



Council Office CPPS Funding

Fiscal Year 2027

Council Administration

Abigail Edwards, Grants Manager



Community Projects, Programs and Services (CPPS) Funding Program

Background

- CPPS funding is awarded to **nonprofit organizations, public agencies, and City departments** for projects, programs, and services that serve a lawful public purpose to benefit the City's neighborhoods and communities.
- CPPS funding is awarded at the discretion of each council office.
- CPPS is governed by [Council Policy 100-06](#).



FY27 CPPS Budget

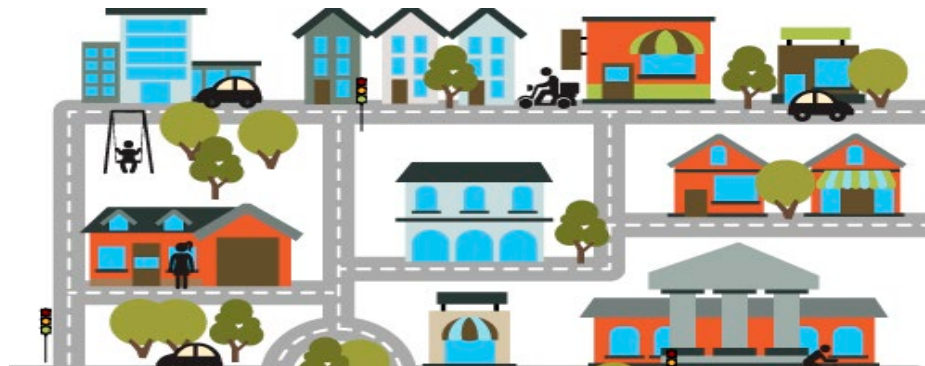
Budget Summary

FY27 CPPS Funds: \$900,000

\$100k per office

Procedures for Funding:

- **Funding Agreement (contract)**
 - Nonprofits or Public Agencies
- Transfer Memorandum
 - City Departments
 - City Capital Improvement Projects (CIP)

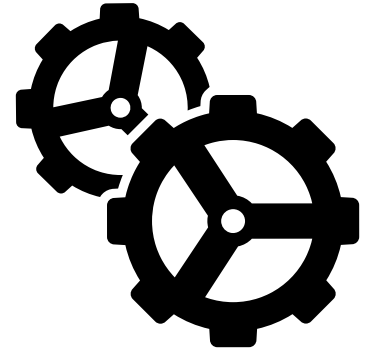




FY27 CPPS Schedule

Important Dates

- **Application:** July 7 – August 7, 2026
- **Award Announcement:** End of October 2026
- **City Processing:** November 2026 – April 2027
- **Payments:** April – June 2027
- **Reporting:** June – July 31, 2027





CPPS Council Policy

Funding Eligibility

- Hold a **legally tax-exempt (IRS)** or **nonprofit** status in good standing or be a public agency functioning within the City.
 - Tax-exempt with the [Internal Revenue Service \(IRS\)](#).
 - “ACTIVE” with the [California Secretary of State \(SOS\)](#).
 - “CURRENT” or “EXEMPT” with the [California Attorney General \(AG\)](#).
 - Mutual Benefit designation with the AG now may be required to register and file, as the solicitation or receipt of charitable assets, which may include CPPS, triggers a requirement to register and report on those assets.
- Be **financially solvent** and provide the most current IRS Form 990, similar documentation, or proof of exemption.
- Disclose all sources of organizational funding.

CPPS Council Policy

Funding Uses

1. The purchase, installation, repair, or maintenance of **equipment, materials, goods, or supplies**, including expenses related to technology or educational services.

- Cannot be used for a public works project.
- Cannot purchase surveillance technology.

2. The staging of social, environmental, educational, cultural, or recreational **community programming or events**.

- Ticketed events are allowed if they are open to the public and do not require organizational memberships.



CPPS Council Policy

Funding Uses

3. The purchase of **food** or **beverages** only if they are provided to individuals or families in need.

- Cannot be purchased for other uses.

4. In support of ongoing **operational expenses**.

- Examples may include payroll expenses, rent payments, utility payments, and insurance payments.



CPPS Council Policy

Funding Uses

5. **Capital improvements** performed on private property.

- Capital improvements **may not** be performed on public property, even with a right-of-entry permit.
- Facilities must be **open to the public** (cannot require membership).
- Projects with a **total cost over \$15,000** that involve alteration, demolition, installation or repair work or new construction work with a **total cost over \$25,000** will be subject to prevailing wage law.





CPPS Council Policy

Important Reminders

- CPPS funds **cannot** be used for any purpose prohibited by laws governing the use of public funds.
 - No private, political, religious, or **fundraising purpose or activity**.
- All expenses **must be incurred within Fiscal Year 2027 (July 1, 2026 – June 30, 2027)**.





CPPS Projects/Programs/Services

Examples from Previous Grantees

- **Mama's Kitchen:** Medically Tailored Meal Service
- **San Diego Unified School District:** Memorial Plaque at Valencia Park Elementary
- **Persian Cultural Center:** Nowruz Persian New Year
- **Otay Mesa Chamber of Commerce:** IT and Software Support / Street Banners
- **Somali Bantu Association of America:** Youth Program Director



CPPS Application Process

Pre-Application

- **Verify compliance** with all standards required by [Council Policy 100-06](#).
 - Must be in good standing at the time of application submission.
- Recognize that applying for CPPS funding **does not guarantee** funding.



CPPS Application Process

Application Overview

- Use the CPPS Application Instructions as a guide.
- An applicant may submit multiple applications.
 - Only one project/program/service is allowed per application.
 - May request funding from multiple council offices within the same application.
- A funding request may not be less than **\$1,500**.
- Demonstrate that the project/program/service is **open to the public, serves a lawful public purpose, and benefits San Diego's communities**.



CPPS Application Process

Application Overview

- **Due at the time of application:**
 - Standard application
 - Proof of nonprofit status with the [IRS](#)
 - Proof of “ACTIVE” status with the [CA SOS](#)
 - Proof of “CURRENT” (or exempt) status with the [CA AG](#)
 - [Certification for a Drug Free Workplace](#)
 - [EOC Workforce Report](#) (pages 1-3)
 - [IRS Form 990, 990EZ, or 990N](#)
 - [IRS Form W-9](#)





CPPS Application Process

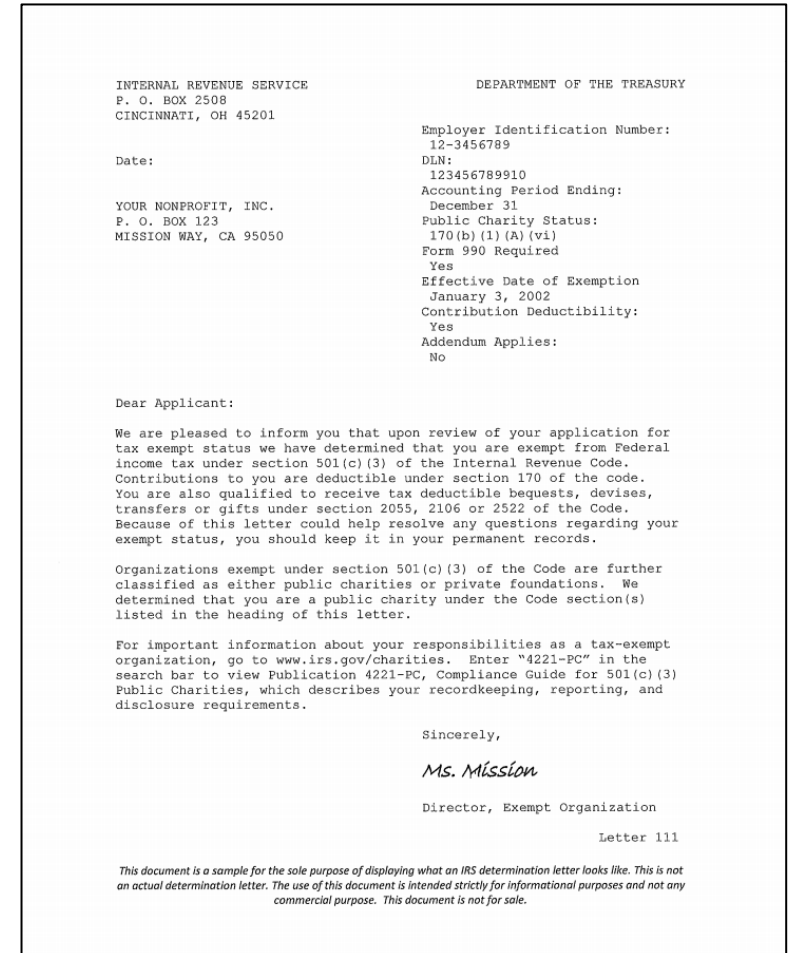
Supplemental Documentation

To check nonprofit status:

- Use the [Tax-Exempt Organization Search](#) tool.

Cannot locate or lost letter:

- Contact [Customer Account Services](#) by phone, letter, or fax to request an *affirmation letter*.
 - The request must include:
 - Full name
 - Employer Identification Number
 - Authorized signature (an officer or trustee)





CPPS Application Process Supplemental Documentation

- **ACTIVE** status with the [CA SOS](#).
- **CURRENT** (or exempt) status with the [CA AG](#).
- Statuses must remain in good standing for the duration of Fiscal Year 2026.
- Contact your [state representatives](#) for assistance with filing processes.

Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

• A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note: a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

• An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
• An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search by name or file number
Advanced ▾

Registry Search Tool

Search the Files of the Registry of Charities and Fundraisers

The Registry Search Tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charities and Fundraisers. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the Secretary of State, Franchise Tax Board and IRS to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our Resources and Donation Tips.

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:



CPPS Application Process Supplemental Documentation

- [Certification for a Drug Free Workplace](#)
 - The City requires that all City grantees comply with the Drug-Free Workplace Policy ([Council Policy 100-17](#)).
- [IRS Form 990](#)
 - **Form 990-EZ, Form 990-PF, and Form 990-N (e-Postcard) accepted.**
- [IRS Form W-9](#)
- [EOC Workforce Report](#)
 - **Pages 1-3 must be completed in full.**

Form 990-EZ Short Form Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
2015
Open to Public Inspection

Department of the Treasury Internal Revenue Service

A For the 2015 calendar year, or tax year beginning February 1st, 2015, and ending January 30th, 2016

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/limited
 Amended return
 Application pending

C Name of organization: **The Wellness Foundation, Inc.**
 Number and street (or P.O. box, if mail is not delivered to street address) P.O. Box 381
 City or town, state or province, country, and ZIP or foreign postal code: **Mableton, GA 30126-0381**

D Employer identification number: **56-2425284**
E Telephone number: **404-699-8695**
F Group Exemption Number

G Accounting Method: Cash Accrual Other (specify) _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: **TheWellnessFoundation.com**

J Tax-exempt status (check only one) - 501(c)(3) 501(c)(1) 501(c)(29) 501(c)(28) 501(c)(27) 501(c)(26) 501(c)(25) 501(c)(24) 501(c)(23) 501(c)(22) 501(c)(21) 501(c)(20) 501(c)(19) 501(c)(18) 501(c)(17) 501(c)(16) 501(c)(15) 501(c)(14) 501(c)(13) 501(c)(12) 501(c)(11) 501(c)(10) 501(c)(9) 501(c)(8) 501(c)(7) 501(c)(6) 501(c)(5) 501(c)(4) 501(c)(3)

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) below are \$500,000 or more, file Form 990 instead of Form 990-EZ.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

Line	Description	Amount
1	Contributions, gifts, grants, and similar amounts received	29.51
2	Program service revenue including government fees and contracts	2
3	Membership dues and assessments	3
4	Investment income	4
5a	Gross amount from sale of assets other than inventory	5a
5b	Less: cost or other basis and sales expenses	5b
5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c
6	Gaming and fundraising events	
a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b
6c	Less: direct expenses from gaming and fundraising events	6c
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d
7a	Gross sales of inventory, less returns and allowances	7a
7b	Less: cost of goods sold	7b
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c
8	Other revenue (describe in Schedule O)	8
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	29.51
10	Grants and similar amounts paid (list in Schedule O)	10
11	Benefits paid to or for members	11
12	Salaries, other compensation, and employee benefits	12
13	Professional fees and other payments to independent contractors	13
14	Occupancy, rent, utilities, and maintenance	14
15	Printing, publications, postage, and shipping	15
16	Other expenses (describe in Schedule O)	16
17	Total expenses. Add lines 10 through 16	32.00
18	Excess or (deficit) for the year (Subtract line 17 from line 9)	(2.49)
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	25.16
20	Other changes in net assets or fund balances (explain in Schedule O)	20
21	Net assets or fund balances at end of year. Combine lines 18 through 20	23.67

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 106421 Form 990-EZ (2015)



CPPS Payments and Reporting

Payment Procedure

- Grant allocations **must be approved** by the full City Council and funding agreements processed by City staff **before payments are disbursed**.
 - This process is normally completed in the springtime.
 - Once an agreement is approved, a grantee in good standing will receive their payment **in-full**.
 - Average processing time of 7 business days; allow up to 30 days to receive payment.

[Company Name] INVOICE
[Street Address]
[City, ST, ZIP]
Phone: (000) 000-0000

INVOICE #	DATE
[123 456]	5/1/2014

BILL TO
[Name]
[Company Name]
[Street Address]
[City, ST, ZIP]
[Phone]
[Email Address]

DESCRIPTION	AMOUNT
Service Fee	200.00
Labor: 5 hours at \$75/hr	375.00
New client discount	(50.00)
Tax @ 2.5% after discount	28.56
TOTAL	\$ 553.56

Thank you for your business!

If you have any questions about this invoice, please contact
[Name, Phone, email@address.com]

Model Template © 2014 Vertex.com

Account: PAYMENT 7500-3211
ALARM RENT AND PAYMENT FOR OUR RETAIL CUSTOMERS

REDWOOD CREDIT UNION January 17, 2017

Pay TO THE ORDER OF [REDACTED] DOLLARS \$ [REDACTED]

VOID AFTER 180 DAYS
Signature City File
This check has been authorized
by your Representative

Seq: [REDACTED]
Batch: [REDACTED]
Date: 01/19/17



CPPS Payments and Reporting

Reporting Process

- Grantee is provided with a reporting template after payment is disbursed.
- **Please retain:**
 - **Proof of Purchase** documentation (i.e., receipts, invoices, pay stubs, time sheets, etc.).
 - **Proof of Payment** documentation (i.e., bank/credit card statement, cancelled check, etc.).
- Reports must be submitted **no later than 30 days after the end of Fiscal Year 2027, by July 30, 2027.**
 - Grantees that fail to meet this requirement will be placed on the Delinquency List.

THE CITY OF SAN DIEGO Date: 04/08/2025

COUNCIL OFFICE FUNDING PROGRAM: FY25 CPPS
Final Report

Grantee: Grantee Name
 Project: Project Name
 Agent Name: John Smith Title: CEO
 Email: Example@gmail.com Phone: (111) 111-1111
 Mailing Address: 111 Example St., San Diego, CA 92101

Grant Details

Total Project Award:	\$15,000.00
Total Expenses Documented:	\$15,000.00

Please note that any undocumented grant funds must be returned to the City in full or otherwise documented pursuant to the grantee's funding agreement. Failure to comply with this requirement may result in the grantee's inclusion on a delinquency list, which would preclude the organization from receiving future CPPS or ACCF funding until the funds are returned or documented appropriately.

Authorization
 An authorized signatory is required to sign and print name, date, and title.

Signature: Date: 06/01/2024
 Print Name: John Smith Title: CEO

I hereby certify that all terms and conditions as set forth in the Agreement with the City of San Diego have been met. All expenditures have been made within the spirit and letter of City Council Policy, as specified in the Agreement. All required reports and disclosures have been submitted.

Expense Reporting Form

Instructions: Grantees should list expenses in the tables below and label supporting documents accordingly. For example, documents for row #1 should be labeled as "#1," and multiple documents for one row can be labeled "#1A, #1B," etc. This can be done by editing the document directly (either by hand, then scanning, or digitally). Final reports must be submitted as a single PDF. For more details, refer to the instructions document.

#	Date of Payment: Date expense was incurred in mm/dd/yyyy	Vendor or Employee Name: Enter who received payment (name of business/vendor, organization, independent contractor, employee name, etc.)	Expense Amount: Amt grantee wants to expense	Payment Type: Enter check # or "ACH" for card pmts	Expense Description: List and describe eligible expenses. Refer to the proof of purchase (invoice/ receipt). Eligible expenses are those approved by the funding agreement (refer to Use of City Funds section of application)
1	11/05/2024	Home Depot	\$10,000.00	ACH	Wood, paint & brushes
2	01/05/2025	John Smith	\$5,000.00	CK #204	Payroll

CPPS Payments and Reporting

Important Reminders

- CPPS funds cannot be disbursed until awards are approved by the full City Council and funding agreements are signed by all parties.
 - The full award will be disbursed upon execution of the agreement.
- Funds may be applied to any eligible expenses **incurred within the City's Fiscal Year 2027 (July 1, 2026 - June 30, 2027)**.
- Only expenses closely related to the project described in **Section 2 of the application** as enclosed in the signed agreement are eligible to apply toward the grant.
- CPPS applicants should **be prepared to finance any proposed projects upfront**.

[Company Name] INVOICE

[Street Address]
[City, ST, ZIP]
Phone: (000) 000-0000

INVOICE #	DATE
[123 456]	5/1/2014

BILL TO

[Name]
[Company Name]
[Street Address]
[City, ST, ZIP]
[Phone]
[Email Address]

DESCRIPTION	AMOUNT
Service Fee	200.00
Labor: 5 hours at \$75/hr	375.00
New client discount	(50.00)
Tax @ 2.5% after discount	28.56
TOTAL	\$ 553.56

Thank you for your business!

If you have any questions about this invoice, please contact
[Name, Phone, email@address.com]

Model Template © 2014 106642.com

Account: **PAYMENT** 7500-3011

ALARM POST FOR PAYMENT FOR OUR RETAIL CUSTOMER

REDWOOD CREDIT UNION January 17, 2017

Pay TO THE ORDER OF [Name]

DOLLARS \$ [Amount]

VOID AFTER 180 DAYS
Signature City File
This check has been authorized by your Registrar

Serial: [Number]
Batch: [Number]
Date: 01/19/17

Assistance

To Learn More

- **Council Offices** → <https://www.sandiego.gov/citycouncil>
 - Contact the [council office\(s\)](#) to learn more about their funding priorities.
 - [Council Grant Representatives](#)
- **CPPS Homepage** → <https://www.sandiego.gov/citycouncil/cpps>

Contact Us

- **Email:** CPPS@sandiego.gov

