

## **OKALOOSA COUNTY NONPROFIT AGENCY FUNDING POLICY**

### **1.0 PURPOSE**

The purpose of this Nonprofit Funding Policy (the “Policy”) is to ensure that Okaloosa County is fiscally responsible in the allocation of County General Funds to nonprofit organizations and to ensure that the award and use of such funds are adequately documented. This Policy creates a uniform procedure for the submission, review, approval and accounting of funding requests to the County from nonprofit organizations (the “Agency”).

### **2.0 POLICY STATEMENT**

Okaloosa County is committed to providing financial assistance to those nonprofit agencies which assist Okaloosa County Government in carrying out its Vision of “providing an unmatched economic opportunity and quality of place and life for all citizens” and Mission to “engage our private and public sector partners to provide ... economic opportunity and excellence in critical services to enhance the quality of life for all residents.”.

### **3.0 NONPROFIT AGENCY ELIGIBILITY FOR COUNTY FUNDS**

It shall be the policy of Okaloosa County to consider providing assistance to nonprofit agencies meeting the criteria detailed below.

#### **3.1 Eligibility Requirements**

All nonprofits shall verify their nonprofit status by submitting an IRS determination letter confirming 501(c)(3) status, the most recent IRS 990 form and a current solicitation license from the Florida Secretary of State (or if exempt, the exemption letter). Additionally, nonprofit organizations must not have their revenue suspended by the Florida Secretary of State or have overdue federal or state taxes.

#### **3.2 Accountability**

Nonprofit agencies shall adhere to accountability standards set by this policy and as required by law. **Compliance with these standards is a criterion for funding.** These standards include but are not limited to:

1. Complying with all financial requirements including the submission of financial statements or audits as specified.
2. Complying with program performance measurement requirements including submission of Performance Reports.
3. Complying with all other application terms, including meeting all deadlines.

### 3.3 Funding Eligibility

1. A nonprofit agency must be incorporated under the State of Florida, and have operated for two (2) consecutive years by December 31st of the year preceding the application deadline.
2. Nonprofit agencies may not use a funding agent or other third party arrangement to meet program requirements for eligibility.
3. Only one complete application per agency will be considered each year.
4. Grants are for programmatic expenses (items recognized under Generally Accepted Accounting Practices – GAAP – as operating costs)
5. The County will not fund the purchase of capital assets with a value in excess of \$5,000 or a useful life greater than three years.
6. A nonprofit agency must be available to all residents in Okaloosa County who meet the eligibility requirements of the Agency. Services offered by the agency/program must not be restrictive with regard to race, sex, age, religion, disability, or any other classification that would be prohibited by law.
7. Funding requests must specifically describe how the agency program impacts the health, economic, or social well-being of the clients served and how such program serves a public purpose.
8. Funding requests must also include performance measures establishing how they impact the health, economic, and/or social well-being of the clients served and how they serve a public purpose.

## 4.0 FUNDING APPLICATION PROCEDURE

### 4.1 Application Timeline

1. Annually, a public notice of availability of funding and information for applying will be advertised by the Office of Management and Budget (OMB) Department no later than April 15th.
2. A copy of the application will be available on Okaloosa County's website.
3. Completed applications are due to the OMB Department **no later than the date indicated in each year's public notice.** Applications received after the published deadline will be deemed ineligible for that year.

### 4.2 Application Requirements

A completed County nonprofit funding application is required, along with all required documentation by the advertised deadline.

### 4.3 Funding Award

1. The County Administrator will make nonprofit funding recommendations in the Recommended Budget to the Board of County Commissioners.
2. The Board of County Commissioners will approve final funding for nonprofits when the Annual Operating Budget is adopted.
3. Applicants will be notified of the final funding amount no later than October 1st.
4. Funds may be dispersed in advance or on a reimbursement basis.
5. An agency awarded nonprofit program funds must accept the funds by completion of a contractual agreement which must be signed by the agency's Executive Director and the County Administrator. Failure to execute a contractual agreement will result in forfeiture of funding award.

#### **4.4 Conflict of Interest**

The consideration, award and funding of any nonprofit agency pursuant to the Nonprofit Program, shall be carried out in a manner consistent with the Code of Ethics for Public Officers and Employees, Florida Statute Chap. 112, Part III, Code of Ethics for Public Officers and Employees and Okaloosa County Human Resources Policy Manual, Chap XIII, Code of Conduct

#### **5.0 GRANT REPORTING AND MONITORING**

Each funded agency will submit an annual financial report and an annual programmatic report. These reports describe progress towards program outcomes and require a financial report detailing expenditures signed by the agency's Executive Director. Agencies are required to maintain detailed back-up documentation of expenditures, available for review by county staff upon request. Failure to comply with these reporting requirements may jeopardize county funding. Site visits may be performed annually to determine and verify data collection methodology. Any Agency which receives funding under this Policy may be subject to an audit by the Board of County Commissioners or its designee.

For funding up to \$10,000, the Agency shall provide an affidavit stating the funds were used to reimburse the Agency for expenses incurred in accordance with this Policy, the Application and all applicable county, state and federal rules, laws and regulations no later than December 31 of the fiscal year for which funding was awarded.

For funding above \$10,000, the Agency shall provide an accounting of those funds along with receipts and documentation which establishes that the funds were expended in conformity with this Policy, the Application and all applicable county, state and federal rules, laws and regulations.