



2024-2025 County Budget Guidance for Non-County Organizations (NCOs) Request for Funding Application (RFA)

Introduction

Organizations providing services to County residents (referred to as non-County organizations or NCOs) are invited to request funding for projects or initiatives as part of the County's annual budget process. The County Administrator's Office (CAO) has developed the following guidance for use in the development and analysis of Request for Funding Applications submitted by NCOs. Upon receipt of the RFA, the CAO will review the application for completeness and provide a funding recommendation during the Proposed Budget Hearing before the Board of Supervisors. Please note, the submittal of an RFA does not guarantee funding will be recommended or granted.

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

Funding must be:

- Considered as one-time and not as a regular source of revenue.
- 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.
- Used for projects or initiatives that further one or more Board Strategic Priorities, available at www.sjgov.org/departments/bos/board-strategic-priorities. Projects are distinguished from ongoing operations in that they should not impact ongoing operations if funding is unavailable. 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.
- Used for projects with a Countywide scope, meaning beyond one community or area of the County. Projects with a Countywide scope are encouraged and may be given priority over those with a scope limited to one community. It does not require the entire County be included in the scope of the request. *Note: 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 projects recommended for funding. In that case, priority guidance should be given to those projects with a Countywide scope.*

Funding should not:

- Be used to provide regular operating cost functions (such as personnel, utilities, rent, insurance, indirect costs, etc.) for the organization. Submission of justification for administrative cost functions will be required.

Application Requirements and Deadlines

Request for Funding Applications must be submitted to NCOSubmit@sigov.org by Friday, March 1, 2024 at 5:00 pm, with all mandatory fields completed. Failure to include all required information may result in disqualification from consideration.

County staff will review all submissions and may contact submitters for clarification and/or additional information to formulate a recommendation for Board consideration during the 2024-2025 Proposed Budget Hearing on June 4, 2024.



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Funding Determinations (June 4, 2024)

Final approval for funding will be determined by the Board of Supervisors during the 2024-2025 Proposed Budget Hearing to be held June 4, 2024. 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 notified of the approximate time that County staff will present NCO funding recommendations to the Board of Supervisors during the June 18, 2024 Final Budget Hearing. Additionally, an NCO representative may have an opportunity to speak on behalf of its organization during the allotted time (usually three minutes or less).

Contract/Agreement (July-August 2024)

Upon the Board of Supervisors' approval of the County's Adopted 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 2024-2025 fiscal year. Contracts will contain language requiring funds to 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.

Reporting

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

- **Midyear** Report due January 31, 2025
- **Third Quarter** Report due April 30, 2025
- **Year-End** Report due July 31, 2025

These reports must address fund utilization, program targets, and provide insight into challenges 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 (personnel, rent, insurance, indirect costs, and utilities) for the organization.**

Release of Funding

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

Lump Sum – If the 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 2024

Reimbursement – If the nature of the 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 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 methods will receive funding distributions under the following schedule:

- The initial 50% of the approved funding will be released by the end of August 2024
- The remaining 50% will be released after receipt and County review of the Midyear Report (due January 31, 2025)



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2024-2025 Schedule

January 31, 2024	RFA for 2024-2025 County funding is released
March 1, 2024	Deadline for NCO RFA submission for fiscal year 2024-2025. RFAs must be submitted to NCOSubmit@sjgov.org by 5:00 p.m.
March-May 2024	CAO prepares recommendations for the Proposed County Budget
June 4, 2024	Proposed Budget presented to the Board of Supervisors (CAO to notify NCOs of date when recommendations will be heard)
June 18, 2024	Final Budget Hearings/Adoption of County Budget
July-August 2024	Contract/Agreement preparation and execution
August 2024	Initial funding released to NCOs through lump sum (100%), 50/50 (50%), or reimbursement (per monthly invoice)
January 31, 2025	Midyear Report due to CAO by NCOs
February 2025	Remainder of funding released to 50/50 NCOs (50%) after receipt of Midyear Report
April 30, 2025	Third Quarter Report due to CAO by NCOs
July 31, 2025	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