2017 Online Application Guidelines and Instructions

♦INTRODUCTION

This document includes background on the District, the General Provisions related to its funding program and Detailed Instructions to apply for a 2017 operating/capital grant.

♦*SNAPSHOT* OF ELIGIBILITY REQUIREMENTS

An applicant:

- must be a governmental entity or nonprofit, tax-exempt corporation with an IRS 501(c)3 certificate on file with the District on the date of application.
- must provide majority of programming or services in a category funded by the District in Allegheny County.
- must have a minimum of two fiscal years entered in the DataArts project.
- must be current on all governmental taxation and regulatory compliance matters.
- must, if previously funded, be current on all compliance filings with the District.
- must have a board-adopted budget and regular financial reporting to its board.
- must have an independent audit if requesting a total of $25,000 or more in RAD support.
- must have a board-adopted diversity plan; if previously funded, must also provide a progress report on the implementation of the diversity plan.
- must have a position/office designated as the organization's accessibility coordinator.
- must be the owner/beneficial owner and operator of the program or facility for which funds are sought. No "pass through" or fiscal agent arrangements are permitted.

♦ RAD CONTACT INFORMATION

Allegheny Regional Asset District
436 Seventh Avenue, Suite 2201
Pittsburgh, PA 15219
412-227-1900 (all staff) 412-227-1905 (fax)
info@radworkshere.org; www.radworkshere.org

About RAD

Act 77 of 1993 charged the Allegheny Regional Asset District (RAD) Board with distributing via grants half of the proceeds from the 1% county sales tax to regional assets in the areas of culture, regional parks, libraries, sports facilities and other areas determined by the Board.

Seven Board members govern the District: the Allegheny County Chief Executive appoints four and the Mayor of Pittsburgh appoints two. The six appointed members elect a seventh member. Six of the seven members must authorize each grant. The Board sets the goals of the District, evaluates the progress towards the goals and makes the final decisions on the use of the funds.

This document begins with an outline of the application process and the filing deadlines. It continues with a description of the program's goals, funding categories and restrictions. It then moves on to general instructions and then a detailed walk-through of the online application system. You may want to have this document available to you when you begin to work on the application

♦APPLICATION PROCESS

The application is an online document. To work on an application you must have a user name and password. New representatives can obtain them through the registration process which is also online. If you do not have online capability, visit your local library for computer access.

The application is in two parts:

- Part 1 is a series of folders/tabs that contains requests for information in Q&A, narrative and data entry formats.
- Part 2 is a series of "Tasks." The system allows you to upload information to RAD.

  The Tasks include attaching a current DataArts Project(formerly Cultural Data Program) report. DataArts collects standardized financial and organizational information from organizations. Access to this separate, online system is explained in the instructions on Page 11.

- **You must electronically sign the application before it can be accepted by RAD.** Receipt by RAD will be confirmed with a date of receipt on the home page of your application.

More information can be found in the **GRANT PROGRAM/*FORMS*** section of:

radworkshere.org.

First time applicants must meet with District staff prior to filing an application to discuss eligibility and requirements. **Please contact the District office to schedule an appointment. 412-227-1900 or dh@radworkshere.org.**

♦ **FILING DEADLINES/AWARD DATES**

- Applications must be "electronically signed" and submitted by **4:30 PM, Friday, July 15, 2016.**

- The District will notify the applicant contact regarding the scheduling of public review sessions to be held in late August/early September at which time a representative can present the request to members of the District Board.

- The District will release a preliminary budget on or about September 29, 2016 and adopt a final budget on or about December 1, 2016. Grant agreements are then sent out in early January and contain a cash flow schedule.

2017 GRANT APPLICATION
GENERAL PROVISIONS

♦District Goals

The goal of the District's grant program is to preserve, to improve and to develop a diverse group of well-managed and financially sound regional assets, including libraries, regional parks, civic and cultural facilities and programs, and regional sports facilities, and to ensure that the activities of the assets are widely available to the public.

Applicants will be evaluated in four areas:

- *Governance*, including: an active and involved board, realistic measurable goals; progress toward meeting the goals, regular strategic planning, accurate and timely financial reporting; realistic projections, operating within means, diversification of revenue, utilization of cash flow monitoring and ability to deal with financial stress (e.g., available cash reserves, low debt); efforts to reduce administrative and overhead costs through cost sharing initiatives.

- *Programming*, including: scheduled, quality programming, outreach, audience development and community impact.

- *Diversity*, including: efforts to encourage and to sustain board, staff and programming diversity through implementation of diversity plans.

- *Accessibility and Inclusion*, including: efforts to accommodate and to increase participation by people with physical and cognitive disabilities.

♦Eligibility

An applicant must be a governmental entity or nonprofit, tax-exempt corporation, duly organized and in good standing under Pennsylvania law. It must provide the majority of its programming or services in Allegheny County. A previously funded applicant must be current on all compliance filings with the District in order to apply for additional support.

The applicant must be the owner/beneficial owner and operator of the program or facility for which funds are sought. No "pass through" or fiscal agent arrangements are permitted. Non-profit organizations must have 501(c)3 status at the time of application and will not be registered to submit an application until its IRS letter confirming this status is on file with RAD. Applicants must have a board-adopted budget, regular financial reporting to its board, a board-adopted diversity plan and an office or position designated as Accessibility Coordinator.

♦Funding Categories

The categories available for 2017 are general operating support and capital project support. One or both must be requested through one filing. If you make a request for capital project funding, you will be asked to submit additional information on the projects in Part 2 of the application. Funding for capital projects is dependent on District's revenue. Priority consideration will be given to shovel ready projects, accessibility projects or projects that improve audience expansion opportunities.

♦Funding Restrictions

Act 77 <u>prohibits</u> the District from funding:

- any health care facility;
- institutions of elementary, secondary or higher education;
- any park less than 200 acres except for linear parks located in more than one municipality;
- any asset which fails to serve a significant number of residents outside of the municipality in which the asset is located;
- any library which is not part of a library system serving multiple municipalities.

In addition the Annual Grants Program will not provide funding for the following:

⇒ governmental-type services other than qualifying parks (examples of ineligible activities include public safety and public works programs/projects including government office or service facilities, bridges, vistas, roads, water and sewer projects);
⇒ local recreation programs, facilities and/or activities such as teams and leagues;
⇒ economic and housing development agencies and programs;
⇒ social/human service agencies and programs;
⇒ parades, single or short term events or festivals;
⇒ project grants for planning or feasibility studies;
⇒ historical monuments unless part of an otherwise eligible regional asset such as a regional park or museum, or sufficient funds have been raised and set aside at the time of application to provide for ongoing maintenance.

♦**Reporting Requirements**

- Information submitted to the District is a matter of public record and is available for public examination on request.

- Successful applicants will be required to enter into an agreement setting forth the terms and conditions of the grant. Grantees must be in and remain in compliance with all governmental requirements including tax filings. Assets must submit reports as requested and will be subject to audit and/or procedural reviews by the District staff or representative. Grantees are required to maintain records concerning the grant for a period of two years after the completion of the grant year.

♦**General Instructions**

1. The District accepts one operating and/or capital grant application per organization each year. Special Project Grants (Connection or Accessibility grants) for which there is a separate application process, are not included in this limitation.

2. Although there is some budget information requested in Part 1, most of the financial and other statistical data is gathered from the DataArts system which is outlined in Part 2.

3. Applicants requesting a total of $25,000 or more must submit independently ***audited*** financial statements signed by a CPA from the last completed fiscal year and available within nine months of the end of that year. This should include the auditor's opinion and management letters, the financial statements and the notes to the financial statements. If your latest audit is already filed with RAD you do not need to send another copy.

   Applicants requesting less than $25,000 in total must submit financial statements for the last completed fiscal year and submit the most current IRS 990 report. In Part 2, "Tasks," you may upload financial statements and documents, if necessary.

4. Applicants must have a Board adopted diversity plan. In Part 2, "Tasks," you may either upload this information or indicate that it is on file with the District.

5. Once you have completed and signed your application you do not need to mail it. Staff will contact you if something else is required.

6. The system has validation features that will not allow you to sign and submit the application until required questions are answered. Error messages will appear and you will need to clear all of these messages before signing.

7. ***Follow instructions about saving work carefully. DO NOT CLOSE THE SYSTEM WITHOUT SAVING YOUR WORK OR IT WILL BE LOST. If you want to keep the ability to make changes, save your work in one of the draft options until you have completed editing.***

8. Once you have signed and submitted the application you will see a confirmation on the **Home page**.

9. ***On the Home page there is a printer icon under "Printer" that allows you <u>at any time</u> to review everything you have entered. You can also print out a copy of your application using this feature. Note that this is for your information and convenience only and it is not the format that the RAD Board will see. Do <u>not</u> mail this printed report to RAD.***

2017 RAD Online Application Detailed Instructions

Registration

In order to use RAD's online system you must have a username and password that is linked to your *current* organization. If you moved from the staff of one asset to another you must request new credentials linked to the new organization.

Only one username and password can be assigned to an organization. For this reason, new staff assigned to complete the RAD application should register for their own credentials rather than use another staff person's. RAD will delete the other staff person's credentials when the new one is assigned.

If you need to create a new registration, you must have your organization's Tax ID number and make sure that RAD has a copy of your organization's IRS 501(c)3 designation letter. This letter is already on file for all previous applicants. Otherwise, it can be sent via fax, email or postal mail to the RAD office. You will also be asked for a brief summary of what your organization does.

Everything begins at the **Sign In page**:

http://ims.radworkshere.org/assets

Here you will either

- Login using your activated username and password.
- Begin a new registration.

New registrants must work through the registration process by clicking **[Go to the next step]** after each page is complete. At the end you will select a password that is at least six characters in length. Click **[Submit User Account Request]**.

RAD will review the data, make sure what you do is eligible and verify that the 501(c)3 letter is on file. Within two business days you will receive an email assigning your user name and confirming your password. You are then ready to start an application by going back to the **Sign In** page.

Starting an Application

Enter your activated user name/password at the **Sign In Page**. You will be taken to the **Home Page**. *(Note: The sign in credentials can be shared if more than one person works on the application. However, only one person from the applicant should sign onto the system at a given time.*)

Click on **[Start a New Application]**. A page will come up with some brief instructions and a √ in the 2017 application box. Click **[Start this application]** and you will be taken back to the **Home Page** where your new application will be listed under the **Status Bar** in the middle of the screen. After you start a new application, it will always be listed on the **Home Page** so that you can return to it if you take a break before completing.

Please note the symbols explained on the Home Page that will help you understand what needs to be done.

Now, click on the "Work on the application forms" link on the 2017 application line and you are ready to continue.

PART 1

Once you click on "Work on application forms," you will be taken to a series of folder/tabs that make up Part 1. The first tab is an introduction and does not require any responses. Click on each tab after the Introduction tab and insert the information requested.

Where narrative response boxes appear, you may cut and paste plain text documents (not tables or pictures) from other files. Respond to the questions directly and as briefly as possible.

While you can work on the tabs in any order, it is recommended that you click **[Save this application]** as you complete each folder/tab. You will be given a choice to continue editing or return to Home Page and work on other items and/or log out. A third choice indicating you are finished will lock in responses to Part 1 and prevent further editing. *It should be selected only when you have completed all of Part 1.*

Here is what you will find on each folder/tab after the Introduction tab.

√ Tab - *Contact Information*

Insert current contact information along with the amount of your request. The District is allowing capital project requests this year so you may insert a dollar amount in the designated box. You will be asked to provide detail on the new projects in Part 2.

√ Tab - *Organizational Assessment*

Answer the series of questions yes/no and provide any explanation needed in the text box next to the question. All questions must be answered.

This page is now in two sections, *General Questions* that relate to various administrative, recordkeeping and operational matters; and *Accessibility and Inclusion,* relating to how your organization is accommodating people with disabilities.

Under the Americans with Disabilities Act, all organizations that serve the public are required to make accommodations for people with disabilities to enjoy the benefits of the organization's services. The Accessibility and Inclusion questions are designed to assist RAD in evaluating applicants' efforts in this area.

The questions seek information on:

- The title of the position or office you have designated to coordinate matters relating to accessibility for people with disabilities. This designation is required of all RAD applicants. Organizations may designate board members or volunteers for this role provided they can be reached by audience members.
- Whether the facilities you rent or own meet accessibility requirements of federal, state and/or local codes. If they do not meet these requirements you are required to have a plan to bring them into compliance or otherwise make accommodations.
- Whether your programs include other accommodations for people with disabilities;
- Where you post accessibility information, including accessibility coordinator contact information, such as web sites and printed materials.

√ Tab - *Narrative*

Answer in narrative form a series of questions about your organization and its goals, programming and financial status. You can cut and paste from other plain text documents.

√Tab - *Budget Information*

Fill in the left chart with your estimate of how you ended or project to end the current fiscal year which is the year that ends some time in 2016.

Fill in the right chart with your estimate of revenue and expenses for the projected fiscal year, which is the year that ends sometime in 2017.

√ Tab - *Organizational Diversity*

Insert demographic data on your board and staff composition as instructed on the form.

In the first chart you will list the break down for all full or part-time personnel. Do not include volunteers or contracted staff.

This District wants to know how many of the total personnel listed in the first chart are classified as managerial/professional. Therefore, the second chart is a subset of the first chart. For guidance, this chart should include senior, first and mid-level managers as well as professional employees such as lawyers, CPAs etc. These are the same classifications used on the federal EEOC report filings.

The third chart is for providing the information on the Board of Directors. Do not include advisory board members here, only governing board members.

After completing the charts, complete the text box with a report on the steps taken in the last year to implement your diversity plan. New applicants who have not submitted such a plan must do so in Part 2 of the application. ***All applicants are required to submit a report summarizing progress made in implementing the diversity plan in the prior year.***

√ Tab - *Geographic Distribution*

RAD is required to verify that assets serve a significant number of people from more than one municipality. Explain in the text box how you collect this information. Using data from your most recently completed year, insert percentages where indicated on how many participants live in the City of Pittsburgh, Allegheny County outside of Pittsburgh, other parts of the state and outside the state. You will be contacted if more information is needed.

Moving to Part 2

You can go back and complete any forms as needed but if you are finished with Part 1, click **[Save this application].**

If you want to keep the option open to come back and edit Part 1 then pick one of the first two draft options. If you are finished and do not want to make further edits, pick the third option.

If you have made an error or not answered required questions on any of the forms, validation messages with instructions will appear at the top of the screen before returning you to the **Home Page**. Once you clear all of the errors, you can **[Save this application]** and go to Part 2 as instructed above.

PART 2 - TASKS

Part 2 of the application involves "Tasks." There are five tasks you must complete before you are able to sign and file.

When you are ready to work on the Tasks, return to the **Home Page**. On the **Status Bar** where it says "Tasks to Complete" you will find the number of tasks for you to complete, e.g. **"0 of 5 tasks completed."** Further down on the home page find a list of the tasks and click on **"Work on this task"** to begin working on each one separately.

General Task Instructions

Each task must be reviewed and responded to even if you already have sent the information to RAD. You must enter a response in the box that says "*Your Response.*" The response choices are:

- *Report uploaded here*
- *Report on file with RAD*
- *Report in mail/fax*
- *List Attached*

- *Not applicable (for example, government agencies are not required to submit board lists)*

If you want to upload a file, click on "**Upload File"** to this action item and follow the instructions. Once you complete each task/upload, click on **"Save Task"** response.

As you complete each task, a green check mark will appear beside it on the Home page. When all are complete, it will say "All tasks completed" in the "Tasks to complete" column.

Note: File uploads are limited to 1 Mb in size. Documents prepared with extensive tables, such as audit reports, or with pictures may be too large and will result in an error message. It is recommended that you send audits or any other large files to RAD via separate email, postal mail or fax. They should be received in the RAD office by the application due date, July 15, 2016. In this case, applicants should say "Report being mailed/faxed" in the "*Your response" *box and then Save Task Response.

If you are finished with the task, then select the option that appears after you save the task:

¤ *I want to **submit this task as complete** and do not need to make further edits to this task.*

You will be returned to the Task list to select the next task to work on.

Following is a brief description of each Task.

√ Task 1 Audit/Financial Statement

Applicants that request $25,000 or more in total funding are required to be independently audited on a regular basis. *RAD policy now requires audits to be submitted no later than nine months after completion of a fiscal year.* Remember: most audits are too large to upload through the online system.

If you request less than $25,000, financial statements certified by a board officer/executive can be substituted for an audit. You must also provide a current IRS 990 report.

Follow the general task instructions.

√ Task 2 Board Diversity Plan

All applicants must have a board-adopted diversity plan on file with the District. In this task you can upload your organization's plan or tell RAD that it is already on file. **Follow the general task instructions. (REMINDER: Previously funded assets must submit a progress report on their diversity plan implementation).**

√ Task 3 Capital Projects List

Capital maintenance, major equipment purchases and repairs to existing facilities are eligible as are projects and equipment designed to make facilities and programming more accessible. Improvements or equipment should have a useful life of at least five years. Grants awarded will have two years for drawdown.

Planning and feasibility studies are not eligible.

If you have requested funding for capital projects you will need to provide some additional information on the project or projects. Create a text file (e.g. WORD) with the following information:

1. A description of each project.
2. The budget and funding sources for the project.
3. The schedule for completion of the project.
4. What impact the project will have on your operating costs.
5. How you will assure RAD that you will get the best price for the project and will afford opportunities to minority and women owned businesses to participate in the project.

Once this document is complete, upload your file. **Follow the general task instructions.**

Task 4 Board Member List

RAD requires 501(c)3 organizations to submit a recent list of your Board members. Government entities are exempt from this requirement and should write "not applicable" in the "Your response" box. **Follow the general task instructions.**

√ Task 5 Attach DataArts funder report

All applicants must submit financial and demographic data through DataArts (formerly CDP). Additional information is found in the Application Guidelines and Instructions and at www.culturaldata.org.

Contact the Support Center with any questions.
Email: help@culturaldata.org
Phone: 1-877-707-3282

Data from a minimum of two fiscal years must be in the DataArts system for RAD to review and must be as current as possible. Upload a PDF file of RAD's Funder Report to your application.

Do not wait until the due date to register and/or update your profile. Access to the DataArts system is available year-round.

SIGN AND FILE

When you have completed Part 1 and the Tasks in Part 2 you are ready to file the application with RAD. If you are not automatically taken to a signing page then go to the **Home Page** where you will see **Submit this application** in the **Status Bar**. Go ahead and click and follow the instructions.

When the signing page comes up, enter the full name of the person authorized to file the application (not user name) and the password you used to log onto the system. Entering this is your organization's electronic signature and has the same legally binding impact as if signed on paper.

The message on your home page under "Submission Status" on the **Status Bar** will state "Application Submitted–Date" and a green check mark will appear on the application line. This is your confirmation that your application has been received by RAD.