



**M E M O R A N D U M**  
**BOARD OF SUPERVISORS**  
County of Placer

TO: Honorable Board of Supervisors DATE: April 21, 2020  
FROM: Leah Rosasco, Senior Administrative Aide  
SUBJECT: Revenue Sharing – Revision to Process for Allocation of Funds

---

**ACTION REQUESTED**

Remove requirement for 14-day public comment period from the administrative process for Revenue Sharing applications.

**BACKGROUND**

The Revenue Sharing program allows for limited contributions to private non-profit organizations while containing the County's administrative costs of the program. Applications requesting Revenue Sharing Funds are administered by Board of Supervisors staff in accordance with the established revenue sharing administrative process.

At its November 8, 2011 meeting the Board of Supervisors approved modifications to the administrative process for Revenue Sharing requests to include a requirement for a 14-day public comment period for each application (see attachment). Although the intent of the additional comment period was to expand the public's opportunity to provide input on these applications, the requirement creates a redundancy in the process that results in a delay in providing funds to community organizations that provide valuable services to our communities.

Because each Revenue Sharing application requires Board of Supervisors action, and therefore may be commented on as part of the normal Board of Supervisors meeting process, removal of the 14-day public comment period will not impact the public's ability to provide comments on these funding requests. Additionally, staff will continue to make Revenue Sharing applications available for public review on the County's website as applications are processed, and the public will continue to have the opportunity to submit comments on each item.

In order to expedite the delivery of funds to nonprofit organizations and community groups, staff is recommending that the requirement for the 14-day public comment period be removed from the administrative process for Revenue Sharing applications. Generally, the revised Revenue Sharing administrative process would include the following steps:

1. Completed Application Form and Auditor's Forms received at BOS office.
2. Completed application packet is posted to the County's website and provided to the Board members for review and recommendation.
3. If a District Supervisor provides an affirmative recommendation on an application packet, BOS staff will prepare the agenda item paperwork for inclusion in an upcoming BOS agenda.
4. Unfunded applications are posted to county's website and a hard copy is kept in the BOS office in a public binder for one year for review upon request.

**FISCAL IMPACT**

The process as outlined would result in reduced staff time required to implement the Revenue Sharing program.

**ATTACHMENTS**

Attachment 1 – Proposed Revenue Sharing Administrative Process

Attachment 2 – Revenue Sharing Administrative Process approved 11/8/2011

## **Revenue Sharing Administrative Process**

1. Revenue Sharing requests are submitted to BOS office. A complete application packet will include the following completed forms:
  - a. Application for funding
  - b. IRS W9 Form - Identification Number and Certification
  - c. California 590 Form- Withholding Exemption Certificate
2. Each completed application form will be posted to the Placer County website on the Revenue Sharing page under “Applications Under Review”, with information on how to submit a comment on the item.
3. Completed application packet is provided to each Supervisor for review and recommendation. If a Supervisor provides an affirmative recommendation on an application packet, BOS staff will prepare the agenda item paperwork for inclusion in the next available BOS agenda, which will include the application form and any comments received on the item.
4. Unfunded applications will be posted on the Revenue Sharing web page and a hard copy will be kept in the BOS office in a binder for one year for review upon request.

Updated April 21, 2020

## Revenue Sharing Administrative Process

All applications for Revenue Share funding will be posted for a 14-day comment period upon submittal of a “complete” application packet to the BOS office.

The Complete packet will include:

1. The completed application for funding
  2. IRS W9 Form – Identification Number and Certification
  3. California 590 Form- Withholding Exemption Certificate
- Public Comments received will be posted along with each application.
1. Only comments that include a name and valid contact information will be posted (personal contact information included in a public comment email but will not be posted on the website).
- Following the 14-day comment period, the application packet will be provided to Board members. Applications that are recommended for funding will be included on the next available agenda. Those not recommended for funding will be posted as such on the website.

Administrative Steps for Revenue Sharing Process to include a 14-day public comment period and posting on county website.

1. Completed Application Form and Auditor’s Forms received at BOS office.
2. Each completed Application Form (only) will be scanned-in and posted to Board of Supervisors’ website under “ Revenue Sharing Applications Under Review”
3. Each posted application will include direction on the following:
  - The end date of the 14-day posting period
  - Information required to submit a valid public comment on an application (person’s name, contact information, provide comments and reference name on the application)

4. A link on this webpage will be available for the public to navigate to an email address ([revenuesharing@placer.ca.gov](mailto:revenuesharing@placer.ca.gov)) to provide public comments.
5. Assigned BOS staff will monitor the revenue sharing email account daily and review for appropriateness (ie. personal attacks, foul language etc. will not be posted).
6. Public comments received by email (or U.S. mail) will be scanned into the system.
7. Public comment emails will be uploaded to the website under the specific application.
8. After the 14-day comment period has ended;
  - Staff will provide, to all Board members, the scanned-in completed Application Form, backup documentation, and any public comment emails received.
9. If a District Supervisor provides an affirmative recommendation on an application packet, BOS staff will:
  - Prepare the agenda item paperwork for inclusion on the next available BOS agenda.
  - Post the recommended application on the website with the recommending Board member(s) name with any comments the regarding support of the application.
10. Applications not recommended for funding will be posted for public information.

## Previous Administrative Steps for Revenue Sharing Process

1. Completed Application Form and Auditor's Forms received at BOS office.
2. Completed application packet is provided to the Board members for review and recommendation.
3. If a District Supervisor provides an affirmative recommendation on an application packet, BOS staff will prepare the agenda item paperwork for inclusion in an upcoming BOS agenda.
4. Hard copies of unfunded applications are kept in the BOS office in a public binder for review upon request. (as noted on the revenue sharing website).