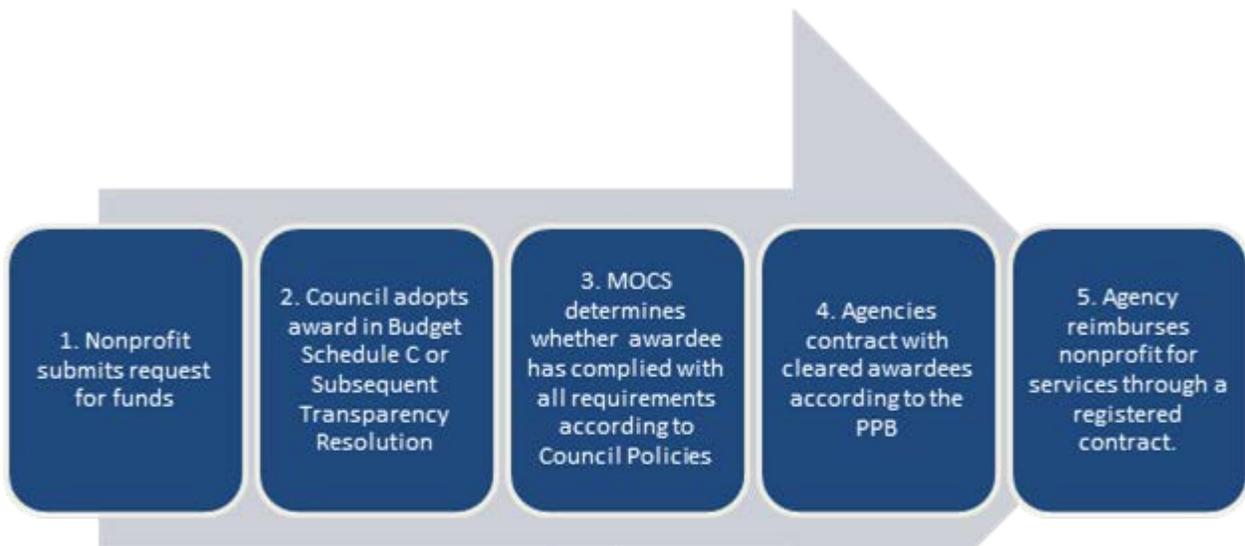


FY16 Nonprofit Checklist to Receive Discretionary Funding from the City Council

This checklist describes the steps a nonprofit organization must take to ensure timely processing of discretionary funding, or member items, designated by the City Council in the annual budget.

The Mayor's Office of Contract Services oversees the additional transparency and vetting requirements the City Council adopted in 2009. If you have any questions, please call 212-788-0001 or email cbo@cityhall.nyc.gov.

Overview of the Discretionary Contracting Process:



Requirements:

- NYS Charities Bureau Compliance
- Doing Business Data Form (\leq \$5,000)
- Conflict of Interest with City official
- Capacity Building Training ($<$ \$10,000)
- Council Clearance
- **Prequalification ($<$ \$10,000)**

- Apply for City Council Funding in January to Mid-February – City Council Online Application
 - If organization is being funded for the first time, submit supplementary questionnaire to Council Finance.
 - Confirm that any fees for the funded program are minimal, do not discourage access, and are disclosed to Council Finance.
 - Do not forget to submit Conflict of Interest Disclosure and Authorization Fillable form to City Council after the online application is complete
- Review Schedule C of the Budget in July*:
 - Verify your organization’s EIN, legal name, City contracting agency, etc. is listed correctly in the allocated expense budget. If there are any discrepancies or anything has been omitted contact your Council Member, or contact Charles Davis regarding Initiative allocations at cdavis@council.nyc.gov.
 - Confirm that the purpose of funds is a public purpose your organization can provide, i.e. that the service is open to all members of the public, regardless of race, creed etc. and does not promote a particular religion and matches what you had indicated on your application.
 - If your organization’s award has an **asterisk on Schedule C**, the expense funding is **pending clearance** by Council and/or the Mayor’s Office of Contract Services (MOCS). *Continue below to complete the clearance process.*
 - Check the MOCS Tracker, <http://www1.nyc.gov/site/mocs/nonprofits/award-tracker.page>, to see what your organization is missing for clearance. Submit all required documents, available here: <http://www1.nyc.gov/site/mocs/resources/forms.page>, to MOCS at cbo@cityhall.nyc.gov.
 - Conflict of Interest Disclosure form (required annually)
 - Doing Business Data Form for cumulative funding over \$5,000
 - Proof of Charities Bureau Filing Compliance
 - Is your organization registered and current with NYS Charities Bureau filings?
 - Yes □ No
 - If yes, submit copy of most recent filing to MOCS via your HHS Accelerator document vault.
 - Most Recent Char 500
 - Most recent IRS 990, if applicable
 - Most recent CPA Review Report/ CPA Audit Report/Financial Statements, if applicable

- If no, your organization must submit a complete CHAR500 to the NYS Charities Bureau along with the required additional documents.
- Is your organization exempt from registering with the NYS Charities Bureau?
 - Yes No
 - If yes, submit [Certification of Exemption](#) from Requirement to Register with the NYS Charities Bureau form to MOCS.
- If your organization is not registered with the NYS Charities Bureau and not exempt from registration, your organization must register (file CHAR410) and file annually (file CHAR500) with the NYS Charities Bureau. Registration forms are available on the website of the New York State Charities Bureau:

http://www.charitiesnys.com/charindex_new.jsp
- Is your organization receiving over \$10,000 in total City Council discretionary funding?**
 - If yes, is your organization [prequalified](#) to provide services to the City agency your organization's Council funding is designated through? To see if your organization is prequalified, log into your [HHS Accelerator account](#).
 - Yes No
 - If no, has your organization applied for Prequalification through HHS Accelerator?
 - Yes No
 - If yes, then you just have to wait for it to be processed.
 - If no, then you must apply to be a Prequalified vendor through completing a Business Application and Service Application(s) in [HHS Accelerator](#).
 - If yes, has a board member or senior staff attended a Capacity Building Training? If you are not eligible for an exemption (see below) or a board member or senior staff member has not attended a Capacity Building Training in the last three fiscal years visit <https://a002-oom03.nyc.gov/rsvp1> to register for the next Capacity Building Training. A board member or senior staff member may also fulfill the requirement by completing the training online: <http://mocs.houltoninstitute.com> and using the access code DOEJ-KAJM
 - Yes No

- If no, does your organization hold contract(s) with NYC valued at over \$1 million?

Yes No

If yes, your organization is exempt from the training requirement.

- If no, is your organization a large organization (annual revenues of over \$10 million) that provides internal trainings on legal compliance, internal controls, and board governance?

Yes No

If yes, your organization may apply for an exemption from the training requirement by emailing a description of training and the most recent IRS 990 to cbo@cityhall.nyc.gov.

- If yes, is the person who attended training a current key staff or board member at your organization?

Yes No

If no, your organization must send another key staff or board member to be certified.

- If yes, was the Training Certificate issued within the last three NYC fiscal years?

Yes No

If no, a key staff or board member must attend a Capacity Building Training for Council Funded Community Partners.

- You may use <https://a002-oom03.nyc.gov/rsvp1> to register for the next Capacity Building Training. A board member or senior staff member may also fulfill the requirement by completing the training online:

<http://mocs.houltoninstitute.com> and using the access code DOEJ-KAJM

- **Is your organization serving as a fiscal conduit?**

Yes No

- If yes, is your organization prequalified to provide Fiscal Conduit services?

- **Citywide Fiscal Conduit** (*may serve up to 25 subcontractors and must provide technical assistance*)

Yes No

- **Neighborhood Fiscal Conduit** (*may serve up to 10 subcontractors in the same borough and service areas*)
 - Yes No
 - If no, submit all required documents for Fiscal Conduit Prequalification to DYCD; you may email cbo@cityhall.nyc.gov for the Fiscal Conduit Prequalification Application.
 - Fiscal Conduit Prequalification Application
 - Audited Financial Statement
 - Management Letter
 - [CBO Review Report](#) and Attachments, if applicable

* Please note that all subcontractors must be approved by your contracting agency prior to beginning services.

*We encourage regular use of the Discretionary Award Status Tracker to make sure any new awards or Council changes are cleared throughout the year:

<http://www1.nyc.gov/site/mocs/nonprofits/award-tracker.page>