

**COUNTY FUNDING REQUEST FORM**

**DCE-101 (3/15)**

The County of Rockland may only disburse funds legally, under the appropriate conditions and in the appropriate fashion. Before any consideration may be given to your request for funding, this form must be submitted to **County of Rockland Department of Finance, 18 New Hempstead Road-3<sup>rd</sup> Floor, New City, New York 10956.**

*The County's receipt of this form is not an agreement to pay nor does it constitute a guarantee of payment.*

**A. Applicant information**

**Applicant Name**

**Federal ID No. or SS No.**

**Address**

*Street address of main office is necessary*

**Amount Requested**

**Contact Person and Title**

**Nature of Applicant**

- Individual
- Sole Proprietorship
- Partnership
- Corporation Not-for-Profit? Yes      No
- Other

**Phone No.**

**Fax No.**

**Email**

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**B. Service/Program Description**

1. Describe in detail the service or program you intend to provide with the funding sought.  
(Note: Attach additional pages if necessary)

2. Optional: What legal authority, or enabling law or resolution, permits the County to expend funds on this program or service?  
(Note: The County budget resolution is not such a law or resolution)  
(Note: If you are seeking funding under County Law § 224, you must be a Not-for-Profit organization)

I CERTIFY UNDER PENALTY OF PERJURY THAT ALL INFORMATION ON THIS FORM IS CORRECT.

\_\_\_\_\_  
Signature of Applicant or Corporate Officer of Applicant

\_\_\_\_\_  
Date

**REQUIREMENTS AND CONDITIONS FOR  
DISBURSEMENT OF COUNTY FUNDS  
2015**

Counties must fulfill certain legal requirements before they can expend taxpayer funds to individuals or organizations. The County differs from the State whose Legislators can legally expend funds through so-called member item grants. Counties cannot take such action. Counties may only:

- A) enter into contracts with people or organizations that that will provide a service to or on behalf of the County government (a Contract Vendor) or,
- B) where a not-for-profit organization operates for a public benefit without providing a service to or on behalf of the County government, (a Public Benefit Organization), the spending must be for one or more of the purposes set forth in the attached Schedule.

Regardless of whether you will receive County funds as a Contract Vendor or a Public Benefit Organization, you must meet the following criteria:

- the services of your program cannot be restricted to any particular group, as defined by race, creed, national origin, color, gender, sexual orientation, or other protected class, and
- all services must be advertised and made available to recipients of the entire County.

All *public benefit spending* (that spending described by the attached Schedule) must be authorized by a resolution adopted by the Rockland County Legislature which resolution names the organization, the amount and manner of payment for the service to be rendered, the nature of the service to be provided, a provision for the rendering of a verified account of the disbursements with verified or certified vouchers attached, a provision for the refund of any unused amount, and such other conditions upon the use of the funds as the board may deem proper, including the power to require a bond.

All other spending, which must be done through *contracts* between your organization and a County agency authorized to perform the service you offer. In addition, it is required by law that all such contracts must be evaluated against the municipal purchasing laws and regulations established by the State and the County of Rockland.

If you believe that you are eligible to be a not-for-profit providing a public benefit or a County contractor under the guidelines set forth above, please prepare and submit a DCE-101 form. We will review the submission. Upon review the County will either prepare the resolution needed to fund you as a Public Benefit Organization or set you on a track to potentially serve the County as a Contract Vendor.

SCHEDULE OF PUBLIC BENEFIT PURPOSES  
Public Benefits permitted by County Law §§ 224 and 225

County Law § 224, *Optional appropriations and contracts for public benefit services*

1. Armistice, memorial, or other recognized national patriotic observance;
2. Commemoration programs of historical events of county-wide interest and concern;
3. Propagation of game, game birds, and fish;
4. Prevention of cruelty to children and animals;
5. Grounds and buildings for the improvement of agricultural conditions in the county, when owned and operated by a county agricultural society;
6. Administration expense of organizations rendering a service, training, or aid to indigent blind;
7. Elimination of noxious weeds, rodents and wild animals;
8. Support and maintenance of county extension service associations and the work thereof,
9. Fire training schools for training firemen;
10. The maintenance of a private legal aid bureau or society organized and operating to give legal assistance and representation in civil or criminal matters to needy persons residing or charged with a crime within such county or city;
11. Maintenance and operation of a public museum;
12. Maintenance and operation of a professional symphony or philharmonic orchestra, musical festival, or vocal, dance, drama, or performing arts troupe, group or activity of any kind or nature;
13. Maintenance and operation of an educational television station, organized pursuant to section two hundred thirty-six of the education law;
14. Publicizing the advantages of the county or region;
15. The maintenance of a planned parenthood association organized and operating to give family planning services to persons residing in the county;
16. The maintenance of a private non-profit comprehensive area wide health planning corporation organized pursuant to United States Public Law 89-749, as amended, and;
17. The maintenance and operation of day care coordinating councils or their equivalent, such councils to develop policies and procedures encouraging more efficient, effective and economical operations of child care services.

Note: Prior to the expenditure of any funds to an organization providing a public benefit under section 224, the Legislature must pass a resolution naming the organization, the amount and manner of payment for the service to be rendered, the nature of such service, providing for the rendering of a verified account of the disbursements with verified or certified vouchers therefor attached, providing for a refund of any unused amount, and such other conditions upon the use thereof as the legislature may deem proper, including the power to require a bond of the disbursing officer thereof. With certain exceptions, no County money shall be paid to such organization until a memorandum receipt, signed by the principal officer and disbursing officer of such organization, agreeing to comply with the terms of the resolution, is delivered to the County Department of Finance.

*County Law § 225, Optional appropriations for public benefit services administered by the Legislature*

18. Propagation of game, game birds and fish;
19. Eradication or prevention of bovine tuberculosis or other infectious or communicable diseases affecting domestic animals and fowls;
20. Publicizing the advantages of the County or region, or for commemoration programs of historical events;
21. Care of burial lots of deceased members of the armed forces of the United States located in a cemetery within the County and owned and maintained by an incorporated cemetery association;
22. Suppression or control of white pine blister rust and other forest tree diseases and forest insects under the direction and supervision of the state conservation department;
23. Suppression or control of the Japanese beetle infestation under the direction and supervision of the state department of agriculture and markets;
24. Establishment and maintenance of fire training schools for training firemen;
25. Establishment and maintenance of a central fire alarm system;
26. Conservation education, including the promotion of better public understanding of problems and desirable practices in conservation of natural resources;
27. Establishment and maintenance of a County zoo, or the expenditure of County funds for the support, in whole or in part, of an existing zoo in the County, owned by a municipal corporation;
28. Eradication or control of the golden nematode infestation under the direction and supervision of the state department of agriculture and markets.

Prior to any expenditures under County Law § 225, the Legislature must, by resolution, provide for the expenditure for wages, equipment and supplies, under the direction of a committee from its membership. Authority may be granted to the chairman of such committee to issue orders upon the county treasurer for such expenditures. The Legislature shall require a report of such expenditures with verified or certified vouchers attached. The Legislature may adopt such rules as it may deem necessary governing the expenditure of such moneys and may require a bond in such amount as it shall determine.