

**CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY
CONTINUOUS IMPROVEMENT INITIATIVE
PROJECT COMPLETION REPORT: IT Infrastructure**

CONTACT INFORMATION
Agency:
Contact:
Title:
E-mail:
Phone:
Address:
AWARD INFORMATION
Date of Award (see your award letter):
Amount of Award:
REPORT CHECKLIST
<p>Agencies must submit a Project Completion Report once the grant award has been fully expended, which must be no later than one year from the date of the award. Failure to submit a report by the due date could result in the agency having to return the funds and/or could affect future requests for funding under the Continuous Improvement Initiative.</p> <p>REMINDER: All reports must include the following:</p> <ul style="list-style-type: none"> • Report Cover Page • Report Summary • Financial Reconciliation Statement • Documentation funds were used as intended and described in the application (e.g., invoice from vendor, copy of cancelled check made payable to vendor)
SIGNATURE
<p><i>CEO/Executive Director’s signature: I attest that the attached report is accurate and reflects that the funds were spent in accordance with the approved application.</i></p>
Name:
Signature:
Date:
SUBMISSION INSTRUCTIONS
<p>Project Completion Report and documentation must be submitted as a single PDF document.</p> <p>Email completion report to: CII@cscpb.org</p> <p>Subject line of the email should read: Continuous Improvement Initiative Project Completion Report – <i>Name of Your Agency</i></p>

2. Who provided the supports/resources and what was the implementation timeframe?

3. Describe the impact on your agency and staff of the supports/resources received: