

## Eligibility

Completed by fstewart@mbdcpeoria.org on 5/9/2023 3:35 PM

Case Id: 35450

Name: Minority Business Development Center - 2023

Address: 2139 S.W. Adams Street

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### Eligibility

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Please provide the following information.



## City of Peoria Violence Prevention

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

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

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

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

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

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

#### 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 dmoore@mbdcpeoria.org on 5/12/2023 8:18 AM

Case Id: 35450

Name: Minority Business Development Center - 2023

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### A. Applicant Agency Information

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Please provide the following information.

#### A.1 Violence Prevention Program Title

Workforce 101

#### A.2 Organization Name

Minority Business Development Center

#### A.5 Address

2139 S.W. Adams Street Peoria, IL 61701-1801

#### A.3 Contact Person

Fred Stewart

#### A.4 Title

Program Manager

#### A.6. Contact Phone Number

(309) 966-3989

#### A.7. Contact Email Address

fstewart@mbdcpeoria.org

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

2139 S.W. Adams Street Peoria, IL 61701-1801

**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.**

Please complete and upload the Fiscal Sponsor Agreement



[Fiscal Sponsor Agreement](#)

*\*\*No files uploaded*

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

Fred Stewart, fstewart@mbdcpeoria.org, 309-966-3989

#### A.11 Date of Incorporation

09/13/2013

#### A.10 Federal Employer Identification Number

47-4822225

#### 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](#).**  
03718-230331

#### 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](#)

NG53J1TA23B6

**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*

7ZKX3

**A.14 Agency Annual Operating Budget**

\$1,026,766.00

**A.15 Number of Paid Staff**

7

**A.16 Number of Volunteers**

2

## B. Funding Requested

Completed by dmoore@mbdcpeoria.org on 5/12/2023 11:47 AM

Case Id: 35450

Name: Minority Business Development Center - 2023

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### 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.**

\$190,780.00

#### B.2. Total Project Budget

\$190,780.00

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

60

#### B.4 Priority Area

Workforce Training

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

Item	Amount	Short Description
Personal and Fringe	\$101,680.00	Salary: Program Manager \$55,000 (1-FTE) Program Assistant \$30,940 (1-FTE) Program Clerk \$15,740 (.5-FTE)
Other	\$0.00	
	\$101,680.00	

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

Item	Amount	Short Description
Personnel and fringe	\$12,300.00	Fringe benefits for personnel listed above.
Direct expenses		
Travel	\$5,000.00	Workforce Conferences and Staff Training on programs to provide to participants
Equipment	\$0.00	No funding for additional equipment is being requested.
Materials and Supplies	\$16,500.00	Printer Paper, printer ink, pens, pencils, notepads, thumb drives, name tags, binders, certificates, certificate holders, folders, etc.
Contractual	\$15,000.00	New Millennium Institute-Life Skills training. \$10,000 (6-cohorts) May-I Community Outreach-Post employment follow-up with Returning

		Residents \$5,000 (60 individuals)
Program Expenses	\$11,300.00	60 Customer Service Specialist Certifications @ \$80 each= \$4,800  Software support -Facet Technology: \$100 per person=\$6000  ETA International membership fee to receive training material as shown above at a better discount = \$500
Other	\$10,000.00	Facilities fee \$1000 per cohort (6-cohorts=\$6000, Utilities, weekly Trash pickup, weekly office Cleaning/disinfection= \$4000 annual
Other	\$5,000.00	60 Microsoft 365 licenses, Google Software training, individual hotspots for those without internet access
Other	\$14,000.00	Media recruitment, marketing and outreach utilizing Traveler Weekly (\$375 per month) and WPNV radio station (\$500 per month).
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
	\$89,100.00	

## C. Program Information

Completed by [jstewart@mbdcpeoria.org](mailto:jstewart@mbdcpeoria.org) on 5/12/2023 12:50 PM

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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 Workforce Readiness 101 program will offer a solution to the needs highlighted in the 2020 Peoria Area Community Needs Assessment. Workforce Readiness 101 will provide participants 60 hours of training over six 4 week sessions which will focus on foundational employment and customer service skills that are applicable as well as viable in all employment sectors and provide the opportunity to earn an industry recognized credential as a Customer Service Specialist. A professional portfolio demonstrating skills and credentials earned will be the culmination of the program which participants can present to employer partners. Training structure will include evening, virtual and daytime opportunities.

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

Workforce Readiness 101 will increase marketability for low income residents, instill a sense of confidence surrounding their ability to contribute to an employer in the community, meet employer needs and increase employment and resiliency rates for participants that complete the program. Workforce Readiness 101 will focus on increasing participants' interpersonal and business skills through the participation in weekly training sessions resulting in the completion of the Customer Service Specialist certification. The certification is an industry recognized credential and will provide participants the foundational skills that are applicable to all work environments. According to the 2020 Peoria area

**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 main goal of Workforce Readiness 101 is to increase the marketability of 60 low income residents by improving soft skills and foundational employment skills through the participation in training for the industry recognized Customer Service Specialist credential. The Workforce Readiness 101 will serve 60 low income individuals through implementing six (6) 4 week cohorts of 10 participants throughout the grant cycle. Objectives will be measured and evaluated using a database to enroll students, track attendance, certification completion and development of portfolio and employment placements. This will allow staff to maintain and manage progress for efficiency as well make any needed adjustments that might arise.

The impact of Workforce Readiness 101 will be measured through the following:

- A). The number of unemployed individuals that apply to enroll in Workforce Readiness 101.
- B). The program attendance of enrolled participants.
- C). The number of participants developing a professional portfolio.
- D). The number of participants that meet with employer partners.

community needs assessment, 60% of adults in the Peoria area don't have a credential beyond a high school diploma and need such a credential to earn family-sustaining wages.

The Workforce Readiness program goal is to reduce violence prevention by offering proper infrastructure, strategic programming and learning environment that seeks to promote viability and sustainability within each participant. We also have additional resources such as our Entrepreneurship, Information Technology, and Energy Efficiency that can be an alternative pathway for participants.

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

Although elements of this program has been included in our current offerings, we have taken this opportunity to bring all those separate pieces in to a new, well laid out, actionable and documented program. We consider this a new program.

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

Specifically Census Tract 27.01, Census Tract, 48.02, but available for citizens city-wide.

**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.**

High and persistent unemployment has led to poverty, crime and low achievement in the black community has led to the need of the Workforce Readiness 101. To combat these issues, a concentrated effort to upskill unemployed and under employed workers in challenged communities is needed. Further, this type of program offered inside these communities will enable better access for those challenged by transportation concerns. 100% of our client base are within a range of demographics (minorities, women, veterans, low income, returning adults, specialty groups, older adults and upskilling adults). In addition, we are located adjacent to the 61605 zip code, and serve the lowest income population in the County who reside in the 61602, 61603, 61604, 61605 zip codes. We

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

The goal is to connect 35 clients served to permanent employment and a livable wage job. However, we have mechanisms in place to track and continue to work with those who are not placed within our initial time grant time frame.

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

The Workforce Readiness 101 will conduct an intake and assessment process to establish a foundation of progress and acceleration that demonstrates progress, impact and growth.

This will allow staff to maintain and track progress for efficiency as well make any needed adjustments that might arise. The professional portfolio will outline the clients skills, abilities and progress. This portfolio will establish the bases for resume and application completion to prepare for employer partner opportunities. To track progress toward achieving our goals we will monitor a set of performance indicators that will include but are not limited to: • Percentage and number of participants completing Customer Service Specialists Credential Training.

- Percentage and number of participants earning a nationally and or state recognized credential and or certificate
- Percentage and number of participants who enter unsubsidized employment.
- Percentage and number of participants who receive a base hourly pay equal to or above Minimum Wage.
- Percentage and number of participants who remain in unsubsidized employment for 30, 60, 90, and 180 days.

**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 Workforce Readiness 101 staff will implement a "boots on the ground-door to door" recruitment approach to make potential participants aware of our programming. We will also utilize our radio station WPNV 106.3 to promote, interview and provide awareness of this



have found that IT programming along with Job Readiness Training is needed to satisfy the needs of persons participating in all our programs. However, the community we serve have their biggest weakness in job readiness, computer access, training, and application. We have bridged this gap with our Workforce Readiness 101 IT Program, a fully operational training facility, along with partnering with PCs for People to provide free or reduced cost computers for personal use. These computers allow individuals to continue improving their workforce training in the comfort of their own homes. Adding additional workforce training options would further enhance our program and allow us to reach additional participants and potentially double the client base that we serve. Our clients would be able to further their career and/or entrepreneurial pursuits, pour back into the disadvantaged communities and be a positive example of success in their households.

**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.**

The Workforce Readiness 101 program references the most recent data through the Peoria Area Community Assessment and DATAUSA, a reputable source utilized throughout the Peoria Area Community Assessment. Additionally, Workforce GPS highlights the utilization of subject matter experts to assist with removing barriers to employment as an evidence based practice. The Workforce Readiness 101 program staff are subject matter experts, have backgrounds and pre-career experiences that mirror the targeted population and a collective span of 50 years of experience successfully developing and implementing programs with the target population. This practice will create a platform for rapport building, trust and honesty and provide a wealth of resources and support to program participants. These are essential components that must exist in a reciprocal manner to effectively partner with the target population for this program.

opportunity.

The Minority Business Development Center (MBDC) Workforce Readiness 101 program staff will also recruit participants through marketing Workforce Readiness 101 program to a minimum of 20 community based organizations, attending a minimum of 5 community events and providing a minimum of 8 hours of door-to-door outreach. MBDC will host 3 onboarding events at its location and other off-site locations to assist interested individuals with completing applications.

A prepared Workforce Readiness 101 flier will include a QR Code which will be a direct link to the application. Cohort 1 recruitment goals will begin within 45 days of grant award receipt to ensure a cohort 1 launch of 60 days from grant award receipt.

**C.11. How does the program collaborate with other agencies? Describe your agency's working relationship with other organizations and describe services and programs by other agencies that will provide additional or similar services to your clients. Please detail the formal agreements and history of partnerships within the community. Do these agreements lead to cost savings for your agency?**

The Minority Business Development Center has established relationships with a number of local organizations that provide additional services. Intentional engagement with community stakeholders is a valuable component as it's been on previous grants that we have partnered on. We currently network and collaborate with other organizations such as Career Link, New Millennium Institute, Tri-County Urban league, South Side Community Center, Peoria Citizens Committee for Economic Opportunity (PCCEO), local churches, other individuals, groups and Peoria Public Schools. These efforts will assist with recruitment and support of interested participants. We will also leverage our employer partnerships for networking events and employment opportunities for participants who successfully complete the program. Leveraging our relationships will reduce the cost and time for other direct outreach by staff.

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

The Minority Business Development Center practices and promotes diversity, equity and inclusion through its make up of gender diversity, age diversity and a inclusive culture

that fosters open communication, honesty and trust. Although we focus on the minority population, we also served the community at large which consists of a range of demographics including minorities, women, veterans, low income, returning citizens, specialty groups and upskilling adults. This message is included in our organizational motto of "We help keep your business in the black, because the only color we see is green."

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

We currently have 7 African American staff, which includes 4 females and 3 males.

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

The MBDC board of directors breakdown is as follows:

African Americans - 7

Caucassians- 2

Middle Eastern - 1

Females- 5

Males - 5

## C. Program Information Cont'd

Completed by dmoore@mbdcpeoria.org on 5/12/2023 11:43 AM

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### 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
	Fred Stewart	Program Manager	100%	Yes
	Wanda Patterson	Program Assistant	100%	Yes
	TBD	Program Clerk	50%	Yes

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

No

**C.17. What is your organization's experience in managing publicly funded projects? Describe any specific experience your organization has in the administration of federal, state, and local government funds. If you are using a fiscal agency, you may list the information for that agency.**

Yes the MBDC has experience managing public funded projects as well as local and state government funds.

Our organization has received and managed the following:

\$250,000 Capital Grant -State of Illinois Department of Commerce

\$50,000 Capital Grant - State of Illinois Department of Commerce

\$40,000 Operational Grant - State of Illinois Treasurers Office

\$100,000 Capital/Operational Grant - County of Peoria

**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.**

County of Peoria - annual

Community Foundation - semi annual

Ameren-Illinois - quarterly

State of Illinois/DCEO - monthly

State of Illinois Treasurers office - semi annual

Wells Fargo - annual

CLA - annual

**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.**

The MBDC utilizes Quick Books for financial reporting, accounting procedures, time and record keeping. This systems enables us to identify and designate funding sources and uses. Expenditure for all organizational funds, not just funding from this source, must be approved by the CEO and is reported out and reviewed by the board of directors on a monthly basis. Our board treasurer leads the board finance committee and is tasked with the organizational financial review as part of the finance committee monthly report to the board.

**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 total cost to serve 60 participants through the Workforce Readiness 101 program is \$175,730.

**SALARIES:**\$101,680

Program Manager ,1-FTE (\$55,000) will teach, coordinate, organize, oversee, and report on all partnerships, proctor the national exams.

Program Assistant 1-FTE (\$30,940) will prepare facilities and assure all needed supplies and materials are ordered, in-house and ready for use by each participant. In addition the assistant will oversee orientation onboarding and attendance.

Admin Clerk .5 FTE (\$15,740) will provide clerical support to create files, filing, calls to participants, assisting in the documentation of files that are maintained by the organization for reporting out to funding sources. Create and maintain a Constant Contact listing that the Program Manager and Assistant will use for regular communication with participants.

**FRINGE:** \$12,300

Fringe Benefits , at 12% to cover employer portion of taxes on wages for the year.

**TRAVEL:** \$5,000

Travel - Staff will participate in two professional development trainings that will improve and enhance the Workforce Readiness 101 program.

**MATERIALS AND SUPPLIES:** \$16,500

Training Materials, Fees for National Certification for 60 Participants, Book, study guide, practice exams, Professional Portfolio, certificates certificate holders, computer ink, printing, copier paper, pens, and binders.

**CONTRACTUAL:** \$15,000

--New Millennium Institute (\$10,000) will provide 'real world' Soft/Life Skills training for the 6 cohorts that will take place during this program 12 months.  
--May-I Community Outreach (\$5,000) will provide one-on-one follow-up with returning residents during pre/post employment (60 individuals)

PROGRAM EXPENSES-\$11,300

60 Customer Service Specialist Certifications (ETA International) @\$80 each= \$4,800

Software support -Facet Technology company: \$100 per person= \$6000

ETA International membership fee to receive training material as shown above at a better discount = \$500

EQUIPMENT/FACILITIES: \$10,000 annual

- Occupancy Cost

Facilities fee \$1000 per cohort (6-cohorts=\$6000, Utilities, weekly Trash pickup, weekly office

Cleaning/disinfection= \$4000 annual

SOFTWARE: \$5,000

60 Microsoft 365 licenses, Google Software training, individual hotspots for those without internet access.

MARKETING/PROMOTION: \$14,000

Traveler Weekly \$4,500 annually (\$375 monthly)

WPNV Radio Station \$6,000 annually (\$500 monthly for daily radio announcements)

Print Media (Community Word), Flyers and Outreach fees at off-site events \$3,500 annually

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

The MBDC is currently assisting individual who walk in off the street with on-line job applications using our lobby computer. We also work with registered participants individually and in group setting in our computer labs and classrooms.

## D. Conflict of Interest

Completed by [jstewart@mbdcpeoria.org](mailto:jstewart@mbdcpeoria.org) on 5/11/2023 6:43 PM

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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 dmoore@mbdcpeoria.org on 5/12/2023 6:00 AM

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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**

FINAL 2021 AUDIT.pdf



**IRS Tax Exempt Letter \*Required**

IRS letter BBApeoria.jpg



**Audit Findings**

*\*\*No files uploaded*



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

*\*\*No files uploaded*



**Program Fees Supporting Documents**

*\*\*No files uploaded*

## Submit

Completed by fstewart@mbdcpeoria.org on 5/12/2023 12:52 PM

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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**

Denise Moore

**Agency CEO Signature**

Fred Stewart

*Electronically signed by fstewart@mbdcpeoria.org on 5/12/2023 12:52 PM*