



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:					
2. Project Number:					
3. UEI Number					
3. Reporting Period					
4. Final Report:					
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 yet 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				\$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 AMOUNT EXPENDED				\$0.00	
6b. TOTAL FUNDS EXPENDED THIS QUARTER				\$0.00	
6c. TOTAL ADVANCED AMOUNT STILL TO BE EXPENDED				\$0.00	
6d. % OF FUNDS EXPENDED FOR ADMINISTRATION				#DIV/0!	
6e. % OF FUNDS EXPENDED FOR FISCAL AGENT/SPONSOR ADMIN				#DIV/0!	
6f. REMAINING CONTRACT BALANCE TO BE ADVANCED				\$0.00	
<i>We are required to report to the Colorado Department of Local Affairs the amount of organizations that are still in operation after receiving this funding. Please complete the following questions about the organization(s) you are representing. ***If organizations are no longer in operation - include their name in tab 4 of this report.</i>					
7a. How many organizations were supported with grant funds this quarter?					
7b. How many of the organizations who have received grant funds are still in operation?					
8. Federal Funding Compliance Certification			Signature of Responsible Administrator or Authorized Individual:		
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and 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 information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.			PRINT NAME, TITLE, and DATE:		
▶ 🔒 1. Quarterly Report 🔒 2. Expense Report 🔒 3. Optional Narrative 🔒 4. Optional Concerns or Needs					

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.

	A	B	C	D
1	Notes: Please include all backup and supporting documentation including but not limited to email communications, contracts, receipts, invoices, budget records and ledgers for possible monitoring and audit for 5 years after final payment is made. Totals on this sheet will autofill to the front page of the form. ATTACH RECEIPTS/BACKUP IN THE ORDER THEY ARE LISTED ON THIS TAB.			
2	Total Advance Amount Expended This Quarter			\$ -
3	Date of Expense	Organization Name	Budget Category	Description
4				Total Invoice Amount Expended with program funds
5				
6				
7				
8				
9				
10				
11				
12				
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Date of Expense or date on invoice

Organization name: Indicate which organization the expense is for (if it's admin for the FA/FS - put FA/FS name in the org name space)

Budget Category: A drop down and category can be selected from the list - note there are two admin options - FA/FS admin, and grantee admin

Description: Provide a brief description of the expense - who was it paid to and what was it for

Total invoice amount used for the funds. The invoice might be for \$5000, but only \$2500 of grant funding is used to support the project, only \$2500 should be included in column D. These will total up and automatically update on tab 1.

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

The image displays two screenshots of an Excel spreadsheet. The left screenshot shows a large text area with a yellow callout box labeled 'Tab 3: Optional narrative from the grantees to share about how the funds have helped the organization.' The right screenshot shows a similar text area with a yellow callout box labeled 'Tab 4: Optional narrative for any concerns or needs that the RAPs can help to address - if any of the organizations were not able to remain open, utilize this narrative box to provide more details.' Both screenshots show the Excel interface with columns A-I and rows 1-45.

Tab 3:
Optional narrative from the grantees to share about how the funds have helped the organization.

Tab 4:
Optional narrative for any concerns or needs that the RAPs can help to address - if any of the organizations were not able to remain open, utilize this narrative box to provide more details.

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