Nonprofit Space Stabilization Program

Frequently Asked Questions

1. **What's the difference between the NSSP Financial Assistance and the NSIF grants?**
   The NSSP Financial Assistance is targeted for nonprofit organizations that are leasing their office/program space. The award amounts are based on the length of the lease, with a minimum of three years. The NSIF awards are for acquisition (purchase or a 55 year lease) of an office or program facility. There have been instances when an organization purchasing a building has chosen to apply for NSSP-FA funding due to timing.

2. **Do you have to receive technical assistance services from the NSSP program to be eligible for a grant?**
   No. The NSSP-FA program is open to all eligible nonprofits, regardless of whether they received TA services.

3. **What kind of site control do I need for the NSSP grants?**
   Organizations must have a fully executed (signed by both the organization/tenant and the owner/landlord) Letter of Intent (LOI) with rent terms and duration, or a lease agreement.

4. **What if the terms of my Letter of Intent (LOI) changes?**
   If an LOI was presented at time of application, a fully executed lease is required before grant funds are released. The terms of the lease must be either the same or more favorable (lower rent or longer term) to the tenant organization than the terms of the LOI.

5. **How do I calculate my rent stipend?**
   Rent stipends of up to six months are available to pay the difference between an organization's prior and current rent. The stipend is only available to organizations that were previously displaced and have renewed or signed a new lease since September 1, 2018. The rent stipend is only applicable for organizations whose rent per square foot has increased and can only cover the gap related to displaced square feet. Organizations moving from a co-working space into an office lease are ineligible to apply for the rent stipend.

   <u>**Examples**</u>

   - Old Lease: 2,000 square feet leased at $4,000/month ($2.00/sf/month)

     New Lease: 3,000 square feet leased at $5,000/month ($1.67/sf/month)

     In this case, even though the total price paid per month has increased, the price per square foot being paid has decreased, therefore the organization is ineligible for a rent stipend.

   - Old Lease: 1,000 square feet leased at $2,000/month ($2.00/sf/month)

     New Lease: 2,000 square feet leased at $4,500/month ($2.25/sf/month)

In this case, the price per square foot has increased but so has the total square footage, so the organization is only eligible to receive a rent stipend for the displaced square feet (1,000 square feet). That is calculated by taking the difference in monthly rent/sf and multiplying it by the displaced square feet.

Difference in monthly rent/sf: $2.25 - $2.00 = $0.25

Rent stipend per month: $0.25 x 1,000 sf = $250

Total rent stipend for six months: $250 x 6 = $1,500

- Old Lease: 1,000 square feet leased at $2,000/month ($2.00/sf/month)

  New Lease: 1,000 square feet leased at $3,000/month ($3.00/sf/month)

  In this case, the total square footage remains the same and only the price increases so the organization is eligible for a rent stipend on the entirety of their space.

  Difference in monthly rent/sf: $3.00 - $2.00 = $1.00

  Rent Stipend per month: $1.00 x 1,000 sf = $1,000

  Total rent stipend for six months: $1,000 x 6 = $6,000

6. **What if I need to purchase furniture, fixtures, and equipment or contract a professional service before awards are announced?**
   All furniture, fixtures, and equipment as well as professional services must follow OEWD guidelines in order to be eligible for reimbursement. If you would like to obtain pre-approval so your purchase would be eligible for reimbursement in the event your organization is awarded a grant, you may contact Jessica Townsend at jtownsend@communityvisionca.org.

7. **My construction project began before I was awarded a grant, are those expenses eligible for reimbursement?**
   All construction costs must follow the city's Prevailing Wage guidelines in order to be eligible for reimbursement. This also applies to organizations who began their project before being awarded a grant. If your construction project is not Prevailing Wage compliant, it is not eligible for reimbursement. Documentation required to show evidence that prevailing wage practices were followed include:

Projects between $1,000 and $9,999
- MOH 2 Wage Determination
- Construction Contract complete with all required appendices and forms
- Confirmation of having posted on the CA Department of Industrial Relations website
- Contractor's Application for Payment (AIA G702/G703)
- Contractor's certified payroll
- Contractor's conditional and unconditional lien releases

Projects between $10,000 and $99,999

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- MOH 2 Wage Determination
- Bid Manual and form the grantee uploaded to the MOHCD Capital Projects website
- Construction Contract complete with all required appendices and forms
- Confirmation of having posted on the CA Department of Industrial Relations website
- Confirmation of having posted in a newspaper (if the project is in excess of $100,000)
- MOH 12 Bid Tabulation sheet (or comparable document)
- Contractor's Application for Payment (AIA G702/G703)
- Contractor's certified payroll
- Contractor's conditional and unconditional lien releases

Additional information on prevailing wage requirements is available here. If you have questions about prevailing wage requirements you may contact Jessica Townsend at jtownsend@communityvisionca.org

8. **Does Prevailing Wage for construction still apply if it's staff that's doing the construction?**
Any construction or remodeling work done by staff cannot be reimbursed through the NSSP program. The work must be bid out to contractors per the prevailing wage guidelines in order to be considered eligible for reimbursement. An organization's staff can be reimbursed for time spent on project management or administrative work related to the real estate project only.

9. **What documentation do I need for staff time reimbursement? How far back can I bill for staff time?**
Organizations seeking reimbursement for staffing expenses related to the real estate project may be reimbursed for time dating back to September 1, 2018. The full list of required documentation is below:

- Summary of hours worked including narrative description of how time was spent. This must be organized by date, number of hours, and activity for each employee (Community Vision will provide template)
- Timesheet showing hours worked
- Payroll showing hours paid and rate of pay
- If benefits are included, provide a cancelled check (or some proof of payment) showing benefits were paid during the applicable period as well as documentation from the provider of what the costs of benefits are for each relevant staff person.
- If payroll taxes are included, provide a cancelled check (or some proof of payment) showing the payroll taxes were paid during the applicable period as well as documentation of what the costs of payroll taxes are for each relevant staff person.
- Organization's internal tracking document to show staff time allocation across other City contracts (if applicable and available)

10. **I applied in the last NSSP-FA round but wasn't awarded. Can I re-apply?**
Yes, organizations may apply again if they meet the eligibility requirements.

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11. **What do I do if I have trouble uploading my documents or encounter other problems with submitting the application?**
Community Vision staff is available throughout the application process to address issues with application submission. Organizations who submit their applications earlier are more likely to receive assistance with the submission process. Community Vision advises submitting your application no later than noon on the application due date. As a reminder, any documents or applications submitted after the application deadline or in a manner other than indicated in the program guidelines will not be considered. For help with application issues you may email jtownsend@communityvisionca.org or ksullivan@communityvisionca.org