

Section I: Directions

General Instructions

Fill out the following:

- Community Council Information
- Documentation Attachments – check off for each additional form attached
- Summary List of Projects, Budget & Balance
- Total Project NSP and Non-NSP Funds

Fill out 1 per project:

- Detailed Performance Report
- Expenditure Report

Notes on Submissions

Final Reports due Feb 14

Failure to turn report in on time will result in suspension from eligibility to receive next round of NSP

Submit only Section II and Section III

Order of submission:

Think of it as a binder with each project a separate section

Section II

1. Community Council Information
2. Checklist of Attachments
3. Summary List of Projects, Budget, and Balance
4. Total Project NSP & Non-NSP Funds

Section III

PROJECT 1

1. Detailed Performance Report
2. Expenditure Report
3. Documentation of Expenditures (Front End docs grouped in order of Reference #, followed by Back End docs grouped by check #, bank statement month, dates, etc)
4. Any necessary additional documentation

PROJECT 2

1. Detailed Performance Report
2. Expenditure Report
5. Documentation of Expenditures (Front End docs grouped in order of Reference #, followed by Back End docs grouped by check #, bank statement month, dates, etc)
3. Any necessary additional documentation

PROJECT 3

1. Detailed Performance Report
2. Expenditure Report
6. Documentation of Expenditures (Front End docs grouped in order of Reference #, followed by Back End docs grouped by check #, bank statement month, dates, etc)
3. Any necessary additional documentation

(ETC)

If you choose to use the single spreadsheet, provided by IIN for NSP, for the detailed per project expense report:

1. Clearly mark each project items and the total for that project
2. Order of projects listed in expense report must follow order of projects in your Summary report

You can choose to submit as a single, well organized pdf

OR

you can submit Sec II as a single pdf and **each project set (Sec III) as separate pdfs**. If you do this, you MUST name each file sensibly (eg: WHAC NSP FY23 Project 1).

Please no Google Drive- if this is submitted, you will be asked to turn it into a pdf file

It is important to be very organized in your submissions so we can get through the reviews quickly.

IF your submission is a mess, it will go to the bottom of the pile

Undocumented expenditures will be returned

Community Councils may not submit new proposals until the Final Reports are approved

Directions for Forms

II. NSP Spending Report & Documentation

1. Community Council Information

- Provide Council information, money received, Council EIN, and Contract Number

2. Documentation: Attachments to Final Report

- Please mark an (X) by each documentation listed that is provided in your final report

3. Summary List of Projects, Budget & Balance

- List the NSP approved project names and their category
- List the approved budget for each appropriate project, equaling the amount of the Fiscal Year allocation—if you requested an amendment, **please attach approve amendment** and documentation verifying the amendment was approved
- List the final NSP money spent for each **approved** project
- List the balance for each **approved** project
- In the small table you will list the totals from the Summary
 - Total NSP Budget—approved budget
 - Total Spent NSP Funds
 - Total Unspent NSP Funds—you must return unspent NSP funds to the Invest in Neighborhoods. Make checks payable to “Invest in Neighborhoods”. Please note in memo ‘balance unspent NSP funds’

4. Total Project NSP and Non-NSP Funds

- List the NSP approved project names
- List the NSP spent amount for each **approved** project
- List the \$\$ from other sources used in collaboration for each project, then identify each source of other funds—*City funds, grant (non-City), donation, Community Council funds (e.g. membership fees, event revenue)*
- List the total project \$\$ spent (NSP + non-NSP funds)

III. Final Project Performance Report – **1 Per Project**

1. Detailed Performance Report

- Prepare one **(1) report form** for each approved project—each project report includes expenditure report and documentation, **clearly marked with reference number**
- Provide breakdown of each project: Name/No., budget, final NSP funds spent, balance, volunteer hours (accompanied with NSP Volunteer Summary Log), start and end date
- Project Description & Purpose
 - Brief description of what the project was and its purpose or goal
- Problems with the project?
 - Discuss any problems (if any) in fulfilling the terms of your contract: eg scope of budget, delays, etc
- Evaluation of success of project
 - Why do you feel this project was a success or failure?
 - What did you base this assessment on? eg impact measurements

2. Expenditure Report

- List all the expenses incurred by each project, identifying date of payment, payee, description of what is being paid, **front end proof (proof of need for payment), how you will show back end proof (payment out of your Council account)**, and payment amount
- Attach copies of invoices/agreements/receipts and canceled checks or bank statements -NO ORIGINALS (per project). Reimbursements to individuals must be accompanied by receipts for **reimbursed items**
- All cash must have proof of payment as **a cash receipt** or receipt log with signatures, template can be found on IIN website, along with your NSP Hourly Paid Worker Summary Log

- Copy of letter/emails from City department or agency verifying the need for funds

IV. Documents you need to save for records but do not turn in

You are required to keep all NSP related documents and financial records for 5 years

- Individual Volunteer Waviers
- Individual Hourly Paid Worker Waviers
- Individual Volunteer Time Sheet
- Hourly Paid Worker Time Sheet
- Project Volunteer Tracking Log
- Project Hourly Paid Worker Tracking Log
- W-9s received
- 1099's issued for workers paid over \$600 in single calendar year
- All Financial Records