



OFFICE OF THE  
**COUNTY ADMINISTRATOR**

March 19, 2013

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**SUBJECT:** Recommended Revisions to the FY 2013-14 Community Services Program

**RECOMMENDATION:** Approve the revised Community Services Program as detailed in the staff report.

**Overview: Current Process**

The County of Marin has had a district-based Community Services Program for over 20 years. The purpose of the program is to provide small funding amounts to support various community services needs throughout the year on a timely basis. Generally speaking the funds are used for small, one-time service requests and are typically allocated to non-profit service providers or other governmental entities. To respond to our recent budget challenges, the program was reduced from \$550,000 annually to \$350,000 (36% reduction) in FY 2010-11. Currently, the annual budget is \$350,000 annually. Unused funds are rolled over from year to year by district.

All allocations are reviewed by the Administrator's Office to ensure that the services are appropriate and provide a local public benefit. All allocations are put on the consent calendar on a monthly basis and funds are only allocated once the Board has approved the allocations. Service providers that receive funds are required to complete a notice of completion and are subject to County audit.

**Future Policy Options**

Your board has requested that my office consider revising the Community Services Program. Although the Civil Grand Jury's recent report found no evidence of improprieties, it did recommend a series of changes regarding transparency, program administration and design. Over the past two months, staff has considered three policy options for FY 2013-14:

1. Status Quo- No change to the existing program
2. Eliminate the program
3. Revise the Community Services Program

**Recommendation: Option #3 Revise the Community Services Program**

After reviewing the three options, we are recommending that your Board approves revisions to the Community Service Program to address perception issues, improve transparency, improve cost-effectiveness of program administrative cost, clarify program requirements and maintain many of the benefits of the existing program. Given that the community service allocations are for small dollar amounts, it would not be cost-effective or meet our goal of being responsive to emerging needs if the Board of Supervisors and the Board Aides were completely removed from providing input on funding requests. Therefore, we are recommending that any funding request would need Board sponsorship to be considered for funding. Specifically, we are recommending the following program revisions and guidelines:

- Reduce \$350,000 annual program funding to \$300,000 (14% reduction)
- Create a Countywide allocation instead of a district specific allocation with goal of geographical equity
- Introduce a minimum funding level of \$1,000 and maximum of \$10,000
- Allocations will only be made to non-profit agencies or other governmental partners
- Community Services request forms will be available on the County website
- Recommend funding of sponsored requests to the Board of Supervisors three times per fiscal year as a policy item
- Public recognition for allocation of funds will clearly be for the County of Marin, not individual Supervisors
- Since the Supervisors and the Board Aides have the best understanding of emerging community needs, at least one Supervisor needs to sponsor a given request for consideration by the Administrator's office
- Funding criteria will include the ability for Community Service funds to be used to leverage other funds
- There will be no carry forward of unspent balances
- A Supervisor will not be able to sponsor a request for an organization for which he or she is an officer, director or otherwise plays a policy role in the organization

In addition, we have attached draft Community Services Funding request guidelines (Attachment A) for your consideration. Since we are transitioning from the existing program, we are recommending that the balance of unspent Community Services funds at the end of FY 2012-13 be set aside for future consideration by the Board of Supervisors for one-time Community needs.

**Fiscal Impact**

If your Board approves the revised program as presented it would result in savings for the General Fund of at least \$50,000 per fiscal year.

Please feel free to contact me if you have any questions or concerns.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Hymel', with a long, sweeping flourish extending to the right.

Matthew H. Hymel  
County Administrator

Attachments

## COMMUNITY SERVICE FUNDING REQUEST GUIDELINES (DRAFT)

### PURPOSE OF FUNDS:

Community Services Funds are used to support service requests of \$1,000 to \$10,000 for nonprofit or other governmental agencies that provide a measurable benefit to Marin County residents. Funding is approved for the current fiscal year only and approval does not indicate support for future year funding. The amount available per fiscal year is \$300,000.

### OVERVIEW OF PROCESS:

Nonprofit or other governmental agencies may apply for funding support using the Community Services Funding Application Form found on the County's website. The schedule for each of three allocation periods, including submission deadlines, per fiscal year can be found on this webpage. Request for funding should be submitted to the Board of Supervisors for sponsorship. Only sponsored requests will be reviewed by the County Administrator's Office for potential funding. Program guidelines are as follows:

- 1) Requesting agencies must be a current Nonprofit/501c3 or other governmental agency**
- 2) Requests must be sponsored by a Supervisor by the published due dates per allocation period in order to be considered for eligibility**
- 3) Request forms must be completed in full**
  - a. Complete all required fields within the form
    - i. Indicate amount of funds requested and overall project budget
    - ii. Indicate the specific program goal(s) and objective(s) related to the funds requested
      - ◆ State objectives in quantifiable terms
      - ◆ State objectives in terms of outcomes, not process
      - ◆ Objectives should specify the result of an activity
      - ◆ Objectives should identify the target audience or community being served
      - ◆ Objectives need to be realistic and capable of being accomplished within the grant period
  - b. Indicate if the funds requested will fully or partially support the project budget. If applicable, include other funding agencies names and amounts from each.

- c. Completed forms should be submitted to the designated Board of Supervisors' (BOS) Aides for consideration. If sponsored, forms will be routed to the County Administrator's Office (CAO) for further review.
- d. The CAO will assess eligibility and will present recommended and declined requests to the County Board of Supervisors as a policy item during a regularly scheduled Board meeting.

**4) Eligibility Requirements per Allocation Period, Per Fiscal Year**

- a. Requesting agencies must have a current Nonprofit/501c3 tax-exempt status
- b. Requesting agencies must be a current vendor with the County or be able to provide a complete W9 form within the prescribed allocation period due dates. *(if W9 forms are not received by the due date, the requesting agency should submit a new funding request during the next allocation period)*
- c. Requests may not be less than \$1,000 and no greater than \$10,000
- d. Sponsoring Supervisor must not serve as an officer, director or play a policy role for the requesting agency

**5) CAO Recommendations and Board of Supervisors' Approval**

- a. All CAO recommended and declined requests will be brought to the County Board of Supervisors during a regularly scheduled meeting as a policy item.
- b. If approved by the Board, a copy of the approved request, required Notice of Completion Form (NOC) and check for the approved funds will be sent to the requesting agency
  - ◆ Notice of Completion Forms (NOC) are required within six months of the completed work
  - ◆ Public recognition for allocation of funds should clearly be for the County of Marin and not individual Supervisors.
  - ◆ Per the Audit Provisions in the Community Services Request Form the County reserves the right to review

any and all books, accounts or records related to any approved Community Service project up to 5 years from the date of completion of said project

**6) Declined Requests**

The CAO transmittal letter and list of recommended, Board member sponsored Community Service funding requests will also include those that are not recommended for funding

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