

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

399



FROM: Executive Office

SUBMITTAL DATE:
May 27, 2015

SUBJECT: Board Policy Manual Update – New Policy A-72 Community Improvement Designation Funds; [\$0]; All Districts

RECOMMENDED MOTION: That the Board of Supervisors approve Board Policy A-72 Community Improvement Designation (CID) Funds.

BACKGROUND:

Summary

The Board Policy Manual is a guide for departments on matters that are not otherwise addressed in state codes, county ordinances, and resolutions by the Board of Supervisors. Policy A-72 is being created to accommodate necessary updates to the guidelines and criteria for distributing Community Improvement Designation (CID) Funds. It does not supersede, but is a compliment to, Policy A-70. Continued on the next page

Departmental Concurrence

(Continued on page 2)

Alex Gann

Alex Gann
Deputy County Executive Officer

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$	\$	\$	Consent <input type="checkbox"/> Policy X
NET COUNTY COST	\$ N/A	\$	\$	\$	

SOURCE OF FUNDS: N/A

Budget Adjustment: No

For Fiscal Year: 2014-15

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ed Corser*
Ed Corser

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended; IT WAS FURTHER ORDERED to replace the Supervisors names with the District numbers on Form 11's and the Board's Agenda.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: June 30, 2015
xc: All Dept.

Kecia Harper-Ihem
Clerk of the Board

By: *Alex Gann*
Deputy

3-74

Prev. Agn. Ref.: 3-1 6/18/13 & 3-11 7/29/14

District: All

Agenda Number:

- ☐ A-30
- ☐ Positions Added
- ☐ 4/5 Vote
- ☐ Change Order

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Board Policy Manual Update – New Policy A-72; [\$0]

DATE: May 27, 2015

PAGE: 2 of 3

BACKGROUND:

Summary (continued)

This policy was prepared in order to provide additional guidance in the use of CID funds. In 2005, the Board of Supervisors established a discretionary-fund program to support programs deemed necessary to meet the county population's social needs, including but not limited to, the areas of health, law enforcement, public safety, rehabilitation, welfare, education and legal services, to assist the needs of physically, mentally, and finically challenged and older adults. Policy A-72 provides the essential elements for enhanced oversight and accountability as requested by the Board and outlined within the county's response to a Grand Jury report (Item 3-11 7/29/14).

Highlights of the policy include:

- 1) Enhanced oversight and accountability within the CID process through better reporting requirements;
- 2) The Form 11 shall include clear details about the purpose for the funding and the amount requested;
- 3) Annual CID funds will not be carried over into subsequent years;
- 4) A uniform application shall be developed;
- 5) Direction for the recognition of the CID funds are in the policy and application;
- 6) The Clerk of the Board shall maintain an online list of all CID awards;
- 7) The application process will require detailed information regarding the applicants background/history, description of project activity, project narrative, project benefit, board objective, project budget and management capacity. Applicants must enter into a written agreement with the county (upon application) that specifies the responsibility 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;
- 8) Each CID recipient shall submit a final written report to the awarding Supervisor(s)' Office at project completion documenting progress and timeline of the project as well as a summary of funds expended based upon the approved project budget. The final written report shall be submitted no later than 60 days following the completion of the project. The final report shall also include a balance sheet and documentation of expenditures. If the award is over \$5,000 and not entirely spent in the year it was awarded, then an annual report is required as well.
- 9) Application requirements for governmental agencies will require less information than community groups whose status is not as well known.

Policy A-72 incorporates, but does not supersede the Community Improvement Designation Funds "Restrictions" from Policy A-70 (M.O. 3-1 of 06-18-2013). However, a language and format change will be made in the future to have certain words or terms match exactly.

The proposed policy is attached along with the current uniform CID applications, which were developed in consultation with supervisorial district staff.

Impact on Citizens and Businesses

This policy provides clarification of the intended use of funds by CID recipients and increases transparency and accountability of taxpayer dollars.

SUPPLEMENTAL:

Additional Fiscal Information

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:

COMMUNITY IMPROVEMENT DESIGNATION FUNDS

**Policy
Number**

A-72

Page

1 of 4

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.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:

**Policy
Number**

Page

COMMUNITY IMPROVEMENT DESIGNATION FUNDS

A-72

2 of 4

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;

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:

**Policy
Number**

Page

COMMUNITY IMPROVEMENT DESIGNATION FUNDS

A-72

3 of 4

- 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:

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:

**Policy
Number**

Page

COMMUNITY IMPROVEMENT DESIGNATION FUNDS

A-72

4 of 4

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:

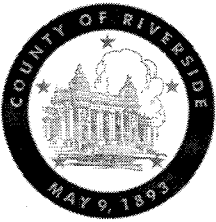
- a. Shall not place any agenda items on the Board of Supervisors agenda seeking approval to award CID funds.
- b. Shall not announce or participate in any press releases announcing the awarding of any CID funds previously approved by the Board of Supervisors.
- c. Shall not participate in or make a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

Reference:

Minute Order 3-1 of 06-18-2013 [A-70]



County of Riverside

Community Improvement Designation (CID) Fund

Grant Request Application



APPLYING FOR CID WITH THE FOLLOWING DISTRICT(S):

- District 1 ☐ \$ _____
- District 2 ☐ \$ _____
- District 3 ☐ \$ _____
- District 4 ☐ \$ _____
- District 5 ☐ \$ _____

Section 1 - APPLICANT INFORMATION

1. Legal Name of Applicant Organization or Sponsoring Organization:		
2. Mailing Address:		
3. City:	4. Zip:	5. Telephone:
6. Website:		7. Fax:
8. Contact Person (name and title) for this Grant Request:		9. Contact Person's Email Address:
10. Number of paid staff:	11. Number of Volunteers:	12. Year Organization founded:
13. Geographic area(s) served:		

Section 2 – APPLICANT ORGANIZATION CLASSIFICATION (check one box):

14. Type of Organization:	
<input type="checkbox"/>	Non Profit (IRS 501 designated) – <i>Attach IRS Form 990 or fill out the attached Schedule A</i>
<input type="checkbox"/>	For Profit entities – <i>Include Federal Identification Number:</i>
<input type="checkbox"/>	Community Organization- <i>fill out the attached Schedule A</i>
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	Other – <i>Please explain and fill out the attached Schedule A</i>

Section 3 – NAME and TYPE of PROJECT or PROGRAM:

	Y	N
15. Is this a Program request (i.e., a long-term, ongoing service or activity)?		
16. Is this a Project (i.e., a short-term, time limited activity, service or event)?		
17. If a Project - is this grant request for the sponsorship for a special event?		
18. What is the name of this Program or Project?		
19. Would your organization be interested in being spotlighted in a District Newsletter or Website?		

Section 4 – BUDGET

Line Items	Revenues	Expenses
20. Amount of money requested from the CID Fund	\$	
21. Cash contributed to Project or Program by Applicant Organization	\$	
22. Other funding already awarded (specify amounts on list provided on Section 5, Item 32. F)	\$	
23. In-Kind Match Amount or Volunteer Credit Hours Amount	\$	
24. Staffing expense for Project/Program		\$
25. Equipment expense for Project/Program		\$
26. Food expense for Project/Program		\$
27. Marketing expense for Project/Program		\$
28. Supplies expense for Project/Program		\$
29. Facilities/Rent expense for Project/Program		\$
30. Other expense for Project/Program		\$
31. TOTAL Note: revenues & expenses should equal or balance	\$	\$

Section 5 – PROJECT or PROGRAM DESCRIPTION:

32. Using a **12-point font** and on **no more than two single-spaced typed pages** please elaborate on the following eight considerations in relation to this grant request:

- A. Please describe the **history** and **mission** of applicant organization;
- B. Please provide a **brief description** of the **project or program**. Include a physical address of the project or program;

- C. Please describe the **problem or need** that drives this grant request and the **intended outcome(s)** that will result if this grant request is funded;
- D. Please describe the **target population(s)** and **number of people** who would benefit;
- E. If this is an ongoing Program, please describe how **financial sustainability would be achieved** for this service/activity beyond the life of this grant request;
- F. Please describe how you will **evaluate or measure** the impact of this grant request;
- G. Please **list the names** and **describe the roles** of key organizations or agencies that will collaborate with your organization to implement this Program or Project; and
- H. Has your organization received Community Designation Funds in the past four years? From which district(s)? Amount? Please indicate the specific project name, start/finish dates, and break down of how funds were spent.

Submit applications to:

DISTRICT 1

Supervisor Kevin Jeffries
 Riverside County, First District
 Attn: Robin Reid
 4080 Lemon Street, 5th Floor
 P.O. Box 1527
 Riverside, CA 92502-1527
 Phone: 951-955-1010
 Fax: 951-955-1019
 Email: District1@rcbos.org

DISTRICT 2

Supervisor John Tavaglione
 Riverside County, Second District
 Attn: Karen Christensen
 4080 Lemon Street, 5th Floor
 Riverside, CA 92501
 Phone: 951-955-1021
 Fax: 951-955-2362
 Email: KChriste@rcbos.org

DISTRICT 3

Supervisor Chuck Washington
 Riverside County, Third District
 Attn: Opal Hellweg
 37600 Sky Canyon Drive, #505
 Murrieta, CA 92563
 Phone: 951-955-8815
 Fax: 951-677-0669
 Email: Opal@rcbos.org

DISTRICT 4

Supervisor John J. Benoit
 Riverside County, Fourth District
 Attn: Rita Massie
 73710 Fred Waring Drive, Ste. 222
 Palm Desert, CA 92260
 Phone: 760-863-8211
 Fax: 760-863-8905
 Email: rmassie@rcbos.org

DISTRICT 5

Supervisor Marion Ashley
 Riverside County, Fifth District
 Attn: Jaime Hurtado/Katrina Cline
 4080 Lemon Street, 5th Floor
 P.O. Box 1645
 Riverside, CA 92502
 Phone: 951-955-1050
 Fax: 951-955-9030
 Email: District5@rcbos.org



County of Riverside

Community Improvement Designation (CID) Fund



SCHEDULE A

COMPLETE THIS FORM UNLESS YOU ARE A NON-PROFIT AND ARE ATTACHING IRS FORM 990

Registration Number: _____ (Non-Profit Only)

FINANCIAL STATEMENTS:

PLEASE ATTACH COPIES OF THE ORGANIZATION'S CURRENT BUDGET, TREASURER'S REPORT, FINANCIAL STATEMENTS AND FOOTNOTES (it does not require a CPA's audit, but please submit if available). However, if financial statements are not available, this page must be completed.

Balance Sheet as of _____

Assets

Cash and Investments	\$ _____
Receivables (detail)	_____
Inventory	_____
Fixed Assets	_____
Other Assets	_____
Total Assets	\$ _____

Liabilities & Fund Balance

Current Payables	\$ _____
Notes Payable	_____
Fund Balance	_____
Total Liabilities & Fund Balance	\$ _____

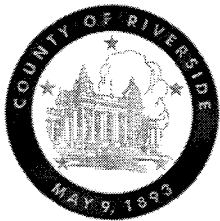
End of the year income statement for the immediate past year.

Income

Fundraising (Sources)	\$ _____
Foundation Grants	_____
Government Funds	_____
Other Grant	_____
Other Sources	_____
Total Income	\$ _____
Net Income (deficit)	\$ _____

Expenses

Salaries	\$ _____
Operating Expenses	_____
Community Services	_____
National/Parent Organization Fees	_____
Other Expenses	_____
Total Expenses	\$ _____



County of Riverside

Community Improvement Designation (CID) Fund

Grant Request Application



SIGNATURE PAGE

The applicant acknowledges and agrees to the following:

- Please refer to the individual District's Instructions for information on pre-application requirements, submittal deadlines, and payment disbursement requirements.
- Every CID application is considered individually and on its own merit.
- Preference will be given to organizations and activities that directly benefit the residents of the awarding district.
- Funding is not immediately available to the recipient; please allow time for checks to be processed and refer to the awarding District(s)' website for disbursement requirements.
- The awarding of CID funds does not constitute an automatic annual allocation.
- The recognition for CID funding should accrue to the County of Riverside. It is acceptable for a Supervisor to lend their name in support to the cause for which CID funding is provided. Please consult the individual District for direction.
- CID funds must be spent as specified on the application and records may be requested by the Board of Supervisors or their designee to ensure the funds were used appropriately.
- CID grants will not be awarded or announced within the 60 days before an election in which the awarding Supervisor is on the ballot.
- The recipient shall provide a full accounting with documentation on the use of awarded funds. The recipient must provide a final report within 60 days of the utilization of the funds, or annually until the funds complete if the award is over \$5,000 and not entirely spent in the fiscal year it was awarded. The recipient shall return to the county any funds not spent or documented per the signed agreement.

I/We declare under penalty of perjury that the foregoing is true and correct. I/We also acknowledge, understand, and will abide by the statements listed above.

Prepared by:

Name and Title (Please print or type):

Signature:

President or Authorized Officer:

Signature:

Organization Name:

Mailing Address of Organization:

Telephone number:

Date:



County of Riverside

Community Improvement Designation (CID) Fund

Grant Request Application-Governmental Organizations



APPLYING FOR CID WITH THE FOLLOWING DISTRICT(S):

District 1 ☐ \$ _____

District 2 ☐ \$ _____

District 3 ☐ \$ _____

District 4 ☐ \$ _____

District 5 ☐ \$ _____

Section 1 - APPLICANT INFORMATION

1. Legal Name of Applicant Organization or Sponsoring Organization:		
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3. City:	4. Zip:	5. Telephone:
6. Website:		7. Fax:
8. Contact Person (name and title) for this Grant Request:		9. Contact Person's Email Address:
10. Number of paid staff:	11. Number of Volunteers:	12. Year Organization founded:
13. Geographic area(s) served:		

Section 2 – APPLICANT ORGANIZATION CLASSIFICATION (check one box):

14. Type of Organization:	
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<input type="checkbox"/>	For Profit entities – Include Federal Identification Number:
<input type="checkbox"/>	Community Organization- fill out the attached Schedule A
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	Other – Please explain and fill out the attached Schedule A

Section 3 – NAME and TYPE of PROJECT or PROGRAM:

	Y	N
15. Is this a Program request (i.e., a long-term, ongoing service or activity)?		
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Section 4 – BUDGET

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- D. Please describe the **target population(s)** and **number of people** who would benefit;
- E. If this is an ongoing Program, please describe how **financial sustainability would be achieved** for this service/activity beyond the life of this grant request;
- F. Please describe how you will **evaluate or measure** the impact of this grant request;
- G. Please **list the names** and **describe the roles** of key organizations or agencies that will collaborate with your organization to implement this Program or Project; and
- H. Has your organization received Community Designation Funds in the past four years? From which district(s)? Amount? Please indicate the specific project name, start/finish dates, and break down of how funds were spent.

Submit applications to:

DISTRICT 1

Supervisor Kevin Jeffries
Riverside County, First District
Attn: Robin Reid
4080 Lemon Street, 5th Floor
P.O. Box 1527
Riverside, CA 92502-1527
Phone: 951-955-1010
Fax: 951-955-1019
Email: District1@rcbos.org

DISTRICT 3

Supervisor Chuck Washington
Riverside County, Third District
Attn: Opal Hellweg
37600 Sky Canyon Drive, #505
Murrieta, CA 92563
Phone: 951-955-8815
Fax: 951-677-0669
Email: Opal@rcbos.org

DISTRICT 5

Supervisor Marion Ashley
Riverside County, Fifth District
Attn: Jaime Hurtado/Katrina Cline
4080 Lemon Street, 5th Floor
P.O. Box 1645
Riverside, CA 92502
Phone: 951-955-1050
Fax: 951-955-9030
Email: District5@rcbos.org

DISTRICT 2

Supervisor John Tavaglione
Riverside County, Second District
Attn: Karen Christensen
4080 Lemon Street, 5th Floor
Riverside, CA 92501
Phone: 951-955-1021
Fax: 951-955-2362
Email: KChriste@rcbos.org

DISTRICT 4

Supervisor John J. Benoit
Riverside County, Fourth District
Attn: Rita Massie
73710 Fred Waring Drive, Ste. 222
Palm Desert, CA 92260
Phone: 760-863-8211
Fax: 760-863-8905
Email: rmassie@rcbos.org



County of Riverside

Community Improvement Designation (CID) Fund

Grant Request Application



SIGNATURE PAGE

The applicant acknowledges and agrees to the following:

- Please refer to the individual District's Instructions for information on pre-application requirements, submittal deadlines, and payment disbursement requirements.
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I/We also acknowledge, understand, and will abide by the statements listed above.

Prepared by:

Name and Title (Please print or type):

Signature:

President or Authorized Officer:

Signature:

Organization Name:

Mailing Address of Organization:

Telephone number:

Date:

Last update: 06/19/15

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Paul Jacobs

Address: _____
(only if follow-up mail response requested)

City: Temecula **Zip:** _____

Phone #: _____

Date: 6/30/15 **Agenda #** 3-74

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ **Support** _____ **Oppose** _____ **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

_____ **Support** _____ **Oppose** _____ **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.