



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

Nonprofit Toolkit

A Resource provided by the Governor's
Nonprofit Cabinet on Health and Human Services

Revised September 2018



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

INTRODUCTION

The goal of the Nonprofit Toolkit is to assist in finding appropriate and relevant information applicable to your organization as a nonprofit service provider.

This Nonprofit Toolkit is a compilation of some of the information most frequently requested of our office. This resource is constantly evolving, with the latest date of revision noted in each of the sections. This toolkit is available for download from the Nonprofit Cabinet's website: <http://www.ct.gov/opm/cwp/view.asp?a=2998&Q=490946> with a notation of the latest date of revision. The Table of Contents beginning on the next page contains links allowing you to jump to each section of the Toolkit.

You are encouraged and welcome to share this Toolkit.

If you have questions about this resources, please contact Amy Tibor or Pamela Trotman. You can find their contact information below.

Thank you for all that you do.

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STATE OF CONNECTICUT
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GOVERNOR'S CABINET
ON
NONPROFIT HEALTH AND HUMAN SERVICES

The Governor's Cabinet on Nonprofit Health and Human Services was established in September of 2011 to analyze existing public-private partnerships with respect to the state's health and human services delivery systems and to make recommendations to enhance the effectiveness of those systems in regard to client outcomes, cost-effectiveness, accountability and sustainability.

The Cabinet serves as a vehicle for providing critical, up-to-date information for nonprofit health and human service providers and a venue to promote "best practices."

To be included on notifications for the Cabinet and/or Work Group meetings and mailings please contact Amy Tibor, Executive Secretary, Office of Policy and Management via email, at Amy.Tibor@ct.gov.

More information about the cabinet can be found by visiting its website:
<http://www.ct.gov/opm/cwp/view.asp?a=2998&Q=490946>



STATE OF CONNECTICUT
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BONDING FOR CAPITAL EXPENDITURES

THE STATE BOND COMMISSION

The State Bond Commission is convened by the Governor on a monthly basis to approve the issuance of state bonds.

The State Bond Commission agenda may include awards to nonprofit organizations, which take the form of grants funded through the Office of Policy and Management (OPM), the Department of Children and Families (DCF), the Department of Developmental Services (DDS), the Office of Early Childhood (OEC), the Department of Economic and Community Development (DECD), the Department of Housing (DOH), the Department of Mental Health and Addiction Services (DMHAS), the Department of Social Services (DSS), and other state agency bond pools.

To see the agenda and minutes for all archived Commission meetings, please visit the State Bond Commission Archived Agendas page: <http://www.ct.gov/opm/cwp/view.asp?a=3010&q=400908>

State Bond Commission Homepage: <http://www.ct.gov/opm/cwp/view.asp?q=382918>

OFFICE OF POLICY AND MANAGEMENT BONDING

Nonprofit Grant Program—A Capital Bonding Program

In 2013, Governor Malloy proposed a Nonprofit Grant Program (NGP) to support the infrastructure needs of nonprofit organizations. The Legislature supported the Governor’s initiative for the Nonprofit Grant Program.

The Nonprofit Grant Program supported the sustainability of the private nonprofit providers. As of March 2018, there has been \$105 million budgeted and 594 projects awarded throughout the state from this program. In addition, another \$50 million has been placed in the new FY 18/19 budget for the Nonprofit Grant Program. The state also invested \$4.7 million to support 17 nonprofit grants through the Nonprofit Collaboration Incentive Grant Program.

The NGP established in PA 13-239 and amended in PA 14-98 provides “grants-in-aid to private, nonprofit health and human service organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, and that receive funds from the state to provide direct health or human services to state agency clients, for alterations, renovations, improvements, additions and new construction, including health, safety, compliance with the Americans with Disabilities Act and energy conservation improvements, information technology systems, technology for independence, purchase of vehicles and acquisition of property.”

The goal of the Nonprofit Grant Program is to enhance service delivery efficiency and effectiveness as well as address health, safety, and accessibility issues with respect to health and human services provided by nonprofit organizations.

A unique feature of the NGP is that the full allocation for all eligible projects is approved by the State Bond Commission as a lump sum, rather than as allocations to individual projects. This leads to an expedited process for issuing NGP funds.

- For updates on the Nonprofit Grant Program, please visit its web page: <http://www.ct.gov/opm/cwp/view.asp?a=2978&q=530538&opmNav=|>

Information about the availability of future funding will be issued through the Department of Administrative Service (DAS) procurement site <http://portal.ct.gov/das> click on the “State Contracting Portal” link) and will also be posted on the [OPM website](#).

Department: Office of Policy and Management
Valerie Clark
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Nonprofit Collaboration Incentive Grant Program

The Office of Policy and Management (OPM) has previously issued Requests for Applications for the Nonprofit Collaboration Incentive Grant Program (NCIP). The program is completed.

Urban Act Grants

Funds available through Urban Act Grants are awarded to municipalities designated as (1) economically distressed as defined by CGS Sec. 32-9p(b), (2) public investment communities, or (3) urban centers under the state's Plan of Conservation and Development, **not directly to nonprofit organizations**. However, municipalities may use funds to contract with nonprofit providers for any of the applicable services, including:

1. Economic development projects such as:
 - (a) Building or rehabilitating commercial, industrial, or mixed-use structures and
 - (b) Constructing, reconstructing, or repairing roads access ways, and other site improvements;
2. Urban transit;
3. Recreation and solid waste disposal projects;
4. Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
5. Housing projects;
6. Pilot historic preservation and redevelopment programs that leverage private funds; and
7. Other projects involving economic and community development, transportation, environmental protection, public safety, and social service programs.

For more information, please see the Office of Legislative Research’s report on Urban Act Grants [here](#) (PDF report from 2013).

Contact your municipality directly for more information.

DEPARTMENT OF CHILDREN AND FAMILIES BONDING

DCF has three pools of funds for contracted providers that may or may not be fully funded in a given budget year. Those pools of funds are available to: 1) residential facilities, group homes, shelters, and permanent family residences; 2) private nonprofit mental health clinics for children; and 3) private nonprofit organizations for construction or renovation for recreation or education.

Eligibility requirements:

Eligible organizations are private nonprofit providers, who receive funding through a Human Service Contract from DCF. The particular site, for which funds are being requested, must receive service funding from DCF through a Human Service Contract and serve DCF children.

Process for receiving Bond Funds:

DCF notifies its nonprofit providers when bond funds become available. Should an agency experience an emergency at a time when DCF is not seeking applications, the agency is encouraged to contact DCF immediately for assistance on how to obtain funding.

Agency Contact Information

Maria Kasthuber, Fiscal Administrative Supervisor
Contracts Management
DCF Central Office
Phone: (860) 550-6548
Email: Maria.Kasthuber@ct.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES BONDING

Grant-in-Aid Program

DDS is authorized to make grants to private nonprofit organizations for alterations, repairs, and improvements to non-residential facilities operated by nonprofit organizations that are funded by DDS. From the DDS website:

“Agencies that desire access to Grant-in-Aid Program funds should complete and submit an application and all the required forms to DDS’s Central Office. Applications and requests for funding will be reviewed on a regular basis by the Department’s Central Office Committee, and recommendations will be made to the Commissioner.”

Projects approved by DDS will be submitted to OPM for inclusion as an agenda item at a future State Bond Commission meeting.

Grants that are issued require a lien be placed on the property for 10 years. If the property is no longer used by the grantee exclusively to serve DDS clients in DDS-funded day programs, the pro rata portion of the unexpired 10-year lien period is applied to the grant amount and the prorated amount must be returned to DDS.

More information about the Grant-in-Aid Program can be found by clicking on “Grant/Loan Program” at the following DDS website: <http://www.ct.gov/dds/cwp/view.asp?a=3166&q=391042&ddsNav=|>

Contract Provider Forms: <http://www.ct.gov/dds/cwp/view.asp?a=2054&q=327878>
(Both Word and PDF versions available)

Agency Contact Information:
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Community Residential Facility Revolving Loan Fund

There are two programs run through the Community Residential Facility Revolving Loan Fund: The Mortgage Program and the Loan Fund for Capital Improvements and Repairs. This is not a bonding program, but does provide loans for capital improvements. For more information, please see the Department of Developmental Services section within “RFPs and Other Funding Sources”. [[Jump to section](#)]

OFFICE OF EARLY CHILDHOOD BONDING

Early Childhood Bond Funds Grant Program for Minor Capital Improvements

Bond funds are available to provide grants-in-aid to sponsors of school readiness and state-funded day care centers for facility improvements and minor capital repairs to that portion of facilities that house school readiness programs and state-funded day care centers. In 2014, the State Legislature amended the eligibility criteria (see Section 72 and 75 of Public Act 14-98) so that only child care programs that receive School Readiness grants or that operate under state-funded contracts are eligible to respond to requests for proposals (RFPs) for this funding.

From the 2014 RFP for the Early Childhood Bond Funds Grant Program for Minor Capital Improvements,

“Early childhood providers have reported physical barriers to maintaining and achieving quality facilities. To help address building and site deficiencies, and to promote the health, safety and learning of children in appropriate environments, funds will be granted for facility improvements and minor capital repairs; the repairs must be done to the part(s) of the facilities that house school readiness programs and state-funded day care centers to businesses or entities that currently accept School Readiness or Child Day Care funding, for facilities where children are currently located or will be relocated.

“Eligible minor capital projects include repair and replacement work and other general improvements not covered by the State’s existing public school construction grant program. (See Chapter 173 of the Connecticut General Statutes.)”

To view current open RFPs related to this bond, please visit their website:

<http://www.ct.gov/oec/cwp/view.asp?a=4541&q=546570>

More information about the Bond Funds Grant Program for Minor Capital Improvements can be found at the following PDF: http://www.ct.gov/oec/lib/oec/earlycare/minor_capital_improvements_summary.pdf

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DEPARTMENT OF HOUSING BONDING

Affordable Housing Program (FLEX)

From the Department of Housing website:

Purpose

The Affordable Housing Program (FLEX) is the Department of Housing's primary housing production program. The program provides quality, affordable housing for Connecticut residents, promotes and supports homeownership and mixed income developments, and assists in the revitalization of urban and rural centers.

Process

Applicants seeking funding may apply in any of the funding rounds set forth on the current Funding Opportunities <http://www.ct.gov/doh/cwp/view.asp?a=4513&q=530464> for which they are eligible. Applicants must complete the [DOH/CHFA Consolidated Application](#).

Eligible Uses of Affordable Housing funds

- Acquisition
- Rehabilitation
- New Construction
- Demolition
- Homeownership
- Multi-family rental housing
- Adaptive re-use of historic structures
- Special needs housing
- Redevelopment of vacant properties
- Infrastructure improvements
- Housing for individuals or families with incomes up to 100% of Area Median Income

Website: <http://www.ct.gov/doh/cwp/view.asp?A=4513&Q=530480>

Statutory Link: [Connecticut General Statute, Chapter 127c, Section 8-37pp](#)

Regulatory Link: [Regulations of Connecticut State Agencies Sec. 8-119jj-1 through Sec. 8-119jj-15 and Sec. 8-119jj-16 through Sec. 8-119jj-29](#)

Agency Contact Information

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Other Funding Opportunities

There are many other funding opportunities through the Department of Housing that are not bond funds. For more information, please see the Department of Housing section within "RFPs and Other Funding Sources" [[Jump to section](#)], as well as the link above to the current Funding Schedule.

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES BONDING

The Department of Mental Health and Addiction Services (DMHAS) has bond funds available for DMHAS grant-funded nonprofit providers specifically designated for renovations, repairs, improvements, and down payment assistance.

Only private nonprofit providers who receive funding through a DMHAS Human Service Contract are eligible to submit an application for Grant-in-Aid bond funds. General hospitals are excluded from applying. The particular site for which funds are requested must house a DMHAS-funded program.

In reviewing bond fund applications, DMHAS will utilize the following hierarchy to prioritize projects for funding:

- Code Compliance Requirements: Projects which bring a site into compliance with state or local fire, health and safety code requirements
- Code Recommendations: Projects which address recommendations made by state or local fire, health and safety code officials
- Upgrades: Projects which improve the functioning, energy efficiency or appearance of the site.

In addition, higher priority will be given to residential sites which house DMHAS clients.

Projects approved by DMHAS will be submitted to OPM for inclusion as an agenda item at a future State Bond Commission meeting.

A copy of the Department of Mental Health and Addiction Services Bond Fund Application can be found here: <http://www.ct.gov/dmhas/lib/dmhas/forms/BondFundApplication.pdf>

Agency Contact Information

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DEPARTMENT OF SOCIAL SERVICES BONDING

Neighborhood Facilities Program

The Neighborhood Facilities Program provides grants from state bond funds to municipalities or qualified 501(c)(3) nonprofit social service agencies for capital improvements to acquire, construct, or renovate physical structures to be used for child day care centers, shelters for victims of domestic violence, emergency shelters for the homeless, transitional housing, residential facilities for populations at risk, multi-purpose centers, and food distribution facilities.

Funds may be used for acquisition, construction, and/or renovations. Funds may not be used for program operation.

To provide an idea of what has been funded in the past, visit the link to see all current contracts associated with the Neighborhood Facilities Program:

<https://portal.ct.gov/DSS/Fiscal/Contracts/Contracts---NF-Neighborhood-Facilities-Bond-Funds>

The legislation providing these funds can be found at the following link, in Section 8-210:

http://www.cga.ct.gov/current/pub/chap_133.htm

Agency Contact Information

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STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)

STATE CONTRACTING PORTAL

The Department of Administrative Services offers a number of products and services that can save your organization money. Most of the state's contracts are open for use by municipalities, public school systems, and nonprofit organizations. The DAS State Contracting Portal and Procurement notices are the best way to stay apprised of RFPs and buying opportunities.

[If you are interested in viewing current open RFPs and Bids.](#)

<https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-State-Contracting-Portal-for-Contracts/How-To>

If you are interested in posting your organization's Bids and RFP solicitations on the Connecticut State Contracting Portal, email bidposting@ct.gov for more information, or call 860-713-5430 to set up an account.

Search for a Contract

For search instructions, open the [step-by-step guide for searching the State Contracting Portal](#) (Link will open a PDF)

Supplier Diversity

The State's Supplier Diversity program targets at least 25% of the state's business be transacted with small businesses including those owned by minorities, women, and individuals with a disability. Additional information, please visit: <https://portal.ct.gov/DAS/Services/For-Agencies-and-Municipalities/Procurement/Supplier-Diversity>

Contact DAS Contracting

To set up an account: (860) 713-5430

For general inquiries: (860) 713-5095

E-mail: bidposting@ct.gov

Melissa Marzano, Purchasing Assistant

Telephone: (860) 713-5291

E-mail: Melissa.Marzano@ct.gov

DAS PROGRAMS

Purchasing Card (P-Card)

The P-Card program is a credit card program co-sponsored by the Department of Administrative Services and the Office of the State Comptroller. It works like a personal credit card with custom features and built in controls to meet the specific needs of the cardholder's organization. This program should help the cardholder and organization save time and paperwork by more efficiently processing payments and invoices.

For more information:

<https://portal.ct.gov/DAS/Procurement/Contracting/A-Programs-and-Services-Overview-of-DAS-Procurement>

Call 860-713-5072 or email Kerry.DiMatteo@ct.gov

State Surplus Property

The Department of Administrative Services, State Property Distribution Program provides state agencies, municipalities, approved nonprofit organizations, and the bidding public with state surplus government property.

This program:

- Transfers state surplus property to state agencies
- Assists municipalities with the option of acquiring used items of good quality
- Holds public property and vehicle auctions
- Donates surplus property to approved nonprofit organizations

For more information visit: <https://portal.ct.gov/DAS/Services/For-Agencies-and-Municipalities/Procurement/Surplus-and-Auctions> or call (860) 571-7445

Federal Surplus Property

The Connecticut Federal Surplus Property Program is responsible for the administration and distribution of donated federal surplus property (excluding real estate) to eligible organizations, including:

- State or municipal government agencies
- Tribal nations
- Tax-exempt nonprofit health and educational organizations
- Educational radio and television stations, and
- Museums and public libraries

For more information visit: <https://portal.ct.gov/DAS/Procurement/Federal-Surplus/Federal-Surplus-Property-Program> or call (860) 713-5147

Food Distribution Program

The State of Connecticut receives surplus food through the Federal Foods Distribution Program. This food is used to help meet the nutritional needs of school children, the elderly, and people in need. The Department of Administrative Services distributes the USDA Foods through the Connecticut Food Distribution Program. A list of links that provide more information can be found by visiting the program's website: <https://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-Foods>

The Food Distribution Program manual, including eligibility, can be found here:

<http://das.ct.gov/FedFood/Databases/FDPManual.pdf>



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

RFPs & OTHER FUNDING SOURCES

PURCHASE OF SERVICE CONTRACTS

Definition

A POS contract is a contract between a state agency and a private provider organization or municipality for the purpose of obtaining direct health and human services for agency clients. The contract generally is not used for the sole purpose of purchasing administrative or clerical services, material goods, or training and consulting services. POS contracts cannot be used to contract with individuals. A State agency wishing to enter into a Purchase of Service (POS) contract must adhere to the procurement standards set forth in the Connecticut General Statutes and established by the Secretary of the Office of Policy and Management (OPM).

The Office of Policy and Management provides oversight to the ten state agencies issuing POS contracts:

- [Department of Children and Families \(DCF\)](#)
- [Department of Correction \(DOC\)](#)
- [Department of Developmental Services \(DDS\)](#)
- [Office of Early Childhood \(OEC\)](#)
- [Department of Housing \(DOH\)](#)
- [Department of Mental Health and Addiction Services \(DMHAS\)](#)
- [Department of Public Health \(DPH\)](#)
- [Department of Rehabilitation Services \(DORS\)](#)
- [Department of Social Services \(DSS\)](#)

In addition, the [Judicial Department Court Support Services Department \(CSSD\)](#) contracts with nonprofit providers.

An overview of POS contracting information including policies and business process reviews for each of the state agencies can be found at the OPM website:

<http://www.ct.gov/opm/cwp/view.asp?a=2981&q=382986>

Pursuant to former Governor Rell's Executive Order No. 3, all bids, RFPs, related materials, and resulting contracts and agreements must be posted on the "State Contracting Portal" maintained by DAS and available at <http://portal.ct.gov/das> . All legal notices and RFPs must also be

OPM Annual Report on Purchase of Service Contracts

The OPM Annual Report on Purchase of Service (POS) Contracts summarizes information regarding

POS contracting activity of state agencies. As required by Public Act 11-238, this report includes an assessment of the aggregate financial condition of nonprofit, community-based health and human services agencies that enter into POS contracts.

Follow the link below to view the Annual Legislative POS Reports from the Office of Policy and Management, which lists all POS contractors, by agency, by funding allocation.

[POS Annual Legislative Reports \[SFY '07-'14\]](#) (OPM Website)

OPM Cost Standards

The PDF document linked below establishes standards for determining the costs of contracts, grants, and other agreements with organizations that receive funding from the State of Connecticut.

[Purchase of Service: Cost Standards](#) – Document Date: January 14, 2014

OPM Procurement Standards

The purpose of the PDF linked below is to advise State contracting agencies and contractors about procurement standards and to provide guidance on how to implement them.

[Procurement Standards: For Personal Service Agreements and Purchase of Service Contracts](#) – Document Revised: December 5, 2014

OPM Purchase of Service Form 1. Gift and Campaign Contribution Certification



[Form - PDF fillable](#)



[Form 1 - Word format fillable](#)

This certification accompanies a State contract, as defined in Governor Dannel P. Malloy's Executive Order No. 49, with a value of \$50,000 or more in a calendar or fiscal year. The completed form is submitted by the contractor to the awarding State agency at the time of contract execution. The form is also used when an updated certification is needed due to a change in the information contained in the most recently filed certification, for new bids or proposals for a contract, and for updates required at the 12 month anniversary of the most recently filed certification.

DEPARTMENT OF CHILDREN AND FAMILIES FUNDING OPPORTUNITIES

Website: <https://portal.ct.gov/DCF>

RFPs

All active DCF Request for Proposals will be posted to the DCF website and the State Procurement

<https://portal.ct.gov/DCF/Contract-Management/Home> and the State Procurement Portal:

https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

POS and PSA Contract Information

Additional DCF Purchase of Service and Personal Service Agreement may be found at:

<https://portal.ct.gov/DCF/Contract-Management/Home>

DEPARTMENT OF CORRECTION FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/doc/site/default.asp>

RFPs and RFIs

All active DOC Request for Proposals and Request for Information will be posted to the DOC website at: <https://portal.ct.gov/DOC/Common-Elements/Common-Elements/RFP> and DAS Procurement website at: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

DEPARTMENT OF DEVELOPMENTAL SERVICES FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/dds/site/default.asp>

RFPs

All active DDS Request for Proposals will be posted to the DDS website at: <http://www.ct.gov/dds/cwp/view.asp?a=2856&q=332092> and DAS website at: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

Community Residential Facility Revolving Loan Fund

There are two programs run through the Community Residential Facility Revolving Loan Fund available to private nonprofit organizations: The Mortgage Program and the Loan Fund for Capital Improvements and Repairs.

The *Mortgage Program* authorizes DDS to make loans to private nonprofit organizations for the construction, purchase and renovation, or rehabilitation of community-based residential facilities for persons with intellectual disabilities or autism spectrum disorder.

The *Capital Improvements and Repairs* loan program has narrower restrictions for use. Money can be loaned to organizations for the purposes of capital repairs and improvements to community based residential facilities (CLA) licensed for up to six beds. Examples of projects that capital improvement loans are used for include roof replacements, furnace replacements, kitchen renovations, and bathroom renovations.

For more information about the program, visit the DDS Revolving Loan Fund websites:

The Mortgage Program: <http://www.ct.gov/dds/cwp/view.asp?a=2054&q=292146>

Capital Improvements and Repairs: <http://www.ct.gov/dds/cwp/view.asp?a=2054&q=327922>

Contract Provider Forms: <http://www.ct.gov/dds/cwp/view.asp?a=2054&q=327878>

Agency Contact Information

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OFFICE OF EARLY CHILDHOOD FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/oec/site/default.asp>

RFPs

Current OEC funding opportunities will be posted to the https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

DEPARTMENT OF HOUSING FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/doh/site/default.asp>

RFPs

A list of the Department of Housing's funding opportunities will be posted to DAS website at: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2 and at the Department of Housing website: <http://www.ct.gov/doh/cwp/view.asp?a=4513&q=530464>

Other Programs

A list of all DOH programs can be found here:

<http://www.ct.gov/doh/cwp/browse.asp?A=4513&BMDRN=2000&BCOB=0&C=28268>

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/dmhas/site/default.asp>

RFPs, RFQs, and RFIs

All current DMHAS funding opportunities will be posted to the DMHAS website: <http://www.ct.gov/dmhas/cwp/view.asp?a=2915&q=335348> and the DAS website: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

DEPARTMENT OF PUBLIC HEALTH

Website: <https://portal.ct.gov/dph>

RFPs

All active DPH Request for Proposals will be posted to DPH website: <https://portal.ct.gov/DPH/Request-For-Proposals/Request-for-Proposals> and the DAS website: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

DEPARTMENT OF REHABILITATION SERVICES

Website: <http://www.ct.gov/dors/site/default.asp>

RFPs

All active DORS Request for Proposals will be posted to the DAS website: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2 and DORS website: <http://www.ct.gov/dors/cwp/view.asp?a=11&q=493102>

DEPARTMENT OF SOCIAL SERVICES FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/dss/site/default.asp>

RFPs

All current DSS Request for Proposals will be posted to the DSS website:

<https://portal.ct.gov/DSS/Fiscal/Request-For-Proposals---Quotations---Applications/Request-For-Proposals---Quotations---Applications> and the DAS website:

https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

JUDICIAL BRANCH – COURT SUPPORT SERVICES DIVISION (CSSD)

Website: <http://www.jud.ct.gov/CSSD/default.htm>

From their website:

The Court Support Services Division (CSSD) oversees pre-trial services, family services, divorce and domestic violence, probation supervision of adults and juveniles as well as juvenile residential centers including Juvenile Detention. CSSD also administers a network of statewide contracted community providers that deliver treatment and other support services.

RFPs and Bidding Opportunities

Register to receive RFP/RFQ information from the Judicial Branch:

<http://www.jud.ct.gov/BidNotices/BidRegistration.asp>

If you have questions, visit the bidder registration website: <http://www.jud.ct.gov/external/news/busopp>

To see the latest listing of bids, log in once you have registered:

http://www.jud.ct.gov/BidNotices/bid_login.htm

Agency Contact Information

Brian Hill

Director of Administration, CSSD

Phone: (860) 721-2145

Email: Brian.Hill@jud.ct.gov

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT FUNDING OPPORTUNITIES

Website: <http://www.ct.gov/ecd/site/default.asp>

The CT Department of Economic and Community Development provides financial assistance for projects that will yield jobs. Their small business financial assistance webpage provides a comprehensive list of potential resources: <http://www.ct.gov/ecd/cwp/view.asp?a=3931&q=462616&ecdNav=>

Small Business Express Program

The Small Business Express Program (EXP) provides loans and grants to Connecticut's small businesses, including nonprofit organizations, to spur job creation and growth. Funding cannot be used solely for the purpose of supporting operations. For more information about the program, including the answers to frequently asked questions and application information, visit the program's website:

<http://www.ct.gov/ecd/cwp/view.asp?a=3931&q=489792>

EXP Contact Information

Michelle Peters
Small Business Express Program, DECD
505 Hudson Street
Hartford, CT 06106
Phone: (860) 270-8052
Email: Michelle.Peters@ct.gov

Economic and Manufacturing Assistance Act (MAA)

Nonprofit organizations can also be eligible for MAA funding if they have a larger, more complex project than what qualifies under the Small Business Express Program. It provides incentive-driven direct loans for projects when there is a strong economic development potential. More information can be found by contacting Tricia Paesani (see below), or by visiting DECD's webpage of financing information:
<http://www.ct.gov/ecd/cwp/view.asp?a=1097&q=253520>

Contact DECD

Tricia Paesani, Business Development Manager
Office of Business and Industry Development, DECD
505 Hudson Street
Hartford, CT 06106
Phone: (860) 270-8215
Email: Patricia.Paesani@ct.gov

STATE DEPARTMENT OF EDUCATION

Website: <http://www.sde.ct.gov/sde/site/default.asp>

RFPs

All current SDE Request for Proposals can be viewed at the Department of Education website:
<https://portal.ct.gov/SDE/RFP/Request-for-Proposals>

You can also subscribe to receive email alerts when RFPs through SDE are released:
http://www.sde.ct.gov/sde/guestaccount/registration_form.asp

DEPARTMENT OF REVENUE SERVICES

Neighborhood Assistance Act Tax Credit Program

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program is operated by the Department of Revenue Services and is designed to provide funding for municipal and tax exempt organizations by providing a corporation business tax credit for businesses that make cash contributions to these entities.

From the Department of Revenue Services website:

Businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services. Any tax credit that is not taken in the income year in which the contribution was made may be carried back to the two immediately preceding income years (beginning with the earlier of such years).

Necessary application forms and more information can be found at the Department of Revenue Services webpage for the program: <http://www.ct.gov/drs/cwp/view.asp?a=1447&q=266058>

Informational Publication: [http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015\(13\).pdf](http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015(13).pdf)

Program summary in the Online Guide to Connecticut Business Tax Credits:
<http://www.ct.gov/drs/cwp/view.asp?a=3807&q=522184>

FEDERAL GRANT OPPORTUNITIES

The United States Department of Health and Human Services is a managing partner of Grants.gov which is the centralized location to find and apply for federal grants. Grants.gov has centralized more than 1,000 grant programs across 26 federal grant-making agencies awarding more than \$500 billion annually. You do not have to register with Grants.gov to search for grant opportunities, but you and/or your organization must complete the Grants.gov registration process to apply for a federal grant.

Website: <https://www.grants.gov/>

CHEFA GRANT PROGRAM

The Connecticut Health and Educational Facilities Authority (CHEFA) invests in Connecticut nonprofits by helping them access low cost debt capital from the tax-exempt public and private debt markets and provide equity capital in the form of grants. These investments underpin a critical social service infrastructure system that cares for our health, educates us, cares for our children; and in many cases, provides human services that are not available from any other source. In the absence of Connecticut's nonprofit organizations, there would be a major degradation in the quality of life not only for those who receive these critical services but for all of us.

For the most up-to-date information regarding their grant program and upcoming deadlines, visit: <http://chefa.com/philanthropy>

Contact CHEFA

For more information about the Connecticut Health and Educational Facilities Authority:

Website: <http://chefa.com/>

Phone: (860) 520-4700

Toll-Free within CT: (800) 750-1862.

For more information about CHEFA's grant programs, contact:

Kimberley Fontaine, Marketing and Philanthropy

Phone: (860) 761-8428

Email: kfontaine@chefa.com



STATE OF CONNECTICUT
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EMERGING FUNDING PRACTICES

PAY FOR SUCCESS & NONPROFIT FINANCING

Pay for Success (PFS) has emerged as an alternative tool for financing and is an approach for government to partner with the private sector to fund proven and promising practices. PFS is an innovative contracting and financing model that leverages philanthropic and private dollars to fund services up front, with the government paying after they generate results. This strategy has gained strong bi-partisan legislative support as a strategy for increasing return on taxpayer dollars while improving the quality of services provided in our communities.

For more information about how pay for success models work, visit this webpage from the Third Sector: <https://www.thirdsectorcap.org/>

Social Innovation Fund

From their website:

The Social Innovation Fund (SIF) is a powerful approach to transforming lives and communities that positions the federal government to be a catalyst for impact—mobilizing public and private resources to find and grow community solutions with evidence of strong results.

The Social Innovation Fund has the simple, but vital goal of finding solutions that work, and making them work for more people.

Website: <http://www.nationalservice.gov/programs/social-innovation-fund>

Third Sector

Third Sector is a nonprofit advisory firm that collaborates with government, funders, and providers to address social needs through Pay for Success and Social Innovation Financing.

Website: <https://www.thirdsectorcap.org/>

Nonprofit Finance Fund

The Nonprofit Finance Fund is a nonprofit 501(c)(3) Community Development Financial Institution (CDFI) that supports mission-driven organizations through tailored investments and strategic advice. They offer services to help nonprofits receive loans and financing, one-on-one financial consulting services, as well as group learning and education opportunities.

Organization Website: <https://nff.org/>

Learning Hub Website: <http://payforsuccess.org/>

CT Department of Children and Families & Pay for Success

DCF has embraced the Pay for Success model. Visit their webpage detailing their pay-for-success program: <https://portal.ct.gov/DCF/1-DCF/Connecticut--Family-Stability--Pay-For-Success-PFS-Project>

Additional Pay for Success Resources and Opportunities

- [Pay for Success Learning Hub Library](#) (Nonprofit Finance Fund)
- Pay Success Resources for Early Childhood (Institute for Child Success)
<https://www.instituteforchildsuccess.org/pay-for-success/>
- CNCS Social Innovation Fund: List of Request for Proposals
<https://www.nationalservice.gov/build-your-capacity/grants>
- Using Pay for Success in Social Justice Systems
<https://www.nccdglobal.org/>
- Third Sector's SIF Pay for Success Competition
<https://www.thirdsectorcap.org/social-innovation-fund-award/>
- Center for Employment Opportunities Model
<https://ceoworks.org/model/>
- Foundations for Social Impact Bonds
<http://socialfinance.org/what-is-pay-for-success/>

reSET SOCIAL ENTERPRISE TRUST

From their website:

reSET, the Social Enterprise Trust, is a nonprofit organization whose mission is to promote, preserve and protect social enterprise as a viable concept and a business reality. Social enterprises are taxpaying businesses with double bottom line — creating profit and creating social impact. reSET's strategic goal is to make Connecticut the state for social enterprise.

Social enterprise is a hybrid business model that harnesses the power of business to generate both purpose and profit. Social enterprises create solutions to our communities' social and environmental problems while at the same time driving economic growth by creating jobs and businesses.

reSET offers a community space, an investment fund, consulting assistance, and additional services. For more information, visit their website: <http://www.socialenterprisetrust.org/>

Benefit Corporations

Benefit corporations are a type of for-profit corporate entity legally obligated through their charter to provide a positive impact on society and/or the environment. Connecticut's legislation allowing the creation of benefit corporations went into effect October 1, 2014.

Connecticut's legislation can be found in Public Act 14-217, section 140:

<http://www.cga.ct.gov/2014/ACT/PA/2014PA-00217-R00HB-05597-PA.htm>

In 2012, the Office of Legislative Research released a report with information about how benefit corporations differ from traditional corporations and how other states have enacted the legislation:

<http://www.cga.ct.gov/2012/rpt/pdf/2012-R-0070.pdf>



STATE OF CONNECTICUT
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STATE HEALTHCARE LICENSING FOR COMMUNITY-BASED ENTITIES

A common application has been developed for certain licenses and services contracted with the Department of Public Health (DPH), Department of Children and Families (DCF), and the Department of Developmental Services (DDS). More information about the licensing process and the services affected can be found at the Uniform Licensing Application website:

<https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes>

This program utilizes the DAS-BIZNET or E-Licensing systems, which most agencies already or a beginning to use, to collect and store license applications and other required licensing documentation. This will improve the efficiency of the licensing process by consolidating the requirements of each agency's licensing process and eliminating unnecessary duplication of documents submitted for licensing purposes.

Contact Information

Please contact the following state agency licensing staff for more information:

Department of Public Health

Sandra Bauer

Licensing Examination Assistant

Phone: (860) 509-8023

Email: Sandra.Bauer@ct.gov

Department of Children and Families

James McPherson

Program Manager

Phone: (860) 550-6532

Email: Jim.McPherson@ct.gov

Department of Developmental Services

Claudine Testani

Quality Review Specialist Supervisor

Phone: (860) 418-6100

Email: claudine.testani@ct.gov

Department of Administrative Services

Angela Taetz

Supervisor

Bureau of Enterprise Systems and Technology (BEST)

860 622-2415

E-mail: angela.taetz@ct.gov



STATE OF CONNECTICUT
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ADDITIONAL RESOURCES

Connecticut Community Nonprofit Alliance (The Alliance) represents hundreds of nonprofit organizations across all categories, from Health and Human Service programs to Arts and Culture. The Alliance share the passion and purpose behind each and every one of their member's mission and channel that purpose into a powerful, unified voice.

The Alliance lead from a position of strength, representing organizations while presenting a united front before the Connecticut Legislature, state agencies, other advocacy organizations, the public and the media. As a collective voice we develop strategies and public policies that make it possible for nonprofits to thrive.

Taken from The Alliance website: <http://ctnonprofitalliance.org/about-us/>

Contact:

Gian-Carl Casa
President & CEO
The Connecticut Nonprofit Alliance
860-525-5080

E-mail: gCasa@ctnonprofitalliance.org

The Alliance for Nonprofit Growth and Opportunity (TANGO) creates partnerships between nonprofit and for-profit organizations to drive innovation, create cost savings, and deliver mission advancement. TANGO, now over 1,100 members strong, brings a wealth of professional knowledge, networking and services to help nonprofit organizations and communities thrive.

Taken from The Alliance for Nonprofit Growth and Opportunity website: <https://www.tangoalliance.org/>

TAX INFORMATION FOR NONPROFIT ORGANIZATIONS

CT Department of Revenue Services – Sales Tax Information

Website for nonprofit organizations: <http://www.ct.gov/drs/cwp/view.asp?a=1541&q=270818>

Complete a CERT-119 Form and attach a copy of your tax determination letter to ensure eligibility:
<http://www.ct.gov/drs/lib/drs/forms/2004forms/certificates/cert-119.pdf>

For exemption from tax on food and lodging, use CERT-123:
<http://www.ct.gov/drs/lib/drs/forms/2005forms/certificates/cert-123.pdf>

Additional exemption certificates can be found on the Department of Revenue Services website:
<http://www.ct.gov/drs/cwp/view.asp?a=1477&q=445816>

Office of Policy and Management – Property Tax Information

Property tax exemptions for the State of Connecticut are listed in CGS §12-81: [Sec. 12-81. Exemptions](#). Certain properties, as listed in the above link, may be eligible for property tax exemptions. Such organizations must file a form with the assessor in the municipality the property is located in every four years. Please contact the local assessor for a copy of the form and further information.

For more assistance with questions regarding property taxes, contact:
Martin Heft
Policy Development Coordinator
Comprehensive Planning & Intergovernmental Policy Division
Office of Policy and Management
Phone: (860) 418-6355
Email: martin.heft@ct.gov

CT DEPARTMENT OF LABOR VETERAN'S PROGRAMS

The Connecticut Department of Labor's Office for Veterans' Workforce Development assists veterans in acquiring the various benefits and services they are entitled to receive and to make the transition from military to civilian life as seamless as possible. The website includes information on employment assistance, unemployment insurance, veteran preference and benefits options, training opportunities, women's issues, job fairs, career coaching, résumé preparations, job search workshops, veteran's services, as well as legislative updates and current events relating to veterans.

Website: <http://www.ctdol.state.ct.us/veterans/>

UNITED WAY OF CONNECTICUT

Find your local Connecticut United Way chapter: <https://www.ctunitedway.org/>

United Way 2-1-1

United Way 2-1-1 can connect you to local service from utility assistance, food, housing, child care, after school programs, elder care, crisis intervention, and more. Dial 2-1-1 from anywhere in Connecticut and you will reach a trained call specialist who can assess your needs and provide referrals to the resources in your community. Call specialists can help callers find assistance for complex issues such as financial problems, substance abuse and suicide prevention, and for simpler issues such as finding volunteer

opportunities and donation options. 2-1-1 is available 24 hours a day every day of the year. Multilingual assistance and TDD access is also available.

From their website:

United Way 2-1-1's continually updated, comprehensive database of 4,600 agencies providing over 48,000 programs and services is available for you to [search online](#). Search by location, service category, service term, or agency to find the resources you need.

More information can be found at their website: <http://www.211ct.org>

ALICE Report

The original ALICE Report was released in November 2014, and updated in 2018.

From their website:

The ALICE Report is a data-driven, comprehensive research project that quantifies the situation confronting many low-income working families in communities across the state. The Report documents that the number of Connecticut households unable to afford all of life's basic necessities far exceeds the official federal poverty statistics. United Way calls this newly revealed demographic **ALICE**, an acronym for **A**sset **L**imited, **I**ncome **C**onstrained, **E**mployed.

More information as well as the full report is available at <http://alice.ctunitedway.org/>

Results Based Accountability (RBA)

The Connecticut General Assembly Appropriations Committee website includes links to both internal and external resources regarding Results Based Accountability: <http://www.cga.ct.gov/app/rba/>

The CT Commission on Women, Children and Seniors employs RBA extensively. Visit their website to view their Results-Based Accountability and Annual Reports, http://www.cga.ct.gov/coc/annual_reports.htm

CHILDREN'S BEHAVIORAL HEALTH PLAN

Public Act 13-178, passed in 2013 by the Connecticut General Assembly, directed the Department of Children and Families (DCF) to produce a children's behavioral health plan for the state of Connecticut by October 2014.

See the 2017 updated plan and related resources: <http://www.plan4children.org/>

CONNECTICUT COUNCIL OF PHILANTHROPY

According to their website:

The Connecticut Council for Philanthropy is a statewide association of grantmakers committed to promoting and supporting effective philanthropy for the public good. The Council is dedicated to providing its members with the highest quality programs, resources and services, networking opportunities, and insight and news about grantmaking and philanthropy.

The Council's members represent a diverse range of grantmakers and include foundations with few or no staff to very large institutions, corporate giving programs and individual philanthropists. The majority of members are located throughout the state, but also includes out-of-state grantmakers who fund in Connecticut.

Website: <https://www.ctphilanthropy.org/>

A list of links to external organizations and resources that support philanthropy, charitable giving, and nonprofit organizations: <https://www.ctphilanthropy.org/resources>

Grants and other opportunities from area foundations:

<https://www.ctphilanthropy.org/news-type/grants-other-opportunities>

CONNECTICUT COMMUNITY FOUNDATIONS

Towns and cities across Connecticut are represented by one or more community foundations which often have grant opportunities for nonprofit organizations. For a complete list of community foundations including contact information and the municipalities they serve, please visit the community foundation directory at the Connecticut Council of Philanthropy: <https://www.ctphilanthropy.org/directory-community-foundations-serving-connecticut>

ASSOCIATION OF FUNDRAISING PROFESSIONALS (AFP) – CT CHAPTER

According to their website:

AFP Connecticut Chapter is part of the International Association of Fundraising Professionals (AFP)...AFP members work to advance philanthropy through advocacy, research, education, and certification programs. They foster development and growth of fundraising professionals and promote high ethical standards in the profession. Website: <http://afpct.afpnet.org/>

CONNECTICUT SOCIETY OF ASSOCIATION EXECUTIVES (CSAE)

According to their website, the Connecticut Society of Association Executives:

Offers a variety of services, programs and activities designed to strengthen an organization's work as an association. They offer information, education, and networking opportunities for

members who “manage trade, professional and philanthropic associations or work for associate member companies which provide products and services to the association community.”

Website: [http://www.csae.net/ csae](http://www.csae.net/csae)

CONNECTICUT SOCIETY OF CPAs

Website: <http://www.ctcpas.org>

Find a CPA in your area that specializes in nonprofit accounting:

<http://www.ctcpas.org/public/referral/findcpa.aspx>



STATE OF CONNECTICUT
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LEGISLATIVE ADVOCACY

To find your legislators and information about contacting them, visit the Connecticut General Assembly Website: <http://www.cga.ct.gov/>

In addition to identifying the legislators representing the district where your agency is located, also identify those additional areas you provide service and where your clients live.

If visiting the Capitol to meet with your legislators, it is a good idea to bring your business cards, a number of copies of a **one-page** fact sheet that explains your agency and what it is you are asking for.

Your trade associations can provide extensive information about talking points and messaging.



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

STATEWIDE PROCESS IMPROVEMENT

The State of Connecticut has committed to implementing a statewide process improvement initiative to apply LEAN practices and principles to state agencies.

LeanCT is the program within the [Office of Finance](#) at the [Office of Policy and Management](#) (OPM) that is responsible for the daily management and coordination of Connecticut's statewide process improvement initiative.

The process improvement initiative analyzes state agency operations to:

1. streamline processes,
2. reduce bottlenecks,
3. eliminate waste,
4. establish standardized work flow, and
5. prioritize available resources to promote economic growth, improve customer service, and increase productivity.

WHAT IS LEAN?

According to OPM, LEAN refers to the application of a variety of methods and tools that are used to identify and implement the most efficient ways to provide government services, often in the context of utilizing new technologies. LEAN tools allow an analysis of each step within a process, elimination of the unnecessary parts (such as wait time), and standardization of the process so that it can be streamlined and replicated.

Follow this link to learn more about the LEAN process, find resources, and the state's vendor contract: http://www.ct.gov/opm/cwp/view.asp?a=4595&q=538306&opmNav_GID=2162

Contact Information

A list of helpful links can be found at OPM's LeanCT website, including LEAN initiatives at different State agencies, press releases from the Governor, and benchmark reports:

<http://www.ct.gov/opm/cwp/view.asp?a=4595&q=540010&opmNav=56427>

Agency Contact Information

Alison Newman Fisher
Program Director, LeanCT, OPM
Phone: (860) 418-6212
Email: alison.fisher@ct.gov



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

TECHNICAL ASSISTANCE

STARTING A NONPROFIT ORGANIZATION IN CONNECTICUT

Nonprofit Organizations in Connecticut need to register with the following entities:

- United States IRS—Tax information from the IRS for registering as a 501(c)(3):
<http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations>
- CT Secretary of State—Must file as a nonprofit corporation:
<http://www.concord-sots.ct.gov/CONCORD/index.jsp>
- CT Secretary of State – Doing Business with the State <https://portal.ct.gov/SOTS/Common-Elements/V5-Template---Redesign/Business-Services---Home-Page>
- CT Department of Consumer Protection—Must register as a charitable organization:
<https://portal.ct.gov/DCP/Charities/Charitable-Solicitation-Registration-Information>
DAS Business Network
<https://biznet.ct.gov/AccountMaint/Login.aspx>

If the nonprofit organization is interested in contracting with the State:

- Sign up for daily procurement emails from the CT Department of Administrative Services: http://www.biznet.ct.gov/SCP_CTBidderNotice/
- Review Purchase of Service (POS) requirements from the Office of Policy and Management: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=383012&opmNAV_GID=1806
- Each state agency has their own additional requirements for would-be contractors which can be obtained by visiting each of the state agencies' website

For additional information, a list of resources for starting a nonprofit organization can be found at the Connecticut Association of Nonprofits: <http://www.ctnonprofits.org/resources/start>

CT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

From their website:

The Department of Economic and Community Development (DECD), both directly and through its partner network, offers a broad range of technical assistance programs and services to help small organizations maintain their competitive edge.

Visit the department's website for more information about the services they offer, as well as to see a list of links to partner organizations offering technical assistance, such as the University of Connecticut, the Connecticut Economic Resource Center, the Service Corps of Retired Executives, and many others:

<http://www.ct.gov/ecd/cwp/view.asp?a=3931&q=462630&ecdNav=|>

PRO BONO PARTNERSHIP

From their website:

Pro Bono Partnership provides business and transactional legal services to nonprofit organizations serving the disadvantaged or enhancing the quality of life in communities across New York, New Jersey, and Connecticut.

The Partnership provides nearly all of its services without charge through individual and institutional donors, its experienced legal staff, and the volunteer participation of the broader legal community. A staff attorney is assigned to each legal matter, providing ongoing support to volunteers and clients as needed, helping to ensure the highest quality representation.

More information can be found at their website: <http://www.probonopartnership.org/>

HARVARD BUSINESS SCHOOL CLUB OF CONNECTICUT – COMMUNITY PARTNERS

From their website:

Community Partners (CP) is an all-volunteer organization, run by and for Connecticut-based graduates of the Harvard Business School. The organization's mission is to create opportunities for alumni to work together to promote excellence in nonprofit management throughout the state. Working in teams, alumni undertake pro bono management consulting projects and conduct workshops on topics of special interest to local nonprofit organizations.

Harvard Community Partners also occasionally offers scholarships and grant awards. More information can be found at their website: http://www.hbsconnecticut.org/community_partners.html



STATE OF CONNECTICUT
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ENERGY ASSISTANCE RESOURCES

CONNECTICUT ENERGY ASSISTANCE PROGRAM AND WEATHERIZATION ASSISTANCE PROGRAM

Both the Connecticut Energy Assistance Program (CEAP) and the Connecticut Weatherization Assistance Program are administered by the Department of Social Services and coordinated by regional Community Action Agencies, in cooperation with municipal and nonprofit human service agencies. These programs are for use by consumers, rather than agencies. CEAP is designed to offset winter heating costs of Connecticut's lower income households, and the Weatherization Assistance Program assists low-income persons to minimize energy-related costs and fuel usage in their homes through retrofits and home improvement measures.

For more information on the Connecticut Energy Assistance Program:

<https://portal.ct.gov/DSS/Economic-Security/Winter-Heating-Assistance/Energy-Assistance---Winter-Heating>

For more information about Weatherization Assistance:

http://www.ct.gov/deep/cwp/view.asp?a=4405&Q=569064&deepNav_GID=2121

CT DEPARTMENT OF REVENUE SERVICES: NEIGHBORHOOD ASSISTANCE ACT TAX CREDIT PROGRAM

Through the Connecticut Neighborhood Assistance Act (NAA) Tax Credit program, operated by the CT Department of Revenue Services, businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services. Any tax credit that is not taken in the income year in which the contribution was made may be carried back to the two immediately preceding income years (beginning with the earlier of such years).

Please see the Department of Revenue Services sub-section of the RFPs & Other Funding Sources section of the Toolkit [[Jump to section](#)].

Program Website: <http://www.ct.gov/drs/cwp/view.asp?a=1447&q=266058>

CT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION (DEEP)

Sponsored Granted Financial Incentives and Low-Interest Loans

DEEP offers monetary grants and other financial incentives to help businesses and nonprofit organizations develop and install combined heat and power systems to reduce operating expenses. Resources are available to support projects from scratch and those that are further along in development.

For more information, contact Gail Lucchina at DEEP by email: gail.lucchina@ct.gov

Energize Connecticut

Energize Connecticut is an initiative of the Connecticut Department of Energy and Environmental Protection (DEEP) along with the Energy Efficiency Fund, the Clean Energy Finance and Investment Authority, and local gas and electric utilities. Energize Connecticut offers a variety of programs geared towards nonprofit and community organizations that can help save your organization money through grants, loans, rebates, and other programs that can help minimize energy being used across facilities. Through their “Small Business Energy Advantage” program, they offer a free energy audit of your facilities with customized recommendations for improvement.

Website: <http://www.energizect.com/nonprofits/>



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NONPROFIT CAREER & VOLUNTEER RESOURCES

CAREER RESOURCES

For information on careers and to search job openings in the nonprofit sector, visit:

- [The Bridgespan Group](#)
- [The Chronicle of Philanthropy](#)
- [CommonGood Careers](#)
- [Connecticut Association of Nonprofits](#)
- [Connecticut Council for Philanthropy](#)
- [Executive Searches](#)
- [Foundation Center's Philanthropy News Digest](#)
- [Idealist](#)
- [Nonprofit Oyster](#)
- [Nonprofit Professionals](#)

Additional places to look for nonprofit sector job information include websites for provider associations and community foundations.

For jobs with the State of Connecticut and information about qualifying exams, visit the Department of Administrative Services website: <https://portal.ct.gov/DAS/Services/State-Jobs-and-Employment>

For municipal jobs, visit the websites of municipalities directly, or the CT Conference of Municipalities job board: <http://www.ccm-ct.org/>

For training opportunities visit the following websites:

<http://nsp.hfpg.org/nsp/IdLikeTo/Learn/TrainingSeries.aspx>

<https://portal.ct.gov/Services/Jobs-and-Employment/Find-a-Job/Employment-Training>

https://www.ajcswt.com/index.asp?Type=B_BASIC&SEC={E04DC3E9-08C8-4858-B717-03FB34F48851}

Volunteer Resources

To search for volunteer opportunities across CT, visit: <http://www.volunteerct.org/>, an initiative of Connecticut United Ways and Volunteer Centers. [Idealist](#) and [VolunteerMatch](#) both offer the ability to post and search for a wide variety of volunteer opportunities nearly anywhere.

The following links allow you to post and search for volunteer opportunities, as well as provide resources for nonprofit organizations on how to recruit, manage, and develop volunteers:

- <http://www.allforgood.org/>
- <http://www.handsonnetwork.org/>
- <http://www.pointsoflight.org/>

Additional volunteer resources can be found at the Connecticut Association of Nonprofits webpage: <http://www.ctnonprofits.org/resources/volunteers>



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LEADERSHIP OPPORTUNITIES

In 2014, the Nonprofit Employment Data Work Group of the [Governor's Cabinet on Nonprofit Health and Human Services](#) made the recommendation to publicize the availability of leadership training opportunities for nonprofit organizations. Below are resources that can help develop and provide new insight for emerging leaders in Connecticut. Community foundations and associations may be able to provide additional resources.

ENCORE!HARTFORD

Encore!Hartford is a workforce training program for experienced corporate executives seeking to transition into the nonprofit sector. Participants receive managerial and professional skill-specific education on topics such as nonprofit leadership, governance, funding strategies, and program outcome measurement. Participants also take part in a two-month, thirty-hour per week fellowship at an area nonprofit organization. Encore!Hartford is administered by the UConn Department of Public Policy Nonprofit Leadership Program. Website: <http://nonprofit.leadership.uconn.edu/encore/>

LEADERSHIP GREATER HARTFORD

Leadership Greater Hartford offers personal and professional development for people of all backgrounds to help them become effective leaders with access to a wide variety of programs, events, and networking opportunities. The organization's main program is Quest, an 11-month training which brings together emerging and established leaders from across the community. Website: <https://leadershipgh.org/>

LEADERSHIP DEVELOPMENT ROUNDTABLE

Leadership Development Roundtable (LDR) is a six-month program using different leadership concepts to develop and support emerging leaders in the nonprofit sector with cohorts available in the Capitol Region, Fairfield County, and the Waterbury Region. Website: <http://www.ldrct.org/>



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TRANSPORTATION OPTIONS FOR EMPLOYEES

CT Department of Rehabilitation Services: Connect-Ability

The Connecticut Department of Rehabilitation Services offers a compilation of resources relating to transportation options for people with disabilities. Visit the program's website for more information: <http://www.ct.gov/connect-ability/cwp/view.asp?a=4477&q=524770>

CTfastrak

CTfastrak is a Bus Rapid Transit system currently serving downtown Hartford, New Britain, Bristol, and other locales in the area. Fares, schedules, and additional information can be found at the website: <http://ctfastrak.com/>

Regional Workforce Investment Boards

Many Regional Workforce Investment Boards offer assistance through small loans, grants, or other resources to help low-income individuals and families obtain and maintain employment.

Northwest CT: <http://www.nrwib.org/>

Southwest CT: <http://www.workplace.org/>

WorkPath Fund

From the program's website:

The WorkPath Fund was created to assist Connecticut parents with dependent children to obtain or maintain employment. Working through CTWorks Career Centers, WorkPath is designed to provide a small, one-time payment, up to \$1,000, to cover job-related costs, such as uniforms, transportation, childcare, licensing fees, or other expenses that may cause barriers to employment. Eligibility will be determined by CTWorks Career Case Managers and will be verified by specific documentation. Website: <http://www.workforcealliance.biz/>



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NONPROFIT EMPLOYMENT DATA

In 2014, the Nonprofit Employment Data Work Group of the [Governor's Cabinet on Nonprofit Health and Human Services](#) compiled employment data resources with the help of the [Connecticut Department of Labor](#). A selection of that information can be found below.

These resources help to identify current and trend data which are able to provide nonprofit organizations useful information in strengthening their organization as well as to inform public policy and advocate for their needs to increase sustainability and long-term viability.

To read the complete 2014 Report to the Governor from the Cabinet on Nonprofit Health and Human Services, including the Appendix materials, please visit the Cabinet's website:
<http://www.ct.gov/opm/cwp/view.asp?Q=490946>

DEFINITIONS

The United States adopted the North American Industry Classification System (NAICS) and the Standard Occupational Classification (SOC) as the standard industrial and occupational classification systems to be used by all Federal statistical agencies to provide a means of comparing data across agencies. The NAICS code is a broad industry code used to classify establishments with employees. This report primarily uses information related to NAICS 62, which is the Health Care and Social Assistance industry. The SOC system references more specific job functions within the larger industry classification system, and would include titles such as "Social and Community Service Managers" (SOC: 11-9151) or "Home Health Aides" (SOC: 31-1011).

RESEARCH DATA ON THE NONPROFIT SECTOR

The United States Bureau of Labor Statistics developed research data on employment, wages, and establishment figures for nonprofit institutions. This information can be found online at:
<http://www.bls.gov/bdm/nonprofits/nonprofits.htm>

OCCUPATION INFORMATION, NATIONAL DATA

O*NET OnLine is sponsored by the United States Department of Labor, Employment & Training Administration. This resource provides a comprehensive look at occupations by detailing core competencies, education requirements, description of duties, and additional information. This resource can be found online at: <http://www.onetonline.org/>

OCCUPATION INFORMATION, CONNECTICUT DATA

The Connecticut Department of Labor, Office of Research provides a detailed look at specific occupations, including job descriptions, educational and license requirements, wage rates, and employment outlook. In this report, we looked at information using the following occupation codes and titles (Links will open the associated Occupation Profile webpage found at the CT Department of Labor website):

- [11-9151 – Social and Community Service Managers](#)
- [21-0000 Community and Social Service Occupations](#)
- [21-1011 Substance Abuse and Behavioral Disorder Counselors](#)
- [21-1021 Child, Family, and School Social Workers](#)
- [31-1011 Home Health Aides](#)
- [21-1093 Social and Human Service Assistants](#)
- [39-9021 Personal and Home Care Aides](#)

A compilation of the description, areas of knowledge needed, required skills, and education & training requirements of the above occupations can be found as a PDF on the website of the Governor’s Cabinet on Nonprofit Health and Human Services, at the following link:

http://www.ct.gov/opm/lib/opm/Core_Compencies_Appendix.pdf

WAGE INFORMATION

Connecticut Occupational Employment and Wages is a tool created by the Connecticut Department of Labor, Office of Research that provides accurate and meaningful wage information. Employers may find the data useful as a guide in analyzing pay scales; job seekers and students could utilize the information in making employment and career decisions; program planners should be aware of employment and wage levels in determining training programs to be offered. This tool can be found at the following link:

<https://www1.ctdol.state.ct.us/lmi/wages/default.asp>

The United States Bureau of Labor Statistics has an Occupational Employment Statistics data sort tool that allows you to find wage and employment data for specific occupations, and can be found here:

<https://www.bls.gov/data/>

NONPROFIT ECONOMIC IMPACT STUDY IN NEW LONDON, CT

In December 2014, the Nonprofit Economic Impact Study (NEIS), authored by economist Stanley McMillen, Ph.D., was released. The study was written with grant funding from the Chamber of Commerce of Eastern Connecticut, the United Way of Southeast Connecticut, and the Community Foundation of Eastern Connecticut.

The study serves as a tool for advocacy and as a resource for important economic indicators across the nonprofit industry.

The report demonstrates the impact New London County's 150 health and human service nonprofit organizations have on workforce development, transportation, educational programs, and access to healthcare for individuals and families. These organizations account for more than 11,000 jobs and nearly \$560 million in wages, which accounts for seven percent of the area's entire economy.

Follow the links to read the:

Executive Summary: <http://www.thearcnlc.org/pdf/studies/NEIS%20Exec%20Summ.pdf>

Report Summary: <http://www.thearcnlc.org/pdf/studies/NEIS%20Summary%20Presentation.pdf>

Full Report: <http://www.thearcnlc.org/pdf/studies/NEIS%20FINAL.pdf>



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DATA & TECHNOLOGY RESOURCES

CONNECTICUT OPEN DATA PORTAL

Governor Malloy's [Executive Order No. 39](#) created the Connecticut Open Data Portal, which serves as an online portal where data collected across all state government agencies is shared with the public. All members of the public have the opportunity to use the data posted to the online portal, which gives users the opportunity to visualize data through graphs or charts and on maps when applicable. The database is managed and administered by Tyler Kleykamp of the Office of Policy and Management (OPM), who serves as the portal's Chief Data Officer (CDO). Website: <https://data.ct.gov/>

TECHSOUP

From their website:

TechSoup is a nonprofit organization connecting nonprofit organizations with technology products and solutions, plus learning resources needed to make informed decisions about technology and helping organizations operate at their full potential.

They offer free resources, including articles, webinars, and forums led by expert hosts, which are available to all users. Once registered with TechSoup, [nonprofit organizations] can access donated and discounted products and services, including high-quality refurbished hardware, and software from partners such as QuickBooks and Microsoft Office.

To register and find more information, visit: <http://www.techsoup.org/>

CT ASSOCIATION OF NONPROFITS

The Connecticut Association of Nonprofits offers a comprehensive list of technology resources for nonprofit organizations: <http://www.ctnonprofits.org/resources/technology>

CONNECTICUT DATA COLLABORATIVE

From their website:

The Collaborative is a public-private partnership created to advance effective planning and decision-making in Connecticut at the state, regional and local levels through the use of open and accessible data. The Collaborative serves residents, nonprofits, policymakers, and funders in using data to drive policy, program and service improvements. Website: <http://ctdata.org/>

COLLABORATIONS AROUND CONNECTICUT

GOVERNOR'S PREVENTION PARTNERSHIP

With a focus on Connecticut's youth, the Governor's Prevention Partnership is a statewide public-private alliance, building a strong, healthy future workforce through leadership in mentoring and prevention of violence, underage drinking, alcohol, and drug abuse. Website: <http://www.preventionworksct.org/>

JUVENILE JUSTICE ALLIANCE

The Connecticut Juvenile Justice Alliance (CTJJA) was launched in November 2001 as a collaborative effort of the Center for Children's Advocacy, Connecticut Voices for Children, RYASAP, and The Tow Foundation.

The mission of the Connecticut Juvenile Justice Alliance is to reduce the number of children and youth entering the juvenile and criminal justice system, and advocate a safe, effective, and fair system for those involved. Website: <http://www.ctjja.org/>

Contact Information

Abby Anderson
Executive Director, CTJJA
2470 Fairfield Ave.
Bridgeport, CT 06605
Phone: (203) 579-2727
Email: abby@ctjja.org

PARTNERSHIP FOR STRONG COMMUNITIES

The Partnership for Strong Communities plays a vital role in shaping solutions to end homelessness, develop healthy neighborhoods and to create more affordable housing opportunities for workers, young professionals and families. The Partnership is a leader in policy development, advocacy and research in Connecticut. We produce studies, inform state policymakers and municipal officials, and convene scholars, practitioners, business executives and government leaders at our Hartford-based home, [The Lyceum Resource and Conference Center](#). Executives and policy staff speak at conferences across the state, region and nation. For more information visit: <http://www.pschousing.org/who-we-are>

CONNECTICUT COALITION TO END HUNGER

The Connecticut Coalition to End Homelessness, in partnership with members and communities throughout the state, creates change through leadership, advocacy, and building the capacity of members and the field to respond to environmental challenges. The collective mission is to prevent and end homelessness in Connecticut. For more information visit: <http://www.cceh.org/about/about-cceh/>

CONNECTICUT COALITION AGAINST DOMESTIC VIOLENCE

Connecticut Coalition Against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those organizations that serve them. CCADV is a membership organization

of Connecticut's 18 domestic violence service agencies that provide critical support to victims including counseling, support groups, emergency shelter, court advocacy, safety planning, and lethality assessment, among other services. For more information visit: <http://www.ctcadv.org/about-ccadv/overview/>

MENTAL HEALTH COLLABORATIVES

<http://www.wrapct.org/collaboratives.aspx>
<https://www.chdi.org/our-work/mental-health/>
https://www.cwcbh.org/about_us/
<https://www.pcpcc.org/initiative/dmhas-behavioral-health-homes>

REGIONAL YOUTH ADULT SOCIAL ACTION PARTNERSHIP (RYASAP) – BRIDGEPORT COLLABORATION

According to their website:

Established in 1985 and serving the Greater Bridgeport region, RYASAP works to ensure the safe and healthy development of youth, young adults, and families by actively engaging organizations, public officials, and community leaders around issues that matter most to the community.

RYASAP's work has created statewide "best practice" models for other programs and communities' adoption. Website: <http://www.ryasap.org/>