

## **Attachment D: Community Non-Profit Capital Request Process**

On September 7, 2022 the Board of Supervisors approved a budget process modification to create a community non-profit capital request process where non-profit community partners could bring forward requests for formal consideration, to be funded with capital funds. The intent of this process was to create a process similar to those in place for operating 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.

After the first year of the process, the Board approved updated direction on July 19, 2023 to provide greater clarity on expectations to community non-profits and the guidance for funding recommendations made to the Board. These expectations included:

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 five-year CIP. For example, the first four years of the upcoming CIP will use the adopted CIP as a starting point for updating the plan.
4. The project should leverage funding from other sources, meaning that the County should not be requested to fund 100% of a project. 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 an obligation does exist.