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DID YOU KNOW?

Your supporters can donate while they shop! Programs like [Amazon Smile](#) donate .05% of supporters' eligible purchases to your organization. Here's a tip! Post your [Amazon Smile](#) link in your email signature and [Donate](#) page.

WELCOME NEW MEMBERS!

- Addie Mae Collins Community Service
- Culture For One (A Project of Forestdale)
- Leeway School
- Roots and Wings
- Skody Scot & Company, CPAs
- The Seward Park Conservancy, Inc
- The W Connection
- The Writing Revolution
- Ways of Peace Community Resources

TRENDING

NPCC staff is on Twitter!

Check out what makes NPCC what it is today. Follow along!



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President

twitter.com/npcny_prez



Melkis Alvarez-Baez
Deputy Director

twitter.com/npcny_ddir



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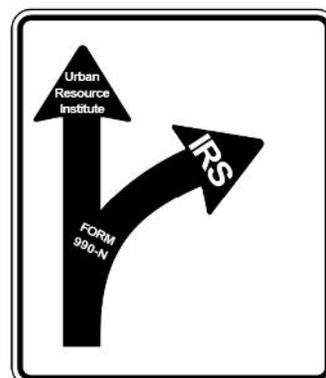
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INSIDE NONPROFITS

Don't Lose Your Exempt Status!



The Form 990-N is the e-postcard for small, tax exempt organizations and submitted annually [online](#). Prior to February 2016, the forms were accepted through the Urban Institute web portal.

Don't lose your exempt status! Visit [IRS.gov](https://www.irs.gov) to file today. The Internal Revenue Service (IRS) **will not penalize organizations** for late submissions this year.

For more information on How to File Form 990-N visit [IRS.gov](https://www.irs.gov).

New York Nonprofits is a monthly publication of the Nonprofit Coordinating Committee of New York, Inc. (NPCC).

Editor: Heysha Nameri, Communications Coordinator

For information or questions about the newsletter email hnameri@npccny.org.

NPCC was established in 1984 to help nonprofits meet common challenges and problems, to serve as a meeting ground, and to strengthen the nonprofit sector as a whole. NPCC has more than 1,400 members in the New York metropolitan area, ranging from all volunteer groups to major institutions.

Membership in NPCC provides a place where your voice is heard and adds to the collective voice of the nonprofit community.

Dues for 501(c)(3) nonprofits (that are not grant makers) are based upon the organization's annual operating budget.

For more information email Membership manager, Kristen Jones at kjones@npccny.org.

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US Department of Labor Publishes New Overtime Rule and What It Means For Nonprofit Sector

President Obama and Department of Labor Secretary Tom Perez announced that the Department of Labor's final rule on overtime under the Fair Labor Standards Act will automatically extend overtime pay eligibility to potentially 4.2 million workers. The rule will entitle most salaried white collar workers earning less than \$913 a week (\$47,476 a year) to overtime pay - including most, if not all, NY nonprofits.

FACTS:

- * **Effective Date:** This final rule will become effective December 1, 2016.
- * **Future Increases:** automatically increased every 3 years, starting in 2020, by a mechanism we haven't learned yet.
- * **Threshold salary** (the salary amount at which the FLSA can apply): employees earning less than \$47,476 per year may be entitled to overtime pay.
- * **Duties Test:** This is defined by statute, but it is important to remember that white-collar employees can be exempt from overtime only if their jobs meet all three of the "duties" tests for executive, administrative, or professional employees. In addition to receiving a salary at or above the new thresholds, each exempted employee must also exercise the **job duties** of those categories and be paid on a **salaried basis**.

IMPACT:

As of today, changes to the Fair Labor Standards Act (FLSA) mean that nonprofits must evaluate all employees making less than \$47,476 per year to see whether they should: adjust the employee's salary AND/OR begin tracking and paying overtime. **However, New York State wage and hour law minimum wages may increase and will apply to most, if not all, New York nonprofits.** This fact sheet is **not legal advice** and you should consult counsel with specific questions.

If a nonprofit or its employer is covered by the FLSA, then these regulations require that the employer/nonprofit:

- * Raise salaries above the minimum threshold; OR
- * Pay overtime above a salary (in excess of 40 hours a week); OR
- * Evaluate and realign employee workload to ensure nobody works above 40 hours a week; OR
- * Adjust employees' base pay downward and pay overtime accordingly to get to original salary.

BACKGROUND ON OVERTIME LAW

Under the Fair Labor Standards Act (FLSA) that was first enacted in 1938, employees are entitled to wages at or above the federal minimum wage and must be paid time and a half overtime for work after 40 hours in any work week. In enacting the federal wage and hour law, Congress exempted from these standards executive, administrative, and professional employees, and left it up to the Secretary of Labor to define the terms of the exemption. Persons who are properly classified as executive, administrative, or professional employees are considered "exempt employees." All others are "non-exempt" and must be paid at least the minimum wage and overtime after 40 hours worked in a week.

Generally, employers have the burden of demonstrating that a worker is exempt from the overtime provisions by satisfying three tests. The **salary basis test** requires that the employee be paid a predetermined salary, rather than on an hourly basis, and that the amount paid is not adjusted based on whether the person worked certain hours. The **duties test** requires that the individual's job duties must primarily involve executive, administrative, and professional duties as defined by the Labor Department regulations. The **salary level test** -- which is the subject of the new regulations -- requires that an employee be paid at or above a minimum specified amount. That amount was last set in regulations in 2004 at \$455 per week, or \$23,660 per year. Changes to any of these tests require regulatory action by the Department of Labor.

There is a special category in the regulations that exempts "highly compensated employees" if their total annual compensation exceeds a certain amount (\$100,000 until this rule change, \$134,004 once the rule goes into effect) and they customarily and regularly perform at least one of the exempt duties or responsibilities of an executive, administrative, or professional employee.

RESOURCES

2016 Nonprofit Employment Practices Survey Results *In partnership with Guidestar*

In 2016, Nonprofit HR found that nonprofit hiring is accelerating while corporate hiring remains stagnant. However, most nonprofits lack the recruitment, engagement and retention strategies they need to attract and sustain top talent. Visit <http://bit.ly/1t9BQWz> to download report.

Responding To Emergencies: A Guide for Organizations & Businesses *NYC Department of Health and Mental Hygiene*

During an emergency, government resources may be strained, leading to service gaps. Employees, clients and community members may turn to local organizations for support. This kit provided by the NYC Department of Health and Mental Hygiene has quick guidelines about how to help your community prepare for and respond to an emergency. Visit on.nyc.gov/25MyMxQ to view and download full guide. Also available in NPCC Information Databank for quick reference.

Experienced Professionals Helping New York City Nonprofits *Gray Matters*

Does your New York City based non-profit want to improve fundraising, meet or refine strategic goals or strengthen your board? These are some the challenges Gray Matters has tackled for hundreds of clients during the past fifteen years. Their members enthusiastically apply years of professional experience to provide pro bono consulting that also extends to business management, legal issues, facilities management, human resources and marketing. Typically, they are long term partners in their clients' success. To learn more, visit their website graymattersnyc.org. To make a request, email info@graymattersnyc.org.

INSIDE NONPROFITS

(con't) US Department of Labor Publishes New Overtime Rule and What It Means For Non-profit Sector

FAQS

How does this rule affect New York nonprofits?

The FLSA, under which this rule was made, applies only to all nonprofits who either

- * Have revenues in excess of \$500,000 from business purposes (called "enterprise coverage") contributions, membership fees, many dues and donations (cash and non-cash) are not counted toward the \$500,000 threshold.; or
- * Has employees who engage in work across state lines (inter-state commerce). If you produce goods to be sent to another state, order supplies from an out-of-state vendor, make out-of-state business phone calls, and/or travel or work across states, you may be engaged in inter-state commerce and subject to this FLSA rule; or
- * If the nonprofit is a hospital, school or preschool, government agency, or a business providing medical or nursing care for residents, you are subject to the FLSA regardless of income.

If a nonprofit is covered under the FLSA, are all employees entitled to overtime?

Employees not entitled to overtime include:

- " Highly compensated employees, or white collar workers earning more than \$134,004 a year.
- * Employees with salaries above the minimum threshold of \$47,476 a year.
- * White-collar employees only if their jobs meet all three tests for executive, administrative, or professional employees. In addition to receiving a salary at or above the new thresholds, each exempted employee must also exercise the **job duties** of those categories and be paid on a **salaried basis**. For more information, see [Classifying Employees Correctly](#) in the resource section of the National Council of Nonprofits' website.
- * Hourly paid workers. The new threshold has no impact on the pay of workers paid hourly.
- * Employees with a regular (actual) workweek of 40 hours or less.

NOTE: *If your nonprofit is NOT covered under FLSA, and individual employees do not engage in inter-state commerce, then again, these overtime regulations do NOT apply to you.*

[Click here to view NPCC's Overtime Fact Sheet \(PDF\).](#)

Blueprint For Culturally and Linguistically Appropriate Health Care Now Available

The Department of Health and Human Services Office of Minority Health announced the release of the first compendium of state-based activities to implement the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (National CLAS Standards).

The Standards are for advancing equity, improving quality, and eliminating health disparities by providing a blueprint for health care organizations (nonprofit included) to implement.

Visit <http://1.usa.gov/25MxTFB> to read full compendium available in the NPCC Information Databank.

Blueprint For Culturally and Linguistically Appropriate Health Care Now Available

The Hewlett foundation commissioned [a study from 2004-2012](#) by the Foundation Center which found that funding for nonprofit infrastructure did not keep pace with overall giving by US foundations and funding for infrastructure was less than 1% of total giving. The data from the study also showed 9% in all nonprofit infrastructure funding between 2004-2012 compared to 79% rise in funding for philanthropy-specific infrastructure.

The problem of weak and waning funding led to the signing of the "**Investing in Infrastructure**" letter. While the letter expresses gratitude to the foundations who have invested thus far, it is also a push to all foundations to follow suit and consider earmarking "at least 1% of their grant making budgets to support the infrastructure upon which the nonprofit sector is built."

Visit <http://bit.ly/1RXeEzi> to read full letter.

OTHER OPPORTUNITIES

◇ **Review of the 2016 Findings of Giving USA Report [Webinar]**

Thursday, June 16 2:00pm—3:15pm

Each year [Giving USA, the annual report on philanthropy](#), researched and written by the Indiana University Lilly Family School of Philanthropy and published by Giving USA Foundation, reports in depth on the very latest trends in giving. The report covers whether giving is up or down over the past year; and what types of donations (corporate, foundation, individual, bequest) have increased or decreased. It digs down to show the amounts of money going to each major nonprofit field receiving the contributions and looks at the trends.

Join [Nonprofit Quarterly](#) for an in-depth presentation of findings and ask your own questions of Patrick Rooney, co-author of the study and Associate Dean for Academic Affairs and Research at the Indiana University Lilly Family School of Philanthropy which does the research for the report. Visit <http://bit.ly/1XELAFx> to register.

◇ **Evaluating Your Evaluation**

Wednesday, June 22 9:00am—12:00pm

Every program designed to serve people needs evaluation that is meaningful and engaging. Exceptional evaluation not only proves the value of the program to stakeholders, but also improves the program effect among those it is intended to serve. It can be powerful and formative for any organization, an act of true leadership. In this workshop from the Center for Nonprofit Leadership, participants will learn how to use two practical tools - the Heart-Triangle (a model to illustrate features of human impact) and the Evaluation Windows (a model to design a balanced and meaningful data-gathering approach). Email Diane Wunderlich at dwunderlich@adelphi.edu to reserve your spot.

◇ **Reading & Discussion Programs for Adults**

New York Council for the Humanities

The New York Council for the Humanities is now accepting applications for the Reading & Discussion Programs for Adults which make time for thinking deeply about one thing (choose from 13 themes), over time, from a variety of perspectives. In each of the Council's reading and discussion programs, participants read a series of thematically linked texts over the course of 4, 5, 6 sessions. At each session, they come together with others in their community to discuss a text in conversation facilitated by a trained local scholar. Any tax-exempt organization in New York State can host a reading program. Applications are due Friday June 24, 2016. For more information, visit <http://bit.ly/28kHBRN>.

◇ **The Intersector Project**

The Intersector Project is looking for cross-sector projects (involving government, business, and non-profit partners) for its new pro-bono initiative, Intersector Support -- a unique combination of expert facilitation, mediation, and project advisory services that aims to improve the efficacy of your collaboration. The Intersector Project is piloting the initiative pro-bono this summer with up to three projects only. For more information, visit <http://bit.ly/1TYNbVn>.

Contact Heysha Nameri at hnameri@npcny.org to list opportunities in the next issue of *New York Nonprofits*.

INSIDE NONPROFITS

New York City Parks Sees First Syringe Dropbox



Washington Heights CORNER Project (WHCP) unveiled the first syringe drop-box in a New York City Park. Shaped like a daisy, the unit will help keep parks safe and clean for all while providing drug users a place to drop their used needles. The drop-box will be piloted for the next six months to measure changes in cleanliness and safety.

This initiative, developed in conjunction with New York State Department of Health and approved by New York City Parks is designed to improve park safety by making syringe disposal available on an as-needed basis. Manhattan Community Board 12 approved the initiative.

Visit cornerproject.org/press-archive/ to read more.



Office Space Wanted



Meeting Space Rental



Office Space Available
Building Space Available

Space Ads

Space wanted/space available ads are solely for 501(c)(3) nonprofit organizations with office space available (full-time occupancy only), those seeking office space, or those with meeting or conference space for rent in the New York City area. There is no charge for this service for NPCC members and non-members must pay a nominal fee to post an ad.

Send your copy to hnameri@npccny.org. Copy must be submitted in paragraph format, and include the organization's name, a contact person's name, phone, email, and the dollar amount of the asking rent. Copy is subject to editorial changes.

To view available spaces, visit <http://npccny.org/spaceads>.

#Path2Excel Workshops

Each Pathways workshop is based on one of the **Eight Key Areas of Nonprofit Excellence** and will showcase panelists from our roster of 29 winning organizations over the last nine years, and a member of the 2015 Selection Committee as moderator.

*** Pathways to Excellence: Excellence in Financial Management**

Friday June 17, 2016
9:30 am - 11:30 am
NPCC

Leading Effectively: Starting Junior, Advisory, and other Non-Governing Boards

Tuesday, June 14 9:30am - 11:30am

Non-governing boards can take different forms (i.e. junior boards or advisory councils), and are valuable alternative opportunities for nonprofits to engage emerging and established leaders in the organization's mission. They can serve to cultivate the next generation of talented leaders, build a pipeline for the organization's governing board, bring additional expertise into the organization, and improve the diversity of the organization's leadership. Non-governing boards also provide an effective way to reach a broader spectrum of leaders, thinkers, and change agents who can bring fresh perspectives to further a nonprofit's mission.

To register: <http://www.eventbrite.com/e/25026108765>

Bright Lights Big City - Making Sense of Real Estate for Nonprofits

Wednesday, June 22 9:30am - 11:30 am

Second to personnel, real estate is often the largest expenditure organizations face. This workshop will provide operations and finance staff with the comprehensive insight into the real estate market required to effectively formulate needs assessments, as well as to plan and create thoughtful strategies. Experts with a particular focus on nonprofit entities will share valuable information and insight on financing, assessing, real estate assets, leasing space and real estate optimization. Participants will have the opportunity to discuss their individual real estate portfolios and receive hands-on guidance to create the blueprint for a successful real estate plan in today's market.

To register: <http://www.eventbrite.com/e/24823295144>

For-Profit for Nonprofits? Exploring Commercial Ventures in Nonprofit Organizations

Tuesday, June 28, 9:30am - 11:30am

Can nonprofits start for-profit businesses? What are the benefits? Does starting a commercial venture make sense for your organization? This workshop will address the risks and rewards of commercial ventures, and help you determine what type of commercial venture, if any, is right for your nonprofit. You'll learn about earned income and how commercial ventures may provide a practical alternative source of income for your organization.

To register: <http://www.eventbrite.com/e/25351877147>

To view full workshop calendar, visit <http://npccny.org/workshop>.

Unless otherwise noted these free workshops are open exclusively to NPCC Members and held at the NPCC office located at:

**135 West 36th Street, 15th Floor
(Broadway/7th Avenue)
New York, NY 10018**

NPCC reserves the right to limit attendance to one person per organization. By registering for a workshop you are making a firm commitment to attend. If you must cancel, please provide at least 48 hours' notice so that someone else can take your place. NPCC is a scent-free environment. Please do not use scented products when attending a meeting here. Please be advised that, if you register for any of the above workshops, unless we hear from you otherwise, we will include you as part of our regular contact list. By enrolling in a workshop, you hereby: (1) give consent for NPCC to use your photograph or image in its print, online and video publications; (2) release NPCC, its employees and any outside third parties from all liabilities or claims that you might assert in connection with the above-described uses; and (3) waive any right to inspect, approve or receive compensation for any materials or communications, including photographs, videotapes, website images or written materials, incorporating photos/images of attendees.

Please contact Programs Manager, Divya Desai at ddesai@npccny.org with any questions and/or issues.