



2023-2024 County Budget Guidance for Non-County Organizations (NCOs) Request for Funding Application (RFA)

1. Introduction

The County Administrator’s Office has developed the following guidance for use in the development and analysis of RFAs in preparation of the 2023-2024 Proposed Budget.

Funding from San Joaquin County is designed to be “additional” by nature, allowing NCOs the opportunity to enhance services to the community.

- *Funds should be used for projects/initiatives that further one or more of the Board of Supervisors’ Strategic Priorities. NCOs may request funding for projects that extend beyond one year in length. These projects are distinguished from ongoing operations in that, if funding was not available, the projects could be discontinued and the discontinuance would not impact the ongoing operation of the NCO. An exception to this guidance may be made in extraordinary circumstances that cause an NCO’s normal funding resources to be negatively impacted by circumstances beyond the organization’s control.*
- *Funds should not be used to provide regular operating cost functions (salaries) for the organization. Submission of justification for administrative cost functions will be required.*
- *Funding should be considered as one-time and not as a regular source of revenue for an NCO’s planning purposes.*
- *The County Administrator’s Office (CAO) encourages NCOs to participate in the County’s annual budget process, to provide consistency so the CAO recommendations for funding requests can be provided to the Board of Supervisors.*
- *Submission of a RFA does not guarantee funding will be recommended by the County Administrator for Board consideration or that funding will be granted in the Final Budget.*
- *Funds should be used for projects with a Countywide scope. Projects with a Countywide scope are encouraged and may be given priority over those with a scope limited to one community.*

This guidance should not be interpreted to exclude NCOs with a limited scope; rather, this guidance should be applied only in those years when available funding is limited and it is necessary to prioritize those projects that will be recommended for funding. In that case, priority guidance should be given to those projects with a Countywide scope.

Countywide scope means a scope beyond one community or area of the County. It does not require that the entire County be included in the scope of the NCO request.

- *Use of funds received is limited to the specific use(s) outlined in the RFA as approved by the Board of Supervisors. Any unused funds shall be returned to the County.*
- *All NCOs will be **limited to one (1) RFA.***

Final approval for funding will be determined by the Board of Supervisors during the 2023-2024 Proposed Budget to be held June 6, 2023. NCOs not recommended for funding by the CAO may be funded if the Board of Supervisors determines the NCO’s needs are warranted. Submitters will be

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notified of the Proposed Budget Hearing date and approximate time that County staff will present NCOs funding recommendations to the Board of Supervisors. Additionally, an NCO representative may have an opportunity to speak on behalf of its organization during the allotted time.

2. Request for Funding

When submitting an RFA in writing, the following information **must** be incorporated into your request. Failure to include all of the required information may result in disqualification from consideration.

Please submit your RFA to the CAO by 5:00 p.m., Friday, March 3, 2023.

The following information for your organization is required:

- a. Primary and secondary contact person (include phone numbers and email addresses)
- b. Organization's legal name
- c. Organization address
- d. Organization description
- e. Organization mission statement
- f. Organization length of establishment
- g. Organization federal tax status (i.e. 501 (c) (3), or other)
- h. List of current board members and officer positions
- i. A brief description of the project with clear indication how it will address one or more of the Board's Strategic Priorities
- j. Funding amount requested
- k. Objectives anticipated for the 2023-2024 funding request
- l. Please indicate what will be used as performance indicators (please include quantitative goals) and how your organization will measure success
- m. If applicable, the number of clients expected to be served with the requested funding
- n. The community(ies) that will benefit from your funding request (i.e. Stockton, Lodi, Countywide).
- o. Partners, both financial and in-kind, that will be participating/supporting the funded activities
- p. Current operating budget of the organization
- q. A projected spending plan for your funding request
- r. Identify all other current and or anticipated funding sources received from San Joaquin County, including:
 - Awarding agency
 - Amount funded
 - Description of services
 - Agreement period
- s. Identify all other governmental funding sources (other than San Joaquin County), including city, State, and Federal sources
- t. State if County funding was received as a result of the 2022-2023 Budget Hearing, including the amount and for what purpose funding was awarded



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u. If applicable, provide a copy of the organization's last audited financial statement

3. Deadline for Submittal

In order to provide the County Administrator's Office time for thorough analysis of all funding requests, ***the deadline for submittal will be 5:00 p.m. on Friday, March 3, 2023.*** County staff will review all submissions and may contact submitters for clarification and/or additional information to complete staff analysis to formulate a recommendation for Board consideration during the 2023-2024 Proposed Budget Hearing. Please submit to NCOSubmit@sjgov.org.

4. Contract/Agreement (July-August 2023)

Upon Board of Supervisors' adoption of the County Final Budget, should an NCO's funding request be approved, County staff will work with the NCO to ensure a contract/agreement is in place prior to funding being released. This contract/agreement will be the governing document for services to be funded during the 2023-2024 fiscal year. Contracts will contain language requiring that funds be used only for the purposes outlined in the RFA as approved by the Board of Supervisors; and that any unused funds shall be returned to the County.

5. Reporting

The County requires funded NCOs to submit the following reports to NCOSubmit@sjgov.org.

- **Midyear** Report due January 31, 2024
- **3rd Quarter** Report due April 28, 2024
- **Year-End** Report due July 31, 2024

These reports must address fund utilization, program targets, and provide insight to challenges in meeting proposed funding goals. Failure to submit required reporting documents may result in forfeiture of funding. ***Note: Funds should not be used to provide regular administrative cost functions (salaries) for the organization. Submission of justification for administrative cost functions for the funded project/program will be required.***

6. Release of Funding

Depending on the type of project covered by your RFA, funds will be released in one of the following three methods as determined by the CAO:

- **Lump sum** – if your project is time sensitive and 100% of the funding is needed at the beginning of the fiscal year, the entire amount of approved funding will be released by the end of August 2023. Example: Request for Funding submitted for cost to replace the facility roof. Since this is time sensitive and the work needs to begin right away, 100% of the approved funding would be released.
- **Reimbursement** – if the nature of your RFA is such that funds are expended in roughly the same amounts each month over the course of the year and/or funds have historically been released

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based on monthly invoices for reimbursement of costs, then that mechanism will continue to be used.

- **50/50** – All other projects not covered by the above will receive funding distributions under the following schedule:
 - ✓ The initial 50% of the approved funding will be released by the end of August 2023
 - ✓ The remaining 50% will be released after receipt and County review of the Midyear Report (due January 31, 2024)

7. 2023-2024 Schedule

January 31, 2023	RFA for 2023-2024 County funding is released
March 3, 2023	Deadline for NCO's RFA submission for Fiscal Year 2023-2024. RFAs must be submitted to NCOSubmit@sjgov.org by 5:00 p.m.
March-May 2023	CAO prepares recommendations for the Proposed County Budget
June 6, 2023	Proposed Budget presented to the Board of Supervisors (CAO to notify NCOs when recommendations will be heard)
June 22-23, 2023	Final Budget Hearings/Adoption of County Budget
July-August 2023	Contract/Agreement preparation and execution
August 2023	Initial funding released through Lump Sum, 50/50 or Reimbursement to NCOs - Lump Sum (100%), 50/50 (50%), or Reimbursement (per monthly invoice).
January 31, 2024	Midyear Report due to CAO by NCOs
February 2024	Remainder of funding released to 50/50 NCOs (50%) after receipt of Midyear Report
April 28, 2024	3 rd Quarter Report due to CAO by NCOs
July 31, 2024	Year-End Report due to CAO by NCOs

Before the Board of Supervisors

County of San Joaquin, State of California

B-22-243

Adopt the Three-Year Board Strategic Priorities Covering Fiscal Years 2022-2023 Through 2024-2025

THIS BOARD OF SUPERVISORS DOES HEREBY adopt the following three-year Board strategic priorities covering fiscal years 2022-2023 through 2024-2025:

1. Organizational Capacity/Technology Utilization

- Improve Recruitment and Retention Rates
- Formalize Succession Planning
- Demonstrate Leadership Development
- Augment Digitization and Automation

2. Fiscal Optimization

- Maintain a Structurally Balanced Budget
- Effectively Manage One-Time Funds
- Proactively Manage Labor Costs
- Responsibly Consider Resources Addressing Pension Liability

3. Public Safety/Criminal Justice/Quality of Life

- Provide Adequate Resources for Public Safety and Criminal Justice
- Reduction in Response Times for Emergency Services
- Mitigate Illegal Dumping/Human Waste
- Improve Juvenile System of Care

4. Homelessness

- Expand Unsheltered Bed Capacity
- Increase Permanent Supportive Housing
- Promote Expansion of Behavioral Health Clinicians and Services
- Mitigate Illegal Dumping Encampments

5. Water Management

- Enhance Water Quality
- Mitigate Illegal Dumping Impacts
- Reduce Flood Risk
- Improve Water Storage/Sustainability

6. Economic Development

- Enhance COVID Recovery
- Expand Small Business Growth
- Increase Transportation/Logistics/Warehousing Businesses