

## **Attachment A – Community Non-Profit Capital Request Process**

### **BACKGROUND**

On September 7, 2022, the Board approved the creation of a community non-profit capital request process. The intent of this process was to create a process similar to those in place for operating budget reviews so that all requests may be considered at the same time when developing the Capital Improvement Plan (CIP), rather than outside the annual budget process. Requests would be required to have alignment with the priorities identified in the Strategic Plan and evaluated with County Government and Public School priorities in the context of the Fiscal Year (FY) 24 – 28 (CIP). Community Non-Profits were informed of this request process, the above intent, what was eligible for a capital project, the adopted balanced FY 23-27 CIP, and the approach to developing the FY 24-28 CIP staff shared with the Board of Supervisors on November 2, 2022. In the first year of this process, 15 applications were received and one was included as funded in the FY 24 – 28 Adopted CIP. After the first year of this process, staff has identified recommendations to provide greater clarity on expectations to community non-profits and the guidance for funding recommendations made to the Board.

### **DISCUSSION**

Staff intends to provide additional expectations to community non-profits in the initial application process, to provide increased clarity to applicants as they prepare requests so that the information may be used as staff prepares recommendations for the Board of Supervisor’s consideration during the budget process.

These expectations include continuing:

1. Projects must meet the County’s definition of a capital project, as applied to County Government and Public School requests.
2. Prioritized projects will align with objectives identified in the FY 24-28 Strategic Plan.
3. Projects will be evaluated in the context of the total FY 25 -29 Capital Improvement Plan. For example, the first four years of the upcoming CIP will use the adopted FY 24-28 CIP as a starting point for updating the plan.

Additionally, the following are recommended to be stated at the initial application process:

4. The project should leverage funding from other sources, meaning that the County should not be requested to fund 100% of a project.
  - a. Related, if the project serves a significant portion of another locality or localities, the community non-profit should seek a commitment from those localities.
5. The community non-profit should have the capacity to administratively manage the project, meaning this should not be work assumed to be done by County staff.
6. Projects should have documentation that they are far enough along to provide confidence that it will succeed, and the request timeline should reflect that status. For example, a project with completed design and substantial fundraising support in-hand would be considered sooner in the CIP than a project that was at a more conceptual stage with fundraising in earlier stages.
7. Projects should increase services, not only maintain existing facilities. For example, projects are not intended be prioritized for items such as replacing water heaters or other projects that

would normally be contemplated by the County as a maintenance/replacement project for its own facilities.

8. Projects from community non-profits where the County may have a long-standing obligation to continue to provide services if the entity did not exist will be prioritized over those where such as obligation does exist.

**RECOMMENDATION**

Staff recommends the Board approve the updated Community Non-Profit Capital Request Process framework to guide FY 25 funding applications and recommendations and provide feedback on any desired modifications.