Nonprofit Infrastructure (NPI) Grant Program

Orientation Meeting
June 12, 2023

Presented by Janice Welborn NPI Program Manager NPI@cfgv.org
Agenda

► Welcome, Introductions
► Funding Background
► Eligibility
► Areas of Funding
► Types of Applications
► Application Contents
► Hints for Success
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). The Community Foundation of the Gunnison Valley is the RAP for the six counties of Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel.

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 Partner Organizations

**DOLA Regional Access Partner**
Community Foundation of the Gunnison Valley

**RAP Team**

- **Janice Welborn**: Program Manager, primary POC and responsible for all coordination, outreach, technical assistance, and liaison work.

- **Alicia Corliss**: CFGV’s Director of Operations, responsible for financial tracking and assisting with all aspects of the program.

- **Maryo Ewell and Scott Krieger**: CFGV’s community impact/program team assisting our NPOs throughout.

**Partner Organizations**

- **Montrose Community Foundation**
  Montrose County

- **Telluride Foundation**
  San Miguel, Ouray and Western Montrose Counties

- **Western Colorado Community Foundation**
  Delta County

- **Community Foundation of the Gunnison Valley**
  Gunnison County and Hinsdale County
## Timeline

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
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<tr>
<td>March 2023 - July 2023</td>
<td>Outreach and Technical Assistance by RAPs</td>
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<td>July 5 - August 31, 2023</td>
<td>RAPs open application portals</td>
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<td>September - November 2023</td>
<td>RAPs complete application reviews and submit funding recommendations to DOLA</td>
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<td>December 2023 - January 2024</td>
<td>RAPs send notice of awards and execute award contracts</td>
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<td>January 2024</td>
<td>RAPs issue first payments and begin quarterly reporting calendar</td>
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<td>December 30, 2026</td>
<td>All funds must be spent</td>
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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
- Other non-capital-improvement infrastructure project
Types of Applicants

- **NPO Applicant**: Small community based nonprofit organizations.

- **Fiscal Agent Applicant**: 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

- **Fiscal Sponsor Applicant**: 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 the 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 of the organization
  - 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.

- 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 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 nonprofit organization working with a Fiscal Agent must complete the eligibility section.

- Organization name
- Operating budget for current 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
- Only organizations located in the City of Montrose are qualified to select question 1.
COVID-19 Impact Questions (All Applicants)

1. The group was disproportionately impacted by the COVID-19 Public Health Emergency. (City of Montrose only)

2. The organization/group’s total operating budget has decreased during the COVID-19 public health emergency

3. What % has the operating budget decreased?

4. The organization/group had to close for a period during the COVID-19 public health emergency

5. The organization/group had to access its financial reserves to pay for operating costs during the COVID-19 public health emergency.

6. If none of the above apply, tell us how the organization/group was impacted by the COVID-19 Public Health emergency.
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
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.

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: Each Partner Organization will select one representative to serve on the review committee to ensure we have equal representation across the region for discussion and selection of awardees.

- Budget: Allowable 10% Administrative fees can be used for costs of required insurance.

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

- Resources: Use the CFGV.org/NPI website - all documents, resources, and contacts can be found 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 28 points possible

SCORING RUBRICS FOR EACH APPLICATION WILL BE POSTED ON THE CFGV.ORG/NPI WEBSITE
Obtain your Unique Entity Identifier (UEI) at sam.gov
Contact your local Partner Organization and discuss your needs and ideas
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 now if you will need a Fiscal Agent or Sponsor
QUESTIONS?
cfgv.org/NPI

NPI@cfgv.org