

WORTHY CAUSE 2017 POOL FUNDS

REQUEST FOR FUNDING FOR CAPITAL PROJECTS

The Boulder County Commissioners are seeking Capital Funding or Capital Concept Requests from qualified nonprofit human services agencies for the 2017 allocation of Worthy Cause funds as specified in the November 2008, Worthy Cause 1B (Worthy Cause) ballot initiative.

The Request for Funding is conducted through an online application system.

BOULDER COUNTY UTILIZES THE e-CImpact ONLINE APPLICATION SYSTEM. THE WORTHY CAUSE APPLICATION CAN BE ACCESSED THROUGH THIS WEBSITE:

<https://agency.e-cimpact.com/login.aspx?org=COB>

YOU MUST READ THIS ENTIRE DOCUMENT BEFORE STARTING YOUR APPLICATION.

Application Information:

- ✓ Applications must be complete no later than 4:30pm on June 21st, 2016. **Late applications will not be considered.**
- ✓ Requests for funding must meet the criteria outlined in this document. For questions about eligibility, please contact Megan Davis at 303-441-3562 or mdavis@bouldercounty.org
- ✓ Agencies interested in applying for Worthy Cause funding must attend a training for e-CImpact if you have not attended in the past.
- ✓ Applications must be completed in their entirety; incomplete applications will not be accepted. If you have problems with the online application, please contact: Meca Delgado, 303-441-1607, mdelgado@bouldercounty.org

e-CImpact Training Sessions

For information regarding the trainings or human services funding, please contact: Meca Delgado, 303-441-1607, mdelgado@bouldercounty.org

For specific questions regarding Worthy Cause, contact Megan Davis, 303-441-3562, mdavis@bouldercounty.org

About Worthy Cause Funding

In November 2003, voters approved the Worthy Cause II ballot initiative, to allocate a portion of sales tax revenue to Boulder County nonprofit human service agencies for capital projects, including purchase of land or buildings, construction, renovation, or debt reduction. The tax expired at the end of 2008 and was again placed upon the ballot by county commissioners and extended by county voters for ten years as Worthy Cause III.

Each year, the Commissioners divide the tax revenues generated among agencies specifically designated in 2008 through a 10 month vetting period, and a "pool" of annual undesignated applicants as indicated in the ballot language. In 2013, all designated agency obligations were met; beginning in 2014 all sales tax revenues were made available to pool applicants. Due to fluctuations in sales tax collections, it is unknown how much will be available in the pool for 2017. Available funds may be awarded through this Request for Funding process. Boulder County is not required to allocate all the revenues, and reserves the right to carry over funding from one year to the next.

This funding cycle and allocation will address "pool" funding for calendar year 2017. Worthy Cause funds are tied to a sales tax, so please be aware that there are uncertainties in the amount of revenue that will be generated and therefore available through the funding pool.

Agencies are expected to submit either detailed Capital Requests or Capital Funding Concept Request for 2017 projects that require capital expenditures. Funding requests must be for a minimum amount of \$25,000. There is no maximum amount any agency may request from the Worthy Cause Pool Fund. There are no guarantees that the amount requested will be funded.

The Board of County Commissioners reserves the right to reject any and all Requests for Funding, to waive any informalities or irregularities therein, and to accept the proposals that, in the opinion of the Board of County Commissioners, are in the best interests of the County of Boulder, State of Colorado, pursuant to the intent of the 2008 County Ballot Issue 1B.

Worthy Cause funds are not a traditional "grant." The funds are provided to human services nonprofit agencies to assist with capital developments and improvements that will enable the agency to better provide services to the community. Worthy Cause funds are county dollars that are retained with the property, so that if the property is sold the Worthy Cause funds may either be reinvested by the agency for another capital project that meets requirements of Worthy Cause funds and is approved by the BOCC, or remitted back to Boulder County to the Worthy Cause pool of funds. Please read the sample contract and attachments to fully understand the Worthy Cause obligations.

To be eligible, an applicant must be a Colorado 501(c)(3) nonprofit organization located and operating in Boulder County that offers critical "safety net" human services to designated populations as defined under Section 1 on page 5 of this application.

TERMS AND CONDITIONS FOR REQUEST FOR FUNDING

1. Applicants are expected to understand the nature of the program, program obligations and understand the requirements of the program. This information can be found in this document, and in the sample contract, available for review on the Boulder County Worthy Cause website at <http://www.bouldercounty.org/gov/tax/pages/worthycause.aspx>
2. Failure to do so will be at the Applicants' own risk.
3. Each Applicant shall provide all the information required in this document; applicants must complete the full online application.
4. Funding decisions will be made by the Board of County Commissioners, and awarded to those responsible Applicants whose requests are considered to be most advantageous to the County of Boulder based upon performance measures and other factors that may be considered.
5. The County reserves the right to reject late or incomplete RFFs. It is the responsibility of the Applicant to ensure that the RFF arrives by the specified due date.
6. Funding is contingent on the receipt of sales tax revenues through the Worthy Cause tax.
7. Confidential/Proprietary Information: Funding requests submitted in response to this Request for Funding and any resulting agreement are subject to the provisions of the Colorado Public (Open) Records Act, C.R.S. § 24-72-201 et seq., as amended. Any information that will be included in any resulting agreements cannot be considered confidential.

Worthy Cause Program Requirements:

What types of Projects are eligible for Worthy Cause funds?

The County Commissioners recognize that not all capital opportunities for 2017 projects may be known in full detail or identified in detail prior to the Project Description and Application deadline. Therefore, the Commissioners will retain the right to delay awarding part of the 2017 Worthy Cause funds to allow agencies to more fully develop their proposals.

Agencies may apply this year for the following:

1. **Capital Request for 2017** as described in this document, for capital projects and opportunities that agencies have identified and are prepared to describe fully by, for purposes of this application; *or*
2. **Debt Reduction on capital projects** as described in this document, for capital projects that agencies have completed and for which they are still paying debt; *or*

3. **Capital Funding Concept Requests for 2017** describing a project an agency is actively pursuing for 2017, that they will not be able to describe fully for purposes of an application by the application deadline, but that they will be able to describe fully by the end of 2016 (December 15, 2016). For Capital Funding Concept Requests, an agency should submit as much information as it can about the project, including any other funds or funding sources that have been secured, feasibility studies, needs assessments, capital campaign plans, design and construction plans, community partners and the nature of the partnership, or any other project specifics. Also include in the Project Description:
 - a. Description of the concept proposal for 2017 capital expenditure (intent, type of capital project being sought – acquisition, building, renovation, or debt retirement), with as much information as is known; and
 - b. When the agency intends to submit the details of its capital concept request to the commissioners in more detail (no later than December 15, 2016).

While all eligible projects will be considered for funding, in 2017 there will be a priority for funding eligible project proposals that fulfill a capital need or strategy identified in the Ten Year Plan to End Homelessness and specifically address housing projects that include support services for homeless individuals. (Worthy Cause funds can only be used for capital expenses, and not support services.)

Awards will only be made to agencies that:

1. Are a non-profit human services provider or Housing Authority as defined in the Agency Requirements section, sub-section 1;
2. Either owns the property and/or improvements for which the project is proposed. (Requests for funding for improvements to property that is leased or rented will not be considered.); or
3. Are purchasing property with the assistance of the Worthy Cause funds; or
4. Are proposing qualified capital purchases of equipment. Equipment shall constitute major capital expenditures that are permanent and part of the total project. Equipment must be directly and specifically related to the agency mission and to serving clients. Examples of approved equipment include attached dental chairs, installed medical equipment, large food storage systems, etc. Examples of non-approved equipment include computers, office equipment, and vans/vehicles.
5. Are proposing debt reduction on capital projects, improvements, or buildings owned by the agency, and for which they are still paying debt and for which they can demonstrate the impact of debt reduction on their operating expenses.

Future funding cycles: Worthy Cause III will be funded through sales tax revenues through 2018. Any nonprofit agency or housing authority seeking funding in this cycle may also apply for Worthy Cause Pool Funds in future years if they are funded in this cycle, received no funds or insufficient funds to fund such project to completion, are still paying debt such as a mortgage or construction loan for such project, or if they contemplate a new capital project. Although it is helpful for the County Commissioners to be aware of an agency's intent to apply for funding in future years to complete a capital project, funding for future years will be subject to funds

available and based upon applications made in future years.

Changes to request: The Board of County Commissioners reserve the right to disallow funding to any agency that makes substantial changes to the scope or concept of its proposed Worthy Cause project or project concept after submission of its application for Worthy Cause funding. If any agency selected for capital funding significantly or fundamentally changes its project scope, timing, location, design, or population to be served, it must request Commissioner Approval of the changes in writing. Approval of any changes shall be made at the sole discretion of the Board of County Commissioners. In the event an agency changes the scope or concept of its proposed project before or after receipt of awards, the County Commissioners retain the discretion to approve or disapprove of the changed proposal or to award the funds to another agency. Each agency applying for Worthy Cause Pool Funds must include a timeline for its proposed project, including the timeframe in which 2017 pool monies are to be expended.

Delays in start of project: Applying agencies are required to start expenditure of any awarded monies on the project, as described in the application, within twelve months from the date of receipt of the monies by the receiving agency. If an agency that has been granted funding is not able for any reason to accept and begin expenditure of its allocation within twelve months of the date of the award notification, the agency must contact the commissioners' office with an explanation of the reason for the delay of funds expenditure. Examples of a reasonable rationale for delay of expenditure of the funds could entail construction schedules or delays, a reasonable timeline for obtaining leveraged matching funds, or other commonly occurring types of construction/renovation issues that affect capital projects.

BOCC Approval: The County Commissioners shall have sole discretion to approve or disapprove any delayed expenditure of Worthy Cause 2017 Pool funds. If disapproved, the allocation may be recovered by the Commissioners and/or re-allocated to the Worthy Cause Pool for the current or subsequent years, at the Board's sole discretion.

Agency and Project Requirements:

What other agency or project requirements must be met for application for Worthy Cause funds?

1. Applications are limited to 501(c)(3) tax-exempt nonprofit human services agencies and housing authorities. This status must remain in good standing throughout the duration of the construction of an awarded project. **Human services agencies are defined as those nonprofit agencies that provide health and human services or critical "safety net" services to specifically- identified target populations, including but not limited to vulnerable, low-income, high- risk, or other at-risk populations in need of health care, mental health services, food and nutrition, emergency shelter, affordable housing, domestic violence prevention, child care, early childhood education, supportive social services, and/or services targeted to serve at- risk youth, seniors, persons with disabilities, or persons in need of basic assistance such as shelter, housing, food, or other immediate assistance.** Nonprofit agencies whose stated mission is to provide services used by the general public, such as sports, recreational and educational activities, emergency response, or other such services to the general public will not be considered for

funding. Hospitals, schools, sports clubs/leagues and assisted living centers are not considered human services agencies. Charter or private schools whose mission fits within the description of human services as defined above may be eligible. Housing authorities are defined as those created under the authority of C.R.S. 29-4-201, et seq., or 29-4-501 et seq. which plan, design, construct, purchase, maintain and administer transitional and affordable rental housing units within Boulder County.

2. Applicants must meet whatever state and/or federal statutory requirements are in place at the time of this application relative to documentation of and/or provision of services to undocumented county residents.
3. **Awarded agencies will be required to sign a contract agreement before funding is disbursed and a promissory note and deed of trust after funds are disbursed.** The county shall assure completion of, and restrictions on use of, individual projects as may be appropriate. The promissory note and deed of trust will legally secure the County's interest in the property for a period of ninety-nine years and, thus, taxpayers' money that has funded Worthy Cause III. A sample agreement, note and deed of trust are available upon request. In addition, awarded agencies will be required to provide Ownership and Encumbrance information on the property to be used as security, as well as a market analysis of the value of the property.
4. The capital project must be physically located within Boulder County with a project emphasis on serving Boulder County residents.
5. Priority for awards will be given to eligible project proposals that fulfill a capital need or strategy identified in the Ten Year Plan to End Homelessness, including but not limited to long-term housing with housing support services for individuals experiencing chronic homelessness. (Worthy Cause funds can only be used for capital expenses, and not support services.)

What are the Evaluation Criteria for Worthy Cause?

Worthy Cause 2017 Pool Fund awards will be based on consideration of a variety of performance measurements, including, but not limited to, the following:

- The targeted human services population to be served;
- The service delivery model by which the agency provides human services to this population;
- The manner in which the agency and proposed project may fulfill a need identified in a countywide coordinated system or service plan ;
- The manner in which the proposal is aligned with the county's most recent Human Services funding priorities.
- The history and stability of the nonprofit agency;

- The agency's ability to continuously support and provide services to clients during the construction or purchase of the capital project;
- The role the capital expense will play in directly helping the agency achieve its mission to serve its clients;
- The ability of the agency to provide assurances that it will be able to complete the proposed project within its proposed timeframe;
- The existence of other actual or potential sources of funding for the capital expenditure;
- The agency's ability to complete a promissory note and deed of trust, as described in number 3 above;
- The timeframe for completion of projects and for anticipated expenditure of county funds;
- Consideration of how applicants demonstrate their commitment to environmentally-sustainable, green building standards.