

TOWN OF ROCKPORT  
PROVIDER AGENCIES  
DEFINITION, POLICY & PROCEDURE

**AUTHORITY:**

The Select Board shall handle all requests from provider agencies and make the determination of the agencies that shall be listed on the tax bill.

**PURPOSE:**

The purpose of this Policy & Procedure is to provide guidance to Provider Agencies, the citizens of the Town of Rockport and the Select Board concerning requests for donations from Provider Agencies. For the purposes of this policy, a Provider Agency is defined as stated below.

**DEFINITION OF A PROVIDER AGENCY:**

A Provider Agency is defined as an organization with 501(c)(3) status qualifying donations as deductible to the extent provided by law under the IRS code. Furthermore, a qualified Agency must meet the following criteria:

1. The Agency must receive a substantial source of its funding from donations and must not derive the principal source of its funding from service fees or contractual reimbursement from health plans or local, state, or federal governments.
2. The Agency must provide social or health services directly to a significant number of citizens of Rockport.
3. The Agency must administer and/or provide a significant portion of its services through volunteers.
4. A significant portion must be provided to the public in the form of services.

**PROCEDURE:**

1. By no later than October 31<sup>st</sup>, the Town Manager's Office will give notice to Provider Agencies, except for the year 2009 in which notice will be given in July. The notice will include a copy of this Definition, Policy & Procedure and the Provider Agency Eligibility Questionnaire. Notice can be via mail in the form of a letter to Agencies, by e-mail, posting on the Town website, or other acceptable public media. Applications will be received no later than February 1<sup>st</sup>, except in the year 2009 when they will be due in July.
2. Upon receipt, the Select Board will meet in February to review applications and recommend Agencies that meet the approved Provider Agency definition and criteria to be sent with the tax bill, except in the year 2009 in which the meeting will be held in July or early August. Listed Provider Agencies that do not receive donations from Rockport taxpayers for two (2) consecutive tax years will no longer qualify for listing with subsequent tax bills.
3. At the Annual Town Meeting held in June of each year, the Chairperson of the Select Board will announce the Agencies to be included with the tax bill, except for this current year's tax bill.
4. The tax bill mailing will include a list of approved Provider Agencies, accompanied by a brief description of the Agency and its services.

5. Taxpayers who choose to donate funds to a listed Provider Agency can check the appropriate Agency, note the amount of the donation, and remit payment to the Town Office preferably as a separate check than for their taxes. Taxpayers who pay their taxes through an escrow account can check the appropriate Agency, note the amount of the donation, and remit payment to the Town Office. Taxpayers who request a receipt will be provided a receipt listing the tax payment and the donation separately.

**DISBURSEMENT:**

Donated funds received will be disbursed to the agencies in December and June.

Adopted by the Rockport Select Board on June 22, 2009.