

1.0 OBJECTIVE:

It is the purpose of this policy to establish guidelines and criteria regarding the use of District Project Funds that are allocated through Budget Unit 17100.

2.0 BACKGROUND:

In Fiscal Year 1984-85, Budget Unit 17100 was created as an accounting mechanism for minor maintenance needs, capital projects, or special projects within the supervisorial districts. The funding allocations were suspended in FY 1986-87 as part of the overall effort to meet budget needs after the elimination of General Revenue Sharing. In FY 1999-00, the funding was restored in the amount of \$50,000 a year, or \$10,000 for each district, and has since been distributed evenly among the five supervisorial districts. At one time, the funding totaled \$500,000 a year, or \$100,000 for each district. Due to budget constraints, that total was reduced in FY 2009-10 to \$325,000 a year, or \$65,000 for each district. In FY 2010-11, the total was again reduced to \$200,000 a year, or \$40,000 for each district, and has remained at that level to date. In order for the funds to be put to use, an item has to be placed on an agenda by a member of the Board of Supervisors and a majority of the Board has to approve each expenditure.

3.0 DISTRICT PROJECT FUND GUIDELINES:

It is the policy of the Board of Supervisors that:

- 3.1 The funding budgeted annually to the District Project Fund shall be allocated evenly among the five supervisorial districts.
- 3.2 Unused District Project Funds shall be returned to the General Fund at the end of the fiscal year. Funding that is encumbered or budgeted toward a future project or purpose shall be carried over. This section shall only apply to District Project funding allocations beginning in Fiscal Year 2017-18.
- 3.3 The goal of District Project Funds should be to promote the local economy, infrastructure, education, recreational activities, tourism, and/or quality of life in Merced County.
- 3.4 Any entity receiving funding must have a current 501(c) status or must be a governmental agency. The non-profit status of any entity requesting funding will be verified prior to placement on a Board agenda.

- 3.5 All applicants shall complete a “Request for District Project Funds” form as part of their submittals as well as any available supporting documentation, such as estimates, bids, timeframe for expenditure of funds or completion of project, or the cost of an event/item, as applicable and where available.
- 3.6 Applicants should demonstrate an effort to increase the amount of non-County support toward their projects, demonstrate a need for County support and exhibit how County funds would be used to address the goals of this policy.
- 3.7 If funding is provided to an organization, any unused funds should be returned to the County within six months of project completion.
- 3.8 Any entity requesting funding must have an administrator or staff who will be responsible for the expenditure of any allocated funds.
- 3.9 Any funding allocated by the County is to only be used toward the project parameters as described in the requesting-entity’s description of intended use.
- 3.10 Each applicant will recognize that these funds come from the County, not individual supervisors, and will agree to not individually recognize individual Board members in marketing materials.
- 3.11 The County shall have the right to audit each financial record submitted to the County.
- 3.12 When funds are awarded, all state and federal laws must be adhered to, including those surrounding the procurement process, public bidding process and prevailing wage.
- 3.13 Any applicant who does not comply with requirements will not be able to apply for funding again.

4.0 RESPONSIBILITIES:

It is the responsibility of the Department of Public Works to:

- 4.1 Track expenditures for each supervisorial district.
- 4.2 Prepare Board Agenda Items for consideration by the Board of Supervisors contingent upon:
 - 4.2.1 Verify availability of funds.
 - 4.2.2 Receipt of a Board member’s approval of a fully-completed “Request for District Project Funds” form together with any supporting documentation.
 - 4.2.3 Verify the non-profit status of any requesting agency/entity.
- 4.3 Follow-up with the requesting agency/entity to ensure:
 - 4.3.1 Close-Out Form has been received.



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- 4.3.2 Donated funds were used for the purpose approved by the Board of Supervisors.
- 4.3.3 There are no residual funds post-project completion.

5.0 EFFECTIVE DATE:

- 5.1 This Policy is to be effective beginning Jan. 1, 2017.