



CITY OF PEORIA

CDBG PUBLIC SERVICES ADVISORY COMMISSION Special Meeting

Friday, April 25th, 2025

8:30 am

419 Fulton St – Room 404

Peoria, IL

*Anyone wishing to make a public comment can do so by sending those comments to Kathryn Murphy, Grants Manager at kmurphy@peoriagov.org by 5:00 pm on **April 24th, 2025**. The email should be titled “Public Comment for **April 25th, 2025 CDBG Public Services Advisory Commission Meeting**” and **include the sender’s name and address**. All submissions received prior to the deadline will be read into the record with up to five (5) minutes of each comment read aloud. The written comments in their entirety will be entered into the official minutes of the meeting as an attachment. The agenda and meeting minutes will be available online at <https://www.peoriagov.org/546/CDBG-Public-Services-Advisory-Commission>.*

- AGENDA -

CALL TO ORDER

ROLL CALL

MINUTES

- A. Approval of Minutes from March 21, 2025

REGULAR BUSINESS

- A. 2025 Public Services Update
- B. Public Service Application Requirements Discussion
- C. 2026 CDBG Public Service Application, Timeline and Evaluation
- D. Other Business
- E. Public Comments

ADJOURNMENT

Next Meeting: Tentatively, Friday, May 16th at 8:30 am

: OF THE CITY OF PEORIA, ILLINOIS :

CDBG Public Service Advisory Commission

Regular Meeting

CALL TO ORDER

The Regular Meeting of the CDBG Public Services Advisory Commission was held in person on Friday, March 21, 2025, at 8:30 a.m. Chairperson McGhee called the meeting to order @ 8:32 a.m.

ROLL CALL

Roll called showed the following Commissioners were present: Jalyssa Brown, Sherry Cannon, Brenda Grove, Brett Kolditz, Kimberly McGhee, and Pamela Schubach.

Staff present: Kathryn Murphy, Emma Bryan, and Jenny Soriano

MINUTES

The minutes for the October 18, 2024 meeting were reviewed.

MOTION:

Commissioner Schubach moved that the minutes be approved. The motion was seconded by Commissioner Kolditz. Approved unanimously by viva voce vote 6-0.

REGULAR BUSINESS

A. 2024 Public Facilities Update

Staff Member Murphy reported that all three Public Facilities projects have been completed and paid out.

B. 2024 Public Services Update

Staff Member Murphy informed the Commission that all organizations have fully utilized their budgets, except for the George Washington Carver Association. She explained that their leftover funding will be reallocated to other CDBG eligible activities.

Staff Member Murphy reported that Central IL Friends and Prairie State Legal Services did not meet their goal for total clients served in 2024. All other organizations met or exceeded their targets.

Commissioner McGhee asked about the current number of commissioners. Staff Member Murphy stated there are thirteen commissioners with two vacancies; however, a commissioner will be appointed at the City Council meeting on March 25, 2025.

C. 2026 CDBG Public Service Priorities

Commissioner Schubach asked if HUD provided the categories. Staff Member Murphy confirmed that they did.

Commissioner McGhee opened the floor for discussion on how to weigh the voting.

Commissioner Kolditz noted a significant scoring difference between Mental Health Services and Services for Abused and Neglected Children.

Commissioner Grove stated she would like to include Services for Abused and Neglected Children, with Commissioners Schubach and Cannon agreeing.

MOTION:

Commissioner Cannon moved to prioritize the top 8 scoring categories. The motion was seconded by Commissioner Schubach. Approved unanimously by viva voce vote 6-0.

D. 2026 CDBG Public Service Application, Timeline and Evaluation

Commissioner Schubach noted that presentations lack integration of grant funding into budgets. Staff Member Murphy stated that application training will address this issue.

Commissioner Cannon inquired if an audit is required in the application. Staff Member Murphy explained that HUD recommended it in 2016.

Commissioner Grove asked if the audit would be internal, and Commissioner Schubach stated that it would be.

Commissioners discussed the advantages and disadvantages of requiring an audit.

Commissioner Kolditz questioned the potential for fund mismanagement. Commissioner Grove stated that funds must be used per the rules, and organizations must provide documentation of how funding is utilized.

Commissioner Grove suggested requiring that applying organizations are GATA-certified, and commissioners discussed the challenges with requiring a GATA certification.

Commissioner Grove asked if each funded organization undergoes a site review. Staff Member Murphy stated that there is a monitoring session to ensure that HUD requirements are met and proper documentation is provided.

Commissioners asked for clarification on whether an audit is mandatory. Staff Member Murphy stated that staff members will support HUD's recommendation of an audit; she will confirm with Director Dulin if it is mandatory and provide an update at the next meeting.

Commissioner McGhee stated that commissioners would independently research GATA certification and continue the discussion at the next meeting.

Commissioner McGhee questioned whether section C.18. is required in the application, noting it wasn't considered in the scoring. Commissioner Schubach asked if the data collected from the section continues to be shared with the requesting party, and Staff Member Murphy answered that it is not.

E. Next Meeting Date and Time

Commissioner McGhee stated that the next meeting, scheduled for April 18, 2025, falls on a holiday.

Staff Member Murphy stated the meeting room is available on April 25th, and the commissioners agreed to reschedule the meeting for that day.

F. Other Business

Commissioner McGhee asked if commissioners could receive the schedule for City visits to funded organizations so that commissioners can join. Staff Member Murphy said that the schedule will be sent once it's finalized in a few months, and the visits can be either on-site or virtual.

G. Public Comments

No public comment was received.

ADJOURNMENT

MOTION:

Commissioner Cannon moved that the meeting be adjourned. The motion was seconded by Commissioner Grove. Approved unanimously by viva voce vote 6-0.

The meeting was adjourned at 9:28 a.m.

Meeting minutes prepared by:

Jenny Soriano

Organization Name - Program Name	Total Budget	Spent Q1	Spent Q2	Spent Q3	Spent Q4	Remaining Budget	Total Clients to Serve	Q1 Clients Served	Q2 Clients Served	Q3 Clients Served	Q4 Clients Served	Total Clients Served
Center for Prevention of Abuse - Safety & Support for Victims of Domestic Violence	\$30,000					\$30,000.00	325	135				135
George Washington Carver Center - Youth Initiative Project Phase 2: Teens Services	\$30,000					\$30,000.00	40					0
Central Illinois FRIENDS - Peoria Community Prevention Program	\$30,000					\$30,000.00	100	22				22
Boys and Girls Clubs of Greater Peoria - Youth Services: Tutoring & Mentoring	\$30,000					\$30,000.00	165	127				127
Prairie State Legal Services - Civil Legal Aid	\$30,000					\$30,000.00	30					0
Crittenton Centers - Crisis Nursery	\$30,000					\$30,000.00	21	28				28
Neighborhood House Association - Youth Education Program	\$30,000					\$30,000.00	40	16				16
Pediatric Resource Center - Specialized Medical Evaluations for Abused Children	\$30,000					\$30,000.00	34					0
Hult Center for Healthy Living - Youth Mental Health Matters	\$30,000					\$30,000.00	340	63				63
Total:	\$270,000	\$0	\$0	\$0	\$0	\$270,000	770	391	0	0	0	391

Organization Name - Program Name	Objectives
Center for Prevention of Abuse - Safety & Support for Victims of Domestic Violence	1. 85% of clients surveyed who are domestic violence victims will report an increase in knowledge on planning for their safety. (Q1: 100%) 2. 85% of clients surveyed at departure who are domestic violence victims will report feeling more hopeful about their future. (Q1: 100%)
George Washington Carver Center- Youth Initiative Project Phase 2: Teens Services	1. 80% of the 40 at-risk youth served will demonstrate a measurable improvement in their school grades, by an increase of at least one letter grade in core subjects such as math and English. 2. 75% of the participating youth will report a decrease in engagement in risky behaviors such as truancy, substance use, or violent incidents, through pre- and post-program surveys. 3. 85% of the 40 youth served will report an improvement in emotional well-being, including increased self-esteem and reduced stress levels.
Central Illinois FRIENDS - Peoria Community Prevention Program	1. 100% of clients screened will be provided testing, vaccinations, education, safe-sex kits, and/or the services they will need. (Q1: 100%) 2. 85% of clients will demonstrate knowledge gain in the subject areas addressed, getting vaccinated, and scheduling their second and/or third doses. (Q1: 100%) 3. 65% of clients will demonstrate behavior change in the subject areas addressed, finishing their entire vaccination status. (Q1: 86%)
Boys and Girls Clubs of Greater Peoria -	1. 85% of youth (Grades K-12) will demonstrate increased knowledge in decision-making and problem-solving as measured by pre- and post-test evaluation surveys. (Q1: 96%) 75% of participating students will show grade-level improvement in core academic areas like math and reading, as indicated by quarterly report cards obtained from school districts. (Q1: 96%) 80% of youth participants will demonstrate improved social and emotional competencies as measured through weekly SEL assessments. (Q1: 95%)
Prairie State Legal Services - Civil Legal Aid	1. To provide legal advice specific to a client's legal problem to 30 unduplicated clients. clients whose cases are closed with legal representation through negotiation, court, or administrative advocacy will obtain favorable results.
Crittenton Centers - Crisis Nursery	1. 90% of parents will report crisis resolution. (Q1: 100%) 2. 75% of children will receive a developmental screening or report being screened. (Q1: 88%)
Neighborhood House Association - Youth Education Program	1. Youth will participate weekly in enrichment activities to include: education, STEAM/STEM, recreation, sport, cultural, and artistic activities. (Q1: 100%) 2. Youth will participate yearly in two service learning opportunities. (Q1: 100%)
Pediatric Resource Center - Specialized Medical Evaluations for Abused Children	1. 95% of children served will have their medical needs met. children served will have their safety needs met.
Hult Center for Healthy Living - Youth Mental Health Matters	1. 85% of clients will demonstrate knowledge gain in subject areas addressed. (Q1: 88%) 65% of clients will demonstrate positive behavior change for health improvement. (Q1: 79%)

2026 CDBG Public Service Application Tentative Timeline

March/April

- Commission possibly approves priorities, application, evaluation, and timeline.

May

- May 27 – 2026 CDBG Priorities, application, evaluation and timeline sent to City Council for approval.

July

- Week of July 28 – Press Release, Email Blast, website posting

August

- Monday, August 4 – Application Opens
- Week of August 4 Virtual Application Training held
- Friday, August 29
 - 2PM Application Closes
 - Applications assigned to Commissioners for review

September

- Friday, September 19 – MANDATORY CDBG Application Clarification meeting at City Hall,

Room 404, beginning at 8:30am.

October

- Friday, October 3 – Commission evaluations due
- Friday, October 17 – CDBG Public Service Commission meets for funding recommendations

November

- Tuesday, November 18 – City Council potentially approves funding recommendation

Eligibility

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

Eligibility

The City of Peoria receives Community Development Block Grant (CDBG) funding each year from the U.S. Department of Housing and Urban Development (HUD). Up to 15% of the annual funding amount can be used to fund public services that serve City of Peoria residents residing in low-income households. This funding is available to not-for-profits, 501(c)3 organizations, and government agencies.

Please Note **only one application is allowed per agency** and the maximum request for funding is \$30,000 per application.

Questions? Contact grants@peoriagov.org.

1. Does your program serve low-income residents of the City of Peoria?
2. There is only one application allowed per agency. Is this the only application your agency will be submitting?
3. Is your organization (or the lead agency) a not-for-profit, 501(c)3, or government agency?
NOTE: If your organization does not meet this requirement, you may partner with a qualifying “lead agency” that will serve as your fiscal agent.
4. Does your organization (or the lead agency) have a completed audit for its most recent fiscal year? (This must be a full audit. 990 forms do not meet this requirement.)
NOTE: If your organization does not meet this requirement, you may partner with a qualifying “lead agency” that will serve as your fiscal agent.



IF YOU ANSWERED 'NO' TO ANY OF THE ABOVE QUESTIONS, YOUR ORGANIZATION DOES NOT QUALIFY FOR CDBG PUBLIC SERVICES FUNDING.

A. Applicant Agency Information

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

A. Applicant Agency Information

Please provide the following information.

A.1. Public Services Program Title

A.8. If partnering with a lead agency, lead agency name:

A.2. Organization

A.9. Date of Incorporation:

A.3. Contact Person

A.10. Federal Employer Identification #:

A.4. Title

A.11. City of Peoria EEO #

An EEO number shows that an organization has registered with the City of Peoria as an Equal Employment Opportunity organization. Please follow the instructions on [this form](#) to register. For more information on completing the form, please see this [instruction guide](#).

A.5. Address

A.6. Phone Number

A.7. Email

A.12 Agency Unique Entity Identifier (UEI):

All agencies receiving federal money must register for a UEI. In April 2022, the federal government phased out the use of the DUNS replacing it with the UEI. For more information please [click here](#).

A.13 SAM Cage Code # and Expiration

All agencies receiving federal money must register for a SAM Cage Code. Please visit www.sam.gov to register for free. Please also provide the expiration date of the SAM Cage Code. Agencies must have a DUNS number to register for a SAM Cage Code.

A.14. Agency Annual Operating Budget:

\$0.00

A.15. Number of Paid Staff:

A.16. Number of Volunteers:

B. Funding Requested

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

B. Funding Requested

Please provide the following information.

B.1. Requested Amount:

\$0.00

B.2. Total Project Budget:

\$0.00

B.3. Total CDBG Portion of Program Cost

(Cannot Exceed 50% of B.2. "Total Project Budget")

0.00%

B.4. CDBG National Objective (Select One)

- ☐ Benefit to low- and moderate- income (LMI) persons
- ☐ Aid in the prevention or elimination of slums or blight
- ☐ Meet a need having a particular urgency (referred to as urgent need)

B.5. Program Issue Area (Select One)

- ☐ Youth Services (13 to 19)
- ☐ Child Care Services (Under 13)
- ☐ Services for Persons with Disabilities
- ☐ Crime Awareness/Prevention
- ☐ Food Banks
- ☐ Mental Health Services
- ☐ Services for Abused and Neglected Children
- ☐ Services for Victims of Domestic Violence, Sexual Assault

B.6. Provide a list of employees whose salaries and/or benefits/taxes will be funded by CDBG public services funding.

*Admin Salaries and Admin Benefits/Taxes cannot exceed 5% of funding request.

Job Title	Annual Salary	Annual Cost of Benefits/Taxes	Percentage of Time Worked on Program	Admin or Non-Admin Staff
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B.7. Explain how CDBG funds will be used as shown in the above request. 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.

C. Program Information

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

C. Program Information

Please provide the following information.

C.1. Provide a brief program description in 2-3 sentences.

Provide a detailed program description. Be sure to address ALL of the following:

C.2. What need does your program address?

C.2a. What are the service/activity components of the program?

C.2b. Who is the target population?

C.2c. How is the program data-driven/evidence-based?

C.2d. How is the program an innovative/creative solution to the stated problem?

C.3. How does this program address the CDBG National Objective “Benefit to Low/Moderate Income Persons” (B.4.) and the selected Program Issue Area (B.5.)?

C.4. How does your agency practice and promote equity and inclusion?

C.5. Please provide a breakdown of your current staff demographics by race/ethnicity and gender identity.

C.6. Please provide a breakdown of your current Board of Directors’ demographics by race/ethnicity and gender identity.

C.7. Describe how this program, and your agency overall, collaborate with other community organizations.

C.8. How many total unique, CDBG-eligible clients will be served annually?

C.9. What is the cost per client?

\$0.00

C.10. How many “unit of service” hours will be provided?

C.11. What is the cost per unit of service?

\$0.00

C.12. List 2-3 measurable program objectives. Keep the following in mind when preparing your objectives:

- State your objectives in quantifiable terms.
- State your objectives in terms of outcomes, not process.
- Objectives should specify the result of an activity
- Objectives should identify the target audience or community being served.
- Objectives need to be realistic and capable of being accomplished within the grant period.

C.13. How will program objectives be measured and evaluated?

C.14. How is this program either a (1) new or (2) expanded service, serving more people or providing additional services than have been provided in the past 12 months?

(Not required for programs who received 2025 CDBG Public Services funding)

C.15. If this program is currently in operation, report on goals and outcomes from the past 12 months.

C.16. What geographic area does the program serve? (Select citywide OR select list census tracts)

☐ City-wide

List census tracts:

C.17. Additional comments:

~~C.18. The 2022 Tri-County Community Health Needs Assessment identified three significant needs in the community, Healthy Eating/Active Lifestyle, Mental Health, and Obesity and has prioritized these needs. Does this~~

~~program fit into the priorities identified in the Tri-County Community Health Needs Assessment? (This question is being used to gain information and will not count in your applications evaluation.)~~

D. Financial Information

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

D. Financial Information

Please provide the following information.

D.1. If full funding is not received from this application, will the program still be offered?

If yes, what adjustments will be made?

D.2. What is your organization's experience in managing publicly funded projects (including federal, state, and/or local government funds)?

D.3. List funders for the last two years (including the City of Peoria, if applicable). Describe the type and frequency of monitoring. Describe any findings, the resolutions of those findings, and any monetary penalties incurred.

Funders	Monitoring Details
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D.4. Describe your organization's financial reporting system/accounting procedures and timekeeping system. 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.

D.5. 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?

If yes, please explain all findings and corrective action taken.

D.6. Is your agency required to complete a Single Audit?

If yes, in your agency's most recent Single Audit, were any findings issued?

If yes, please explain all findings and corrective actions taken.

2025 Agency Budget (Revenue)
Revenue must match expenses

	Source (If Applicable)	Amount (\$)
	TOTAL AGENCY REVENUE:	\$0.00

2025 Agency Budget (Expenses)
Expenses must match revenue

	Source (If applicable)	AMOUNT (\$)
	TOTAL AGENCY EXPENSES:	\$0.00

2025 Program Budget (Revenue)
Revenue must match expenses

	Source (if applicable)	Amount (\$)
	TOTAL PROGRAM REVENUE:	\$0.00

2025 Program Budget (Expenses)
Expenses must match revenue

	Source (if applicable)	Amount (\$)
	TOTAL PROGRAM EXPENSES:	\$0.00

E. Demographics

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

Printed By: Kathryn Murphy on 3/11/2025

E. Demographics

Please provide estimates for the following

E.1. Number of CDBG-Eligible Clients to Be Served by the Program Annually (from C.8.)

E.2. Demographics by Age:

	0

E.3. Demographics by Gender:

	0

E.4. Demographics by Race:

	0

E.5. Demographics by Ethnicity:

	0

F. Faith-Based Organizations

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

F. Faith-Based Organizations

Please provide the following information.

F.1. As outlined in HUD Notice SD-2016-01, faith-based organizations have the same opportunity to apply for federal funds as other organizations. In a program operated by a faith-based organization, explicitly religious activities must take place at a separate time and place from the HUD funded activity. The organization cannot require participation in any religious activities as a part of the funded activity, and the organization cannot discriminate against participants based on religion. If your organization is faith-based, briefly explain how your agency will demonstrate compliance with 24 CFR 570.200(j) which prohibits inherently religious activities and meet the criteria outlined above and in HUD Notice [SD-2016-01](#).

G. Conflict of Interest

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

G. Conflict of Interest

Please provide the following information.

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

G.1. 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 CDBG Public Services Advisory Commission)?

G.2. Have a personal financial interest or reap a financial benefit from this program/activity?

G.3. 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?

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

H. Required Documents

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

H. Required Documents

Please provide the following information.

Documentation

☐ **Financial Audit *Required**

***No files uploaded*

☐ **Financial Single Audit**

***No files uploaded*

☐ **IRS Tax Exempt Letter *Required**

***No files uploaded*

Submit

No data saved

Case Id: 38909

Name: Kathryn Test - 2026

Address: *No Address Assigned

Submit

Once an application is submitted, it can only be "Reopened" by an Administrator.

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. I have the authority and approval to submit this application on behalf of the organization.

Name

Signature

***Not signed*

Date

**CDBG Public Services Advisory Commission
2026 Public Services Application Evaluation Form**

Reviewer Name: _____

Program Name: _____

Evaluation Criteria	Mark Score (Low > High)					
	0	1	2	3	4	5
1. Project activities are clearly defined and described. <i>See Application Items: C.1., C.2., C.12., C.13., C.14., C.15</i>						
2. Need for program is clearly identified. <i>See Application Items: C.1., C.2., C.3., C.4., C.7., C.8., C.12., C.13., C.14., C.15</i>						
3. Program provides a data-driven, evidence-based, innovative, and/or creative solution. <i>See Application Items: C.1., C.2., C.3., C.4., C.7., C.12., C.13., C.14., C.15</i>						
4. Organization and program help advance principles of equity and inclusion. <i>See Application Items: C.1., C.2., C.3., C.4., C.5, C.6., C.7., C.16.; Section E</i>						
5. Program outputs and outcomes are reasonable and connected to client needs. <i>See Application Items: C.8., C.9., C.10., C.11., C.12., C.13., C.14., C.15</i>						
6. Evaluate the history of publicly funded project management, including monitoring record. <i>See Application Items: D.2., D.3., D.4., D.5., D.6.</i>						
7. Organization has the necessary financial management capacity. <i>See Application Items: Section D</i>						
8. The funding request is clear and reasonable, and the budgets are balanced. <i>See Application Items: B.1., B.2., B.3., B.6., B.7.; Section D</i>						
Total Score = _____ /40						