



COUNTY OF DUTCHESS

MARCUS J. MOLINARO
COUNTY EXECUTIVE

EXECUTIVE ORDER NO. 7 OF 2012

I hereby issue the following Executive Order creating the Agency Partner Grant Program and the Municipal Consolidation and Shared Services Grant Program that will utilize a revised Dutchess County Community Development Advisory Committee to make award recommendations.

WHEREAS, Section 3.03 of the Dutchess County Administrative Code vests the County Executive with the authority to create and administer financial policies within the appropriations as provided in the Dutchess County Budget, and

WHEREAS, the County Executive and his administration has determined that a new methodology must be adopted by the County of Dutchess for the allocation of funds to County not-for-profit agencies that provide programmatic services to residents of Dutchess County whereby the new methodology will be a competitive grant program for not-for-profit agencies which uses a focused, logical, fair and inclusive process for awarding service contracts to County agency partners, and

WHEREAS, the County Executive has expounded upon his concept for changes in the operation and administration of grant programs for not-for-profit agencies in a policy statement entitled, "Dutchess County's Agency Partner Grant Program," a copy of which is attached hereto and made a part hereof, and

WHEREAS, the County Executive and his administration has determined that it behooves County taxpayers and communities to offer a competitive grant program to provide financial support to municipal (city, town, village) projects that establish shared services, eliminate duplicative services, support planning and implementation of consolidation between two or more local governments, or seeks to provide services in a more efficient manner that will reduce the cost of local government through increased efficiency and elimination of unnecessary or redundant activities, and

WHEREAS, the County Executive has expounded upon his concept for a competitive municipal grant program in a policy statement entitled, "Dutchess County's Municipal Consolidation and Shared Services Grant Program," a copy of which is attached hereto and made a part hereof, and

WHEREAS, the Dutchess County Legislature has adopted a 2013 County Budget that includes funding components for both the Agency Partner Grant Program and the Municipal Consolidation and Shared Services Grant Program, now, therefore, it is

ORDERED, that effective January 1, 2013, the Agency Partner Grant Program, as particularized in the County Executive's October 31, 2012 policy statement and the 2013 Adopted Budget, shall be the established methodology for awarding and administering contracts with not-for-profit 501(c)3 agencies via a competitive process for the purpose of providing programmatic services to meet the identified needs of the residents of Dutchess County, and it is further

ORDERED, that effective January 1, 2013, the Municipal Consolidation and Shared Services Grant Program, as particularized in the County Executive's December 4, 2012 policy statement and the 2013 Adopted Budget, shall be the established methodology for awarding and administering competitive grant dollars for the sake of encouraging and incentivizing government consolidation and shared services, and it is further

ORDERED, that the Community Development Advisory Committee, established with Executive Order #5 of 2001, is hereby amended to the extent of the changes herein which may affect it and will serve as the mechanism for recommending awardees to the County Executive for both the Agency Partner Grant Program and the Municipal Consolidation and Shared Services Program with the Committee altered to include the following eleven (11) members, appointed by the County Executive, who shall serve for a term of one (1) year beginning January 1:

- Three (3) local elected officials from different Dutchess County municipalities who are members of the Urban County Consortium and the Greenway Compact;
- Mayor of the City of Poughkeepsie or their designee (1);
- One (1) representative from the Community Foundation of the Hudson Valley;
- One (1) representative from the United Way of Dutchess-Orange;
- One (1) representative from Hudson River Housing, Inc;
- One (1) representative from the Workforce Investment Board;
- Chair of the County's Health & Human Services Cabinet representing the County Executive (1);
- Majority Leader of the County Legislature or their designee (1); and
- Minority Leader of the County Legislature or their designee (1).

Made this the 21 day of December, 2012 at the office of the County Executive, 22 Market Street, Poughkeepsie, New York.


MARCUS J. MOLINARO
Dutchess County Executive

December 10, 2012

**DUTCHESS COUNTY'S
MUNICIPAL CONSOLIDATION & SHARED SERVICES
GRANT PROGRAM**

Marcus J. Molinaro
Dutchess County Executive



Background

Dutchess County has created the Municipal Consolidation and Shared Services Grant Program to support local government efforts to improve efficiency, reduce costs, and share successful outcomes. There are both formal and informal relationships among Dutchess County's thirty municipalities and there have been recent efforts to identify opportunities for enhanced cooperation in order to reduce costs and/or expand services available to the residents and taxpayers of the County.

Program Overview

The Municipal Consolidation and Shared Services Grant Program will provide support to municipal (city, town, village) projects to establish shared services, eliminate duplicative services, support planning and implementation of consolidation between two or more local governments, or provide service in a more efficient manner. The goal is to reduce the cost of local government through increased efficiency and elimination of unnecessary or redundant activities. Although there is no maximum award, the County intends to fund multiple projects.

In 2013 the County will set aside \$2 million in sales tax revenue to support local initiatives to increase cooperation and reduce redundancy at the municipal level. The program is voluntary with the intent to spur innovation and identify best practices developed by and for local government agencies. The overall goal is to support local government efforts to reduce the property tax levy within all jurisdictions.

Eligible Activities

The County will consider applications from municipal governments in the following areas:

- Consolidation of services;
- Shared services;
- Regional delivery of services;
- Municipal government consolidation planning and/or implementation; and
- Efficiency improvements.

Each request must have a municipal lead applicant which will coordinate the activities. Activities that include other local government entities (e.g. special districts, school districts, public authorities) will be considered, but the lead applicant must be a city, town or village.

Application and Review Process

The Municipal Consolidation and Shared Services Grant Program is a competitive program and the following timeline will be in place for 2013:

- January 14 – Grant applications available to municipalities;
- March 29 – Applications due to County;
- May 16 – Award announcements; and
- June 17 – Contracts in place for July 1 start.

In general projects should be complete within 12 months; applicants may request an extension if necessary. Funds are available on a reimbursement basis.

The Department of Planning & Development will manage the Municipal Consolidation and Shared Services Grant Program for the County, and the Community Development Advisory Committee as amended by Executive Order #6 of 2012, will review the applications and make recommendations to the County Executive regarding grant awards. Priority will be given to projects that include multiple partners and that can provide a significant savings for local taxpayers.

The Community Development Advisory Committee will recommend those projects that are to receive grant funding based on the ability of the applicant(s) to meet the criteria identified. The Committee will apply the four principles of decision making – focus, logic, fairness, and inclusion – in making their recommendations to the County Executive who authorizes all contracts.

October 31, 2012

**DUTCHESS COUNTY'S
AGENCY PARTNER GRANT PROGRAM**

Marcus J. Molinaro,
Dutchess County Executive



Background

Dutchess County provides or supplements certain County programs and services by contracting with nonprofit 501(c)3 agencies. These "contract agencies" help Dutchess County fulfill its core function of providing programmatic services that meet the needs of residents.

Some contract agencies receive their funding directly through the County budget process without having to engage in a competitive process for funding. Traditionally, the County Executive proposes a Tentative Budget that allocates funding for contract agencies based only on available data and past practices, making decisions limited by time and funding realities. The County Legislature reviews the Tentative Budget with much focus on contract agencies as these agencies lobby legislators for additional dollars. A culture has developed where contract agencies and County officials perpetuate the status quo, whereby those agencies that were funded in the past are funded annually regardless of the evolving needs of the community, new gaps in service within County Government, and changes in the outcomes produced by these agencies. In short, the current structure for funding contract agencies lacks a focused, logical, fair, and inclusive process for awarding service contracts.

Program Overview

The Agency Partner Grant Program establishes a process by which Dutchess County awards funding to contract agencies based on unmet resident needs and outcomes. Further, this is a comprehensive effort to make the nonprofit funding process more consistent with the County's federal and state competitive grant processes. Thus, the County no longer will simply fund contract agencies. Instead it will become a purchaser and consumer of services with its agency partners. The new grant program will:

1. identify needs and gaps in service;
2. cluster those needs and gaps into three categories;
3. allocate funding for those particular categories starting in the 2013 budget;
4. conduct a competitive grant program so that agencies can apply for the funds allocated; and

5. use the existing Community Development Block Grant (CDBG) structure to review applications and recommend awards.

Identifying needs and gaps in service

The Administration, taking into consideration input from the Dutchess County Coalition of Nonprofits as well as the Health and Human Services Cabinet, has identified particular needs and clustered them into three category areas where nonprofit services could help County Government meet community needs in a more effective and efficient manner. The three category areas are:

1. Economic & Cultural Benefit Programming;
2. Health & Human Service Prevention & Intervention Programming; and
3. Environmental Sustainability & Services Programming.

These three categories, and the needs associated with each one, may change year to year. [Current list of community needs are available online on the Planning & Development website.](#) For each identified need the County will allow nonprofit agencies to bid using an [altered version of the common grant application](#) which is also available online. Agency partners may apply for dollars in more than one category or need area should they possess the ability to address more than one identified community need.

Allocating funds

The County Executive's 2013 Tentative Budget will allocate funds to each of the categories at a 75-25% split. Thus for nine months in 2013, the last three quarters, categories/services will be funded at 75% and for three months in 2014, for the first quarter only, the same service will be funded at 25%. This places the Agency Partner Grant Program on an April 1 to March 31 schedule and the 75-25% split is how the program will be presented in subsequent budgets.

Note that current contract agencies associated with this program will receive the same level of funding they received in 2012 through the first quarter of 2013.

Competitive grant program, application and panel review process

The following timeline will be implemented for the contracting of programs and services using the categories/needs outlined above and the allocated funding found in the budget:

- November 1 – Tentative Budget released that allocates funds to identified categories;
- January 1 to February 1 – bid/application process for identified needs associated with the categories based on adopted budget;
- February 1 – nonprofit responses/proposals due;

- February 1 to March 1 – application review process to determine award recommendations; then
- March 15 – program close date by which time the County Executive has awarded all contracts effective April 1.

Awarding of contracts

This grant program will move forward in 2013-2014 so that it may be implemented for the April 1, 2013 to March 31, 2014 contract period. The applications will be issued and collected by the Department of Planning and Development in cooperation with the Division of Central Services.

A modified Community Development Advisory Committee will review applications and make recommendations. The CDBG advisory committee, as amended by Executive Order, will review all applications and make award recommendations to the County Executive. Should a conflict arise for whatever reason that person is expected to disclose the conflict and excuse themselves from the discussion on that particular category or need.

The Community Development Advisory Committee will recommend, by majority vote if necessary, those agencies that are to receive grant funding based on the ability of the agency to meet the need(s) identified with appropriate services and the outcomes they can or have produced. The committee will apply the four principles of decision making – focus, logic, fairness, and inclusion – in making their recommendations to the County Executive who authorizes all contracts.