



**COUNCIL OFFICE FUNDING PROGRAM: CPPS  
EXPENDITURE REPORTING FORM**

Organization: \_\_\_\_\_

Project/Program/Service: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Request Details**

Total Project/Program/Service Award:	
Total Amount/Payment Documented:	
What number submission is this? <i>Multiple ERF submissions are permissible.</i>	

*Please note that any 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 would preclude the organization from receiving future CPPS or ACCF funding until the matter is resolved.*

**Authorization**

An authorized signatory is to sign and print name, date, and title.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**To be completed by Council Administration ONLY:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*City of San Diego, Director of Council Administration*





**COUNCIL OFFICE FUNDING PROGRAM: CPPS  
FINAL PERFORMANCE REPORT**

Organization: \_\_\_\_\_

Project/Program/Service: \_\_\_\_\_

**Narrative**

Referring to Exhibit A of the Funding Agreement, please describe in a detailed and measurable way how well your organization met the project/program/service objectives. If objectives were not met, explain why.

**Checklist**

Check the boxes below to ensure all expense documentation is complete and ready to submit. Keep a copy of the complete report on file for your organization.

For organizations receiving funding less than \$10,000, check off and ensure the following documents are complete:

- Expenditure Reporting Form (ERF) is complete
- Eligible Proof of Purchase and Proof of Payment for each line item is included
- Final Performance Report is complete

For organizations receiving funding equal to or greater than \$10,000, check off and ensure the following documents are complete and included:

- Statement of Activities (Total Revenues and Expenses)
- Statement of Financial Position (Total Assets, Liabilities, and Equity)

**Submit**

Submit completed form and all attachments as one file via email to CPPS@SanDiego.gov ASAP and no later than July 31, 2024 with the document titled "ERF\_Org Name."

**Authorization**

An authorized signatory is to sign and print name, date, and title.

*I hereby certify that all terms and conditions as set forth in the Agreement with the City of San Diego have been met. All expenditures have been made within the spirit and letter of City Council Policy, as specified in the Agreement. All required reports and disclosures have been submitted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

For questions, please contact the Council Administration team:

**Abigail Edwards**  
Grants Manager  
EdwardsA@SanDiego.gov  
(619) 236-5918

**Malachi Bielecki**  
Grants Coordinator  
MBielecki@SanDiego.gov  
(619) 236-7709