

CITY OF NAPERVILLE  
*George Pradel, Mayor*

TRANSPORTATION, ENGINEERING  
& DEVELOPMENT BUSINESS GROUP

SOCIAL SERVICE  
GRANT

GRANTEE  
MANUAL



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# **Social Service Grant**

## **PROGRAM DESCRIPTION**

### **a) Objective**

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

### **b) History**

In 2005, the City Council established a Social Service 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 by allocating \$500,000 in each year. The grant year starts on May 1<sup>st</sup> and ends on April 30<sup>th</sup>.

### **d) Eligibility**

- An organization must be a non-profit/ 501(c)(3) organization.
- The service or benefit provided must meet the objective of the City's Social Service program and address a perceived need or problem in the community. Priority will be given to activities that benefit low- and moderate-income persons.
- 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 Service Grant Funding Priorities**

The Social Service Grant was established with five main priorities in mind. Those priorities and falling into each priority eligible activities are listed below. Depending on the emerging community needs, each year staff performs an assessment 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's staff frequently seeks community input when assessing the program and when the annual allocations are proposed. Community members can participate in public meetings organized by the City as well as at City Council meetings. 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.

The City's staff ensures that all grant-related events are well advertised in advance of the meetings via press releases, notices, information posted on the City's website and the City's e-newsletter. If you would like to be added to our e-newsletter distribution list, please visit the City's website at [www.naperville.il.us](http://www.naperville.il.us).

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 requested and will be provided as deemed appropriate by the City. 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](mailto:info@naperville.il.us). Every effort will be made to allow for meeting participation.”*

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

## **APPLICATION PROCESS**

The application process for SSG may be combined with the City's Community Development Block Grant (CDBG) application cycle. Typically, applications are available in two categories:

- Social service projects
- Capital improvement projects

Projects funded by SSG will come from the pool of social service projects applications.

### **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 is considering applying for a grant, City staff highly recommends that you attend the pre-application meeting. The meeting will be advertised through a press release, information on the City's website and an e-newsletter sent to the existing distribution list. The meeting will include discussion about proposed use of funds, outline program goals and objectives as stated in the Social Service Grant Funding Priorities and eligible/ineligible activities, instruction on reporting and other grant requirements.

Technical assistance will be provided to any organization interested in receiving funding if they were not able to attend the meeting or would like to discuss the program further.

### **b) Application Forms**

A request for proposals will be advertised in the local newspaper at least 15 days before the proposals are due. An application form will be available on the City's website. The form will include information about the program and detailed instructions about the application evaluation. Instructions will list all the requirements including supporting documentation and deadline.

The number of funded organizations will vary from year to year based on a given years funding allocations, quality of prospective candidates, eligibility of the projects, and requested amounts.

### **c) Review**

Applications are evaluated and scored based on pre-determined criteria. See attachment A for an Evaluation Criteria Table.

Applications will be evaluated by a committee comprised of City staff. Applications will be assessed based on the project being an eligible activity, meeting objectives of the SSG program, etc. 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 a chance to review the proposed awards as part of a City Council workshop. Input on the proposed awards is solicited from the City Council in advance of the Workshop, based on those suggestions; staff will calculate new amounts for the proposed awards. The public typically does not speak during the workshops, but many applicants are welcome to attend the workshop in order to hear the discussion first hand.

The recommended funding awards are presented to the City Council during a workshop. At the workshop, the City Council discusses the specific projects and recommends increases and/or decreases to the proposed funding amounts and further suggestions for the awards will be taken into consideration.

Adjusted proposed awards, based on the workshop discussion, are presented for final approval at a City Council meeting. The public is welcome to attend the City Council meeting and to provide comments on the overall Social Service Grant program or the specific awards amounts. During public hearing, anybody can comment on the proposed awards and Social Service Grant 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. The applicants not funded are encouraged to meet with Department staff and work towards a fundable application in the future.

The Notice of Approval notifies the grantee of the amount, 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 information entered and will work with a grantee to incorporate any necessary changes. A grantee signs two copies and returns them to the City to be executed by the City. The City staff will send one signed original to the grantee. SSG Grantees will be advised to refer to the Agreement on a 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 grantee 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, at 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 the City of Naperville and the grantee.

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

**REIMBURSEMENT PROCEDURES**

The grantee must accrue actual project costs prior to requesting reimbursement from the City of Naperville. Grantees can submit reimbursement requests for partial funding before the project is completed. Requests for reimbursement can be submitted on a monthly basis by the 10<sup>th</sup> of each month.

Grantees must fill out the reimbursement form (Attachment C; form available on the SSG website) and submit supporting documentation. Supporting documentation will vary based on the type of the project. Examples of the types of records required for reimbursement are provided below.

<b>Cost</b>	<b>Records</b>
Salaries	Payroll information and check stubs
Rent	Lease, monthly payments (voided checks)
Supplies/materials	Receipts/invoices

If you have any questions or concerns related to requesting the reimbursement please contact the Grants Coordinator immediately.

## **REPORTS AND RECORD KEEPING**

Grantees must maintain records pertaining to the awarded grant. The 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 reporting on the progress of the funded projects. All grantees must submit annual report and semi-annual report.

The semi-annual report is due November 10 of each year; and annual report is due June 1 or 30 days after project completion, whichever is sooner. Report forms can be found on the City's SSG website (Attachment D).

Failure to comply with these reporting requirements can result in reimbursements being withheld or project 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 has to appeal in writing to the Grants Coordinator and Transportation and Planning Team Leader within 15 days from the date the Council approves the SSG yearly allocations.

Other concerns can be submitted on an 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, decision of the Grants Coordinator and Transportation and Planning Team Leader is not acceptable to the applicant or the grantee, a written appeal can be submitted to the Director of Transportation, Engineering and Development Business Group.

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**

**Social Service Projects Scoresheet PY /FY**

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Project: \_\_\_\_\_

<b>SSG</b>	<b>CDBG</b>
<b>Eligibility</b>	<b>Eligibility</b>
<input type="checkbox"/> Non-profit/not-for-profit 501(c)(3) organization	<input type="checkbox"/> Meets National Objective
<input type="checkbox"/> Provides services or benefit to City of Naperville Community	<input type="checkbox"/> Meets Criteria for Eligible Activity
<input type="checkbox"/> Meets objective of Social Services Grant Program: <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Services</li> <li><input type="checkbox"/> Seniors</li> <li><input type="checkbox"/> Self sufficiency</li> <li><input type="checkbox"/> Special Populations</li> <li><input type="checkbox"/> Youth</li> <li><input type="checkbox"/> Prescription Drug Abuse Prevention</li> <li><input type="checkbox"/> Mental Health Public Awareness</li> <li><input type="checkbox"/> Mental Health First Responders</li> </ul>	<input type="checkbox"/> Meets at least one priority within the Consolidated Plan: <ul style="list-style-type: none"> <li><input type="checkbox"/> Families in Crisis</li> <li><input type="checkbox"/> Housing/Homeless</li> <li><input type="checkbox"/> Elderly</li> <li><input type="checkbox"/> People with Disabilities</li> <li><input type="checkbox"/> Neighborhood Resource Center</li> </ul>
<b>Training</b>	

**Evaluation criteria:**

	<b>Maximum Score</b>	<b>Score</b>
1. Objectives of the service or benefit provided are clearly articulated and reflect the objective of the Social Service program.	15 points	
2. Projected benefit to the community/addresses a community need.	15 points	
3. Majority of the targeted population is Low/Mod Income	10 points	
4. Demonstrates on-going funding efforts.	5 points	
5. Extent which City funds are leveraged with other funding sources.	25 points	
6. Demonstrated capacity to complete the project/project readiness.	15 points	
7. Experience and past performance	10 points	
8. Application Completeness	5 points	
<b>Total:</b>	<b>100 points</b>	

## **Social Services Projects Scoring Key**

1. The activity will clearly meet the objectives and definition of the Social Service Grant program and address at least one of the funding priorities.
  - a. Excellent justification and activity clearly meeting a funding priority will receive 15 points
  - b. Good justification and activity clearly meeting a funding priority will receive 10 points
  - c. Limited justification and activity clearly meeting a funding priority will receive 5 points
2. The activity will be evaluated in terms of the documentation and justification of the need and benefit of the activity. Data and statistical information will be highly scored.
  - a. Excellent documentation and justification of need and benefit will score a 15
  - b. Average documentation and justification of need and benefit will score a 10.
  - c. Poor documentation and justification of need and benefit will score a 5.
3. Majority of the targeted population is Low/Mod Income.
  - a. 100%-76% of served population is below 80% of MFI 10 points
  - b. 75% - 51% of served population is below 80% of MFI 7.5 points
  - c. 50% - 26% of served population is below 80% of MFI 5 points
  - d. 25%-1% of served population is below 80% of MFI 2.5 points
  - e. 0% of service population is below 80% of MFI 0 points
4. Demonstrated on-going funding efforts - Points will be awarded to the applicants who demonstrate examples of previous funding efforts and sustainability plans.
  - a. 5 points will be given for past efforts and future plan
  - b. 2.5 points will be given for just past efforts or just future plan
  - c. 0 points will be given to no efforts or plans
5. Points will be awarded based on the applicant's efforts to secure other funding for the activity. Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of SS funds requested:
  - a. 1:1 or more 25 points
  - b. 0.75:1 20 points
  - c. 0.50:1 10 points
  - d. 0.25:1 5 points
  - e. Less than 0.25 0 points
6. Points will be awarded to applicants based on the documentation and information provided showing that the resources needed to manage the proposed activity are available and ready. In addition, the commitment for operation and maintenance will be considered. Points will also be awarded to activities which document that resources, funding, and processes are in place and ready to move forward quickly.
  - a. Resources allocated and complete project readiness will receive 15 points
  - b. A minor, but resolvable, gap in resources or project readiness will receive a score of 10 points.
  - c. A significant gap in resources or project readiness will receive a score of 5 points.
7. The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity will be evaluated. In addition, the applicant will be evaluated in terms of past performance with local, state and federal funding programs.

Performance will be evaluated on attainment of objectives, expenditure of funds at a reasonable rate, and compliance with the contract.

a. Excellent documented experience will receive 10 points.

b. Limited or somewhat successful performance will receive 5 points.

c. No experience will receive 0 points

8. Application Completeness - Applications which are complete, accurate and thorough will receive 5 points.

# City of Naperville

## Social Service 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)	
Fiscal Year Funds Granted	<b>FY 20__</b>
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 \_\_\_\_\_

Authorizing Officer \_\_\_\_\_

Signature \_\_\_\_\_

**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**  
**Fiscal Year 2015 (May 1, 2014 – April 1, 2015)**  
**Social Service Grant**  
**Six-Month Program Report**



**Section One: General Information**

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

Service/Project Name: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Grant Amount	\$
Expended to Date	\$
Remaining	\$

**Section Two: Event/Service/Program Information**

Please describe the progress-to-date of your service/project. Be sure to note any changes from your original proposal and goals. Keep this description to no more than two pages.



**City of Naperville, Illinois**  
**Fiscal Year 2015 (May 1, 2014 – April 1, 2015)**  
**Social Service Grant**  
**Six-Month Program Report (*cont'd*)**



**Section Three: 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 November 10, 2014 to:**

Anna Straczek  
Community Grants Coordinator  
400 S. Eagle Street  
Naperville, Illinois 60540  
[StraczekA@naperville.il.us](mailto:StraczekA@naperville.il.us)  
(630) 305-5315  
(630) 420-6657 FAX



**City of Naperville, Illinois**  
**Social Service Grant**  
**Fiscal Year 2015 (May 1, 2014 – April 1, 2015)**  
**Final Program and Financial Report**



**Section One: General Information**

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

Service/Project Name: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Grant Amount	\$
Expended to Date	\$
Remaining	\$

**Section Two: Service/Program Information**

Describe service/project as it actually occurred<sup>1</sup>. Be sure to note any changes from your original proposal and goals. Please highlight quantified results.

<sup>1</sup> 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.



**City of Naperville, Illinois**  
**Social Service Grant**  
**Fiscal Year 2015 (May 1, 2014 – April 1, 2015)**  
**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**

Source of Income	Type	Amount
	<b>Total</b>	

**Project Expenses**

Type of Expense	Cash Amount	In-Kind Goods/Services
	<b>Total</b>	

Comments:



**City of Naperville, Illinois**  
**Social Service Grant**  
**Fiscal Year 2015 (May 1, 2014 – April 1, 2015)**  
**Final Program and Financial Report (*cont'd*)**



**Section Four: Beneficiaries Data**

<b>Individuals Assisted by this Activity</b>	<b>Actual #</b>
Total Persons Assisted 0% - 30% MFI	
Total Persons Assisted 31% - 50% MFI	
Total Persons Assisted 51% - 80% MFI	
Total Persons Assisted	

\*If your organization does not collect income data, enter only total number of persons assisted.

<b>Race/Ethnicity of Persons Assisted</b>	<b>Actual #</b>
Total Persons Assisted	

\*If your organization does not collect race/ethnicity data, enter only total number of persons assisted.

**You can include other characteristics of the project beneficiaries, depending on the type of the data collected by your organization.**

**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 before June 30, 2015 to:**

Anna Straczek  
 Grants Coordinator  
 400 S. Eagle Street  
 Naperville, Illinois 60540  
[StraczekA@naperville.il.us](mailto:StraczekA@naperville.il.us)  
 (630) 305-5315  
 (630) 420-6657 FAX



**City of Naperville, Illinois**  
**Social Service Grant**  
**Fiscal Year 2015 (May 1, 2014 – April 1, 2015)**  
**Final Program and Financial Report (*cont'd*)**



OFFICE USE ONLY

**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 may conduct an audit of the project.

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