

# Budgetary Funding for Community Based Organizations (CBOs)



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# COMMUNITY BASED ORGANIZATION FUNDING

COMMUNITY BASED ORGANIZATIONS (CBOs) that receive annual County financial assistance are Westchester - based nonprofits that provide programs and services to County residents in need, or are education or public health and/or safety based.

# COMMUNITY BASED ORGANIZATION FUNDING

The County does NOT give grants. Therefore there is no advance 'grant application'.

In addition, any organization receiving funding must be prepared to submit documentation of the programming or services provided in order to receive reimbursement (more on that later).

# COMMUNITY BASED ORGANIZATION FUNDING

Funding assistance requests are generally made by the organization to either the County Executive during the budget preparation process or the County Legislature during the budget review/approval process.

Which organizations get funded, as well as how much they get funded, are up to the Executive and the Legislature each budget year.

# COMMUNITY BASED ORGANIZATION FUNDING

The minimum requirements to be eligible for funding consideration are:

- The Organization **MUST** be a not-for-profit 501(c)3 organization
- The Organization's program(s) / service(s) **MUST** provide a public purpose
- CBO funds cannot be used for capital projects

# COMMUNITY BASED ORGANIZATION FUNDING

Each year when the County Executive releases the proposed budget, the Legislature receives a proposed CBO list (detailing the funded agencies and amounts for each).

Like any other portion of the proposed budget, the Legislature has the option to accept, reject or amend what is proposed by the County Executive.

# COMMUNITY BASED ORGANIZATION FUNDING

Traditionally, the Legislature does not object to any of the organizations or funding that the County Executive proposes (although they can); the Legislature will often add additional organizations and/or funds to what has been proposed. This process is normally done through the respective party caucuses as a part of “Adds Day”.

Also, traditionally, the final decisions and compromises are normally decided amongst the Board Leadership after caucus discussions.

# COMMUNITY BASED ORGANIZATION FUNDING

In addition, the County Executive and the Board Chair will usually agree on a small “Unallocated” amount of CBO funding, shared equally by the County Executive and the Board to provide small amounts to any CBO initiative that may come up throughout the year that was not included in the adopted schedule. Use of the BOL piece of unallocated funds can only be authorized by the Chair of the Board and only during that fiscal year. They do not carry over.

# COMMUNITY BASED ORGANIZATION FUNDING

It is helpful if each Legislator submits their CBO additions (along with any other budget additions) to the Majority Leader's Legislative Aide (J. Filiberti) or the Minority Leader's Legislative Aide (B. Molloy) prior to "Adds Day" (the 1st Monday in December). The Majority Leader's Legislative Aide and the Minority Leader's Legislative Aide can then forward the respective caucus lists to the Board's Director of Fiscal Affairs, so that he can prepare a master list of all proposed additions for review and consideration by each of the caucuses on "Adds Day".


# COMMUNITY BASED ORGANIZATION FUNDING

It is absolutely impossible to make additions to any of the proposed budgets after “Adds Day” (the 1st Monday in December), as this is an official, charter-mandated deadline.

The County Legislature can delete any item that was added on “Adds Day” on “Deletes Day” if it so chooses. Deletes can also be made on the Chamber floor during the BOL budget adoption meeting.

# REQUEST AND PAYMENT PROCESS FOR COMMUNITY BASED ORGANIZATION FUNDING

Required items from a Community Based organization in order to be paid:

- Funding request letter
  - Program scope of services description
  - Program budget
  - W-9 form
  - Electronic Funds Transfer (EFT) form
  - Workers Comp. Insurance Certificate
  - Liability Insurance Certificate (naming Westchester County as an additional insured)
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- Often, all part of the same document

# REQUEST AND PAYMENT PROCESS FOR COMMUNITY BASED ORGANIZATION FUNDING

- Once a funding request letter, a scope of services and a budget is received from vendor, the contracting process can begin.
- This information, along with the County's 'Short Form Contract Authorization' (which goes to the Budget Dept. for sign-off) is sent to the County Attorney's Office to request that a contract be drafted.

## **REQUEST AND PAYMENT PROCESS FOR COMMUNITY BASED ORGANIZATION FUNDING**

- Once the draft contract is finalized, it is sent to the vendor who is then responsible for filling it out, signing and notarizing where necessary, attaching a W-9 form, and EFT form, a Workers Comp. Insurance Certificate and a Liability Insurance Certificate (naming Westchester County as an additional insured).
- The vendor then returns to the BOL two completed, original, fully executed contracts.

# REQUEST AND PAYMENT PROCESS FOR COMMUNITY BASED ORGANIZATION FUNDING

- The BOL reviews the contracts for accuracy and completeness (valid insurance coverage dates, signed where necessary, etc.).
- Next, the contract must be sent for review and approval, both hard copy (via inter-office mail) and in Onbase (the in-house contract processing/archiving system), to the Law Department (Risk Management Division as well as Contracts Bureau) and Archives (Scanning).

# REQUEST AND PAYMENT PROCESS FOR COMMUNITY BASED ORGANIZATION FUNDING

- In between each step, the contract must be returned to the BOL (both hard copy and in Onbase) for sign-off that the various forms required by each department are attached.
- Once the contract gets through the process and is approved for payment by the BOL, it is sent to Finance for payment; it usually takes 5-10 business days for the funds to be electronically transferred to the vendor.

# REQUEST AND PAYMENT PROCESS FOR COMMUNITY BASED ORGANIZATION FUNDING

*Certain contracts have additional requirements:*

- 1) If the amount of the contract is over \$20,000, it must be approved by the County Board of Acquisition & Contract. This process (drafting and submitting Resolutions, pre-board review, etc.) will normally add approximately four weeks to the overall processing of the contract;
- 2) If the contract is with a municipality (including school districts), then an Inter-municipal agreement (IMA) must be drafted by the Law Department, a SEQR submitted by the Planning Department and a Fiscal Impact Statement (FIS) submitted by the Budget Department. Once this is all complete, the IMA legislation must be approved by the full Board of Legislators (usually via the B&A Committee) before the contract can be executed.