Welcome & Introductions

ADRIENNE ADAMS
CITY COUNCIL SPEAKER

And the JCCGCI's
Non-Profit Help
Desk Present

The Discretionary Process
Simplified

NonProfit HelpDesk

A project of the Jewish Community Council of Greater Coney Island (JCCGCI)

www.nphd.org

Jeri Mendelsohn

NPHD Facilitator

The Process Simplified

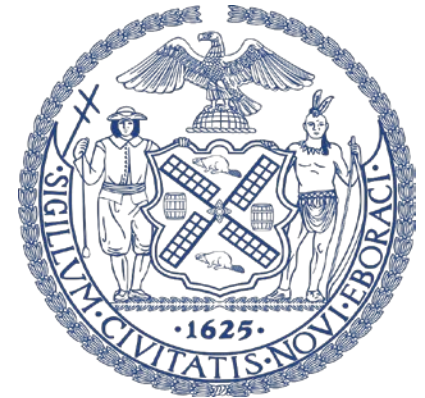Fully subsidized by generous allocations from New York City Council Members.

NPHD is a project of Jewish Community Council of Greater Coney Island (JCCGCI)

NonProfit HelpDesk

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact

FUNDING PROVIDED BY
NYC Department of Youth & Community Development

HOUSEKEEPING ITEMS

DISCRETIONARY FUNDING APPLICATION OVERVIEW

APPLICATION PROCESS

Q&A

Workshop Overview

Housekeeping Items

To make this a productive workshop beneficial to all attendees, we ask the following:

- Keep yourself muted (bottom left corner of your screen)
- Update your screen name with First Name and Organization Name
- If you have a question, please use the "CHAT" feature or "RAISE" your hand feature.
- On the chat, include Name, position, email address and phone number
- This workshop will be recorded for future reference.
- Be respectful to others. We are all here to learn and have a positive networking experience

Discretionary Funding

The Process Simplified

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-based | Citywide Impact

What is Discretionary Funding?

- Discretionary funding is money in the City's budget allocated to an eligible **not-for-profit** organization by the Council or a Member of the Council.

- This helps the City Council Members address local needs within their communities.

- There are specific Discretionary Funding Policies and Procedures that both Council Members and agencies need to follow.

JCCGCI
JEWISH COMMUNITY COUNCIL OF GREATER CONEY ISLAND
Community-Based | Citywide Impact

There are several categories of discretionary funding used by the City Council, each serving different purposes. The following categories developed through Council practice over the years and are subject to change in the future.

1. Member Local Initiatives

2. City Council Local Initiatives

3. Member Aging Discretionary Funds

4. Member Youth Discretionary Funds [1]

5. Anti-Poverty Initiative

6. Citywide Initiatives

You can find these and other resources in the Discretionary Funding Policies and Procedures Document

Discretionary Funding Categories

[1] For youth programs, services may only be provided outside of school hours. In-school programming must be funded through the Department of Education, with the agreement and consent of the principal(s) of the school(s) where services will be provided.
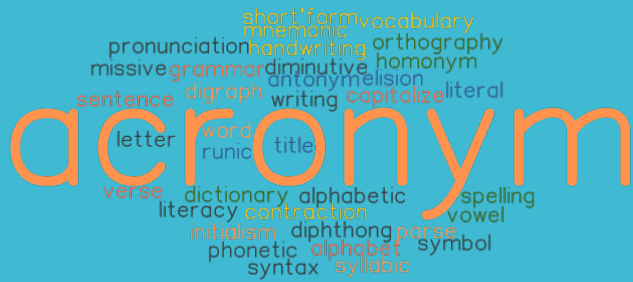
Acronym	
MOCS	Mayor's Office of Contract Services
PassPort System	Procurement and Sourcing Solutions Portal
HHS	Accelerator Health & Human Services Solicitation
OMB	Office of Management and Budget
ACS	American Community Survey
PPB	Procurement Policy Board
COIB	City's Conflict of Interest Board
EIN	Federal Employer Identification Number
DCLA	Department of Cultural Affairs
CDF	Cultural Development Fund

Apply for City Council Discretionary Funding from now until Tuesday, <u>February 20, 2024</u>!

- The funding is for FY 2025 (7/1/2024 - 6/30/2025)

- Fill out a NEW application each year

- The link to the Council's website is:

- Home-New York Ciry Council.nyc.gov.

- Please note that if your organization is NEW and being funded for the first time, submit the following in addition to the standard forms:
  - Submit PASSPort & HHS Pre-qualification forms
  - Supplementary Form
  - Please check with Council Members. Some have additional Forms
  - Federal Employer Identification Number (FEIN) letter from the IRS.

Discretionary Funding Application

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact

New York City Council Vetting

All organizations must demonstrate eligibility and integrity in order to receive discretionary funding.

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-based | Citywide Impact

The Council has an extensive vetting process, which includes, but is not limited to the following:

- Not-For-Profit Business Records Searches;
- News article searches;
- Potential conflicts of interest;
- Tax Warrant database searches;
- Status as a not-for-profit entity;
- Compliance with State Charity registration requirements or certification that the organization is exempt from the registration requirements;
- Active Federal Employer Identification Number (EIN) from the IRS;
- Current IRS tax exempt status;
- Past evaluations of contract performance by funders; and
- Review of Use of Funds and Public Purpose

PASSPort

- **Application for Pre-Qualification PASSPort System – (*Procurement And Sourcing Solutions Portal)*

- In Fiscal 2021, MOCS released the City's new digital Procurement and Sourcing Solutions Portal. **ALL** organizations receiving City Council funding must create and register an account at the link below. Under this new system, the Council's awards are combined accordingly and put into contracts. The contracts will then be managed electronically by both the agency and the organization thru an online dashboard.

- For more details please visit:

About PASSPort | MOCS - NYC.gov

NYC.gov
https://www.nyc.gov/site/mocs/passport/about-passport.page

NYC
Mayor's Office of Contract Services

বাংলা ► Translate | ▼   Text-Size

| 🏠 | About | **Systems** | Legal & Forms | Reporting | Partners | Contact | Search 🔍 |

| System Login | **PASSPort** | HHS Accelerator |

About PASSPort / Create an Account

About PASSPort / Go to PASSPort

Getting Started: Doing Business with NYC

PASSPort Highlights

Learning to Use PASSPort

Requirements Contracts

PASSPort Login

Register NYCID

PASSPort Public Portal

About PASSPort / Go to PASSPort

PASSPort Login

PASSPort, the City of New York's end-to-end digital procurement platform, manages every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor) to releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management.

Register NYC.ID

The first step to getting started in PASSPort is to create your NYC.ID account. Click on "Register NYC.ID" to begin the process and check out the Getting Started: Doing Business with NYC for more detailed instructions on creating your PASSPort account.

Procurement Navigator

You can view contracting opportunities in the Procurement Navigator. No PASSPort account is required to search for solicitations on the Procurement Navigator. To respond to a solicitation, however, a PASSPort account is required. Note: The Procurement Navigator can be used from a

Discretionary Funding Application

Step By Step

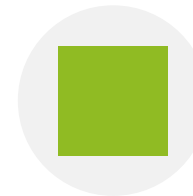INSTRUCTIONS

ORGANIZATION & CONTACT INFORMATION

REQUEST DETAILS

AFFILIATIONS

ACKNOWLEDGEMENTS

REQUIRED ATTACHMENTS

REVIEW MY APPLICATION

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-based | Citywide Impact

Below is a list of information needed in order to ably complete the application. Be sure to have this information handy to ensure a smooth application process.

- ❑ Federal Employer Identification Number (FEIN)
- ❑ New York State Charities Bureau Registration Number
- ❑ Annual Operating budget of Organization requesting funds
- ❑ PASSPort & HHS Prequalification Status
- ❑ Documentation concerning Independent Inquiries, Monitorships, Government Investigations, Inquiries or Audits (other than routine annual audit)
- ❑ Staffing Information for the organization
- ❑ Staffing Information for the programming/services
- ❑ Certificate of Incorporation (for those incorporated on or after July 1, 2020)
- ❑ Current list of Board Members and High/Executive Level Employees (as per IRS 990 Part VI §A and Part VII §A)
- ❑ Please note Adobe Reader is required for viewing and printing the PDF (Portable Document Format) documents found at the end of the application.

Application Check-List

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact

Application

Special Initiatives

No Selection / Not Applicable

A Greener NYC

API Community Support

Abortion Access Fund

Access Health Initiative

Access to Critical Services for Older Adults

Access to Healthy Food and Nutritional Education

Adult Literacy Initiative

Adult Literacy Pilot Project

Afterschool Enrichment Initiative

Alternatives to Incarceration (ATI's)

Art a Catalyst for Change

Autism Awareness

Big Brothers and Big Sisters of New York City

Borough Presidents' Discretionary Funding Restoration

Cancer Services

Care Workers For Our Future

Case Management

Chamber on the Go and Small Business Assistance

Special Initiatives Continued

Child Health and Wellness

Children and Families in NYC Homeless System

Children Under Five

City's First Readers

Citywide Homeless Prevention Fund

Citywide Younq Adult Entpreneurship Program Initiative

Civic Education in New York City Schools

Coalition Theaters of Color

College and Career Readiness

Communities of Color Nonprofit Stabilization Fund

Community Housing Preservation Strategies

Community Land Trust

Community Schools

COMPASS

Construction Site Safety Training

Court-Involved Youth Mental Health Initiative

Create New Technology Incubators

Creative Arts Team

Crisis Management System

And more

Cultural Immigrant Initiative

CUNY Childcare Expansion

CUNY Citizenship NOW! Program

CUNY Research Institutes

CUNY School of Labor and Urban Studies (SLU) - (formerly Joseph S. Murphy Institute Center for Worker Education)

Cure Hate Initiative

Day Laborer Workforce Initiative

Dedicated Contraceptive Fund

Developmental, Psychological and Behavioral Health Services

Digital Inclusion and Literacy Initiative

Discharge Planning

Diversion Programs

Diversity, Inclusion & Equity in Tech Initiative

Domestic Violence and Empowerment (DoVE) Initiative

Domestic Worker and Employer Empowerment Initiative

Education Equity Action Plan

Educational Programs for Students

Elder Abuse Prevention Programs

Elie Wiesel Holocaust Survivors

Ending the Epidemic

- On the City Council website in July, review Schedule C of the Budget and additional Transparency Resolutions to see if your organization has been selected for funding.

- If your organization's award has an asterisk on Schedule C, the expense funding is pending clearance by Council and/or Mayor's Office of Contract Services (MOCS).

- Recipient organizations need to complete the following steps before disbursement of funds the Council awarded:
  - City Council designation;
  - City Council vetting and clearance;
  - HHS prequalification and/or DCLA approval;
  - Create a Passport Account
  - MOCS clearance; (i) prequalification in HHS Accelerator; (ii) submission of a Doing Business Data Form; (iii) a valid Capacity Building Training Certificate (if applicable); and (iv) confirmation of City Council vetting.
  - Executed contract with a City agency or grant with DCLA, and
  - Registration by the Comptroller.

Submitted the Application – Now What?

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact

Engage Council Members

- City Council Highly Recommends
  - Confirm there is no additional supplemental forms requested by the Council Members office
  - Council Members want to see Organizational/Internal Capacity. Keep program/service delivery subcontract to a minimum
  - Funds are Reimbursement Based!
  - Engage with your Councilmember (all year)
    - Invite to site!!
    - Request a Conference Call if no meeting available
    - Email brochure of (or info about) services
    - Add them to your mailing (e-newsletter list)
  - Application Questions?
    - Contact City Council discretionary@council.nyc.gov. If no response, contact your Councilmember

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact
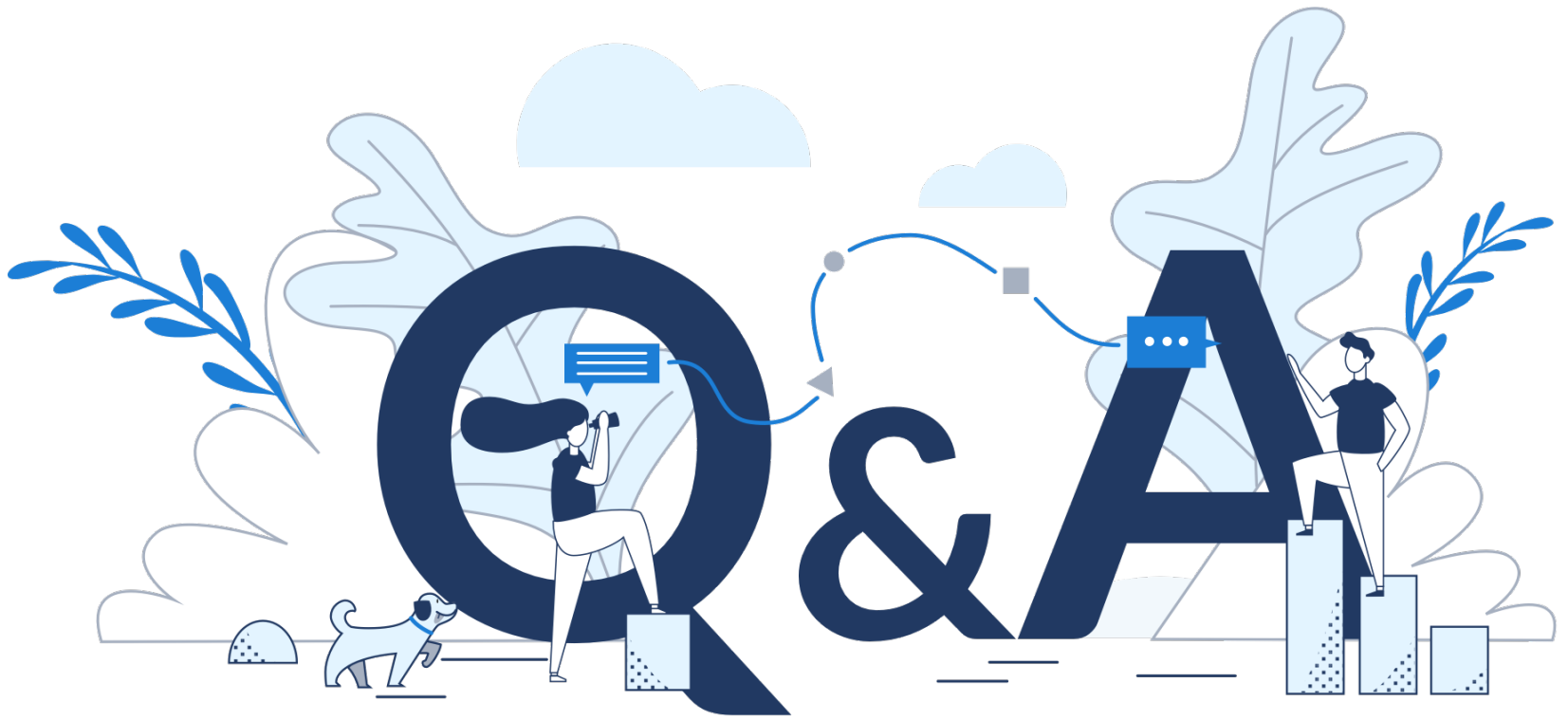
Keep in Mind!

- Do NOT wait until 2/18/2024 to submit your application!

- The contact person on the application should be someone who checks emails regularly and able to provide organization information

- The Council has imposed certain restrictions on the awarding and use of discretionary funds. Must be inclusive of the general population.

- All newly created organizations (last two years – July 1, 2021) must submit a Council Supplementary Application form and a Federal Employer Identification Number issuance letter from the IRS.

- Organizations that have not received discretionary funding from the Council within the last three fiscal years may not receive funding in excess of $50,000 total (and no more than $25,000 from a single member). This restriction may be waived in exceptional circumstances. All exceptions will be determined on a case-by-case basis.

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact

Jeri Mendelsohn - Capacity Building Facilitator

jeri@nphd.org

The Process Simplified

NonProfit HelpDesk

Supportive Documents

- Supplementary Application Form *

- Certification of Exemption - Charities Bureau Registration *

- Certificate of Authorization *

- Conflict of Interest Disclosure

- Organizational Affiliation Disclosure

- Schedule C Budget

- Passport Account Information

*Requires to be notarized

JCCGCI
JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND
Community-Based | Citywide Impact