



Non-County Agency Funding

for Fiscal Year 2023-2024

Scott Steinhilber



Overview

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



Timeline

- November 10 Funding application available on county website
- January 9 Funding applications due by 5:00pm
- January 23 – Mar 24 Funding Committee deliberations
- April Funding Committee recommendations due to County Manager
- May 11 FY23-24 Recommended Budget informally presented to Board of County Commissioners
- May 15 Recommended Budget formally presented to Board of County Commissioners
- June 5 Public Hearing on FY23-24 recommended budget
- June 19 Board adopts FY23-24 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
- Main Page
 - <https://finance.nhcgov.com/budget/non-county-agency-funding/>
- Application Instructions
 - <https://finance.nhcgov.com/ncaf-instructions/>
- Reporting Form
 - <https://finance.nhcgov.com/wp-content/uploads/2022/11/FY23-24-Reporting-Form-1.pdf>
- Web form on County Website Application
 - <https://finance.nhcgov.com/ncafapplication/>



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
- Funding cap of \$50,000 per program request
- Submission of Application Package
 - Via web – 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
- Additional Information and Optional Section
- Conflict of Interest Disclosures
- Required Documents
- Agreement to Terms
- Submit Application/Save and Continue Later



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



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



Submitting/Saving the Application

- At the bottom of the application are 2 buttons, one to submit the application and one to save the application to come back to complete later

Application deadline is Monday, January 9, 2023 at 5:00pm.

If you haven't received a reply after 3 days, please reach out to Gwen Hill. Do not resubmit your application until you have contacted Gwen at (910) 500-7894 or ghill@nhcgov.com.

Submit Application

 Save and Continue Later



Submitting/Saving the Application

- After clicking save the application a screen will show with a link to get back to the saved application as well as an opportunity to email the link

NON-COUNTY AGENCY FUNDING APPLICATION

Link to continue editing later

Please use the following link to return and complete this form from any computer.

https://finance.nhcgov.com/ncafapplication/?gf_token=c0e8513a41db40998390ecd83f70f2fd

Note: This link will expire after 30 days.

Enter your email address if you would like to receive the link via email.

Email Address



Submitting/Saving the Application

- After clicking “send link”

NON-COUNTY AGENCY FUNDING APPLICATION

Success!

The link was sent to the following email address: ghill@nhcgov.com



Measurable Results and Budget Template - Example

NON-COUNTY AGENCY REPORTING FORM

This form will be used to submit your mid-year report, due January 15, 2024, and your year-end report, due July 15, 2024. (See instructions on page 2.)

Agency/Program Name:

Total Agency Budget: Amount of Funding for FY23-24:

Note: Any changes to the targets or spending plan will need to be requested by email and pre-approved.

MEASURABLE RESULTS	December 31		June 30	
	Target	Actual	Target	Actual
Number of Individuals Served (unique)				
Measures				



Measurable Results and Budget Template - Example

****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	
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	
Other Program Costs**	\$ 98,525	\$ 8,375	\$ 4,187		\$ 4,188	
TOTAL	\$ 425,909	\$ 40,000	\$ 20,000	\$ 0	\$ 20,000	\$ 0



Measurable Results and Budget Template - Example

NEW HANOVER COUNTY NON-COUNTY AGENCY REPORTING

This form will be used to submit your mid-year report, due January 15, 2024,
and your year-end report, due July 15, 2024.

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
Program Coordinator	Manage operations of the after-school enrichment academy	20625
Executive Director	50% of time is spent tutoring in the enrichment academy	3500

****Explain Other Program Costs if applicable.**

Other program costs include contracts with other organizations that provide direct service to participants in the enrichment academy.



Committee Process

- Committee developed process that has been utilized but subject to committee-initiated changes
- General timeline
 - January 9, 2023, Applications Due
 - January 23, 2023, Committee receives all applications
 - February 2023 Committee follow up questions sent out to applicants – Responses to questions requested to be returned in about a week
 - Beginning of March 2023 – Preliminary Scoring due from committee
 - March 2023 – Deliberations on funding allocation
 - April 2023 – Recommendations to County Manager



Scoring Rubric

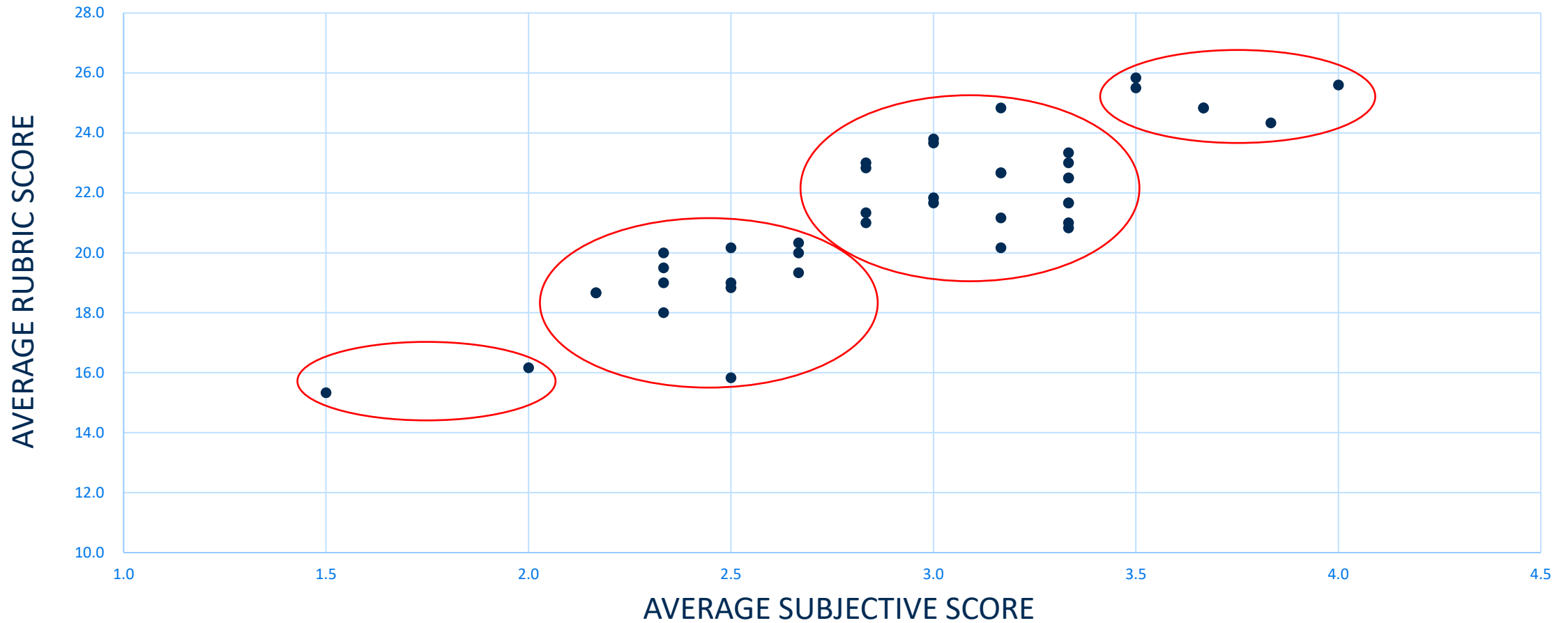
EVALUATION CRITERIA	
✓ Alignment with New Hanover County Strategy and goals	✓ Demonstrated measurable impact of the program
✓ Alignment with agency mission	✓ Impact of Program – Multiplier
✓ Alignment with agency capability	✓ Degree to which the proposed service augments or fills a gap in county services
✓ 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 FY23-24 funds, the financials must be for 2023 compared to 2022.
 - 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 FY23-24 funds, the financials must be for 2023 compared to 2022.



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)
 - 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)				
Measures - 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	
TOTAL	425909	40000	20000	19863	20000	20137



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 web form on the website
- Applications due on January 9 and should be submitted via web
- 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?

Contact:

Gwen Hill

ghill@nhcgov.com

Scott Steinhilber

ssteinhilber@nhcgov.com

Michelle Daniels

mdaniels@nhcgov.com