

# FY24 CPPS Companion FAQ

## When will I receive my CPPS award?

CPPS payments will be disbursed to grantees upon approval by the full City Council and finalization of the funding Agreement. This process is anticipated to be completed in March 2024 but is subject to change. Please remain cognizant of updates on the [CPPS webpage](#) or emails sent from [CPPS@sandiego.gov](mailto:CPPS@sandiego.gov) and your assigned grant coordinator.

## Is my CPPS award guaranteed?

CPPS awards are not guaranteed and should be considered tentative until the award is passed by the full City Council and the funding Agreement is signed by all parties. Grantees must also remain in good standing by meeting the following criteria:

1. Remain in good standing as a tax-exempt entity with all relevant agencies:
  - a. [California Secretary of State \(SOS\)](#)
  - b. [California Attorney General \(AG\)](#)
  - c. [Internal Revenue Service \(IRS\)](#)
2. Provide timely responses to any inquiries from City staff.

## When will I receive a funding Agreement?

CPPS grant awards are subject to approval by the full City Council. Unlike prior years, Council Administration is seeking Council approval prior to sending funding agreements to grantees for signature. We expect this process to be complete by springtime, 2024.

## What expenses are covered by the funding Agreement?

Eligible program expenses are those closely related to the Event/Program Description, Use of City Funds, and Community/Public Benefit sections of the application as enclosed in the signed funding Agreement. All expenses must be incurred within the City's Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

## It is important to retain the following documentation for each expense:

1. Proof of Payment
  - a. Documentation describing the details of a purchase, such as an invoice or receipt.
2. Proof of Purchase
  - a. Documentation verifying that the expense was incurred, such as a canceled check, credit card statement, or bank statement.

Your organization must retain these records throughout the fiscal year for submission during the reporting period.

### **What expenses are not covered under the funding agreement?**

CPPS funds cannot be used for purposes that are not provided for by the executed funding Agreement. Funds also cannot be used for any purpose prohibited by laws governing the use of public funds, including for private, political, religious, or fundraising purposes or activities. If you are wondering if an expense is eligible, ask your assigned grant coordinator.

### **Can I begin purchasing prior to receiving a finalized funding Agreement?**

Yes, purchases may be made at anytime throughout Fiscal Year 2024 (July 1, 2023 – June 30, 2024). However, payment is not guaranteed until the award is approved by the full City Council and the funding Agreement is signed by all parties.

### **What about grant reporting?**

Your assigned grant coordinator will provide a reporting form near the end of Fiscal Year 2024, which ends on June 30, 2024. The Final Report must be submitted within 60 days after the program's completion, or no later than July 31, 2024, whichever occurs sooner. If your program activities conclude prior to the end of the fiscal year, you should notify your assigned grant coordinator.

The Final Report will include an Expenditure Reporting Form on which grantees will be required to submit both proof of purchase and proof of payment documentation for all purchases, as detailed above.

### **What if my award is above \$10,000?**

Additional financial disclosure documentation must be submitted if City funding is \$10,000 or greater. This includes evidence of financial status, which should be provided by submitting a statement of revenues and expenditures and a balance sheet for your organization. This will be due 60 days after the program's completion, or no later than July 31, 2024, whichever occurs sooner. Grantees are encouraged to submit this documentation as a part of their Final Report. There are additional reporting requirements if your award is \$75,000 or greater. Please contact your assigned grant coordinator for more information.

### **What if I cannot provide all the required documentation in my Final Report?**

Grantees must submit the required reporting documentation for all expenses. All unreported funds must be returned to the City in full. Should the grantee be unable or unwilling to comply with these requirements, the grantee shall be

included on a delinquency list maintained by Council Administration. Inclusion on the Delinquency List shall preclude the grantee from receiving future CPPS funding and ACCF City Council allocations. A grantee will be removed from the delinquency list if reporting requirements are met or unreported funds are returned to the City.