Overview of Non-Departmental

City Council Budget Workshop

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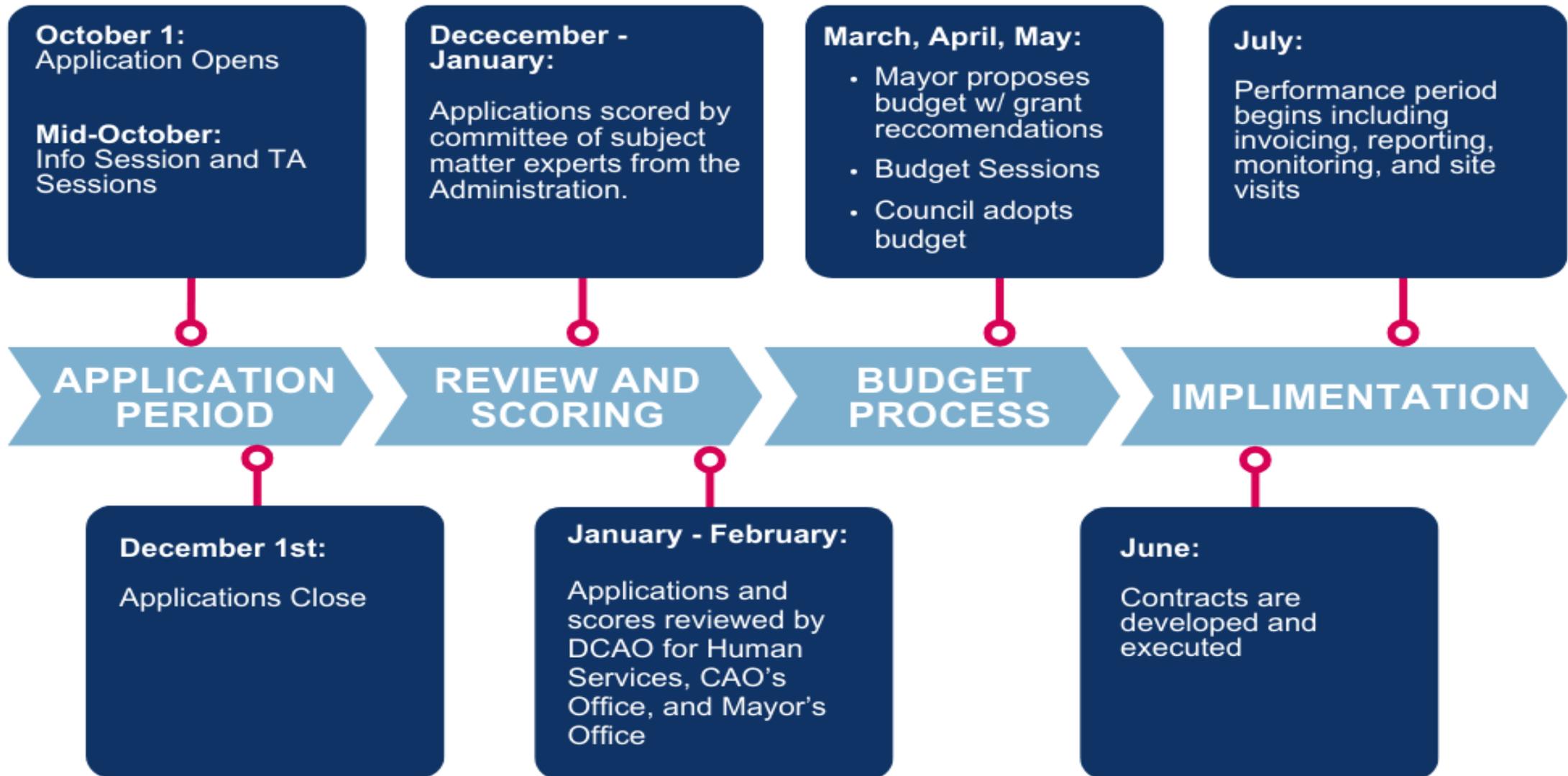Chief Administrative Officer

April 22, 2024

NON-DEPARTMENTAL CATEGORIES

- Non-Departmental is divided into to two sub-categories
- Organizational Subsidy
  - Examples:
    - ✓ Greater Richmond Transit Company (GRTC)
    - ✓ Greater Richmond Convention Center (GRCC)
    - ✓ Richmond Behavioral Health Authority
- Charitable Organizations:
  - Examples:
    - ✓ Boaz & Ruth
    - ✓ CARITAS
    - ✓ Girls for a Change
    - ✓ Challenge Discovery
- Similar approach to our neighboring localities

APPLICATION TIMELINE

October 1:
Application Opens

Mid-October:
Info Session and TA Sessions

Dececember - January:
Applications scored by committee of subject matter experts from the Administration.

March, April, May:
- Mayor proposes budget w/ grant reccomendations
- Budget Sessions
- Council adopts budget

July:
Performance period begins including invoicing, reporting, monitoring, and site visits

APPLICATION PERIOD → **REVIEW AND SCORING** → **BUDGET PROCESS** → **IMPLIMENTATION**

December 1st:
Applications Close

January - February:
Applications and scores reviewed by DCAO for Human Services, CAO's Office, and Mayor's Office

June:
Contracts are developed and executed

REQUIRED DOCUMENTS FOR ALL APPLICANTS

- Narrative Non-Departmental Application

- Overall Project Budget

- Previous Fiscal Year Audit or Financial Statements

- Current Year Operating Budget

- List of Board of Directors, Members, and Executive Officers

- Federal Tax-Exempt Certification

- Latest IRS 990 Report

REQUIRED CRITERIA FOR ALL APPLICANTS

- Federally approved non-profit certification

- In compliance with federal, state, and local regulations

- No outstanding violations, taxes, or penalties

- Must have a currently active Board

- Agrees to coordinate its projects with the appropriate groups and Departments

- Must disclose any past or pending lawsuits

- Other legal requirements

FUNDING FOR NON-DEPARTMENTAL

Category	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2025 Proposed
Organizational Subsidy	$30,564,706	$31,227,075	$31,889,524	$37,277,926
Charitable Organizations	$6,887,975	$14,065,819	$9,061,098	$13,561,734
Total	**$37,452,681**	**$45,292,894**	**$40,950,622**	**$50,839,660**

REPORTING REQUIREMENTS: CHARITABLE ORGANIZATION

- Grant agreement subject to the performance measures and goals.

- The city department responsible for the organization uses reports and/or site visits to monitor performance.

- Reporting generally requires:
  - An overview of scope of services and geography of services
  - Updates on performance measures
  - Narrative update including
  - Activities achieved
  - Major challenges encountered (if any)
  - Any new development that impacted the project
  - Coordination with partners
  - Final reports include summary narrative on outcomes and impact of the project

Discussion