Department of Local Affairs

Nonprofit Infrastructure (NPI) Grant Program

# Nonprofit Organization Reporting Requirements

## Contents:



COLORADO

Department of Local Affairs

# Nonprofit Organization 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 boxes on tab one labeled “Advance Payment Requests.”

### 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 must be filled out by grantee

## 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 |
|---|---|---|---|---|---|
| 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. REMAINING CONTRACT BALANCE TO BE ADVANCED | $0.00 |

*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 question below by selecting* ***(YES)*** *from the drop down if your organization remains in operation or* ***(NO)*** *if your organization was no longer able to remain in operation.*

| | |
|---|---|
| 7. Is your organization still in operation? | |
| 8. Federal Funding Complaince 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. Quaterly Report | 2. Expense Report | 3. Optional Narrative | 4. Optional Concerns or Needs

**5b:** Total amount they received per budget line item - this information will be found in the budget in their contract

**5c:** Total amount they have received from their RAP.

**6a - 6c:** recap of what is reported in section 5 - automatically updates

**5d:** Total amount of funds that they have expended on and reported in previous quarters. If this is their first report, this column would all be zeros. But their next report should include the funds they expended from the previous quarter in this column. This will be a running total and should be updated each quarter. It allows the report to show the amount remaining that they haven't spent and still need to report on.

**5e:** Will automatically calculate and update based on the information they input into tab 2.

**5f:** Will automatically calculate based on everything reported in 5b - 5e.

**7:** required question - drop down response - yes or no if organization is still in operation

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 organization with signing authority. Signature goes in the top box, printed name, title and date in the bottom box.

Answer "No" unless it is the actual final report.

Total amount of grants awarded

Amount you have actually sent to NPOs this quarter

Amount sent to NPOs in previous quarters

How much have you advanced for admin in all previous quarters

Amount of language services used until now

Admin funds requested this quarter

How much you have requested for language this quarter

Admin so far 5% of NPO Awards or up to 20% of initial award

How many NPOs in the line above are still operating

RA or Authorized Individual for this project (Check your Grant portal Contacts)

Must match the RA or Authorized Individual

# 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** | **Budget Category** | **Description** | **Total Invoice Amount Expended with program funds** |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
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| 40 | | | | |

Date of Expense or date on invoice

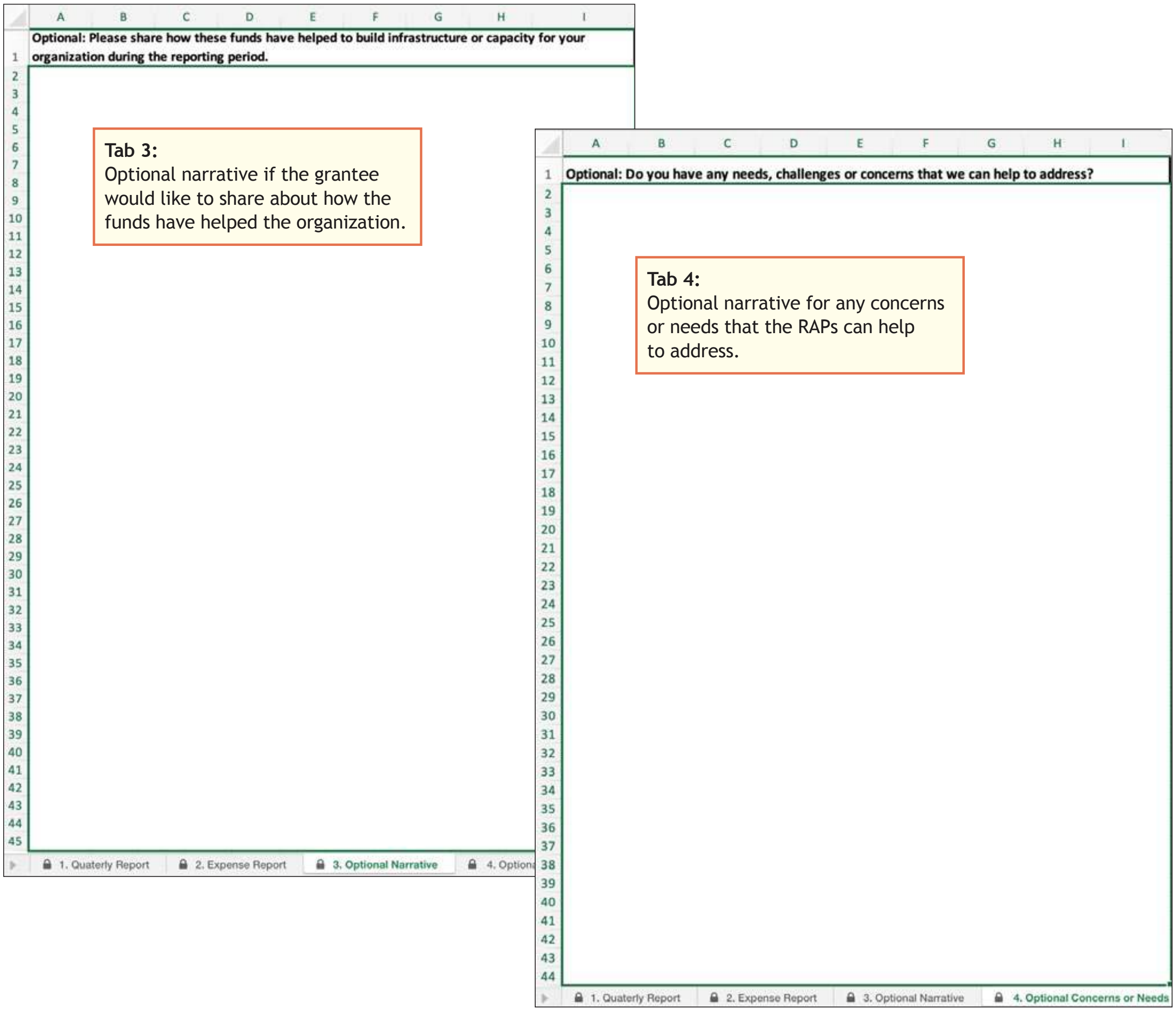
Budget Category: Grantee must fill out this tracker for all expenses related to the grant funding.

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.

1. Quaterly Report | 2. Expense Report | 3. Optional Narrative | 4. Optional Concerns or Needs

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

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