CALL TO ORDER

ROLL CALL – Introduction of New Members

MINUTES - Approval of Minutes from November 15, 2019

REGULAR BUSINESS

A. 2020 Commission Meeting Schedule
B. Final Status of 2019 Subrecipients
C. Report Training Sessions for 2020 Subrecipients
D. Proposed Renaming of Commission
E. 2020 Priorities Discussion
F. 2020 Application/Evaluation Process

ADJOURNMENT

Next Meeting: Friday, March 20 at 8:30 AM
The Regular Meeting was held by the Human Resources Commission (HRC) in Room 404 at City Hall, 419 Fulton Street, Peoria, Illinois, on November 15, 2019, at 8:30 a.m. Chairperson Patrick Kirchhofer called the meeting to order @ 8:30 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Brittney Ferrero, Patrick Kirchhofer, Judy Oakford, Mark Brown, Catherine Cross, Alexander Ikejiaku and Lisa Fuller. Absent were Shandra Bond, Farrell Davies, Brett Kolditz, Meiosha Zobac and Janice Zagardo.

Staff present: Kathryn Murphy, Abigail Youngblood

MINUTES

The minutes for the November 1, 2019 meeting were reviewed.

MOTION:

Commissioner Oakford moved that the minutes be approved. The motion was seconded by Commissioner Brown. Approved unanimously by viva voce vote 7-0.

NEW BUSINESS

A. Ranking and Funding Recommendations for 2019 Public Service Applicants

Staff Member Murphy read into the record Commissioner Oakford’s conflict of interest with Hult Center. Due to the conflict of interest, Commissioner Oakford was not permitted to speak about the specific funding decisions for Hult Center, only overall funding decisions.

Staff Member Murphy presented three funding options to the Commission. She emphasized that the Commission may alter any of the starting points or create new funding formulas as they see fit. The models were created based on the anticipated public service budget of $260,000. Congress has not passed a budget for the upcoming year, so this was a conservative estimate.

Staff Member Murphy explained the Excel spreadsheets were designed by dropping the lowest and highest score from each organization. Then, the total score was divided by the new denominator. This included dropping anyone who had a conflict of interest. This formula calculated an average score for each applicant. Staff Member Murphy reviewed the three options presented before the Commission as a starting point for discussion.

Funding Option 1- The first option took the average scores of the Commissioners divided by the total points they could receive, which was 240. This gave a percentage, which was then multiplied by the amount they requested to view their total amount they would receive. This process was followed until the $260,000 had been allocated. This allows for only eleven programs to be funded, but it allowed for the most people to be served (1,905).

Commissioner Kirchhofer questioned why an organization would not ask for the entire $30,000. Staff Member Murphy explained it was due to the math that was completed for the application for staff time that caused some applicants to be just under the $30,000 amount.
Funding Option 2- The second option would fund fifteen programs. The organizations are ranked by their average scores and given a percentage beginning at 95% and declining at 5% or 10% increments as scores decline. Funding then decreased as scores decreased until all funds have been allocated.

Funding Option 3- The third option would fund all but two programs. The top programs would be funded at 95% and decline at 5% and 10% increments as scores decline. The lowest scoring application received the remaining funds available but did require some alterations to the percentages to ensure everyone received the minimum grant award. The last two programs would not receive funding due to a large drop in scores.

Staff Member Murphy clarified for Commissioner Kirchhofer that $7,000 was the minimum amount of money a recipient could receive due to Commission regulations. Staff Member Murphy explained the last four organizations on the third budget option had edited percentages in order to ensure they received $7,000.

Commissioner Kirchhofer questioned how many organizations had been funded in past years. Staff Member Murphy answered with the maximum number being twenty-one and the minimum number being fifteen during the last five years. Commissioner Kirchhofer clarified there were a total of twenty-one applicants for the 2020 grant year.

Commissioner Ferrero questioned if it was possible to remove the lower applicants from option two. Commissioner Cross remarked then it would appear to be option one. Commissioner Kirchhofer clarified there were eleven applicants in the first option, fifteen in the second option and nineteen in the third option and a $7,000 award must be given to at least each application.

Commissioner Ikejiaku questioned which methods were used in the past to discover allocation amounts. Staff Member Murphy explained HUD gave recommendations to the average score as a base for the allocations amounts in order to meet HUD underwriting standards.

Staff Member Murphy explained option three was typically chosen in the past. Commissioner Ikejiaku stated option three gives everyone a little bit of money. Staff Member Murphy stated option three could be edited to give each applicant money if the commission wished to fund everyone.

Commissioner Fuller questioned if there was a risk of organizations not being able to run their programs if they were only given the minimum grant amount. Staff Member Murphy stated she had never encountered that, and typically organizations add any allocations to their grant funding, but it has been recommended to raise the minimum from $7,000 to $10,000 because of the amount of work between the City of Peoria Grants Division and the organization.

Commissioner Kirchhofer noticed there was around a ten-point break between the two lower organizations and the third lowest organization. The rest of the organizations were within a point after the first three which are separated by a five-point drop.

Commissioner Brown questioned if Staff Member Murphy had the raw ratings scores from each of the Commissioners without the names attached. Commissioner Brown asked to see the next lowest scores on the bottom two organizations after the lowest score that was dropped.

Commissioner Brown explained on the two lower organizations they received two very low scores compared to other scores for their organization and therefore it made their average score low. Commissioner Fuller recommended looking at the consistency of each rater to see if their ratings were consistently lower or consistently higher.

Staff Member Murphy explained typically graders are consistent with being easier or tougher on applicants across the board.
Commission Ikejiaku stated higher or lower scores may come from familiarity with the agency. Staff Member Murphy stated new applicants tend to score lower due to application process or not filling out the application as well.

Commissioner Brown requested removing the two highest and two lowest scores and then evaluate the rankings of each agency. Staff Member Murphy explained there was an issue because only ten Commissioners were present so by removing four scores only six rankings would be evaluated. Commissioner Brown expressed he is comfortable funding all the other organizations, but not the bottom two.

Commissioner Oakford stated the issue each year is deciding whether to provide more substantial funding to a few organizations or spreading the money thin to provide to each organization. Commissioner Fuller stated you must also weigh the number of clients that would be served.

Commissioner Brown reminded the Commissioners most grants are used for matching purposes and $7,000 could become $14,000. Commissioner Oakford stated all organizations would be able to run their program if they are not funded.

Commissioner Ikejiaku reminded Commissioners the highest organizations are receiving higher grant amounts based on the collective sense of the group. Commissioner Ikejiaku stated even if lower organizations are funded with only $7,000 which does not devalue their work and the funding amount can still be useful.

Commissioner Brown expressed standardizing scores in the future to prevent internal variation to be inclusive as possible. Commissioner Brown expressed concern since the Commissioners know the reputation of the programs and some of them are new programs such as the Boys and Girls Club digital library program which could affect scores. Staff Member Murphy relayed the concern Commissioner Zagardo asked her to provide to the Commission regarding the Digital Preschool program since she was unable to attend the meeting.

Commissioner Kirchhofer stated the Commission should stay with the options presented and options can be discovered differently next year. Staff Member Murphy explained comments are given to applicants regarding their application so they can improve their application next year, but the application process is meant to be rigorous, and grant money is not automatically received.

Commissioner Fuller questioned if there are any workshops for applicants to attend to assist with their application process. Staff Member Murphy remarked there is a mandatory application training session.

Commissioner Cross questioned if applicants who do not receive funding will apply next year. Staff Member Murphy expressed that applicants are aware they may not receive funding, but that she has not experienced that deterring organizations from applying the following year.

Commissioner Kirchhofer questioned if anyone had any further comments.

**MOTION:**

Commissioner Ferrero moved to approve funding option 3, seconded by Commissioner Ikejiaku. The motion was approved by viva voce vote 6 to 1. Commissioner Brown voted against the motion.

Commissioner Brown requested to go on the record stating he would like to fund all the organizations if possible.

**B. Approval of staff adjustments to 2019 Public Service awards according to the percentage increase or decrease in the City’s 2019 CDBG allocation.**

Staff Member Murphy explained that the US Congress has not yet passed a full year budget for HUD, so the City’s 2020 allocation is unknown at this time. This request is for the approval for staff to adjust the
award amounts based on the percentage increase or decrease of the actual CDBG allocation compared to the anticipated budget amount. This would save a step for the Commission of having to reconvene if there is a larger variance in the 2020 allocation.

Commissioner Ferrero questioned if there was an increase if it would be possible to fund the bottom two organizations. Staff Member Murphy explained depending on when the budget is approved, we may already be through part of the CDGB funding fiscal year so to give organizations funding for only half a year is difficult on both parties.

Commissioner Ikejiaku questioned if the funding amount would only be increased, not decreased. Staff Member Murphy explained the Public Service amount is capped and if we receive a lower amount than we estimated we may have to possibly lower grant amounts. To try to avoid this possibility, the budget amount is lowered to an amount that is below or equal to the allocation amount. This prevents having to decrease a grantee’s award money.

Commissioner Fuller questioned the consequences if a budget is not approved. Staff Member Murphy explained subrecipients will be reimbursed once the City receives the 2020 funding from HUD. Staff Member Murphy said all applicants are made aware they will be reimbursed late in the year and that this will be reinforced at the report training in January.

**MOTION:**

Commissioner Brown moved for the approval of staff adjustment to the 2020 Public Service awards based on the percentage increase or decrease in the City’s 2020 CDBG allocation; seconded by Commissioner Cross. The motion was approved unanimously by viva voce vote 7 to 0.

Staff Member Murphy informed Commissioners their budget decision would go before City Council on December 10th. Staff Member Murphy remarked she would be in contact with Commissioners if it was not approved.

Commissioners Kirchhofer and Ikejiaku thanked Staff Member Murphy and her team for the organization of the process and stated it was well put together. Staff Member Murphy introduced Grants Coordinator Cassie Belter. Cassie will be taking over the Commission in the spring.

Staff Member Murphy thanked the Commissioners for their time during the application process and stated her enjoyment in working with them over the past five years.

**ADJOURNMENT**

**MOTION:**

Commissioner Oakford moved that the meeting be adjourned. The motion was seconded by Commissioner Ferrero. Approved unanimously by viva voce vote 7-0.

The meeting was adjourned at 9:04 a.m.

Meeting minutes prepared by:

__________________________________________________________
Abigail Youngblood
CITY OF PEORIA

ADVISORY COMMISSION ON HUMAN RESOURCES

2020 Meeting Schedule

All meetings begin at 8:30 am in City Hall Room 404

Friday, February 21
Friday, March 20
Friday, April 17
Friday, May 15
Friday, June 19
Friday, July 17
Friday, August 21
Friday, September 18
Friday, October 16
Friday, November 6*
  • *Special Meeting - Clarification Meeting
Friday, November 20
Friday, December 18
<table>
<thead>
<tr>
<th>Project Number</th>
<th>2019 CDBG PROJECTS</th>
<th>Budget</th>
<th>Contract Outputs (Annual Goal)</th>
<th>Actual Outputs (YTD)</th>
<th>Contract Outcomes</th>
<th>Actual Outcomes</th>
<th>Late Quarterly Reports</th>
<th>Incorrect Quarterly Reports</th>
<th>Expenditures</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>19P01</td>
<td>Boys and Girls Club/Youth Services: Enhanced Learning Opportunities</td>
<td>$21,700</td>
<td>11</td>
<td>41</td>
<td>100% will increase school attendance &amp; decrease tardiness/100% will be promoted to next grade level</td>
<td>100% increased school attendance &amp; decreased tardiness/100% will be promoted to next grade level</td>
<td>1</td>
<td>1</td>
<td>$20,750.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>19P02</td>
<td>Center for Prevention of Abuse/Teen Violence Prevention</td>
<td>$17,100</td>
<td>171</td>
<td>483</td>
<td>85% of clients will report increased knowledge of available resources, fostering independence</td>
<td>97% of clients reported increased knowledge of available resources, fostering independence.</td>
<td>0</td>
<td>1</td>
<td>$17,100.00</td>
<td>$ -</td>
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<tr>
<td>19P03</td>
<td>Common Place / Focus on the Future</td>
<td>$9,200</td>
<td>13</td>
<td>277</td>
<td>85% of students will continue to improve school attendance, maintain/improve grades, engage in after-school program, participate in community outreach</td>
<td>240 students - over 86% continued to improve school attendance, maintain/improve grades, etc.</td>
<td>0</td>
<td>2</td>
<td>$9,200.00</td>
<td>$ -</td>
</tr>
<tr>
<td>19P04</td>
<td>CWTC / Employment Skills for Individuals with Behavioral Needs</td>
<td>$16,600</td>
<td>10</td>
<td>15</td>
<td>95% will enhance knowledge of symptoms and 9 individuals will engage in individual group skills related to recovery</td>
<td>94% of participants demonstrated enhanced knowledge of symptoms, recovery skills by meeting treatment plan goals</td>
<td>0</td>
<td>0</td>
<td>$16,600.00</td>
<td>$ -</td>
</tr>
<tr>
<td>19P05</td>
<td>CWTC / Special Education to Work</td>
<td>$16,200</td>
<td>16</td>
<td>15</td>
<td>85% attended 95% of training days &amp; 50% will find community employment</td>
<td>97.7% attended scheduled training; 80% found community employment.</td>
<td>0</td>
<td>1</td>
<td>$16,200.00</td>
<td>$ -</td>
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<tr>
<td>19P06</td>
<td>Crittenton Centers / Child Development Invest in Kids</td>
<td>$12,200</td>
<td>47</td>
<td>73</td>
<td>85% of children will demonstrate/maintain kindergarten readiness skills; 90% of parents will report increased knowledge of their child's development.</td>
<td>97% of children demonstrated kindergarten readiness skills; 94% of parents reported increased knowledge.</td>
<td>0</td>
<td>1</td>
<td>$12,200.00</td>
<td>$ -</td>
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<tr>
<td>19P07</td>
<td>Crittenton Centers / Crisis Nursery</td>
<td>$14,200</td>
<td>208</td>
<td>407</td>
<td>90% of parents will report crisis resolution; 75% of children will receive a screening/report being screened.</td>
<td>99% of parents reported crisis resolution; 79% of children received/reported receiving a screening.</td>
<td>0</td>
<td>1</td>
<td>$14,200.00</td>
<td>$ -</td>
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<tr>
<td>19P08</td>
<td>Dream Center Peoria / Project 309 Youth Program</td>
<td>$15,500</td>
<td>62</td>
<td>65</td>
<td>Improve scores in math by 30% from pre- to post-test; 85% will improve or maintain grade-level skills in math, reading</td>
<td>Average test scores in math and reading improved by 50% on pre/post test; 55% improved or maintained their grade level ability in math and reading on report cards.</td>
<td>0</td>
<td>0</td>
<td>$15,500.00</td>
<td>$ -</td>
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<tr>
<td>19P09</td>
<td>Family Core: Heart of Peoria After School Program</td>
<td>$21,700</td>
<td>60</td>
<td>64</td>
<td>13/15 (85%) will show increase in knowledge and use of social skills.</td>
<td>23/25 (92%) increase in knowledge</td>
<td>0</td>
<td>0</td>
<td>$21,700.00</td>
<td>$-</td>
</tr>
<tr>
<td>19P10</td>
<td>Hult Center for Healthy Living: Adolescent Health Programs</td>
<td>$29,500</td>
<td>558</td>
<td>558</td>
<td>85% of clients will demonstrate knowledge gain in subject areas addressed. 65% will demonstrate behavior change in subject areas addressed.</td>
<td>100% of clients will demonstrate knowledge gain in subject areas addressed. 100% will demonstrate behavior change in subject areas addressed.</td>
<td>0</td>
<td>0</td>
<td>$29,500.00</td>
<td>$-</td>
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<tr>
<td>19P11</td>
<td>Hult Center for Healthy Living: Youth mental Health Matters</td>
<td>$26,400</td>
<td>792</td>
<td>792</td>
<td>85% of clients will demonstrate knowledge gain in subject areas addressed. 65% will demonstrate behavior change in subject areas addressed.</td>
<td>100% of clients will demonstrate knowledge gain in subject areas addressed. 100% will demonstrate behavior change in subject areas addressed.</td>
<td>0</td>
<td>0</td>
<td>$26,400.00</td>
<td>$-</td>
</tr>
<tr>
<td>19P12</td>
<td>Pediatric Resource Center: Specialized Medical Evaluation for Abused Children Project</td>
<td>$29,500</td>
<td>47</td>
<td>54</td>
<td>95% of children served will have their medical needs met. 95% of children served will have their safety needs met.</td>
<td>100% of children served will have their medical needs met. 100% of children served will have their safety needs met.</td>
<td>0</td>
<td>0</td>
<td>$29,500.00</td>
<td>$-</td>
</tr>
</tbody>
</table>
## Final Status Report of 2019 CDBG Public Service Activities

<table>
<thead>
<tr>
<th>Project Number</th>
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<td>19P13</td>
<td>Peoria City / County Health Dept/Case Management for Substance Use Recovery</td>
<td>$ 17,100</td>
<td>100</td>
<td>14</td>
<td>At least 10% of participants will: 1) achieve abstinence for &gt;= 30 days. 2) improve social connectedness by &gt;= 5% 3) have fewer encounters with criminal justice system.</td>
<td>1) 7 of the 9 City of Peoria resident patients have achieved abstinence from illicit opioids in a 30+ day period during this quarter which equals 77.77%. 2) Based on the GSE scale 68.5% of patients report improved self-efficacy. 3) of the 9 City of Peoria patients being served 1 patient reported criminal justice system contact since beginning the MAT program.</td>
<td>1</td>
<td>2</td>
<td>$ 10,249.67</td>
<td>$ 6,850.33</td>
</tr>
<tr>
<td>19P14</td>
<td>Peoria Friendship House: S.T.E.A.M.S Academy</td>
<td>$ 8,800</td>
<td>16</td>
<td>16</td>
<td>85% successfully finish HW, tutoring, and STEAMS</td>
<td>100% (4 of 4 new) Successfully completed homework, tutoring, and STEAMS</td>
<td>0</td>
<td>0</td>
<td>$ 8,800.00</td>
<td>$ -</td>
</tr>
<tr>
<td>19P15</td>
<td>Prairie State Legal Services, Inc Ready to Work Legal Services Project</td>
<td>$ 9,300</td>
<td>11</td>
<td>38</td>
<td>At least 94% of client's whose cases closed at the end of the quarter report understanding of legal advice provided.</td>
<td>100% of client's served reported understanding of legal advice provided.</td>
<td>0</td>
<td>0</td>
<td>$ 9,300.00</td>
<td>$ -</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 265,000.00</td>
<td>2122</td>
<td>2,912</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 257,199.67</td>
<td>$ 7,800.33</td>
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</tbody>
</table>
# Public Services Matrix Code Definitions

Matrix codes are used to indicate—but do not establish—activity eligibility. Below is the list of possible matrix codes provided by HUD for public service activities. The Human Resources Commission recommends priorities based on these categories to the City Council in order have a narrow focus of the types of services provided through the City’s Public Service program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
</table>
| 05A  | Senior Services  
Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead. |
| 05B  | Services for Persons with Disabilities  
Services for persons with disabilities, regardless of age. |
| 05C  | Legal Services  
Services providing legal aid to low- and moderate-income (LMI) persons.  
If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K. |
| 05D  | Youth Services  
Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.  
For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N. |
| 05E  | Transportation Services - General transportation services  
Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly. |
| 05F  | Substance Abuse Services  
Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F. |
| 05G  | Services for victims of domestic violence, dating violence, sexual assault or stalking.  
For services limited to abused and neglected children, use 05N. |
| 05H  | Employment Training  
Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.  
For activities providing training for permanent jobs with specific businesses, use 18A. |
| 05I  | Crime Awareness/Prevention  
Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards. |
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| 05J  | Fair Housing Activities (subject to Public Services cap)  
Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.  
For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D. |
| 05K  | Tenant/Landlord Counseling  
Counseling to help prevent or settle disputes between tenants and landlords. |
| 05L  | Child Care Services  
Services that will benefit children (generally under age 13), including parenting skills classes.  
For services exclusively for abused and neglected children, use 05N. |
| 05M  | Health Services  
Services addressing the physical health needs of residents of the community.  
For mental health services, use 05O. |
| 05N  | Services for Abused and Neglected Children  
Daycare and other services exclusively for abused and neglected children. |
| 05O  | Mental Health Services  
Services addressing the mental health needs of residents of the community. |
| 05P  | Screening for Lead Poisoning  
Activities undertaken primarily to provide screening for lead poisoning.  
For lead poisoning testing/abatement activities, use 14I. |
| 05T  | Security Deposits  
Tenant subsidies exclusively for payment of security deposits. |
| 05U  | Housing Counseling  
Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity). |
| 05V  | Neighborhood Cleanups  
One-time or short-term efforts to remove trash and debris from neighborhoods.  
Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal. |
| 05W  | Food Banks  
Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance. |
City of Peoria
Advisory Commission on Human Resources

Data Overview for FY 2021 Public Service Priorities

Cassie Belter
Grants Coordinator
Community Development Department
cbelter@peoriagov.org
City of Peoria Population: 111,388*

Population by Race:
- White: 59.9%
- Black: 27.0%
- Asian: 5.9%
- Other: 2.7%
- Two or More Races: 4.5%

Population by Ethnicity:
- Hispanic: 94.0%
- Non-Hispanic: 6.0%
City of Peoria Population: 111,388*

Population by Sex*

- Male: 47.8%
- Female: 52.2%

Population by Age^

- 19 & Under: 27.9%
- 20 - 34: 22.9%
- 35 - 64: 34.9%
- 65+: 14.3%
Individuals with Disabilities - 14,116

![Bar Chart](chart.png)

- With an independent living difficulty: 5,980
- With a self-care difficulty: 3,183
- With an ambulatory difficulty: 7,669
- With a cognitive difficulty: 5,885
- With a vision difficulty: 2,443
- With a hearing difficulty: 3,168

2,000 4,000 6,000 8,000 10,000
Median Household Income $50,688*

Median Income by Zip Code^

- 61615: $68,789
- 61614: $60,264
- 61606: $43,304
- 61605: $21,730
- 61604: $44,943
- 61603: $31,785

Income ranges: $0, $10,000, $20,000, $30,000, $40,000, $50,000, $60,000, $70,000, $80,000
Poverty Status

- 20.9% of all individuals are below the poverty level.^
- 28% of children are below the poverty level, and 34.4% of children under 5 are below poverty level.^

![Bar chart showing the percentage of the population below the poverty level, by race/ethnicity.](chart.png)
Poverty Status

Percentage of Population below Poverty Level, by Educational Attainment (Ages 25+)

- Less than High School Graduate: 35.7%
- High School Graduate (includes equivalency): 24.8%
- Some College, Associate's Degree: 14.5%
- Bachelor's Degree or Higher: 4.8%
Housing Cost Burden

Percentage of Households Paying More than 30% of Household Income towards Housing

- Renters:
  - <$20,000: 6.5%
  - $20,000 to $34,999: 5.7%
  - $35,000 to $49,999: 2.3%
  - $50,000 to $74,999: 1.1%
  - $75,000+: 0.4%

- Owners:
  - <$20,000: 28.3%
  - $20,000 to $34,999: 13.8%
  - $35,000 to $49,999: 2.7%
  - $50,000 to $74,999: 2.2%
  - $75,000+: 1.2%
Housing Cost Burden

Percentage of Households Paying More than 30% of Household Income towards Housing

Renters: City of Peoria 45.9%, State of IL 46.8%, United States 45.6%
Owners: City of Peoria 18.3%, State of IL 24.8%, United States 23.6%
Unemployment Rate - 10.6%

Unemployment Rate by Race/Ethnicity

- White: 7.6%
- Black: 18.8%
- Asian: 8.0%
- Two or More Races: 11.2%
- Hispanic: 13.2%
Unemployment Rate - 10.6%
Peoria School District 150
Student Enrollment - 12,867

Student Enrollment by Race/Ethnicity

- **White**: 47.6% (District 150), 20.1% (State of IL)
- **Black**: 57.7% (District 150), 16.7% (State of IL)
- **Asian**: 1.3% (District 150), 5.1% (State of IL)
- **Two or More Races**: 9.1% (District 150), 3.8% (State of IL)
- **Hispanic**: 26.4% (District 150), 11.3% (State of IL)
Peoria School District 150
Graduation Rates

4 Year Graduation Rates

- District 150: 71.0%
- State of IL: 86.2%
Peoria School District 150
Post-Secondary Enrollment

Post-Secondary Enrollment (12 Months after Graduation)

<table>
<thead>
<tr>
<th></th>
<th>District 150</th>
<th>State of IL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Secondary</td>
<td>86.4%</td>
<td>72.5%</td>
</tr>
<tr>
<td>Institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td>74.3%</td>
<td>56.0%</td>
</tr>
<tr>
<td>Private</td>
<td>12.2%</td>
<td>16.5%</td>
</tr>
<tr>
<td>4-Year Institution</td>
<td>27.2%</td>
<td>40.2%</td>
</tr>
<tr>
<td>2-Year Institution</td>
<td>59.2%</td>
<td>32.3%</td>
</tr>
</tbody>
</table>
Peoria School District 150
Academic Performance

ELA, Math, & Science Proficiency (All Tests)

- ELA: 18% (District 150), 37% (State of IL)
- Math: 16% (District 150), 32% (State of IL)
- Science: 28% (District 150), 48% (State of IL)

Legend:
- District 150
- State of IL
Peoria School District 150
High School SAT Scores

SAT Scores that Met/Exceeded Expectations

<table>
<thead>
<tr>
<th>Subject</th>
<th>District 150</th>
<th>Peoria High</th>
<th>Manual</th>
<th>Richwoods</th>
<th>Quest</th>
<th>District 150</th>
<th>State of IL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA</td>
<td>41.0%</td>
<td>5.6%</td>
<td>3.3%</td>
<td>17.6%</td>
<td>3.7%</td>
<td>0.7%</td>
<td>14.8%</td>
</tr>
<tr>
<td>Math</td>
<td>36.3%</td>
<td>9.4%</td>
<td>14.8%</td>
<td>36.7%</td>
<td>3.7%</td>
<td>0.7%</td>
<td>34.8%</td>
</tr>
</tbody>
</table>
HUD Consolidated Plan Outreach Results

Public Service Priorities

- Housing Counseling: 24.21%
- Tenant/Landlord Counseling: 24.36%
- Fair Housing Activities: 32.81%
- Services for Abused Children: 35.53%
- Senior Services: 36.82%
- Transportation Services: 36.96%
- Legal Services: 37.11%
- Services for Persons with Disabilities: 37.68%
- Services for Victims of Domestic Violence/Sexual Assault: 40.11%
- Food Banks: 44.70%
- Substance Abuse Services: 48.14%
- Child Care Services (Under 13): 50.00%
- Neighborhood Cleanups: 50.14%
- Health Services: 50.29%
- Youth Services (ages 13 to 19): 60.46%
- Employment Training: 61.46%
- Crime Awareness/Prevention: 66.76%
- Mental Health Services: 68.34%

Percentage of Respondents who Ranked Category
Community Health Needs Assessment

- Most significant health needs in the Tri-County region:
  - **Healthy Eating/Active Living** — defined as active living and healthy eating, and their impact on obesity, access to food and food insecurity
  - **Cancer** — defined as incidence of breast, lung and colorectal cancer and cancer screenings
  - **Mental Health** — defined as depression, anxiety and suicide
  - **Substance Use** — defined as abuse of illegal and legal drugs, alcohol and tobacco/vaping use
Community Health Needs Assessment

Health Conditions
Peoria County 2019

- Overweight: 40%
- Allergies: 27%
- Mental health: 17%
- Other: 13%
- Heart problems: 12%
- Asthma/COPD: 12%
- Diabetes: 11%
- Memory problems: 8%
- Stroke: 3%
- Cancer: 3%
Healthy Behaviors

How Many Days Did You Exercise in the Last Week - Peoria County 2019

Daily Consumption of Fruits and Vegetables - Peoria County 2019
Mental Health ©

In the last 30 days, how often have you felt anxious or stressed - Peoria County 2019

- 57% I Don't
- 24% 1 to 2 days
- 10% 3 to 5 days
- 9% More than 5 days

In the last 30 days, how often have you felt depressed - Peoria County 2019

- 48% I Don't
- 29% 1 to 2 days
- 12% 3 to 5 days
- 11% More than 5 days
Suicide Deaths (per 100,000) - Tri-County 2015

- Peoria County: 10.9
- Tazewell County: 12.0
- Woodford County: 15.8
- State of Illinois: 9.5
Substance Use

On a typical day, how often do you use substances? Peoria County 2019

- 82% I Don’t
- 12% 1 to 2 times
- 4% 3 to 5 times
- 2% More than 5 times

Figure 8: Zip Code-Specific Overdose Deaths Peoria County, 2018

- Opioids
- Cocaine
- Other
Mortality Rates

Percentage of Deaths by Cause in Peoria County

- Renal Failure: 2.5%
- Sepsis/Septic Shock: 4.6%
- Stroke: 5.3%
- Accident/Injury: 7.7%
- Dementia: 9.8%
- Respiratory Disease: 13.2%
- Cancer: 20.2%
- Heart Disease: 21.3%
Teen Birth Rate

Teen Birth Rate per 1,000 Females Aged 15-19
2013-2017
Peoria Police Department

**Crimes Against a Person - 2019**

- Murder: 69.1%
- Sexual Assault: 23.1%
- Robbery: 5.6%
- Agg. Assault/Battery: 2.2%

**Property Crimes - 2019**

- Burglary (Bldg): 57.8%
- Burglary to MV: 17.8%
- Theft: 14.8%
- MV Theft: 8.7%
- Arson: 0.8%
Peoria Police Department
Peoria Police Department - Calls for Service
Peoria Police Department - Major Incidents
Heart of Illinois 2-1-1

Need Categories

- Income Support/Assistance: 116
- Transportation: 169
- Employment: 178
- Mental Health/Addictions: 198
- Legal, Consumer, & Public Safety: 329
- Health Care: 467
- Individual, Family, and Community: 530
- Clothing/Personal/Household Needs: 630
- Food/Meals: 893
- Utility Assistance: 1,333
- Housing: 2,298
Heart of Illinois 2-1-1

Need Categories

- Housing: 31%
- Utility Assistance: 4%
- Food/Meals: 12%
- Clothing/Personal/Household Needs: 9%
- Individual, Family, and Community Support: 7%
- Health Care: 6%
- Legal, Consumer, & Public Safety Services: 4%
- Mental Health/Addictions: 4%
- Employment: 3%
- Transportation: 2%
- Income Support/Assistance: 2%
- Other: 2%
## 2-1-1 Calls by Zip Code

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>61603</td>
<td>2,242</td>
</tr>
<tr>
<td>61604</td>
<td>1,430</td>
</tr>
<tr>
<td>61605</td>
<td>1,772</td>
</tr>
<tr>
<td>61606</td>
<td>285</td>
</tr>
<tr>
<td>61614</td>
<td>910</td>
</tr>
<tr>
<td>61615</td>
<td>427</td>
</tr>
<tr>
<td>Other Zip Codes within City</td>
<td>637</td>
</tr>
<tr>
<td><strong>Total for City of Peoria</strong></td>
<td><strong>7,703</strong></td>
</tr>
</tbody>
</table>
## 2016-2020 Public Service Funding by Issue Area

<table>
<thead>
<tr>
<th>Issue Area</th>
<th>Number of Programs</th>
<th>Funding Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Services</td>
<td>6</td>
<td>$83,400</td>
</tr>
<tr>
<td>Youth Services</td>
<td>22</td>
<td>$248,700</td>
</tr>
<tr>
<td>Substance Abuse Services</td>
<td>1</td>
<td>$21,900</td>
</tr>
<tr>
<td>Services for Battered and Abused Spouses</td>
<td>3</td>
<td>$48,300</td>
</tr>
<tr>
<td>Employment and Training</td>
<td>11</td>
<td>$106,600</td>
</tr>
<tr>
<td>Child Care Services</td>
<td>23</td>
<td>$330,300</td>
</tr>
<tr>
<td>Health Services</td>
<td>5</td>
<td>$74,400</td>
</tr>
<tr>
<td>Services for Abused and Neglected Children</td>
<td>7</td>
<td>$142,900</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>10</td>
<td>$152,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>88</strong></td>
<td><strong>$1,204,100</strong></td>
</tr>
</tbody>
</table>
Equality vs. Equity

• Equality is treating everyone the same.

• Equity is giving everyone what they need to be successful.
## Resources

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>2014-2018 American Community Survey 5-Year Estimates</td>
</tr>
<tr>
<td>^</td>
<td>2013-2017 American Community Survey 5-Year Estimates</td>
</tr>
<tr>
<td>◊</td>
<td>ISBE 2019 Report Card - Peoria School District 150</td>
</tr>
<tr>
<td>@</td>
<td>ISBE 2019 Report Cards - Manual HS, Peoria HS, Richwoods HS, Quest Academy</td>
</tr>
<tr>
<td>✷</td>
<td>City of Peoria Records</td>
</tr>
<tr>
<td>©</td>
<td>Partnership for a Healthy Community – Community Health Needs Assessment 2019</td>
</tr>
<tr>
<td>✶</td>
<td>Peoria City/County Health Department - Peoria County Mortality Report 2018</td>
</tr>
<tr>
<td>◵</td>
<td>Peoria City/County Health Department – Peoria County Maternal and Child Health Report 2017</td>
</tr>
<tr>
<td>✷</td>
<td>Peoria Police Department – Crime/Calls for Service Summary – 2019</td>
</tr>
<tr>
<td>**</td>
<td>2019 City of Peoria 2-1-1 Problem/Needs Report</td>
</tr>
</tbody>
</table>
Instructions for completing and submitting this application are available online. You can also contact Grants Coordinator Cassie Belter at (309) 494-8935 or cbelter@peoriagov.org. Keep your responses brief, using the space provided. Be sure to include required documents. All questions must be answered and all information must be provided or the application will be deemed ineligible for funding.

**Mandatory Application Training Session:** Attendance at one application training session is mandatory. Sessions will be offered on **Thursday, July 11 at 10 am and Tuesday, July 30 at 2 pm** at City Hall Room 404.

**Application Deadline:** **3 pm on Thursday, September 12, 2020.** City of Peoria, Community Development Department, 419 Fulton Street, Room 203, Peoria, IL 61602. Incomplete or late applications will NOT be considered.

### Public Service Applicant (Organization/Agency)

<table>
<thead>
<tr>
<th>Public Service Program Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization/Agency Legal Name</td>
<td></td>
</tr>
<tr>
<td>Contact Person and Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Program Operating Location and/or Organization Fiscal Agent (if different than listed above)</td>
<td></td>
</tr>
</tbody>
</table>

### Applicant Agency Information

<table>
<thead>
<tr>
<th>Date of incorporation:</th>
<th>Federal Employer Identification #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Peoria EEO #:</td>
<td>SAMs Cage Code # and expiration</td>
</tr>
<tr>
<td>Agency DUNS Number:</td>
<td>Agency Annual Operating Budget:</td>
</tr>
<tr>
<td>Number of Paid Staff:</td>
<td>Number of Volunteers:</td>
</tr>
</tbody>
</table>

**2020 Program Funding (If no CDBG funding in 2020 for this program, please put $0)**

| 2020 Funding Amount: | $ |

**2021 Funding Requested (Maximum Request: $30,000; Minimum Request: $15,000)**

| Requested Amount: | $ | Total Project Budget*: | $ |

*Requested amount cannot be more than 50% of total program budget.

### CDBG National Objective (Check One)

- [ ] Benefit to low/moderate income persons
- [ ] Prevention/elimination of slums/blight
- [ ] Urgent need (national disasters)

### Program Issue Area (Check One)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
Human Resources Commission
City of Peoria – 2021 Community Development Block Grant (CDBG) Public Service Application

1. Provide a brief description of your proposed program and goals. Describe the work to be performed, including the activities to be undertaken or the services to be provided, frequency and duration of services to be received by the average client or participant, and who will be carry out the activities.

2. If this program did not receive CDBG funding in 2020, explain how this proposed activity for 2021 is either a (1) new or (2) an expanded service serving more people or providing additional services from what has been provided in the past 12 months. If this program did receive funding in 2020, please type “N/A”.

3. Please report on goals/projections and the outcomes/results from providing this service in the past 12 months.

4. Explain specifically how this activity addresses a CDBG National Objective and a Program Issue Area as marked on page one (1).

5. How long has this program been in operation?

6. What specific geographic area does the program serve? (List Census Tracts or City-Wide.)

7. Specifically, what is the need for the program, what does the program do, and what is the target population for the program? Describe how the activity addresses community needs impacting low/moderate income people. Use data and facts for the need and provide sources for the data.

8. Provide information on if the program is evidence-based or introduces an innovative solution to address the community need described above. Provide clear, detailed information to support that project design. Please refer to research, third-party program evaluations, or other objective data that indicates the service delivery, noting sources of data.
9. Describe the number of people to be served and the outcome measures listed on the Logic Model (towards the end of this application). What is the basis for selecting the outcomes, and how do they demonstrate achievement of the overall goals of the project? Describe the evaluation tools that will be used to track/monitor the progress of the activity as listed on the Logic Model, how progress will be measured, why these measures were chosen, and how these methods will be evaluated.

10. What is the prevention component within the program?

11. How does the program collaborate with other agencies? Describe your agency’s working relationship with other organizations, and describe services and programs by other agencies that will provide additional or similar services to your clients. Please detail the formal agreements and history of partnerships within the community. Do these agreements lead to cost savings for your agency? Does your agency serve as a mentor or mentee with another community organization?

12. How many people (full-time equivalents) are employed by this program?

13. How many people (full-time equivalents) will be funded with the requested CDBG funding?

14. Staff Qualifications: Please identify key program staff and titles, and include background and qualifications (education, experience, training, etc.). Include ALL staff to be funded with CDBG funds and staff that will compile reports. Staff identified after the application are subject to review. Attach extra sheets if needed.

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Background and Expertise of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>FTE on This Program:</td>
<td></td>
</tr>
<tr>
<td>CDBG funds used?</td>
<td>☐ Yes   ☐ No</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
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</tbody>
</table>

15. Is there a waiting list for this program? ☐ Yes ☐ No
   - If yes, how many are on the waiting list?
16. Are there any program membership fees charged to the participant in the proposed program?
   ☐ Yes  ☐ No
   • If yes, please list (or attach) fee schedule and explain how participant fees support the program.

17. If full funding is not received from this application, will the program still be offered?
   ☐ Yes  ☐ No
   • If yes, what adjustments will be made?

18. What is your organization’s experience in managing publicly funded projects? Describe any specific experience your organization has in the administration of federal, state, and/or local government funds.

19. List funders for the last two years (including the City of Peoria if applicable) and describe type and frequency of monitoring. Also describe any findings, the resolutions of those findings, and any monetary penalties incurred.

20. What credentials, accreditation, or other process is your organization required to obtain by outside agencies? Please describe the outcome or scoring of each one.

21. Describe your organization’s financial reporting system/accounting procedures and timekeeping system regarding the proposed activity. How will your organization separate CDBG funds from other funds for identification, tracking, and reporting? Describe your organization’s internal controls that minimize opportunities for fraud, waste, and mismanagement.

22. As a part of the application process, your agency must have conducted and must submit a copy of its most recent audit.
   • In the most recent audit, were any findings issued? ☐ Yes  ☐ No
   • If yes, please explain all findings and corrective action taken to address the issues.
     (Submit additional letter if necessary.)
23. Is your agency required to complete a Single Audit?  
☐ Yes  ☐ No

- If yes, please include a copy of your Single Audit with the application.
- If yes, in your agency’s most recent Single Audit, were any findings issued?  
  ☐ Yes  ☐ No
- If yes, please explain all findings and corrective actions taken. (Submit additional letter if necessary.)

24. Is there any additional information you would like to include?
Table A – Overall Agency Budget January 1, 2021 – December 31, 2021

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CDBG Grant Request (Filled in from page 1)</td>
<td>$</td>
</tr>
<tr>
<td>2. Heart of IL United Way Allocation</td>
<td>$</td>
</tr>
<tr>
<td>3. Other United Way Allocations</td>
<td>$</td>
</tr>
<tr>
<td>4. Grants</td>
<td>$</td>
</tr>
<tr>
<td>5. Government Support</td>
<td>$</td>
</tr>
<tr>
<td>6. In-Kind Support</td>
<td>$</td>
</tr>
<tr>
<td>7. Program Fees</td>
<td>$</td>
</tr>
<tr>
<td>8. Contributions</td>
<td>$</td>
</tr>
<tr>
<td>9. Other Revenues</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Agency Revenue</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Salaries</td>
<td>$</td>
</tr>
<tr>
<td>11. Benefits/Taxes</td>
<td>$</td>
</tr>
<tr>
<td>12. Professional Fees</td>
<td>$</td>
</tr>
<tr>
<td>13. Supplies</td>
<td>$</td>
</tr>
<tr>
<td>14. Occupancy (Utilities, Maintenance, Phone)</td>
<td>$</td>
</tr>
<tr>
<td>15. Major Property or Equipment Acquisition</td>
<td>$</td>
</tr>
<tr>
<td>16. Travel/Transportation/Mileage</td>
<td>$</td>
</tr>
<tr>
<td>17. Other Expenses</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Agency Expenses</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

NOTE: Total Agency Revenues must equal Total Agency Expenses.
Table B – Client Demographics for January 1, 2021 – December 31, 2021

<table>
<thead>
<tr>
<th>Total Clients to be Served by the Entire Program January 1, 2021 – December 31, 2021</th>
<th>Total Unduplicated Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>All section totals below must match this total</td>
<td></td>
</tr>
</tbody>
</table>

**Program Demographics by Age:**
- 0-4 years
- 5-12 years
- 13-19 years
- 20-61 years
- 62 plus years
- Total For Age

**Demographics by Gender:**
- Male
- Female
- Total for Gender

**Demographics by Race:**
- White
- Black/African American
- Asian
- Native American/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- White & Black/African American
- Amer. Indian/Alaskan Native & Black/ African American
- Other Multi-Racial
- Total for Race

**Demographics by Ethnicity:**
- Non-Hispanic
- Hispanic
- Total for Ethnicity

25. How does your organization track and record client demographics?
Table C – Cost of Service

<table>
<thead>
<tr>
<th>Cost of Service Breakdown</th>
<th>($) Dollars</th>
<th>(%) Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Program Cost</strong></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>This is the cost of the entire program, for both CDBG and non-CDBG funded participants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grant Application Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1/1/2021 – 12/31/2021</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total CDBG Portion of Program Costs</strong></td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>CDBG Public Service Funding cannot exceed 50% of total program cost. Maximum request is $30,000.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative CDBG Portion of Program Costs</strong></td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>(Only 5% of the CDBG request may be for non-direct service salaries and benefits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unit of Service Hours (Projected)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A unit of service is defined as one person served for one hour. Direct service hours and indirect service hours are included here.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost per Unit of Service</strong></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Divide the Total Program Cost by Unit of Service Hours projected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicated Clients (Projected)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This should match total clients provided in Table A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost per Unduplicated Client</strong></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Divide the total program cost by the Total Unduplicated Clients to be served.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CDBG Unduplicated Clients (Projected)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of unduplicated CDBG eligible clients estimated to be served with grant amount requested.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table D – Detailed Program Revenue

#### Other Grants for Program (Non-Governmental) – Line 4 of Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Start and End Date of Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

#### Other Government Grants for Program - Line 5 of Revenue

<table>
<thead>
<tr>
<th>Source (Federal, State, County, Fees, etc.)</th>
<th>Amount</th>
<th>Start and End Date of Grant</th>
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<td><strong>Total</strong></td>
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</tbody>
</table>

#### In-Kind Support for Program
(If listed in audit, please include here) - Line 6 of Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Estimated Value</th>
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<td><strong>Total</strong></td>
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#### Other Revenue for Program – Line 9 of Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<td><strong>Total</strong></td>
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</tbody>
</table>
Table E – Detailed Program Salaries

Salaries of Employees to Be Paid by CDBG Request

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Annual Hours for Program</th>
<th>Hourly Wage</th>
<th>Total Salary for Program</th>
<th>Program Portion of Benefits/Taxes</th>
<th>Annual CDBG Hours</th>
<th>Hourly CDBG Wage</th>
<th>CDBG Salary for Program</th>
<th>CDBG Benefits/Taxes</th>
<th>Total CDBG Expenses</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total CDBG Direct Service Benefits/Salaries

Salaries of Employees to Be Paid by CDBG Request

Administrative Service Salaries for Program*

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Annual Hours for Program</th>
<th>Hourly Wage</th>
<th>Total Salary for Program</th>
<th>Program Portion of Benefits/Taxes</th>
<th>Annual CDBG Hours</th>
<th>Hourly CDBG Wage</th>
<th>CDBG Salary for Program</th>
<th>CDBG Benefits/Taxes</th>
<th>Total CDBG Expenses</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total CDBG Administrative Benefits/Salaries

*Note: Administrative Service salaries cannot be more than 5% of total CDBG request.
Table F – Other Expenses for Total Program

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Other Expenses for Total Program – Line 19 of Expenses
(List expenses over $500 by type)

Total
### Table G – Program Revenues and Expenses for January 1, 2021 – December 31, 2021

<table>
<thead>
<tr>
<th>Proposed Grant Request Year January 1, 2021 – December 31, 2021</th>
<th>Revenue</th>
<th>Total Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CDBG Grant Request (Filled in from Page 1)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2. Heart of IL United Way Allocation</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3. Other United Way Allocations</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4. Grants (Filled in from Table D)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5. Government Support (Filled in from Table D)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6. In-Kind Support (Filled in from Table D)*</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>7. Program Fees (paid by participants)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>8. Contributions</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>9. Other Revenues (Filled in from Table D)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Revenue**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Program</th>
<th>CDBG Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Administrative Salaries** (Filled in from Table E)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>11. Administrative Benefits/Taxes** (Filled in from Table E)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>12. Direct Service Salaries (Filled in from Table E)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>13. Direct Services Benefits/Taxes (Filled in from Table E)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>14. Professional Fees</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>15. Supplies</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>16. Occupancy (Utilities, Maintenance, Phone)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>17. Major Property or Equipment Acquisition</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>18. Travel/Transportation/Mileage</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>19. Other Expenses (Filled in from Table F)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Expenses**

### NOTES:

- Total Program Revenues must equal Total Program Expenses.
- *In-Kind Support must be listed separately if included in agency audit.
- **CDBG expenses for these two items combined cannot exceed 5% of the total CDBG budget. The maximum CDBG request is $30,000; the minimum request is $15,000.

**CDBG public service funding cannot exceed 50% of the funding of the CDBG proposed activity**
27. Explain in narrative form how CDBG funds will be used as shown in the proposed budget (e.g. describe specific direct service and administrative positions for the program). Describe your program funding source diversity, including details on other grant information (whether confirmed or tentative) and consistency of other funding sources. Provide details on program expenses and explain how the cost per unit of service and the cost per unduplicated client are reasonable for this program.
# Logic Model

U.S Department of Housing and Urban Development  
Office of Departmental Grants Management and Oversight

<table>
<thead>
<tr>
<th>Program Organization’s Name:</th>
<th>Program Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Goals</strong></td>
<td><strong>Policy Priorities</strong></td>
</tr>
<tr>
<td>Output Goal</td>
<td>Output Result</td>
</tr>
<tr>
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</tr>
<tr>
<td>1</td>
<td>2</td>
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</table>

**Policy Planning**  
**Intervention**  
**Impact**  
**Accountability**

<table>
<thead>
<tr>
<th>3</th>
<th>2</th>
<th>Short Term for This Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Term is goal for entire Year</td>
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</table>

**HUD's Strategic Goals**

1. Increase homeownership opportunities.
2. Promote decent affordable housing.
3. Strengthen communities.
4. Ensure equal opportunity in housing.
5. Embrace high standards of ethics, management, and accountability.
6. Promote participation of grassroots, faith-based, and other community-based organizations.

**Policy Priorities**

1. Provide increased homeownership and rental opportunities for low- and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.
2. Improving the quality of life in our nation’s communities.
3. Encouraging accessible design features.
4. Providing full and equal access to grassroots, faith-based, and other community-based organization in HUD program implementation.
5. Participation of minority-serving institutions in HUD programs.
6. Ending chronic homelessness within ten years.
7. Removal of barriers to affordable housing.
Conflict of Interest

As an applicant requesting funding, will any of your employees, agents, consultants, officers, or elected officials experience the following conflicts of interest:

- Participate in the decision-making process for the approval of this application? (i.e., a City of Peoria City Council Member or a Member of the Advisory Commission on Human Resources)?
  - ☐ Yes  ☐ No
- Have a personal financial interest or reap a financial benefit from this program/activity?
  - ☐ Yes  ☐ No
- Have an interest in any contract, subcontract, or agreement with respect to this application either for themselves or those with whom they have family or business ties during the program year and for one year thereafter?
  - ☐ Yes  ☐ No

If you selected yes to any of the above, clearly describe the conflict below.

Certification

I certify that the information contained in this application is true and correct; that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts; and that the information given is true and complete to the best of my knowledge and belief. I agree to comply with all CDBG and City of Peoria requirements if funded.

<table>
<thead>
<tr>
<th>Agency CEO Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Board President Name</th>
<th>Signature</th>
<th>Date</th>
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</table>
APPLICATION INSTRUCTIONS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE PROGRAM
CITY OF PEORIA 2021 FUNDING YEAR

I. INTRODUCTION

The 2021 CDBG Human Resources Commission (HRC) funding application has been developed to help agencies present their programs in a concise format.

Please review all sections carefully. The information provided will be used by the HRC to assess needs, determine levels of service, recommend funding levels, evaluate programs, and build a campaign story for proposals that serve persons in low-income households in the City of Peoria. If you have questions or need help with the application, please contact Cassie Belter, Grants Coordinator, at (309) 494-8935 or cbelter@peoriagov.org.

Criteria for a Complete Application:

All applications must satisfy all of the following criteria to be considered complete and eligible for review by the Human Resources Commission (HRC). All applications:

1. Must attend one of two MANDATORY application training sessions: Thursday, July 11 at 10 a.m. or Tuesday, July 30 at 2 p.m. One representative per applicant must attend.
2. Electronic and hard copies must be submitted to the Grants Management Division at 419 Fulton Street, Room 203, Peoria, IL 61602 no later than 3 pm on Thursday, September 12, 2020.
3. Must include one original signed and dated, with 14 copies. Applications should be delivered to:

   City of Peoria – Community Development Department
   Attn: Cassie Belter
   419 Fulton Street, Room 203
   Peoria, IL 61602

4. Must email one PDF copy of the application to cbelter@peoriagov.org no later than 3 pm on Thursday, September 12, 2020.
5. Must include one (1) unbound copy of your organization’s most recent audit. Also include single audit if applicable.
6. Must submit proof of 501(c)3 status by the IRS or documentation of government agency.
7. Must acknowledge that the organization will obtain required beneficiary information, including household income, for all persons receiving direct services on forms provided by the City of Peoria, by signing applications.
8. Acknowledge that all activity services provided with CDBG funds benefit only income eligible Peoria residents and that the service being provided is either (1) a new service or (2) will increase the number of persons served and/or increase the benefit to those served in an existing service.
9. Must complete all questions, program information, budget tables, and Logic Model form.
10. CDBG funding cannot exceed 50% of the funding of the CDBG proposed activity.
11. Must attend MANDATORY clarification meeting with the Human Resources Commission on Friday, November 6, 2020.

Please submit 1 original and 14 copies (stapled) of the completed forms to the Grants Division by 3:00 pm on Thursday, September 12, 2019. Do not use covers or include cover letters. Applications must be on the PDF 2021 application forms. Handwritten applications will not be accepted. ALL APPLICANTS MUST ATTEND THE CLARIFICATION MEETING ON NOVEMBER 6 IN ORDER TO BE FUNDED.

What is the CDBG Program?
The primary purpose of the Community Development Block Grant (CDBG) program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of very low and low income. CDBG funds are allocated to the City of Peoria through the U.S. Department of Housing and Urban Development (HUD). The Public Services portion of the City’s grant allocation is dedicated to provide needed social services to low income residents.

**What is the Human Resources Commission?**

The Advisory Commission on Human Resources is a citizen commission of the City of Peoria where members are appointed by the Mayor and approved by the City Council.

The purpose of the Human Resource Commission (HRC) is to keep the citizens of Peoria informed of social service programs provided by the City of Peoria and social service agencies as well as provide officers and departments of the City expert advice and assistance in evaluating and coordinating social service programs.

Each year, the HRC receives numerous funding applications from entities who desire to provide needed public services to the citizens of Peoria. Members review and rank each application and collectively recommend to the City Council how to allocate the City’s CDBG Public Service grant funds.

**Available Funding:**

The City of Peoria will award CDBG Public Service funds on a competitive basis based on funding availability from HUD and approval by the City Council. The exact amount of the grant award for FY 2021 is unknown at this time but anticipated to be approximately $240,000.

CDBG funds are provided on a reimbursement basis. **Funds are normally not available for reimbursement of cost until mid-July or August of the funded year at the earliest.** The City expects applicants to operate the funded activity during this period and to have adequate funding from other sources to financially support it. Eligible expenses for reimbursement will be provided for staff salaries and benefits only.

**Eligible Applicants:**

Not-for-profit agencies, 501(c)3 of the Internal Revenue Code of 1954 or government agencies are eligible to apply for public service funding. Applicants must provide proof of status.

**Eligible Activities - CDBG Regulations, 24 CFR 570.201:**

In order for new applicants/programs to be eligible for CDBG assistance, the public service must either be a (1) **new service** or a (2) **quantifiable increase in the level of an existing service or number of persons served** above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of City of Peoria’s Annual Action Plan.

**Federal Requirements:**

All applicants should review the HUD Manuel entitled “Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems,” available here. When applying for this funding, the organization agrees to the conditions of following all federal regulations including CDBG found at 24 CFR 570 and Uniform Administrative Requirements, Cost Principals, and Audit Requirements at 2 CFR Part 200. All responsibility of following federal regulations and policies rests with the subrecipient.

**2021 Funding Priorities:**
The Peoria City Council has approved the following public service funding priorities for FY 2021:

- **05D Youth Services** - Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.

- **05F Substance Abuse Services** - Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.

- **05G Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking** - Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking

- **05H Employment Training** - Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.

- **05L Child Care Services** - Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.

- **05M Health Services** - Services addressing the physical health needs of residents of the community. For mental health services, use 05O.

- **05N Services for Abused and Neglected Children** - Daycare and other services exclusively for abused and neglected children.

- **05O Mental Health Services** - Services addressing the mental health needs of residents of the community.

**Ineligible Activities:**

- Political activities
- Ongoing grants or non-emergency payments to individuals for their food, clothing, rent, utilities, or other income payments
- Inherently religious activities such as worship, instruction, or proselytization

**Mandatory Application Training Sessions:**

Each applicant must attend one of two MANDATORY Application Training Sessions on either Thursday, July 11 at 10 a.m. or Tuesday, July 30 at 2 p.m. Both sessions will take place at City Hall Room 404. The session will review the federal requirements of receiving CDBG funds, the application itself, and highlight items the Commissioners will be focusing on in reviewing the 2021 applications. One representative per organization applying must attend one of the two sessions.

**Mandatory Clarification Meeting:**

The MANDATORY clarification meeting will take place on Friday, November 6, 2020. The meeting will begin at 8:30 a.m. Agencies will be scheduled for a presentation time in the order the applications are received. The presentation should be approximately five (5) minutes, providing an overview of the program and the need for funding. No formal PowerPoint or other materials are necessary. Any remaining presentation time and up to five (5) additional minutes will be used for questions from City staff and the members of the HRC. If the clarification meeting is not attended for any reason, the application will be ineligible for funding. The meeting will take place at City Hall Room 404.

**Use of Acronyms:**

Be sure to limit the use of acronyms as much as possible to avoid confusion for reviewers. At a minimum, write out what all abbreviations or acronyms stand for upon first use in the application.
II. APPLICATION DIRECTIONS AND FREQUENTLY ASKED QUESTIONS

Section I – General Information

Please provide general agency and program information.

Contact Person: The contact person will be the person the City contacts for any questions regarding the application and to schedule the clarification meeting. Please list only one contact person. (Note: Another staff member may present at the mandatory clarification meeting, but the contact person listed will be the point of contact for City staff.) This person will also be the main contact of all communication from the City and will be responsible for relaying all information to others within the applicant’s organization.

Federal Employer Identification Number (FEIN): Please provide your FEIN number.

City of Peoria Equal Opportunity Office: All agencies are required to register with the City of Peoria Equal Opportunity Office. Please visit http://www.peoriagov.org/equal-opportunity/ to register.

SAMs Cage Code: All agencies receiving federal money must register for a SAMs Cage Code. It is free to register. Please visit www.sam.gov to register. Instructions for registering can be found at https://www.sam.gov/SAM/SAM_Guide/SAM_User_Guide.htm. Please also provide the expiration date of the SAMs Cage Code Number. Agencies must have a DUNS number to register for a SAMs Cage Code. Please see instructions for obtaining a DUNS number below.

Agency DUNS Number: All agencies receiving federal money must register for a DUNS number. For more information about a DUNS number and to register, please visit http://www.dnb.com/duns-number.html.

2021 Funding Requested and Total Program Budget: Fill in these amounts on this page, and they will continue forward through the rest of the application. A placeholder number has been entered into these fields for the calculations to function correctly.

CDBG National Objective: All CDBG-funded activities must meet one of three national objectives:
1. Activities that benefit low and moderate-income persons;
2. Activities which aid in the prevention or elimination of slums or blight;
3. Activities designed to meet community development needs having a particular urgency.

All of the City of Peoria’s activities meet Objective #1. Objective #2 requires designating target areas and enacting definitions of “slum” and “blight.” Because most of the activities which would be undertaken under Objective #2 are also eligible under Objective #1, the City chooses not to limit the service area for CDBG purposes.

Objective #3 is sometimes known as the “tornado clause.” Although many agencies have an urgent need, Objective #3 is reserved almost exclusively for responses to natural disasters such as hurricanes, tornadoes and massive flooding under HUD guidelines.

Program Issue Area: The Program Issue Areas are the policy priority areas as voted on by the HRC and approved by City Council. Application should be within one of these issue areas. Please refer to page three (3) of this instruction document for issue area definitions.

Section II - Program/Financial Information

Question 1: Briefly explain the program, including the work to be performed and type and frequency of services provided. If chosen for funding, this section will be used as the basis for the program scope of work for the subrecipient agreement.

Question 2: In order to qualify under federal CDBG regulations, public service funding must be used for new or expanded services. If your organization/program did not receive funding in
2020, please explain how the service is a new program or how it will be expanded to include more participants or additional components using the CDBG funds.

Question 3: Please describe the goals and actual outcomes for the program in the last year. If it is a new program, please indicate that it is a new program and provide projections for outcomes of the program and explain how these projections were estimated.

Question 4: Please detail how the program specifically addresses a CDBG National Objective and one of the Program Issue Areas checked on page one (1) of the application. Please be sure your program meets the description provided for each Program Issue Area. Please see page three (3) of these instructions for the issue area definition.

Question 7: Please include specific information on the need for the program. The need for the program must be presented with factual data, statistics, or information and the source cited for this information. General statements of need do NOT meet these criteria.

Question 8: Please provide information about the design of the program and how the program is evidence-based or introduces an innovative solution. Please refer to research, third-party program evaluations, or other objective data and note the sources.

Question 9: Using the numbers provided in the Logic Model, please describe the number of people to be served and the outcome measures. Explain why these outcomes were chosen and how they demonstrate achievement of the goals of your program. Describe the tools that will be used to track progress, how progress will be measured, why these measures were chosen, and how these methods are evaluated. Be as specific as possible about these items.

Question 10: Describe the prevention component within the program. Explain how this program stops something from happening or starting. Provide a detailed description of the prevention component that includes direct ties to program activities and evidence of how the program will prevent the action the program claims.

Question 11: How does the program collaborate with other agencies? Describe your agency’s working relationship with other organizations and describe services and programs by other agencies that will provide additional or similar services to your clients. Please detail the formal agreements and history of partnerships within the community. Do these agreements lead to cost savings for you agency? Provide a clear detailed description of complementary services/programs and how they help meet needs and promote increased self-sufficiency. AND described intra-agency collaboration/coordination. AND included details on formal agreements and a history of partnerships in the community and linkages to mainstream resources. Does your organization provide mentorship to another organization, or is it a mentee of a large community organization? If so, please describe these efforts.

Question 14: Please list ALL staff members to be funded with CDBG funds and staff that will compile required CDBG reports. Include background and qualifications, such as education, experience, and training. If a new position, please include the qualifications that will be required for hiring the position. The FTE on this program is the total time on this program, not just the portion to be charged to CDBG.

Question 16: If fees are charged for the program, please describe how these fees are used to support the same program.

Question 18: Describe your organization’s history managing publicly funded projects including from federal, state and local resources. You may also include staff members’ history of managing programs when previously employed at another organization if needed.
Application Instructions for 2021 CDBG Public Service Program Funding

Question 20: Describe your organization’s required credentials, accreditations, or other processes. These can be federal, state, or other organization requirements. Please be sure to describe the credentialing agency. Describe the scale of possible outcomes and the outcome achieved by your organization. Describe the reasoning for any lower scores or denied accreditations.

Question 21: Please describe your agency’s financial system (i.e. QuickBooks, etc.) and timesheet system. How are time allocation studies conducted, and who oversees timesheets of staff? Describe accounting procedures for keeping CDBG funds separate from other funding types. Describe your organization’s internal controls that minimize opportunities for fraud, waste, and mismanagement, such as separation of duties, approvals of timesheets and checks by multiple people, and other safeguards your organization has implemented.

Question 22: The agency’s audit must be an official inspection of an organization's accounts by a licensed Certified Public Accountant (CPA). Please explain any findings and the corrective actions taken to address these issues. A copy of the audit for the agency’s most recent fiscal year must be included with the application. Please submit an unbound copy. If an agency does not have a financial audit, it will not be considered eligible for funding.

Question 23: Please consult the 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards.” These audits, commonly referred to as “A-133 Audits” or “Single Audits”, are required of agencies that spend over $750,000 in federal awards during a fiscal year starting on or after December 26, 2014. This audit must be conducted by the same entity that conducted the agency’s audit. A copy of the Single Audit for the agency’s most recent fiscal year must be included with the application. Please submit an unbound copy.

Table A – Overall Agency Budget January 1, 2021 – December 31, 2021

Please provide an overview of your total agency budget from January 1, 2021 to December 31, 2021. This includes all programs operated by your agency, regardless of funding source. The CDBG grant request will be filled in from page one (1).

Table B - Client Demographics for January 1, 2021 – December 31, 2021

Estimate the number of total unduplicated persons to receive direct service in 2021 by this entire program by the selected category. Each person served is counted only once, regardless of how many times they are served.

- NOTE: The total by age, total for gender, total for race, and total for ethnicity must each equal the total unduplicated clients.

Question 25: Please explain how your organization tracks and records client demographics. Are they entered from the public service application form into a computer program? Counted from the application materials? Who in the organization manages this process?

Table C – Cost of Service

Total Program Cost: This is the total cost of the entire program for January 1, 2021 to December 31, 2021, regardless of funding source or location of clients.

Total CDBG Portion of Costs: This is the total amount of CDBG funding requested and is filled in from page one (1). This amount cannot exceed 50% of the total program costs. Maximum amount is $30,000.
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Administrative CDBG Portion of Costs: This is the portion of the CDBG funding request that is for administrative salaries or those salaries of people not involved in direct service. This amount cannot exceed 5% of the total amount of CDBG funding requested.

Total Unit of Service Hours (Projected): **NOTE: A unit of service is defined as one person served for one hour.** Both direct and indirect service hours are included here. Estimate the number of service hours for the entire program.

Cost per Unit of Service: The total cost of the program is automatically divided by the total number of service hours projected to be provided by the total program.

Total Unduplicated Clients (Projected): Please estimate the total number of unduplicated clients to be served. This should match the number provided in Table B.

Cost per Unduplicated Client: Divide the total program costs by the total unduplicated clients served to estimate the cost per unduplicated client.

CDBG Unduplicated Clients (Projected): This number will be automatically calculated using the CDBG grant amount requested divided by the cost per unduplicated client.

**Table D – Detailed Program Revenue**

Other Grants for Program (Non-Governmental): Provide grant-specific information for each grant included in the “Other Grants” section. Do not include United Way grants, as they are entered separately in Table G. This will automatically populate in Table G.

Other Government Grants for Program: Provide grant-specific information for other federal, state, or local grants received for the program. This will automatically populate in Table G.

In-Kind Support for the Program: If included in agency audit, please provide detailed information for in-kind support. This will automatically populate in Table G.

Other Revenue for the Program: Please list all other sources of revenue for the program. This will automatically populate in Table G.

**Table E - Detailed Program Salaries**

For both direct service salaries and administrative salaries, please provide detailed information for the estimated number of hours and benefits for the total program and for the CDBG portion requested.

Total Program Annual Hours: Please provide total number of hours for job title spent on entire program.

Program Hourly Wage: Please provide hourly wage of job title for program.

Total Salary for Program: This is automatically calculated from the Program Hours and Hourly Wage.

Portion of Benefits/Taxes: Provide the annual amount of benefits/taxes paid by the program for this job title.

CDBG Hours: Please provide the total number of hours for this job title for the CDBG portion of the grant requested.

CDBG Hourly Wage: This is filled in from the program hourly wage.

CDBG Total Salary for Program: This is automatically calculated from the CDBG hours and the hourly wage.

CDBG Benefits/Taxes: Provide the amount of benefits/taxes for CDBG portion of salary.
Application Instructions for 2021 CDBG Public Service Program Funding

Total CDBG Expenses: These columns will automatically total the CDBG total salary for program and the CDBG benefits/taxes for each job title. This will also automatically populate in Table G.

Table F – Other Expenses for Total Program

Please list additional expenses by category for expenses over $500. This will automatically populate in Table G.

Table G – Program Revenue and Expenses for January 1, 2021 to December 31, 2021

This table will automatically populate from data entered in previous tables. Please complete the remaining items for program revenue and expenses for the entire program. NOTE: Total revenue must equal total expenses.

Question 27: Provide a narrative for how the CDBG funds will be used. Describe your program funding source diversity, including details on other grant information provided (if confirmed or tentative) and consistency of other funding sources. Provide details on program expenses and explain how the cost per unit of service and the cost per unduplicated client are reasonable for this program.

Logic Model Instructions (very important to the application)

Column 1a: Strategic Goal is 3 (“Strengthen communities.”).

Column 1b: Policy Priority is 2 (“Improving the Quality of Life in our Nation’s Communities.”).

Column 2: Describe the need that frames a rationale for the service. Please use facts to describe the need and provide the source of the data, statistics, or information. Be succinct!

Column 3: Identify the service or activity in your work plan that addresses the priority need in 15 words or less. (i.e. “Provide legal representation to the homeless” or “Provide afterschool mentors for Peoria elementary school at-risk students.”).

Column 4: Outputs are the number and type of persons served for short term (quarter) and the intermediate term, which is the entire year. The entire year number should equal CDBG Unduplicated Clients Projects in Table C (i.e. “24 homeless persons” or “30 students”).

Column 5: Leave blank.

Column 6: Outcomes are the measurable impacts you hope to achieve for each person. Outcomes may relate to knowledge, skills, attitudes, behavior, condition, or status. List one to three (i.e. “90% of clients have greater knowledge of legal rights to prevent eviction,” or “85% of students improve or maintain their reading and math at a B or higher,” or “80% of unemployed youths obtain a job”). Outcomes are NOT attendance or participation. If maintaining a grade or skill, please note what level will be maintained.

NOTE: If Employment Training is selected as the issue area for the application, job placement must be a measurable outcome in the Logic Model.

Column 7: Leave blank.

Column 8: List the measurement reporting tools that will be used for the stated outputs and outcomes, where they will be maintained, how often they are collected, who maintains the completed measurement tools, and the method of retrieving data. Measurement tools must be specific and easily available (i.e. "intake forms and verification of training and youth employment" or “the % of students who show grade improvement in reading and math per semester and end of calendar year by report cards”). The number or percentage of program participants that demonstrate change are indicators of the success of the outcome. List no more than two measurement tools per outcome.
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- NOTE: ALL CDBG FUNDED LOW-INCOME SERVICE RECIPIENTS MUST COMPLETE AND SIGN A SERVICE APPLICATION FORM ATTACHMENT UPON RECEIPT OF SERVICE. ALL MUST BE INCOME ELIGIBLE AND RESIDE IN THE CITY OF PEORIA.

**Column 9:** Identify how you will evaluate if you are meeting the measured outputs, outcomes, and expected results. The evaluation may be used to adjust the program so it is successful.

**Conflict of Interest:** Please indicate if any member of the Advisory Commission on Human Resources or City Council is an employee, agent, consultant, officer, or elected official, including Board Members. The list of Commission Members is available [here](#) and the City Council Members [here](#).

**Signatures:** The certification must be agreed to and signed by both the Board President/Officer as well as the CEO/Executive Director of the agency. Violation of the certification may result in loss of funding or repayment of any grant funds disbursed.
III. APPLICATION CRITERIA AND DEFINITIONS

The following criteria are the primary factors the Human Resources Commission will utilize in the evaluation of the applicant’s and program’s funding request. At a minimum, all funded programs should demonstrate the following in the review process. These criteria are further defined on the following pages.

1. Service MUST serve low/moderate income persons – The social service must address a need of an income eligible City of Peoria resident. Income eligibility is defined by HUD as 80% or less of area median household income and varies by household size.

2. Client-based outcomes and/or previous success at achieving outcomes – In its allocation request, each program must submit one to three client-based outcomes which relate to the priority issue area on which the program is trying to have an impact. A client-based outcome is a problem-related, attainable, and measurable statement of a program’s intended effects on the client’s skills, attitudes, behavior, or condition.

Outcomes are the benefits or changes an individual and/or population obtained during or at the end of the program activity. Outcomes are stated in measurable terms, include a baseline or target against which progress can be measured for the contract period, and the rationale for setting the target at a certain level.

- Statement of need for the program – The need for the program must be presented with factual data, statistics, or information and the source cited for this information. General statements of need do not meet these criteria.

- Clarity of outcomes information – For those programs that do not yet have outcome data, analysis will be based on the program’s clear demonstration of how outcomes will be achieved, the presence of baselines or targets for accomplishment, and a clear rationale as to why the outcomes are set at a certain level.

- Success in delivering proposed outcomes/utilization of outcome information – For those programs collecting and reporting data, outcome data can be reviewed. The number and/or percent of all program participants or a sample of program participants who achieve the desired outcomes measure success. Program review will include a determination over time as to whether or not the program’s goals and accomplishments are ambitious enough to represent a “stretch” for the organization to achieve. The City of Peoria is also looking for programs to build a history of continued achievement of stated outcomes. In addition, programs need to make changes as a result of using outcome data and should show high levels of outcomes in relation to their stated goals or show improvements in outcomes over time. If outcomes fall short of expectations, agencies should explain what happened and outline steps to improve on previous results.

3. Well-managed program – In evaluating overall program management, the following areas are especially important in the evaluation process: program financial information, service delivery and demand, appropriate staffing, and licensing. We consider basic management information on the total agency, as the two are interrelated.

- Program financial management and budgeting – Programs must clearly define the need for this funding, explain significant budget increases or decreases and budget deficits or surpluses, and have a reasonably stable funding base. The proposed budgets must be reasonable for the services and programs delivered. The agency must also be able to establish separate accounts to ensure CDBG funds are maintained separately from general funds.
Application Instructions for 2021 CDBG Public Service Program Funding

- **Service delivery issues** – Criteria for analysis include: demand trends for service such as the presence of a waiting list, if services are provided to an underserved population or geographic area, demographic information on those being served, and whether or not the program responds appropriately to newly identified client and/or community needs. Above all, is the program making an impact on the population it is serving?

- **Staff and programming requirements** – Organizations must allocate sufficient resources, including the staff, volunteers, and physical space to accomplish their goals and outcomes. Staff must be adequately trained, evaluated and supported and must have the qualifications to do the job. Part of the evaluation is a determination that the program has allocated an appropriate level of resources to accomplish its goals, and if this allocation represents an efficient and effective use of resources.

- **Total agency information and management** – The state of the total organization does impact the programs within. Assessment of the total organization focuses on board activity and development, financial information, and the overall quality of the organization’s administration.

4. **Collaboration efforts** – Collaboration refers to working together in the planning and delivery of services. While cooperation is an absolute essential among all organizations, collaboration requires far more planning and effort to be implemented successfully. Where appropriate, the City of Peoria encourages collaboration among programs as a way to cut costs, encourage efficiency, and develop a more community-wide focus on outcomes and results. While collaboration is not an end in itself, it is a proven means to a desired end of more effective service delivery. Those organizations demonstrating a well thought out and effective effort at collaboration will be given additional consideration.

5. **Funding source diversity** – Programs applying for CDBG funding will have a demonstrated need for our dollars but not be overly reliant on our funding. These guidelines ensure that funding is allocated to programs where our funding will have the most impact, but also have enough funding diversity to demonstrate additional community support and sustainability. The efforts and success of an organization in garnering this additional community support is evidence of an organization’s commitment to fundraising and funding source diversity.

6. **City Council goals** – The Human Resources Commission and the City Council approve specific issue areas for CDBG Public Service applications.

7. **Prevention focus** – The CDBG Program funds activities of both a preventative nature and of a more remedial nature. Prevention programs focus on fostering personal attributes and creating positive conditions, whereas remedial programs focus on personal problems. Because prevention is a broader and more systemic approach to ensuring the long-term success of human service efforts in the community, we wish to recognize those remediation programs which also have a prevention focus. We are not stating that prevention is a greater focus for the CDBG dollars; however, we may more favorably assess a specific remediation program which has a strong prevention aspect to it as well.

8. **Utilization of volunteers** – Volunteerism is an important part of community services and a growing trend in the non-profit sector. Effective utilization of volunteers demonstrates an agency’s ability to be creative in addressing needs and therefore function more effectively. Volunteers create a corps of “goodwill ambassadors” who can provide visibility and a positive agency image in the community. Effective volunteer utilization can be reviewed in several ways, including:
   - The integration of volunteers in all aspects of the agency, including: direct service, administrative service, fundraising, and at the board level.
   - The impact volunteers make in the agency’s programs and services, for the agency’s clients and in the community overall
   - The number of volunteers engaged by the agency.
NOTE 1: Funding is dependent upon the availability of funds as provided through the U.S. Department of Housing and Urban Development and approval of the City of Peoria City Council.

NOTE 2: Community Development Block Grant funds are normally not available for reimbursement of cost until mid-July or August of the funded year. The City of Peoria expects applicants to operate the funded activity during this period and to have adequate funding from other sources to financially support it.

******************************************NOTE***************

For the FY 2021 CDBG Application, the total amount requested can be no less than $15,000 and no more than $30,000. Any application submitted with a request less than $15,000 or more than $30,000 will not be considered for funding. The minimum grant award is $7,000.

ATTENDANCE AT THE CLARIFICATION MEETING ON FRIDAY, NOVEMBER 6, 2020 BY KNOWLEDGEABLE APPLICANT REPRESENTATIVES, CAPABLE OF ANSWERING ALL PROGRAM AND FISCAL QUESTIONS, IS REQUIRED. APPLICANTS THAT FAIL TO ATTEND WILL NOT BE FUNDED.
### IV. APPLICATION SCHEDULE (*TENTATIVE*)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 18, 2020</td>
<td>Publish Notice of Availability for CDBG Applications</td>
</tr>
<tr>
<td>Thursday, July 9, 2020</td>
<td><strong>Mandatory</strong> CDBG Application Training Workshop Option 1 in City Hall, Room 404 beginning at 10 a.m. (HRC members are invited to attend)</td>
</tr>
<tr>
<td>Tuesday, July 28, 2020</td>
<td><strong>Mandatory</strong> CDBG Application Training Workshop Option 2 in City Hall, Room 404 beginning at 2 p.m. (HRC members are invited to attend)</td>
</tr>
<tr>
<td>Thursday, September 10, 2020</td>
<td>CDBG Application Deadline – Due to the Grants Management Division City Hall, 419 Fulton Street, Room 203, DEADLINE 3:00 p.m.</td>
</tr>
<tr>
<td>Friday, September 25, 2020</td>
<td>HRC members pick up their copies of the CDBG applications at City Hall, Room 203.</td>
</tr>
<tr>
<td>Friday, November 6, 2020</td>
<td>HRC Conducts <strong>Mandatory</strong> CDBG Application Clarification Meeting at special meeting City Hall, Room 404, beginning at 8:30 a.m.</td>
</tr>
<tr>
<td>Monday, November 9, 2020</td>
<td>HRC sends application ranking and budget recommendation forms to the Grants Division by 5:00 p.m. at City Hall, Room 203.</td>
</tr>
<tr>
<td>Friday, November 20, 2020</td>
<td>HRC Regular Meeting to make final recommendations in Room 404, City Hall, beginning at 8:30 a.m. The recommendations will be forwarded to the City Council for their consideration.</td>
</tr>
<tr>
<td>Tuesday, December 8, 2020</td>
<td>Funding Recommendations to City Council for final approval.</td>
</tr>
</tbody>
</table>

Grant Year would begin January 1, 2021 for awarded subrecipients.
V. APPLICATION CHECKLIST

Please use the following checklist to ensure a completed application:

- All parts of the application must be submitted no later than 3:00 p.m. on Thursday, September 10, 2020. NOTE: LATE APPLICATIONS WILL NOT BE ACCEPTED.

- Applications must include the following:
  
  □ 1 original completed application, signed and dated
  
  □ Email PDF version to cbelter@peoriagov.org
  
  □ 14 copies of completed and signed application
  
  □ 1 copy of organization’s most recent audit – unbound copy
  
  □ 1 copy of proof of 501(c)3 status by the IRS or government agency other than the City of Peoria

Deliver Applications To:

City of Peoria  
Attn: Cassie Belter  
Community Development Department  
419 Fulton St., Room 203  
Peoria, IL 61602  

cbeltcr@peoriagov.org

NOTE: Attached is a copy of the evaluation form the HRC will use to score and rank Public Service Applications.
Human Resources Commission CDBG 2021 Program Evaluation Form

Application #: _______________  Program Name & Agency Name: ___________________________________________________________________________________________________
Evaluator: ___________________________________________________________________________________________________________________________________________________

Directions: Complete an evaluation form for each application. Circle points for each question based on your review of each application. Multiply your score for each question by the weighted number and put your total in the “Total” column. Add totals together. Recommend a funding amount.

<table>
<thead>
<tr>
<th>Question</th>
<th>Lowest</th>
<th>&gt;</th>
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<th>&gt;</th>
<th>Highest</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Activities clearly defined and described. (#1)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 x 3</td>
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<tr>
<td>2. Identified need for the program? Are facts presented on need? (#7, Logic Model)</td>
<td>0</td>
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<td>3. Project Design is evidence-based and/or innovative? (#8)</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5 x 3</td>
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<tr>
<td>4. Are program outputs and outcomes reasonable &amp; connected to client needs? (#9, Logic Model)</td>
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<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>5. Are proposed outcome measures clear and effective for the program? (#9)</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<td>6. Is there a prevention component within the program? (#10)</td>
<td>0</td>
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<td>3</td>
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<td>7. Does the program collaborate with other providers/organizations? (#11)</td>
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<td>5 x 3</td>
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<tr>
<td>8. Qualified staff to deliver the program? (#14)</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 x 3</td>
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<td>9. Evaluate the history of publicly funded project management. (#18)</td>
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<td>10. Evaluate the agency’s program monitoring record. (#19)</td>
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<tr>
<td>11. Evaluate the organization’s accreditation results. (#20)</td>
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<td>5 x 3</td>
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<tr>
<td>12. Does the organization have financial management capacity? (#21-23)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 x 3</td>
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<tr>
<td>13. Is the program budget presented clearly? Is it reasonable? Balanced? (Budget tables)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>14. Is there funding source diversity? (Budget tables, #27)</td>
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<td>1</td>
<td>2</td>
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Total Points __________

Comments __________________________________________________________________________________________________________________________________________________
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