CPPS / ACCF Technical Assistance Workshop Fiscal Year 2020











Community Projects, Programs and Services (CPPS) Funding Program Background

- CPPS funding is awarded to non-profit organizations and public agencies for projects, programs, and services that provide a one-time social, environmental, cultural, or recreational community need.
- CPPS Funding Program is governed by <u>Council Policy 100-06</u>.







Arts, Culture and Community Festivals (ACCF) Funding Program Background

- ACCF with Discretionary Transient Occupancy Tax (TOT) funding is awarded to nonprofit organizations and public agencies that enrich the community by providing access to local culture and the arts for residents and visitors of San Diego.
- Organizations with a FY20 Commission for Arts & Culture OSP/CCSD contract are ineligible to apply for the Council Office ACCF Funding Program, but can be awarded Council Office ACCF funds by Council Office transfer memo.
- ACCF Funding Program is governed by <u>Council Policy 100-23</u>.





FY19 Council Office Funding Summary

<u>FY19 CPPS Funds</u>: \$981,163.00 <u>FY19 ACCF Funds</u>: \$360,000

Total CPPS Funds Expended: \$963,521

- <u>Contracts:</u>
 - **117** Programs, Projects, & Services
 - \$660,970 Allocated
 - **\$1,000 \$38,5000** Award Range
- <u>Memos:</u>
 - 28 City Projects
 - \$302,551 Allocated
 - \$473 \$140,000 Transfer Range

Total ACCF Funds Expended: \$360,000

- <u>Contracts:</u>
 - **10** Programs, Projects, & Services
 - \$57,000 Allocated
 - **\$2,000 \$15,000** Award Range
- <u>Memos:</u>
 - **50** OSP/CCSD
 - \$303,000 Allocated
 - **\$1,000 \$38,000** Transfer Range



FY20 Council Office Funding Available

FY20 CPPS Funds: \$1,890,563

FY20 ACCF Funds: \$360,000

CPPS Funds:

- Contracts
- Transfer Memorandum:
 - City Departments
 - Capital Improvement Projects (CIP)

ACCF Funds:

- Contracts
- Transfer Memorandum:
 - Organizational Support (OSP)
 - Creative Communities (CCSD)



*Unexpended funds absorbed by the General Fund



CPPS/ACCF Funding Program

Program Reminders & Council Policy Review

- Project/program/service must serve a lawful public purpose and be open and costfree to the public.
- CPPS/ACCF funds cannot be used for food, beverages, travel, private purposes, political, religious, or fundraising activities.
- CPPS/ACCF funds should be considered a one-time resource.
- Project/program/service must occur within the fiscal year.
- CPPS/ACCF funds are paid on a <u>reimbursement</u> basis only
- Funding awards are at the discretion of Council Offices.
- If funding recipient chooses to give recognition for funds received, it shall recognize the City of San Diego, not individual Councilmembers or Council Districts
- RFQ due <u>September 27, 2019</u>. RFP only requested of funding recipients.







CPPS/ACCF Funding Program

Examples

CPPS Projects/Programs/Services Feeding San Diego: Electrical Improvements Mira Mesa Town Council: Fourth of July Celebration Fulfilling Destiny: Feminine Products Outreach for Homeless Women Neighborhood House Association: Senior Nutrition Center Roof New Americans Museum: Latin American Art Fair Young Audiences: Neighborhood Library Initiative Paving Great Futures: Community Wrap Around Program

ACCF Projects/Programs/Services

Alliance for Quality Education: D6 Night Market
Gaslamp Quarter Association: Gaslamp Holiday Pet Parade
Kiwanis Foundation of Tierrasanta: Oktoberfest
Paving Great Futures: SDSU Youth Hip-hop Leadership Conference

*Previous funding on website- *Funding Allocations* *Please contact Council Administration directly to discuss organization-specific questions or concerns.







Council Office Funding Program Options



- **Transient Occupancy Tax (TOT)**-Per <u>Council Policy 100-23</u>, An organization cannot apply for, or receive funding from, more than one category or subcategory of TOT.
- <u>Note:</u> Before applying for Council Office CPPS and/or ACCF Funding Programs, ensure that organization meets City contracting requirements and that the proposed project/program/service meets funding program objectives.



CPPS/ACCF Funding Program Fiscal Year 2020 Schedule

- Request for Qualifications (RFQ).....July 1-Sept. 27, 2019
- Recipient Announcement.....Nov. 4 Nov. 8, 2019
- Request for Proposals (RFP).....Nov. 8 Nov. 22, 2019
- City Department Processing......Nov. 25, 2019 June 30, 2020
 - Contract creation
 - City Department routing & approval
 - City Council approval & resolution by Mayor
 - Purchasing & Contracting and City Attorney review and approval
 - Fully executed contract
 - Begin reimbursement process





Request for Qualifications (RFQ)

Website Information

CPPS https://www.sandiego.gov/citycouncil/cpps ACCF https://www.sandiego.gov/citycouncil/accf

Request for Qualifications (Fiscal Year 2020)

The Request for Qualifications (RFQ) determines if applicants meet basic City of San Diego contracting requirements. The RFQ is due by September 27, 2019 at noon. Applicants are encouraged to submit the RFQ early to allow time for corrections. Please review the <u>CPPS RFQ Instructions</u>.

A complete RFQ consists of the following:

- GPPS Funding Application
- Proof of Nonprofit Status
- Proof of an active status from the Secretary of State ₽
- Proof of a current registration with the Attorney General ₪
- **Proof of Insurance**



Visit websites for RFQ forms, links, & instructions.



Request for Qualifications (RFQ) July 1 – September 27, 2019

RFQ Documentation Requirements:

- ✓ CPPS/ACCF Funding Application
- ✓ Proof of Nonprofit Status
- Proof of *active* status from Secretary of State
- Proof of *current* registration with the Attorney General
- ✓ ACORD Certificate of Insurance

- July 1: FY 2019 CPPS/ACCF RFQ available online
- Sept. 27: RFQs due by <u>noon</u>
- Items submitted to Council Administration via email
 - <u>CPPS RFQ</u>: <u>CPPS@SanDiego.gov</u>
 - <u>ACCF RFQ</u>: <u>ACCF@SanDiego.gov</u>
 - <u>Subject headline</u>: FY20 CPPS/ACCF Funding Application- *Organization Name*
- After submittal, Council Administration will contact the organization regarding the status of the RFQ: **Qualified** or **Not Qualified**

*Note: There will be a "cure" period for applicants deemed Not Qualified



Request for Qualifications (RFQ) CPPS/ACCF Funding Application

Reminders:

- Use CPPS/ACCF RFQ Instructions as a guide
- Check all Council Districts that you are requesting funding from
- Complete multiple applications for district-specific projects/programs/services
- Show that project/program/service is open to the public and provides a public purpose
- Provide a detailed Use of City Funds section (can only be reimbursed for expenses described in this section)
- Include signature and date on last page of application
- Note updated sections: Fiscal Sponsor, City-owned/managed property status, Current City funding, Prevailing Wage (CPPS only)

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Request for Qualifications (RFQ)

Proof of Nonprofit Status / IRS Determination Letter

To check an organization's Nonprofit Status:

• Visit <u>https://apps.irs.gov/app/eos/</u> for a Tax Exempt Organization Search

Organization not on website / Lost Letter:

- Contact the Internal Revenue Service by mail
- Include EIN and corporate name
- <u>Mailing Address</u>: Internal Revenue Service Exempt Organizations Determinations Room 4024 P.O. Box 2508 Cincinnati, OH 45201
- <u>Fax:</u> (855) 204-6184

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
	Employer Identification Number: 12-3456789
Date:	DLN: 123456789910
YOUR NONPROFIT, INC. P. O. BOX 123	Accounting Period Ending: December 31 Public Charity Status:
MISSION WAY, CA 95050	170(b)(1)(A)(vi) Form 990 Required Yes
	Effective Date of Exemption January 3, 2002 Contribution Deductibility: Yes
	Addendum Applies: No
Dear Applicant:	
	ermined that you are exempt from Federal
income tax under section 501 Contributions to you are ded You are also qualified to rec transfers or gifts under sect Because of this letter could	cermined that you are exempt from Federal (c)(3) of the Internal Revenue Code. actible under section 170 of the code. seive tax deductible bequests, devises, tion 2055, 2106 or 2522 of the Code. help resolve any questions regarding your ep it in your permanent records.
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Request for Qualifications (RFQ) Proof of Good Standing



Active status from Secretary of State <u>https://businesssearch.sos.ca.gov/</u>

*Status must remain active for the duration of the contract

State <i>of</i> California Department <i>of</i> Justice				Office <i>of the</i> Attorney General			
Home	About the AG	In the News	Careers	Services & Information	Programs A - Z	Contact Us	
Entity Typ	e is either the Corp	orate Class as reg	istered with th	Registrant Details le Secretary of State or base	d on founding and re	gistration docur	nents submitted to th
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Current status from Attorney General

http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y

*Status must remain current for the duration of the contract



Request for Qualifications (RFQ)

Proof of Insurance

ACORD Certificate of Insurance

- **Commercial General Liability Insurance** with limits of at least One Million Dollars (\$1,000,000) per occurrence, subject to an annual aggregate of at least Two Million Dollars (\$2,000,000);
- Automobile Liability Insurance with a limit of at least One Million Dollars (\$1,000,000) per occurrence. (Insurance certificate should reflect coverage for any auto or hired and non-owned autos);
- Worker's Compensation Insurance with Employer's Liability coverage with a limit of at least One Million Dollars (\$1,000,000), if organization has paid employees.

*Insurance must remain current for the duration of the contract

	CORD [®] CERTIFICAT					DATE (MMIDD/YYYY)	
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PURCHASING & CONTRACTING 1200 THIRD AVENUE, SUITE 200			THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
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AC	ORD 25 (2010/05)			0 1988-2010 AC	CORD CORPORATION.	All rights reserve	
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Request for Proposals (RFP) \rightarrow Requested of funding recipients

November 8– 22, 2019

<u>RFP Documentation Requirements:</u>

- Remaining insurance declarations & endorsements
- ✓ IRS Form 990 or 990EZ
- ✓ EOC Workforce Report
- ✓ Drug-free Workplace Certification
- ✓ Living Wage Ordinance Certification

*Items to be submitted to Council Administration

- **Nov. 4 8:** Council Office allocations announced to applicants, invited to submit RFP
- Nov. 22: RFPs due by noon

*Note: There will be a "cure" period for applicants deemed Not Qualified



Request for Reimbursement Process

Funds awarded are paid on a reimbursement basis only

- Project/program/service is funded by organization
- After successful completion of RFQ, RFP, and contracting and reimbursement processes, organization will receive payment

Key Reminders:

- Materials→ Request for Reimbursement Form, supplemental documents, and Final Performance Report
- Supplemental documents include *both* Proof of Purchase (receipts, invoices, pay stubs, time sheets, etc.) and Proof of Payment (Cleared checks, bank/credit card statements, etc.)
- Only expenditures made within the Fiscal Year July 1, 2019
 <u>– June 30, 2020</u> are eligible for reimbursement









RFQ Assistance

To Learn More

- Council Offices → https://www.sandiego.gov/citycouncil
- CPPS Funding Program→ <u>https://www.sandiego.gov/citycouncil/cpps</u>
- ACCF Funding Program → https://www.sandiego.gov/citycouncil/accf
- **Office Hours** → By Appointment (*phone or in-person*)

Contact Us

Submit CPPS questions to <u>CPPS@sandiego.gov</u> Submit ACCF questions to <u>ACCF@sandiego.gov</u>

Courtney Thomson Grants Coordinator/Contracts Administrator <u>ThomsonC@sandiego.gov</u> (619) 236-5918

Jasmine Mallen Grants & Contracts Analyst Jmallen@sandiego.gov (619) 533-4762

