the project and how it supports youth growth and development;
- The overall impact the project will have on the community and the number of children it will support;
- The need for financial assistance for the project as well as the funding commitment from the applicant organization, or other funding sources, to ensure the project reaches success;
- The organization's fiscal responsibility and management qualifications;
- The ability of the applicant organization to assume all operating costs after the program is complete;
- The ability of the applicant organization to obtain necessary additional funding to implement a program or project and to provide ongoing funding after the term of the grant has expired.

VIII. GRANT AWARD

The City of Poughkeepsie Youth Grant maximum award amount is \$20,000.00.

IX. ELIGIBLE GRANT EXPENSES

Eligible grant expenses should be specifically identified in the organization's application budget and should be easily and accurately demonstrated in the operation and activities of the youth program or service.

The following categories are eligible grant expenses:

A. Personnel: The Grant will award salary expenses directly associated with the program in **an amount not to exceed 25%** of the total program award, unless otherwise specified in the contract agreement.

i. **Salaries:** Salaries charged to the program should be based on actual hours spent on the funded program multiplied by the employee's hourly billing rate.

ii. **Timesheets:** Detailed and accurate time records for all employees paid under the contract must be submitted on the **Timesheet Form** provided by the City of Poughkeepsie. See **Appendix C**.

B. Contractual/Consulting Services: The Grant will award costs for organizations and individuals external to the organization that have entered into a written agreement with the organization to provide any services outlined in or associated with the agreement, and whose services are to be funded under the program budget within a program year.

C. Insurance: The Grant will award costs for reasonable insurance payments.

D. Travel & Meals: The Grant will award costs for travel and meal expenses. All budgeted costs must be approved as part of the organization's application budget. Any costs in excess of the application budget will not be eligible. Travel and meals unrelated to the funded program are not eligible. Charges for alcohol are not eligible. Gratuities on bills are not eligible.

E. Equipment Purchase/Lease: The Grant will award costs for equipment needed to meet the program objectives and may be either purchased or leased, whichever is more economical.

F. Furniture and Equipment: The Grant will award costs for furniture and equipment if the predominant use (50% or more) is directly associated with the program. Purchases valued over \$500.00 must be approved by the Youth Services Director. Organizations must maintain an inventory of furniture and equipment purchased with Grant funds. The inventory will be reviewed during monitoring and will include a review of the item's make/model, serial number, location, and condition. Prior to disposal of an asset, the city, at its discretion, will determine if the item must be returned or will approve the entity's plan for disposition.

G. Vehicles: Vehicles cannot be purchased or leased without specific written approval from the City. If vehicles are rented, the costs must be listed under Vehicle Rental in the organization's application budget.

H. Supplies: Program supplies which are used specifically in connection with the program during the term of the agreement are eligible. General office supplies are considered indirect costs and are not to exceed 10% of overall expenses related to the program.

I. Administration and Overhead: Administrative expenses and overhead necessary for the general operation of the program. The Grant will award general program operation expenses in **an amount not to exceed 10%** of the total program award, unless otherwise specified in the contract agreement.

J. Sales Tax: Sales tax incurred by a tax exempt organization is an ineligible expense, except:

- i. When exempt status is not recognized out of state, or
- ii. Employee meal reimbursement claims, which must include an itemized receipt and be part of their official duties during program operation.

K. Other Expenses Directly Related to the Program: Additional eligible expenses must be solely related to the services to be provided, but

are not specifically included in the previous categories. These items may include: participant travel, staff training, security costs, occupancy, licensing fees, printing, shipping, delivery and messenger services, material development costs, advertising costs for recruitment, books, journals, periodicals, audio-visual services, facility rental, and program refreshments. Additional criteria or clarification for some of these categories are listed below:

- i. Participant travel: Explain the purpose of travel, number of participants, estimated miles, and frequency (ex. per day, per week).
- ii. Occupancy: Real estate rental, utility, telephone, and heating fuel costs for space related solely to the program.
- iii. Printing Services: Audio-visual and print production costs, reprint permissions, reproduction, and photocopying costs. All organizations must make reasonable efforts to secure the lowest responsible bidder for printing services.

X. GRANTEE STAFF REQUIREMENTS

Grantees must comply with the following requirements.

A. Mandatory Meeting: Program supervisors and staff **MUST** attend an Orientation Meeting. Details regarding the meeting will be further outlined in Grantee award letters.

B. Mandatory Trainings: Program supervisors and staff **MUST** complete the following **FREE** development trainings within 30 days of award notification. Upon completion of the trainings, certificates must be emailed to the Youth Services Director in order to receive funding. If program supervisors and staff have already completed comparable prior trainings please attach copies of the certificates to the grant application. Training certificates older than 8 months will not be eligible for meeting this requirement.

- i. Mandated Reporter Training
<https://www.hslcnys.org/hslc/>

- ii. Positive Youth Development 101 Series

www.pyd101.net

The Positive Youth Development 101 Series consists of the following six workshops:

- Principles of PYD
- Puberty and Adolescence
- Youth and Technology
- Youth Development Programing
- Youth Voice and Engagement
- Youth Works Ethics

D. Background Check: The City wants to make certain the youth are receiving the relevant services, in a safe environment in order for them to grow and thrive. It is recommended that programs working with youth have their staff complete a background check.

XI. GRANTEE REPORTING REQUIREMENTS

A. Submission Reporting: Grantees must submit and comply with the following reporting requirements.

i. **Narrative Report Form:** Grantees must submit a typed Narrative Report Form provided by the City of Poughkeepsie. See **Appendix A**.

ii. **Expenditure Claim Form:** Grantees must submit a typed Expenditure Claim Form provided by the City of Poughkeepsie. See **Appendix B**.

iii. Copies of all invoices and receipts of payment for the expenses listed on the Expenditure Claim Form.

iv. **Timesheet Form:** Grantees must submit a typed Timesheet Form provided by the City of Poughkeepsie. See **Appendix C**.

B. Submission Deadline: Grantees must submit all documentation according to the following guidelines.

- i. Grantees that administer a program with a duration of **3 Months or more** will be required to submit **Quarterly** reporting.
- ii. Grantees that administer a program with a duration of **2 months or less** will be required to submit reporting at the close of the program.
- iii. All submissions should be received within 15 days or reporting requirement along with supportive financial documents.

GRANTEE REPORTING GUIDELINES

Grantees must comply with the following reporting guidelines and conditions regarding Grant Funds, Financial Documentation and Fiscal Management.

A. Grantees will have up to one year to use grant funds. Any grant funds unspent after 1 years' time will revert back to the Youth Fund to support other youth programs and projects.

B. Grantees must maintain records for the program in a manner consistent with generally accepted accounting practices.

C. Grantees must maintain a list of all funds received under the Grant Agreement.

D. Grantees must maintain a list of all funds disbursed under the agreement including payee and amount. Any payments made after the end of the Grant period must be for expenditures incurred during the program term.
(Disbursements Journal)

E. Grantees may not duplicate claims for costs or services.

F. Grantees must maintain complete and accurate documentation to support revenues and expenses (e.g. bank deposit slips; invoices; copies of checks; bank statements; time sheets; employee reimbursements for travel, meals and supplies, indirect cost detail; cash receipts; and disbursements journals).

G. Grantees must request a budget adjustment in writing to the Youth Service Director. Only limited budget adjustments that are deemed necessary will be considered during the Grant period. No budget adjustments will be considered once the program term has expired.

H. Grantees must maintain detailed records for petty cash funds. The following information must be maintained for all disbursements: Amount, Date, Payee, Purpose, Item purchased, Approved by, and Received by.

I. Grantees must maintain original documentation. Documentation must be kept for a period of seven years after the end of the Grant agreement, unless otherwise specified by the department.

J. Grantees will not be funded for costs incurred before the starting date or after the ending date of the Grant period.

XII. DEFINITIONS AND PURPOSE OF MONITORING

Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a private, local, state, or federally funded program in an effort to ensure compliance with regulations. This process will ensure that programs are implemented in a timely and efficient manner. It will also allow the City of Poughkeepsie to determine which programs require assistance and/or revisions in an effort to ensure quality programs and organization sustainability.

XIII. MONITORING

Monitoring will be conducted through site visits and an extensive review of Grantee's reporting documentation.

A. **Site visits:** Site Visits will be conducted by the Youth Services Director at least once during the program's operation to determine fiscal adequacy and program quality. Site visits will allow the Youth Services Director to determine whether a program is operating within the parameters in the organization's Agreement and Scope of Services while also allowing the assistance by the Youth Service Director to assess and offer guidance to the unique needs of a particular organization. Site visits are scheduled with organization personnel. Unscheduled visits may include attendance at public events.

i. During onsite review, the following tasks may be performed:

- Review selected documentation (i.e., general ledger, expense reports, submitted invoices, attendance rosters, program curricula and schedule, etc.);
- Review program data;
- Visit service areas of the related program;
- Conduct focus groups with staff, or other individuals participating in or affected by the program;
- Discuss preliminary findings and/or follow-up meetings;
- Conduct additional monitoring activities, as needed.

ii. During onsite review, the following documents may be requested:

- Payroll transactions (i.e., a list of employees paid with grant funds, job or position descriptions, records/timesheets demonstrating dates/hours employee(s) worked and what percentage was spent working on the grant program activities, evidence of payroll reconciliations, accounting records indicating how salaries were charged, and/or payment records indicating how salaries were paid, attendance rosters, etc);
- Procurement transactions (i.e. cost estimates, proposals, purchase orders, contracts, invoices, proof that items purchased were received, receipts of items purchased, inventory records, etc.);
- Fiscal documentation showing the program is meeting its obligations including documents showing the total cost to run the program; the share of that total cost provided from other sources, copies of program and/or organization's policies and procedures.

XIV. MONITORING RESULTS

Monitoring results will be based upon Grantee's site visit and reporting documentation. The following criteria will be utilized to determine whether the organization is in compliance with the Policies and Procedures of the Grant. Grantees will be notified in writing if they are not in compliance and will be required to develop a Corrective Action Plan that will be reviewed by the Youth Services Director.

A. Monitoring Criteria:

- Failure to make substantial progress toward grant goals and objectives;
- Late reporting;
- Submission of ineligible grant expenses;
- Invoice difficulties or inconsistencies;
- Lack of alignment between expenditures and approved budget;
- Consistent noncompliance relative to unresolved findings identified during previous monitoring reviews;
- Individual complaints to the agency;
- Excessive administrative costs;
- Difficulty serving target population;
- Difficulty spending funds within the grant timeframe;
- Attendance and participant numbers.

B. Compliance Determination:

- **IN COMPLIANCE:** The program fulfills its obligations as outlined in the Policies and Procedures.
- **NOT IN COMPLIANCE:** The program is not in complete compliance with the Policies and Procedures. A Monitoring Report will be issued to the organization within 30 calendar days of the site visit and/or review of reporting documentation. The report will address any findings, recommendations and corrective actions, if applicable. Grantees will have 30 to 60 days, to develop a Corrective Action Plan delineating strategies and a timeline in which they plan to correct any findings. The Corrective Action Plan will be reviewed and feedback will be provided to the Grantee within 30 to 60 days. The Youth Services Director will work with the Grantee to ensure the plan is comprehensive, manageable and timely. Post-monitoring visits may occur to ensure the plan has been implemented. When Grantee has provided sufficient evidence that the Corrective Action Plan has been fully implemented, a closeout letter will be issued indicating that all findings have been resolved.

XV. FAILURE TO IMPLEMENT CORRECTIVE ACTION PLAN

A Grantee's failure to sufficiently implement its Corrective Action Plan within a timely manner, may lead to ineligibility for future funding or special conditions and restrictions on the Grantee's ability to receive future grant funds.

Special conditions and restrictions may include:

- Additional reporting;
- Additional onsite monitoring;
- Withholding or suspension of grant funds.

Additional program-specific conditions may also be imposed at the discretion of the Youth Services Director. The Grantee will be notified in writing if there are any special conditions or restrictions attached to the grant award. The notice will include:

- Nature of the special conditions/restrictions;
- Any corrective actions that must be implemented before the conditions/restrictions may be lifted;
- The process by which such conditions/restrictions may be appealed by the Grantee. All appeals will be heard by the Mayor.



Youth Grant City of Poughkeepsie Narrative Report

Organization/Program:
Funding Amount:

Person Completing Report	
Name:	Title:
Phone:	Email:

Reporting Year	
Date:	Year:

Instructions:

1. Narrative Reports
 - a. Please respond to each of the questions on the following pages. Provide a clear and concise description of the activities that occurred during the reporting period.
 - b. Please attach supporting documents when necessary, pictures, certificates etc.
2. Narrative Reports should be **submitted via email** to **Karen Williams** at kawilliams@cityofpoughkeepsie.com.

Goals and Objectives:

What were the Goals/Objectives of the program?

Were these Goals/Objectives accomplished?



Enrollment Information:

What age group does your program serve? 0-5, 6-11, 12-15, 16-18

Race & Ethnicity	Number of Youth
Latino/Hispanic	
Asian	
Black or African American	
White	
Native Hawaiian or Other Pacific Islander	
Other	

	# of youth
Number of youth enrolled in the Program	
Number of youth enrolled in the program who live in the city of Poughkeepsie	
Number of youth new to the program	
Number of youth returning to the program	
Number of youth dis-enrolled or exited the program before completion	
Number of youth active at the completion of the program	

1. Was your program on target with the projections outlined in your grant application?

Yes No

If **yes**, what did you do that worked?

If **no**, what adjustments can be made to accomplish your projections?

2. Does your program currently have a wait list?

Yes No



If **yes**, how many youths are currently awaiting enrollment, and how are you working to resolve this issue?

3. What are your limitations for taking on more youth?

Parent Engagement:

Are the parents of the youth enrolled in your program actively engaged?

If so, how do the parents engage with your program?

Additional Services:

In this column please complete the additional services your organization provides to the youth for us to better understand your program and the great work you are accomplishing. If this does not apply, indicate N/A in the column.

	Projected Number of Meals to be Served for the Duration of the Program	Meals Served
Meals Served		

Community Coordination:

1. Describe your organization’s community outreach plan to increase youth enrollment?



Leveraging Community Resources:

1. Describe any community resources leveraged which fostered the development of the program and how those resources enhanced services to the youth.

Program Management/Fiscal:

1. Complete the table below with any changes to staff positions from your initial proposed budget.

Employee Name/Title	Date of Change	Type of Change (e.g., terminated, vacated, leave of absence)	Status (position vacant, interviewing for replacement, position filled)

2. Were there any fiscal or budgetary issues that affected the program? (i.e. budget modification, staff vacancies)

3. Please attach success stories along with pictures to highlight your youth's achievement during the program.

CITY OF POUGHKEEPSIE YOUTH ACTIVITIES AND OPPORTUNITIES GRANT

EXPENDITURE CLAIM FORM 2023

NAME OF ORGANIZATION:

Expense Item	Approved Budget	Expenditures Prior Periods	Expenditures This Claim	Cumulative Claimed to Date	Budget Balances
Salaries/Wages					
Fringe Benefits					
Contractual Fees					
Advertising Fees					
Program Supplies					
Office Supplies					
Fixed Costs (Utilities, Occupancy, Maintenance, Storage)					
Equipment Rental/Maintenance					
Equipment Purchase					
Program Transportation					
Uniforms/Team Shirts					
Insurance					

Telephone					
Other (Specify)					
Total	<div style="border: 1px solid black; width: 150px; height: 25px; margin-left: 20px;"></div>				

FINANCIAL STATEMENT CERTIFICATION

Amounts claimed on this report constitute allowable costs in accordance with the terms of the contract.

Authorized Signature of Agency
Date



TIME SHEET

Name of Organization: _____

Name: _____

Date: _____

Week Ending _____

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hours Worked Today
Total Hours Worked for the Week							

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hours Worked Today
Total Hours Worked for the Week							



Employee

Signature: _____ **Date:** _____

Supervisor

Signature: _____ **Date:** _____