

Criteria for Award of Measure K District-Discretionary Funds

The following criteria and processes will be used to allocate all Measure K District-Discretionary funds (sometimes referenced as “district-discretionary funds”) as of January 1, 2019:

Organizations Eligible to Receive Funds:

- Organizations eligible to receive Measure K funds must have a non-profit designation at the time of grant application submission or be a public agency operating within the County, such as a city, school district, special district, or an advisory body and/or commission to a public entity.
- If the applicant is a non-profit organization, it must certify that it is registered as a non-profit as required by Government Code Sections 12585 and 12586. Applicant’s registration status may be confirmed on the Office of Attorney General’s website.
- Unregistered or suspended non-profit organizations are not eligible to receive Measure K funds.

Application Requirements & Selection Criteria:

- Applicants seeking Measure K funds will be provided with a checklist of required information that must be completed in order to receive District-Discretionary Measure K Funds. The checklist of required information shall be developed by the County Manager or his designee in a manner consistent with these criteria.
- Grant and contract awards generally should not be for amounts less than \$10,000.
- The funds requested must be utilized by the applicant in a manner consistent with the County’s general goals and purposes.
- Grant funds should be utilized to address an unmet need or service gap within the County. District-discretionary funds may be used to address an unmet need or service gap within the recommending supervisor’s district or elsewhere in the County.
- The County may not make donations or pay organizations for past events or work performed.
- Funds may not be awarded by the same district to the same organization more than one time within a given two-year budget cycle.

Board Agenda and Other Procedural Requirements:

- All District-discretionary Measure K items shall be placed on the Board’s Regular Agenda for approval regardless of amount.
- Organizations/public agencies receiving Measure K funds must comply with the County’s grant and/or contract requirements.
- Grant awards may be administered by the County Manager’s Office or a County department. Contracts for services to the County (or on the County’s behalf) must be managed by a County department. The County Manager’s Office will work with Board staff to identify and coordinate the appropriate department(s) to administer contracts prior to Board approval of the subject award.

- Grant and/or contract recommendations must be submitted in accordance with normal Board procedures, rules, and timelines. Grant agreements and/or contracts ready for execution generally should be attached to the Board memo and resolution approving said grant or contract. If the Board's normal deadline for submission of agenda items has passed, a grant or contract recommendation may only be placed on the agenda if it satisfies the Board's general practice for immediate consideration.
- The Board resolution approving the grant and/or contract will authorize the County Manager or the appropriate County department head to execute agreements and amendments.
- The County Manager will include a description of contracts and MOUs and related ATRs in the County Manager's Report on the Regular Agenda.
- Funds will be budgeted in Non-Departmental Services and moved to the appropriate budget unit once a contract or grant agreement has been executed.
- If an organization is receiving repeat district-discretionary funds, the Board memo should identify any prior fund amount(s), date(s) of approval, and project(s) funded.
- Grants are paid on a reimbursement basis and are generally not paid prior to the organization incurring expense.
- A maximum of ten percent (10%) of each district's budgeted discretionary funds may be rolled over per district into the next two-year budget cycle. Any additional unspent funds will revert to the County's general fund.
- Within 90 days of project completion (or, for ongoing projects, the date of final grant payment), the recipient shall submit a final written report to both the (1) CMO or applicable operating department, and (2) the awarding supervisor's office. The report should document the organization's progress against its project timeline as well as include a summary description of the funds expended based upon the approved project budget along with a balance sheet and documentation of expenditures.

Conflict of Interest Considerations:

- The Board member sponsoring disbursement of Measure K funds, as well as such member's family or supervisorial staff, may not serve as an officer, director, or play a policy role for the selected organization(s).
- Measure K district-discretionary funds are County funds and shall not be awarded in exchange for individual sponsorship recognition. Applicants shall acknowledge the receipt of Measure K funds in accordance with Measure K promotional guidelines.
- No district-discretionary Measure K grant or contract requests shall be brought by a supervisor within 90 days of a primary, general, or special election in which the supervisor is a candidate for election.