

COUNCIL OFFICE FUNDING PROGRAM: FY25 ACCF
Final Report & Request for Reimbursement Payment: Instructions

Please review these directions carefully and submit all required documentation **ASAP** and no later than **July 31, 2025**.

Completing the Final Report

Overview:

All grantees are required to complete the official reporting form provided by our Grants Team. Each report is intended to document one grant award. If a grantee received multiple awards, they must complete an individual report for each award. Please be reminded that ACCF is solely *reimbursement-based*.

Cover Page (page 1):

Grantees must complete the cover page in full, including contact information for the agent responsible for submitting the report. The “Total Project Award” field refers to the total grant award, whereas the “Total Reimbursement Requested” field refers to the amount the grantee can document for and will receive a reimbursement for. The grantee may document an amount exceeding the total award, but the grantee will only receive up to the total award amount.

Please ensure that an authorized signatory, such as the agent that signed the funding agreement, signs the cover page in the “Authorization” field.

Expense Reporting Form (pages 2 and 3):

Grantees must document all expenses that they intend to request reimbursement for by using the enclosed table. Each row in the table represents an individual expense and are labeled sequentially for ease of reference.

Column 1 - #: No action required.

Column 2 – Date of Payment: Input the date when the payment for the expense was incurred, such as the date confirming payment on a receipt.

Column 3 – Vendor or Employee Name: Input the name identifying the recipient of the payment, such as a vendor or employee (for payroll).

Column 4 – Expense Amount: Input the amount the grantee is expensing to the grant. This may be less than or equal to the total amount for the transaction.

Column 5 – Payment Type: Input the method with which the transaction was paid and any relevant identifying information, such as a check #.

Column 6 – Expense Description: Provide a brief description of the expense. Eligible expenses are those that match the spirit and letter of the funding agreement, particularly the “Use of City Funds” section of the application enclosed in the agreement, and that were incurred within Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

The grantee must input the sum of documented expenses from page 1 of the table as well as the sum of all documented expenses within the report at the bottom of the table.

Supplemental Documentation (addendum):

Each line-item expense listed in the table requires corresponding two sets of documentation: proof of purchase and proof of payment.

Proof of Purchase: This attachment must serve as proof that an expense was purchased, such as by providing an invoice, receipt, agreement (i.e. lease), timecard (for payroll), or another document. At minimum, it should indicate the amount invoiced, the vendor or employee, and the date of purchase.

Proof of Payment: This attachment must serve as proof that an expense was paid for directly by the grantee, such as by providing a canceled check, bank statement, credit card statement, or another document. At minimum, it should indicate the amount paid, and the date of payment/transfer of funds.

- Valid expenses are those that the grantee incurred directly. If an agent or third party paid for an expense, there must be documentation that they were reimbursed by the grantee.
- Check payments must be accompanied by proof of encashment. This could take the form of an encashment date on the bank image of the check or including a bank statement confirming encashment along with a copy of the check.

Supplemental documentation must be attached in the same order as each item listed in the table and labeled according to their sequential order. For example, documents for line-item #1 should be labeled as “#1,” and multiple documents for line-item can be labeled “#1A, #1B,” etc. This can be done by editing the document directly (either by hand, then scanning, or digitally). Grantees should highlight, circle, or otherwise identify the relevant information on each of these documents to ensure timely processing.

Failure to correctly label and order documents will require a new submission and delay processing time.

Final Performance Report

Grantees must complete the narrative section of the form by detailing how the objectives of the project, program, or service were achieved in a measurable way. There is an optional feedback section for grantees that wish to inform future funding cycles.

Checklist and Submission

Grantees must submit the completed form and all attachments as one combined PDF file via email to ACCF@SanDiego.gov ASAP and no later than July 31, 2025, with the document titled "Grantee Name_FY25 ACCF Final RFRP."

The submission must be **one combined PDF** with each document in the correct order:

1. Final Report & Request for Reimbursement Payment
2. Expense Reporting Form

3. Supplemental Documentation (addendum)
4. Final Performance Report
5. Checklist

You will receive confirmation once your report has been reviewed and approved, and the grant payment will be disbursed shortly thereafter. Please expect allow 10 business days for initial reviews.

IMPORTANT: FY25 ACCF grants are reimbursement only, and we may only disburse payment for the sum that is adequately documented.

Please contact our office immediately if you will be returning a portion of your award.

Grants Team:

Abigail Edwards

Grants Manager
EdwardsA@SanDiego.gov
(619) 236-6441

Malachi Bielecki

Grants Coordinator
MBielecki@SanDiego.gov
(619) 236-6441