

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

This policy provides a statement of guidelines and criteria for distributing Community Improvement Designation (CID) funds. Each member of the Board of Supervisors has an approved CID allocation to be spent during any given fiscal year. CID awards can be made any time during the fiscal year except as noted in the restriction section of this policy. At the end of the fiscal year unobligated CID funds revert to the general fund (fund balance). CID funds are intended to augment the efforts of community organizations, non-profits, county departments, and government agencies to benefit residents, neighborhoods and communities in Riverside County. CID funds are discretionary, derived and spent locally. All awards must be approved by a 4/5 vote of the Board of Supervisors in a public meeting. All funds awarded must serve a public purpose. A standardized CID application form will be made available to the general public by each District. The standard application will be utilized, but each district may establish its own criteria for selecting recipients of CID funding.

Background:

Provisions of Government Code §26227 authorize the Board of Supervisors to appropriate and expend the general fund to support programs that serve a public purpose by meeting the social needs of the population of the county. Social needs are broadly defined. They include but are not limited to health, law enforcement, public safety, rehabilitation, human services, education, and legal services. Funds also may be used to meet the needs of the physically, mentally or financially challenged and to provide assistance to older adults.

Funding may also be provided to services such as educational/recreational projects, arts and cultural programs, environmental awareness programs or projects, economic development and other projects which benefit the community and enhance the region's quality of life, or which the county might otherwise provide to benefit its residents. Each Board member can identify their objectives and prioritize those objectives in order to meet the social needs of the constituents they represent.

The determination about whether a particular program serves as a public purpose is a legislative function and will not be disturbed by the courts so as long as the determination has a reasonable basis.

Procedure:

All eligible entities shall complete an application for CID funding. Any public or private community group or non-profit agency/organization located in or providing services in the County of Riverside may apply for CID funding. Awards can be used to support programs, capital projects and fundraising for events or activities (subject to the objectives of each Board member). The application must include a full explanation about the proposed use of the money and include a detailed budget. The application shall be used by each district and must be submitted to the staff designee for the appropriate district, who would then review the application for completeness. Applying for funds does not ensure that the request will be granted.

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CID funding is not limited to organizations that have completed the Internal Revenue Service (IRS) process to be designated a 501(c)(3), not-for-profit organization. However, if an organization has formal non-profit status, proof of that status being up-to-date must be submitted with the application. Sectarian organizations and private schools may apply for funding only if the project serves a public purpose and follows the laws governing use of public funds. Funds may not be used for political campaigning, religious or exclusively private purposes.

After the appropriate Board staff reviews an application and deems it complete, the staff will determine whether it meets this policy's minimum requirements. Applicants must be in good standing and disclose previous requests for funding. CID applications are reviewed by each District and are competitive. Funding for the program is limited and some applications while worthy will not be funded due to limited resources. Once an application is approved by the Board member, the Supervisor's office will prepare a Form 11. The Form 11 will provide the name of the requesting entity, clear details about the purpose for the funding and the amount requested.

Application Process For All Organizations Except For Governmental Agencies:

A District may establish pre-application requirements, including submittal deadlines. A uniform application shall be developed to include the minimum requirements of submittal. Any District may require additional information. The contents of the uniform application shall (at a minimum) include the following;

- name of organization;
- organizational history;
- a description of project, including a physical address of project/program/event;
- project benefit;
- organization objective;
- project budget;
- areas served;
- population served;
- financial information on the requesting organization;
- disclosure of current requests for funding in another district and any previous awards of CID funding within four years;
- funding recognition requirements;
- a requirement of recipients to document the use of funds and provide a final report within 60 days of utilization of funds or annually until complete if the award is over \$5,000 and not entirely spent in the fiscal year it was awarded; and
- a signed acknowledgement by the recipient of the what is required of them.

Application Process For Governmental Agencies:

- name of organization;
- a description of project, including a physical address of project/program/event;

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- project benefit;
- project budget;
- areas served;
- population served;
- a requirement of recipients to document the use of funds and provide a final report within 60 days of utilization of funds or annually until complete if the award is over \$5,000 and not entirely spent in the fiscal year it was awarded; and
- a signed acknowledgement by the recipient of the what is required of them.

Applicants who sign the application enter into a written agreement with the county that specifies the responsibilities of the organization with respect to the use of CID funds, stipulating that the expenses will be documented and that the organization must provide a full accounting for the expenses. Additional records may be requested by the Board of Supervisors or their designee to ensure the funds were used appropriately.

Once approved by the Board, the CID award will be processed by the Clerk of the Boards office. Requirements for the disbursement of funds shall be up to the individual District.

As follow-up to CID awards, each awarded entity shall submit a written report to the same Board office with which the entity applied for funds. A final report shall be submitted no later than sixty (60) days following the completion of the project or annually until complete if the award is over \$5,000 and not entirely spent in the fiscal year it was awarded. The final and annual written reports shall include a brief narrative regarding the project, balance sheet and documentation of expenditures. The county shall require the recipient to return any funds not spent or documented per the signed agreement.

The recognition of CID funding should accrue to the County of Riverside; however, it is acceptable for a Supervisor to lend their name in support to the cause for which CID funding is provided. It is up to the individual Supervisor to determine what is acceptable and provide this information to the recipient.

The Clerk of the Board will maintain an online list of all CID awards. The Clerk of the Board will notify Board members of their allocations and remaining CID funds on a quarterly basis.

Community Improvement Designation Fund Restrictions

Awarding CID funds immediately before an election can create the appearance of an unfair advantage for a Board member seeking re-election or election to another office. It is a Board of Supervisors policy to strive for transparency and higher standards in such an instance. Halting CID awards through the districts of Board members running for election helps avoid even the appearance of using public resources to enhance board members' visibility and name identification with potential voters. Therefore, the following restrictions shall apply:

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1) No CID funds will be announced or awarded by any member of the Board during the sixty (60) days prior to a primary, special or general election if the Board member's name is on any ballot as a candidate and has an opponent on that ballot. During this period the Board member:

- a. Shall not place any agenda items on the Board of Supervisors agenda seeking approval to award CID funds.
- b. Shall not announce or participate in any press releases announcing the awarding of any CID funds previously approved by the Board of Supervisors.
- c. Shall not participate in or make a ceremonial presentation awarding previously approved CID funds.

2) The CID budget will be split in half for any Board member in the final year of a term in office, or whose name is on the ballot for re-election or election to another office. One half of the CID budget shall be available from July through December and the other half (plus remaining funds from the first half of the fiscal year) will be available from January through June.

3) The CID fund restrictions stated in this policy shall not apply if a Federal, State, or local emergency, by the county or a city, is declared. The CID request must directly relate to the emergency during a blackout period in order to receive the exemption.

Supplemental CID American Rescue Plan Act (ARPA) Request Applications for Non-Profit Organizations

Awarded Supplemental CID applications which are funded by the American Rescue Plan Act (ARPA) shall be subject to the below compliance requirements:

- 1) Funds will have to be fully expended by December 31, 2024.
- 2) Accounting records and supporting documentation shall be made available to Single Auditors and the County Executive Office representatives upon request.
- 3) The awardee shall submit a quarterly progress report by the 15th of every month following the end of the previous quarter. The report shall include a detailed description of the activities completed within the reporting period, amount of funds spent to-date, supporting back-up documentation (invoices, checks, general ledger...etc.) for all expenses incurred within the reporting period, remaining funds, and the spending plan to disburse the remaining funds on or before December 31, 2024. All reports shall be emailed to RIVCOARPA@rivco.org
- 4) The awardee shall submit a final progress report upon full maximization of their award. The report shall include a full detail of all expenses incurred, any adjustments applied to previous reports, and a final summary of all activities completed.
- 5) The awardee shall retain all records related to the funding received for a period of 3 years.
- 6) The awardee shall adhere to all related compliance requirements as reflected in the US Treasury Interim and Final Guidelines, upon issuance.
- 7) Only nonprofit organizations that are exempt from federal income taxation as described in section 501(c)(3) of the Internal Revenue Code are eligible for ARPA funding.

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Reference:
Minute Order 3-1 of 06-18-2013 [A-70]
Minute Order 3-74 of 06-30-2015 [A-72]