



# **Non-County Agency Funding**

## **for Fiscal Year 2022-2023**

**Scott Steinhilber**



# Overview

- Timeline
- Online Resources
- Application Instructions
- Application and Sample Responses
- Committee Process
- Reporting Requirements
- Perspectives of Committee Members
- Questions



# Timeline

- November 12 Funding application available on county website
- January 10 Funding applications due by 5:00pm
- January 17 – Mar 27 Funding Committee deliberations
- March 28 Funding Committee recommendations due to County Manager
- May 12 FY22-23 Recommended Budget informally presented to Board of County Commissioners
- May 16 Recommended Budget formally presented to Board of County Commissioners
- June 6 Public Hearing on FY22-23 recommended budget
- June 20 Board adopts FY22-23 budget



# Online Resources

- [Non-County Agency Funding Policy](#)
- [Application and Instructions](#)
- [New Hanover County Strategic Plan](#)
- [Evaluation Criteria – Scoring Rubric](#)



# Application Instructions

- No Brochures/Marketing Materials
- Formatting
  - Must complete application in fillable Adobe Acrobat template using Calibri 11-point font; brief and concise responses; bullet point format for most sections; avoid use of acronyms
  - Please do not copy and paste into the application.
  - Adobe Acrobat Reader can be downloaded at <https://get.adobe.com/reader/>



# Application Instructions

- Certain items are ineligible for funding consideration
  - Salaries not directly tied to service delivery
  - Marketing activities and materials
  - Pass-throughs
- Program delivery will be prioritized over capital expenditures, unless required for program delivery
- Submission of Application Package
  - Via email – refer to application instructions



# Components of the Application

- Basic Identifying Information
- Agency Overview
- Program/Service for which Funding is Being Requested
- Collaboration, Partnerships and Leveraging of Funds
- Alignment with New Hanover County Strategy
- Outcomes and Effectiveness
- Measurable Results and Budget Template
- Additional Information and Optional Section
- Conflict of Interest Disclosures
- Agreement to Terms



# Agency Overview - Example

## Executive Summary of the Agency

*Please include the population you serve and an overview of the programs/services you offer*

Our agency is a critical access behavioral health agency that promotes choices for healthier lives and safer communities by providing a continuum of professional services which includes substance abuse and mental health, crisis intervention, family preservation, school-based health services, health and wellness services, criminal justice services and TASC Statewide Training institute. These programs are provided to make a significant impact on the physical, emotional, and social development of children, adults and families in the communities we serve in Eastern North Carolina. Our agency is a private, non-profit corporation governed by a Board of Trustees representing a cross-section of residents from the area with services provided by a staff of qualified professionals.





# Program/Service for Which Funding is Being Requested – Example

## Description of Program/Service

*Using the format below, please describe the specific need(s) the program proposes to address.*

1. Our program will address the problem of local youth in crisis who are in need of a place to stay.

*Using the format below, please describe how the need(s) listed above will be addressed.*

1. We will operate a 9-bed facility that provides 24/7 access to shelter for vulnerable youth ages 6-18.
2. While providing safe and secure shelter, we simultaneously work towards improving their overall health and well-being.



# Program/Service for Which Funding is Being Requested – Example

## Program/Service Delivery Process

*Using the format below, describe the specific service delivery process, including staffing, key activities and timelines.*

1. Applications reviewed for eligibility, and managers visit each site to complete an assessment
2. Licensed general contractor evaluates project, and Program Manager interviews owner
3. Volunteers are recruited and organized to complete most of project with a staff member overseeing the work
4. Contractors hired to complete work as needed, and rebuilds are inspected
5. Process evaluated annually for improvements to efficiency and quality



# Program/Service for Which Funding is Being Requested – Example

## Target Population

*Identify the characteristics of the target population that will benefit directly from the program/service.*

1. K-12 youth who are at-risk of dropping out of or falling behind in school.
2. Students identified through each school's Multi-Tiered System of Support Team.



# Program/Service for Which Funding is Being Requested – Example

## Barriers

*Describe the barriers that exist for potential participants (e.g., transportation, etc.) and how your program/service addresses those barriers.*

1. Barrier: Work Schedules

How program will address: We offer flexible schedules as well as tutoring by Skype for ESL students

2. Barrier: Child Care

How program will address: We refer to church-based childcare programs



# Program/Service for Which Funding is Being Requested – Example

## Geographical Coverage

*Using the format below, please describe the specific location(s) within New Hanover County where your program/service will be provided.*

1. Our facility at 230 Government Center Drive, Wilmington, NC
2. At 3 New Hanover County Schools: New Hanover High, Murray Middle School, and Castle Hayne Elementary School



# Alignment with New Hanover County Strategy

Choose the focus area that the program/service will advance:

- Leverage public infrastructure to encourage private investment;
- Increase the diversity and number of higher-wage jobs;
- Encourage development of complete communities in the unincorporated county;
- Promote early learning that ensures life-long resiliency;
- Support the private sector's need for talent to fill higher-wage jobs;
- Prevent and reduce opioid abuse;
- Increase access to programs to prevent and reduce obesity;
- Sustain the community capacity to prepare for and respond to public safety demands;
- Not Applicable



# Outcomes and Effectiveness - Example

*Describe the evaluation tool(s) your agency will use to measure the outcomes and effectiveness of the program/service.*

- Detailed intake records, clinical assessments, progress notes, pre-post tests and client satisfaction surveys
- Software is used to collect and monitor student progress towards meeting their set goals, as well as track student outcomes
- Goals and planned interventions are tracked for each individual student
- Student outcomes are tracked via report cards, standardized test scores, school records of incidents of behavior problems, disciplinary referrals and attendance reports

\*This section should be linked to the data in the Measurable Results form



# Outcomes and Effectiveness – Example

*If this is an existing program/service, please provide the following information:*

## *1) Outcomes achieved over the past three years*

Percentage of clients reporting satisfaction with services received: 77 (2017), 80 (2018), 82 (2019)

Percentage of therapy participants reporting a decrease in adverse symptoms: 98 (2017), 100 (2018), 100 (2019)

Percentage of students improving their academic performance: 93 (2017), 94 (2018), 96 (2019)

## *2) Total Population Served*

Served 263 victims of sexual assault last year

Supported 10,000 students with widely accessible supports (such as career fairs and school supplies) last year

Provided case management for 943 at-risk elementary, middle and high school students





# Measurable Results and Budget Template - Example

Please complete the Measurable Results and Budget Template below (Targets only).

*The measurable targets should reflect only those results anticipated from the funding being requested in this application, and they should cover the time period of the 2022-23 fiscal year (July 1, 2022 – June 30, 2023). Results should be measurable/quantifiable and should indicate the number of individuals directly served and the magnitude of the impact on those served. Please be sure to indicate units of measure (% , # , etc.).*

MEASURABLE RESULTS	December 31		June 30	
	Target	Actual	Target	Actual
Number of Individuals Served (unique)	300		300	
<b>Measures</b> - Please enter up to four additional measures in the field below.				
Percentage of clients graduating from high school	100		100	
Percentage of clients with jobs	70		70	
Number of clients who remain drug-free during the program	285		285	
Number of clients reporting improvements to physical health	285		285	



# Measurable Results and Budget Template - Example

\*For the chart below, do not include special characters in the budget report (commas, dollar signs, etc.) as the totals will not calculate correctly.

PROGRAM SERVICE BUDGET			SPENDING PLAN FOR REQUESTED NHC FUNDS			
	Total Cost	NHC Funds	Dec. 31 Target	Dec. 31 Actual	June 30 Target	June 30 Actual
Salary & Benefits*	280,951	24,125	12,063		12,062	
Program Supplies	13,153	7,500	3,750		3,750	
Other Program Costs	98,525	8,375	4,187		4,188	
Training	500	0	0		0	
Travel/Mileage	4,250	0	0		0	
Printing	1,500	0	0		0	
Rent	0	0	0		0	
Utilities & Other Occupancy Costs	20,830	0	0		0	
Technology	6,200	0	0		0	
<b>TOTAL</b>	<b>\$ 425,909</b>	<b>\$ 40,000</b>	<b>\$ 20,000</b>		<b>\$ 20,000</b>	



# Measurable Results and Budget Template - Example

If funding is being requested for Salaries and Benefits, please provide the following information for the related positions.

Position Title	Responsibilities	Salary & Benefits *Amount from Program Service Budget (page 5/8)
Program Coordinator	Manage operations of the after-school enrichment academy	24,125



# Additional Information

- Optional section – One blank page
- Purpose is to allow agencies to provide information not otherwise addressed in the application and that would help better illustrate what you do or why you need the requested funding
  - Success story
  - Examples of specific results achieved
  - Additional justification in support of proposed funding amount
- Information should not be restated from other sections of the application



# Committee Process

- Committee developed process that has been utilized but subject to committee-initiated changes
- General timeline
  - January 10, 2022 Applications Due
  - January 17, 2022 Committee receives all applications
  - February 2022 Committee follow up questions sent out to applicants – Responses to questions requested to be returned in about a week
  - Beginning of March 2022 – Preliminary Scoring due from committee
  - March 2022 – Deliberations on funding allocation
  - March 28, 2022 – Recommendation to County Manager



# Scoring Rubric

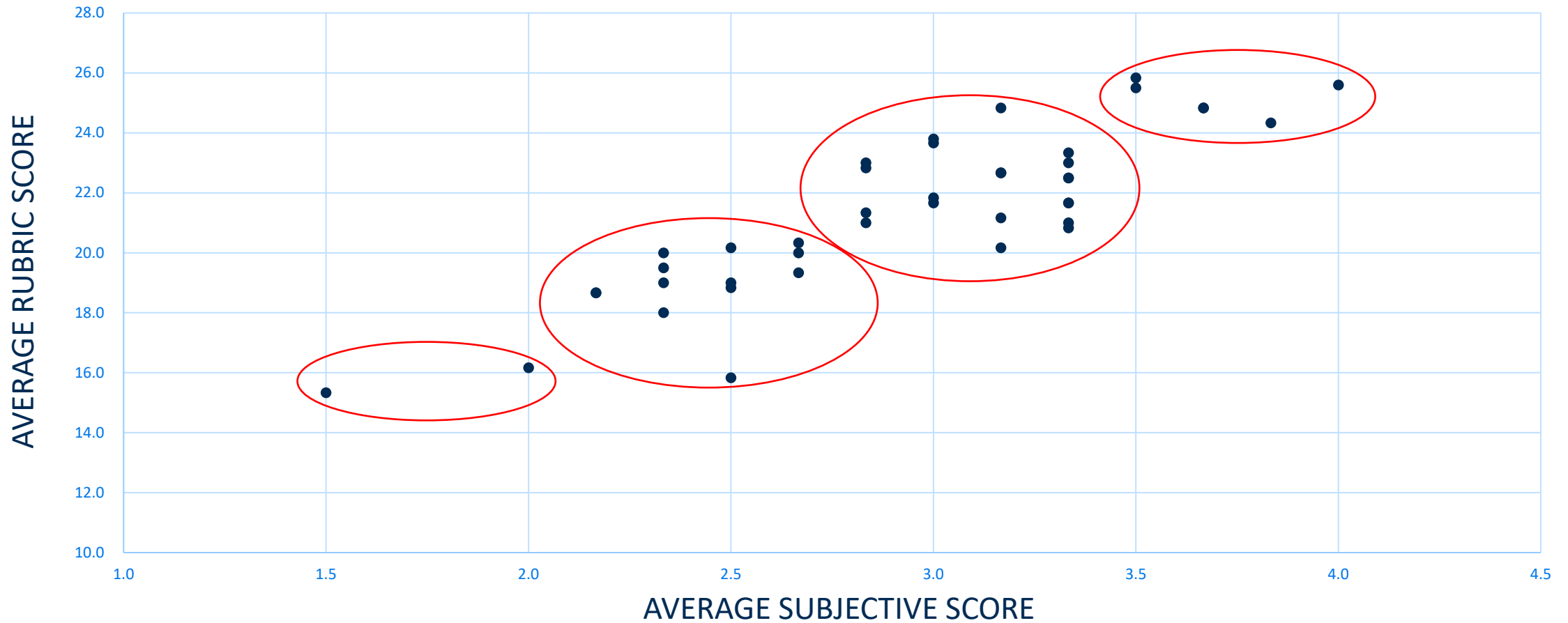
EVALUATION CRITERIA	
✓ Alignment with New Hanover County Strategy and goals	✓ Demonstrated measurable impact of the program
✓ Alignment with agency mission	✓ Impact of Program – Multiplier
✓ Alignment with agency capability	✓ Degree to which the proposed service augments or fills a gap in county services
✓ Collaborative efforts associated with the program	



# Committee Process

## Use of the Scoring Rubric

AVERAGE OF RUBRIC/SUBJECTIVE RATINGS





# Reporting Requirements

- For agencies receiving funding:
  1. Financial audit (\$25,000+ in funding) or financial statements (<\$25,000)
    - If Recipient receives \$25,000 or more, Recipient must submit:
      - A financial audit conducted by a certified public accountant to include two-year comparative statements. For FY22-23 funds, the financials must be for 2022 compared to 2021.
    - If Recipient receives less than \$25,000, Recipient must submit:
      - A compiled financial statement prepared by an accounting professional including two-year comparative statements which have been approved by the Recipient's governing body. For FY22-23 funds, the financials must be for 2022 compared to 2021.





# Reporting Requirements

- For agencies receiving funding:
  2. Financial and programmatic mid-year report (July 1 to December 31; Due Jan 15, 2023) and year-end report (January 1 to June 30; Due July 15, 2023)
    - Measurable Results and Budget form will be emailed to agencies when the report reminders are emailed
    - Agencies must report on actual performance and expenditures compared to the pre-determined targets



# Reporting Requirements – Performance

- Only the “Actual” columns will be completed for the December 31 and June 30 reporting; due dates are January 15 and July 15
- Performance targets set earlier during application/contracting process
- If performance is not in line with targets, agencies must explain the deviation and describe the corrective actions being taken

MEASURABLE RESULTS	December 31		June 30	
	Target	Actual	Target	Actual
Number of Individuals Served (unique)				
<b>Measures</b> - Please enter up to four additional measures in the field below.				



# Reporting Requirements – Performance

- Developing performance measures:
  - Outcome oriented – how the services benefit the community
    - Example:
      - Output: Number of individuals completing workshops/ programs
      - Outcome: Improvements to health, employment status, etc. of the individuals
  - Measures should be selected that best represent the performance of the program
  - SMART: Specific, Measurable, Achievable, Relevant, Time-Bound



# Reporting Requirements – Performance

- SMART: Specific, Measurable, Achievable, Relevant, Time-Bound

	Not SMART	SMART
SPECIFIC	Transportation	Number of individuals accessing medical care through transportation services
MEASURABLE	Services delivered efficiently and effectively	Percentage of clients rating quality of services as Above Average or Excellent on customer satisfaction survey
ACHIEVABLE	Percentage of clients obtaining a job within 1 hour of completing program	Percentage of clients obtaining a job within 1 month of completing program
RELEVANT	Percentage increase in donations	Percentage of clients remaining drug-free 6 months after completing program
TIME-BOUND	Measures will be assumed to be annual unless otherwise specified	



# Reporting Requirements – Expenditures

- Only the “Actual” columns will be completed for the December 31 and June 30 reporting; due dates are January 15 and July 15
- Expenditure targets set earlier during application/contracting process
- Any major deviations must be explained

PROGRAM/SERVICE BUDGET			SPENDING PLAN FOR REQUESTED NHC FUNDS			
	Total Cost	NHC Funds	December 31 Target	December 31 Actual	June 30 Target	June 30 Actual
Salary and Benefits	280951	24125	12063	12063	12062	12062
Program Supplies	13153	7500	3750	3700	3750	3800
Other Program Costs	98525	8375	4187	4100	4188	4275
Training	500	0	0		0	
Travel/Mileage	4250	0	0		0	
Printing	1500	0	0		0	
Rent	0	0	0		0	
Utilities/Other Occupancy Costs	20830	0	0		0	
Technology	6200	0	0		0	
<b>TOTAL</b>	<b>425909</b>	<b>40000</b>	<b>20000</b>	<b>19863</b>	<b>20000</b>	<b>20137</b>



# Summary

- Application and other resources available on New Hanover County website
- Brief and concise responses needed for application
- Bullet point format required for most responses
- Complete the application in the fillable Adobe Acrobat template
- Applications due on January 10 and should be submitted via email
- Agencies receiving funding will be required to provide most recent financial audit/financial statement and report on actual performance and expenditures throughout the year
- Performance measures should be outcome-oriented



# Perspectives of the Non-County Agency Funding Committee

- Comments from Committee members



# Questions?

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