Approved by Matt Jordan, CEO, 12/23/2021

EA-01-03	Processing Renewal Application		
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I.   Background

A. Purpose

The purpose of this document is to explain the process of determining is an eligible organization has remained in good standing for reimbursement from Prosperity Denver Fund (PDF).

B. Definitions

- **Organizations** – nonprofit scholarship and support services providers.

- **Eligible Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.

- **Supported Organizations** – organizations who have received funding from PDF.

- **Initial Eligibility Application** – an application completed by organizations as the first step to become eligible to receive reimbursement funding from PDF. The initial application helps PDF learn about the organization and their services and includes submission of an agreement and documentation to verify their eligibility according to ordinance requirements.

- **Renewal (Eligibility) Application** – a shorter application completed by organizations to remain eligible for PDF funding.

- **Organization Agreement** – an annual contract to be signed and made between PDF and eligible organizations.

- **Articles of Incorporation** – a public legal document filed by nonprofit organizations to certify their formation.

- **Certificate of Fact of Good Standing** – a certification from the Colorado Secretary of State that a company is legally registered and up to date on all required registration fees, document filings, etc.

- **IRS 501(c)(3) Determination Letter** – an affirmation letter from the Internal Revenue Service (IRS) that the organization is recognized as tax-exempt.

- **Form 990** – tax return filed by nonprofit organizations.

- **Employer Identification Number (EIN)** – a Federal Tax Identification Number used to identify businesses.

- **Eligibility Status –** an organization's qualifying status for reimbursement from PDF.

- **SuiteCRM** – a Customer Relationship Management (CRM) platform utilized by PDF.

II.   References

A. Ordinance Section(s)

- Sec. 11-34 – Organization reimbursement program. (9)(i-iv)

B. Related Policies & Procedures

- EA-01-01: Eligibility Application Submission
- EA-01-02: Processing Initial Eligibility Application

C. Other Related Documents

- PDF Renewal Application Packet (Fall 2020), includes:
    - o   Organization General Information
    - o   Organization Agreement
    - o   Required Documents Checklist
- PDF Organization Eligibility Review Checklist

III. Policy

Eligible organizations must renew their eligibility with Prosperity Denver Fund (PDF) annually.

Eligible organizations must meet the following annual requirements to maintain their eligible status:

1. Renew agreement with PDF
2. Remain in good standing with the Colorado Secretary of State's Office
3. Remain in good nonprofit standing with the Internal Revenue Service (IRS) by filing taxes

Renewal applications may be accepted and reviewed on a rolling basis. Eligible organizations must complete their renewal to be able to receive reimbursement funding from PDF.

Approval as an eligible organization for PDF does not guarantee reimbursement funding. Eligible organizations must participate in separate reimbursement processes to receive funding.

Supported organizations must also submit an annual report if they have received funding for a respective academic year to maintain good standing with PDF. The reporting requirements are determined on an annual or as needed basis by PDF staff and/or Board of Directors.

IV. Procedure

The following sections detail the review process after an organization has submitted their Renewal Eligibility Application packet to Prosperity Denver Fund (PDF).

A. Renewal Application

1. Review page 2 of the Renewal Application packet and update any information that may have changed on their Account record in SuiteCRM.

    a. Add any new contact persons.

    b. Update primary or administrative contacts if applicable.

2. From the Account record, create a new Application to enter remaining information (sections B-E as applicable). The type of application will be "renewal".

    a. Many fields will be left blank in the Application, except for the document confirmations below.

B. Organization Agreement

✓ <mark>Eligibility Check:</mark> **Organizations must sign an annual agreement with PDF.**

1. Review the Agreement submitted by the organization in their renewal packet (pages 3-7).

2. Verify organization's name included on pg. 7.

3. Check for contact person and address on pg. 10.

4. Check for signature, name/title, and date on pg. 11.

    a. **If unsigned (including if only printed name included), organization will be pending until the agreement is signed.**

5. Add the date the organization signed the agreement in the Applications module. The document should be uploaded to the record and will be signed by PDF CEO or Program Director upon approval.

6. The fully executed copy should be uploaded as a new version to the CRM and to Dropbox for the organization once signed by PDF.

C. Good Standing

✓ <mark>Eligibility check:</mark> **The organization must be in good standing with the Colorado Secretary of State.**

1. Search for the applying organization on the [Colorado Secretary of State website](#)– search by name. If an organization is legally registered in Colorado, a matching record should show up in the Secretary of State (SOS) database.

2. Click on the organization name to bring up a summary page.

    ▪ There may be multiple organizations with a similar name on the search page, you may need to match the information (e.g. address, formation date) with documentation from the application packet.

✓ **If "Delinquent", organization is currently ineligible. The organization may become eligible if they take the necessary steps to be in good standing with the CO Secretary of State. The renewal application and organization status will be set as pending until they are able to provide proof of good standing.**

2. If a Certificate of Fact of Good Standing was submitted by the organization with their renewal packet, review to confirm it was issued within 30 days from submission. This is an optional document for the organization to submit.

    a. If not submitted or too old:
        ➢ Return to the organization's record on the SOS website.
        ➢ Click "Get certificate of good standing" to download. This will only be an option if the organization is in good standing.
        ➢ If the organization cannot be found on the SOS website, the organization must provide this documentation.

3. Add the Certificate of Good Standing issue date and confirmation it was issued within the last 30 days in the Applications module in SuiteCRM. This document and the SOS summary page indicating status should be uploaded to the record.

D. Tax Returns

✓ <mark>**Eligibility Check:**</mark> **Organizations must be up to date in tax filing with the IRS.**

1. Review the Form 990 submitted by the organization with their renewal packet, if applicable. This is an optional submission.

2. If the organization did not submit a new tax return, review the years they previously submitted (should be uploaded to their CRM record). If a more recent one may be available, you can check here:

    ▪ Their IRS records: https://apps.irs.gov/app/eos/
    ▪ GuideStar: https://www.guidestar.org/

2. Mark in the Applications module if the respective tax form was submitted by the organization. The documentation should be uploaded to the record.

E. Eligibility Status Determination

1. If the organization is no longer in good standing – organization will be pending eligibility until they can demonstrate they are in good standing with the SOS.

2. If the organization did not sign the agreement – organization is approved but may not receive funding until signed.

3. If organization continues to meet eligibility requirements, renewal is approved.

4. If continued eligibility, agreement will be signed by PDF to complete approval. Executed copy will be uploaded to organization's Dropbox folder.