

<b>Title:</b> Administrative Policy Non-County Agency & Program (NCAP) Funding Requests	<b>Policy No.</b> Part 4, Financial Administration Chapter 2, Budget Management Section 3
	<b>Effective Date</b> June 11, 2019
<b>Policy Custodian</b> Board of County Commissioners	<b>Adoption/Revision Date</b> June 11, 2019

**Adopting Resolution(s):** CC19-207

**References (Statutes/Resos/Policies):**

**Purpose:** To establish criteria for review of funding Non-County Agency & Program (NCAP) entities that receive annual funding from Jefferson County.

**Policy:** NCAP Funding Requests

A. Definitions

1. Contract for Service: An agreement between the county and at least one party for the provision of goods or services.
2. Discretionary Purchase: An annual one-time lump sum payment for a county benefit.
3. Dues: A purchase of an annual membership or partnership with a NCAP.

B. Applicability

1. The Board of County Commissioners awards public funds based on the interest of the public's safety, health and well-being on the condition that the county has statutory authority to fund the request and/or provide the service.
2. This Policy is not intended to override Federal or State law, intergovernmental agreements, or other policies.
3. This Policy applies to requests to renew a Contract for Service or Dues and new funding requests.

C. Criteria for Funding Contracts for Services

1. The county may provide funding to NCAPs for services if the following criteria are met:
  - a. The county has statutory authority to deliver offered services: parks and recreation, advertising and marketing, developmentally disables services, environmental sustainability financing, education and outreach, historical preservation, mental health services, private activity bonds, representation of

county interests, services to the aged, temporary assistance to the poor, and animal holding facility.

- b. The county is not able to or does not provide the offered service.
- c. The NCAP can deliver the service more effectively or efficiently.
- d. The NCAP provides services that are available to the public in a non-discriminatory basis and benefit Jefferson County residents.
- e. The NCAP's offered service aligns with the County Mission, Vision, Values, Goals and has a clear evaluation process with planned outcomes to show compliance.
- f. The NCAP has audited financial statements and can meet county insurance requirements. For all requests over \$5,000, an organization must submit its most recent audited financial statements with the application.

#### D. Criteria for Funding Dues

- 1. To receive funding through the Board of County Commissioners, the NCAP must not be funded by any other county organization.

#### E. Process

- 1. All funding requests shall be processed in accordance with all applicable State laws, this policy, and the procedure that implements this policy.
- 2. The BCC will review all funding requests as part of the annual budget process. Approved funding may differ from the requested funding.