

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

POLICY AND GUIDELINES

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City of Poughkeepsie

Youth Activities and Opportunities Grant Policy and Guidelines

I. PURPOSE

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, 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 development, facilitate performance, provide instructional guidance, and engender a spirit of community in the City of Poughkeepsie.

III. ELIGIBLE ORGANIZATIONS

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

- Are registered as a 501(c)(3), non-profit organization;
- Are an existing program that relates to youth activities.

IV. ELIGIBLE PROJECTS

Eligible projects need to demonstrate youth based programs, activities, and/or camps 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.

V. GRANT QUALIFICATION 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 City Administrator and 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 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.

VI. GRANT INELGIBILITY

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;
- 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;
- Startup organizations or programs;
- Individuals;
- Sponsor teams, special events or fundraising activities.

VII. APPLICATION INSTRUCTIONS

Complete the application form found on the City of Poughkeepsie's website by the appropriate deadline. We encourage all applicants to contact the Office of Social Development with any questions and to discuss program eligibility.

All applications must be submitted to the following address:

**City of Poughkeepsie
Office of Social Development
62 Civic Center Plaza
Poughkeepsie, NY 12601**

General Information:

- Number of Applications – Only one (1) application may be submitted per organization;
- Application submissions must come from the authorized certifying official;
- **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;
- Electronic applications should be sent to the current Social Development Director. Check the City of Poughkeepsie website for up to date contact information.

Additional Information (to be submitted separately by the applicant organization):

- Organizational Chart & Budget (Word, Excel, or PDF);
- Staff List (Word, Excel, or PDF). This list should be limited to staff assigned to the program and those which will be reimbursed by the grant funds;
- Board List (Word, Excel, or PDF). Must include their name, employer, job title, address, phone number, and end date of their term;
- Program/Activity Budget and Narrative Form;
- Personnel (Word, Excel, or PDF). This list should include all current staff and administration positions involved in the youth youth program and allocate each salary (if applicable). Personnel costs are calculated as a percent of time spent on the program on the budget form. (Reimbursement will be

based on actual hours.) If you must use an hourly or per day rate you must overwrite the formula and provide an explanation in the Budget Narrative. A position's percentage of time on an activity cannot be more than 100 percent. Enter the organization's Fringe Benefit Rate (%) so that fringe costs can be calculated (if applicable).

VIII. TIMELINE

Grant applications will be accepted once (1) time a year on the following dates:

February 28

The Youth Grant Committee will review each application using the evaluation criteria outlined above. The review process may take up to 6 weeks to complete.

IX. RECEIPT OF GRANT FUNDS

Upon approval of the City of Poughkeepsie Youth Grant, recipients shall comply with the following reporting conditions regarding Performance Progress and Final Income and Expense Budget. Recipients are required to submit reports on an annual basis, 30 days after the end of the fiscal year. The reports can be submitted in narrative form and no standard format is required.

General instructions for completing the reports are contained below.

Report Submissions

1. The recipient must submit a **Performance Progress Report** setting forth a detailed mission statement, organization history, coaching/teaching employees and outlining the following:

1. What were the major goals and objectives of the program?
2. What was accomplished under these goals?
3. What opportunities for City of Poughkeepsie youth did the program provide?
4. What data was collected to measure the outcome of the program and the number and ages of individuals served?

5. Were there any significant changes to the program, more specifically, were there significant changes in use of youth grant funds and, if so, what caused these changes?

2. The recipient must submit a **Final Income and Expense Budget** setting forth an expenditure funds report for the program outlining the following:

1. An itemization of all funds spent on the program;
2. Copies of all program invoices and receipts of payment;
3. Financial Statements of the Organization for the last fiscal year.

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

X. 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. The process also measures results and assists the City of Poughkeepsie in determining which programs require assistance and/or revisions in an effort to ensure quality programs.

XI. MONITORING

Through oversight and monitoring, the City of Poughkeepsie Youth Grant Committee:

- ensures that programs are implemented in a timely manner in compliance with all applicable requirements;
- identifies instances and trends that indicate superior, satisfactory, or deficient performance;
- develops and implement actions to reinforce, improve, correct, or supplement recipient performance, as appropriate; and
- identifies the need for assistance and provides pro-active support.

The City of Poughkeepsie Youth Grant Committee will review the performance of recipients to determine whether they:

- have carried out their eligible activities in a timely manner,

- have eligible activities and certifications in accordance with the individual program requirements and with other applicable laws, and
- have a continuing capacity to carry out those activities in a timely manner.

Monitoring will consist of on-site review and off-site (or remote) reviews of program reports, financial records, and audits.

Onsite monitoring involves a comprehensive assessment conducted by the Grant Manager or the Youth Review Committee at a site where the related program is operating in order to evaluate all phases of program administration and operations. Any organization selected for onsite monitoring will be notified in advance and will be informed of any pre-visit documentation that should be made available.

During the onsite and off-site review, the review team may perform the following tasks:

- Review selected documentation (i.e., general ledger, expense reports, submitted invoices, program curricula) relevant to the grant expenditures or program;
- 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.

1. Monitoring Schedule and Criteria

The Grant Manager and/or the Youth Review Committee will consider, at a minimum, the following criteria when determining the priority monitoring schedule, and focus area. *Please note that other program-specific criteria may also be considered at the discretion of the respective Grant Manager.*

- Failure to make substantial progress toward grant goals and objectives
- Late reporting (e.g. expenditures, status reports, progress reports, equipment inventory);
- 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.

2. Types of Evidence

While it is impossible to provide a list of all the documents that might be needed during the monitoring process, commonly requested records may include:

- Payroll transactions (i.e., a list of employees paid with grant funds; job or position descriptions; time and attendance 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);
- Procurement transactions (i.e. cost estimates, proposals, etc.; purchase orders, contracts, invoices; proof that items purchased were received; and/or inventory records).
- Other expenditure receipts;
- Fiscal documentation showing the program is meeting its obligations including documents showing:
 - How the grant funds are utilized;
 - The total cost to run the program;
 - The share of that total cost provided from other sources.
 - Copies of program and/or agency's policies and procedures.

3. Monitoring Reports

Within 10 to 45 business days of completion of the onsite review, the Grant Manager and/or the Youth Review Committee will send a Monitoring Report to the Grant Recipient. The report will address any findings, recommendations and corrective actions, if applicable. Grant Recipients 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 Grant Manager and/or the Youth Review Committee will be available to provide targeted technical assistance.

XII. CORRECTIVE ACTION PLAN (CAP)

The Grant Manager and/or the Youth Review Committee will review the Corrective Action Plan and provide feedback to the Grant Recipient within 10 to 45 business days. The Grant Manager and/or the Youth Review Committee will work with the Grant Recipient to ensure the plan is comprehensive, manageable and timely. The Grant Manager and/or the Youth Review Committee may conduct post-monitoring visits to ensure the plan has been implemented as planned.

XIII. CONDITIONS AND RESTRICTIONS

A Grant Recipient’s failure to sufficiently implement its CAP within a timely manner may lead to special conditions or restrictions on the Grant Recipient’s ability to receive grant funds in the future. Special conditions or restrictions may include:

- Additional reporting;
- Additional onsite monitoring;
- Withholding or suspension of grant funds, with appropriate written notification.

Additional program-specific conditions may also be imposed at the discretion of the Grants Manager and/or Youth Review Committee. The Grant Recipient will be notified in writing by the Grants Manager 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 Grant Recipient. All appeals will be heard by the Youth Review Committee, the City Administrator, and the Mayor.

XIV. RESOLUTIONS

Once the Grant Recipient has provided sufficient evidence that the CAP has been fully implemented, a closeout letter will be issued by the Grants Manager indicating that all findings have been resolved and to document which conditions/restrictions have been lifted.