



County of Tulare

Board of Supervisors

GOOD WORKS FUNDING POLICY AND PROCEDURE

Government Code section 26227 provides in part that:

The board of supervisors of any county may appropriate and expend money from the general fund of the county to establish county programs or to fund other programs deemed by the board of supervisors to be necessary to meet the social needs of the population of the county, including but not limited to, the areas of health, law enforcement, public safety, rehabilitation, welfare, education, and legal services, and the needs of physically, mentally and financially handicapped persons and aged persons.

Pursuant to this statutory authority, the Board of Supervisors has appropriated a certain amount of funding annually from the general fund to support small-scale “Good Works” activities in each Supervisor’s district. Each supervisor has discretion to identify programs or projects in their district that meet the criteria of section 26227. Once a project is identified, a Supervisor requests that the CAO enter into a Good Works Funding Agreement for the program. The CAO’s office reviews the request to ensure compliance with the purposes of the Good Works Funding program, prepares the grant documents for signature, and then later brings these agreements to the Board for ratification.

At this time, the Board intends to formalize this Policy and these procedures, to be revised from time to time, and to further clarify the Board’s expectations with respect to Good Works Funding, to ensure that Good Works Funding continues to be used in a responsible manner consistent with all applicable laws.

GOOD WORKS FUNDING POLICY:

- Only projects or programs that meet the requirements of Government Code section 26227, as amended, can be funded through the County of Tulare’s Good Works Program. At this time, projects or programs that meet the social needs of the population include, but are not limited to, those projects or programs related to: protecting or improving the health of County residents; improving the quality or availability of law enforcement services; increasing public safety generally, which includes, but is not limited to, after school activities and gang-prevention; providing or improving rehabilitation services; promoting the general welfare, including, but not limited to improving access to healthy recreation opportunities; promoting community vitality; providing education to or supporting educational services for County residents; providing legal services to County residents; and supporting the needs of physically, mentally and financially handicapped persons and aged persons. The Board reserves the right to provide additional direction on how Good Works Funding should be prioritized during any specific fiscal year.



County of Tulare

Board of Supervisors

- The Board has delegated to the CAO the authority to enter into Good Works funding contracts that comply with this policy (no more than \$5,000 per request). These agreements should also be taken to the BOS for ratification within a reasonable period of time.
- The CAO has no authority to enter into any Good Works funding agreements, unless a sufficient amount of Good Works Funds has been appropriated by the BOS from the General Fund to the designated Good Works Funding account (currently, Account Number 001-012-1010-7043).
- As this program is currently administered, requests must be nominated by one or more Supervisor(s) to qualify under the Good Works Funding Program.
 - The CAO will monitor each Supervisor's use of Good Works funding to ensure that the Supervisors' nominated projects remain within their annual allotment.
 - If a request is sponsored by multiple Supervisors, the amount to be counted against each Supervisor's annual Good Works Funding allotment will be the total amount of the request divided by the total number of Supervisors, unless otherwise specified in the request.
 - Supervisors may submit a request to fund an activity or event, even if the event has already been sponsored by another Supervisor during the same fiscal year. However, before approving a second or later request to sponsor an already sponsored event, the CAO's office will notify the requesting Supervisors that another Supervisor has already made a request to sponsor the same project.
- Good Works Funds may not be used for any of the following activities:
 - Activities that would provide a direct personal benefit to any individual different from the benefit conferred upon the general public.
 - Religious activities.
 - Political campaign activities.
- Whenever recipients highlight the receipt of "Good Works Funding" in their programs, plaques, banners, posters, or through any other medium, recipients should acknowledge that funding is provided by the **"County of Tulare,"** as opposed to a specific Supervisor.
- Good Works Funding recipients must have a Tax ID number.
- Requests that are not covered by this Policy must be presented to the Board in advance for approval.

PROCEDURE FOR MAKING AND APPROVING REQUESTS:

1. In general, a department or other public or private entity makes a request for Good Works Funding to a Supervisor/ Supervisors.
2. After obtaining information sufficient to determine that the request complies with Government Code section 26227 and this policy, one or more Supervisors agree(s) to nominate the requested program or project for Good Works Funding. If a Supervisor has any questions about whether an activity would qualify for the Good Works funding program, the Supervisor or Supervisor's staff should consult County Counsel.
3. Drafting the agreement/ form:



County of Tulare

Board of Supervisors

- a. **For Good Works projects or programs sponsored by non-County entities:** the Board of Supervisors' staff prepares a draft contract, on templates approved by County Counsel. If the Board of Supervisors' staff has any questions or concerns about the appropriateness of the forms to any specific situations, staff will request assistance from County Counsel.
 - i. The Board of Supervisors' staff will transmit the draft contract to the third party for signature by its authorized representatives. Staff shall make it clear in the transmittal letter that funding for the program is not committed until the agreement has been approved by the Auditor-Controller/Treasurer-Tax Collector, the County Counsel's office (if appropriate), and signed by the CAO.
 - ii. The third party entity shall execute and return the contract to the Board of Supervisors staff for further processing.
 - b. **For County Department/Agency Good Works Programs:** the Board of Supervisors staff prepares a "Good Works Funding Authorization-County Departments" form.
4. Once the contracts or forms have been drafted (and the third party contract has been signed), the CAO or CAO's staff reviews the proposed Good Works Funding contracts or forms to ensure compliance with Government Code section 26227, as well as this policy. If the proposed projects are determined to meet the requirements, the CAO will sign the agreements. If the CAO has any questions about whether an activity would qualify for the Good Works Funding Program, the CAO will consult County Counsel.
 - a. Once a third-party Good Works Funding contract has been signed by the CAO, the CAO's staff or the BOS staff (as appropriate) will submit the contract to the Auditor-Controller/ Treasurer-Tax Collector for approval and issuance of a warrant. Staff will also provide a copy of the fully executed agreement to the third party entity.
 - b. Once a County Department/Agency Good Works Funding Form has been signed by the CAO, the CAO's staff, or the BOS staff (as appropriate) will submit the contract to the Auditor-Controller/ Treasurer-Tax Collector for approval and any necessary accounting/budget procedures.
 5. The CAO will bring all Good Works funding requests to the Board of Supervisors for ratification within a reasonable time after CAO's signature. Generally, the Good Works funding approvals from the previous calendar month should be approved at the first BOS meeting of each month.

JET5/23/2016/20151322/916780