

CITY OF NAPERVILLE
Scott Wehrli, Mayor

COMMUNITY SERVICES DEPARTMENT

SOCIAL SERVICES
GRANT

GRANTEE
MANUAL



Table of Contents

Description of the SSG program	3
Objective	3
History	3
Strategy	3
Eligible Activity	3
SSG Funding Priorities	4
Citizen Participation	5
Application Process	6
Pre-Application Meeting	6
Application Forms	6
Review	6
Award Proposal and Approval	7
Workshop and City Council Meeting	7
Notifications to Applicants.....	7
Grantee Agreement	8
Scope of Work and Budget	8
Suspension and Termination	8
Agreement Amendments.....	8
Reimbursement	9
Reporting and Records Keeping	10
Appeals Process/Grievance Procedure	11
Attachments	12

Social Services Grant

Standard Procedures

PROGRAM DESCRIPTION

a) Objective

The objective of the Social Services Grant (SSG) Program is to enhance social service activities for community benefit.

b) History

In 2005, the City Council established a Social Services Grant in the amount of \$250,000 funded through the General Fund with the objective of enhancing social service activities for community benefit by providing necessary financial assistance to municipal, not-for-profit social service agencies. On April 16, 2013 the City Council approved an increase to the total Social Service Grant allocation from \$250,000 to \$500,000, beginning in Fiscal Year 2015.

c) Strategy

Provision of financial support for enhancement of social services (including labor, supplies, and materials) including, but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, emergency financial assistance, recreational needs, senior services, or training for local agencies and institutions. The grant year starts on January 1 and ends on December 31.

d) Eligibility

- An organization must be a non-profit/not-for-profit 501(c)(3) organization.
- The service or benefit provided must meet the objective of the city's Social Services Grant Program and address a perceived need or problem in the community.
- An organization must provide services or benefits to the City of Naperville community.
- An organization must demonstrate a need for City funding.
- An organization must demonstrate on-going fund-raising efforts.

e) Social Services Grant Funding Priorities

The Social Services Grant was established with five main priorities in mind. Those priorities and eligible activities are listed below. Depending on emerging community needs, Staff performs assessment each year to determine if additional funding priorities should be emphasized.

1. Emergency Services

- a) Provide funding for emergency shelter
- b) Food and personal care items
- c) Emergency assistance

2. Seniors

- a) Respite care
- b) Meal delivery
- c) Home sharing
- d) Mental health counseling

3. Self-Sufficiency

- a) Medical care for the uninsured
- b) Financial counseling
- c) Childcare
- d) Employment services
- e) Counseling/Substance abuse services/Case management

4. Special Populations: *Individuals with mental, physical and developmental disabilities*

- a) Caregiver support/Respite services
- b) Community integration/Socialization/Independent living skills

5. Youth

- a) Mentoring
- b) Counseling
- c) Pregnancy prevention/education

*Transportation is a priority in each category to fund the following objectives:

- a) Provide subsidy for a public transit voucher program.
- b) Provide subsidy for a gas voucher program.
- c) Provide subsidy for a taxi voucher program.

CITIZEN PARTICIPATION

All community members are an integral part of the community needs assessment and are encouraged to participate in the evaluation process. City staff frequently seeks community input when assessing the program and when the annual allocations are proposed. Community members can participate in the Open House Meetings organized by the City as well as in City Council Workshops. Furthermore, citizens can express their comments and concerns during the public hearing conducted during the regular City Council meeting when the annual allocations are presented for approval. Open House Meetings usually take place in late summer/early fall with Workshops scheduled later in the fall and public hearings in the early winter.

The City's staff assures that all grant-related events are well advertised in advance of the meetings via press releases, notices, and information on the City's website.

The City of Naperville will ensure that all persons with hearing, visual or manual impairments may participate in public hearings/meetings and receive public services. Accommodations such as sign language interpreters or other assistance can be required on an "on request" and "as appropriate" basis. All public hearings will be held in a location that is accessible to all individuals. Language will be included in the press releases and public hearing notice that ensures accessibility for persons with disabilities. An example of such language could be:

"Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Communications Department at least 48 hours in advance of the scheduled meeting. The Communications Department can be reached in person at 400 S. Eagle Street, Naperville, IL, via telephone 630-420-6707 or 630-305-5205 (TDD) or via e-mail at info@naperville.il.us. Every effort will be made to allow for meeting participation."

All public meeting sites are disability accessible and auxiliary aids are available for those individuals requesting them.

APPLICATION PROCESS

a) Pre-Application Meeting

The application cycle for each program year will be preceded by a Pre-Application meeting. The meeting will not be mandatory, however if your organization considers applying for the grant the City's staff highly recommends that you attend this meeting. The meeting will be advertised by on the City's website and e-mail sent to the existing distribution list.

Technical assistance is and will be provided to organizations interested in receiving funding if they are unable to attend the meeting or would like to discuss the program further.

b) Application Forms

The number of funded organizations depends on funding allocations in any given year, quality of prospective candidates, eligibility of the projects, and funding amounts requested. The number of funded organizations will vary from year to year depending on those factors.

c) Application Review

Applications are evaluated and scored based on criteria determined by City staff prior to the annual pre-application meeting. An evaluation committee consisting of City staff and Community members will evaluate the submitted applications based on these criteria. Applications that do not meet these requirements will be rejected. The total score for each project will be obtained by adding all total scores from each evaluator. The highest scoring candidates will be recommended for funding.

AWARD PROPOSAL AND APPROVAL

a) Workshop and City Council Meeting

City Council members have the opportunity to review proposed awards prior to the Workshop and suggest allocation increases/decreases for the projects that applied for funding. Based on those suggestions, staff will calculate new amounts for the proposed awards.

Proposed awards will be presented to the City Council during the Workshop and further suggestions for the awards will be taken into consideration. The public typically does not speak during the Workshop, but applicants and other interested parties are welcome to attend to learn about project evaluation and preliminary awards.

Adjusted proposed awards, based on the comments from the Workshop, will be presented for voting during the City Council meeting preceded with by a public hearing. During the public hearing, any person can comment on the proposed awards and SSG objectives.

b) Notifications to Applicants

After City Council's approval of the SSG Awards, notices will be sent to the applicants informing each of the decision to fund or not fund their application. Applicants that are not funded are encouraged to meet with Department staff to work towards a fundable application in the future.

The Notice of Approval notifies the grantee of the amount and type of funds awarded and the activities that the grantee will undertake with the funds. **However, the grantee must not obligate or incur project costs prior to satisfying contract conditions with the City of Naperville.**

GRANTEE AGREEMENT

a) Scope of Work and Budget

After sending the Notice of Award and before disbursing any SSG funds, the City will enter into a signed agreement with the grantee that will remain in effect during any period that the grantee has any control over SSG funds. The City will prepare agreements and require grantees to enter information pertaining to:

1. Activity description
2. Budget

The City's staff will review the information provided and will work with grantees to incorporate any necessary changes. Grantees sign two copies or the original agreement and return them to the City to be executed by the City. City staff will send one signed original to the grantee. SSG Grantees are advised to refer to the Agreement on regular basis to assure compliance with the program rules.

b) Suspension and Termination

Either party may terminate the contract at any time by giving written notice to the other party of such termination and specifying the effective date. The City may also suspend or terminate the contract, in whole or in part without notice, if the grantee materially fails to comply with any term of the contract, or with any of the rules, regulations or provisions referred to herein and all payments shall cease; and the City may declare the subgrantee ineligible for any further participation in the City's contracts, in addition to other remedies as provided by law.

c) Agreement Amendments

1. Contract amendments may occur at any time, provided that such amendments make specific reference to the original contractual agreement between the City of Naperville and the grantee; and
2. Are executed in writing, signed by authorized representative of both organizations.

The City of Naperville may, in its discretion, amend contracts to conform with local guidelines, policies, and available funding amounts, or for other reasons. If such amendments result in a change in the funding or the scope of services, such modifications will be incorporated only by written amendment and will not become effective until signed by both, City of Naperville and the grantee.

If you need to introduce an amendment to your agreement, please fill out the Agreement Amendment Form (Attachment A; available on the SSG website) and submit it to the Grants Coordinator.

REIMBURSEMENT PROCEDURES

Grantees must accrue costs prior to requesting reimbursement from the City of Naperville. Grantees can submit partial requests before the project is completed. Requests for reimbursement can be submitted on monthly basis by the 10th of each month.

Grantees must fill out the reimbursement form (Attachment B; form available on the SSG website) and submit supporting documentation. Supporting documentation will vary based on the type of the project.

Cost	Records
Salaries	Payroll information and check stubs
Rent	Lease, monthly payments (voided checks)
Supplies/materials	Receipts/invoices
Other	To be determined

Prior to beginning a project, Grantees should review the project goals, activities, and budget to determine what type of supporting documentation will need to be maintained. It is strongly recommended that Grantees develop a system for keeping track of project expenses and insuring that copies of all documentation needed for reimbursement are retained. The City of Naperville reserves the right to refuse reimbursement if documentation is not adequate.

For all questions or concerns related to reimbursement, supporting documentation and record keeping, please contact the Community Services Department.

REPORTS AND RECORD KEEPING

Grantees must maintain records pertaining to the awarded grant. Grantee's SSG file should in minimum contain:

- Grant Application
- Grantee Agreement
- Reimbursement Forms and supporting documentation
- Data on individuals benefiting from the funding
- Reports

Grantees are required to fill out and submit performance and financial reports to the City of Naperville. Grantees are to submit an annual report only.

Report Due Dates

- The annual report (Attachment D) is due by December 31 **or 30 days after project completion, whichever is sooner.**

Report forms can also be found on the City's SSG website at <http://www.naperville.il.us/government/grants/social-services-grant-fund/>.

Noncompliance with reporting requirements can cause payment withholding or funds suspension.

APPEALS PROCESS/GRIEVANCE PROCEDURE

In case of a rejected application or other program concerns, an applicant or grantee has a right to appeal the decision of the City Council and Department staff, other than the decision to terminate the agreement. Such applicant must appeal in writing to the within 15 days from the date of receipt of the application rejection letter.

Other concerns can be submitted on on-going basis. Every reasonable effort will be made to provide a written response to all written complaints received concerning the program within 15 working days. If for any reason, the decision of the Grant Coordinator is not acceptable to the applicant or the grantee, a written appeal can be submitted to the Director of the Community Services Department.

The Department Director may, at the request of the parties, schedule a hearing or simply render a written decision. If a hearing is held, all interested parties will participate and the formal rules of evidence will not apply. The grantee may be represented by an attorney. The purpose of this informal hearing will be to determine the facts of the situation, the appropriateness of the decision, and the justification and the appropriateness of the appeal. The Director will make a decision within 30 days of the hearing. This written decision will be sent to all parties. The Director's decision is the final administrative action that will be taken by the Department.

Attachments

City of Naperville

"Uqekr Services' Grant Program

; fUbhYY Grant Agreement Amendment Request Form

Grantee Name: _____

Date: _____

(If you are requesting multiple grant agreement amendments for activities identified under different activity numbers, even if they belong to the same program, you must complete a separate form for each individual activity)

Project # (One activity only)	
Program Year Funds Granted	20__
Activity Name (Refer to the Grant Agreement)	
Total Original SSG Budget (Refer to the Grant Agreement)	\$
Previous Amendment #1 (If Any Approved)	\$ (Use parenthesis for budget reduction)
Previous Amendment #2 (If Any Approved)	\$ (Use parenthesis for budget reduction)
Previous Amendment #3 (If Any Approved)	\$ (Use parenthesis for budget reduction)
Total SSG Budget	\$
This Request for amendment will affect	<input type="checkbox"/> Scope of Service & Budget <input type="checkbox"/> Budget only <input type="checkbox"/> Scope of Service only <input type="checkbox"/> Other (Explain)
If you selected Scope of Service & Budget or Budget only above, indicate the amount being requested to be added to or reduced from this activity	\$ (Use parenthesis for budget reduction)
If you selected Scope of Service & Budget or Scope of Service only above, indicate the anticipated change to the original scope including the number of beneficiaries	(Please attach additional sheets, if necessary)
Reason(s) for the amendment request	(Please attach additional sheets, if necessary)
If this request affects the approved budget, indicate the source(s) of additional funding for the requested increase or the target activity or city-controlled fund pool to transfer the funds to	<input type="checkbox"/> From grantee's own funds <input type="checkbox"/> From other grants, loans or private donations <input type="checkbox"/> From another SSG activity # _____ <input type="checkbox"/> To another SSG activity # _____ <input type="checkbox"/> To the City's SSG fund pool for reallocation

Preparer's Name (Please Print) _____

Signature X _____

Authorizing Officer _____

Signature X _____**Official Use Only**
 Substantial Change & Council Approval Required Council Approved / Denied Date: _____
 Non-substantial Change Approved by: _____ Date: _____



City of Naperville Social Service Grant Program Request for Payment Form

Request for Payment #: _____ Date: _____

Project Name: _____

Organization Name: _____ Project #: _____

Total Grant Amount: _____

Total Request: _____

Total Previous Requests: _____

Balance of Grant: _____

Description of This Request:

Budget Category	Amount Requested

Comments:

The undersigned certifies the following:

- 1.) The above-named organization has made payment for all contracts, bills, invoices, purchase orders, or other substantiating documentation that were attached to all previous Requests for Payment, as evidenced by the originals or copies of the canceled payment checks and/or forms of payment certification on file with the organization.
- 2.) The service, for which payment is requested, was performed in accordance with the terms of the SSG Agreement with the City of Naperville.
- 3.) The attached documents substantiating this request are true and correct copies of the original documents on file with the organization.

Signature: _____ Date: _____

*Per attached documents. (See *Grantee Agreement* for documentation requirements)

SSG USE ONLY

Grant #: _____ Approved By: _____ Approval Date: _____



**City of Naperville, Illinois
Social Services Grant
Final Program and Financial Report**



Period Ending: _____

Section One: General Information

Organization Name: _____

Service/Project Name: _____

Contact Person Name and Title: _____

Address: _____

Telephone: _____ Fax Number: _____

Email: _____

Section Two: Service/Program Information

Describe service/project as it actually occurred. Be sure to note any changes from your original proposal and goals. Please highlight quantified results. Though it is not mandatory, you may include a story and/or picture(s) to highlight your project for the City's Social Services Grant annual report. Additional pages may be added, if necessary.

Total number of people served: _____

Number of Naperville residents served: _____



City of Naperville, Illinois
Social Services Grant
Final Program and Financial Report (cont'd)



Section Three: Service/Project Financial Report

Please indicate the actual income and expenses for your service/project. If there is a particular line item that needs further explanation, please indicate with an asterisk and use an additional sheet to provide an explanation or definition.

Project Income	Cash Income	In-Kind Goods/Services
	\$	
Contracted Services Revenue	\$	
Other Revenue	\$	
<i>(Please Specify)</i>	\$	
City of Naperville Social Services Grant (SSG)	\$	
Corporate Contributions/Support	\$	
Foundation Contributions/Support	\$	
Other Private Contributions/Support	\$	
Governmental Support	\$	
<i>(Please Specify)</i>	\$	
	\$	
Applicant Cash	\$	
Total Cash Income	\$	
Total In-Kind Goods/Services (from above)		\$
Total W/Out Social Services Fund Grant	\$	
Social Services Fund Grant Amount	\$	
Total Income with Social Services Fund Grant	\$	

Project Expenses	Cash Expenses	In-Kind Goods/Services
	\$	\$
Personnel	\$	\$
General Management & Fundraising	\$	\$
Project Specific Equipment/Supplies	\$	\$
<i>(Please Specify)</i>	\$	\$
Space Rental	\$	\$
Telephone/Fax	\$	\$
Travel/Transportation	\$	\$
Postage	\$	\$
Remaining Operating Expenses	\$	\$
<i>(Please Specify)</i>	\$	\$
	\$	\$
Actual Total Cash Expenses	\$	\$
Actual Total In-Kind Contributions	\$	\$
Total Project Expenses	\$	\$



City of Naperville, Illinois
Social Services Grant
Final Program and Financial Report (*cont'd*)



Section Five: Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this service/project.

Signature: _____ Date: _____

Print Name: _____ Title: _____

To be in compliance with your grant agreement, please return this completed form and any attachments by December 31 or 30 days following completion of the program

Shebnem Ozkaptan
 Budget and Administrative Services Coordinator
 400 S. Eagle Street
 Naperville, IL 60540
 ozkaptans@naperville.il.us

Report Evaluation

Points will be awarded by staff.

- Exceeded expectations: 3
- Met expectations: 2
- Did not meet expectations but achieved valuable results: 1
- Below expectations and poor results: 0

If the overall total is less than 2, staff will conduct an audit of the project.

Category	Points	Weight	Total
Established goals were achieved		0.40	
Clearly presented narrative and financial report		0.15	
Submitted reports on a timely basis		0.10	
Use of outcome-based measures to assess project success		0.15	
Demonstrated sound administration throughout project		0.20	
Overall total:		1.00	
Staff Comments:			