



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

**Application for 2016 CDBG Program Funding**

\*See Application Materials Packet for Instructions

**SECTION I – General Information**

**Agency Name:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **DUNS #** \_\_\_\_\_

**Issue Area (Check One)**

- 05A Senior Services** – Services for the elderly, age 62 and above.
- 05D Youth Services** – This is for services for teenagers ages 13-19. Use 05N for abused and neglected teenaged children.
- 05H Employment & Training** - Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.
- 05L Child Care Services** – This is for services for children age 12 and under, including parenting skills classes.
- 05N Abused & Neglected Children** – This service is exclusively for abused and neglected children, which can include daycare and other related services.
- 05O Mental Health Services** – This service is for addressing the mental health needs of residents of the community.

**2016 Amount Requested** \_\_\_\_\_ **2015 CDBG Allocation** \_\_\_\_\_  
 1/1/2016-12/31/2016 Enter \$0 if not awarded in 2015

**\*The minimum CDBG grant request is \$15,000.**  
**Minimum award will be \$10,000.**

**NOTE: Applications are due by 5 p.m. on Friday, November 20. The MANDATORY clarification meeting will be held on Friday, December 11. See application instructions for more information.**

**CERTIFICATION:** I certify that the information contained in this application is complete, true, and correct and the application has been approved by the organization’s governing board. I acknowledge that the organization will obtain the required beneficiary information, including household information, for all persons receiving direct services. This information will be on forms provided by the City of Peoria and that all services provided with any CDBG funds benefit only income eligible Peoria residents. The service being provided is either a new service or will increase the number of persons served and/or the benefits to those served to an existing service. A knowledgeable representative from the organization will attend the clarification meeting on December 11 in order to receive funding.

**Signature for Approval of Application Submission and above Certification**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Board President or Board Officer**

\_\_\_\_\_ Date: \_\_\_\_\_  
**CEO/Executive Director**



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

- 1. Briefly explain how the funds will be used for this program. Indicate whether CDBG funds will be used as a match to receive other funds.**

- 2. Explain how this proposed activity for 2016 is either a (1) new or (2) an expanded service serving more people or providing additional services from what has been provided in the past 12 months.**

- 3. Please report on outcome/results from providing this service in the past 12 months.**

- 4. Explain specifically how this activity addresses an Issue Area the City Council designated as a 2016 CDBG priority as defined and marked on page one (1).**



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

**SECTION II – Program/Financial Information (Limit responses to space provided.)**

**1. How long has your organization been serving the community?**

**2. What is the organization’s mission statement and how is the proposed activity tied to it?**

**3. Specifically, what does the program do and who does it serve?**

**4. How long has your program been in operation?**

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

**6. Is there a prevention component within the activity?                      Yes                      No**  
**If yes, explain.**



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

7. Do you collaborate with other organizations for this program? Yes                      No

If yes, list no more than 2 of your major collaborators, briefly describe the collaboration.  
(Example – share space, staff, funding, transportation, etc.)

If no, why don't you collaborate?

8. Does your program use volunteers/in-kind service?                      Yes                      No

If yes, explain.

9. How many total people are employed by this program?

\_\_\_\_\_ (Full-time equivalents)

List key program staff, titles and qualifications. (Use space below.)



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

10. Is the program certified or monitored by an outside agency? Yes No

If yes, what agency?

11. Is there a waiting list for this program? Yes No

If yes, how many are on the waiting list? \_\_\_\_\_

12. Are there any program fees charged to the participant in the proposed program?

Yes No

If yes, please list fee schedule and explain how the participant fees support the program.

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

Yes No If yes, what adjustments would be made?



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

**14. Will CDBG funds be used to substitute any local (non-Federal) or State funds granted within the past 12 months?                      Yes                      No**

**If yes, please list the funding source and amount awarded to the proposed program.**

**15. As a part of application submission, your agency must submit its most recent audit. In the most recent audit, were any findings issued?    Yes                      No**

**If yes, please explain all findings and corrective action taken to address the issues.**



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

16. Is your agency required to complete an A-133 audit?    Yes            No

If yes, please include a copy of your A-133 audit with the application.

In your agency's most recent A-133 audit, were any findings issued?    Yes            No

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

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



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

**Table A – Client Demographics for January 1, 2016 – December 31, 2016.**

<b>Total Clients to be Served by the Entire Program January 1, 2016 – December 31, 2016</b>	
<b>Total Unduplicated Clients</b>	
All section totals below must match this total.	
<b>Program Demographics by Age:</b>	
0-4 years	
5-12 years	
13-19 years	
20-61 years	
62 plus years	
<b>Total For Age</b>	
<b>Demographics by Gender:</b>	
Male	
Female	
<b>Total for Gender</b>	
<b>Demographics by Race:</b>	
White	
Black/African American	
Asian	
Native American/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
White & Black/African American	
Amer. Indian/Alaskan Native & Black/ African American	
Other Multi-Racial	
<b>Total for Race</b>	
<b>Demographics by Ethnicity:</b>	
Non-Hispanic	
Hispanic	
<b>Total for Ethnicity</b>	



**Table B – Cost of Service**

Cost of Service Breakdown		
<b>Total Program Cost</b> This is the cost of the entire program, for both CDBG and non-CDBG funded participants.	\$	
<b>Grant Application Year</b> 1/1/2016 – 12/31/2016	(\$) Dollars	(%) Percentage
<b>Total CDBG Portion of Program Costs</b> CDBG Public Service Funding cannot exceed 50% of total program cost.	\$	%
	The amount requested in this grant application.	This amount requested divided by the total program costs.
<b>Administrative CDBG Portion of Program Costs</b> (Only 5% of the CDBG request may be for non-direct service salaries and benefits)	\$	%
	The amount in administrative salaries included in CDBG request.	This amount in administrative salaries divided by the total grant request. (May not exceed 5%)
<b>Total Unit of Service Hours (Projected)</b> A unit of service is defined as one person served for one hour. Direct service hours and indirect service hours are included here.		
<b>Cost per Unit of Service</b> Divide the Total Program Cost by Unit of Service Hours projected.	\$	
<b>Total Unduplicated Clients (Projected)</b> This should match total clients provided in Table A.		
<b>Cost per Unduplicated Client</b> Divide the total program cost by the Total Unduplicated Clients to be served.	\$	
<b>CDBG Unduplicated Clients (Projected)</b> Total number of unduplicated CDBG eligible clients estimated to be served with grant amount requested.		

**Table C – Program Revenues and Expenses for January 1, 2016 – December 31, 2016**

<b>Proposed Grant Request Year January 1, 2016 – December 31, 2016</b>			
<b>Revenue</b>		<b>Total Program</b>	
1. CDBG Grant Request	\$		
2. Heart of IL United Way Allocation	\$		
3. Other United Way Allocations	\$		
4. Grants (List Sources in Table D)	\$		
5. Government Support (List Sources in Table D)	\$		
6. In-Kind Support (List Sources in Table D)*	\$		
7. Program Fees (paid by participants)	\$		
8. Contributions	\$		
9. Other Revenues (List Sources in Table D)	\$		
<b>Total Program Revenue</b>	\$		
<b>Expenses</b>		<b>Total Program</b>	<b>CDBG Only</b>
10. Administrative Salaries** (List in Table E)	\$		
11. Administrative Benefits/Taxes**(List in Table E)	\$		
12. Direct Service Salaries (List in Table E)	\$		
13. Direct Services Benefits/Taxes (List in Table E)	\$		
14. Professional Fees	\$		
15. Supplies	\$		
16. Occupancy (Utilities, Maintenance, Phone)	\$		
17. Major Property or Equipment Acquisition	\$		
18. Travel/Transportation/Mileage	\$		
19. Other Expenses (List in Table F)	\$		
<b>Total Program Expenses</b>	\$		

**NOTES:**

**Total Program Revenues must equal Total Program Expenses.**

**\*In-Kind Support must be listed separately if included in agency audit.**

**\*\*CDBG expenses for these two items combined cannot exceed 5% of the total CDBG budget.**

**The minimum CDBG request is \$15,000.**

**CDBG public service funding cannot exceed 50% of the funding of the CDBG proposed activity**



**Human Resources Commission**  
**City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

**Table D – Detailed Program Revenue**

<b>Other Grants for Program (Non-Government)</b>		
<b>Source</b>	<b>Amount</b>	<b>Start and End Date of Grant</b>
<b>Total</b>		

<b>Other Government Grants for Program</b>		
<b>Source (Federal, State, County, Fees, etc.)</b>	<b>Amount</b>	<b>Start and End Date of Grant</b>
<b>Total</b>		

<b>In-Kind Support for Program (If listed in audit, please include here)</b>	
<b>Source</b>	<b>Estimated Value</b>
<b>Total</b>	

<b>Other Revenue for Program</b>	
<b>Source</b>	<b>Amount</b>
<b>Total</b>	



**Human Resources Commission  
City of Peoria – 2016 Community Development Block Grant (CDBG) Application**

**Table E – Detailed Program Salaries**

Salaries of Employees to be Paid by CDBG Request										
Direct Service Salaries for Program										
	Total Program				CDBG Portion					
Job Title	Annual Hours for Program	Hourly Wage	Total Salary for Program	Program Portion of Benefits/Taxes	Annual CDBG Hours	Hourly CDBG Wage	Total Salary for Program	CDBG Benefits/Taxes	Total CDBG Expenses	
<b>Total CDBG Direct Service Benefits/Salaries</b>										

Salaries of Employees to be Paid by CDBG Request										
Administrative Service Salaries for Program*										
	Total Program				CDBG Portion					
Job Title	Annual Hours for Program	Hourly Wage	Total Salary for Program	Program Portion of Benefits/Taxes	Annual CDBG Hours	Hourly CDBG Wage	Total Salary for Program	CDBG Benefits/Taxes	Total CDBG Expenses	
<b>Total CDBG Administrative Benefits/Salaries</b>										

\*Note: Administrative Service salaries cannot be more than 5% of total CDBG request.



<b>Organization's Name:</b>					<b>Program Name:</b>				
Strategic Goals	Policy Priorities	Problem, Need, Situation	Service or Activity Components	Benchmarks		Outcomes		Measurement Reporting Tools	Evaluation Process
				Output Goal	Output Result	Achievement Outcome Goals	End Results		
1		2	3	4	5	6	7	8	9
<b>Policy</b>	<b>Planning</b>			<b>Intervention</b>		<b>Impact</b>		<b>Accountability</b>	
				<u>Short Term for This Quarter</u>				a.	
								b.	
								c.	
								d.	
								e.	
				<u>Intermediate Term is Year to Date</u>				a.	
								b.	
								c.	
								d.	
								e.	
Name of Person Completing Report: _____ Contact Email: _____ Contact Phone #: _____ Signature: Program Director: _____ Date: _____ Executive Director: _____ Date: _____									

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

- Policy Priorities
1. Provide Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Families with Limited English Proficiency.
  2. Improving the Quality of Life in our Nation's Communities.
  3. Encouraging Accessible Design Features.
  4. Providing Full and Equal Access to Grass-Roots Faith-Based and Other Community-Based Organization in HUD Program Implementation.
  5. Participation of Minority-Serving Institutions in HUD Programs
  6. Ending Chronic Homelessness within Ten Years.
  7. Removal of Barriers to Affordable Housing.



# APPLICATION INSTRUCTIONS COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM CITY OF PEORIA 2016 FUNDING Year

---

## I. INTRODUCTION

The 2016 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 on upon acceptable performance. The Application Materials packet contains the following sections:

- I. INTRODUCTION
- II. APPLICATION DIRECTIONS
- III. APPLICATION CRITERIA/DEFINITIONS
- IV. APPLICATION SCHEDULE
- V. APPLICATION CHECKLIST

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 completing the forms, contact Kathryn Murphy, Grants Coordinator, at (309) 494-8607 or [kmurphy@peoriagov.org](mailto:kmurphy@peoriagov.org).

## CRITERIA FOR A COMPLETE APPLICATION

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

- 1. Must be submitted to the Neighborhood Development Division at **419 Fulton Street, Room 300** Peoria, Illinois 61602 **no later than 5:00 pm on Friday, November 20, 2015.**
- 2. Must include **one original** signed and dated, with **13 copies**. Applications should be delivered to:

City of Peoria – Community Development Department  
Attn: Kathryn Murphy, Grants Coordinator  
Grants Management Division  
419 Fulton Street, Room 300  
Peoria, IL 61602

- 3. Must include one (1) copy of your organization’s most recent audit and A-133 audit if applicable.
- 4. 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 page 1, and
- 5. 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.
- 6. Must complete all questions, program information, budget tables and Logic Model form.
- 7. CDBG funding cannot exceed 50% of the funding of the CDBG proposed activity.

**Please submit 1 original and 13 copies (stapled) of the completed forms to the Grants Division by 5:00 pm, on Friday, November 20, 2015. Do not use covers or include cover letters. Applications must be on the 2016 application forms. Handwritten applications will not be accepted. ALL APPLICANTS MUST ATTEND THE CLARIFICATION MEETING ON DECEMBER 11, 2015 IN ORDER TO BE FUNDED.**



## Application Instructions for Fiscal Year 2016 CDBG Program Funding

### **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 2016 is unknown at this time, but anticipated to be approximately \$229,000.

CDBG funds are provided on a reimbursement basis. **Funds are normally not available for reimbursement of cost until mid July or August of the funded year.** 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 Applicants:**

Not-for-profit agencies, 501(c)3 of the Internal Revenue Code of 1954.

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

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.





## Application Instructions for Fiscal Year 2016 CDBG Program Funding

### **2016 Funding Priorities**

The Peoria City Council has established the following public service funding priorities for FY2016:

- **05A Senior Services**
- **05D Youth Services**
- **05H Employment & Training**
- **05L Child Care Services**
- **05N Abused & Neglected Children**
- **05O Mental Health Services**

#### *Ineligible Activities:*

- Political activities
- Ongoing grants or non-emergency payments to individuals for their food, clothing, rent, utilities, or other income payments

#### New Applicants

To encourage new applicants for the City's Public Service grant awards, the Human Resources Commission may approve 20% of the CDBG Public Service funds for new activities.



## **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. (Note: Another staff member may present at the mandatory clarification meeting, but the contact will be the designated person for scheduling the time of the presentation.)

**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 issues areas. The grant application must be how long your organization has served Peoria and general program information.

**Clarification Meeting** – The MANDATORY clarification meeting will take place on Friday, December 11, 2015. The meeting will begin at 8:30 a.m. and agencies will be contacted in order of the applications are received to schedule the presentation time. 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.) There will also be up to five (5) minutes of questions from City staff and the members of the HRC. If the clarification meeting is not attended, the application will be ineligible for funding.

**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.

**Question 1** – Briefly explain the program. (You may attach a total of **two** brochures to the application: **one** brochure that describes your organization's overall services AND **one** specific to the program/activity.)

**Question 2** – In order to qualify under federal CDBG regulations, public service funding must be used for new or expanded services. 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 current outputs of the program. If it is a new program, please indicate it is a new program.

**Question 4** – Please detail how the program specifically addresses 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.

### **Section II - Program/Financial Information**

Applicants should provide a detailed description of the program, how the proposed activity is tied to the applicant's mission statement, accomplishments, staffing levels, and ongoing collaborative efforts.

**Question 12** – If fees are charged for the program, please describe how these fees are used to support the same program. (CDBG has very strict rules regarding income from programs financed whole or in part by CDBG funds.)

**Question 15** – New questions were added regarding your agency's most recent audit. The audit must be an official inspection of an organization's accounts by a licensed Certified Public Accountant (CPA). Please explain any findings and the corrective actions taken to address these issues. A copy of the audit for the agency's most recent fiscal year must be included with the application.

**Question 16** – Please consult the OMB Circular A-133 to determine if the A-133 audit is necessary. These audits, commonly referred to as "Single Audits", are required of agencies that spend over \$500,000 in federal awards during a fiscal year beginning prior to December 26, 2014. For



## Application Instructions for Fiscal Year 2016 CDBG Program Funding

Fiscal years starting on or after December 26, 2014, the threshold rises to \$750,000 in federal awards. This audit must be conducted by the same entity that conducted the agency's audit. A copy of the A-133 audit for the agency's most recent fiscal year must be included with the application.

### **Table A – Client Demographics for January 1, 2016 – December 31, 2016**

Estimate the number of total unduplicated persons to receive direct service in 2016 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.

### **Table B – Cost of Service**

Total Program Cost – This is the total cost of the entire program for January 1 to December 31, 2016 regardless of funding source or location of clients.

Total CDBG Portion of Costs – This is the total amount of CDBG funding requested. This amount cannot exceed 50% of the total program costs.

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 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 A.

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) – Total number of unduplicated clients estimated to be served with the CDBG grant amount requested. This number should equal the grant amount requested divided by the cost per unduplicated client.

### **Table C – Program Revenue and Expenses for January 1 to December 31, 2016**

Please complete the program revenue and expenses for the entire program. Note: Total revenue must equal total expenses.

For expenses, please include total program salaries. Then, include only the portion of salaries and benefits requested for CDBG.

### **Table D – Detailed Program Revenue**

Other Grants for Program (Non-Governmental) – Provide grant specific information for each grant include in the other grants section. This total should match the total provided in Table C.



## Application Instructions for Fiscal Year 2016 CDBG Program Funding

Other Government Grants for Program – Provide grant specific information for other federal, state or local grants received for the program. This total should match the total provided in Table C.

In-Kind Support for the Program – If included in agency audit, please provide detailed information for in kind support. This total should match the total provided in Table C.

Other Revenue for the Program – Please list all other sources of revenue for the program. This total should match the total provided in Table C.

### **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 – Calculate Program Hours times Hourly Wage for total salary on program

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 – Please provide the hourly wage of the job title for the program

CDBG Total Salary for Program – Calculate the CDBG hours by times the hourly wage for CDBG total salary.

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

Total CDBG Expenses – Please total the CDBG total salary for program and the CDBG benefits/taxes for each job title.

Total CDBG Direct Service Salaries – Total the columns of CDBG Total Salary, CDBG benefits/taxes, and Total CDBG Expenses.

For Direct Service salaries, the CDBG Total Salary should equal the CDBG Direct Service Salaries on line 12 of Table C, and the CDBG Benefit/taxes should equal the Direct service Benefits/Salaries in line 13 of Table B.

For Administrative Service salaries, the CDBG Total Salary should equal the CDBG Administrative Salaries on line 10 of Table C, and the CDBG Benefit/taxes should equal the Administrative Salaries Benefits/Salaries in line 11 of Table B.

### **Table F – Other Expenses for Total Program**

Please list additional expenses by category for expenses over \$500.

## **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 either 2, (improve the quality of life) OR 3  
(strengthen communities) Select 2 or 3

**2.** Describe the need that frames a rationale for the service. (ie. Homeless persons need legal services) OR (At risk students need mentors to help with school work) **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 B (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. List one to three. (ie. Greater knowledge of legal rights to prevent eviction OR Students improve their reading and math OR Unemployed youths obtain a job.)

**\*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.**

Attach a copy of your measurement tool(s).

**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.

### **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.

- **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.
    - **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?

## Application Instructions for Fiscal Year 2016 CDBG Program Funding

- **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. 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.



Application Instructions for Fiscal Year 2016 CDBG Program Funding

**NOTE 1:** Funding is dependent upon the availability of funds as provided through the U.S. Department of Housing and Urban Development and 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 2016 CDBG Application, the total amount requested can be no less than \$15,000. Any application submitted with a request less than \$15,000 will not be considered for funding. The HRC has set a *threshold award* of no less than \$10,000.**

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





## Application Instructions for Fiscal Year 2016 CDBG Program Funding

### **IV. APPLICATION SCHEDULE**

Tuesday, October 27, 2015	City Council discussion and possible vote on final materials.
Friday, October 30, 2015	Publish RFP for CDBG Applications
Wed., November 4, 2015	CDBG Application Training Workshop in City Hall, beginning at 10:30 a.m. (HRC members are invited to attend)
Friday, November 20, 2015	CDBG Application Deadline – Due in to the Grants Management Division City Hall, 419 Fulton Street, Room 300, DEADLINE 5:00 p.m.
Monday, November 30, 2015	HRC members pick up their copies of the CDBG applications at City Hall, Room 300.
Friday, December 11, 2015	HRC Conducts CDBG Application Clarification Meeting at special meeting City Hall, Room 404, begins at 8:30 a.m.
Monday, December 14, 2015	HRC sends application ranking and budget recommendation forms to the Grants Division by 5:00 p.m. at City Hall, Room 300.
Friday, December 18, 2015	HRC Regular Meeting to make final recommendations in Room 404, City Hall, at 8:30 a.m. The recommendations will be forwarded to the City Council for their consideration.
Tuesday, January 12, 2016	Final Funding Recommendations to City Council for final approval.

Grant Year would be retroactive to January 1, 2016 for awarded subgrantees.



## **V. APPLICATION CHECKLIST**

Please use the following checklist to ensure a completed application:

- Applications must be submitted **no later than 5:00 p.m. on Friday, November 20.**  
**NOTE: LATE APPLICATIONS WILL NOT BE ACCEPTED**
- Applications must include the following:
  - 1 original application signed and dated**
  - Email PDF version to kmurphy@peoriagov.org**
  - Complete **Budget** on **page 8, 9, and 10 (Public Service Application)**
  - Complete **Logic Model** (per application directions)
  - 13 copies** of completed and signed application
  - 1 copy** of organization's **most recent audit**

### **APPLICATIONS ARE DELIVERED TO:**

**CITY OF PEORIA  
ATTN: KATHRYN MURPHY  
COMMUNITY DEVELOPMENT DEPARTMENT  
GRANTS MANAGEMENT DIVISION  
419 FULTON ST., ROOM 300  
PEORIA, IL 61602**

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



## Application Instructions for Fiscal Year 2016 CDBG Program Funding

### Human Resources Commission CDBG 2016 Program Evaluation Form

Program Name & Agency Name \_\_\_\_\_ Evaluator \_\_\_\_\_

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

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

Total Points \_\_\_\_\_

Requested \$ Amount \_\_\_\_\_

Recommended \$ Amount \_\_\_\_\_

Comments \_\_\_\_\_