



# County of San Diego

COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS

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BOARD OF SUPERVISORS

1600 PACIFIC HIGHWAY, ROOM 335, SAN DIEGO, CALIFORNIA 92101-2470

THOMAS J. FAY  
CLERK OF THE BOARD  
OF SUPERVISORS

**DATE:** September 15, 2009  
**TO:** Board of Supervisors  
**SUBJECT:** Neighborhood Reinvestment Program Guidelines  
(Districts All)  
**SUMMARY:**

The Community Projects program was established in 1998 to provide grants to non-profit organizations for the furtherance of public purposes at the regional and community levels throughout San Diego County.

Since then Community Projects has funded thousands of worthwhile programs and capital projects sponsored by non-profits, public agencies and the County of San Diego. The projects enhance the quality of life of the citizens of the region.

The County has rigid contractual requirements for all funded grant applications. Today's board letter seeks to codify the mission statement, the eligibility requirements, the application process and time line, and the execution of agreement. The board letter will also carefully delineate the responsibilities of the Office of Financial Planning so that applicants and the public will further understand the rigorous reporting responsibilities that take place.

The goals of this board letter are to achieve the following:

Uniformity in the application and reporting process, an enhanced system of accountability for the applicants, increased public transparency, better publicize the availability of the funds to non-profits and create a one-stop annual list of the fund's recipients for public review.

## **RECOMMENDATIONS:**

### **CHAIRWOMAN DIANNE JACOB AND VICE CHAIRWOMAN PAM SLATER-PRICE:**

1. Adopt the following new name for the Community Projects program:  
  
Neighborhood Reinvestment Program.
2. Adopt the following Mission Statement:

The Neighborhood Reinvestment Program provides grant funds to County departments, public agencies, and to non-profit community organizations for one-time community, social, environmental, educational, cultural or recreational needs.

**Guidelines:**

3. Adopt the following guidelines:

To be eligible for Neighborhood Reinvestment Program grants, each organization must:

- a. Provide services in one or more of the following; educational/recreational projects for children and/or adults, local business and tourism promotional activities, arts and cultural programs, environmental awareness programs or projects, including maintaining and increasing open space holdings, public safety programs including fire protection projects; health and Social Service initiatives and programs; or county programs and projects which benefit the community and enhance the region's quality of life.
- b. Hold a legally tax exempt and/or not for profit status or be a public agency located or functioning within the County of San Diego.
- c. Be financially solvent and provide full disclosure with previous year financial statements at the time of application. All sources of funding must be revealed, including a list of all funding for the specific project request (public agencies must reveal all sources of funding only as it relates to the funding request).
- d. Enter into a written agreement with the County that specifies the responsibilities of the organization with respect to use of the Neighborhood Reinvestment Program funds, stipulating that the expenses will be documented and that the organization must provide a full accounting for the expenses. For example invoices, bank statements, copies of checks, purchase orders, or other supporting documents as required by the Office of Financial Planning.
- e. Agree that the documents may be provided to the public upon request.
- f. Understand that submission of an application for funds in no way guarantees that an organization will receive funding.
- g. If an organization chooses to give recognition, the wording must be as follows: Funded by the County of San Diego at the recommendation of Supervisor name

**Application Information:**

4. Adopt the following rules and regulations for the Neighborhood Reinvestment Program:

To apply for Neighborhood Reinvestment funding recommended by any (1 or more) of the five Supervisors, an applicant will submit an application and cover letter. The cover letter and standardized application will include the following information:

- a. Name and address of the non-profit organization or public agency, and the name and phone number of two contact persons who will sign all required County documents and be responsible for the expenditure of allocated funds.

- b. Official name of the organization listed with state (if different even by one word from the name listed above), Taxpayer ID number, and proof of non-profit status.
- c. Brief description/history of the organization and of the project.
- d. Summary of the operating budget of the organization.
- e. Specific dollar amount requested (include itemized priority list if request encompasses multiple needs).
- f. Estimated time completion of project.
- g. A list of funding partners, if any.
- h. Submit verifiable cost estimates at the time of application and agree that the county may audit financial records submitted to the Office of Financial Planning. Agree that any audit may be provided to the public upon request.
- i. Board offices are to encourage applicants to seek matching funds, where appropriate, outside the County of San Diego Neighborhood Reinvestment Program grants. The availability of matching funds are to be weighed when considering an application.
- j. Description of how the project will benefit the community, including how many people will be served.
- k. An understanding by the applicant that a Supervisor's office may not ask for less information than required by the application process, but may ask for more information at its discretion.

**Application Process:**

- 5. Direct the CAO to develop a single standardized Neighborhood Reinvestment Program application for the board offices to provide to applicants. The standardized application will be based upon the principles and recommendations in this board letter.
  - a. The standardized application will be made available on the county web site, and the web sites of each Supervisorial office.
  - b. Applicants must submit the completed application and cover letter to each of the individual Supervisorial offices to which they are applying and notify each office in writing if they have submitted multiple requests, even if the requests are for different projects.
  - c. The applicant must disclose prior funding received from the County of San Diego within the past three years and not less than a one sentence description of each project funded.
  - d. Applicant must be prepared for follow-up phone calls or e-mails from the Supervisorial office asking questions, seeking additional information, or requesting a site visit.
  - e. All grant recommendations must be reviewed and approved only as to legality by County Counsel prior to appearing on a public agenda for a public meeting.
  - f. Grants are based on recommendations from individual members of the Board of Supervisors.
  - g. Grant recommendations appear on the public agenda according to legal noticing rules.
  - h. Grants must be approved by the Board of Supervisors in public session. Members of the public may speak in support or opposition to a recommendation prior to the public vote.

**Application Time Line/Funding Availability:**

6. Adopt the following Neighborhood Reinvestment Program Application Time Line/Funding Availability:
  - a. Resources are subject to budget priorities as established by the Board of Supervisors.
  - b. Grants may be recommended throughout the fiscal year.
  - c. Each Supervisor receives an equal amount to fund projects.
  - d. A grant request may not be less than \$3,500.
  - e. Since the primary purpose of neighborhood reinvestment funding is for capital projects, an applicant must agree, with limited exceptions, that a significant amount of the grant funding must be spent on capital costs.
  - f. Unspent and returned grant funding may be reallocated to other projects throughout the fiscal year.
  - g. Applicants will return all paperwork on time as required by the individual Board office and the Office of Financial Planning. An applicant may not apply again for funding from the Neighborhood Reinvestment Program until the applicant has returned papers and receipts on time from a prior contract, consistent with 8D.
  - h. If an applicant has not returned required receipts and paperwork on time from a previous contract, the applicants name will appear on a 'Delinquency List' provided to the Board offices.

**Execution of Agreement:**

7. Adopt the following rules for the execution of an agreement for all applicants:
  - a. Funds must be spent within one year of execution of the agreement on the agreed project, unless an extended time period for completing the project is approved by the Board of Supervisors. Documentation of grant expenditures must be submitted within thirteen months of the effective date of the agreement to the Office of Financial Planning to be reviewed for compliance. This review ensures that the Neighborhood Reinvestment Program funds are spent in accordance with the recommendations of each Supervisor and the vote of the Board of Supervisors. All documentation is a matter of public record.
  - b. The Board of Supervisors authorizes the Office of Financial Planning to execute grant agreements, amendments, and extensions of the Neighborhood Reinvestment Program grants which do not materially impact or alter the grant purpose or funding level as established in their Board Letters. Delays and reasons for the request will be verified and is a matter of public record.
  - c. If an applicant has not spent the grant money according to the grant agreement the county may choose to seek the return of the funds through legal means.

**Office of Financial Planning:**

8. Direct the CAO, through the Office of Financial Planning, to implement the following:
  - a. The Office of Financial Planning will work closely with the Board Offices to ensure that timely payment of grant awards occurs by gathering necessary

- information, executing grant agreements, and determining whether provisions and business terms are fulfilled.
- b. Request additional information from the sponsoring Board Office if the recommendation is not clear.
  - c. Ensure that Grantees understand contract provisions by providing general guidance to them on how grant funds are to be accounted for and the required filing deadlines.
  - d. Determine whether the Grantee has any prior year grant expenditure documentation due/outstanding for Neighborhood Reinvestment or Community Enhancement grant programs. Uphold item 6G, 7B of this Board Letter.
  - e. Review and follow up on grant expenditure documentation submitted by Grantee to ensure grant funds were spent in accordance with the terms of the agreement.
  - f. Mail a reminder notice to Grantee approximately eleven months from the agreement date to remind it that it has one more month in which to spend the funds followed by a thirty day period in which to submit documentation.
  - g. Contact Grantee if documentation is not received by the due date. Request assistance from sponsoring Board Office if Grantee fails to comply with the terms of the agreement. Continue to follow-up until the documentation is completed.
  - h. Prepare and execute amendments to the purpose of the grant as approved by the Board of Supervisors.
  - i. Provide monthly updates to Board Offices regarding year to date allocations and remaining funds available.
  - j. Provide ad hoc reports to the Board Offices and executive management as requested.
  - k. Create and maintain a one-stop annual list of the Board approved recipients for public review on the Office of Financial Planning's web site.
  - l. Agree that for the purpose of improved public disclosure the recipient organization name will be posted within ten (10) working days from receipt of funds on the County of San Diego Web site. The name of the organization, description of the project to be funded, the dollar amount and the sponsoring Board Office will be included.
9. Direct the Chief Administrative Officer to return to the board within 60 days with a Board policy that contains the recommendations in this board letter, with the policy effective after approval by the Board of Supervisors.

**Fiscal Impact:**

There is no fiscal impact associated with these recommendations.

**Background:**

The Community Projects program was established in 1998 to provide grants to non-profit organizations for the furtherance of public purposes at the regional and community levels throughout San Diego County.

Since then Community Projects has funded thousands of worthwhile programs and capital projects sponsored by non-profits, public agencies and the County of San Diego. These projects greatly enhance the quality of life of the citizens of the region.

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We urge your support of this board letter.

Respectfully submitted,



DIANNE JACOB  
Chairwoman,  
Second District



PAM SLATER-PRICE  
Vice Chairwoman,  
Third District

**SUBJECT:**

**AGENDA ITEM INFORMATION SHEET**

**CONCURRENCE(S)**

**COUNTY COUNSEL REVIEW**

Yes  
 YYes

N

**GROUP/AGENCY FINANCE DIRECTOR**

Yes

N/A

**CHIEF FINANCIAL OFFICER**

Requires Four Votes

Yes

N/A  
No

**GROUP/AGENCY INFORMATION  
TECHNOLOGY DIRECTOR**

N/A

**COUNTY TECHNOLOGY OFFICE**

Yes

NN/A

**DEPARTMENT OF HUMAN RESOURCES**

Yes

NN/A

**Other Concurrence(s):** N/A

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