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NYC Service

is... a division of the Mayor’s Office focused on expanding civic engagement through volunteerism and service.
What we do

**Mission**
Build partnerships to deepen and expand civic engagement through volunteer and service programs, creating sustainable change for our city's greatest needs.

**Vision**
Unite New Yorkers in service to advance lifelong civic engagement for a more equitable and inclusive city.
COVID-19 Response Efforts

Volunteer Coordination Task Force
NYC Service leads the Volunteer Coordination Taskforce (VCTF), a partnership with NYC Emergency Management, New York Cares and other partners to centralize and coordinate volunteer efforts during emergencies. The VCTF supports organizations in need of volunteers to provide critical services – such as meal delivery – to vulnerable residents and works to identify volunteer opportunities that residents can support, with the understanding that the safety and well-being of all residents is a top priority.

I. About NYC Service
NYC Civic Impact Funding Overview
NYC Civic Impact Funding
Overview

Anusha Venkataraman,
Chief Service Officer, NYC Service
NYC Civic Impact Funding will support nonprofit and community-based organizations in their efforts to engage volunteers who help deliver essential services (particularly, food) to residents throughout the COVID-19 crisis.
NYC Civic Impact Funding Recipients

- Academy of Medical and Public Health Services
- Brighter Bites
- BronxWorks, Inc.
- Brooklyn Rescue Mission Urban Harvest Center, Inc.
- Community Service Society Retired and Senior Volunteer Program
- Crown Heights Jewish Community Council
- Good Old Lower East Side, Inc.
- Harlem RBI dba DREAM
- Hope Empowerment and Development Zone, Inc.
- Hunger Free America, Inc.
- New York City Relief, Inc.
- Pakistani American Youth Organization, Inc.
- People in Need, Inc.
- Rauschenbusch Metro Ministries
- Sapna NYC, Inc.
- Sixth Street Community Center
- The Black Feminist Project
- The Red Door Place
- West Indian American Day Carnival Association
- Youth Action Programs and Homes, Inc.
NYC Civic Impact Funding Selections
Eligibility Requirements

Be a 501(c)(3) nonprofit or have a fiscal sponsor

Use funding exclusively to support NYC-based volunteer and civic engagement efforts related to COVID-19 response.

*NOTE: Funding should be used only for NYC-based programming!*
Preference was assigned to organizations that are:

- Community-based
- Food supplying and/or serving organizations
- Seek to improve their volunteer management practices and have the ability to run an effective volunteer program designed to deliver critical services
- Use funding to provide services to residents in one or more Mayor's Taskforce on Racial Inclusion & Equity neighborhoods
- Use funding exclusively to support NYC-based volunteer and civic engagement efforts related to COVID-19 response.
How can I use this funding?
### Funding May be Used to Fund:

- Permanent employees directly supporting or leading volunteer engagement efforts to deliver critical services
- Temporary employees or consultants to help build capacity
- Personal Protective Equipment (PPE) for volunteers
- Supplies and/or food for volunteer support
- Volunteer stipends (e.g. travel costs, metro cards).
- Volunteer training set up and/or materials
- Volunteer background checks and recruitment and/or outreach materials
- Plexiglass or other protective measures needed to transition from warmer weather operations
- Funding may also be used to support your organization in getting up and running with Plentiful – a free, easy-to-use reservation system for food pantries and the people they serve

### Funding May Not be Used to Fund:

- Office furniture/equipment, general operating costs (e.g. rent, insurance, and/or utilities), and general administration fees
- Food for distribution (if your organization is in need of food for community distribution, pantries can request food through NYC’s Pandemic Food Reserve Emergency Distribution (P-FRED) program. For more info, contact [foodreserve@cityhall.nyc.gov](mailto:foodreserve@cityhall.nyc.gov).
NYC Civic Impact Funding Timeline
III. Grant Timeline

NYC Civic Impact Funding Timeline

- Funding Recipient Notification (On or Around February 19)
- NYC Civic Impact Funding Launch / Orientation (March 1 [Launch]; March 2 [Orientation])
- Mid-Term Check-ins & Reporting (April 26 – May 7)
- Funding Recipients Submit Final Report and Invoices/Receipts for Reimbursement (July 9)
- Evaluation & Program Review (July 30)
- Implementation / Support (March 1 – June 30)
- End of Funding Term / Term-End Check-In & Reporting (After June 30; reporting dates TBD)
NYC Civic Impact Funding
Additional Resources & Support
Volunteer Program Development Stages

New Program Development
Your organization division is interested in launching a Volunteer Program.
What do you need to know and where do you begin?

Program Improvements
Your organization division engages residents as volunteers.
How can you take the volunteer management experience to the next level?

Program Expansion and & Sustainability
Your organization division knows what volunteer engagement is from A - Z.
Now you’re interested in expanding your reach and considering sustainable ways of operating.
Reporting
<table>
<thead>
<tr>
<th>Mid-Term Check-In &amp; Reporting (April 26 – May 7)</th>
<th>Term-End Check-In &amp; Reporting (After June 30)</th>
</tr>
</thead>
</table>
| • A casual conversation to discuss progress, successes & challenges, and to provide additional support where needed  
• Mid-Term Report is due prior to the check-in  
• All sites are encouraged to submit 1-3 pictures of their work! | • The Term-End Check-in will mirror the Mid-Term Check-in, but will serve largely as an opportunity for us to gain feedback on the overall program and to provide fund recipients with an opportunity to “report out”.  
• Term-End report is due July 15  
• Report will include info on metrics collected, successes, challenges, implementation progress, plans for sustainability. |
NYC Civic Impact Funding Reporting Template

- Mid-Term and Term-End Reports
- Designed with Simplicity In Mind
- Each Report will Contain the Following Sections:
NYC Civic Impact Funding Reporting Template

1. Activities / Successes / Accomplishments
2. Challenges/Problems
3. Spending Update
### 4. Spending Plan for Rest of Term

### 5. Performance Data (Common Outputs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Measure Description</th>
<th>Performance To Date</th>
<th>Target</th>
<th>% to Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Output #2 (OPTION B)</td>
<td>Total number of unique households to be served before June 30, 2021</td>
<td>XX</td>
<td>#VALUE!</td>
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<tr>
<td>Qualitative (Written) Update on Common Output #2 (OPTION B)</td>
<td>[Write Qualitative Update Here]</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Common Output #3 (OPTION A)</td>
<td>Total number of pounds of food to be distributed to residents before June 30, 2021</td>
<td>XX</td>
<td>#VALUE!</td>
<td></td>
</tr>
<tr>
<td>Qualitative (Written) Update on Common Output #3 (OPTION A)</td>
<td>[Write Qualitative Update Here]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## NYC Civic Impact Funding Reporting Template

### 6. Performance Data (Additional Outputs & Outcomes)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Measure Description</th>
<th>Performance To Date</th>
<th>Target</th>
<th>% to Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Output #1</td>
<td></td>
<td>XXX</td>
<td>#VALUE!</td>
<td></td>
</tr>
<tr>
<td>Qualitative (Written) Update on Additional Output #1</td>
<td>[Write Qualitative Update Here]</td>
<td></td>
<td></td>
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<tr>
<td>Additional Outcome #1</td>
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<td></td>
<td></td>
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<tr>
<td>Qualitative (Written) Update on Additional Output #2</td>
<td>[Write Qualitative Update Here]</td>
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<tr>
<td>Additional Outcome #2</td>
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<tr>
<td>Qualitative (Written) Update on Additional Outcome #2</td>
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</tr>
<tr>
<td>Additional Output #3</td>
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<td>XXX</td>
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<tr>
<td>Qualitative (Written) Update on Additional Output #3</td>
<td>[Write Qualitative Update Here]</td>
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<tr>
<td>7. Performance Data Comments</td>
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<td>-------------------------------</td>
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</tr>
<tr>
<td>8. Photos / Success Stories</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Performance Data Comments
8. Photos / Success Stories
Invoicing
1. **Requirements Needed BEFORE Invoicing:**
   A. Register in PASSPort
   B. Register in the Payee Information Portal (PIP)

2. **Requirements Needed AT THE TIME of Invoicing:**
   A. Submit an Invoice
   B. Submit Supporting Documentation that Justifies the Invoice
Payee Information Portal: https://a127-pip.nyc.gov

PASSPort: nyc.gov/passport
Office of the Mayor
Administrative Services

100 Gold Street, 2nd Floor New York, NY 10038
Phone 212-788-2400 Fax 212-788-2406

<table>
<thead>
<tr>
<th>INVOICE DATE</th>
<th>WORK COMPLETED DATE</th>
<th>PAYMENT TERMS</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30 Days</td>
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</table>

<table>
<thead>
<tr>
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<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supporting Documentation

Receipts

Invoices

Sign-In Sheets

Pay Stubs / Checks

---

**GoodHire**

**TO:** [Redacted]

**FROM:** GoodHire

**RECEPTION DATE:** 6-1-20

**PAYMENT DUE:** 6-17-20

**Contact:** [Redacted]

**Balance Due:** $12,250.00

**Amount Paid:** $0.00

**Amount Due:** $12,250.00

**Notes:**

"Names Signatures Of Volunteers That Receive A Weekly Stipend Of $25.00"

Ms. Marjorie Sanders
Ms. Alice McCoy
Ms. Paulette Mitchell
Ms. Pat Humphrey
Ms. Vivian Nickelson

---

**Front of check**

[Image of check]

---

Our answers are below in **bold**, I hope this clears things up!

1. What percentage of time was spent by Corey B on the projects outlined in the contract, budget, and/or application of his time.

**About 70%**
Invoice + Supporting Documentation

Hi Evan,

Our answers are below in bold, I hope this clears things up!

1. What percentage of time was spent by Corey B on the projects outlined in the contract, budget, and/or application? About 70% of his time.
Required Documentation & Next Steps
Required Documentation

Already Shared/Requested:

- Registration in PASSPort
- Registration in the Payee Information Portal (PIP)
- Certificate of Insurance (from your insurance company)
- Broker Certification (should list NYC Service/Office of the Mayor & the City of New York as "other insureds")
- Tax Affirmation

Will Be Shared/Requested This Week:

- Civic Impact Funding Agreement
- Performance Template
Questions
How to get in touch

Evan M. Karl
ekarl@cityhall.nyc.gov