

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

CURRENT

SUBJECT: CITY COUNCIL FUNDING OF COMMUNITY PROJECTS,  
PROGRAMS AND SERVICES  
POLICY NO.: 100-06  
EFFECTIVE DATE: December 8, 2011

PURPOSE:

It is the purpose of this policy to establish guidelines and uniform eligibility requirements for the annual appropriation and expenditure of funding for each City Council Office for community projects, programs and services to be expended at the discretion of each Councilmember during the fiscal year.

Annual funding levels are subject to budget priorities as established by the City Council each year.

POLICY:

It is the policy of the City Council that:

1. Proposed funding levels for annual allocations for Community Projects, Programs and Services for each Council Office will be included each year in the Mayor's Proposed Budget.
2. Proposed funding levels for Community Projects, Programs and Services for each Council Office for the following fiscal year may be initially determined based on estimated savings to be achieved related to the administration of each Council Office by the current fiscal year-end.
3. Variances in actual savings from budgeted amounts may result in recommendations from the Mayor to the Council to revise appropriations to reflect actual savings, as a mid-year budget adjustment, depending on financial circumstances, and prior year results for the General Fund and reserves.
4. Funding for Community Projects, Programs and Services may be provided to City Departments, Public Agencies, and to Non-Profit community organizations, for one-time community, social, environmental, cultural or recreational needs which serve a lawful public purpose.

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5. Funding for Community Projects, Programs and Services can be used to supplement the appropriations of any existing General Fund activity or a new activity that would typically be supported by the City's General Fund.
6. Funds are not permitted to be used for food, beverages, and travel. Funds shall not be used for any private purpose, political, religious, or fundraising activities.
7. Funding requests to supplement City Departmental expenses or existing capital improvement projects shall be made of the Chief Financial Officer.
8. Community Projects, Programs and Services funding should be considered a one-time resource, and planned uses should be one-time in nature, to avoid service interruptions or employee impacts if funding is discontinued.
9. Community Projects, Programs and Services funding is not permitted to be utilized for administrative expenses related to the Council District.
10. Upon request of the respective Councilmember, available appropriations in non-personnel expense accounts in the Council Office administrative budget may be reallocated to supplement the departmental funding level of the Community Projects, Programs and Services account within the current fiscal year.
11. Unexpended Community Projects, Programs and Services funds will not be considered in the savings estimates when determining the amounts for addition to the following year's budget.
12. Establishment of a new City capital project must be done by Council resolution.
13. The allocation of funding under this Policy shall be posted on the City Website, including the amount of funding, the Council District from which funds are allocated, the project for which funds will be used, and the name of the recipient of funding.

PROCEDURE TO AWARD FUNDS TO PUBLIC AGENCIES OR NON-PROFIT ORGANIZATIONS:

1. Funding allocations for public agencies or non-profit organizations
  - a. Types of Funding for Public Agencies or Non-Profit Organizations:

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- i. Capital Improvements: Funds may be awarded to pay for items or services needed to design, process and build capital improvements, including materials; contracted labor; contracted consultant and professional services. Capital improvements are defined to include the construction or acquisition of buildings and recreational facilities, or other community improvements, such as landscaping, maintenance, or other work designed to improve, enhance or extend the useful life of a facility.
    - ii. Goods, Supplies, Materials, or Equipment: Funds may be awarded to purchase, create, install, remove, maintain and repair these tangible items, so long as it serves a lawful public purpose.
    - iii. Community Program or Project: Funds may be awarded for one-time community, social, environmental, cultural, or recreational needs, so long as it serves a lawful public purpose.
  - b. Each Council District shall recommend funding recipients based on its review of application materials and supporting documentation from all applicants who have complied with the requirements herein, including the requirements in the application.
  - c. Funding awarded to public agencies or non-profit or tax exempt organizations under this program may only be done by resolution of the City Council.
  - d. Council Offices are encouraged to group recommended allocations for approval at City Council.
  - e. Council Office should encourage applicants to seek matching funds outside of the Community Projects, Programs and Services funding. The availability of matching funds is to be considered by the District when considering an application for funding.
2. Funding Eligibility: To be eligible for Community Projects, Programs and Services funding, each organization must:
- a. Be a public agency or legally recognized tax-exempt and/or not for profit status entity.

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- b. Be financially solvent, and submit the most current Internal Revenue Service [IRS] Form 990 at time of application. Public agencies are not required to provide Form 990.
  - c. Disclose all sources of funding to organization; including all funding for the specific project request. Private funding may be listed as “Private Funding”. The source of private funds does not have to be identified. Public agencies must disclose all sources of funding only as it relates to the specific project request.
  - d. Enter into an Agreement with the City that specifies the responsibilities of the organization with respect to the use of funds awarded, and stipulating that all expenses shall be documented pursuant to the Agreement.
  - e. Acknowledge that all documents related to the funding request, including application materials, agreement and expenditure documentation are a matter of public record and as such, may be provided to members of the public.
  - f. Recognize that submission of an application for funding does not guarantee in any way that an organization will receive funding.
3. Application: Each organization requesting funding must submit the standard Community Projects, Program and Services Application to the Council District from which it requests funds.
- a. The application and supporting documentation must comply with all requirements herein and those enumerated in the application and its instructions.
  - b. A request for funding and subsequent allocation may not be less than \$1500.
  - c. Applicants must adequately describe the project and how it will benefit the community.
  - d. Applicant organizations must notify Council Districts if they have submitted multiple funding requests for the same project, or for any other project, from any other Council District.
  - e. Applicant organizations must disclose all prior funding received from the City in the last three years, including a brief project description, amount of funds received and the source of funding.

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- f. A Council District may not ask for less documentation than what is required under this Council Policy, the standard Application, and the Application Instructions, but may ask for more documentation at its discretion.
- g. An organization may not apply to receive funding for an event or program which has already occurred, nor any capital improvements, goods, supplies, materials or equipment which have already been purchased.

4. Execution of Funding Agreement:

- a. Funds will only be provided on a reimbursement basis. Funds will not be reimbursed without the documentation required under the agreement.
- b. Organizations must submit required reimbursement documentation within sixty days of expenditure, and no later than thirty days after the end of the City's fiscal year.
- c. If an organization is delinquent in providing required documentation under the Community Projects, Programs and Services program, or any other City program, funding will not be guaranteed.
- d. Funding is awarded by fiscal year only. Expenditures must occur in the fiscal year in which funds are awarded. Requests for reimbursement for expenditures made outside of the fiscal year in which funding is allocated will not be processed.
- e. The Agreements under this program will be administered by the Mayor or designee, with assistance from Council Administration.
- f. If the recipient organization chooses to give written recognition for the funding received, it shall recognize the City of San Diego, not individual Council Members and not individual Council Districts.

HISTORY:

“City Council Funding of Community Projects,  
Programs and Services”

Adopted by Resolution R-306903 - 07/7/2011

Amended by Resolution R-307189 - 12/08/2011