

## INSTRUCTIONS FOR PREPARING THE CPPS FUNDING APPLICATION

The FY24 CPPS application will be open from **May 1- May 31, 2023**. Applicants must complete and submit the application by the end of day on **May 31, 2023**. Council Administration will evaluate the strength of each applicant's ability to manage a City contract using the information provided in the application. Each applicant is assigned one of two grades: 1) Qualified or 2) Not Qualified. Funding awards may be recommended by a Council Office based on further review. However, all funding awards to public agencies or nonprofit organizations must be approved by the full City Council.

NOTE: Not all Qualified applicants will receive funding. Funding allocations are awarded at the discretion of Council Offices and may be canceled at any time. Applicants will be notified whether their organization is awarded funding in August 2023.

### Application Overview

We recommend completing the application in one sitting. The Seamless Docs application software allows you to create an account and save your work; however, many applicants have experienced issues with this feature. Sometimes the information will not save, or applicants have issues logging back in. **Council Administration cannot assist with tech support related issues such as resetting passwords.** It is in your best interest to complete the application in full and submit within one session.

On the first page of the application, please provide the name of the organization applying for funding, the title of the event or program for which funding is requested, the dollar amount of the funding request, and the date of the application. If your organization is using a fiscal sponsor, please include that in the name of the organization box. For example, "Organization Name DBA Fiscal Sponsor Organization Name"

### Section 1. Organizational Information

- To be eligible for CPPS funding, an organization must be a public agency or legally recognized tax-exempt and/or nonprofit entity. Check which type of eligibility applies.
- Enter the Federal Tax Identification number.
- Enter the street address and mailing address (if different) of the organization.
- Enter the name, title, email, phone number(s) of **two** contact persons for the organization. Contact persons should be individuals who will be responsible for overseeing the expenditure of CPPS funds, and/or administering the project, program, or service for which CPPS funds are being requested. At least one of the contact persons must be an Authorized Signatory who is authorized and responsible for entering into contracts and agreements on behalf of the organization.

### Section 2. Project/Program/Service Summary

- Enter the address or location where the project, program or service will take place, including the City Council District(s) and community(s) served.
- Check if the address is on City-owned or managed property.
- Select the City Council Office(s) the organization is requesting funding from.
- List communities served by Project/Program/Service.
- Enter estimated project completion date (no later than the end of the fiscal year: **June 30, 2024**).
- Provide a description of the project, program, or service for which CPPS funding is requested.

- Describe how CPPS funds will be used, including specific types of expenditures and estimated costs. Be as specific as possible. Only the expenditures identified in this section will be permissible for the use of awarded CPPS funds.

- Make sure all expenses listed comply with Council Policy 100-06

- Example: Funds cannot be used for any private purpose, political, religious, or fundraising activities.

- Describe how the project, program or service will provide a public and community benefit.

### **Section 3. Project/Program/Service Budget Information**

- Fill in the Personnel and Non-Personnel Expense amounts for the CPPS Project/Program/Service. Once both boxes are completed, the “Total Estimated Cost of Project/Program/Service” box will be calculated automatically.

- Check the box for whether your project triggers Prevailing Wage. If yes, fill in the Contractor’s contact information. If your organization is performing the construction/repair work without a contractor, then complete the field with your organization’s information. A project that triggers prevailing wage must already be registered with the Department of Industrial Relations (DIR) **before** applying for CPPS.

- Prevailing wage law is generally triggered when public money is used for a capital improvement project with a total cost of above \$15,000 for repair, demolition, alteration, or modification, or above \$25,000 for new construction.

- List all funding sources, beginning with requested CPPS funds, which will be used to fund the project, program, or service. Individual donors do not need to be identified, but rather, may be listed as “Private Donations”. Attach additional pages if necessary. At least two lines must be completed.

- The “Total Funding” and “Estimated Surplus/Deficit” will be automatically calculated once you have entered **all** funding source fields above.

### **Section 4. Current & Prior City Funding**

- Check the boxes whether your organization has current contracts with the Commission for Arts and Culture or with the Economic Development Department. If yes, please specify.

- List all sources of City funding that the organization has received over the past three years.

- Provide the year in which funding was received, the type of funding that was received, the amount requested, the amount awarded, and a brief description of the program or event for which City funds were used. Attach additional pages if necessary.

### **Section 5. Organizational Financial Summary**

- Provide the number of part-time and full-time employees (the total will add automatically).

- Provide all funding sources for the organization, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year. Provide a minimum of two funding sources.

- Individual donors do not need to be identified, but rather may be listed in the aggregate as “Private Donations”.

- Provide total operating expenditures, including actual amounts for the prior and current fiscal year. These amounts can be budgeted or estimated amounts for the current fiscal year.

- Total Revenue and Operating Surplus will be calculated automatically.

## IMPORTANT

- A Signature and date will be required on the application, W-9 Form, Drug-Free Workplace Form, and EOC Form. You must fill in all the required text boxes before signing, as the software will not let you sign earlier.
- Complete the first page of the W9 form. The address on the W9 form must be valid. If awarded funds, the payment will be mailed via check to the address listed on this form. If your organization changes mailing addresses during the fiscal year, it is your responsibility to contact our office to change the address.
- Fill out the Drug-Free Workplace form.
- Fill out the EOC form. Pages 1-3 must be completed in full. If your organization does not track the data requested on the EOC form, you can input "0" in the total boxes on pages 2 and 3.
- Once the full application is completed and signed, press the submit button on the right side of the screen. Next, an "Add Attachment" pop-up will appear. The following supplemental documentation must be submitted alongside a completed application at the time of submittal:
  - Proof of a "CURRENT" registration with the California Attorney General (if this status is delinquent, or not registered, your organization will be ineligible to apply for funding).
  - Proof of an "ACTIVE" status with the California Secretary of State (if this status is suspended or not registered, your organization will be ineligible to apply for funding).
  - Proof of Nonprofit Status (IRS determination Letter)
  - IRS Form 990, 990EZ, or 990N (e-postcard).
    - This is not required if your organization has a religious exemption or is a public agency. In substitute, please submit a letter explaining why your organization has an exemption.
  - **Only PDF attachments will be allowed.** If you submit non-pdf documents, you will be required to submit new documents later.
- Once the full application and all attachments are submitted, you will receive an email from Seamless Docs providing confirmation of your submission.

If you have questions during the application process, please email [CPPS@sandiego.gov](mailto:CPPS@sandiego.gov). Grant funds are awarded at the discretion of each Council Office. If you have specific questions regarding funding preferences or priorities of a Council Office, please reach out to the specific office.

## Evaluation Scoring and Criteria

Applicants who are rated as Not Qualified will enter a brief cure period. Council Administration staff will share issues identified in the application, and the organization will have five business days to address the issues in question. If an applicant can correct or provide clarifying information to an extent that changes their score to Qualified, they will be moved to the Qualified list provided to City Council Offices. If they are still not rated as Qualified, then the applicant will be directed to resources to help improve their competitiveness in future funding cycle.

