

# Nonprofit Partner Policies



## Eligibility and Service Delivery Policies

- Use the household eligibility & priority qualifications outlined in Greater Houston Disaster Alliance's (GHDA) grant guidelines in distributing funds to clients.
- Are in verification and documentation requirements to create low-barrier methods to accessing assistance, including but not limited to prepaid debit cards (Visa, Master Card, etc.), gift cards (Visa, Master Card, etc.; not vendor-specific), peer-to-peer systems (Venmo, Zelle, Cash App, PayPal, etc.), check, and/or ACH/direct deposit.
- Participate in the GHDA annual organizational review process.

## Financial Accountability Policies

- Have an established accounting system and can produce monthly financial statements tracking the use of grant funds.
- Maintain their financial statements and other records pertaining to grant funds for five years from the date upon which the final grant report is timely submitted, to adequately show grant funds were used exclusively for the grant purposes.
- Secure and submit audited financial statements conducted by an independent, certified public accounting firm within the last two years to GHDA on an annual basis. In cases where the organization does not have audited financial statements, it will be asked instead to submit its most recent two years of compiled financial statements prepared by an independent CPA or accounting firm.

## Non-Discrimination and Legal Compliance Policies

- Follow applicable law in general and specifically with regard to discrimination and do not discriminate in its provision of services, use of funds, or otherwise, on the basis of race, color, religion, creed, age, sex, sexual orientation or identity, national origin or ancestry, immigration status, marital status, veteran status, or status as a qualified disabled or handicapped individual.
- Organizations will not require clients to participate in religious activities and/or in-depth education/counseling services (e.g., financial/housing counseling) as a condition to access disaster recovery services funded by GHDA.
- Does not use any portion of grant funds to engage in any activity that constitutes lobbying under federal, state, or local laws. GHDA grants are not earmarked to be used in carrying on propaganda or in any attempt to influence legislation within the meaning of Section 501(c)(3) of the Code.
- Does not use any portion of grant funds to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with Section 501(c)(3) of the Code.

## Grievance and Client Rights Policies

- Have a grievance policy in place and address grievances brought forth by clients who receive funded disaster service(s) during and after the grant period.

## Insurance Requirements

- Maintain all insurance as required to perform its obligations hereunder, including its indemnification obligations, & are responsible for all costs associated with obtaining this insurance, provide & maintain the following coverage & limits:
  - a. **Workers Compensation**, as required by the laws of Texas, and Employers' Liability, and other endorsements if applicable to the project, and in accordance with state law. Employer's Liability:
    - i. Each accident: \$1,000,000
    - ii. Disease – Each Employee: \$1,000,000
    - iii. Policy Limit: \$1,000,000
  - b. **Commercial General Liability**, including but not limited to the coverage indicated below. Coverage shall not contain any restrictive endorsements nor exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. United Way of Greater Houston (UWGH) shall be named Additional Insured on primary/non-contributory basis.
    - i. Each Occurrence: \$1,000,000
    - ii. Products/Completed Operations: \$1,000,000
    - iii. General Aggregate (per project): \$2,000,000
  - c. **Umbrella/Excess Liability** (UWGH shall be named Additional Insured on primary/noncontributory basis)
    - i. Each Occurrence/Aggregate: \$1,000,000
  - d. **Professional/Errors & Omissions Liability** (if applicable)
    - i. Each Occurrence/Aggregate: \$1,000,000

# Nonprofit Partner Eligibility Criteria



1. Is a registered 501(c)(3) or a governmental unit described in Section 170(c) of the IRS Code of 1986 (not a private foundation or a private operating foundation), and
2. The organization or its fiscal sponsor appears on the [IRS Publication 78 Data list](#) indicating it is eligible to receive charitable contributions, and
3. Has existing capacity to provide at least one of the following priority disaster services directly to clients or provides system-level coordination that enhances or increases the ability of direct service organizations to provide disaster recovery services to clients:
  - a. **PRIMARY SERVICES** - essential disaster services that are most likely to be funded after a natural disaster
    - Home repair/rebuild, and supports and participates in centralized coordination of home repair services with GHDA's partner Connective
    - Home repair acceleration services (muck & gut, tarping, tree removal from roofs)
    - Emergency Financial Assistance (EFA) direct to households using at least one low-barrier payment method, and supports and participates in centralized coordination of EFA services with GHDA's partner Connective
    - Resource navigation / Disaster case management
  - b. **SECONDARY SERVICES** – additional disaster services that address recovery gaps; likely to be funded only during a widespread or unique disaster when sufficient philanthropic resources are available
    - Disaster legal services
    - Behavioral health services by licensed practitioners (e.g. crisis counseling)
    - Neighborhood canvassing
    - Housing counseling (renters included)
    - Temporary housing (not shelters)
    - Basic needs (food, water, etc.)
    - Medical/ Health care services
    - System coordination that dramatically accelerates disaster recovery:
      - Community awareness/educational campaigns
      - Volunteer management
      - In-kind donations management
      - Others as warranted by the disaster
4. The organization has a year-round presence actively serving at least one vulnerable population within Fort Bend, Harris, Montgomery and/or Waller counties, and
5. Employs at least 3 full time paid staff, and
6. Has at least 5 board members, of which a majority is not staff and/or possibly related to staff, and
7. Willing and able to effectively provide disaster services not only to its existing client base but also to the broader impacted community without a pre-existing affiliation with the organization nor expectation of ongoing affiliation following the receipt of disaster services.