



Training Requirement for New York City Council Funded Nonprofits

If the discretionary award tracker displays "Complete Capacity Building Training" when you search for your organization's awards, a member of your organization's board or executive staff must complete the Capacity Building Training for NYC Council Funded Nonprofits.

According to the City Council's funding policies, organizations subject to the training requirement are those that receive more than \$10,000 in discretionary funds (cumulatively), but do not have contracts with City agencies with a total value of more than \$1 million. **The training must be completed by an officer or executive of the funded organization.**

Once you complete the training, you will receive a certificate confirming that you have fulfilled the Capacity Building Training requirement. That certificate is valid for three years after the date of completion.

Enrolling in the Online Training (Updated July 2020)

The training, which uses engaging animated videos, is available at all times. In addition to providing an overview of the discretionary award process, the training covers topics such as legal compliance, financial management, and board governance. Please note that once you register for the training, you have 30 days to complete it. The training typically takes 1 ½ hours to complete, but you do not have to complete it in one sitting. You may start and stop the training at any time during the 30-day period. You must complete all sections to receive your training certificate.

To register for the online course, follow these simple steps:

1. Visit <http://mocs.matrixlms.com>.
2. Click on "Register" (if returning user, click log-in at the top-right side of the page).
3. Enter the access code: **ESYH-XZND**, and click "continue".
4. Enter your name, organization, EIN, login and contact information, then click "submit" at the bottom of the page. **You must provide your organization's EIN to receive credit for completing the course.**
5. Once you are registered for the training, a welcome message will appear.
6. To start the course, click on the training, which will appear under "My Courses" on the left.
7. Click on the lesson to begin watching the training videos. On the launch window, click "start course". All sections must be completed in the order they appear. You will not be able to skip to future sections until all the preceding content has been completed.
8. When you reach Financial Management, you will have the option to choose Finance 101 or 201 depending on the financial size of your organization.
9. When you have completed the course, the system will automatically generate a certificate, available in your user dashboard under "awards". Download the certificate and save it on your computer. MOCS will be automatically notified that you have earned the certificate.
10. Please take the short survey at the end of the training to provide your feedback, which will help inform future trainings!
11. If you have questions about navigating the system, contact help@mocs.nyc.gov.