

## Eligibility

Completed by tdriscoll@bgcpeoria.org on 4/24/2023 9:26 AM

Case Id: 35353

Name: Boys and Girls Clubs of Greater Peoria - 2023

Address: 2703 W. Grinnell Street Peoria, IL 61605

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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)

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

Yes

#### 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

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 tdriscoll@bgcpeoria.org on 5/8/2023 10:55 AM

Case Id: 35353

Name: Boys and Girls Clubs of Greater Peoria - 2023

Address: 2703 W. Grinnell Street Peoria, IL 61605

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### A. Applicant Agency Information

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Please provide the following information.

#### A.1 Violence Prevention Program Title

Street Smart

#### A.2 Organization Name

Boys & Girls Clubs of Greater Peoria, Inc

#### A.5 Address

806 E Kansas St Peoria, IL 61603

#### A.3 Contact Person

Tricia Driscoll

#### A.4 Title

CFO

#### A.6. Contact Phone Number

(309) 685-6007

#### A.7. Contact Email Address

tdriscoll@bgcpeoria.org

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

2703 W. Grinnell Street Peoria, IL 61605 and 512 E. Kansas St Peoria, IL 61603

#### 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.**

NA

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



[Fiscal Sponsor Agreement](#)

**\*\*No files uploaded**

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

NA

#### A.11 Date of Incorporation

03/27/1957

#### A.10 Federal Employer Identification Number

37-0800010

#### 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](#).**  
00778-240331

#### 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](#)

CE4KDM1LL671

**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*

5EDD3 6/9/2023

**A.14 Agency Annual Operating Budget**

\$1,550,000.00

**A.15 Number of Paid Staff**

27

**A.16 Number of Volunteers**

5

## B. Funding Requested

Completed by tdriscoll@bgcpeoria.org on 5/8/2023 11:02 AM

Case Id: 35353

Name: Boys and Girls Clubs of Greater Peoria - 2023

Address: 2703 W. Grinnell Street Peoria, IL 61605

### B. Funding Requested

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.**

\$250,000.00

#### B.2. Total Project Budget

\$689,000.00

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

200

#### 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	\$14,442.32	Administrative costs for programming and finance to complete grant reporting requirements plus fringe costs.
Other	\$0.00	
	\$14,442.32	

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

Item	Amount	Short Description
Personnel and fringe Direct expenses	\$222,114.68	The requested funds will cover payroll and fringe costs associated with 14 staff members responsible for working with the youth in the "Street Smart" program at two club sites.
Travel	\$0.00	
Equipment	\$4,500.00	In order to adequately facilitate the Street Smart program, our Grinnell Street location will require the acquisition of computers for the participants, as the current computer availability at the site is limited.
Materials and Supplies	\$3,443.00	The requested funds will be allocated for the procurement of essential supplies, including learning materials and other necessary items,

		to effectively support and enhance the program's facilitation.
Contractual	\$0.00	
Program Expenses	\$5,500.00	The requested funds will be allocated to cover expenses for guest speakers who will share their expertise, staff training, program completion awards and incentive programs for participants as positive reinforcement tools to encourage continuous active participation
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
	\$235,557.68	

## C. Program Information

Completed by tdriscoll@bgcpeoria.org on 5/8/2023 11:03 AM

Case Id: 35353

Name: Boys and Girls Clubs of Greater Peoria - 2023

Address: 2703 W. Grinnell Street Peoria, IL 61605

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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.**

The objective of the "Street Smart" initiative is to equip at-risk youth with the necessary skills and resources to avoid and overcome the hazards of street life and violence. The program aims to reduce the number of youth involved in gang-related activities, violence, drug use, and other high-risk behaviors. "Street Smart" seeks to counteract negative street influences by promoting awareness and resistance skills in participants. The program offers mentoring, counseling, educational workshops, and recreational activities on a regular basis from staff who have been trained in the Street Smart program provided by the Boys and Girls Clubs of America. Community outreach and collaboration with local organizations such as resource officers, probation officers, Peoria Police, Peoria County Police, and emergency response teams are also part of the program. The "Street Smart" initiative will complement the Boys and Girls Clubs' existing tutoring and mentoring program, which has been the cornerstone of The Boys and Girls Clubs education program for over 20 years. Our Street Smart program core activities are:

**\* I - MAINTAINING POSITIVE RELATIONSHIPS:**

Participants practice recognizing their feelings and using words to express them; they also practice various strategies for responding to peer pressure.

**\* II - HANDLING CONFLICT:**

Club members practice using I-messages to express themselves in response to a conflict, and they learn practical strategies for heading off any angry confrontation. Youth learn to control their own anger and respond assertively, and they explore the reason that fighting or violence is never a good solution to a conflict.

**\* III - UNDERSTANDING BULLYING:**

Club youth recognize the ways in which bullying is related to differences, and they practice the various ways to stand up to bullying when they or someone else is

**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.**

The Street Smart program will serve up to 100 youth at each site. Our program aims to achieve the following measurable outcomes:

Increased self-confidence and decision-making skills among participants, as demonstrated by pre- and post-program surveys.

Improved relationships with peers and adult role models, as evidenced by increased participation in mentoring and counseling sessions and improved peer-to-peer interactions.

Reduction in incidents of violent behavior and gang-related activities, as measured by police reports and program staff observations.

Increased knowledge and awareness of the dangers of gangs and violence, as measured

targeted.

**\* IV - BEING AWARE OF THE DANGERS OF GANGS:**

Participants explore the "promise" of gangs - the reasons youth are drawn to gangs, and they identify alternate ways to meet those needs. Participants also explore the reality of gangs, looking at the actual consequences of gang involvement. Club members also recognize the importance of having a network of supportive people in their lives.

**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?**

The "Street Smart" program is designed to equip Empowered Youth and Young Adults with the skills and resources needed to make positive decisions and achieve their full potential, despite facing various challenges. The program provides a range of support, including mentoring, counseling, educational workshops, and recreational activities, all of which help participants build self-confidence, critical thinking skills, and positive relationships with peers and adult role models. Through these activities, participants can gain a sense of empowerment over their lives, which contributes to reducing the risk of youth involvement in gang-related activities and violence, and addresses the goal of violence prevention in the City of Peoria.

Peoria has one of the highest violent crime rates in the nation, with offenses ranging from rape, murder, and non-negligent manslaughter, to armed robbery and aggravated assault. According to NeighborhoodScout's analysis of FBI reported crime data, the chances of becoming a victim of these crimes in Peoria are one in 114. "A recent study by CBS ranked Peoria as the 15th deadliest city in the country in 2019, with 22.53 murders per 100,000." However, we believe that the "Street Smart" program can make a significant impact on the youth in our area by empowering and educating them against violence, with the ultimate goal of reducing overall violence in the City of Peoria. The program's collaborations with other organizations also help create a larger network of support, promoting positive community norms and values that discourage violence and other negative behaviors.

**\*References:**

Danesh, S. (2021, April 28). Peoria is the 15th Deadliest City in the nation, report says. CIProud.com.  
<https://www.centralillinoisproud.com/news/local-news/peoria-is-the-15th-deadliest-city-in-the-nation-report-says/>

Peoria, IL crime rates. NeighborhoodScout.  
(n.d.).<https://www.neighborhoodscout.com/il/peoria/crime#description>

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by pre- and post-program surveys.

We have selected these outcomes based on our program's overall goal of violence prevention and youth empowerment. By measuring these outcomes, we will be able to assess the program's effectiveness in achieving its objectives.

To track and monitor progress, we will use various evaluation tools, including pre- and post-program surveys, police reports, and program staff observations. Pre- and post-program surveys will be administered to measure changes in self-confidence, decision-making skills, and knowledge and awareness of gangs and violence. Police reports will be used to measure reductions in incidents of violent behavior and gang-related activities. Program staff will monitor and observe participants' behavior and interactions to assess improvements in relationships with peers and adult role models.

We will also collect qualitative feedback from program participants, parents/guardians, and community stakeholders to gain insight into the program's impact and identify areas for improvement. This feedback will be gathered through focus groups and individual interviews.

In terms of the impact of the program on the community, we have seen positive outcomes from our previous program, the Tutoring and Mentoring program at the Boys and Girls Clubs, which has been in operation for 20+ years. Through this program, we have seen improved academic performance among participants, increased graduation rates, and higher rates of college enrollment. We have also received positive feedback from program participants and their families, who have noted improvements in self-confidence, social skills, and overall well-being. We will continue to build on the success of this program and incorporate the Street Smart



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

We are thrilled to combine the Street Smart program with our well-established Tutoring and Mentoring program. With over 20 years of success, our integrated program will provide a comprehensive approach to meet the diverse needs of all youth.

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

City-Wide with our clubs located in 61603 and 61605 zip codes.

**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.**

Need for the Program:

The City of Peoria faces significant challenges related to violence, particularly among its youth population. High rates of gang activity, youth involvement in criminal behaviors, and a concerning level of violent crimes necessitate an effective violence prevention program. According to the FBI's reported crime data, Peoria has one of the highest violent crime rates in the nation, with a one-in-114 chance of becoming a victim of crimes such as rape, murder, armed robbery, and aggravated assault (NeighborhoodScout). Furthermore, a CBS study based on 2019 data ranked Peoria as the 15th deadliest city in the country, with 22.53 murders per 100,000 people (CBS News).

Program Description and Target Population:

The Boys and Girls Clubs of Greater Peoria are committed to addressing the need for violence prevention through their comprehensive program. The program combines the existing Tutoring and Mentoring program, which has successfully operated for over 20 years, with the newly integrated Street Smart program. The target population for the program is empowered youth and young adults ages 10-14 in Peoria who are at risk of becoming involved in gang-related activities and violence.

Program Design and Goals:

The violence prevention program takes a proactive approach to reduce the risk of youth involvement in violence and gang activities. Through a range of activities including mentoring, counseling, educational workshops, and recreation, the program aims to equip youth with the skills, resources, and support necessary to make positive choices and achieve their full potential. The program's core activities focus on maintaining positive relationships, handling conflict, understanding

program to further enhance its impact on the community.

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

NA

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

The member and CDBG service applications will be utilized by the Boys and Girls Clubs to capture and document client demographics. These details will be inputted into KidTrax, our tracking software. Every participant's progress in the program will be measured and recorded in an individual file.

**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?**

The organization practices pro-active outreach and consistently participates in events within the community. The Boys and Girls Clubs also collaborate with other organizations to bring additional learning opportunities to their members. Some of the avenues used to promote services are social media, brochures, visiting schools, East Bluff Community Center Newsletter, and existing club members. The organization has experience with the target population that goes back over 60 years since the Boys and Girls Clubs first opened. They maintain full and part-time employment for over 25 staff and retention is a key factor to maintain continuity in their services.

**C.11. How does the program collaborate with other agencies? Describe your agency's working relationship with other**

bullying, and being aware of the dangers of gangs. By empowering youth and fostering positive community norms and values, the program seeks to discourage violence and other negative behaviors.

#### Linking Program to Community Needs and Goals:

The violence prevention program directly addresses the pressing community need to reduce violence in the City of Peoria. By providing a comprehensive set of interventions and support, the program seeks to mitigate the factors that contribute to youth involvement in violence and gang activities. It aligns with the community's goal of creating a safer and more secure environment for all residents, particularly the youth population. By targeting the root causes of violence and offering positive alternatives, the program aims to reduce the overall level of violence in the community.

#### References:

(n.d.). <https://www.neighborhoodscout.com/il/peoria/crime#description>

Danesh, S. (2021, April 28). Peoria is the 15th Deadliest City in the nation, report says. CIProud.com.

<https://www.centralillinoisproud.com/news/local-news/peoria-is-the-15th-deadliest-city-in-the-nation-report-says/>

**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.**

There is ample evidence to support the effectiveness of the Street Smart program's design. The core activities of the program are based on evidence-based best practices for youth development and violence prevention, as supported by multiple sources.

For example, the first core activity, "Maintaining Positive Relationships," draws from research on social-emotional learning (SEL), which has been shown to promote positive youth development and reduce violent behavior (Durlak et al., 2011; Nation et al., 2003). The second core activity, "Handling Conflict," is grounded in conflict resolution theory and has been shown to be effective in reducing violence in schools and communities (Johnson & Johnson, 2014; Mihalic, Irwin, Elliott, & Fagan, 2001).

The third core activity, "Understanding Bullying," is informed by research on bullying prevention, which emphasizes the importance of empowering youth to stand up to bullying (Swearer et al., 2010; Olweus,

**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?**

The Boys and Girls Clubs of Greater Peoria have established a strong partnership with the East Bluff Community Center, where many of our programs are held. Additionally, we collaborate with various organizations such as Midwest Food Bank, Jump Center, Heartland Health, Cat Foundation, City of Peoria, Illinois State Board of Education, and United Way to provide diverse learning opportunities for our members. These partnerships have been instrumental in helping us achieve our goals with the youth we serve. By sustaining these collaborative relationships, we can minimize costs associated with seeking new organizations that charge for similar services.

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

The Boys and Girls Clubs of Greater Peoria believe all kids deserve the right to be themselves and feel a sense of belonging. The Boys and Girls Clubs of Greater Peoria have implemented various measures to practice and promote diversity, equity and inclusion. We, as an organization, stand by the 5 key Elements for Positive Youth Development:

SAFE, POSITIVE ENVIRONMENT: club staff, facilities, program and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The clubs provide structure and clearly defines acceptable behaviors.

FUN: Clubs generates fun for members.

Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the clubs feel like home, fostering a family atmosphere and creating a sense of

1993). The fourth and final core activity, "Being Aware of the Dangers of Gangs," is based on research on gang prevention, which highlights the importance of providing youth with positive alternatives to gang involvement and promoting positive relationships with supportive adults (Howell, 2010; Hill, 2006).

The Boys and Girls Clubs of America (BGCA), which oversees the Tutoring and Mentoring program and will incorporate the Street Smart programming into it, is a widely recognized and respected youth-serving organization with a long history of evidence-based programming. The BGCA's programs have been evaluated by independent third-party evaluators, and the organization has demonstrated positive outcomes in areas such as academic achievement, character development, and healthy lifestyles (Boys and Girls Clubs of America, 2021).

#### References:

Durlak et al., 2011; Nation et al., 2003

Johnson & Johnson, 2014; Mihalic, Irwin, Elliott, & Fagan, 2001

Swearer et al., 2010; Olweus, 1993

Howell, 2010; Hill, 2006

Boys and Girls Clubs of America, 2021

ownership for members.

**SUPPORTIVE RELATIONSHIPS:** Clubs youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring appreciation, acceptance, and proper guidance in their connections with members.

**OPPORTUNITIES AND EXPECTATIONS:** Clubs youth acquire physical, social, technological, artistic, and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post secondary education.

**RECOGNITION:** Clubs recognize and support young peoples self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The clubs showcase young people's achievements.

The organization has implemented strategies to recruit and retain staff members from diverse backgrounds as we feel having a diverse staff is essential to creating an inclusive environment for the youth. We offer programming that is inclusive of all youth regardless of their race, ethnicity, gender, religion, and sexual orientation. We want an environment that is welcoming and supportive to all youth. All staff members of the organization are required to undergo diversity, equity, and inclusion training as part of the onboarding process.

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

White Female -7

White Male - 4

Asian Mail - 1

African American Female -11

African American Male - 4

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

White Female - 7

White Male - 16

Hispanic Male - 1

African American Male - 1

Lebanese Male - 1

## C. Program Information Cont'd

Completed by tdriscoll@bgcpeoria.org on 5/8/2023 11:05 AM

Case Id: 35353

Name: Boys and Girls Clubs of Greater Peoria - 2023

Address: 2703 W. Grinnell Street Peoria, IL 61605

### 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
See attached sheet	Amanda Wilson	Director of Programming	.25	Yes
See attached sheet	Keith Funk	Site Director	1.0	Yes
See attached sheet	Cenetha Hill	Site Director	.5	Yes
See attached sheet	Immanuel Acera	Behavior Specialist	1.0	Yes
See attached sheet	Aaron Williams	Youth Development Professional	.5	Yes
	Alex Emert	Youth Development Professional	.5	Yes
	Kelly Beal	Youth Development Professional	.5	Yes
	Susie Jones	Youth Development Professional	.5	Yes
	Chardae Boyd	Youth Development Professional	.5	Yes
	Tammy Grayson	Youth Development Professional	.5	Yes
	Quinton Reynolds	Youth Development Professional	.5	Yes
	Lorine Williams	Youth Development Professional	.5	Yes
	Krista Jones	Youth Development Professional	.5	Yes
	TBD	Behavior Specialist	1.0	Yes

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

Yes

**Please list(or attach)fee schedule and explain how the participant fees support the program.**

Membership fees for after school program are 10 dollars per month per kid and 10 dollar per month for transportation, due by the 5th of each month.

Printed By: Irina Riggerbach on 6/21/2023

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Membership fees for summer camp are 100 dollar for members of our after school program and 150 dollars for non members of our after school program; due when registering for camp

We do have scholarships available, as we do not want anyone left out of our programs that would like to participate.



#### **Program Fees Supporting Documents**

Key Staff bios.docx

**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.**

ISBE (Illinois State Board of Education) 1998 - Present \$270,000- \$331,000 annually

Illinois Alliance of Boys & Girls Clubs (DHS Funding) TeenReach 2002 - Present \$50,000 - \$95,000 annually

CDBG -Youth Services 1995 - 2022 \$10,000 - \$70,000

CDBG - Public Facilities Rehab 2022 \$56,000

OJJDP - Mentoring 2020, 2022 \$9,800 - \$10,000

**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.**

ISBE (Illinois State Board of Education) SIS reporting monthly

IWAS reporting quarterly

Monitoring yearly - no findings

Illinois Alliance Monthly reporting

Yearly monitoring - no findings

CDBG-Youth Services Quarterly reporting

Yearly monitoring - no findings

CDBG -Public Facilities Rehab Quarterly reporting

OJJDP - Mentoring Quarterly reporting

**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.**

Boys and Girls Clubs of Greater Peoria uses QuickBooks financial system as well as Time Station timekeeping system. The Boys and Girls Clubs will separate Violence Prevention funds from other funds by using the following policies and practices established by the organization:

Our accounting system is set up with unique revenue accounts for each grant and upon approval, The Boys and Girls Clubs will add a new account for Violence Prevention. Expenses are also separated by grants with in the system.

Charges must be supported by a system of internal controls which provides assurance that the charges are accurate, allowable, and properly allocated. All charges must be pre-approved and have grant information located on the purchase order.

All invoices are approved by the CEO and delivered to the CFO via the administrative assistant for payment.

Charges for salaries and wages of non-exempt employees must be supported by regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR Part 516)

Checks for payment of wages, goods and services are signed by the CEO and checks written to the CEO for reimbursement are signed by a board member and are accompanied by all receipts and detailed list signed by the Board President. All checks over \$5000, require 2 signatures (CEO and Board Secretary)

Incoming checks are processed in a way to segregate duties: Administrative Assistant opens check envelopes and copies all checks, gives all checks to CEO, who writes up the bank deposit and takes deposit to the bank. Returns the deposit slip to the Administrative Assistant who then attached slip to the check copies and submits them to the CFO for the deposits to be entered into the system.

**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.**

The Violence prevention funds will be utilized to support a team of 14 staff members who will actively engage with program participants, covering both their salaries and fringe costs. Additionally, the funds will provide support for two staff members responsible for fulfilling all programming and financial reporting obligations. The funding will also be allocated towards procuring necessary supplies, materials, guest speakers, and equipment to ensure that all participants have access to adequate tools throughout the program.

To ensure compliance with 2 CFR Part 200, a thorough review of the budget will be conducted, ensuring appropriateness and accurate accounting of all costs. Meticulous record-keeping of expenses, including receipts and invoices, will be maintained as evidence of the necessity and reasonableness of the expenditures. Strict adherence to the grantor's guidelines will be followed to ensure that all expenses are reasonable and permissible under the terms of the grant agreement.

The Tutoring & Mentoring/Street Smart program is partially funded from Heart of Illinois United Way, OJJDP, the Illinois Alliance of Boys and Girls Clubs and donation money received.

To determine the cost per unit of service or per unduplicated client, we define a unit of service as one person receiving one hour of tutoring. After comparing the costs of several tutoring entities, we found the average cost per hour to be between \$30-\$150, with an average of \$65/hr. In contrast, we aim to provide tutoring and teaching to our youth at a significantly lower cost per hour.

The most recent Census Bureau data for public school spending per student by state shows that the cost per year for strictly instructional hours is \$9,703.00 per pupil. We propose to offer our Street Smart program, one-on-one tutoring, mentoring, goal setting, and life skill instruction at a cost of \$1,254 per unduplicated client for a year.

References:

Operating expense per pupil. ILLINOIS. (n.d.)

<https://www.illinoisreportcard.com/state.aspx?source=environment&source2=perstudentspending&Stateid=IL>

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

NA



## D. Conflict of Interest

Completed by tdriscoll@bgcpeoria.org on 5/8/2023 11:05 AM

Case Id: 35353

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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](#))?**

No

**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 tdriscoll@bgcpeoria.org on 5/8/2023 11:05 AM

Case Id: 35353

Name: Boys and Girls Clubs of Greater Peoria - 2023

Address: 2703 W. Grinnell Street Peoria, IL 61605

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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**

2022 Post-Audit Letter-BGC.pdf

2022 Financial Statements-BGC.pdf



#### IRS Tax Exempt Letter **\*Required**

IRS tax exempt letter.pdf



#### Audit Findings

**\*\*No files uploaded**



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

**\*\*No files uploaded**



#### Program Fees Supporting Documents

Key Staff bios.docx

## Submit

Completed by tdriscoll@bgcpeoria.org on 5/8/2023 11:06 AM

**Case Id:** 35353

**Name:** Boys and Girls Clubs of Greater Peoria - 2023

**Address:** 2703 W. Grinnell Street Peoria, IL 61605

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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**

Christian R Lee

**Agency CEO Signature**

Christian R Lee

*Electronically signed by tdriscoll@bgcpeoria.org on 5/8/2023 11:05 AM*