

INSTRUCTIONS FOR PREPARING THE CPPS APPLICATION

The **FY27 CPPS application** will be open **from July 7 – August 7, 2026**. Applicants must complete and submit the application **by 11:59 P.M. on August 7, 2026**.

NOTE: Not all qualified applicants will receive funding. Funding allocations are awarded at the discretion of the Council Offices and may be canceled at any time. Applicants will be notified by the end of October 2026 whether their applications have been tentatively awarded funding. Grant awards remain tentative until they are approved by the full City Council and the associated funding agreement is signed by all parties.

Application Overview

We recommend completing the application in a single sitting. While the Seamless Docs system allows account creation and saving progress, many applicants have experienced technical issues such as unsaved information or login difficulties. Our team is unable to assist with technical problems, including password resets. For the smoothest experience, complete and submit the application in one session.

Applicants may choose to download a PDF copy to draft responses, then transfer the information into the application when ready to submit.

On the first page of the application, please provide:

- The organization's name, if you are using a fiscal sponsor, include them in the name field (e.g., "Fiscal Sponsor Name DBA Organization Name").
- The project/program/service title
- The funding request amount (minimum \$1,500)
- The application date

Section 1. Organizational Information

To qualify for CPPS funding, an organization must be:

- A legally recognized tax-exempt or nonprofit entity in good standing, **or**
- A public agency located in or operating within the City of San Diego.

Provide:

- Federal Tax Identification Number (nonprofits only)
- Mailing address

- Name, title, email, and phone number(s) for two organizational contacts. At least one contact must be an **Authorized Signatory** with authority to enter into contracts on behalf of the organization.

Section 2. Project/Program/Service Summary

Provide the following:

- Address or location where the project/program/service will occur, including Council District(s) and community(ies) served
 - Indicate whether the location is on City-owned or City-managed property
- Council Office(s) from which funding is being requested
- Communities served
- Estimated project completion date (**no later than June 30, 2027**)
 - All expenses must be incurred by this date if awarded
- Description of the project/program/service
- Explanation of how CPPS funds will be used, including specific types of expenses and estimated costs
 - All expenses must comply with Council Policy 100-06
 - Example: CPPS funds cannot support private, political, religious, or fundraising activities
- Description of how the project/program/service provides a public benefit

Section 3. Project/Program/Service Budget Information

- Enter payroll and non-payroll cost estimates; totals will calculate automatically
- Indicate whether **Prevailing Wage law** applies
 - If yes, provide the contractor's contact information
 - Contractor must be registered with the Department of Industrial Relations prior to applying
 - Prevailing wage is generally triggered when:
 - Public funds are used on a capital project costing over \$15,000 for repair, demolition, alteration, or modification
 - Or over \$25,000 for new construction
 - Even if CPPS funds will only pay for project supplies or cover just a portion of the overall project, the \$15,000 and \$25,000 prevailing

wage thresholds apply to the total project cost, not just the CPPS-funded portion

- The nonprofit may not perform the repairs, demolition, alteration, modification, or construction work itself if the threshold amounts are met. In that case, the work must be completed by a registered contractor who can comply with all prevailing wage requirements
- List all funding sources for the project, beginning with CPPS funds
 - Individual donors may be listed under “Private Funding”
 - At least two lines must be completed
 - Total Funding and Surplus/Deficit fields will calculate automatically

Section 4. Prior City Funding

List all City funding received within the past three years, including:

- Year funds were received
- Funding source
- Amount requested
- Amount awarded
- Brief description of use. Attach additional pages if needed.

Section 5. Organizational Financial Summary

- In accordance with **SB 1439 Conflict of Interest law**, indicate whether any organizational agents contributed more than \$500 to a sitting Councilmember’s campaign in the last 12 months
 - If yes, provide the Councilmember’s name, the contributing agent, and the amount
 - If multiple contributions or agents apply, attach a supplemental document
- Provide the number of part-time and full-time employees
- Provide all funding sources for the organization, including actual revenue for the prior fiscal year and budgeted/estimated revenue for the current fiscal year
 - Private donors may be combined under “Private Funding”

- Total Revenues will calculate automatically
- Provide total operating expenditures for the prior and current fiscal years
 - Operating Surplus/Deficit will calculate automatically

Reminders and Supplemental Documentation

Required signatures and dates apply to:

- The application
- W-9 Form
- Drug-Free Workplace Form
- EOC Workforce Report

You must complete all required fields before signing, as the system will not allow early signatures.

Additional required documents (PDF format only):

- **Proof of nonprofit status** (IRS Determination Letter)
- **Proof of active status** with:
 - California Secretary of State (“ACTIVE”)
 - California Attorney General’s Registry (“CURRENT,” “EXEMPT,” or “MUTUAL BENEFIT” accepted)
 - Bad standing, suspension, or missing registration may be disqualifying
- **IRS Form 990, 990EZ, or 990N**, unless religiously exempt or a public agency
 - If exempt, submit a letter explaining the exemption

Once the application and attachments are submitted, you will receive a confirmation email from Seamless Docs.

Conclusion

Applicants missing required documents or information will enter a brief **cure period**. Council Administration staff will notify applicants of any issues identified. Applicants have **five business days** to correct issues.

If all corrections are made and the application is in good standing, it will be forwarded to the Council Offices for funding consideration.

For questions, email **CPPS@sandiego.gov**.

For questions about individual Council Office funding priorities, contact that specific office. A list of CPPS Representatives for each Council Office is available online.