



CITY OF EAST PALO ALTO

Measure C Grant End of Grant Closeout Form

This form is to be completed by all grant recipients no later than 30 days following the expiration of the grant term. Final payments of grant funding will not be released until this form is completed, submitted and approved.

Return to:

Emily Pharr, Measure C Program Coordinator
EPA Government Center, City Hall, 2nd Floor
2415 University Avenue
East Palo Alto, CA 94303

Grant Year	
Organization	
Contact person	
Email	
Telephone	

Amount Received		
Have you expended all of the grant funds?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

• **Please attach the following:**

- Final Narrative Report.
- Full itemized accounting of all expenditures made from the City's Measure C Grant Award, including supporting documentation (i.e. invoices, check copies, receipts or other similar documentation) showing the funds were spent as agreed by the Measure C Ordinance and per the grant application / agreement.
- Final Financial Status Report including Equipment Inventory Form.
- IRS determination letter of 501(c)(3) status for the period funded.
- Filed IRS Form 990 tax return with attachments (schedule A) for the year funded.

Signature of Authorized Representative

Printed Name

Title

Grant Close-Out Narrative Instructions

<p>Summary of Accomplishments</p> <p><input type="checkbox"/></p>	<p>Briefly describe the outcomes of the project. Be sure to highlight successes and challenges and any deviations from the approved work plan.</p> <p>Provide a brief overview of the grant project, goals, and a summary of accomplishments/outcomes (i.e., How has your grant program contributed to a reduction in violence in the City of East Palo Alto?) Include information regarding the number of families and children, youth seniors or re-entry persons assisted, partnerships, the number of outreach and/or training events, etc.</p> <p>Please include photographs or other visuals that document your work.</p>
<p>Outcomes</p> <p><input type="checkbox"/></p>	<p>Provide a summary of your target area and population and how your grant program has developed community capacity to address violence prevention in the City of East Palo Alto.</p> <p>Discuss the effectiveness of the original grant application or work plan. Were modifications needed? What were the modifications and how did they impact the outcome of your program?</p> <p>Highlight how you measured the effectiveness of your project. In your responses, keep the following concepts in mind:</p> <p>Outputs: Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a work plan or timeline. Outputs include things like number of workshops held, number of youth tutored, life map template completed by a re-entry citizen, health management plan completed, etc</p> <p>Outcomes: Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short, medium, and long-term. Outcomes include things like the number of youth served that are now in college or the measure by which their grade point average has improved, a re-entry citizen that now has gainful employment and has successfully completed the conditions of the his/her probation, etc.</p>
<p>Conclusions and Lessons Learned</p> <p><input type="checkbox"/></p>	<p>Discuss how well the effort satisfied the requirements of the grant program and the needs of the community. What lessons has your organizations learned about serving the target populations that would be useful to other grantees or potential applicants?</p>
<p>Financial Summary</p> <p><input type="checkbox"/></p>	<p>Discuss the costs associated with the various aspects of your grant. Be sure to highlight any deviations from the approved budget. Also indicate if you used Measure C grant funding to leverage funding from other organizations. Discuss your matching contribution, including the source(s) and use(s) of the matching funds. Also provide information on the method used to track the matching funds. In addition, provide a task and line item financial summary of the categories in your original and revised budgets specifically detailing your direct costs, administrative costs, and in-direct costs (if applicable).</p>



CITY OF EAST PALO ALTO

MEASURE C GRANT

EQUIPMENT INVENTORY FORM

Grant Year: _____

Use this form to inventory equipment or other capital assets purchased with Measure C funds in excess of \$500.00. **Attach receipts or other proof of purchase.** If item has been disposed of, please indicate the date and manner of disposal in the "Current Location" column. This form will be filed with the City of East Palo Alto's Finance Office.

Organization	
Contact person	
Email	
Telephone	

<i>Equipment Description</i>	<i>Serial Number</i>	<i>Model Number</i>	<i>Current Location of Equipment</i>	<i>Date Placed in Service</i>	<i>Cost</i>
<i>Dell Desktop</i>	<i>000000000-01</i>	<i>XYX123a</i>	<i>City Hall</i>	<i>01/01/2009</i>	<i>\$500.01</i>

Signature of Authorized Representative

Date Form Completed

Printed Name