Nonprofit Infrastructure (NPI) Grant Program

Informational Webinar
July 13, 2023

Presented by United Way of Pueblo County grants@pueblounitedway.org

Agenda

▶ Welcome, Introductions

▶ Funding Background

▶ Eligibility

▶ Areas of Funding

▶ Types of Applications

▶ Application Contents

▶ Hints for Success

START NOW!

Background

Colorado House Bill 22-1356 was signed into law on June 3, 2022, creating the Small Community-Based Nonprofit Infrastructure Grant Program.

This initiative invested dollars from the American Rescue Act of 2021 by providing grants to small community-based nonprofit organizations for infrastructure to help mitigate the financial hardships of the COVID-19 public health emergency.

This program is administered by the Colorado Department of Local Affairs (DOLA) in cooperation with eight Regional Access Partners (RAPs). United Way of Pueblo County is the RAP for the five counties of Chaffee, Custer, Fremont, Huerfano, and Pueblo.

All funds must be awarded by December 30, 2024 and expended by December 30, 2026

$100K - Maximum Grant Award to small community-based nonprofits & not more than 30% of their annual operating budget.

RAP Team and Email Contact

DOLA Regional Access Partner
United Way of Pueblo County

RAP Team

▶ **Courtney Seder:** Director of Finance and Administration, primary POC and responsible for all coordination, outreach, technical assistance, and liaison work.

▶ **Diego Rivera:** Executive Administrative Assistant, responsible for technical assistance and assisting with all aspects of the program.

▶ **NPI Specific Email:** grants@pueblounitedway.org

Timeline

DATES	ACTIVITY
March 2023 – July 2023 ✓	Outreach and Technical Assistance by RAPs
July 5 – August 31, 2023	RAPs open application portals
September – November 2023	RAPs complete application reviews and submit funding recommendations to DOLA
December 2023 – January 2024	RAPs send notice of awards and execute award contracts
January 2024	RAPs issue first payments and begin quarterly reporting calendar
December 30, 2026	All funds must be spent

Organization and Service Area Criteria

- Track record of providing effective, culturally appropriate, and relevant programs and services to communities underrepresented, underserved, or under-resourced in Colorado

- Majority of board and staff represent community you serve

- Community feedback is incorporated into the design of your programs.

- Main office in the community you serve

- Good standing with Colorado Secretary of State

- Annual budget of at least $150,000 and not more than $2 million

Eligible Service areas:

- Health Equity
- Workforce Development
- Community Economic Development
- Early Childhood Care
- Education Support
- Housing
- Food Justice
- Other Community Identified Need

Categories of Funding

▶ Data Technology – data collection and/or technology infrastructure

▶ Professional development

▶ Communications

▶ Strategic planning and organizational development for capacity building, fundraising and other services

▶ Existing program expansion, development or evaluation

Types of Applicants

▶ <u>**NPO Applicant**</u>: Small community based nonprofit organizations.

▶ <u>**Fiscal Agent Applicant**</u>: Tax exempt charitable or social welfare organization operating under a 501c3 that has an arrangement with a small community based NPO that may or may not have its own tax-exempt status. **Fiscal Agent performs administrative functions on behalf of the organization at the time of application.**

   ▶ **Administrative fee of 10% allowable for Agent**

▶ <u>**Fiscal Sponsor Applicant**</u>: Tax-exempt charitable or social welfare group operating under a 501c3 that has an arrangement with small community-based groups (SCBG) that **ARE NOT** registered NPOs. **Fiscal Sponsor will perform administrative functions on behalf of all the SCBGs on the application.**

   ▶ **Administrative fee of 10% allowable for Sponsor**

Applicant/Contact Information (NPO Applicants)

- Organization Name
- Unique Entity Identifier (UEI):
  - Yes - Enter if you already have
  - Pending - Upload proof of request for UEI
  - No - Explain
- CEO/Executive Information
- Responsible Administrator Information
- County(ies) served

Applicant/Contact Info (Fiscal Agent/Sponsor Applicants)

Fiscal Agent Applicants

▶ Fiscal Agent Name

▶ Unique Entity Identifier (UEI)

▶ CEO/Executive Information

▶ Responsible Administrator Information

▶ Verify you do the following:

  ▶ Receive grants, contributions, and other money on behalf of organization

  ▶ Ensure that the money is spent on the intended charitable purposes of the organization without retaining any control over how the money is spent

  ▶ Supervise the organization's finances

  ▶ Ensure the organization's money is used in a manner that furthers the Fiscal Agent's own charitable work.

▶ Can perform functions for 10% admin fee

▶ Fiscal Agent in Good Standing (upload certificate)

▶ Can submit backup documentation quarterly

Fiscal Sponsor Applicants

▶ Fiscal Sponsor Name

▶ Unique Entity Identifier (UEI)

▶ CEO/Executive Information

▶ Responsible Administrator Information

▶ Verify you do the following:

  ▶ Receive grants, contributions, and other money on behalf SCBGs

  ▶ Ensure that the money of each SCBG is spent on the intended charitable purposes

  ▶ Supervise each SCBG's finances

  ▶ Ensure each SCBG's money is used in a manner that furthers the Fiscal Sponsor's own charitable work.

  ▶ Provide financial and project guidance to each SCBG

▶ Can perform functions for 10% admin fee

▶ Fiscal Sponsor in Good Standing (upload certificate)

▶ Can submit backup documentation quarterly

Insurance Requirements (All Applicants)

▶ Insurance is a requirement on a federal grant award. DOLA has agreed to cut the requirement by 50%.

▶ There will be no exceptions of this insurance requirement, except for Automobile policies if the agency does not have any vehicle usage.

▶ NPO and Fiscal Agent/Sponsors are required to have this insurance.

▶ Must have insurance in place prior to execution of the award contract.

▶ **Required Insurance Limits**

  ▶ **General Liability**
  Each occurrence - $500,000
  General Aggregate - $500,000
  Products and completed operations aggregate - $500,000
  Fire - $50,000

  ▶ **Automobile Liability**
  Each occurrence $500,000

  ▶ **Cyber/Network Security and Privacy Liability**
  Each occurrence - $500,000
  General Aggregate - $1,000,000

  ▶ **Crime Insurance**
  Each occurrence - $500,000
  General Aggregate - $500,000

Eligibility Questions (NPO Applicants)

▶ Operating budget for **current fiscal year** (upload)

▶ Main office location

▶ Organization in Good Standing with Colorado Secretary of State (upload certificate)

▶ Mission statement

▶ Identify and describe the services your organization provides in your community

Eligibility Questions (Fiscal Agent Applicants)

The <u>nonprofit organization</u> working with a Fiscal Agent must complete the eligibility section.

- ▶ Organization name
- ▶ Operating budget for **current fiscal year** (upload)
- ▶ Main office location
- ▶ County(ies) served
- ▶ Organization in Good Standing with Colorado Secretary of State (upload certificate)
- ▶ Mission statement
- ▶ Identify and describe the services the organization provides

Eligibility Questions (Fiscal Sponsor Applicants)

Each small community-based group (SCBG) working with a Fiscal Sponsor must complete the eligibility section.

- ▶ Name of the Group

- ▶ Operating budget for **current fiscal year** (upload)

- ▶ Main office location

- ▶ County(ies) the group serves

- ▶ Mission of the group

- ▶ Identify and describe the services the group provides

COVID-19 Impact Questions (All Applicants)

▶ This section supports how your organization or group was impacted by the COVID-19 Public Health Emergency.

▶ Must provide supporting documentation, which includes but is not limited to:

  ▶ Year-over-year budgets

  ▶ Board meeting minutes indicating discussion or vote

  ▶ Notes from board finance or other committee meetings

  ▶ Email documentation

  ▶ Signed letter from board chair documenting specific situation

▶ **There is a link in the header that shows the qualifying regions, must confirm using this map to use question 1 as COVID-19 Impact.**

COVID-19 Impact Questions (All Applicants)

1. The group was disproportionately impacted by the COVID-19 Public Health Emergency. *Will need to verify using linked map in the question.*

2. The organization/group's total operating budget has decreased during the COVID-19 public health emergency. *Will need to provide % in operating budget decrease.*

3. The organization had to lay off staff during the COVID-19 public health emergency. *Will need to provide % of staff laid off.*

4. The organization/group had to close for a period during the COVID-19 public health emergency. *Will need to provide date range of closure.*

5. The organization/group had to access its financial reserves to pay for operating costs during the COVID-19 public health emergency. *Will need to provide % of financial reserves accessed.*

6. If none of the above apply, tell us how the organization/group was impacted by the COVID-19 Public Health emergency. *You will have 250 words to describe and will still need to provide supporting documentation.*

Program Information Questions (All Applicants)

This funding prioritizes support for communities who have been historically underrepresented, underserved, or under-resourced in Colorado.

Nonprofit organizations working with a Fiscal Agent must complete the Program Info section. SCBGs working with a Fiscal Sponsor must *collectively* complete the Program Info section.

▶ Indicate which of the following communities the organization or group serves and provide a number of staff, board and the highest paid executive that identify with each:

❑ LGBT
❑ BIPOC
❑ Women
❑ Gender non-conforming

❑ Disability/neurodiversity
❑ Low income
❑ Immigrant/refugee
❑ Rural

QUESTIONS IN THIS SECTION ARE SCORED

Program Information Questions (All Applicants continued)

▶ Provide narrative answers to three questions about how you ensure relevant programs, cultural responsiveness and effectiveness of programming.

▶ Provide narrative answer about method of collecting and utilizing feedback to focus your efforts.

▶ State if you connect your communities with other state or federally funded programs.
This question is not scored with points

QUESTIONS IN THIS SECTION ARE SCORED

Project Information Questions (All Applicants)

Nonprofit organizations working with a Fiscal Agent must complete the Project Information section.

SCBGs working with a Fiscal Sponsor must **_collectively_** complete the Project Info section.

▶ Select all the funding categories that apply to your project

▶ Provide narrative describing the project(s) for which funds are requested

▶ Provide a timeline narrative for completion of the project(s)

▶ Explain how you can or cannot provide documentation of all expenses

Required Uploads

▶ Operating Budget for current fiscal year (NPOs, Organizations working with Fiscal Agent, SCBGs working with Fiscal Sponsor)

▶ Certificate of Good Standing from the Colorado Secretary of State (NPOs, Fiscal Agents and Fiscal Sponsors)

▶ COVID–19 impact supporting documentation (NPOs, Organizations working with Fiscal Agent, SCBGs working with Fiscal Sponsor)

Information to Include in Narrative Answers

▶ Address how you are serving the prioritized communities (LGBT, BIPOC, Women, Gender non-conforming, Disability/neurodiversity, Low-income, Immigrant/Refugee, and Rural) who have been historically underrepresented, underserved or under-resourced when demonstrating relevant, effective and culturally responsive programs.

▶ Address how the funding request is related to your organization's infrastructure and how the funding will build your capacity.

▶ Include data and stories gathered, how this information informed or directs your actions, leadership and community impacts.

▶ Include outreach or training you have offered, completed for board, staff, community to ensure cultural responsiveness

Other Information

- ▶ Budget: 50% of the funding will be provided up front and the remaining funds will be released once that is spent and receipts approved.

- ▶ Review: UWPC will have a review committee that has representation from across all 5 regions for discussion and selection of awardees.

- ▶ Budget: Allowable 10% Administrative fees can be used for costs of required insurance. This is not on-top of the max budget of $100,000 this must be within your budget ask.

- ▶ Technical assistance: TA will be available through December 2026 when the grant program closes.

- ▶ Resources: Use the pueblounitedway.org/NPIGrant website: You can access all documents, resources, and contact information there.

Scoring Rubric

▶ The rubric is based on the language and target audiences of the House Bill

▶ There are only three sections that are actually scored based on a point system:

  ▶ **1-4 points for diversity of Board and Staff**

    ▶ Extra points for the executive position identifies with one or more of the communities that the organization serves.

    ▶ Additional points awarded to applicants based on the diversity of their board and staff.

  ▶ **3 points each in the areas of Relevant Programming, Culturally Responsive Services, and Effective Services**

  ▶ **3 points possible for Client and Community Feedback**

    ▶ Does the organization take client and community feedback into consideration when deciding where to focus their efforts?

▶ **Total of 30 points possible**

▶ There are additional scoring sections that use a simple yes/no review response.

SCORING RUBRICS FOR EACH APPLICATION ARE AVAILABLE FOR YOUR REVIEW!
pueblounitedway.org/NPIGrant

START NOW!

▶ Obtain your Unique Entity Identifier (UEI) at <u>sam.gov</u> *(informational how-to video coming soon)*

▶ Not sure if your project qualifies? Contact grants@pueblounitedway.org

▶ Locate the required documents for uploads

▶ Check out the NPI website so you know what resources are there for you and you can ask for anything else needed now

▶ Utilize the technical assistance available

▶ Know if you will need additional insurance if awarded

    ▶ We can assist with identification of insurance providers if needed

▶ Talk to us <u>**now**</u> if you will need a Fiscal Agent or Sponsor

QUESTIONS?

pueblounitedway.org/NPIGrant

Grants@pueblounitedway.org