

**COUNCIL OFFICE FUNDING PROGRAM: FY25 CPPS**  
**Final Report: 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.

### **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 Expenses Documented” field refers to the amount the grantee can account for and apply toward the grant. The grantee may document an amount more than the total award, but the grantee will be responsible for returning any undocumented funds to the City.

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 apply toward the grant award 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 [CPPS@SanDiego.gov](mailto:CPPS@SanDiego.gov) ASAP and no later than July 31, 2025**, with the document titled "Grantee Name\_FY25 CPPS Final Report."

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

1. Final Report
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. Please expect allow 10 business days for initial reviews.

**IMPORTANT:** Undocumented grant funds must be returned to the City in full or otherwise documented retroactively. Failure to comply with this requirement may result in a grantee's inclusion on a Delinquency List which precludes the grantee from receiving future CPPS or ACCF funding until the matter is resolved.

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

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