

ONI REPORTING REQUIREMENTS for NEIGHBORHOOD COALITIONS and NEIGHBORHOOD OFFICES

(07/27/2016)

The ONI/Neighborhood Coalition 5-year grant agreement (and MOU) establishes annual reporting requirements for the five non-profit neighborhood coalitions (CNN, NECN, NWNW, SE Uplift, SWNI) and the two city-staffed neighborhood offices (EPNO and NPNS).

The major categories of reporting requirements include:

ANNUAL PLAN:

- **Winter/Spring:** Start working on this with your board, neighborhoods, and any interested community members in the winter and spring before the end of the fiscal year.

BUDGET:

- **January or February:** ONI should be able to provide preliminary estimates of funding for the neighborhood coalitions by January or February. Use these to start to develop an annual budget that will support implementation of your Annual Plan.

PERFORMANCE MEASUREMENT:

- **Quarterly:** Be sure you are familiar with how to fill out and submit the quantitative performance measurement spreadsheet provided by ONI. Also, make sure you have a process in place to be collecting this information over the course of each quarter.

FINANCIAL REPORTING and INVOICES:

- **Quarterly:** Make sure you or your bookkeeper know how to provide the general itemized expenditure/ledge information you need to submit to ONI each quarter.

Specific reports and documents and their deadlines are listed in the table below.

ONI will provide instructions, templates, and examples for each of the required reporting documents.

DUE DATES	CATEGORY	DESCRIPTION	Non-Profit Coalitions	City-Staffed Neighborhood Offices	DONE ✓
PREP WORK					
[Winter/Spring]	Annual Plan	Work with your neighborhood coalition board (or advisory committee), neighborhood associations and interested community members to develop the Annual Plan for the coming fiscal year.	YES	YES	
[Winter/Spring]	Budget	Develop an annual budget that will support implementation of your Annual Plan.	YES	YES	
NEW FISCAL YEAR					
BY JULY 31	<u>Annual Narrative Report</u>	Annual Narrative Report: Describing accomplishments from the <u>preceding</u> fiscal year's Annual Plan	YES	YES	
	<u>Annual Plan</u>	Annual Plan: For the <u>next</u> fiscal year as approved by Board of Directors (or <u>advisory group</u> for city-staffed offices) and description of process by which Annual Plan was developed	YES	YES	
	<u>Budget</u>	Operating Budget: For the <u>next</u> fiscal year as approved by GRANTEE's Board of Directors	YES	YES	
	<u>Board members</u>	Board member names and contact information (or <u>advisory group members</u> for city-staffed offices)	YES	YES	
	<u>Coalition Bylaws (if updated)</u>	Current bylaws of the neighborhood coalition (or <u>non-profit partner organization</u> for city-staffed offices)	YES	YES	

DUE DATES	CATEGORY	DESCRIPTION	Non-Profit Coalitions	City-Staffed Neighborhood Offices	DONE ✓
	<u>Articles of Incorporation (if updated)</u>	Current articles of incorporation of the neighborhood coalition (or <u>non-profit partner organization</u> for city-staffed offices)	YES	YES	
		<i>Notify ONI of any changes to these documents within 30 working days following the effective date of change.</i>			
AFTER JULY 1	<u>Advance Request</u>	Memo to ONI requesting advance payment	YES	NO	
AFTER OCT. 1	<u>1st Qtr Invoice and Reports</u>	Invoice to ONI requesting 1 st Qtr reimbursement	YES	NO	
		Financial Report: Itemization of expenditures/full ledger detail for 1 st Qtr	YES	NO	
		Performance Measures—Quantitative: spreadsheet for 1 st Qtr	YES	YES	
		Performance Measures—Narrative: highlights in core program areas for 1 st Qtr	YES	YES	
		Calendar of Events —updates to ONI calendar	YES	YES	
		Neighborhood Contact Info —Updates to ONI	YES	YES	
AFTER JAN. 1	<u>2nd Qtr Invoice and Reports</u>	Invoice to ONI requesting 2 nd Qtr reimbursement	YES	NO	
		Financial Report: Itemization of expenditures/full ledger detail for 2 nd Qtr	YES	NO	
		Performance Measures—Quantitative: spreadsheet for 2 nd Qtr	YES	YES	
		Performance Measures—Narrative: highlights in core program areas for 2 nd Qtr	YES	YES	

DUE DATES	CATEGORY	DESCRIPTION	Non-Profit Coalitions	City-Staffed Neighborhood Offices	DONE ✓
		Calendar of Events —updates to ONI calendar	YES	YES	
		Neighborhood Contact Info —Updates to ONI	YES	YES	
AFTER APR. 1	<u>3rd Qtr Invoice and Reports</u>	Invoice to ONI requesting 3 rd Qtr reimbursement	YES	NO	
		Financial Report: Itemization of expenditures/full ledger detail for 3 rd Qtr	YES	NO	
		Performance Measures—Quantitative: spreadsheet for 3 rd Qtr	YES	YES	
		Performance Measures—Narrative: highlights in core program areas for 3 rd Qtr	YES	YES	
		Calendar of Events —updates to ONI calendar	YES	YES	
		Neighborhood Contact Info —Updates to ONI	YES	YES	
END OF YEAR					
BY JUNE 15	<u>Will you spend all of your remaining funds?</u>	Email Mike Kersting and Paul—say whether you will expend all ONI/coalition grant funds for the fiscal year or will you have some funds left unspent.	YES	YES	
AFTER JULY 1	<u>4th Qtr Invoice and Reports</u>	Invoice to ONI requesting 4 st Qtr reimbursement	YES	NO	
		Financial Report: Itemization of expenditures/full ledger detail for 4 th Qtr (You can just include 4 th Qtr expenditures with your full annual cost accounting—SEE BELOW)	YES	NO	
		Performance Measures—Quantitative: spreadsheet for 4 th Qtr	YES	YES	

DUE DATES	CATEGORY	DESCRIPTION	Non-Profit Coalitions	City-Staffed Neighborhood Offices	DONE ✓
		Performance Measures—Narrative: highlights in core program areas for 4th Qtr	YES	YES	
		Calendar of Events —updates to ONI calendar	YES	YES	
		Neighborhood Contact Info —Updates to ONI	YES	YES	
BY JULY 21	<u>Full annual cost accounting for prior fiscal year</u>	Financial Report: Itemization of expenditures/full ledger detail for the entire fiscal year. (i.e. aggregate your four quarterly ledger reports)	YES	NO	
NEIGHBORHOOD SMALL GRANTS					
AFTER JAN 1 (or whenever grantees are chosen)	<u>Advance Request</u>	Memo to ONI requesting advance payment and listing grantees and their individual grant amounts	YES	YES	
	<u>Information on applicants and grantees</u>	Spreadsheet: Information on grant applicants and recipients.	YES	YES	
BY FEB. 28	<u>Final Report</u>	Summary Report: highlights of project accomplishments	YES	YES	
		Grantee Evaluation Reports: copies of end-of-project reports from grantees	YES	YES	
		Pictures: pictures in electronic format	YES	YES	
YEAR ROUND					
	<u>Document Management</u>	Deliver to ONI copies of updated DC and NA bylaws, articles of incorporation, and records of tax-exempt status.	YES	YES	