

Understanding Organization Vetting for Employee Engagement

Cybergrants Webinar



Meet Your Trainer

Megan Dodds

Sr. Training Specialist

clienttrainingrequests@bonterratech.com



Learning Objective

To provide an overview of the Organization Vetting process within the Employee Engagement program of CyberGrants. By the end of our session you should have a thorough understanding of the reason for vetting and the process we follow to ensure organization eligibility.

Agenda

Overview of Organization Vetting

Overview of the Vetting Process

Tools for Verifying Eligibility

End User Experience

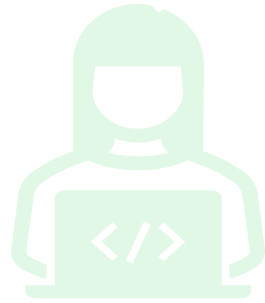
Admin Experience

Overview of Organization Vetting

Organization Vetting



Ensure program funding is directed towards reputable and qualified non-profits



Ease the administrative burden on you and your employees



Maintain transparency and build trust with your employees



Align your program's initiatives with the causes and organizations that matter most to your team

Front Door

- Tool designed to simplify the process of managing organization records and payments
- Consolidated platform for non-profits to log into to confirm gifts and hours and manage their contact information
- Seamless integration of FrontDoor information into your CyberGrants

The screenshot shows the FrontDoor website interface. At the top left is the FrontDoor logo with the tagline 'Powered by CyberGrants'. To the right are navigation links: 'Register Your Organization', 'Learn More', and 'Help'. A large banner features the CyberGrants logo and the text 'Developed with NPOs for NPOs. Claim your organization. Get verified. Experience all of CyberGrants through a single FrontDoor.' Below the banner, there are two main sections: 'First Time Users' and 'Existing Users'. The 'First Time Users' section includes a 'Register Today' button and a note about providing IRS and financial documents. The 'Existing Users' section contains input fields for 'E-mail Address' and 'Password', a 'Show password' link, a 'Log In' button, and a 'Forgot your password?' link.

FrontDoor
Powered by CyberGrants

Register Your Organization [Learn More](#) [Help](#)

CyberGrants

Developed with NPOs for NPOs.
Claim your organization. Get verified. Experience all of CyberGrants through a single FrontDoor.

First Time Users
Claiming your organization's FrontDoor profile gives your users one consolidated entry point for their CyberGrants experience, enhances security, and opens up a world of new features.
[Learn more about Cybergrants FrontDoor.](#)

Register Today

Note: Please make sure that you have electronic copies of your organization's IRS Letter of Determination and a canceled check image or financial statement available before you begin your application.

Existing Users

E-mail Address

Password

Show password

Log In

[Forgot your password?](#)

Organization Vetting Process

Nomination Process

Donors search for organization to donate to

The organization completes the form providing information & eligibility criteria

CyberGrants follows Approval Workflows and next steps

If not already in the system, donors can nominate this organization

Vetting Specialist reviews and confirms eligibility

Organization Vetting

Nomination

- Donor nominates an organization to be eligible to receive charitable gifts through your program

Eligibility Review by Vetting Specialist

- Must have a valid and eligible tax status
- Organization mission must align with your program guidelines

Determination Made

- Final determination of approved/rejected is made by the Vetting Specialist in conjunction with your team

Next Steps

- The donor is informed of the decision and if approved, can now proceed with the charitable giving application!

Nomination Dispositions

External

- Nomination has been submitted and the application has been sent to the organization to complete

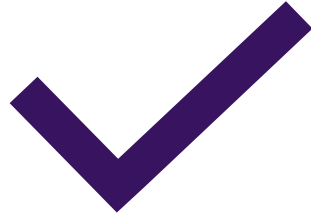
Internal

- This step can be bypassed to move from submission by an organization to pending review

Pending

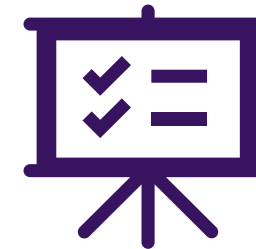
- Organization or internal user has indicated the application is ready for review

Pending Approval Processes



One Step Approval Process

1. Review of eligibility is completed by the Organization Vetting Specialist.



Three Step Approval Process

1. Vetting Specialist (VS) reviews eligibility based on tax status and program requirements
2. Admin review to confirm if org should be approved or rejected
3. Final disposition by VS based on review of eligibility and admin recommendation

Nomination Dispositions

Approved

- Nomination has been approved and donor has been notified they can proceed with their request

Rejected

- Nomination has been rejected and the donor has been notified

Mapped

- The approved organization record is mapped to an existing organization record and can proceed

Tools Used for Organization Vetting

Verification Tools

IRS Business File

- Verifying non-profit charities

National Center for Education Statistics

- Verifying school and school districts in the United States

Watchlist Scans

- Runs all organizations through watchlists to note any flags

IRS Business Master File

- Main tool used to validate US Based organization tax statuses
- Tax ID and EIN are used to locate the organization
- Tax Status is identified
- NTEE Codes are highlighted
 - Can be used as exclusionary criteria but be wary as you may unintentionally exclude relevant organizations

***Tax ID:**

12345678

Tax Status:
501(c)(3) / 170(b)(1)(A)(vi)

Manually Verify Tax Status (?)

Information from IRS Business Master File:

Non-Profit Name
Non-Profit Address
United States

IRS Business Master File Revision Date:

8/12/2024

Tax Status Verified Since:
View the [verification history](#) for this organization.

10/1/2001

Tax Status Last Verified:

4/20/2022

Tax Status Last Verified By:

IRS Upload

National Center for Education Statistics Feed

- Provides information on public and private schools as well as school districts
 - Private school information from the Private School Survey
- Main tool used to validate schools and districts
- Uses NCES District and School IDs to generate information

NCES Information

* NCES District ID:

123456

* NCES School ID:

123456

Application Method:

Fiscal Agent

Information from National Center for Education Statistics:

School Name

School Address

US

National Center for Education Statistics Revision Date:

1/16/2024

Tax Status Configured by Proposal Type

Ensure you have set tax status criteria for each proposal type as CyberGrants will use this information to ensure the organizations receiving funding align with your program requirements.

Tax Status

* Indicates a required field

Specify the tax statuses from which your organization is willing to accept unsolicited proposals externally.

 Please note any changes made in this section cannot be published to production from this page. The ability to publish your changes is available within each proposal types.

External?	Internal?	Tax Status	Description
501(c)(3)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	170(b)(1)(A)(i)	Church
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	170(b)(1)(A)(ii)	School
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	170(b)(1)(A)(iii)	Hospital or medical research organization

Watchlist Scans

- Completed in compliance with state and federal regulations
- Partner with Bridger Insight to run information against up to 42 watchlists
 - Standard setting of 93% for 9 watchlists
 - Does not provide Patriot Act Compliance

Watchlist Items to Review

Scanned Entity	vs	Match Name
Address of Organization	vs	Address Listed in Flag
Age/Birth Date of Scanned Individual	vs	Age/Birth Date of Flagged Individual
Occupation of Scanned Individual	vs	Occupation of Flagged Individual

Watchlist Flags

All Watchlist Flags must be cleared before you can move forward with an approval

Non-prohibited flags are brought to an administrator who can clear the flag at their own discretion

OFAC matches cannot be cleared and funds cannot be disbursed to this organization

Additional Verification

Nominated Organizations

Nomination
Submitted

Outreach email
sent requesting
additional
information

Organization
has 20 business
days to respond

Nomination
Not
Submitted

No outreach
occurs to obtain
further
information

If unable to
determine
eligibility, will
reject or not
recommend

Manual Verification

Optional Feature

- If enabled:
 - Vetting Specialist (VS) uses key resources to determine alignment between organization and program requirements and to verify legal tax status
 - May reach out to the organization if needed to obtain documentation
 - If there are discrepancies between IRS/NCES file & submitted information, VS may reach out to the organization to clarify and confirm eligibility



501(c)3 IRS Determination Letter

MUST be dated within the past 90 days

Would be needed if the organization:

- Does not appear on the IRS BMF due to status being revoked or recent acquired
- Is requesting to change their tax status
- Needs an updated 501(c)3

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 31 2008

Employer Identification Number: [REDACTED]
DLN: [REDACTED]
Contact Person: [REDACTED] ID# [REDACTED]
Contact Telephone Number: [REDACTED]
Accounting Period Ending: [REDACTED]
Public Charity Status: [REDACTED]
Form 990 Required: [REDACTED]
Effective Date of Exemption: [REDACTED]
Contribution Deductibility: [REDACTED]
Advance Ruling Ending Date: [REDACTED]
Addendum Applies: [REDACTED]

[REDACTED ADDRESS]

Your organization's address usually appears here

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

Fiscal Agent Letter

The nominated organization is one of multiple chapters and is not the parent location and therefore the name & address may differ from the IRSBMF.


Requirements:

- **MUST** be dated within the past 2 years
- Name, address and letterhead must match the name of the parent organization in the IRSBMF
 - Address verification may be required if the address has changed
- Include the IRS holders Federal 9-digit EIN
- Clearly note the IRS holder is the tax-exempt entity covering the exemption of the child entity nominated
- Include the name and address of the child entity
- Be signed and dated by an authorized official of the IRS holder entity



Articles of Merger & Articles of Incorporation

If the organization has changed their name:

- Articles of Merger & Articles of Incorporation can be accepted as State documents proving the NPO filed a name change
- A current 501(c)3 dated within the past 90 days can serve as proof of a name change


 Department of the Secretary of State


To all whom these presents shall come, Greetings:



I, , Secretary of State of the State of , do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF AMENDMENT


OF



the original of which was filed in this office on the 

  Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 18th day of August, 2021.

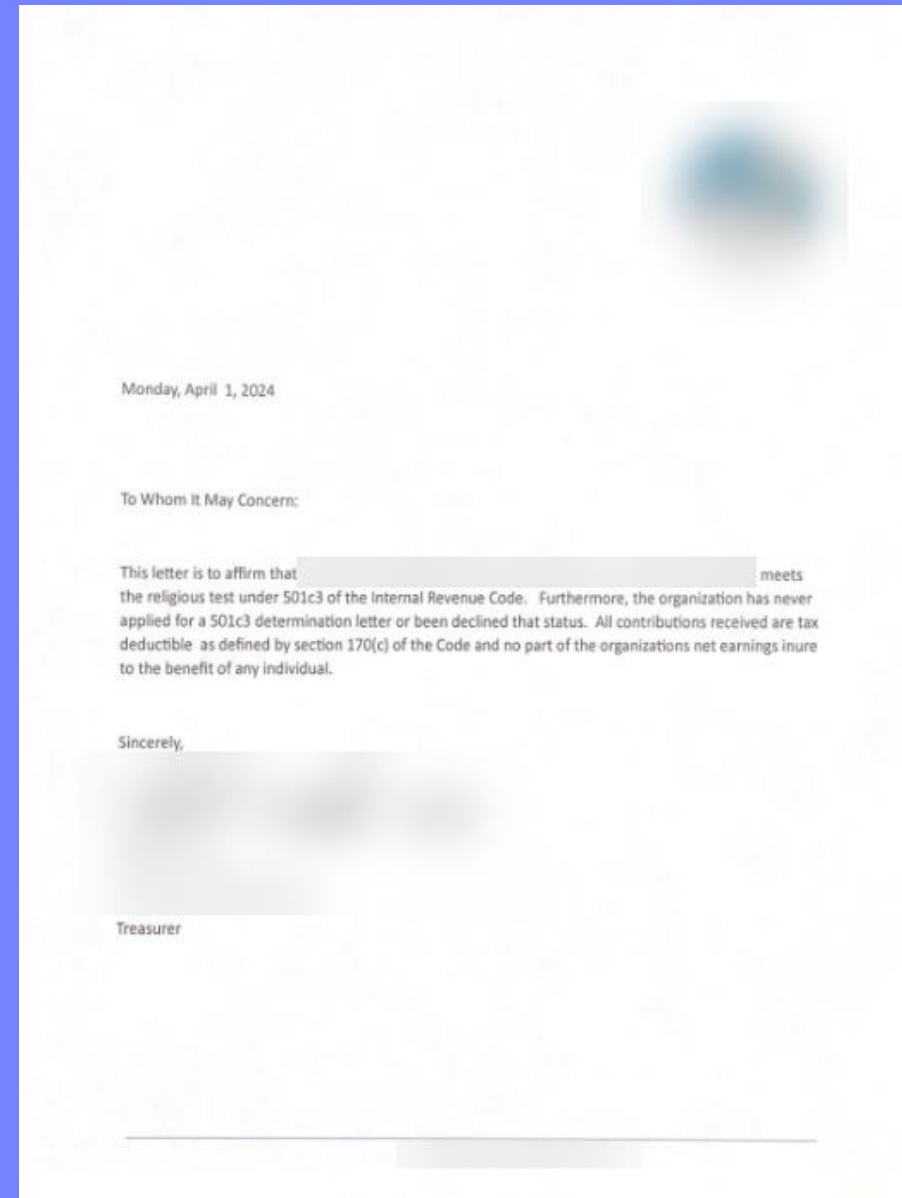


Secretary of State

Certification# C202122301063-1 Reference# C202122301063-1 Page: 1 of 3
Verify this certificate online at <https://www.sosnc.gov/verification>

Religious Attestation Letter

- If manual verification is authorized & religious organizations qualify, this letter will serve as verification of eligibility
- If organization falls under the parent of a religious organization, and either hold a tax status, a fiscal agent letter will be required



NCES Verification Letter

If a school is not listed on the NCES feed:

- Vetting specialist searches for the school through the NCES website School Search
 - If located, the school can be manually verified and move forward
 - If not located, the school can provide documentation received from NCES following the filing process

The Verification Letter must be:

- Sent from NCES
- Signed by an official representative
- Dated within the past 2 years



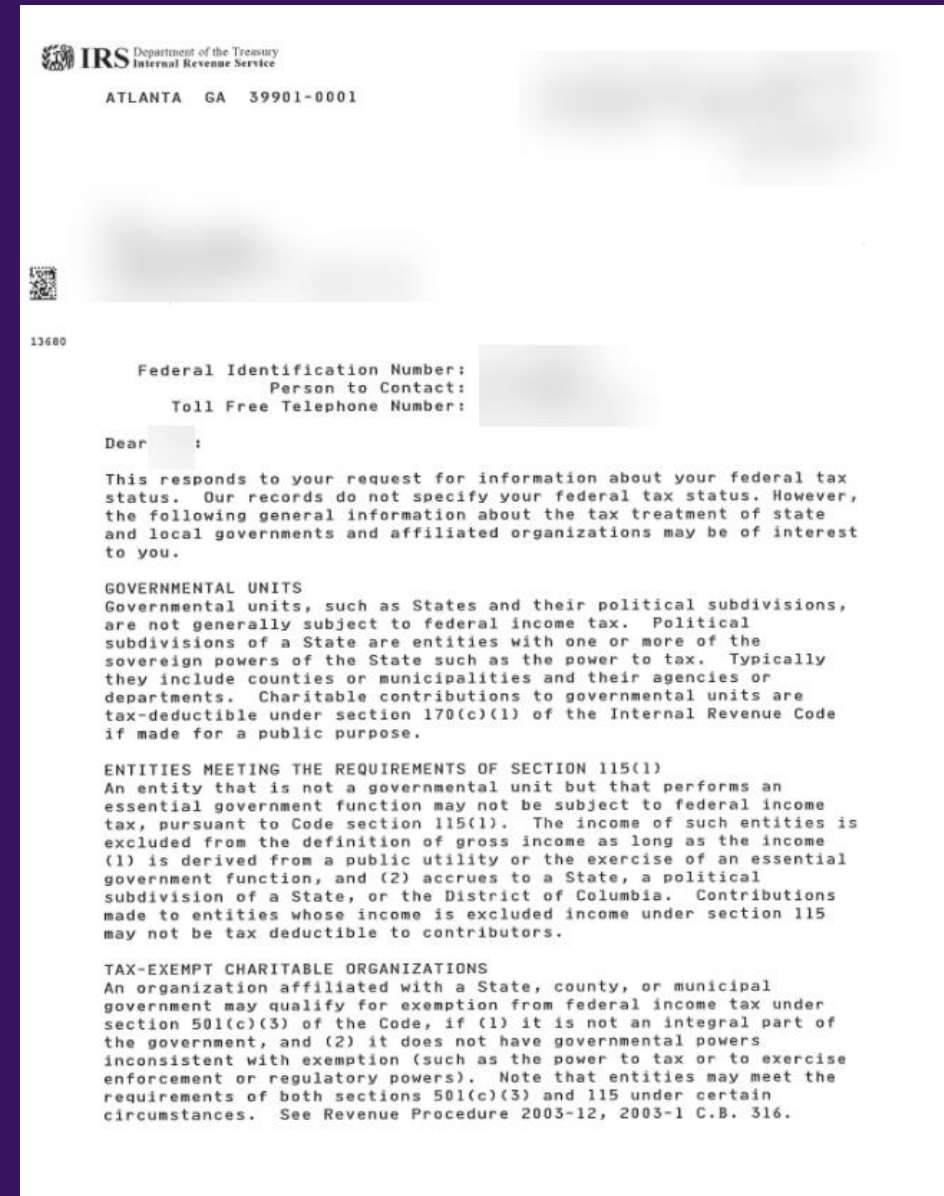
Government Agency Letters

If a government agency is a 170(c)1 they will need to be manually verified:

- IRS letter stating their tax status

If not tax exempt, they can provide an attestation letter on their letterhead:

- Dated within the past 2 years
- Signed by an authorized official of the organization



Address Verification

Address verification letter must:

- Be on the organization letterhead
- Include the address
 - As part of the letterhead or within the context of the letter
- Be dated within the last 2 years
- Be signed by an authorized official of the NPO



What Proposal Types use Org Vetting?

Proposal Types where nominations are accepted and donor submissions result in payment processed to non-profit organizations via CGDS.

Offline Matching
Gifts

Credit Card &
Credit Card
Matching

Payroll
Donations &
Payroll
Matching

Dollars for
Doers/Volunteer
Grants

End User Experience

Nomination Process

Donors search for organization to donate to

The organization completes the form providing information & eligibility criteria

Approval Workflows take over

If not already in the system, donors can nominate this organization

Vetting Specialist reviews and confirms eligibility

Nomination Information Form

Nomination Information

Please supply the following contact information about the nonprofit organization you would like to suggest. If/when the organization meets eligibility requirements, it will be added to our nonprofit database and you will be notified via email. Please ensure that the email address is accurate as the nonprofit organization will be contacted electronically. Do not submit a nomination until you can provide an accurate contact email at the organization.

*Organization Legal Name

(New Nomination)

*Organization Address

*Organization City

Organization State

Organization Province

*Organization ZIP / postal code

Admin Experience

Considerations for Admins

- Ensure your proposal types are configured to determine which tax statuses are considered eligible
 - Make these changes in the Sandbox and push to Production
- You can set geographic limits as well as NTEE and nonprofit status if needed
- Consider if final determination is required following the Vetting Specialist review of organizations, or if their decision is final
- Once the Nomination Disposition is set to either approved or rejected, the donor will receive notification of the final decision so make sure your final decision is final!

Checklist



Update the configuration for your employee engagement proposal types to clearly identify the qualifying tax statuses for your program.



Have a clear understanding of your program's eligibility requirements.



Consider using FrontDoor to help with organization management.



Think about the specifications related to the nomination review process, specifically, the steps involved with manual verification.

Additional Resources

- Help Center accessible from the top right hand user badge in CyberGrants

Additional Training Opportunities

- On-demand Videos available in our [Bonterra Academy](#)
- Additional webinars and training content to come!

Thank you for attending!

We hope to see you
in future trainings.