
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER 04.05.00.00

SUBJECT: CAPITAL FUNDING FOR OUTSIDE AGENCIES

EFFECTIVE DATE: NOVEMBER 2, 2011

SUPERSEDES: MAY 17, 1991, MARCH 15, 2006

1. **PURPOSE:** To establish a uniform procedure for submission, review and approval of capital funding requests from applicable outside agencies and for administration of such funding, if approved.
2. **POLICY STATEMENT:** In recognition of the need to ensure that county citizens are well-served through effective use and administration of county funds, the Board does hereby establish and adopt a uniform procedure for submission, review and approval of capital funding requests from applicable outside agencies and for administration of such funding, if approved by the Board.
3. **APPLICABILITY:** These procedures are applicable whenever any request for capital funding from outside, non-County, non-governmental agencies are made to the County. Applicable agencies include but are not be limited to private, not-for-profit corporations. This policy does not apply to projects funded by Tourist Development Taxes, economic development projects pursuant to Section 288.075 Florida Statutes or projects that are governed by other applicable Board Policies or Agreements.
4. **PROCEDURES:**
 - 4.1 Placement on Regular Agenda: All actions by the Board related to applicable capital funding requests (including funding decisions, agreements, modification agreements, license agreements, leases, etc.) shall be placed on the Regular agenda or on a public hearing agenda, but not on the Consent agenda.
 - 4.2 Submission, Review and Approval of Request:
 - 4.2.1 Prior to Board consideration, any applicable request for capital funding must be accompanied by appropriate documents in order to provide the Board specific information regarding the request and assurance of the public purpose of the request. These documents are as follows:
 1. A Completed Capital Funding Request Information Form: The form shall be available on the Department of Business and Support Services website and will require the following information:

- a) A complete project description.
 - b) A discussion of the project justification and benefits that the completed project will provide to the citizens of Hillsborough County.
 - c) A discussion of why the funds are necessary and how the funds will be spent.
 - d) An indication of whether the project will help the Board meet its Strategic Plan objectives, and if so, which objective.
 - e) The proposed project location.
 - f) A complete project cost estimate, (including any non-County funding sources anticipated) with costs estimated by year in which they will be incurred.
 - g) A discussion on how the project cost was determined.
 - h) The estimated project schedule, including construction start and completion dates.
 - i) An estimate of annual operating and/or maintenance costs once the project is completed.
 - j) A discussion on how the annual operating and/or maintenance costs were determined.
 - k) The signature of the agency head or chief financial officer attesting to the accuracy of the information.
2. A Business Plan: The Business Plan will include a discussion of how the agency proposes to meet annual operating and maintenance cost requirements, and will provide a sensitivity analysis for the agency's anticipated ability to meet ongoing cost commitments at various revenue levels. It should identify any other anticipated funding sources (actual or proposed) and the estimated amount from each source. The Business Plan should also include a discussion of the intended ownership of the capital asset – whether the agency will retain ownership or will turn it over to the County once completed. The Business Plan format shall be available on the Department of Business and Support Services website and will include the following:
- a) Table of Contents
 - b) Executive Summary (no more than 2 pages)
 - c) Organization Profile
 - d) Community Need
 - e) Scope of Service
 - f) Program Goals and Objectives
 - g) Evaluation Plan
 - h) Project Management
 - i) Leverage of Other Funds
 - j) Financial Capabilities
 - k) Budget Information
- 4.2.2 Capital funding requests from Board members for applicable agencies shall be referred to the County Administrator for staff review. After review, the County Administrator shall present a report to the Board concerning the request and a recommended source of funding.
- 4.2.3 As part of the process of approval of the capital funding request, the Board shall make a finding on the public record by Resolution that the capital funding request, the business plan, funding sources, and ownership issues meet all requirements for funding under the specified revenue source and the funding serves a public purpose.
- 4.2.4 A capital funding request budgeted prior to the completion of the requirements of sections 4.2.1 through 4.2.3 shall be considered conditional funding subject to completion of those requirements. No agreement or disbursement of funds shall be authorized prior to meeting these requirements.
- 4.2.5 If the capital funding request is approved by the Board, then pursuant to Board Policy 03.02.02.00, the capital funding request shall be included in the Capital Improvement Program (CIP).

- 4.3 Monitoring and Agreement for the Capital Funding/Project
- 4.3.1 Capital project funding and construction for applicable agencies shall be monitored by designated County staff to ensure the proper use of County funds.
- 4.3.2 Prior to disbursement of any County funds, an Agreement with the applicable agency shall be approved by the Board. Specific responsibility shall be assigned to designated County staff to review and approve capital funding agreements for compliance with County policy, procedures and sound business practices. Specific responsibility shall be assigned to designated County staff to monitor and review the project as well as to ensure that payments are made accordance with the Board-approved Agreement.
- 4.3.3 In addition to other appropriate conditions, the Agreement with the applicable agency shall include the following specific provisions:
1. Definition and limitation of the use of County's funds;
 2. Stipulation concerning the County's rights to use the facility;
 3. Stipulation that the County is to be repaid its funding portion if the property or facility is later transferred to another party, unless the sale proceeds are to be used for a specifically approved purpose by the Board of County Commissioners;
 4. Stipulation that the County is to be repaid its funding portion if the use of the property or facility substantially deviates from original funding agreement without approval of the Board of County Commissioners;
 5. Reference to building plans and estimates showing how dollars will be spent;
 6. Stipulation that changes to scope, budget and schedule shall be subject to Board approval;
 7. Stipulation that the project design, the construction and the associated costs shall be consistent with County standards; that the project shall be durable and functional and that County funds shall not be used for non-functional/non-essential embellishments, as determined by County standards;
 8. Stipulation that the funding will be on a reimbursement basis subject to receipt and review of paid invoices for authorized expenditures; require detailed documentation such as copies of checks bank statements and other appropriate documents to confirm payments;
 9. Stipulation to maintain a separate bank account for County funds in order to segregate County funds from other funding sources;
 10. Stipulation of County's right to monitor entire project for all funding sources, including but not limited to monitoring for project overfunding;
 11. Should there be any funding restrictions dictated by funding source, it shall be addressed in the Agreement.
 12. Stipulation that only costs incurred after the execution of the agreement by both parties may be reimbursed. Costs incurred prior to the execution date of the agreement shall not be reimbursed.
- 5.0 RESPONSIBILITY: It is the responsibility of the Business and Support Services Department, the Fiscal and Support Services Department – Infrastructure and Development Services and the Fiscal and Support Services Department – Public Safety and Community Services using input from other appropriate departments under the direction of the County Administrator, to implement this policy.

Approved By: Board of County Commissioners
Approval Date: November 2, 2011