



**SAN BERNARDINO COUNTY  
POLICY MANUAL**

**No. 05-10**

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**EFFECTIVE DATE** May 21, 2024

**POLICY: BOARD DISCRETIONARY FUNDING  
ALLOCATIONS**

**APPROVED**  
DAWN ROWE  
Chair, Board of Supervisors

**POLICY STATEMENT AND PURPOSE**

It is the policy of the Board of Supervisors (Board) to work with community partners through County services and contractual agreements to identify programs, projects, and initiatives that support the mission and vision of the government of San Bernardino County (County). The Board strives to provide services to residents that promote health, safety, economic well-being, education, recreation, and other public services that enhance quality of life and meet the social needs of the County’s citizens. Through the use of Board discretionary funds, and in conjunction with various community programs, the Board may provide assistance for projects that serve a public purpose or benefit and support the County’s mission and vision.

**DEPARTMENTS AFFECTED**

Board of Supervisors

**DEFINITIONS**

Community Partner – External government agencies and for-profit or non-profit organizations of demonstrated effectiveness within San Bernardino County, engaged in meeting the needs of County residents, including but not limited to, providing assistance and social services to individuals and families residing within the county. A community partner also includes County Agencies, Departments, and Board-Governed Special Districts.

External Government Agencies – Government entities that are not governed by the Board of Supervisors.

Procurement – The overall process of identifying sources, competitively selecting goods and services, and completing negotiation, all leading to the purchasing transaction.

Initiative – New concerted effort or action in collaboration with the County to address a specific issue or achieve a particular goal for the benefit of county residents.

Project – Planned piece of work over a period that has a specific purpose.

Program – Initiative designed to provide assistance, support, and/or social services to communities or individuals and families residing within the county.

**POLICY AMPLIFICATION**

1. Board discretionary funding allocation requests will be recommended for approval by the appropriate Supervisorial District(s) based on the following priorities:
  - A. External government agencies or for-profit organizations for any proposed project, program and/or initiative that has a benefit to county residents, provided the organization makes a financial matching contribution of at least 25% of the proposed project, program and/or initiative cost.
  - B. Infrastructure projects including, but not limited to, sidewalks, septic to sewer projects, road improvements, and traffic signals.
  - C. Social service needs of County residents including, but not limited to, youth programs, veterans services, and senior services.
2. On an annual basis, unspent appropriations for discretionary funding will be carried over into the subsequent year’s budget.
3. Following adoption of the budget and discretionary appropriation, each discretionary funding allocation shall be submitted through the mid-year or year-end budget report and must be approved by a majority vote of the Board. Should the Chief Executive Officer determine that it would not be in the best interests of the County and/or the community partner to wait for the next mid-year or year-end report, the item may be submitted to the Board for a vote at the earliest opportunity.

4. The use of Board discretionary funds shall comply with state law and serve a public purpose or benefit.
5. Board discretionary funding allocations to community partners must be for projects or services of \$10,000 or more and shall be paid on a lump sum basis or under other terms as approved by the Board. Contracts with community partners that include non-profit organizations, government entities, or educational institutions are non-competitive. Contracts with community partners that include for-profit organizations are to be processed according to existing County procurement policies. All Board discretionary funding allocation requests must be submitted to the County Administrative Office and County Counsel for review and approval prior to submission to the Board in accordance with Standard Practice 05-10 SP1.
6. For allocations that are under \$50,000, a five percent (5%) rate shall be applied to the cost of each allocation of Board discretionary funds to third-party (non-County or non-Board Governed) entities, and will be distributed to the department/agency that administers the payment of Board discretionary fund allocations to cover staffing and other administrative costs. For allocations of \$50,000 or more, a five percent (5%) rate may be applied, at the discretion of the Chief Executive Officer in consultation with the County Administrative Office – Finance and Administration (CAO Finance).
7. Upon consultation with the Chief Executive Officer and CAO Finance, each District may receive one-time reimbursement not-to-exceed \$35,000 to mitigate any potential operating budget deficit as part of the 2023-24 Final Budget Report and 2023-24 year-end process, subject to approval by the Board.

**LEAD DEPARTMENT**

County Administrative Office

**APPROVAL HISTORY**

**Adopted** September 15, 2009 (Item No. 9)

**Revised** June 28, 2010 (Item No. 17); February 7, 2012 (Item No. 10); March 3, 2015 (Item No. 73); February 6, 2024 (Item No. 61); May 21, 2024 (Item No. XX)

**REVIEW DATES**

May 21, 2029