

Training Requirement for Council-Funded Nonprofits

If the discretionary award tracker displays “Pending Completion of Capacity Building Training requirement” 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 Council Funded Community Partners.

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 demonstrating proof of compliance. That certificate is valid for three fiscal years after you complete the training.

There are two ways to fulfill the training requirement:

Option 1 – In-Person Training

Several times a year, MOCS offers the Capacity Building Training at locations throughout the five boroughs. The training is from 9am-5pm and covers topics such as nonprofit legal compliance, board development, internal controls, financial management, and City contract management. More than one employee of the organization may take the training, subject to space availability.

To see upcoming training dates and register for the training, visit:

<https://a002-oom03.nyc.gov/rsvp1>

Option 2 – Online Training

MOCS offers a web-based version of the training with the same content as the in-person training. The training is available at all times, but once you register for the training, you have only thirty days to complete it. The training typically takes 3-4 hours to complete, but you do not have to complete the training in one sitting. You may start and stop the training at any time during the thirty-day period.

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

1. Visit <http://mocs.edu20.org/>.
2. Click on "Register".
3. Enter the access code: DOEJ-KAJM, and click "Continue".
4. Enter your name, EIN, login and contact information, then click "submit" at the bottom of the page.
5. Once you have created your account, you are registered for the training, and a welcome message will appear.
6. To start exploring the course, click on "Lessons" on the left.
7. Click on "Module 0: Introductory Module". This module/lesson will introduce you to the course and how to navigate it within the system. Then you can continue through the course.
8. You must pass all four assessments to receive your training certificate. While taking an assessment, do not stop in the middle or open up the training in another window, or you will automatically fail.
9. When you have completed the course, download the certificate in your profile page and save it on your computer.
10. If you have any questions about navigating the system, contact learner support at learnersupport@houltoninstitute.com or call 1855 HOULTON (468-5866).