

CATOOSA COUNTY, GEORGIA OUTSIDE AGENCY FUNDING POLICY

Section 1.0 Purpose: The purpose of this Policy is to set forth parameters and establish uniform guidelines for the funding of outside agencies by Catoosa County (the "County") and to ensure transparency, accountability, consistency and adherence to best practices. This Policy also establishes eligibility criteria for outside agencies and the required public process for consideration and allocation of funding by the County Board of Commissioners.

Section 2.0 Policy:

2.1 The County recognizes that non-profit organizations serve an important role in improving the quality of life for our community by delivering services to our citizens in a cost effective manner through the use of partnerships.

2.2 The County is committed to providing financial assistance, both monetary and in-kind, to those non-profit agencies which assist the County government in carrying out its mission and which also provide one or more of the following:

- (a) Demonstrably contribute to meeting the County's strategic objectives and which are consistent with key priorities;
- (b) Support the delivery of needed services that the County does not provide or more effectively and efficiently delivering said services;
- (c) Provide programs or services that enhance a County function or service; or
- (d) Address a documented need for the programs or services offered by the outside agency.

Section 3.0 Eligibility Criteria: It shall be the policy of the County to consider providing assistance to outside agencies meeting the following eligibility criteria:

3.1 Outside agencies and their respective program(s) must be either a non-profit or governmental entity. All non-profit entities shall verify their non-profit status by submitting an IRS tax exempt letter confirming 501(c)(3) or 501(c)(6) status, an IRS Form 990 or 990EZ and a certificate of incorporation confirming active corporate status with the Georgia Secretary of State.

3.2 Non-governmental outside agencies shall be duly incorporated and in good standing with the Georgia Secretary of State and shall not have past due or overdue and outstanding federal, state or local taxes.

3.3 Outside agencies shall have been in operation for a sufficient time period to be considered an established agency. It is not the policy of the County to fund new or start-up agencies.

3.4 Eligible outside agencies shall have a governing board and submit a current board roster at the time of submitting a funding application or request.

3.5 The programs and/or services offered and provided by the outside agency shall be available to all County residents who otherwise meet the eligibility requirements of the outside agency and its programs/services. The programs and/or services offered by the outside agency shall at all times comply with applicable federal and state statutes or regulations related to protection from discriminatory actions.

3.6 Outside agencies shall provide a written disclosure of any potential conflicts of interest, both at the time a funding application or request is submitted and at any time during which funding is provided by the County.

3.7 Outside agencies shall adhere to any accountability or performance standards established by the County Board of Commissioners (whether through contract, MOU or otherwise) or otherwise established by applicable law. Outside agencies shall comply with the terms of all contracts of memoranda of understanding, including meeting all applicable deadlines. Compliance with the items set forth herein is a specific criteria for both the consideration of a funding request as well as for the release of any approved funding. Any deadlines for reporting and/or delivery or required information shall be clearly stated in writing and included in the contract between the County and the outside agency.

3.8 Any outside agency requesting funding shall meet all eligibility requirements established by this Policy on its own and may not use a funding agent or other third party arrangement to meet eligibility requirements.

Section 4.0 Funding Application Procedure:

4.1 All outside agency funding requests shall be evaluated, discussed and (if approved) awarded and/or appropriated by the County Board of Commissioners in an open and public meeting, either as a part of annual budget deliberation and adoption process, or as a separate agenda item at a regular or special called meeting of the Board of Commissioners.

4.2 All requests for funding shall be made in writing. Outside agencies requesting funding shall complete and submit a funding application supplied by the County, together with all supporting documentation or information. Completed applications and supporting documentation or information shall be submitted to the County Finance Department by the published County deadline for annual budget consideration. Incomplete applications shall not be considered for funding. Funding applications are available from the County Finance Department.

4.3 The County Manager, with the assistance of the County Chief Finance Officer, shall make outside agency funding recommendations annually to the County Board of Commissioners in the recommended budget/budget approval process.

4.4 The County Board of Commissioners is required to provide final approval of any funding requested by an outside agency. Applicants will be notified within one (1) week of approval of the final annual budget by the County Board of Commissioners as to whether their funding application was fully approved, partially approved or denied. To the extent an outside agency funding request is only partially approved, the outside agency shall submit a revised scope of work and budget reflecting the final amount of funding actually approved by the County.

4.5 All outside agencies receiving approved County funding shall adopt a contract or memorandum of understanding with the County which shall be executed by the outside agency's designated officer and the County Board of Commissioners Chairman after approval by the County Board of Commissioners. The contract or memorandum of understanding must be executed by the outside agency and delivered to the County Clerk within thirty (30) days of the date the same is approved by the County Board of Commissioners and executed by its Chairman. Failure to adhere to this deadline may result in funding awards being withdrawn. After the date a contract or memorandum of understanding is signed, no major changes shall occur in the outside agency's budget, use of funds, scope of work and/or programs or services provided, without the express written approval of the County.

Section 5.0 Reporting and Monitoring:

5.1 Any outside agency receiving annual funding totaling \$25,000.00 or more shall submit audited financial statements to the County Finance Department by the deadline established by the County. The County reserves the right to request additional supporting or other information from the outside agency to the extent necessary to understand and properly review and interpret the financial statements of the outside agency.

5.2 Any outside agency receiving annual funding from the County totaling less than \$25,000.00 shall submit annual financial statements to the County Finance Department which have been prepared by an accounting professional and approved by the outside agency's governing board. Required financial statements shall be submitted by the deadline established by the County. The County reserves the right to request additional supporting or other information from the outside agency to the extent necessary to understand and properly review and interpret the financial statements of the outside agency.

5.3 In addition to the other requirements of this Section, the County, through its County Manager and Chief Financial Officer, shall have the right to request and review such other financial, budget or other information of the outside agency which may be requested by the County's external auditors or as may be necessary to ensure compliance with either this Policy or the terms and provisions of any contract or memorandum of understanding executed by the outside agency.

5.4 Unless the outside agency receiving funding is otherwise subject to the requirements of the Georgia Open Records Act (O.C.G.A. §50-18-70, et. seq.), the County shall take all reasonable steps necessary to ensure the protection and non-disclosure of any financial or other confidential information submitted by the outside agency to the County for review hereunder.