



**FY 2017
SMALL BUSINESS ENHANCEMENT PROGRAM
CITY WIDE GRANTS
GUIDELINES & APPLICATION**

Mail or Deliver Application Packets to:

**THE CITY OF SAN DIEGO
ECONOMIC DEVELOPMENT DEPARTMENT
RE: SBEP APPLICATION/TIME SENSITIVE
1200 THIRD AVENUE, SUITE 1400, MS-56D
SAN DIEGO, CA 92101**

Complete Application Packets must be received at this location by:
5:00 p.m. Thursday, June 2, 2016

For further information call 619-236-6700

The application plus the required attachments
must be complete at the time of submission.

New or revised application information
will not be accepted after the deadline.

Late applications will not be accepted.

SMALL BUSINESS ENHANCEMENT PROGRAM (SBEP) GRANTS

PURPOSE

This grant program's particular focus is to expand economic opportunities for small businesses by supporting not-for-profit organizations which provide specialized services to small businesses citywide. It is expected that Small Business Enhancement Program (SBEP) funds will be leveraged by recipients to enhance services to small businesses with the purpose of creating, growing, and retaining small businesses in San Diego. Grants are recommended by the Mayor's Small Business Advisory Board pursuant to City Council Policy 900-15 and subject to allocation of funds by the City Council for this program within the City's budget for FY 2017.

Small Business Advisory Board

Ruben R. Garcia, Ph.D., Chairman

Catherine Arambula

Edward Barbat

Antonio Barbosa

Joseph Fox

Guy Hanford

Robert Glick

Michelle Gray

William Lynch

Gary Peterson

Warren Simon

Economic Development Department Staff

Erik Caldwell

Lydia Moreno

Meredith Dibden Brown

Elizabeth Studebaker

Alicia Martinez-Higgs

GUIDELINES

FUNDING ELIGIBILITY

Applying organizations must meet the following eligibility requirements:

Not-for-profit status:

Organizations must be able to demonstrate proof of not-for-profit status by the application deadline date. Eligible educational institutions may submit alternative documentation to demonstrate not-for-profit status.

California Corporation or Organization:

Organizations must be a legal entity registered with the State of California and headquartered in the County of San Diego. Eligible educational institutions may submit alternative documentation to demonstrate status.

Location:

The activities to be funded must take place within the San Diego city limits (or the beneficiaries of the activities are based within the City of San Diego).

Exclusions:

Organizations whose services are oriented to a particular geographic area within the City of San Diego are not eligible to apply. Ineligible organizations include but are not limited to: area-based community development corporations and sub-regional chambers of commerce.

Organizations requesting Citywide SBEP funding may submit up to two applications under these guidelines for completely separate programs or projects.

Organizations requesting Citywide SBEP funding may not apply for, nor receive funding from, the Business Improvement District Council or Business Neighborhood SBEP funds. Programs or projects intended to primarily serve one or more Business Improvement Districts or Micro-districts are not eligible.

Organizations requesting and recommended for Economic Development and Tourism Support Program (EDTS), or Commission for Arts and Culture Organizational Support Program (OSP) or Creative Communities San Diego Program, or Citywide TOT Funding may not apply for SBEP funding.

Organizations employing or retaining as a consultant a member or members of the Small Business Advisory Board may not apply for funding.

Funding Amount Requests:

Organizations may apply for a minimum of \$10,000 and a maximum of \$25,000.

Fiscal sponsors may not apply on behalf of an ineligible applicant.

FUNDING POLICIES & REQUIREMENTS

If funds are awarded to an organization that it shall comply with each of the following requirements.

Council Policy 100-04:

Each person or organization awarded a contract for use of grant funds under this program ("Contractor"), by the City of San Diego acknowledges and agrees that it is aware of and will comply with Council Policy 100-04, adopted by Resolution No. 282153 relating to the Federally-mandated Americans with Disabilities Act (ADA). Contractors and subcontractors will be individually responsible for their own ADA program.

Equal Opportunity:

Contractors must comply with Title VII of the Civil Rights Act of 1964, as amended; the California Fair Employment Practices Act; and any other applicable federal and state laws and regulations hereinafter enacted, as well those requirements addressed by the City of San Diego's Equal Opportunity Program, recorded with the City Clerk as Document RR-262633.

Drug-Free Workplace:

Contractors are required to publish and post a statement on their policies for a drug-free workplace and provide a drug education program for all employees.

Living Wage Ordinance:

If applicable, Contractor shall comply, and require each of its subcontractors to comply, with the provisions of the City's Living Wage Ordinance, codified in San Diego Municipal Code sections 22.4201 et seq., in performing its obligations and/or duties. (Typically, Economic Development Services contracts are not subject to this ordinance).

Prevailing Wage Ordinance:

As applicable, Contractor shall comply, and require each of its subcontractors to comply, with the provisions of the City's Prevailing Wage Ordinance, codified in San Diego Municipal Code section 22.3019, in performing its obligations and/or duties.

Equal Benefits Ordinance (EBO):

In accordance with the Equal Benefits Ordinance (EBO), Contractor shall provide and maintain equal benefits as defined in San Diego Municipal Code section 22.4302 for the duration of the contract [SDMC 22.4304(f)]. Prior to the execution of this Agreement with the City, Contractor shall complete the EBO Certification of Compliance and provide it to the City. Failure to maintain equal benefits consistent with the EBO is a material breach of the contract [SDMC 22.4304(e)].

Insurance:

Contractor shall comply, and require each of its subcontractors to comply, with the City's insurance requirements for the term of the Agreement.

Commercial General Liability Insurance

- Contractor shall keep, in full force and effect, Commercial General Liability [CGL] Insurance, providing coverage at least as broad, which shall cover liability arising from any personal injury, bodily injury, and property damage, providing coverage with limits of at least one million dollars (\$1,000,000) per occurrence **AND**
- subject to an annual aggregate of two million dollars (\$2,000,000) **AND**
- Contractor shall provide an endorsement with: insured's name; policy number; name of insurer; effective date of change; and "City and its respective elected officials, officers, employees, agents, and representatives" named as additional insureds;

Workers' Compensation Insurance

- Contractor shall keep, in full force and effect, Workers' Compensation Insurance for all of the Contractor's employees who provide services under the grant, to the extent required by the State of California, providing a minimum of one million dollars (\$1,000,000) of employers liability coverage, **AND**
- Contractor shall provide an endorsement with: insured's name; policy number; name of insurer; effective date of change; and that the insurer waives the right of subrogation against the City and its respective elected officials, officers, employees, agents and representatives. **IF** the insurer is State Fund then a certificate from State Fund indicating the waiver of right of subrogation against the City etc. is adequate.

Automobile insurance

- Any Auto: Contractor shall keep, in full force and effect, Automobile insurance for all of the Contractor's automobiles, including owned, hired, and non-owned automobiles, automobile insurance for bodily injury, and property damage providing coverage to a combined single limit of one million dollars (\$1,000,000) **AND**
- Contractor shall provide an endorsement with: insured's name; policy number; name of insurer; effective date of change; and "City and its respective elected officials, officers, employees, agents, and representatives" named as additional insureds,
OR (Regarding auto insurance requirements only)
- Non-Owned / Hired Auto: If the Contractor does not own any automobiles then Contractor must obtain and submit to the City the required evidence of automobile insurance coverage for "hired autos" and "non-owned autos" for bodily injury, and property damage providing coverage to a combined single limit of one million dollars (\$1,000,000); **AND**
- Contractor shall provide an endorsement with: insured's name; policy number; name of insurer; effective date of change; and "City and its respective elected officials, officers, employees, agents, and representatives" named as additional insureds;

General Insurance Requirements

- All insurance shall be carried only in responsible insurance companies which are rated at least "A, VI" by the current AM Best Rating Guide, licensed to do business in the State of California.
- The policies are primary and non-contributing to any insurance that may be carried by the City.
- The policies cannot be canceled or materially changed except after thirty (30) calendar days written notice by the insurer to the City by certified mail.

REVIEW AND FUNDING PROCESS

Panel Process:

Per Council Policy 900-15, funding for a Citywide Small Business Enhancement Program Grant shall be made based on a competitive, but simple application that is reviewed and scored by the Small Business Advisory Board Panel [Panel].

The Panel, composed of up to five Small Business Advisory Board members, will consider each Applicant's current contractual performance (if applicable) and all the application material submitted in order to assign a score. The Panel members shall evaluate all applications individually and then as a group during a meeting.

The Panel members shall assign individual scores which shall then be averaged to result in a single score between 0 and 30 for each application.

The applications will be scored according to:

Applicant Qualifications (including current contractual performance, if applicable)	10 points
Project Characteristics and Benefits	15 points
Leveraging of Resources	5 points

Scores are not assigned on a curve but reflect the quality of the application:

- Scores of 28 to 30 points indicate that the application will receive the highest priority for funding and are deemed to meet all or a majority of the review criteria to the highest degree possible.
- Scores of 23 or more but less than 28 are considered very good; there is room for improvement but funding is recommended.
- Scores of 20 or more but less than 23 are considered good with the potential to be funded once the higher scoring applications are funded.
- Scores below 20 are considered marginal or unacceptable; applications are not fundable.

Recommended funding amounts will be developed by staff based on the amount of funds available, the number of applications received, the total amount of funds requested, and the assigned scores.

****Failure to submit required materials will result in a diminished score or disqualification.**
Incomplete responses to the application questions will have a diminishing effect on the scoring of the application. ****

If any of the required materials/documents do not apply to your organization, please include explanations with your application.

Even if an Application receives a score of 23 or higher there is no entitlement to funding.

Once the scores are finalized by the Panel, City staff will develop the funding amounts based on the quantity and quality of applications received. A notice will be sent to each Applicant advising them of the amount awarded or that no funds were awarded.

Agreement, Scope and Budget:

Recommended funding allocations will be determined by June 14, 2016 and communicated to applicants by email. Please note that recommended funding amounts are not guaranteed until the City's FY 2017 Budget is finalized with the adoption of the City annual Appropriation Ordinance. This typically occurs in July. City staff will provide the proposed Agreement for the use of the SBEP funds which is to be signed by Applicant's authorized signer and returned by June 24, 2016 along with all required documentation. The Agreement will be effective from **July 1, 2016 through June 30, 2017** but expenses for eligible activities within this period cannot be reimbursed until the Agreement is fully executed and a purchase order has been issued by the City.

By **June 24, 2016**, each Applicant awarded funds must then submit:

- Proposal and Budget, adapted to reflect the awarded amount (electronic document),
- Four signed agreements (hard copies with original signatures)
- Board Resolution
- Required Insurance documents as noted on the previous pages (scanned copies acceptable)
- W-9

Failure to adhere to this deadline will result in forfeiture of the awarded funding, unless City staff is advised **on or before June 24, 2016** of the organization's extenuating circumstances.

Resolution:

The organization must have a formal resolution of its board of directors which approves entering into the SBEP Agreement with the City of San Diego if funding is awarded and which states that the board understands and will comply with the terms and conditions of the Agreement including maintaining the required insurance coverage and performing the Scope of Services within the amount of the allocated Budget. This resolution must be signed by the board president or designated officer.

Performance Reports:

Performance reports will be required at least quarterly detailing the organization's performance of the Scope of Services as outlined in the Agreement. A Final Report shall detail quarterly results and annual results. *Note: The record of providing previous year's performance reports will be taken into consideration during panel review, and previous lack of reporting will negatively impact your application score.*

Financial Statements:

All organizations receiving City money are required to submit financial statements for the organization's last completed fiscal year no later than 150 days after the end of that fiscal year. If total City funding is \$75,000 or more, these financial statements must be audited by an independent CPA. The pro-rated cost of producing the financial statements (and audit report as applicable) may be included in administrative costs for which City reimbursement is requested.

Acknowledgment of City Funding:

A credit line must be included in any printed, visual or recorded matter of the funded applicant/organization that credits the City for its support. The following is an example of a credit line that might be utilized: "This project is funded in part by the City of San Diego's Small Business Enhancement Program."

COMPLETING THE APPLICATION

Budget:

The following definitions will assist you in completing the Application section "Summary of Proposed Use of SBEP Funds – Budget & Cost Justification."

Personnel - Includes salaries, wages, taxes, and benefits for employees. If requesting reimbursement for these expenses, the organization must be able to document specific expenses and proof of payment.

Wages: limited to eligible work performed directly by executive directors, business managers, development staff, clerical, etc.

Taxes: Employer taxes, etc.

Benefits: Cost of dental, health insurance, 401(K), incentives, etc.

Contractual Services: - Contract for service expenses such as consulting fees or other services provided to the organization by a subcontractor.

Space Rental: - Rental of meeting space or facility fees for seminars, workshops or training, etc.

Marketing/Advertising: - Marketing, publicity and promotion, not including payments to staff or consultants.

Support Materials: - Office supplies, printing and mailing of brochures, flyers or posters, postage, etc.

Insurance: - premiums for City required insurance, etc.

Other: - Complete a schedule of expenses. Include miscellaneous expenses not covered above.

Funding Limitations:

Expenditures are prohibited for the following and are not to be included in the proposed SBEP budget:

- Programs which have already been completed or for which activities occurred outside of the contract period of September 1, 2016 through June 30, 2017.
- Capital outlay for improvements and/or construction of buildings or facilities or purchase of capital equipment.
- Religious or political activity.
- Programs in facilities not accessible to the disabled.
- Tuition assistance payments or reimbursements.
- Hospitality, food or beverage costs.
- Travel or related expenses for staff or consultants, including mileage
- Contributions to trusts or endowment funds, or gifts or donations.
- Replacement of deficit funds.
- Job training or job placement activities.
- Indirect cost recovery.
- Penalties, fines, interest, or late payment charges.

Reimbursement:

All funds are awarded on a cost reimbursable basis. All items submitted for reimbursement must include proof of payment of the expenses. Reimbursement requests may be submitted on a monthly basis or less frequently as arranged with staff. There can be *no payment in advance*. Organizations receiving FY 2016 SBEP Grant funding or other City funding must have filed all required reports prior to requesting and processing of FY 2017 SBEP payments. Final payment will be withheld until all required reporting documents are submitted.

Packaging Directions

When completing the packets please keep the following information in mind:

- Label each page with the organization name and page number.
- Use binder clips – do not staple or bind any pages.
- Three (3) hole punch all pages.
- Maintain a margin of at least 0.5".
- Always leave enough space to make the information legible.
- Use a font size of 10 point or larger.
- Keep responses clear and to the point.
- Submit one (1) original packet of materials and five (5) copies of the packet.

Application Questions

If you have any questions or need assistance on your application or the required documents, please contact Economic Development Department Staff immediately: Alicia Martinez-Higgs: 619-236-6488 or amhiggs@sanidiego.gov or Meredith Dibden Brown: 619-236-6485 or mdbrown@sanidiego.gov

Application Deadline

All application packages/packets (regardless of delivery method and postmark date) must be received by City staff by **5:00 p.m. on Thursday, June 2, 2016**.

****Late applications will not be accepted. There will be no exceptions.****

Packets must be mailed or delivered to:

City of San Diego - Economic Development Department
Re: SBEP Application/Time Sensitive
1200 Third Avenue, Suite 1400
San Diego, CA 92101

**CITY OF SAN DIEGO
CITYWIDE SMALL BUSINESS ENHANCEMENT PROGRAM
FY 2017 GRANT APPLICATION**

APPLICANT ORGANIZATION NAME: _____

Mailing Address: _____

CA _____

Telephone: _____ Fax: _____

Program/Project Location Information: (where program/project will take place)

Address: _____

CA _____

Telephone: _____ Fax: _____

Primary Program/Project Manager Contact Information

Name: _____ Title: _____

Telephone: _____ Fax: _____

E-mail: _____

Web Site: _____

Authorized Signer

Name: _____ Title: _____

Signature: _____ Date: _____

Closing Date of Applicant's Most Recently Completed Fiscal Year: ____/____/____

Number of years of Small Business Enhancement Program funding: _____

CITY OF SAN DIEGO – CITYWIDE SBEP – FY 2017 GRANT APPLICATION

APPLICANT ORGANIZATION: _____

TOTAL CITYWIDE SBEP AMOUNT REQUESTED: \$ _____

(Minimum of \$10,000 and maximum of \$25,000 may be requested)

SUMMARY OF PROPOSED USE OF SBEP FUNDS – “BUDGET” & COST JUSTIFICATION

Item	SBEP Dollar Amount	SBEP Cost Justification	Leveraged Funds
Personnel Expenses	\$ _____		\$ _____
Wages	\$ _____		\$ _____
Taxes	\$ _____		\$ _____
Benefits	\$ _____		\$ _____
Consultant/ Contractual Expenses	\$ _____		\$ _____
Space Rental	\$ _____		\$ _____
Marketing/ Advertising	\$ _____		\$ _____
Support Materials	\$ _____		\$ _____
Workshops/ Training	\$ _____		\$ _____
Insurance (Coverage required by City of San Diego)	\$ _____		\$ _____
Other (Be specific) _____	\$ _____		\$ _____
Other (Be specific) _____	\$ _____		\$ _____
Other (Be specific) _____	\$ _____		\$ _____
Other (Be specific) _____	\$ _____		\$ _____
Total Proposed Expenses (Must equal SBEP amount requested)	\$ _____		\$ _____

LEVERAGING OF REQUESTED FUNDS FOR THE PROPOSED PROJECT/PROGRAM (AMOUNT OF MATCHING FUNDS FROM OTHER SOURCES INCLUDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING):

Total of all Leveraged Funds	\$ _____
Sources of Leveraged Funds	
Source 1 (name) _____	\$ _____
Source 2 (name) _____	\$ _____
Source 3 (name) _____	\$ _____
Source 4 (name) _____	\$ _____
Source 5 (name) _____	\$ _____

CDBG FUNDED ORGANIZATIONS: If organization has received FY 2017 Community Development Block Grant funding, include/attach Scope and Budget with application.

CITY OF SAN DIEGO – CITYWIDE SBEP – FY 2017 GRANT APPLICATION

APPLICANT ORGANIZATION: _____

PROPOSAL - Please describe the proposed program or project to create, grow and/or retain small business in the city of San Diego by answering the following questions.

1. How is your organization uniquely qualified to provide the proposed program/project or how are you partnering with another organization to leverage this funding?

2. Explain how your organization will use this funding to create, grow, and/or retain small businesses in the City of San Diego (Broad overview/explanation of project/program you will offer through this funding):

3. List the specific actions you will undertake to create, grow, and/or retain small businesses - quantify numbers and types of activities for full scope of project.

e.g. Create intake/post surveys and conduct 20 business marketing seminars for 100 small businesses; Provide 40 one-to-one counseling sessions and 10 business workshops/events for 80 small businesses; Serve 50 start-up or existing entrepreneurs through 30 training programs; Create and conduct 5 business workshops and 5 business webinars for 100 small businesses; Provide 20 loans for 20 small businesses ranging from \$3,000-\$25,000 for start-up and fixed machinery costs.

4. Who are you targeting to receive the services or benefit from the program/project? (Be specific: Start-up businesses, businesses looking to expand, businesses that are 5 years or older with at least 5 employees looking to expand, small businesses seeking loans for working capital, businesses seeking certification as a women business enterprise; women-owned businesses looking to expand):

5. What are the desired outcomes for the participants? – What specific benefits will they receive? E.g. 10 business leads; certification in marketing; access to \$10,000 of capital; \$50,000 in public sector contracts.

7. Measurable Benefits to City of San Diego: What are the quantifiable, measurable outcomes of your program or project to the City of San Diego? e.g. increased tax revenue, increased exports, increased GRP.

8. How will progress/success be measured with this program/funding? – What tool or devices (surveys or other sources) will be used to measure the expected benefits?:

9. When is the expected completion date for this program? – Identify the time frame for success:

CITY OF SAN DIEGO – CITYWIDE SBEP – FY 2017 GRANT APPLICATION

APPLICANT ORGANIZATION: _____

CPA REVIEW / AUDIT/FINANCIAL STATEMENTS

Does your organization undertake an audit? ☐ Yes ☐ No

If not, were unaudited financial statements prepared? ☐ Yes ☐ No

What period is covered by your most recent audit report/financial statements? _____

Does your Board of Directors receive the management letter from the audit report? ☐ Yes ☐ No

And did the Board of Directors address issues identified in the management letter? ☐ Yes ☐ No

If not, why not? _____

RETURNING APPLICANTS ONLY / SBEP CONTRACT COMPLIANCE

Was a copy of the audit report/financial statements submitted to the City? ☐ Yes ☐ No

For the most recent fiscal year - has your organization filed quarterly reports? ☐ Yes ☐ No

What period is covered by your most recently submitted report? _____

If your organization is not in compliance with City of San Diego contract requirements for the most recent fiscal year - please explain. _____

REQUIRED ATTACHMENTS

- ☐ **Federal IRS Form 990:** Copy of most recently submitted Form 990 (if applicable)
- ☐ **California Corporation or Organization** (Eligible educational institutions may submit other documentation of being a California organization):
 - ☐ **Articles of Incorporation**
 - ☐ **Printout of Non-Profit status from Dept. of Justice website:**
<http://oag.ca.gov/charities/charity-research-tool>
 - ☐ **Current Status Printout from Secretary of State Website:** <http://kepler.sos.ca.gov/>
 - ☐ **Printout of Entity Status Letter from Franchise Tax Board website:**
https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp?WT.mc_id=Business_Online_EntityStatusLetter
- ☐ **Not-for-Profit Status:** Copy of IRS Determination letter.
 Eligible educational institutions may submit other documentation to demonstrate eligibility.
- ☐ **Board of Directors List:** List of Board of Directors including business names & locations.
- ☐ **Drug-Free Workplace Certification:** Completed/Signed Certification (using form below)
- ☐ **Personnel Schedule:** Completed/Signed Personnel Schedule (using form below)
 for all positions which will be fully or partly funded with the requested grant.
- ☐ **Audit Report/Financial Statements**

CITY OF SAN DIEGO - SBEP GRANTS – FY 2017 APPLICATION

APPLICANT ORGANIZATION: _____

PERSONNEL SCHEDULE – FY 2017

The purpose of this form is to list the positions being claimed against City Funds for the Fiscal Year. An updated copy of this form must be maintained at all times and any adjustments must be reported to the Economic Development Department. Prior approval is required where changes will impact approved budgets for executed City agreements.

Round amounts to whole dollars.

	A	B	C	D	E	F	H	I	J	K
			SALARIED EMPLOYEES		HOURLY EMPLOYEES					
NO.	POSITION TITLE	DATES RANGE THIS POSITION TO BE FUNDED BY SBEP (e.g. Jul 1 – Jun 30)	PAY SCHEDULE & DATES (Monthly, Biweekly, Twice a Month)	SALARY PER PAY PERIOD	STD TOTAL HRS PER PAY PERIOD	HOURLY RATE	TOTAL FRINGE & BENEFIT \$ FOR THE POSITION FOR THE SPECIFIED DATE RANGE	TOTAL AMOUNT FUNDED BY SBEP	TOTAL AMOUNT FUNDED BY OTHER CITY FUNDS	TOTAL AMOUNT FUNDED BY NON-CITY FUNDS
1										
2										
3										
4										
5										
6										
							TOTALS			

Name/Title of Signatory

Signature

Date

**FY 2017 CERTIFICATION
FOR A
DRUG-FREE WORKPLACE**

A. Every person or organization awarded a contract or grant by the City of San Diego for the provision of services shall certify to the City that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it and its subcontractors shall provide a drug-free workplace by doing all of the following:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- (2) Establishing a drug-free awareness program to inform employees about all of the following:
 - a) The dangers of drug abuse in the workplace.
 - b) The person's or organization's policy of maintaining a drug-free workplace.
 - c) Any available drug counseling, rehabilitation, and employee assistance programs.
 - d) The penalties that may be imposed upon employees for drug abuse violations.
- (3) Posting the statement required by subdivision (1) in a prominent place at contractors main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.

B. Contractors shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of subdivisions (1) through (3) inclusive of Section A. Contractors and subcontractors shall be individually responsible for their own drug-free workplace programs.

C. This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Organization/Contractor

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST

Materials to be Submitted- **Failure to submit required materials will result in a diminished score or disqualification. If any of the required materials/documents do not apply to your organization, please include explanation with your application**

- ☐ **Application:** Signed and dated application – make sure all questions are answered.
- ☐ **Federal IRS Form 990:** Copy of most recently submitted Form 990 (if applicable)
- ☐ **California Corporation or Organization** (Eligible educational institutions may submit other documentation of being a California organization.):
 - ☐ **Articles of Incorporation**
 - ☐ **Printout of Non-Profit status from Dept. of Justice website:**
<http://oag.ca.gov/charities/charity-research-tool>
 - ☐ **Current Status Printout** from Secretary of State Website: <http://kepler.sos.ca.gov/>
 - ☐ **Entity Status Letter Printout** from Franchise Tax Board Website:
https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp?WT.mc_id=Business_On_line_EntityStatusLetter
- ☐ **Not-for-Profit Status:** Copy of IRS Determination letter. Eligible educational institutions may submit other documentation to demonstrate eligibility.
- ☐ **Board of Directors List:** List of Board of Directors including business names and locations.
- ☐ **Drug-Free Workplace Certification:** Completed/Signed Certification
- ☐ **Personnel Schedule:** Completed Personnel Schedule for all positions which will be fully or partly funded with the requested grant.
- ☐ **Audit Report/Financial Statements**

Packaging Directions

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Application Questions: If you have any questions or need assistance on your application or required documents, please contact Economic Development Department Staff immediately: Alicia Martinez-Higgs at 619-236-6488 or amhiggs@sandiego.gov or Meredith Dibden Brown: 619-236-6485 or mdbrown@sandiego.gov

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On or before June 24, 2016, Applicants who are recommended for funding will then be required to submit the following documents:

- ☐ **Proposal and Budget, adapted to reflect the awarded amount (electronic document),**
- ☐ **Four signed agreements (hard copies with original signatures)**
- ☐ **Board Resolution (scanned copy acceptable)**
- ☐ **Required Insurance documents as noted on the previous pages (scanned copies acceptable)**
- ☐ **W-9 (if not already on file with City)**

**We also require that successful applicants register for the City's ACH (on-line) payment process. ** Contact Alicia Martinez-Higgs at (619) 236-6488 for more information.

**All funding is subject to final passage of the
FY 2017 Appropriations Ordinance approved by City Council.**
