FY 17 Grant for Technology Opportunities Applying Organization Mandatory Orientation

Thank you for taking the Grant for Technology Opportunities online orientation. This orientation is now mandatory. Fiscal agents and applying organizations are required to take the orientation prior to application deadline.

Question 1:

Some important dates to remember:

November 4, 2016 Grant Review Committee Applications Due

November 9, 2016 Austin Community Technology and Telecommunications Commission Regular Meeting: Grant Review Committee selected

December 6, 2016 GTOPs 2017 Applications Due

December 14, 2016 Grant Review Committee Orientation (Tentative date) The Grant Review Committee is required to attend an orientation meeting wherein they will receive guidelines, instructions, evaluation forms and a packet of grant applications.

January 8, 2017 Written Questions Due (from Reviewers)

January 16, 2017 Written Responses Due (from Applicants)

January 30, 2017 First Round of Scores Due

February 17, 2017 Oral Presentations (Tentative date depending on location) Grant applicants will be selected to give a five-minute presentation followed by Q&A.

February 22, 2017 Final Deliberation (Tentative depending on location and need) Once the ranking has been established, the reviewers will deliberate on the final disbursement of grant monies. The highest-ranking proposals within core program priories are generally given full grants with runners up often receiving partial grants. *Final Scores to commission a few days before the Commission Mtg.

March 8, 2017 Austin Community Technology and Telecommunications Commission Regular Meeting. The final awards recommendations are presented to the Commission for a vote at the regular March meeting. Once accepted, the award recommendations will be forwarded to the City Manager for final approval.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 2:

Required supporting documentation:

1. Program Budget & Narrative (format accessible on gtops.org)
2. Organization Balance Sheet/Statement of Position YTD
3. Organization Income Statement/Statement of Activities YTD
4. Program Summary of Matching Fund Sources: Documentation of Sources validating matching funding (in-kind, cash or volunteer pledge) including a line item detail of revenue sources (matching), funder, amount and period of funding supporting proposed program
5. Implementation Plan / Work plan (objectives, benchmarks, goals and milestones/timeline)
6. Evaluation tools, procedures and/or measures (including Program Performance Measures format accessible on gtops.org)

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 3:

FY 17 contracts cannot be entered into until all FY 16 final reports are successfully closed out (should you be awarded in both years). If you are awarded funding in FY 16, or if you received GTOPs funding in FY 16, then NONE of your FY 17 contracts can be entered into until ALL your FY 15 final reports are successfully closed out.

FY 17 Contracts cannot be entered into until ALL contract development (pre-contract materials) and insurance certificates are correctly submitted.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 4:

For GTOPs funding, the pre-contract materials are on our website at www.gtops.org. Instructions for completing the online (Program Application for GTOPs) is available at www.gtops.org by accessing the Program Application Instructions link under Guidelines & Application. The pre-contract (contract development) materials include:

Sequential Workflow
1) Program Application for GTOPs

2) Should you be awarded funds:

Program Work Statement (Scope of Work)
Revised Budget and Narrative
Program Performance Measures
Program Staff Positions and Time
Program Funding Summary
Program Subcontractors (if applicable)
Certificate of Liability Insurance (Insurance Information Form for Reference)
Administrative and Fiscal Review (consistent with Health and Human Services Contract Boilerplate) this tool is used to verify compliance with the City's policy to validate capacity of the contractor to perform the work under the contract.

For **GTOPs** recipients, the workflow process is designed in a way to facilitate consistent carry over of Program Application for GTOPs > Program Forms > Contract Exhibits > Program Reporting > Close Out Summary.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 5:

Should you be awarded funding from GTOPs, you must fill out the Vendor Registration form in order to be paid. You must also update the form if you wish to change your address.

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm

If you are currently a City vendor (or current GTOPs grantee), you don't need to register as a vendor as the payment will go to your current routing number or address. You must ensure your form is up to date should you wish to change your address or name.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 6:

Should you be awarded, when filling out the Program Budget and Narrative, please adjust the Requested City of Austin Amount to the Amount of GTOPs funds you were actually awarded (this may vary from what you requested). The awarded amount of funding is communicated to organizations after the GTOPs Awards are authorized by the City Manager's Designee.

For the End Date, please be sure to list the date of your last project-related activity. We use that date to determine your final report due date by adding 30 days to that date and then rounding to the end of the month. So if your last activity is May 15 (as an example), we would add 30 days (June 15) and then round to the end of the month so that your final report is due by June 30.

For program period dates, we generally only approve contract terms from 3-12 months. This is dependent on your program and the level of funding required to support ongoing activities such ongoing evaluation of increased technology skills of program clients.

The Program Performance Measures are what we use when reviewing your final report to ensure you accomplished all the contract related activities you said you would accomplish. **Outputs** should be reported on a **City-only basis**, whereas **outcomes** should reflect the **total program regardless of funder**.

The outputs are aiming to reflect the City's investment in a program, whereas the outcomes are designed to capture the total impact of a program on the community.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 7:

Please follow the guidelines when completing the Program Budget (as available @ gtops.org to submit with the GTOPs Application.

<u>Personnel</u>

Salaries and Benefits: Percentage of appropriate employee's salary and benefits. Example: Key full-time staff for the project include our Director of Programs, Program Coordinators who develop, lead, and support individualized case management services and our enriching out-of-school time programs, and our Volunteer and College Persistence Coordinator who recruits, trains, and supervises volunteers and academic coaches.

<u>Operating</u>

General Operating Expenses: Example: Facility and related expenses.
Capacity Building Expenses: Example: Training costs associated with capacity building.

<u>Direct Assistance (To Clients):</u>

Food/Beverage for Clients: Example: Healthy snacks for students during After School Computer Lab Hours as well as breakfast and lunch for students, volunteers, and mentors during Saturday programs.

Financial Assistance for Clients: Example: Capital Metro bus passes to students traveling to activities at the computer lab such as After School Hours. A portion of this budget will also provide student support and scholarships.

Other (Program Recruitment, Supplies): Example: Percentage of appropriate supplies and training necessary to support activities. Supplies include program materials, curricula, and printing costs for programs and student recruitment. The budget also includes recognition and small incentives for students with perfect attendance to classes.

Capital Outlay: For any capital item over $5,000/unit value. Three bids must be secured for capital outlay items.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 8:

The Budget & Narrative should be entered using the Program Budget Form (format accessible from www.gtops.org).

Amount Funded by ALL OTHER sources must be the same as your TOTAL Budget. GTOPs is a 1:1 matching fund grant. City of Austin funding may not be counted toward the eligible matching funds.

For applicants, please upload required files to “Attach Program Budget” Upload Link in Program Application for GTOPs (one file per upload feature or merge files into one upload):
REQUIRED UPLOAD – GTOPs Program Budget & Narrative
REQUIRED UPLOAD – Organization Balance Sheet/Statement of Position **&** Income Statement/Statement of Activities
REQUIRED UPLOAD – Matching Fund documentation of in-kind (labor and items) and cash sources, or funding plan as appropriate (e.g. letters of commitment, memorandums of understanding)

1. *GAAP audited financial statements are those that have been prepared, usually by a CPA (certified public accountant), in adherence to generally accepted accounting principles (GAAP). The GAAP audit results in an expressed opinion (unqualified, qualified, adverse or disclaimer) on whether the organization’s financial statements are presented fairly and in conformity with GAAP standards.*
2. *If your organization does not have GAAP financial statements, unaudited financial statements (balance sheet and income statement) must be provided. Additional information may also be requested.*
3. *GTOPs requires that the most recent financial documents be submitted during the application process or at minimum the documents are no more than two fiscal years old. Financial documents older than two fiscal years will not be accepted.*

   On the expense side of the budget, the COA column must add up to your City award. We look at this column when reviewing your final report and any deviations in any single line item requires an approval from the City’s! Contract Manager.

   The organization must provide monthly budget expenditure reports (including Current Month Matching Funds Statement) and supporting billing detail documentation (general ledger, payments, check logs, credit card statements and reimbursements).

   Awardee must reconcile the Total Budget and Total Matching Funds during the Program Closeout Process.

   All questions need to have this entry for response:
   Type 'YES' if you have read and understood the above information.

Question 9:

Applicants will be notified of award decisions within 5 working days of final approval by the City Manager's authorized designee. Awardees will be briefed at that time regarding specific conditions, if any that need to be met before a contract is executed.

Upon official notification of awards, grantees will have sixty (60) days to complete all necessary documentation to complete a contract with the City, including but not limited to an executed contract, signed W9, completed vendor setup form, and proof of insurance that meets City requirements.

Until ALL documentation requirements are met and all parties have signed the contract, the City has no responsibility to reimburse the organization for any expenses incurred. Any organization not submitting the required documentation within the time limit will be deemed ineligible to receive funding for the year in which they were awarded. The next highest-scoring organization will be selected to receive the funding instead. The replacement organization's sixty (60) day deadline will begin upon official notification of the award.

Once we get the signed contract from you, it could take up to 4-6 weeks to issue the first payment to you. It may take less time, but for cash flow purposes, we advise you budget on the conservative side and expect it to take the full amount of time.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 10:

Your total match package can include components from any combination of the following:

Volunteers: The FY17 value for volunteer labor (flat rate) is **$25.11 per hour**. Premium rates are not acceptable. See "Professional Services" for hours donated that merit a higher rate.

1. *Volunteer Labor is credited at the same rate non-profits utilize to calculate the value of volunteer hours. That rate is set each year by Independent Sector, and the rate is approved by the Government Accounting Standards Board.*

   In-Kind donations: These include any services, materials or facilities given to your organization at no cost such as:

   - **Professional Services**: Donated professional services or skilled labor may be valued at a "reasonable and customary rate" normally billed for the same. A resume, curriculum vitae, invoice or other documentation is required to validate the rate applied.
   - **Materials**: Donated materials or supplies such as computers, furniture, software, or paper.
   - **Facilities**: Any ongoing business expense such as security, maid services, building maintenance, and landscaping will NOT be allowed. Thirty percent of donated rent/mortgage and/or utilities costs may be counted in most cases (unless paid for through another City of Austin program.)

Cash Match: Monies your organization has "in hand" such as dues paid to your organization and approved for use on your program and monies collected for your program by going door-to-door in your neighborhood are acceptable. A fundraising plan is acceptable documentation of match for the application but cash match may only be counted toward a grant contract when it is expended. A reminder that funds from other City departments are not eligible match.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 11:

Should you be awarded, the Certificate of Liability Insurance Form (Adhering to Insurance Information Form Guide) must be emailed to your contract administrator:
John Speirs: john.speirs@austintexas.gov

The City's Digital Inclusion office coordinates with Risk Management to determine your specific (variable dependent on scope of work) insurance requirements.

For those of you who are new contractors, page 1 of the Insurance Information Form Guide lists the specific endorsements we are looking for as well as the most common coverages we ask for. This will help you in getting a quote from your insurance agent.

All questions need to have this entry for response:

Type 'YES' if you have read and understood the above information.

Question 12:

If you are not already doing so, please have your insurance agent send the insurance certificate to us on the ACORD form. It is an industry standard, so your insurance agent should know what you're talking about when you ask that it be sent on the ACORD form. The ACORD form takes less time for CAD staff to review than a 20-page policy.

Before submitting your insurance certificate, please take an extra 10-15 minutes to review the ACORD form for the following:

- Be sure that the policy effective date and policy expiration date cover the contract period of your Grant for Technology Opportunities Program Contract. NOTE: The date that the certificate is issued (top right date on the ACORD form) is no more than 6 months from the date you submit your pre-contract (contract development) materials. The City's Risk Management will not accept the policy if the date the certificate was issued is over six months old.

- Be sure that the ACORD form lists the three required endorsements:
1. City of Austin (listed on the certificate as City of Austin, Office of Telecommunications & Regulatory Affairs, Grant for Technology Opportunities Program) as an Additional Insured;
2. 30 Day Notice of Cancellation;
3. and Waiver of Subrogation.

The above three endorsements can be listed either on the ACORD form or as attachments. If they are attachments, please be sure those attachments also contain the Policy Number so we can verify the attachments are current.

Emailing as an attachment it is preferred. Faxing the insurance certificate, while not preferred, can be submitted to: 512.974.2416

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 13:

Please be sure you are submitting all required reporting of the contract agreement and that you are using the correct logo and publicity statement (guidelines located @ gtops.org). The correct logo and publicity statement can be found on our website as well as in Attachment A.4 of the Grant for Technology Opportunities contract.

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 14:

Your final report is due 30 days after your contract term ends, rounded to the end of the month. We ask for quite a bit of information, please review the final reports posted on our website so you know what type of information to collect throughout the year. Below is the information that we collect in the final report:

Program Financial Summary

Capital Inventory Certification

Closeout Tax Status Certification

Closeout Total Program Performance

Closeout Program Summary

Closeout Checklist Completed

All questions need to have this entry for response:
Type 'YES' if you have read and understood the above information.

Question 15:

Please enter the information indicated below to receive credit for taking the orientation.

If you are fiscally sponsored please put both the name of your fiscal sponsor and the name of your sponsored group in the "Name of Applying Organization" box.

All questions need to have this entry for response:
First Name:
Last Name:
Name of Applying Organization:
Contact Phone:
Email Address:

Wording for form / survey completion confirmation page (optional):
Thank you for taking the Grant for Technology Opportunities online orientation. We will record your completion (based on contact information submitted) when reviewing applications for compliance with requirements.

Email address(es) to receive submission notices
digital.inclusion@austintexas.gov