

## Eligibility

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 4/11/2023  
5:11 PM

Case Id: 35352

Name: Youth and Family Initiative Program - 2023

Address: 710 W. 3rd Street

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### Eligibility

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Please provide the following information.



## City of Peoria Violence Prevention

City of Peoria  
419 Fulton Street  
Peoria, IL 61602  
309-494-8600

Applications are available to not-for-profits, 501(c)3 organizations, and government agencies to provide violence prevention programs for City of Peoria residents.

Programs must meet the criteria of one of five priority areas: Thriving Neighborhoods, Empowered Youth & Young Adult, Restorative & Resilience, Intervention, or Violence Reduction. For these categories the minimum funding request is \$50,000 and the maximum funding request is \$400,000. All programs must be evidence-based and have measurable results. A total of \$1,200,000 is available for violence prevention with \$700,000 in federal funding from the American Rescue Plan and \$500,000 in state funding from the Illinois Department of Commerce and Economic Opportunity (DCEO).

There is also funding available specifically for Workforce Training. In addition to measuring the number of people served, these programs must also measure how many clients are connected to permanent employment. The minimum request for Workforce Training is \$150,000 and the maximum is \$300,000. A total of \$300,000 is available for Workforce Training in state funding from the Illinois Department of Commerce and Economic Opportunity (DCEO).

Eligible applications will be reviewed by the Community Development Block Grant (CDBG) Public Services Advisory Commission and agencies will be notified of funding decisions following City Council approval.

**Questions?** Contact [grants@peoriagov.org](mailto:grants@peoriagov.org)

**2 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.**

Yes

**1. Does your program serve low-income residents of the City of Peoria?**

Yes

Printed By: Irina Riggerbach on 6/21/2023

**3 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.***

Yes



**IF YOU ANSWERED 'NO' TO ANY OF THE ABOVE QUESTIONS, YOUR ORGANIZATION DOES NOT QUALIFY FOR VIOLENCE PREVENTION FUNDING.**

## A. Applicant Agency Information

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023  
3:07 PM

Case Id: 35352

Name: Youth and Family Initiative Program - 2023

Address: 710 W. 3rd Street

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### A. Applicant Agency Information

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Please provide the following information.

#### A.1 Violence Prevention Program Title

Youth And Family Initiative

#### A.2 Organization Name

George Washington Carver Association

#### A.5 Address

710 W. 3rd Street Peoria, IL 61605

#### A.3 Contact Person

Jacobie Proctor

#### A.4 Title

CEO

#### A.6. Contact Phone Number

(130) 933-9813

#### A.7. Contact Email Address

[jacobiep@thecarvercenter.com](mailto:jacobiep@thecarvercenter.com)

#### A.8 Program operating location if different than listed above.

710 W. 3rd Street Peoria, IL 61605

#### A.9. If partnering with a lead agency, lead agency name:

**NOTE: If your organization is not a not-for-profit, 501(c)3, or government agency, AND/OR does not have a completed audit for its most recent fiscal year, you may partner with a qualifying "lead agency" that will serve as your fiscal agent. If partnering with a lead agency please complete this Lead Agency Agreement below.**

George Washington Carver Assn

#### Please complete and upload the Fiscal Sponsor Agreement



[Fiscal Sponsor Agreement](#)

*\*\*No files uploaded*

#### A.10 Lead Agency contact name, email and phone number

Jacobie Proctor-jacobiep@thecarvercenter.com-309-839-0722

#### A.11 Date of Incorporation

10/09/1922

#### A.10 Federal Employer Identification Number

37-0802842

#### 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](#).**  
01563211231

#### 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](#)*

HLXGK4YFKN3

**A.13. SAM Cage Code # and Expiration**

*All agencies receiving federal money must register for a SAM Cage Code. Please visit [www.sam.gov](http://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*

8HPP5-02/15/2024

**A.14 Agency Annual Operating Budget**

\$1,262,660.00

**A.15 Number of Paid Staff**

24

**A.16 Number of Volunteers**

18

## B. Funding Requested

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023  
3:08 PM

Case Id: 35352

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Address: 710 W. 3rd Street

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### B. Funding Requested

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Please provide the following information.

#### B.1 Requested Amount: Min \$50,000 and Max \$400,000

**NOTE: The Minimum request for Workforce Training is \$150,000 and the Maximum is \$300,000.**

\$176,735.00

#### B.2. Total Project Budget

\$176,735.00

#### B.2 Number of Unique Clients to be served

50

#### B.4 Priority Area

Empowered Youth & Young Adult

#### B.5 Please provide a Detailed Project Budget for administrative costs

Item	Amount	Short Description
Personal and Fringe	\$20,703.00	Executive Director - 15% of 80,000 salary - 12,000 Executive Assistant - 15% of 45,760 salary - 6,864 Fringe benefits at 9.75% of the above - 1,839
Other	\$0.00	
	\$20,703.00	

#### B.6 Please provide a Detailed Project Budget for direct program costs

Item	Amount	Short Description
Personnel and fringe Direct expenses	\$122,551.00	After School Coordinator - 100% of time - 25/hr x 40 hr/week = 52,000 After School Facilitator - 100% of time - 17/hr x 20 hr/week = 17,680 After School Facilitator - 100% of time - 17/hr x 20 hr/week = 17,680 Health Instructor - 100% of time - 20/hr x 8 hr/week = 8,320 Program Director - 10% of 60,000 salary = 6,000 Kitchen Manager - 20% of time - 20/hr x 32

		hr/week = 6,656 Facilities Manager - 10% of time - 16/hr x 40 hr/week = 3,328 Fringe benefits at 10% of the above - 10,887
Travel	\$3,000.00	Maintenance and fuel for Carver Center bus
Equipment	\$0.00	
Materials and Supplies	\$17,500.00	We plan to spend \$7/day/student on equipment, supplies for mental/physical health, as well as after school activities (50 students).
Contractual	\$10,761.00	Cumulus Media - advertising for the program - \$1,500 annual CliftonLarsonAllen - outsourced accounting (771.75/mo) - 9,261 annual
Program Expenses	\$0.00	
Other	\$720.00	COPS - Security System for Carver Center - \$60/mo
Other	\$1,500.00	Procure software - Attendance tracking for children - \$1,500 annual
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
	\$156,032.00	

## C. Program Information

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3:08 PM

Case Id: 35352

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### C. Program Information

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Please provide the following information.

**C.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 carrying out the activities.**

Carver Center developed the Youth, Family, and Community Initiative Program through a targeted outreach strategy to help people of all ages navigate the daily stresses of living in an at-risk community. Carver Center is located within and serves one of the most economically challenged areas (zip code 61605), where poverty and crime rates are at their highest and food security, and employment rates are at their lowest. This program collaborates with several community partners and blends existing Carver Center Programs to create one “super program” that has a continuum of care from ages 0-99. This approach allows Carver Center to target youth while providing services for the whole family, strengthening familial infrastructure, and encouraging community engagement and rapport. This “super program” has a primary purpose of improving access to local resources for culturally diverse low-income families by creating a hub or “one-stop-shop” of information and educational opportunities. This one-stop-shop, found in an easily reached and approachable state-of-the-art facility located within the 61605-zip code, Peoria’s South Side. Through community collaborations and a referral network with courts, police, other juvenile justice agencies, schools, social service agencies, community organizations, and direct outreach efforts, young people identified as at-risk are recruited and mainstreamed into Carver Center program activities or employment opportunities. This program includes job skills, trade training, after school care, academic tutoring, art, and stem classes, mentoring, social and physical recreation and mental health

**C.7. Describe the number of people to be served and the outcomes that will be measured. (Please see program guidelines for example measurable results. Multiple outcome measures must be included.) 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, how progress will be measured, why these measures were chosen, and how these methods are evaluated. If you are expanding a current program or reinstating a previous program, please discuss the impact the program has had in our community, specifically highlighting quantitative and qualitative outcomes.**

Carver Center is requesting funds to facilitate a daily after-school program from 2:00 pm-7:00 pm for 50 at-risk youth ages 5-18, especially targeting those in the 61605 zip code, to increase knowledge of healthy life skills in the core areas of academic retention. Additionally, increase knowledge in the areas of health, nutrition, and mental health issues to prevent academic loss, poor health, and nutrition habits, social/emotional issues, and career awareness and workforce exploration issues for youth in middle and high school through Skills USA memberships. Carver’s collaborative program approach represents a comprehensive initiative that utilizes evidence-based techniques and strategies to direct young people at risk to positive alternatives. Carver Center has developed a network of linkages with local schools, social service agencies, and other community organizations, both public and private. From referrals by these groups and through direct outreach efforts, young people living in or around the service site will be recruited into Carver Center programs as a positive alternative to unproductive activity. Evidence-based practices we believe will initiate change are as follows:

counseling.

This effort begins with mobilizing community leaders and agency staff to discuss local issues, design a community-wide plan, and clarify each organization or person's role in providing services to youth. Then, through community collaborations and a referral network with courts, police, other juvenile justice agencies, schools, social service agencies, community organizations, and direct outreach efforts, young people identified as at-risk are recruited and mainstreamed into Carver Center program activities or employment opportunities.

**C.2. Explain specifically how this program addresses the Priority Area selected on the previous page. How does the program address the goal of violence prevention in the City of Peoria?**

Each of our programs provides specific direct services to family members of one age while indirectly providing or enhancing services to other members of the same family. The following programs make up the basis for this initiative.

After School/Summer Camp programming for school-age children is essential for students as well as their working parents. Our program is a comprehensive educational enhancement initiative using effective techniques and strategies that direct young people at risk to a safe haven with positive alternatives and high-yield, constructive learning opportunities. Program activities include but are not limited to field trips, art classes, coding, STEM based classes, mentor sessions, daily physical activity, healthy snack, academic tutoring, individual counseling and Second step. Second step is a universal evidence-based program that is delivered as a holistic approach to social-emotional learning. Second Step teaches skills for resolving conflicts, working with others, forming healthy relationships and making good decisions-so students can be more successful emotionally, socially, and academically. This program helps drive positive outcomes for youth in the academic success by allowing participating youth to receive the following benefits:

- Individualized, structured learning experience
- Improved attitude toward learning in the school
- Self-paced and self-directed learning
- Practical application of skills taught in the classroom
- Remedial support as needed
- Improved self-esteem
- Improved grades in school

Academic Improvement in core subjects: math and reading,

Enrichment Activities

Healthy development and preventive health (physical activity, nutrition),

Instilling protective factors (conversational cafes),

Building healthy relationships (mentoring),

Addressing mental health needs (addressing stress and basic needs),

Art as a creative and educational outlet for emotional trauma.

This program helps drive positive outcomes for youth in the academic success by allowing participating youth to receive the following benefits:

Individualized, structured learning experience

Improved attitude toward learning in the school

Self-paced and self-directed learning

Practical application of skills taught in the classroom

Remedial support as needed

Improve self-esteem

Improve grades in school

Improve behavior

Individualized, structured learning experiences

Plenty of opportunities for skills practice

Self-paced learning and goal setting

Getting students to work together in productive ways

Feedback and questioning to check for understanding

We strive to build a relationship and solid communication with the adults in our students' lives.

Our overall goal includes creating social and economic conditions that promote health and education starting in childhood.

Reducing disparities and barriers to creating opportunities for improved

health and opportunities for educational growth.

Improving physical and

mental health opportunities by linking more people to doctors, nurses,

counselors, or community health centers to encourage regular and follow-up medical visits.

Objectives:

85% of participants will increase knowledge in core subject areas of math and reading.(Measured by report cards and pre and post test)

80% of participants will be empowered to make healthy decisions that result in social, emotional, and physical well-



- Improved behavior

We strive to build a relationship and solid communication with the adults in our students' lives. The program provides a haven, tutoring, recreational and physical exercise and nutrition, and social activities to children aged 5-18 from 2:00 pm -6:00 daily during the school year. We transition into our summer program in the summertime, which runs from 7:00 am-5:00 pm.

Skills for Life is a career awareness program directly serving youth in our community. One of the few Illinois chapters serving middle school students, the nationally recognized SkillsUSA curriculum helps foster and improve children's character, desires, and ambitions from 5th grade to high school and the parents and mentors that support these children throughout the school year. In addition, skills for Life brings community members together to heighten awareness of 17 essential skills employers are looking for to close the skills gap. Students enrolled in Skills for Life have opportunities to compete in statewide competitions, be connected to (career) mentors, and learn leadership skills by electing officers and running their chapter. This program targets youth ages 12-18 and runs two weekly for 1 hour and twice monthly on Saturdays for 2 hours. There is also an adult component to this program for adults needed these services to provide participants over age 18 with basic job skill training.

Go-Fit is a health and wellness program geared to all ages. Through this program, family members are introduced to healthy lifestyles and habits that enhance the whole family's well-being. Through our partnership with Heartland Health Services, we can provide educational workshops, medical homes, insurance support, and preventive health services to all ages. From prenatal education and parenting classes to adult fitness and senior yoga classes, we engage families in health and social activities that impact the entire family. This program runs daily with fitness classes ending at 8:00 pm.

**C.3. How long has this program been in operation or is it a new program?**

This program has been in operation for 2 years.

**C.4. What specific geographic area does the program serve? (List Census Tracts or City-Wide.)**

Our service area is a predominant census tract: 12, 13, 16, 18, 21, 22, and 24.

being. This goal promotes that members have a strong understanding of self and make choices that positively impact their lives and inspire others with emphasis and anti-violent behaviors.(Measured by surveys, staff observations, pre and post test)

85% of participants will be able to identify and reduce trauma triggers and participate in plan to help reduce the effects of trauma in their daily lives. ( Measured by assessments, pre and post test, and self interest surveys) 85% of Participants will Take positive actions in the community, informed by self-knowledge and effective collaboration, and create opportunities for conversation about positive social changes within the communities for continuity of positive outcomes. This goal promotes understanding of community members to community needs. (Measured by staff observations, attendance, and community service projects)

**C.8. For Workforce Training programs only, how many clients will you connect to permanent employment?**

**C.9. How will your organization track and record client demographics for the proposed program? How will you track outcome measures listed above?**

Carver Center has also adopted TraxSolutions, a software that measures outcomes and impact. It is a high-quality data management and analysis software that enables programs like CWCC to achieve clear, well-defined results that deliver life-changing outcomes.

Participant Management is the core of the TraxSolutions® system and supports the collection, management, and reporting of participant data. It allows us to track time and attendance demographics, enrollment, household, demographic, and program participation data to measure participant's performance and impact over time. Program Staff collects feedback/data weekly. The Program Director uses client feedback to monitor the impact of programs on desired outcomes. Through bi-weekly meetings with staff, feedback is discussed, and program improvements are recommended to enhance service delivery. Continuous improvement plans are created and Program Director reviews information with the CEO for approvals. The Program Director submits a monthly report to CEO to be reviewed by the Board of Directors. This report highlights any significant client feedback along with recommendations for program improvements. An example

**C.5. 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 to reduce violence in the community. Be precise in the project design and how it is linked to goals. Use data and facts for the need and provide sources for the data.**

Carver Center sits in one of the most impoverished zip codes in Illinois. The challenges found in 61605 include high unemployment rates, increasing violence, under-achieving schools, and low high school graduation rates. On average, the 61605 median household income, \$21,656, compared to the other zip codes of Peoria, \$51,632. According to the Economic Innovation Group Distress Index, the 61605-zip code ranks 1,113 out of 1,115 poorest zip codes in Illinois. In 2019 a study conducted by CBS and based on data from the FBI named Peoria the 15th deadliest city in the country with 22.53 homicides per 100,000. In 2021, Peoria had 34 homicides. Many of these crimes were committed by a juvenile or included a juvenile victim. According to the Statewide Violence Prevention Plan, in Peoria, other violent crimes committed by juveniles have also increased significantly, with the number steadily trending upwards. The most at risk are the least served and most harmed. Low-income communities and communities of color experience concentrated cycles of crime with sufficient access to prevention. Carver Center has learned to work around the barriers the community faces and utilize the strengths found in the surrounding community to provide tailored programs to fit the needs of those we serve. According to local community assessments conducted in March of 2020, the statewide violence prevention plan, and IECAM data, these areas are high crime, high risk, at-risk, low income, and food deserts. Many young adolescents who live in this area face the constant threat of physical danger and gun violence. Instead of economic security, they face uncertainty; instead of intellectual stimulation, they face boredom and stagnation; instead of nurturing, they face neglect. These areas have a 78% African American and Hispanic (English as second language learners) population. Several schools within Peoria County are considered state Tier 1 and Tier 2 Schools. All the schools within our specific service area are part of a Tier 2 district which means they perform under state averages.

The challenges facing youth today are more significant than ever before. Consider the statistics:

of how feedback has enhanced service delivery before is when participants in Line dance classes requested a nutrition education component be added to their dance classes each week. To accommodate this request a partnership was created with the University of Illinois extension program to provide the information.

#### Measurement & Evaluation

Determining the value of our programs and their ultimate impact on young people is of critical importance to GWC. Therefore, the following metrics have been selected to evaluate success. Grant Outputs• Creation of data-driven action plan• Participation in program staff training• Documentation of regular progress monitoring• Creation of a Quality Improvement Team• Online safety assessment rating• ADA (Average Daily Attendance) of youth, Frequency of attendance• Diversity of program offerings (e.g., teen-focused programs)• Hours of operation Long-term Metrics (Improvements) • Overall Program Experience (yearly survey)• Overall membership/total youth served, especially for targeted subgroups• Comparison to baseline data• Change ineffectiveness and quality as shown in a pre-/post-assessment

**C.10. How will outreach about program availability be conducted? What experience does your organization have with the target population of your program? What is your organization's capacity to carry out the program and provide direct services and/or case management for participants?**

Carver's longstanding history in the community will help drive recruitment efforts. Carver Center will recruit clients from families attending Carver programs such as parenting classes, active living classes, and health fairs. We will also reach out to parents of children enrolled in after school activities at Carver, including SkillsUSA and tutoring. To spread the word outside our neighborhood about our services, we will also appear at agency fairs hosted by other social service groups and corporations. We will work with other community programs such as HeadStart, Heartland Health Services, Central Illinois Agency on Aging, Peoria Public Schools, and the Department of Juvenile Justice coordinated by the Peoria Police Department and Mayor's Office and others to recruit families. Carver has established a new marketing department to further assist in the marketing and development of our programs. We

- Nearly 15 million children under the age of 18 live in poverty.
- 1 in 5 youth does not graduate from high school on time.
- Nearly two-thirds of fourth graders lack reading proficiency, and more than half lack math proficiency.
- Nearly a third (34%) of children and adolescents (ages 6 to 19) are overweight or obese.
- In Illinois, four children are waiting for an available, affordable program for every child enrolled in an after-school program.

The unemployment rate in Peoria's 61605 is currently 8.6%, compared to 6.6 in the county, 7.6 in the State, and 6.0 nationally. Carver has the resources and facility to help bridge the gap in services for this community. We also provide collaborative services to help provide educational assistance and access to resources for basic needs for day-to-day living. Although the research suggests some correlation between unemployment rates and crime, the data is complicated by several factors, including racial tension between this population and the police and other racial disparities. One of those disparities is that Peoria was ranked 7th in the country as the worse place to live for African Americans. Perhaps a better indicator of the impact of systemic barriers on a tendency to turn to crime is apparent in the consistency we find in the low self-esteem and self-confidence we see in our youth who live in poverty due to unemployment and other factors. What we know is that adolescents who lack validation will seek that validation in other ways. Thus, Carver is uniquely positioned to intervene. Our prevention intervention program helps level the playing field for low-income youth in our community by offering a fun but educational activities that enhance various skill sets. This program also provides youth and families a safe space to receive much-needed services and enjoy recreational and social activities provided virtually and in person under CDC guidelines while also providing tools to break systemic barriers. Carver Center leadership and program staff have a longstanding commitment to reducing barriers and being trauma informed. Employees have or will attend Trauma training, including Psychological First Aid, evidence-based response to traumatic exposure and Second Step facilitators training. We facilitate our programs in a safe space that buffers the adverse effects of trauma and its stressful aftermath. We build our case plans around protective factors that support social, emotional skills. Additionally, Carver Center also practices three

will also use social media such as Facebook and websites to increase awareness of Carver programs. Our staff further promotes our programs, board of directors, and volunteers serving on other agencies' boards of directors, commissions, and panels. Intake will occur during Health Fairs and enrollment in activities, classes, and events at Carver Center. Each participant will complete an enrollment form that will help us identify and assess their needs and refer them to all available opportunities at Carver. Program Staff will create individual Service Plans as well as goals. Referrals will be made to community partners as appointed by Carver staff coordinators. The enrollment form will include a questionnaire that will serve as a brief client treatment plan. We will also secure permission from the client to conduct ongoing monitoring. Program Staff will assess clients based on the individual service plan completed at intake. Program Staff will measure data on a weighted scale to determine if clients met outcomes or additional services or referrals are required. Program Staff can implement new goals to encourage program longevity and the most successful results. Childcare and transportation will be provided transportation as needed either directly or through passes offered by Citi Link for public transport to those who need it to reduce barriers to program success. Client progression to favorable resolutions: Clients will assess their treatment plans and goals at the exit. Program Staff will offer other opportunities and referrals for continual services to explore additional pathways to positive resolution. Carver Center has low employee turnover rate. Our history in the community affords us the ability to build lasting relationships based on trust, familiarity, and consistency with our members and their families. The rapport between staff and families helps foster a successful program genuinely addressing the needs of all involved. Carver Center has several strategies helping us maintain this constructive level of engagement and commitment to our families. Carver's core group of employees are passionate about our children and our programs' mission. Carver's employees and community partners are dedicated to helping our youth prosper and become the highest academic achievers and productive citizens. In addition, Carver has a dedicated volunteer team specifically selected for this program, dedicated to helping to maintain a continuity of care for our children and program. If Carver may have to recruit further, we will work with other agencies and local colleges and universities for viable

components of restorative justice implementation in our programming. We aim to let our participants know that:

- Crime causes harm, and justice should focus on repairing that harm if possible, and that accountability is a part of the process.
- The people most affected by the crime should be able to participate in its resolution.
- The responsibility of the government is to maintain order and of the community to build peace.

**C.6. Provide information on how the program is evidenced-based. Provide clear, detailed information to support that project design. Please refer to research, third-party program evaluations or other objective data that indicates program design and note all sources of data. NOTE: Programs must be evidenced-based to be eligible for funding.**

Carver Center's collaborative program approach represents a comprehensive initiative that utilizes evidence-based techniques and strategies to direct young people at risk to positive alternatives. Carver Center has developed a network of linkages with local schools, social service agencies, and other public and private community organizations. From referrals by these groups, as well as through direct outreach efforts, young people living in or around the service site will be recruited into Carver Center programs as a positive alternative to unproductive activity. Evidence-based practices we believe will initiate change are as follows: Healthy development and preventive health (physical activity, nutrition), instilling protective factors (casual cafes), Building healthy relationships (mentoring), addressing mental health needs (addressing stress and basic needs), and Art. Two primary methods to actively reach out and recruit youth from the community are: 1. Outreach: program staff will engage families in the local community by offering services at the center that support the whole family. And 2. Referrals of low-income, under-served and at-risk students from community partners and organizations.

With a primary goal of 85% of Participants will take positive actions in the community, informed by self-knowledge and effective collaboration, and create opportunities for conversation about positive social changes within the communities for continuity of positive outcomes. In addition, this goal promotes understanding of community members' community needs. Our youth development strategy includes educational activities that

applicants.

**C.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?**

We have a formal memorandum of understanding with several community partners. These include Heartland Clinic, Illinois Central College, WTPV, Peoria Public Schools, Family Core, Comcast, A.R.T. Incorporated, 100 Black Men, State Farm, University of Illinois Extension Wellness and Nutrition Program, Central Illinois Agency on Aging. Also, as a Heart of Illinois United Way Community partner we work closely with 44 other agencies.

This collaboration minimizes barriers to services for the families we serve, and all provide a network of resources that allows Carver Center to provide referrals, recommendations to the state, coordinate professional development opportunities, and develop intake procedures that are seamless and non-bias.

**C.12. How does your agency practice and promote diversity, equity and inclusion?**

Carver Center services a diverse population of people, and we are dedicated to reflecting this diversity in our programs, staff, and leadership. Our programs are uniquely tailored to ensure we are meeting community needs in whatever way possible. We strive to maintain an inclusive atmosphere, whether emotionally, physically, and culturally. Our staff and board members come from multiple ethnic, racial, and economic backgrounds. We welcome their differences and embrace the ideas and avenues that come with the various histories. Our core values guard against the unanimity of thought, and we adapt, progress, and sustain by ever-evolving.

**C.13. Please provide a breakdown of your current staff demographics by race/ethnicity and gender identity.**

Agency Staff demographics

24 Total Staff

4 Men

20 Women

2 Caucasian

have clear lesson goals. Activities will center around three main objectives: Academic improvement, Enrichment activities (career awareness, exploration, and other life skills; health, nutrition, and wellness; and social and emotional wellness opportunities), and activities that promote and strengthen partnerships with other supportive organizations. Through leadership development and character-building activities, program participants will have fun while acquiring self-confidence and skills in developing interpersonal relationships. Needs are addressed by providing and instilling evidence-based practices such as:

- Individualized, structured learning experiences
- Plenty of opportunities for skills practice
- Self-paced learning and goal setting
- Getting students to work together in productive ways
- Feedback and questioning to check for understanding.

Due to the evolving nature of the COVID-19 pandemic, we are also readying virtual platforms to provide a wide array of programming for our members. This hybrid option will allow us to continue to engage youth and share resources with parents and families. Some of the current offerings at Carver include:

- Internet, computer, and Smart board access to students and teachers who lack technology essentials.
- Skills USA memberships and curriculum modules for 7-8th grade - to expand to high school and possibly adults in the fall.
- Exercise classes (Yoga, Line dancing, Zumba) for youth and adults
- Intergenerational art classes, Conversational Cafes that explore protective factors, and cultural awareness lectures (100 Black Men).
- Basketball tournaments, practice meets, and open gym.
- Tutoring, ACT/SAT classes, math classes.\*

Facilitation of Second Step: Violence Prevention Curriculum: Second step is the leading research-based violence prevention curriculum in North America. Second step integrates academics and social and emotional learning. Children from preschool through high school practice important skills like anger management, cooperation, respectful behavior, and problem solving. 85% of participant have increased positive outcomes in the areas of academic and behavioral changes.

## Professional Development

To improve the services provided for young people, we must increase staff members' ability to recognize and implement quality operations and programming. We will do this through skills-building opportunities and

21 African American

## C.14. Please provide a breakdown of your Board of Directors or governing body by race/ethnicity and gender identity

Board Demographics

9 Total Board Members

1 Women

7 Men

3 Caucasian

6 African American



competency-focused training. Data will ultimately determine to what extent we have increased our quality and impacted youth. Therefore, staff must be able to collect and review data and analyze and use data to inform needed changes. All staff will meet DCFS qualifications and be enrolled in Gateway to Learning.

## Assessment

GWC will assess operations and programs to determine the effectiveness of the program experience it offers youth. This assessment will include both staff input and member feedback to produce a comprehensive record of how well our organization implements the critical elements of youth development. The evaluation will also help us determine gaps in program and activity offerings to help us serve more youth more often. The assessment phase will include: • Establish Baseline Data. • Data Review and Comparisons. • Identification of Key Improvement Areas. • Selection of Staff Practices to Influence a positive experience.

## Action Planning

The identified steps for Action Planning are as follows: Set Priorities and Determine Strategies: For each selected staff practice, the staff team will collaborate and review site-level data to determine the best strategies for implementation. Action Planning Meeting: To ensure a high understanding and input, we will host a planning meeting for all program staff each quarter. Our secondary goal is that 80% of participants will be empowered to make healthy decisions that result in social, emotional, and physical well-being. This goal promotes members having a solid understanding of self and making choices that positively impact their lives and inspire others, emphasizing anti-violent behaviors.

## Execution

Our success will depend on our ability to monitor the effectiveness of selected strategies. We will routinely reassess how well our improvement strategies and tactics are working and adjust accordingly. The execution phase will include the following key components: • Program Quality Assessment Process and Monitoring Plan. • Technology Purchases/Upgrades. • New Staff Positions. Project Leadership

A dedicated staff team will ensure the success of the efforts detailed in this grant. Executive Director Jacobie Proctor and Program Director Kali Morgan will provide senior leadership to the staff implementing and monitoring each cycle step. This team will include a minimum of 4 Program staff and 4 Program Aides. In addition, an Advisory Committee will be established and consist of staff, parents, board members, and students who will meet quarterly for feedback and input.

#### Continuous Improvement Cycle

Implementing a quality after-school program is a year-round, ongoing effort. We must collect and analyze data to inform needed changes to consistent quality across our operations and programming. To focus our efforts and build a better program, we will utilize a Continuous Improvement or Change model that includes gathering information, making decisions, implementing strategies, assessing how well they work, and adjusting or trying new techniques based on the results. The cycle is a team-based process with significant opportunities for all program staff to participate actively and contribute input to be conducted after each quarter as we go into the next.

## C. Program Information Cont'd

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023  
3:41 PM

Case Id: 35352

Name: Youth and Family Initiative Program - 2023

Address: 710 W. 3rd Street

### C. Program Information Cont'd

Please provide the following information.

**C.15. Staff Qualifications:** Please identify key program staff, titles and include background and qualifications (education, experience, training, etc.). Include ALL staff to be funded with Violence Prevention funds and staff that will compile reports. If the position has not been hired, please include requirements in job description in the background section.

Staff Member	Name	Title	FTE on This Program	Grants Funds Used
MS/Special Education, 5 years Experience	Kali Morgan	Program Director	.5	Yes
7 years Experience	Deja Alexander	Youth Facilitator	1	Yes
High School Education - Diploma or GED (College Credits a plus) • 2-3 years of work-related experience with youth of a diverse population • Ability to work independently with minimum supervision • Computer skills helpful • Must possess a valid driver's license if required to drive the agency vehicle(s) • Supervise daily homework help and reading program at our agency • Monitor classroom and game room activities • Assist with specific homework assignments with core emphasis in reading and math. • Assist with all programming and activities that occur each day • Other assignments	TBD	Youth Facilitator	1	Yes



as assigned by supervisor.				
5 Years Experience	Jazmin Jordan	Health Instructor	.5	Yes
3 Years Experience/Associates Degree	Deija Bond	After School Coordinator	1	Yes

**C.16. Are there or will there be any program membership or fees charged to the participant in the proposed program?**

No

**C.17. 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 local government funds. If you are using a fiscal agency, you may list the information for that agency.**

A dedicated team of staff will ensure the success of the efforts detailed in this grant. Executive Director Jacobie Proctor and Program Director Kali Morgan will provide senior leadership to the staff implementing and monitoring each step of the cycle. This team will include a minimum of 4 Program staff and 1 Program. In addition, an Advisory Committee will be established and consist of staff, parents, board members, and students who will meet quarterly for feedback and input. Both leaders have had extensive experience leading after school programs in Peoria and have managed funding grants from our local United Way as well as state and federal grants.

**C.18. 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 resolution of those findings, and any monetary penalties incurred.**

Community Foundation- Yearly Monitoring  
Community Development Block Grant- Quarterly Reporting/ Yearly Monitoring  
United Way- Quarterly Reporting/Yearly Monitoring  
ICJIA- Quarterly Reporting/Yearly Monitoring  
ISBE- Quarterly Reporting/Yearly Monitoring

**C.19. Describe your organization's financial reporting system/accounting procedures and time keeping system regarding the proposed activity. How will your organization separate Violence Prevention funds from other funds for identification, tracking, and reporting? Describe your organization's internal controls that minimize opportunities for fraud, waste, and mismanagement.**

We have engaged CliftonLarsonAllen to maintain our accounting and reporting. CLA uses Intacct software, which allows for separate tracking of various grants, including revenue and expense per grant. Timesheets are used by each employee and charged to grants according to allocations determined by management. At this time, all expenses are approved by the Executive Director and paid by CLA. No payments are made without her approval. When rare payments are made to the Executive Director for reimbursement, those payments are approved by the Board Treasurer.

**C.20. As a part of the application process, your agency or sponsored fiscal agency must have conducted and must submit a copy of its most recent audit.**

**In the most recent audit, were any findings issued?**

No

**C.21. Is your agency required to complete a Single Audit?**

No

**C.22. Explain in narrative form how Violence Prevention funds will be used as shown in the proposed budget (e.g. describe specific direct service and administrative positions for the program). Describe the specific need for all items outlined in the budget and how you will ensure that all costs are reasonable per 2 CFR Part 200. Describe your program funding source diversity if applicable. 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.**

**Grant Funds Breakdown**

1- After school Coordinator -\$25 / hr full time(\$52,000)

The After School Coordinator (YFC) (1) will work closely with the family and child/children in assessing their individual needs. The YFC will provide direct services as necessary to parents, including home visits, providing information to parents about specific services opportunities and transition issues; as well as providing interaction with other human and social service agencies as needed.

2- After School Facilitators - \$17 / hr part time (20 hrs per week)(\$35,360)

The Youth Facilitator (4) plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas. The facilitators will work 20 hours per week 56 weeks a year, and 40 hours per week 10 weeks a year (summer) for a total of 1,240 hours.

1- Program Director- Salary position - 10% expected for this program(\$6,000)

The Program Director is responsible for managing and administering Carver Center human resources functions, including recruitment, compensation, benefits, safety, employee relations, performance management and staff development. Provides advice and counsel to management in the development and implementation of policies and practices that comply with all applicable regulations and are consistent with Carver Center mission and values.

1- Health Instructors-\$20 / hr part time (8 hrs per week)(\$8320)

The Health Instructors will facilitate group classes and, develop partnerships with parents, community leaders and organizations. They will also develop and maintain public relations to increase the visibility of programs, services and activities within the Organization and the community. They will also promote and stimulate membership in the Organization through establishing relationships with school district officials, teachers, guidance counselors, healthcare providers, and other community leaders in the field of service to youth.

FICA and Unemployment (7.65 & 2.1% respectively)(\$10,887)

Total Personnel(\$122,551.00)

**Supplies**

We plan to spend \$7/day/student on equipment, supplies for mental/physical health, as well as after school activities (50 students).(\$17,500)

Program and therapy supplies for approx 50 clients at one time. Program and Therapy supplies include items such as folders, workbooks, art supplies, field trips, memberships, games, physical activity supplies, safety supplies, certificate of completion awards and incentives).

Field trips include but are not limited to: AMC Movie Theater, Bowling, Swim Lessons/Weekly Swim, Elevate Trampoline Park, Peoria Riverfront Museum, Peoria Play House, DIY Craft Studio, Round One Gamezone, Fired Up Pottery Studio, Ascension Rock Climbing, Forest Nature Center, Glen Oak Zoo, and College Visits.

Contractual (\$10,761) Cumulus Media - advertising for the program - \$1,500 annual  
CliftonLarsonAllen - outsourced accounting (771.75/mo) - 9,261 annual  
Other: (\$2220) COPS - Security System for Carver Center - \$60/mo  
Procure software - Attendance tracking for children - \$1,500 annual

Units of Service:

Direct: 56,000- 4 hours daily, 5 days a week for 56 weeks for 50 participants

Indirect- 14,000- 1 hour daily, 5 days a week for 56 weeks for 50 participants

Cost per Youth -\$4305.22

Cost per Unit of Service-\$3.08

**C.23. Is there any additional information you want to mention? Use bullet style for each item in the space provided.**

Our overall goal includes creating social and economic conditions that promote health and education starting in childhood.

- Reducing disparities and barriers to creating opportunities for improved health and opportunities for educational growth. Improving physical and mental health opportunities by linking more people to doctors, nurses, counselors, or community health centers to encourage regular and follow-up medical visits
- Developing and providing training for healthcare professionals and civil servants to understand cultural differences in the communities they serve and vice versa. By participating in this program participants showed:
- Increased social competence
- Increased communication and problem-solving skills
- Higher academic performance through improved grades and more time spent on homework
- Decreased dropout rates
- Increased civic engagement

## D. Conflict of Interest

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023  
3:41 PM

Case Id: 35352

Name: Youth and Family Initiative Program - 2023

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### D. Conflict of Interest

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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:**

**D.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](#))?**

Yes

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

No

**D.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?**

No

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

## E. Required Documents

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023  
3:45 PM

**Case Id:** 35352

**Name:** Youth and Family Initiative Program - 2023

**Address:** 710 W. 3rd Street

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### E. Required Documents

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Please provide the following information.

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#### Documentation

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**Financial Audit \*Required**

Carver Center FS 12-31-2021.pdf



**IRS Tax Exempt Letter \*Required**

18207\_IRS Determination Letter (2012).pdf



**Audit Findings**

*\*\*No files uploaded*



**Please upload a copy of the Single Audit**

*\*\*No files uploaded*



**Program Fees Supporting Documents**

*\*\*No files uploaded*

## Submit

Completed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023 3:45 PM

**Case Id:** 35352

**Name:** Youth and Family Initiative Program - 2023

**Address:** 710 W. 3rd Street

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## Submit

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Please provide the following information.

☒ 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 federal and City of Peoria requirements if funded.

**Agency CEO Name**

Jacobie Proctor

**Agency CEO Signature**

Jacobie Proctor

*Electronically signed by [jacobie.proctor@thecarvercenter.com](mailto:jacobie.proctor@thecarvercenter.com) on 5/11/2023 3:45 PM*