APPLICATION INSTRUCTIONS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CITY OF PEORIA 2020 FUNDING Year

I.   INTRODUCTION

The 2020 CDBG Human Resources Commission (HRC) funding application has been developed to help agencies present their programs in a concise format. The application information is based on one calendar year of service with the second year contingent upon acceptable performance.

Please review all sections carefully. The information provided will be used by the HRC to assess needs, determine levels of service, recommend funding levels, evaluate programs, and build a campaign story for proposals that serve persons in low-income households in the City of Peoria. If you have questions or need help with the application, contact Kathryn Murphy, Senior Grants Coordinator, at (309) 494-8607 or kmurphy@peoriagov.org.

CRITERIA FOR A COMPLETE APPLICATION

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

1. Must attend one of two **MANDATORY** application training sessions: **Thursday, July 11 at 10 a.m.** or **Tuesday, July 30 at 2 p.m**. One representative per applicant must attend.
2. Electronic and hard copies must be submitted to the Grants Management Division at **419 Fulton Street, Room 300** Peoria, Illinois 61602 **no later than 3 pm on Thursday, September 12, 2019.**
3. Must include **one original** signed and dated, with **14 copies**. Applications should be delivered to:

   > City of Peoria – Community Development Department
   > Attn: Kathryn Murphy
   > 419 Fulton Street, Room 300
   > Peoria, IL 61602

4. Must Email one PDF copy of the application to kmurphy@peoriagov.org **no later than 3 pm on Thursday, September 12, 2019**
5. Must include one (1) <u>unbound</u> copy of your organization's most recent audit. Also include single audit if applicable.
6. Must submit proof of 501(c)3 status by the IRS or documentation of government agency.
7. Must acknowledge that the organization will obtain required beneficiary information, including household income, for all persons receiving direct services on forms provided by the City of Peoria, by signing applications.
8. Acknowledge that all activity services provided with CDBG funds benefit only income eligible Peoria residents and the service being provided is either (1) a new service or (2) will increase the number of persons served and/or increase the benefit to those served in an existing service.
9. Must complete all questions, program information, budget tables and Logic Model form.
10. CDBG funding cannot exceed 50% of the funding of the CDBG proposed activity.
11. Must attend **MANDATORY** clarification meeting with the Human Resources Commission on Friday, **November 1, 2019.**

Please submit 1 original and 14 copies (stapled) of the completed forms to the Grants Division by 3:00 pm, on Thursday, <u>September 12, 2019</u>. <u>Do not use covers or include cover letters.</u>   Applications must be on the PDF 2020 application forms. Handwritten applications will not be accepted. ALL APPLICANTS MUST ATTEND THE CLARIFICATION MEETING ON NOVEMBER 1 IN ORDER TO BE FUNDED.

What is the CDBG Program?

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

What is the Human Resources Commission?

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

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

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

Available Funding:

The City of Peoria (City) will award CDBG Public Service funds on a competitive basis based on funding availability from HUD and approval by the City Council. The exact amount of the grant award for FY 2020 is unknown at this time, but anticipated to be approximately $240,000.

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

Eligible Applicants:

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

Eligible Activities- CDBG Regulations, 24 CFR 570.201:

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

Federal Requirements:

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

2020 Funding Priorities

The Peoria City Council has approved the following public service funding priorities for FY 2020:

- **05D Youth Services -** Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.
  For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
- **05F Substance Abuse Services -** Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
- **05G Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking -** Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking
- **05H Employment Training** - Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.
- **05LChild Care Services-** Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
- **05M Health Services -** Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
- **05N Services for Abused and Neglected Children** - Daycare and other services exclusively for abused and neglected children.
- **05O Mental Health Services** - Services addressing the mental health needs of residents of the community.

Ineligible Activities:

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

Mandatory Application Training Sessions

Each applicant must attend one of two **MANDATORY** Application Training Sessions on either Thursday, July 11 at 10 a.m. or Tuesday, July 30 at 2 p.m. Both sessions will take place at City Hall Room 404. The session will review the federal requirements of receiving CDBG funds, the application itself, and highlight items the Commissioners will be focusing on in reviewing the 2020 applications. One representative per organization applying must attend one of the two sessions.

Mandatory Clarification Meeting

The **MANDATORY** clarification meeting will take place on Friday, November 1, 2019. The meeting will begin at 8:30 a.m. Agencies will scheduled for a presentation time in the order the applications are received. The presentation should be approximately five (5) minutes providing an overview of the program and the need for funding. (No formal PowerPoint or other materials are necessary.) Any remaining presentation time and up to five (5) additional minutes will be used for questions from City staff and the members of the HRC. If the clarification meeting is not attended for any reason, the application will be ineligible for funding. The meeting will take place at City Hall Room 404.

Use of Acronyms: Be sure to limit the use of acronyms as much as possible to avoid confusion for reviewers. At a minimum, write out what all abbreviations or acronyms stand for upon first use in the application.

II.   Application Directions and Frequently Asked Questions

Section I – General Information
Please provide general agency and program information.

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

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

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

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

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

2020 Funding Requested and Total Program Budget – Fill in these amounts on this page and they will continue forward through the rest of the application. A place holder number has been entered into these fields for the calculations to function correctly.

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

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

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

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

Section II - Program/Financial Information
Question 1 – Briefly explain the program including the work to be performed and type and frequency of services provided. If chosen for funding, this section will be used as the basis for the program scope of work for the subrecipient agreement.

Question 2 – In order to qualify under federal CDBG regulations, public service funding must be used for new or expanded services. If you organization/program, did not receive funding in 2019, please explain how the service is a new program or how it will be expanded to include more participants or additional components using the CDBG funds.

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

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

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

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

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

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

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

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

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

Question 18 – Describe your organization's history managing publically funded projects including from federal, state and local resources. You may also include the staff member's history of managing programs when previously employed at another organization if needed.

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

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

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

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

Table A – Overall Agency Budget January 1, 2020 – December 31, 2020

Please provide an overview of your total agency budget from January 1, 2020 to December 31, 2020. This includes all programs operated by your agency regardless of funding source. The CDBG grant request will be filled in from page one.

Table B - Client Demographics for January 1, 2020 – December 31, 2020

Estimate the number of total unduplicated persons to receive direct service in 2020 by this entire program by the selected category. Each person served is counted only once, regardless of how many times they are served.

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

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

Table C – Cost of Service

Total Program Cost – This is the total cost of the entire program for January 1 to December 31, 2020 regardless of funding source or location of clients.

Total CDBG Portion of Costs – This is the total amount of CDBG funding requested and is filled in from page 1. This amount cannot exceed 50% of the total program costs. Maximum amount is $30,000.

Administrative CDBG Portion of Costs – This is the portion of the CDBG funding request that is for administrative salaries or those salaries of people not involved in direct service. This amount cannot exceed 5% of the total amount of CDBG funding requested.

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

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

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

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

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

Table D – Detailed Program Revenue

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

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

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

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

Table E - Detailed Program Salaries

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

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

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

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

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

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

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

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

CDBG Benefits/taxes – Provide the amount of benefits/taxes for CDBG portion of salary.

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

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

Table F – Other Expenses for Total Program

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

Table G – Program Revenue and Expenses for January 1 to December 31, 2020

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

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

Logic Model Instructions (Very Important to the Application)

Program Name: Type organization name
Component Name: Type the name of the activity.
Columns: **1a** Strategic goal is **3** (strengthen communities)

              1b Policy Priority is 2 (Improving the Quality of Life in our Nation's Communities)

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

3. Identify the service or activity in your work plan that addresses the priority need in 15 words or less. (ie. Provide legal representation to the homeless. OR Provide after school mentors for Peoria elementary school at risk students.)

4. Outputs are the number and type of persons served for short term (quarter) and the intermediate term which is the entire year. The entire year number should equal CDBG Unduplicated Clients Projects in Table C (ie. 24 homeless persons OR 30 students)

5. Leave blank.

6. Outcomes are the measurable impacts you hope to achieve for each person. Outcomes may relate to knowledge, skills, attitudes, behavior, condition, or status. <u>List one to three</u>. (ie. 90% have greater knowledge of legal rights to prevent eviction OR 85% of students improve or maintain their reading and math at a B or higher OR 80% of Unemployed youths obtain a job.) Outcomes are NOT attendance or participation. If maintaining a grade or skill, please note what level will be maintained.
   *If Employment Training is selected as the issue area for the application, job placement must be a measureable outcome in the logic model.

7. Leave blank

8. List the measurement reporting tools that will be used for the stated outputs and outcomes, where it will be maintained, how often it is collected, who maintains the completed measurement tools, and the method of retrieving data. Measurement tools must be specific and easily available. (ie. Measurement tool examples: Intake forms and verification of training and youth employment OR the % of students who show grade improvement in reading and math per the semester and end of calendar year by report cards.) The number or percentage of program participants that demonstrate change are indicators of the success of the outcome. **List no more than two measurement tools per outcome.**

NOTE: ALL CDBG FUNDED LOW INCOME SERVICE RECIPIENTS MUST COMPLETE AND SIGN A SERVICE APPLICATION FORM ATTACHMENT UPON RECEIPT OF SERVICE. ALL MUST BE INCOME ELIGIBLE AND RESIDE IN THE CITY OF PEORIA.

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

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

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

III.   APPLICATION CRITERIA AND DEFINITIONS

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

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

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

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

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

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

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

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

   - **Program Financial Management and Budgeting –** Programs must clearly define the need for our funding, explain significant budget increases or decreases and budget deficits or surpluses, and have a reasonably stable funding base. The proposed budgets must be reasonable for the services and programs delivered. The agency must also be able to establish separate accounts to ensure CDBG funds are maintained separately from general funds.

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

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

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

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

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

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

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

8. **Utilization of Volunteers –** Volunteerism is an important part of community services and a growing trend in the non-profit sector. Effective utilization of volunteers demonstrates an agency's ability to be creative in addressing needs and therefore function more effectively. Volunteers create a corps of "goodwill ambassadors" who can provide visibility and a positive agency image in the community. Effective volunteer utilization can be reviewed in several ways, including:

  - The integration of volunteers in all aspects of the agency, including: direct service, administrative service, fundraising, and at the board level.
  - The impact volunteers make in the agency's programs and services, for the agency's clients and in the community overall
  - The number of volunteers engaged by the agency.

NOTE 1: Funding is dependent upon the availability of funds as provided through the U.S. Department of Housing and Urban Development and approval of the City of Peoria City Council.

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

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

For the FY 2020 CDBG Application, the total amount requested can be no less than $15,000 and no more than $30,000. Any application submitted with a request less than $15,000 or more than $30,000 will not be considered for funding. The minimum grant award is $7,000.

ATTENDANCE AT THE CLARIFICATION MEETING ON FRIDAY, NOVEMBER 1 BY KNOWLEDGEABLE APPLICANT REPRESENTATIVES, CAPABLE OF ANSWERING ALL PROGRAM AND FISCAL QUESTIONS, IS REQUIRED. APPLICANTS THAT FAIL TO ATTEND WILL NOT BE FUNDED.

IV.   APPLICATION SCHEDULE (Tentative)

Thursday, June 20, 2019	Publish Notice of Availability for CDBG Applications
Thursday, July 11, 2019	**Mandatory** CDBG Application Training Workshop Option 1 in City Hall, Room 404 beginning at 10 a.m. (HRC members are invited to attend)
Tuesday, July 30, 2019	**Mandatory** CDBG Application Training Workshop Option 2 in City Hall, Room 404 beginning at 2 p.m. (HRC members are invited to attend)
Thursday, September 12, 2019	CDBG Application Deadline – Due in to the Grants Management Division City Hall, 419 Fulton Street, Room 300, DEADLINE 3**:00 p.m.**
Friday, September 27, 2019	HRC members pick up their copies of the CDBG applications at City Hall, Room 300.
Friday, November 1, 2019	HRC Conducts **Mandatory** CDBG Application Clarification Meeting at special meeting City Hall, Room 404, beginning at 8:30 a.m.
Monday, November 4, 2019	HRC sends application ranking and budget recommendation forms to the Grants Division by 5:00 p.m. at City Hall, Room 300.
Friday, November 15, 2019	HRC Regular Meeting to make final recommendations in Room 404, City Hall, beginning at 8:30 a.m. The recommendations will be forwarded to the City Council for their consideration.
Tuesday December 10, 2019	Funding Recommendations to City Council for final approval.

Grant Year would begin January 1, 2020 for awarded subrecipients.

V. APPLICATION CHECKLIST

Please use the following checklist to ensure a completed application:

- All part of the application must be submitted **no later than 3:00 p.m. on Thursday, September 12. NOTE: LATE APPLICATIONS WILL NOT BE ACCEPTED**

- Applications must include the following:

  ☐ **1 original completed application signed and dated**

  ☐ **Email PDF version to kmurphy@peoriagov.org**

  ☐ **14 copies** of completed and signed application

  ☐ **1 copy** of organization's **most recent audit – unbound copy preferred**

  ☐ Proof of 501(c)3 status by the IRS or government agency other than the City of Peoria

Deliver Applications To:

City of Peoria
Attn: Kathryn Murphy
Community Development Department
419 Fulton St., Room 300
Peoria, IL 61602

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Note: Attached is a copy of the evaluation form the HRC will use to score and rank Public Service Applications.

CITY OF
PEORIA

Application Instructions for Fiscal Year 2020 CDBG Program Funding

Human Resources Commission CDBG 2020 Program Evaluation Form

Application # _____ Program Name & Agency Name_____

Evaluator _____

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

	Lowest	>	>	Highest			Weight		Total
1. Project Activities clearly defined and described. p.2-3	0	1	2	3	4	5	x 3	=	_____
2. Identified need for the program? (Are **facts** presented on need?) p.3, Logic Model	0	1	2	3	4	5	**x 5**	=	_____
3. Project Design is evidence based or innovative? p.4	0	1	2	3	4	5	x 3	=	_____
4. Are program outputs and outcomes reasonable & connect to client needs? p 5, Logic Model	0	1	2	3	4	5	**x 5**	=	_____
5. Are proposed outcome measures clear and effective for the program? p.5	0	1	2	3	4	5	**x 5**	=	_____
6. Is there a prevention component within the program? p. 6	0	1	2	3	4	5	x 3	=	_____
7. Does the program collaborate with other providers/organizations? p. 6	0	1	2	3	4	5	x 3	=	_____
8. Qualified staff to deliver the program? p.7	0	1	2	3	4	5	× 3	=	_____
9. Evaluate the history of publically funded project management p. 8	0	1	2	3	4	5	× 3	=	_____
10. Evaluate the agency's program monitoring record. p. 9	0	1	2	3	4	5	x 3	=	_____
11. Evaluate the organization's accreditation results. p.9	0	1	2	3	4	5	x 3	=	_____
12. Does the organization have financial management capacity? p. 10-11	0	1	2	3	4	5	x 3	=	_____
13. Is the program budget presented clearly? (Is it reasonable? Balanced?) p.12-15,	0	1	2	3	4	5	x 3	=	_____
14. Is there funding source diversity? Budget tables and p.19	0	1	2	3	4	5	x 3	=	_____

Total Points _____

Comments _____

_____

_____

_____