



CITY OF PEORIA

CDBG PUBLIC SERVICES ADVISORY COMMISSION Regular Meeting

Friday, April 17, 2026

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 Allie Crowson, Associate Grants Coordinator at acrowson@peoriagov.org by 5:00 pm on **April 16, 2026**. The email should be titled “Public Comment for Friday, April 17 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 20, 2026

REGULAR BUSINESS

- A. Election of Vice Chair
- B. 2026 Public Service Update
- C. 2027 Public Service Priorities, Application and Timeline
- D. 2027 Public Service Evaluation Criteria
- E. Other Business
- F. Public Comments

ADJOURNMENT

Next Meeting: Tentatively May 15, 2026 at 8:30 a.m.

: OF THE CITY OF PEORIA, ILLINOIS :

CDBG Public Service Advisory Commission

Regular Meeting

CALL TO ORDER

The Regular Meeting of the CDBG Public Service Advisory Commission was held in person on Friday, March 20, 2026, at 8:30 a.m. Chairperson McGhee called the meeting to order at 8:31 a.m.

ROLL CALL

Roll call showed the following Commissioners were present in person: Jalyssa Brown, Sherry Cannon, Brenda Grove, Brett Kolditz, Laura Kowalske, Jonelle McCloud, Kimberly McGhee, and Pamela Schubach. Attending remotely was Jada Hoerr due to a family emergency, a reason in line with OMA.

MOTION:

Commissioner Kowalske moved that Commission Hoerr's virtual attendance be approved. The motion was seconded by Commissioner Cannon. The motion was approved unanimously by viva voce vote 8-0.

Staff present: Kathryn Murphy, Alexandra Crowson, and Jenny Soriano.

MINUTES

The minutes for the October 17, 2025 meeting were reviewed.

MOTION:

Commissioner Schubach moved that the minutes be approved. The motion was seconded by Commissioner Grove. The motion was approved unanimously by viva voce vote 9-0.

REGULAR BUSINESS

A. 2025 Public Service Update

Staff Member Murphy shared that funding for 2025 was received in January 2026. The agreements have been processed, funding has been distributed, and subrecipients have allocated their awarded funding. The organizations met or exceeded their service requirements, and most objective requirements were met.

B. 2026 Public Service Update

Commissioner Cannon inquired whether staff anticipates a delay in receiving funding for 2026 subrecipients. Staff Member Murphy provided an update to the Commission regarding funding. She explained that the Commission's Regular Meeting on February 20, 2026, was cancelled due to HUD's technical concerns regarding pre-award costs, prompting a discussion between the Finance Director and City Manager about delays in receiving funding. Because of these delays, the City would be unable to distribute funding until nearly a year later, which has been an ongoing issue. For previous grants, the solution had been a year-long break of a program, so that, upon continuation, funds received for the previous year would be utilized; however, to continue providing grants to nonprofits, this did not occur for CDBG Public Service. Staff Member Murphy continued to share, per the Finance Director, that the City received an unexpected state grant of \$250,000 for a capital expense. With that amount previously budgeted, a proposal will be presented at the next City Council meeting, scheduled for April 14th, 2026, to utilize the state grant to fund CDBG's 2026 subrecipients. Funding for 2026 received from HUD will, then, be distributed to 2027's subrecipients. With approval from the City Council, agreements will begin, and subrecipients will be reimbursed in April or May rather than waiting until funding is received.

Reimbursements to subrecipients will be delayed, but moving forward, organizations will be paid out earlier.

Commissioner Grove asked whether HUD had approved of this process. Staff Member Murphy answered that HUD had been encouraging grantees to pause the program for a year, as with previous grants. Although the state grant provides the opportunity to do so without forgoing a funding cycle, the total amount of funding available would be reduced from \$270,000 to \$250,000, thereby reducing all subrecipients' grants, as is the procedure when full funding is not received.

Commissioner Cannon inquired about the amount deducted for the 2026 subrecipients. Staff Member Murphy stated that, with the approval by Council, subrecipients will have a 7% decrease in their funding amounts and will be notified immediately. If Council disapproves, CDBG Public Service would pause for 2027, as with previous grant programs. Before the next Regular Meeting, scheduled for April 17, 2026, the Commission will be notified whether the funding cycle will occur for 2027.

MOTION:

Commissioner Cannon moved to recommend to Council the use of \$250,000 in alternative funds for CDBG funding for 2026, with a 7% reduction in funding for each subrecipient due to a decrease from the original funding amount of \$270,000. The motion was seconded by Commissioner McCloud. The motion was approved unanimously by viva voce vote 9-0.

C. 2027 Public Service Priorities, Application, and Timeline

Staff Member Murphy stated that Commissioners will receive a survey in which they will rank their top 10 priorities. The results will be discussed in the next meeting to determine the priorities for the 2027 applications.

Staff Member Murphy shared changes made to the timeline for the upcoming funding cycle. The application will open a few weeks earlier, giving Staff a week after applications close to check that eligibility requirements are met before the applicants are presented to the Commission for review. There are also two sessions available for the mandatory application training, where applicants would be briefed on the timeline, including the date of the mandatory clarification meeting, and CDBG-eligible costs. Dates for the mandatory training will be finalized after the meeting room is reserved. Applicants who notify Staff by the end of the day of the second training session that they cannot attend either session will be accommodated with another session.

Commissioner Cannon inquired whether applicants would be able to attend the mandatory training virtually. Staff Member Murphy stated that the meetings will be in-person, with an option to attend virtually with a presentation viewable online. Commissioner McGhee inquired about the in-person attendance of mandatory training before COVID-19. Staff Member Murphy stated that before the pandemic, the mandatory application training was held in-person only, with virtual options becoming available post-COVID-19. Commissioner McGhee asked whether applicants would become ineligible if they don't attend the mandatory training and fail to notify Staff, and Staff Member Murphy confirmed.

Commissioner McGhee requested that the mandatory training be emphasized in the press release and email blast. Staff Member Murphy explained that training was mandatory before COVID-19 and that language has been drafted, but will be stressed. Commissioner McGhee also asked that the mandatory clarification meeting information be emphasized in the application and FAQs. Staff Member Murphy affirmed that the changes will be made.

Commissioner Cannon inquired whether the date of the mandatory clarification meeting had been determined, and Staff Member Murphy stated it is scheduled for September 18th, 2026. Commissioner Kolditz noted that on the draft of the application and FAQs, the date for the mandatory clarification meeting is September 19th, 2026. Staff Member Murphy stated that it will be corrected.

Commissioner Schubach noted the additional required documentation related to accounting and inquired whether Staff would be reviewing these to determine eligibility. Staff Member Murphy confirmed this to be

the case, and that such documentation will be discussed in the application training. She added that reimbursements will occur after monitoring has been conducted, as HUD would like to ensure that organizations implement the financial policies before being awarded funds.

Staff Member Murphy explained that the list of current board members is required by applicants to ensure there is no conflict of interest with members of City leadership or the Commission.

D. 2027 Public Service Evaluation Criteria

Staff Member Murphy inquired whether the Commission has any changes regarding the evaluation criteria. Commission Schubach noted that in the previous funding cycle, the applicants ranked closely in scoring and suggested expanding the range from five to ten points to better assess how the organizations fared. Commissioner Cannon suggested a weighted score with some criteria having more importance than others. Commissioner Schubach agreed and added that the current criteria don't gauge the impact of programs and organizations that are able to achieve high scores for complete applications. The Commission discussed how the evaluation criteria could be changed to better weigh the impact of a program. Commission Schubach asked Staff for other options for the evaluation criteria. Staff Member Murphy explained that there were previously more criteria for the evaluation, which have since been pared down. Previous iterations and scoring methods from other communities will be presented to the Commission at the next Regular Meeting. Commissioner Grove suggested a criterion regarding results-based accountability, i.e., assessing the strategy by which organizations measure their intended outcomes, their effectiveness in meeting those objectives, and areas of improvement. Commissioner McGhee noted that these topics are addressed in Questions C.10. and C.11. of the application, and the Commission discussed how these can be factored into the evaluation criteria.

E. Other Business

No other business was discussed.

F. Public Comments

Staff Member Murphy shared a public comment received regarding the funding cycle. A small business owner requested that workforce development be a priority for funding. Commission McGhee asked whether the priority would be listed as a category for Commissioners to score, and Staff Member Murphy confirmed it would be.

ADJOURNMENT

MOTION:

Commissioner Cannon moved that the meeting be adjourned. The motion was seconded by Commissioner Schubach. The motion was approved unanimously by viva voce vote 9-0.

The meeting was adjourned at 9:10 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	\$22,500					\$22,500.00	350	101				101
George Washington Carver Center - Youth Initiative Project Phase 2: Teens Services	\$13,500					\$13,500.00	35					0
Central Illinois FRIENDS - Peoria Community Prevention Program	\$27,250					\$27,250.00	125					0
Boys and Girls Clubs of Greater Peoria - Youth Services: Tutoring & Mentoring	\$22,500					\$22,500.00	200	15				15
Prairie State Legal Services - Civil Legal Aid	\$30,000					\$30,000.00	20					0
Crittenton Centers - Crisis Nursery	\$18,000					\$18,000.00	25	24				24
Neighborhood House Association - Youth Education Program	\$22,500	\$4,646.02				\$17,853.98	50	19				19
Pediatric Resource Center - Specialized Medical Evaluations for Abused Children	\$27,000					\$27,000.00	27					0
Hult Center for Healthy Living - Youth Mental Health Matters	\$27,250					\$27,250.00	340	83				83
Big Brothers Big Sisters - Youth Mentoring Program	\$18,000					\$18,000.00	25	8				8
Elite Community Outreach - Elite Game Changer Juvenile Re-Entry Program	\$18,000					\$18,000.00	40	10				10
Peoria Friendship House of Christian Service - STEAMS Academy	\$13,500					\$13,500.00	225					0
FamilyCore - Multi-Services for Single Parents	\$10,000					\$10,000.00	600	65				65
Total:	\$270,000	\$4,646	\$0	\$0	\$0	\$265,354	1712	325	0	0	0	325

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%)
<i>George Washington Carver Center- Youth Initiative Project Phase 2: Teens Services</i>	1. 80% of youth ages 14–24 will successfully complete one workforce milestone by the end of the program year. 2. 75% of all participating youth (ages 11–24) will demonstrate improved social-emotional skills and reduced risk behaviors, as measured by pre- and post-assessments and mentor observations. 3. 60% of participating families will engage in at least one support activity, resulting in increased household stability and reinforcement of youth outcomes.
<i>Central Illinois FRIENDS - Peoria Community Prevention Program</i>	1. 100% of clients screened will be provided testing, vaccinations, education, safe-sex kits, and/or the services they will need. (Q1: %) 2. 85% of clients will demonstrate knowledge gain in the subject areas addressed, getting vaccinated, and scheduling their second and/or third doses. (Q1: %) 3. 65% of clients will demonstrate behavior change in the subject areas addressed, finishing their entire vaccination status. (Q1: %)
<i>Boys and Girls Clubs of Greater Peoria -</i>	1. 85% of youth will demonstrate measurable improvement in academic performance—by the end of the program year, as verified through school report cards and attendance data. (Q1: 80%) 2. 80% of youth enrolled in tutoring and mentoring activities will show measurable gains in reading or math skills. (Q1: 80%) 3. 85% of youth participants will demonstrate improved social and emotional competencies as measured through weekly SEL assessments. (Q1: 80%)
<i>Prairie State Legal Services - Civil Legal Aid</i>	1. To provide legal advice specific to a client's legal problem to 20 unduplicated clients. (Q1: %) 2. 70% of clients whose cases are closed with legal representation through negotiation, court, or administrative advocacy will obtain favorable results. (Q1: %)
<i>Crittenton Centers - Crisis Nursery</i>	1. 80% of parents will report crisis resolution. (Q1:100 %) 2. 90% of clients will receive services within 24 hours to minimize further trauma. (Q1: 100%)
<i>Neighborhood House Association - Youth Education Program</i>	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: 0%)
<i>Pediatric Resource Center - Specialized Medical Evaluations for Abused Children</i>	1. 95% of children served will have their medical needs met. (Q1: 100%) 2. 95% of children served will have their safety needs met. (Q1: 100%)
<i>Hult Center for Healthy Living - Youth Mental Health Matters</i>	1. 85% of clients will demonstrate knowledge gain in subject areas addressed. (Q1: 85%) 2. 65% of clients will demonstrate positive behavior change for health improvement. (Q1: 66%)

<i>Big Brothers Big Sisters - Youth Mentoring Program</i>	1. 90% of youth will indicate they are more confident in themselves after one year in the program(Q1: %) 2. 95% of youth in our programs indicating they are confident they will graduate high school.(Q1: %) 3. 100% of youth avoid risky behaviors shown by staying out of Juvenile Detention facilities.
<i>Elite Community Outreach - Elite Game Changer Juvenile Re-Entry Program</i>	1. 65% of youth will not have a new arrest or re-incarceration within 12 months of program enrollment. (Q1: 100%) 2. 75% of youth will show measurable improvement in school engagement, verified through school records. (Q1: 100%)
<i>Peoria Friendship House of Christian Service - STEAMS Academy</i>	1. 85% of youth (grades K-12) will achieve grade level academic success in core areas of: Reading and Math. 2. 85% of youth (grades K-12) from will demonstrate learned skills leading to positive behavior change.(Q1: %) 3. 25% of parents/guardians will demonstrate engagement in their youth's education. (Q1: %)
<i>FamilyCore - Multi-Services for Single Parents</i>	1. 80% of single parents in the program will demonstrate improvement in at least one of the following areas: employment, housing, education, crisis management, and overall functioning.(Q1: 94%) 2. 95% of participating single parent families will remain intact. (Q1: 100%) 3. 95% of single parents enrolled in the program will voluntarily attend and actively participate in at least monthly family meetings. (Q1: 94%)

2027 Priority Voting Results

Code	Priority	Total Score
05D	Youth Services (13 to 19)	80
05L	Child Care Services (Under 13)	73
05O	Mental Health Services	54
05N	Services for Abused and Neglected Children	49
05H	Employment Training	40
05W	Food Banks	38
05I	Crime Awareness/Prevention	35
05G	Services for Victims of Domestic Violence, Sexual Assault	32
05F	Substance Abuse Services	30
05A	Senior Services	22
05B	Services for Persons with Disabilities	21
05M	Health Services	21
05E	Transportation Services - General transportation services	15
05U	Housing Counseling	9
05K	Tenant/Landlord Counseling	8
05V	Neighborhood Cleanups	7
05P	Screening for Lead Poisoning	7
05C	Legal Services	6
05J	Fair Housing Activities	4

Eligibility

No data saved

Case Id: 39510
Name: City of Peoria - 2027
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.

Please visit <https://www.peoriagov.org/205/CDBG-Public-Services> to review all of the edibility criteria and Frequently Asked Questions.

A **MANDATORY** application training will be offered at the following dates and times at City Hall, 419 Fulton Street, Peoria, IL 61602 in room 404 on the 4th floor of City Hall.

- Option 1 – Thursday, July 30 at 10 am
- Option 2 – Tuesday, August 4 at 2 pm

Each organization must attend at least one of these trainings to be eligible for funding. The same information will be presented at each training. If your organization is unable to attend either session, please contact grants@peoriagov.org by 5 pm on Tuesday, August 4 to schedule an individual time for a training session. If the organization does not attend one session or contact staff by that date then the organization will be not eligible for funding.

If your organization is determined to be eligible by staff, there will be a mandatory clarification meeting on Friday, September 18. The meeting begins at 8:30 am and a specific time will be assigned to your agency prior to the meeting. An email will be sent to contact email provided in the application with your assigned time. Please make sure the email provided in the contact information in the application is the best contact for your organization.

Please be sure to review all eligibility criteria and frequently asked questions document at <https://www.peoriagov.org/205/CDBG-Public-Services>

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.

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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.

DRAFT

A. Applicant Agency Information

No data saved

Case Id: 39510
Name: City of Peoria - 2027
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.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.7. Email

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: 39510
Name: City of Peoria - 2027
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)
- B.5. Program Issue Area (Select One)
[Priorities to be listed here](#)

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: 39510
Name: City of Peoria - 2027
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. Describe how this program, and your agency overall, collaborate with other community organizations.

C.5. How many total unique, CDBG-eligible clients will be served annually?

C.6. What is the cost per client?

\$0.00

C.7. How many "unit of service" hours will be provided?

C.8. What is the cost per unit of service?

\$0.00

C.9. 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.10. How will program objectives be measured and evaluated?

C.11. 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.12. If this program is currently in operation, report on goals and outcomes from the past 12 months.

C.13. What geographic area does the program serve? (Select citywide OR select list census tracts)

☐ City-wide

List census tracts:

C.14. Additional comments:

D. Financial Information

No data saved

Case Id: 39510
Name: City of Peoria - 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.

20265 Agency Budget (Revenue)
Revenue must match expenses

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

20265 Agency Budget (Expenses)
Expenses must match revenue

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

20256 Program Budget (Revenue)
Revenue must match expenses

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

20265 Program Budget (Expenses)
Expenses must match revenue

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

E. Demographics

No data saved

Case Id: 39510
Name: City of Peoria - 2027
Address: *No Address Assigned

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: 39510
Name: City of Peoria - 2027
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](#).

DRAFT

G. Conflict of Interest

No data saved

Case Id: 39510
Name: City of Peoria - 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: 39510
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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

☐ List of Current Board Members ***Required**

☐ Written Policy Manual Specifying Approval Authority for Financial Transactions and Guidelines for Controlling Expenditures – Including cost allocation plan, cash management procedures, and procurement policy ***Required**

☐ Accounting Manual – Including procedures for the recording of transactions and a chart of accounts ***Required**

☐ Policies and Procedures Manual – Including Code of Ethics, Grievance Policy, Termination Policy, Information Technology Policy, Whistleblower Policy, Confidentiality Policy, Record Retention Policy ***Required**

Submit

No data saved

Case Id: 39510

Name: City of Peoria - 2027

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

2027 CDBG Public Service Application Tentative Timeline

July

- **Week of July 13 – Press Release, Email Blast, website posting**

August

- **Monday, July 20 – Application Opens**
- **Thursday, July 30 at 10 am - Mandatory Application Training Option 1 held**
- **Tuesday, August 4 at 2 pm – Mandatory Application Training Option 2 held**
- **Thursday, August 20**
 - **2PM Application Closes**
- **Friday, August 21 to Friday August 28 – Staff reviews applications to determine eligibility**

September

- **Week of August 31 – Applications are assigned to the Commission after staff review**
- **Friday, September 18 – MANDATORY CDBG Application Clarification meeting at City Hall, Room 404, beginning at 8:30am.**

October

- **Friday, October 2 – Commission evaluations due**
- **Friday, October 16 – CDBG Public Service Commission meets for funding recommendations**

November

- **Tuesday, November 10 – City Council potentially approves funding recommendation**

City of Peoria – 2027 Public Service Frequently Asked Questions

Application Process

1. Who is eligible to apply?

Organizations that apply must:

- Serve low-income residents of the City of Peoria
- Be a not-for-profit, 501(c)3, or a government agency
- Have completed a full audit (not a 990 form) for its most recent fiscal year

If your organization does not meet one or both of the last two requirements, you may partner with a qualifying “lead agency” that will serve as your fiscal agent.

The program for which you are applying must meet one of the following categories:

- To be determined

2. How do I apply?

Go to <https://www.peoriagov.org/205/CDBG-Public-Services>

You may also go directly to <https://portal.neighborlysoftware.com/PEORIAIL/Participant> . If you have not already done so, you will need to register with an email address and password, then you will be able to sign in and begin your application.

3. How long do I have to apply?

The application period starts on Monday, July 20 at 8 am. It closes on Thursday, August 20 at 2 pm.

4. Is the application training mandatory?

Yes, there is a **MANDATORY** application training session to ensure all applicants have the required information to apply. The training will take place at City Hall, 419 Fulton Street, Peoria, IL 61602 in room 404 on the 4th floor of City Hall. There are two options to attend and the same information will be presented at each training.

Option 1 – Thursday, July 30 at 10 am

Option 2 – Tuesday, August 4 at 2 pm

If your organization is unable to attend either of these dates, please contact staff by 5 pm on August 4 to arrange for a separate session for your staff. If you do not contact staff prior to the time, your organization will not be eligible for funding.

5. Who do I contact for assistance with my application?

In addition to the mandatory application training sessions, you may also contact grants@peoriagov.org or 309-494-8600 at any time with questions about your application.

If you need technical assistance with the application website, Neighborly Software, you can contact support@neighborlysoftware.com (M-F, 7:30 am – 6:00 pm).

City of Peoria – 2027 Public Service Frequently Asked Questions

6. What happens after I submit my application?

Each application will be screened by City staff for basic eligibility requirements such as a fully completed application, all required documents submitted, and financial request for eligible expenses. All applications that pass the initial screening will be forwarded to the CDBG Public Services Advisory Commission for their review (see <https://www.peoriagov.org/546/CDBG-Public-Services-Advisory-Commission> for more information on this commission).

Agencies must present at a mandatory meeting of the CDBG Public Service Commission on Friday, September 18. The meeting begins at 8:30 am and a specific time will be assigned to your agency prior to the meeting. An email will be sent to contact email provided in the application with your assigned time.

The presenters should be knowledgeable about the program information and the financial information for the program.

The commissioners will then complete evaluation forms for each application. Based on their evaluations, they will tentatively vote on funding recommendations at their regular commission meeting on Friday, October 17th at 8:30 am. Please check the [commission website](#) for any changes to the commission schedule. Their recommendations will be sent to City Council for approval.

7. What is an EEO number, and how do I get one?

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: <https://www.peoriagov.org/DocumentCenter/View/6004/Employer-Report-CC-1-PDF?bidId=>

If more information is needed about completing the form, please see this instruction guide: <https://www.peoriagov.org/DocumentCenter/View/542/Employer-Report-Form-CC-1-Instructions-PDF?bidId=>

8. What are a Unique Entity ID and SAMs Cage Code number, and how do I get them?

All agencies receiving federal money must register for a Unique Entity ID and a SAMs Cage Code. It is free to register. Please visit www.sam.gov to register. Please also provide the expiration date of the SAMs Cage Code Number.

City of Peoria – 2027 Public Service Frequently Asked Questions

Funding

9. Is there a match requirement?

The CDBG Public Services funding cannot exceed 50% of the total program budget.

10. How much funding can I request, and what expenses are (or are not) eligible?

Funding requests can include direct service staff salaries, benefits, and taxes as well as a limited amount of administrative staff salaries, benefits, and taxes.

Please note:

- Administrative staff salaries, benefits, and taxes cannot exceed 5% of the funding request.
- The total funding request must be between \$10,000 and \$30,000.

11. How is funding disbursed?

Funding is reimbursement-based only.

12. What is the total amount of funding available?

We anticipate that approximately \$270,000 will be available; however, this is dependent on the budget passed by Congress, and final award amounts may not be known until several months into 2027.

13. What is the source of funding?

This funding comes from the U.S. Department of Housing and Urban Development (HUD) through its Community Development Block Grant (CDBG) program. The City of Peoria receives an annual allocation of CDBG funds every year, and up to 15% of this funding may be used for Public Services.

If my program is selected...

14. What are the reporting requirements?

Funded programs will be responsible for collecting demographic information about their clients as well as information on the goals and outcomes stated in their application. These reports will be submitted quarterly along with financial documentation. Funded programs will receive additional information, documentation, and training on reporting requirements after funding decisions are made. Please see the example reports on the City website for more information.

15. What are the monitoring requirements?

All subrecipients will be responsible for keeping detailed client files with demographic information and outcomes for each individual client served. City staff may contact your organization to conduct a monitoring visit and to send required documents to staff. Please see the example Monitoring Checklist on the City website for more information.

16. How long do I have to spend the money?

The grant will pay for expenses incurred between January 1st, 2027 and December 31st, 2027.

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. 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>						
5. 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>						
6. Organization has the necessary financial management capacity. <i>See Application Items: Section D</i>						
7. 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 = _____ /35						

CDBG 2018 Program Evaluation Form

Application # _____ Program Name & Agency Name _____

Evaluator _____

Directions: Complete an evaluation form for each application Type in the number of points for each question based on your review of each application with 0 the lowest and 5 the highest. Multiply your score for each question by the weighted number and put your total in the "Total" column. Add totals together.

	<u>Lowest</u>	>	>	<u>Highest</u>		<u>Weight</u>		<u>Total</u>
	0	1	2	3	4	5		
1. The activity addresses the priorities of Senior Services, Child Care Services, Abused and Neglected Children, Employment Training, Youth Services, or Mental Health Services p. 1, 2_							x 3	= _____
2. Collaboration with other providers/organizations? (Shared services/costs.) p. 4							x 3	= _____
3. Prevention component in the program? (Prevents something from starting.) p.4							x 3	= _____
4. Identified need for the program? (Are facts presented on need?) p.3, Logic Model							x 3	= _____
5. Qualified staff to deliver the program? (Have education and/or experience?) p.5							x 3	= _____
6. Are program outcomes clearly defined to address client needs? Logic Model, Column 6							x 3	= _____
7a. Does program have demonstrated success at achieving outcomes? p.2 OR								
7b. If this is a new program, is it likely to succeed? All pages							OR x 3	= _____
8. Is there funding source diversity? (Other income besides CDBG) p.6, 10, 13							x 3	= _____
9. Does the organization have experience managing federal grants? p. 10, 11							x 3	= _____
9. Is unit of service cost reasonable? p.9							x 3	= _____
10. Is the program budget presented clearly? (Is it reasonable? Balanced?) p.10-13,							x 3	= _____
11. Overall, how do you rate this proposal? (Is it clear, concise, worth funding?)							x 5	= _____
							Total Points	_____

Comments _____

Evaluation Questions from other Communities

Program

- How is your program unique to the City? Are any services duplicated or similar to other services already provided in the community? If yes, explain how your agency will collaborate with other agencies providing similar services to ensure efficient, unduplicated delivery of services
- Based on the project description and justification, do you understand:
 - The service(s) that will be provided;
 - How many will be served by the program;
 - Who will be served by the program;
 - Where the program will be held.
- Community Need: Points will be awarded based on the documentation and justification of the need for the project. Applications that identify specific gaps in services or unmet demand that is addressed by the project will receive higher scores

Agency

- For how many years has the agency requesting funding provided services to the local community?
- Has the agency had any findings or concerns related to a financial audit or grant monitoring resulting in loss of funding in the past 5 years? If yes, explain and provide documentation that findings or concerns have been resolved?
- Describe your financial management department and any relevant experience in administering federal grant funds
- Has the applicant received any citizen complaints or negative media exposure in the past three (3) years? If yes, explain and provide documentation that complaints have been resolved.

Alternative wording for outcomes/impact

- How will you measure the success of the program?
- Describe how you will provide ongoing case management to the clients served by the proposed program?
- Scope and Impact: Points will be awarded based on the application's clarity in defining the project scope and eligible CDBG activities, and the application's ability to concisely define the anticipated outcome(s) of those activities.
- Community Impact: Points will be awarded based on demonstrated consideration of the anticipated positive impacts to the community. Positive impacts should be clearly defined and responsive to needs identified (as described in the need for the program).

2019 Public Service Application Evaluation Criteria

1. Project Activities

Were the services or activities the proposed project will provide clearly defined and described (i.e. how they will be implemented, who will implement them, the frequency and duration of services).

0 = No mention of activities to be provided or mentioned “activities” without specifying what they are.

1 = Listed activities to be provided without providing descriptions of them.

3 = Listed activities with vague descriptions and/or no reference to implementation or project goals.

5 = Detailed description of activities, how they would be implemented AND by whom, with clear linkage to project goals.

2. Data and Facts for the Need

Evaluate the identified community need for the proposed services. How comprehensive is the description of the related need for the services proposed? Are data and facts such as current local statistics, agency statistics or other evidence provided to document and support the need?

0 = No mention of community needs or mentioned that there was a need but provided no evidence of need.

1 = Provided some information that partially documented community need but no referenced statistics.

3 = Provided some referenced statistics and a description of community need, including the needs of low-to-moderate income persons, but lacked essential components or the statistics presented did not fully support the need described.

5 = Provided a clear and detailed description of community need, especially the needs of low-to-moderate income persons, supported by detailed and referenced current statistics.

3. Project Design

Provides clear detailed information to support that project design is (a) evidence-based or (b) introduces an innovation that substantially improves the services provided.

- Project Design - (a) Evidence-Based or (b) Innovative	
0 = No mention of evidence-based practices or did not specify which evidence-based practice is being used	0 = No evidence that proposed project is innovative or mentioned that project is “innovative” but did not specify how
1 = General, vague description of evidence-based practice with no link to proposed project	1 = Provided general, vague description of proposed project innovation
3 = Good description of evidence-based practice to be used but poor link to proposed project	3 = Good description of innovation but reviewer had to infer that it addresses needs in an improved way OR a population that has yet to be served OR a new aspect of population needs
5 = Clearly tied proposed project to a well described evidence-based practice	5 = Provided detailed description of an innovation and clearly specified how it addresses needs in an improved way OR a population that has yet to be served OR an aspect of population needs that have yet to be addressed

4. Project Outputs and Outcomes

Evaluate the outputs and outcome projections; are they reasonable for the target population, especially for those projects targeting high needs populations? Is there a strong link between the outcomes, the project goals, and the services provided?

0 = No mention of project outcomes

1 = Project outcomes are not measurable client benefits or impacts (i.e. a change in knowledge, attitude, skills, behavior, conditions or status in the persons served)

3 = Project outcomes are measurable client benefits or impacts but are not well connected to project goals and services or are not reasonably or accurately quantified

5 = Project outcomes are measurable and appropriately quantified client benefits or impacts well connected to project goals and services

5. Outcome Measures and Evaluation

Evaluate the effectiveness of how proposed project outcomes and performance will be measured, including the program/agency review process and use of relevant methods and tools. Are the methods and tools to be used to evaluate progress clearly described?

0 = No indicators provided about evaluation or measurement, including timelines and process

1 = Indicators listed are not clearly related to outcome, OR number of indicators to be met are not specified, OR specific measurement tools and timelines are not provided for every indicator

3 = Indicators listed are clearly related to outcome but measurement tools and timelines not provided OR are not adequately described

5 = Listed indicators are clearly related to outcome, AND indicators listed are an adequate measure of the identified outcome, AND how outcome will be measured is clearly defined, AND an appropriate measurement timeline is identified for each indicator.

6. Prevention Component

Project demonstrates a prevention component that will clearly prevent actions or behaviors from happening

0 = No mention of prevention component or explanation of prevention activities.

1 = Vague mention of generally preventing something, but no additional specifics.

3 = partially demonstrated that the program has adequate components and evidence the program prevents activities, but details were unclear of specific items being prevented or specific evidence of how program activities directly tie to the prevention.

5 = Clear detailed description of prevention component that includes direct ties to program activities and evidence of how the program will prevent the action the program claims.

7. Collaborations

Evaluate the collaboration and additional services or resources offered to project clients. Do these services help meet needs and promote increased self-sufficiency? Is there evidence of inter- and intra-agency collaboration? Are there details of any formal agreements and history of partnerships with linkages to mainstream resources?

0 = No information on complementary services/programs or collaboration/coordination.

1 = Information on some complementary services/programs and collaboration/ coordination, but did not provide detail.

3 = Partial information provided on complementary services/programs, collaboration/coordination, and gave some detail on how these services help meet needs and promote increased self-sufficiency.

5 = Provided 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

8. Staff Qualifications

Project demonstrates that they have the staff experience and proper level of staffing to carry out the project.

0 = No mention of staff qualifications or experience or of current level of staffing.

1 = Vague mention of staff titles and degrees, but no additional specifics.

3 = Partially demonstrated that the staff has adequate experience and qualifications to carry out the program, but details were unclear of specific degrees, training, or experience required for the program.

5 = Clear detailed description of staff qualifications that includes education, experience and training of staff to be involved in the project.

9. History of Publicly Funded Project Management

Evaluate how well the agency demonstrates the ability to successfully implement and manage publically funded (federal, state, and local) projects in a timely manner, consistent with funding requirements AND the agency's experience working with similar programs (housing programs, emergency shelters, outreach, etc.) or programs with similar activities (case management, assessments, etc.).

0 = No mention of previous publicly funded project management experience or similar program experience.

1 = Mentioned that agency has managed publicly funded and similar projects in the past but no evidence or further details were provided.

3 = Partial or vague description of implementation and management of publicly funded projects and similar projects but evidence was not complete.

5 = Provided clear and complete description of publicly funded projects AND similar projects implemented AND that they were managed with all relevant details included (e.g., timelines, funding requirements, deliverables, etc.).

10. Program Monitoring Record

Evaluate the agency's program monitoring record and whether any findings were resolved prior to submission of the application. Does the application describe a history of complete and timely performance reporting? Does the applicant have a history of losing grant funding, multiple findings for the same issue, or other serious findings?

0 = No information about program monitoring frequency or findings was provided OR the program had serious findings that were unresolved or that resulted in the loss of grant funds.

1 = Indicated that program monitoring has occurred but did not specify regularity and did not provide detail or if there were any prior findings, OR the program had serious or multiple findings in the past two years.

3 = Indicated that program monitoring and reporting has met funder expectations. All findings have been successfully resolved to satisfaction.

5 = Demonstrated that program monitoring and reporting has met funder expectations; provided detail that the agency had no findings in recent monitoring reports.

11. Organization Accreditation

Evaluate the agency's program credentials and accreditations. Does the application describe the accreditation and credentials required in detail? Has the organization met the required standards?

0 = No information about organization's credentials or accreditations was provided.

1 = Indicated that organization or program requires accreditations but did not specify the process and did not provide detail of outcomes of the process.

3 = Indicated that the organization or program meets accreditation standards, but did not indicate the specifics of how the program met or exceeded the requirements..

5 = Provided specific details on the accreditation process and demonstrated with specifics on how the program met or exceeded accreditation expectations.

12. Financial Management Capacity

Project has appropriate financial management capacity as indicated by audit results, internal controls, and agency budget. Organization provides details on financial reporting system and internal control procedures that meet federal guidelines. Any audit findings of the organization have been resolved prior to submission of application.

0 = No mention of financial internal controls, audit findings or agency budget.

1 = Mentioned that financial management capacity exists but no evidence provided.

3 = Partially demonstrated that financial management capacity exists; some evidence provided on internal controls or audit findings, but evidence was not complete.

5 = Provided clear and complete evidence of financial management capacity; all internal control items and audit findings were addressed.

13. Budget

Project budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served, the services to be provided, and the target population.

0 = No support or justification for project budget estimates.

1 = Budget estimates and costs are not reasonable and justified or budget forms are inconsistent or inaccurate.

3 = Proposed budget estimates and costs appear reasonable; some justification and support for budget estimates were provided; budget forms are accurate but not thorough.

5 = Detailed support and justification for budget estimates was provided; proposed estimates and costs are reasonable; budget forms are clear, consistent, accurate & thorough.

14. Funding Source Diversity

Project leverages other federal, state, local or private resources.

0 = Did not mention additional funding or resources that had been leveraged.

1 = Vague mention that other funding or resources had been leveraged but no clear evidence that monies or resources were secured.

3 = Partial evidence showing that additional funding or resources were secured.

5 = Evidence clearly shows that additional funding or resources were secured.