

Department of Local Affairs Nonprofit Infrastructure (NPI) Grant Program

Fiscal Agent and Fiscal Sponsor Reporting Requirements

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Fiscal Agent and Fiscal Sponsor Reporting Requirements Overview

Congratulations on being selected to participate in the Nonprofit Infrastructure (NPI) Grant Program administered under the direction of the Colorado Department of Local Affairs. (DOLA). Below you will find a summary of the reporting requirements you must complete with the funding given through this program. Please note that each tab on the excel spreadsheet is labeled with detailed instructions beyond this PDF. As a reminder all funds must be spent by December 30, 2026. If you have any questions as you fill in each section on the excel spreadsheets you may reach out to your regional access partner.

Step One:

Gather all receipts that you have from the funds spent related to the NPI Grant Program.

Step Two:

Please fill in all white, gold and blue boxes on tab one labeled "Advance Payment Requests." Note that each colored box accounts for a different purpose. The white boxes are for the fiscal agent / fiscal sponsor. The gold boxes are for the fiscal agent / fiscal sponsor admin expenses. The blue boxes are for organizations that the fiscal agent / fiscal sponsor is representing.

Step Three:

Complete tab two labeled "Expense Report" for all expenses related to the grant funding. Be sure to provide a brief description of the expense including who received the payment and what it was for.

Step Four:

Tabs three and four provide you with an optional narrative of your funding. Tab three labeled "Optional Narrative" offers a chance to share how the funds have helped your organization. Tab four labeled "Optional Concerns or Needs" allows you to express any concerns or needs that the RAPs can help to address.

Step Five:

Once you have completed all necessary fields on the excel spreadsheet you will need to convert all four tabs into a PDF. Please also note that receipts for every expense listed on tab two "Expense Report" will need to be attached to the report. We ask that the receipts are attached in the same order that they are listed on the expense tab. The following steps below will help you to convert the excel spreadsheet into a PDF.

How to convert the excel spreadsheet into a PDF:

- · Open your Excel workbook.
- Click on "File" in the top-left corner of the screen.
- Select "Save As".
- Choose "PDF (*.pdf)" as the file type.
- Click on the "Options" button.
- In the "Publish Options" section, select "Minimum size (publishing online)".
- · Click on "OK".
- · Choose a location to save the PDF file.
- · Click on "Save".
- After following these steps, the PDF file will be saved with the internal links intact.
- · When you click on a link in the PDF, it will take you to the correct location in the document.

Step Six:

Ensure that the highest person in the organization has signed the report in the top box, printed name, title and date in the bottom box. This signature certifies that by signing the organization is agreeing to the terms and conditions of the award and all compliance requirements of receiving federal funding.

Step Seven:

Submit your completed report to your regional access partner.

Quarterly Report / Tab 1

White boxes completed by FA/FS. Gold boxes FA/FS admin expenses. Blue boxes organizations the FA/FS is representing information

Sections 1 - 4: completed with the FA/FS information

5b - 5d (gold color) FA/FS Administrative Costs: These are admin costs for the FA/FS

5b - 5d (blue color) Combined amounts for all organizations that the FA/FS is representing

6d: Automatically calculates with the % of funds that has been expended for administration for the grant recipients. 10% of the total grant award is allowed to be utilized for administrative expenses. If amount goes above 10%, the percentage will automatically turn red - indicating there is an issue.

6e: Automatically calculates the % of administrative funds the FA/FS has utilized. The max amount of funds allowable is 10% of the full amount being awarded to the NPO/Small community based groups. If the amount expended exceeds the allowable 10%, the text will turn red - indicating there is an issue and too much has been expended/reported for administration.

7a: The number of organizations that received the grant funding

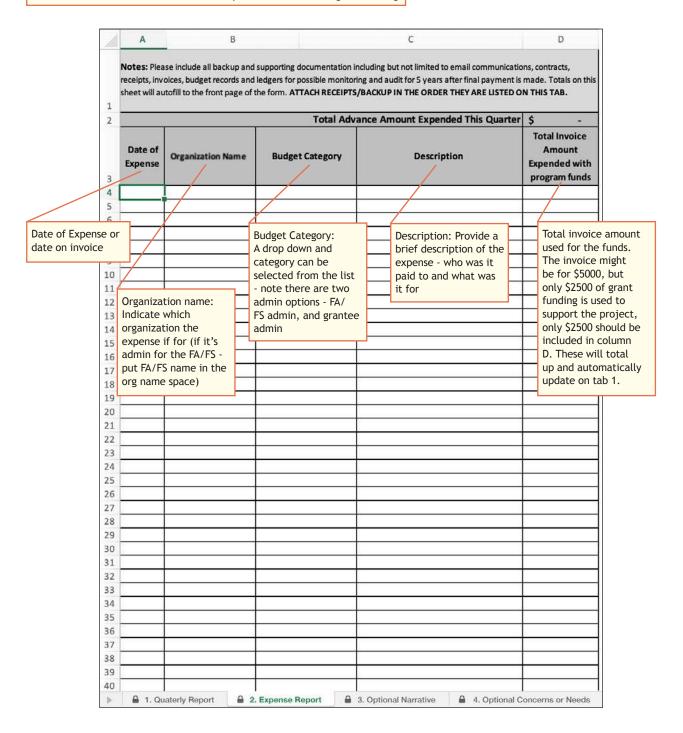
| | Nonprofit Infrastructure Grant Program Quarterly Reporting Form | | | | |
|--|--|--------------------------------|---|---------------------------------------|---|
| 1. Grantee Organization: | ŧ. | | | | |
| 2. Project Number: | | | | | |
| 3. UEI Number | | | | | |
| 3. Reporting Period | | | | | |
| 4. Final Report: | | | | | 2 |
| 5a. Budget Lines | 5b. Budget Amount | 5c.Total Advanced Amount | 5d. Expended Funds Reported in previous quarters | 5e. Funds Expended this quarter | 5f. Advanced Amount not ye expended |
| FA/FS Administrative Costs | | | | \$0.00 | \$0.00 |
| Administrative Costs | | | | \$0.00 | \$0.00 |
| Data Technology | | | | \$0.00 | \$0.00 |
| Professional Development | | | | \$0.00 | \$0.00 |
| Strategic Planning & Org Development | | | | \$0.00 | \$0.00 |
| Communications | | | | \$0.00 | \$0.00 |
| Existing program expansion - development - evaluation | У | | | \$0.00 | \$0.00 |
| Other RAP approved category | | | | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6a. TOTAL ADVANCED A | MOUNT EXPEND | ED | | \$0 | .00 |
| 6b. TOTAL FUNDS EXPE | NDED THIS QUAR | RTER | | \$0 | .00 |
| 6c. TOTAL ADVANCED A | \$0.00 | | | | |
| 6d. % OF FUNDS EXPEN | #DIV/0! | | | | |
| 6e. % OF FUNDS EXPENDED FOR FISCAL AGENT/SPONSOR ADMIN 6f. REMAINING CONTRACT BALANCE TO BE ADVANCED | | | | #DIV/0! \$0.00 | |
| We are required to report to the | | | nount of orgnaizations | | |
| this funding. Please complete th | | | n(s) you are representin | g. ***If organiza | itions are no longer |
| in operation - include their nar | me in tab 4 of this repo | ort. | - | | |
| 7a. How many organization | s were supported | with grant funds th | nis quarter? | | |
| 7b. How many of the organ | nizations who have | received grant fun | ds are still in | | |
| operation? 8. Federal Funding Complaince Certification Signature of Re | | | Signature of Resp | ponsible Administrator or Authorized | |
| | | ad baliaf that the | | Individual: | |
| By signing this report, I certify to the report is true, complete, and accura | | | | | |
| cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent | | | PRINT NAME, TITLE, and DATE: | | |
| information, or the omission of any administrative penalties for fraud, fa | material fact, may subjec | t me to criminal, civil or | | 1570 | |
| | A 2 Evnense | | Intional Narrative | A Optional Con | scarns or Nearle |

7b: The number of those organizations that are still in operation. If any organizations had to close - provide additional details in the narrative box in tab 4.

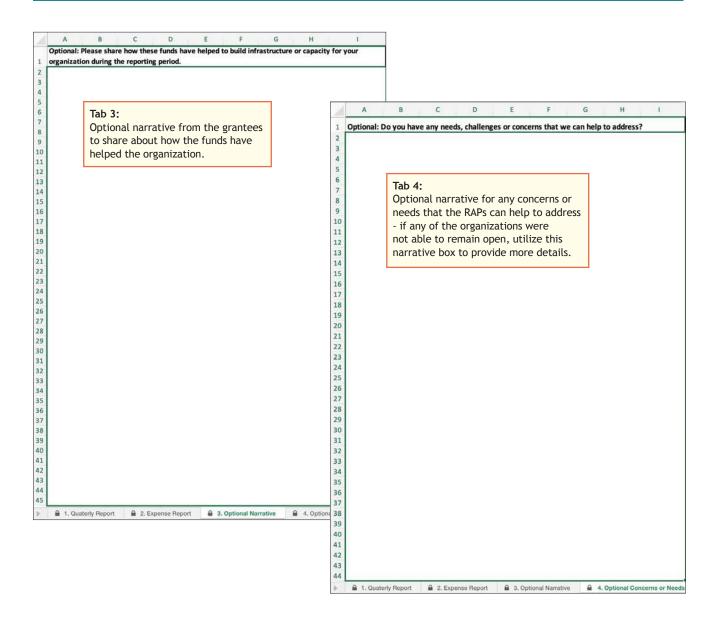
8: Certifying that by signing the report the organization is agreeing to the terms and conditions of the award and all compliance requirements of receiving federal funding. Report must be signed by the highest person in the FA/FS Organization with signing authority. Signature goes in the top box, printed name, title and date in the bottom box.

Expense Report/ Tab 2

Grantee must fill out this tracker for all expenses related to the grant funding.



Optional Narrative and Optional Concerns and Needs / Tabs 3 & 4



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- Select "Save As".
- Choose "PDF (*.pdf)" as the file type.
- Click on the "Options" button.
- In the "Publish Options" section, select "Minimum size (publishing online)".
- · Click on "OK".
- Choose a location to save the PDF file.
- · Click on "Save".
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