



Application Instructions for Violence Prevention Program Funding

**2022 APPLICATION INSTRUCTIONS  
VIOLENCE PREVENTION PROGRAM  
CITY OF PEORIA**

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**I. INTRODUCTION**

The Violence Prevention funding application has been developed to help agencies present their programs in a concise format. The application information is based on 14 months of service (November 2022 to December 2023) with the possibility of extensions depending on grant performance and approvals.

Please review all sections carefully. The information provided will be used by the CDBG Public Services Advisory Commission (“Commission”) to evaluate each application based on the criteria provided at the end of this document. Information should be clear, concise, and limit the amount of jargon or acronyms used. If you have questions or need help with the application, please email [grants@peoriagov.org](mailto:grants@peoriagov.org).

**CRITERIA FOR A COMPLETE APPLICATION**

Applications must satisfy all of the following criteria to be considered complete and eligible for review by the Commission::

1. All application materials must be submitted to [grants@peoriagov.org](mailto:grants@peoriagov.org) by **Friday, September 9, 2022 at 2 PM Central Time**. No late applications will be accepted. Application materials include the following:
  - a. PDF Application Form.
  - b. Program Budget Form.
  - c. Financial audit for organization. If single audits are required, please include those.
  - d. Proof of 501(c)3 or public charity status.
2. Program must meet one of the priority areas outlined in these instructions.
3. Program must be evidenced-based to be eligible for federal funding.
4. Applicant must have a local office within the Tri-County region and serve City of Peoria residents.
5. Must meet additional criteria as outlined under Grant Eligibility Requirements.
6. Must acknowledge that the organization will obtain required beneficiary information and outcome measures for all City of Peoria residents receiving services through the grant.
7. Must agree to submit reports and any additional documentation needed by City of Peoria staff.
8. NOTE: Costs incurred prior to the execution of a grant agreement with the City of Peoria are not reimbursable.

**What is the Violence Prevention Program?**

The City of Peoria is requesting proposals for use of the American Rescue Plan Fiscal Recovery Funds related to violence reduction and prevention.

The grant program will give priority to programs that clearly demonstrate immediate intentionality around violence reduction and support programs using evidence-based violence reduction programming or promising strategies that may include the following:



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- Are place-based efforts designed to promote neighborhood safety and reduce or prevent crime in a specific geographical area as defined by a neighborhood and/or community.
- Led by engaged and mobilized residents and community leaders.
- Focus their efforts on providing supportive services (such as employment, education, mentoring, recreation, mental health supports, and family support services) to youth and young adults who face unique challenges and may have a higher likelihood of community disengagement without the proper intervention strategies.
- Willingness to partner and cooperate with public agencies in collaboration to help prevent crime in our community.

### **What is the CDBG Public Services Advisory Commission?**

The CDBG Public Services Advisory Commission is a thirteen member commission of the City of Peoria organized in 1974. The members are appointed by the Mayor with the consent of the City Council.

The Commission oversees the annual allocation of Community Development Block Grant (CDBG) funds that are provided to nonprofit agencies within the City of Peoria. The Commission has experience in reviewing and rating applications for funding and will be reviewing this application.

### **Available Funding:**

The City of Peoria ("City") will award Violence Prevention funds on a competitive basis based on application scoring by the Commission. Approximately \$700,000 is available for the 2022 application.

Funds are provided on a reimbursement basis. Detailed documents of eligible expenses must be provided as part of quarterly financial reports. Up to 10% of the grant request may be for administrative expenses. These expenses must be detailed as part of the reimbursement request.

### **Eligible Applicants:**

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

### **Grant Eligibility Requirements**

The funding provided for this grant is federal funding through the American Rescue Plan. All responsibility for following federal regulations and policies rests with the subrecipient.

1. Applicant must be a 501(c)(3) public charity or an individual or entity with an appropriate 501(c)(3) public charity serving as a fiscal sponsor. Must be a 501(c)(3) not-for-profit/Tax-Exempt Number.

With respect to fiscal sponsorship, a 501(c)(3) public charity may serve as a fiscal sponsor for a for-profit organization, an unincorporated association, or an individual operating with a charitable purpose but without a 501(c)(3). A 501(c)(3) public charity may also serve as a fiscal sponsor for grassroots 501(c)(3) charitable organization.



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Fiscal sponsorship is ideal for small and emerging organizations who may need assistance with managing the grant's compliance requirements and groups/individuals operating with a charitable purpose but without a 501(c)(3). The fiscal sponsor must be another 501(c)(3) public charity with the administrative capacity to support the sponsored entity in meeting all applicable grant rules and regulations. Any misuse of federal funds becomes the sole responsibility of the fiscal sponsor. The fiscal sponsor receives the grant funds and ensures that the funds are spent in accordance with 2 CFR Part 200, Uniform Administrative Guidance, Cost Principles, Audit Requirements for Federal Awards, and all other requirements outlined in the grant agreement. A written agreement between the entities should be established prior to applying for funds and submitted along with the grant application.

2. Have an EIN (Employer Identification Number).
3. Have an active City of Peoria EEO number.
4. Comply with the Uniform Guidance ([2 CFR Part 200](#)) and Subpart E – Cost Principles.
5. Program must provide services to residents of the City of Peoria.
6. Program must be evidence-based per American Rescue Plan guidance.
7. Registered in SAM.GOV and maintained annually while administering grant funds.
8. In good standing with the State of Illinois.
9. Provide a formulated detailed budget and budget narrative.
10. Quarterly Reporting- program, financial reporting, and ongoing monitoring.

### **2022 Funding Priorities**

All applications submitted must be for evidence-based programs that address one of the priority areas below. Organizations may submit more than one application if applying for multiple programs. An explanation for each area is below.

- Thriving Neighborhoods
- Empowered Youth & Young Adult
- Restoration & Resilience
- Intervention
- Violence Reduction

### **Thriving Neighborhoods**

Place-based efforts are designed to support neighborhoods that promote safety, strengthen social networks among residents and reduce or prevent crime in a specific geographical area as defined by a neighborhood and/or community and led by engaged residents and community leaders. Organizations applying for support in this area must be able to measure how efforts have increased residents' safety and awareness in a particular area through resident surveys, increased crime reporting, or using crime statistics. These efforts may include:

- Focus on sustained efforts to engage residents and community over time to increase social bonds and decrease crime within specific neighborhoods, zip codes, or other geographical areas (i.e., crime watch, block parties, bystander safety workshops and trainings, resource fairs, anti-violence messaging campaigns, etc.)
- Focus on building community partnerships with public systems (law enforcement, court systems, prosecutor's office, and corrections) within a specific geographical area to help reduce



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criminal activity by assisting with solving crimes, increasing crime reporting, or providing information to help prevent the occurrence of a crime (i.e., reentry resource fairs for families and community, driver's license reinstatement fairs, legal resources or fairs for expungements, engage in truth and reconciliation process to increase public trust, etc.)

- Focus on improving physical assets and spaces within a neighborhood that has the potential of improving resident safety and/or deterring criminal behavior and/or activity. (i.e., physical design and beautification to promote a sense of ownership and decrease stigmatization of an undesirable area)

### **Empowered Youth and Young Adult**

Programs focus their efforts on providing supportive services (such as employment, education, mentoring, recreation, and family support services) to youth and young adults who face unique challenges and may have a higher likelihood of community disengagement without the proper intervention strategies. Organizations applying in this area should be able to demonstrate the impact of services and the ability to improve current conditions of program participants. A formal mentorship component should include regular meetings (at least three to four times a month) of sufficient duration (six to twelve months).

This effort may include a focus to increase protective factors and develop resiliency skills of specifically targeted youth and adult populations, including education, employment, and housing services.

### **Restoration and Resilience**

Providing appropriate community-based social-emotional development opportunities, mental health support, conflict resolution skills for youth and young adults. Programs and/or services that promote healing centers, trauma response services, therapeutic models, and reduce the use of drugs and/or alcohol. (i.e., recovery café, mediation centers, yoga, cognitive-behavioral therapy, art therapy & artistic expression programming).

### **Intervention**

Programs focus their efforts on providing supportive services to residents currently interacting with the criminal legal system. These services support productive citizenship, financial self-sufficiency and reduce recidivism. Organizations applying in this area should be able to demonstrate how efforts influence an individual's ability to gain skills, obtain work, secure housing, and prevent interaction with the local criminal legal system after being convicted of a crime. These efforts may include:

- Focus on providing support services to youth to prevent interaction with the juvenile legal system, the adult criminal legal systems, or gangs.
- Focus on providing support services to adults who were or are currently involved in the criminal legal system to become economically self-sufficient, reintegrate into the local community and reduce recidivism.
- Providing legal aid programs related to record expungement and other legal resources needed that reduce recidivism.

### **Violence Reduction**



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Programs/efforts that develop and implement integrated, evidence-based outreach activities/crisis intervention, violence interruption, cognitive behavioral therapy and family-based programming, for those residents who are most at-risk of violent victimization or perpetration of violent acts (previously shot/known gun activity, close friend/family member shot in last 12 months), referring to pro-social & supported grassroots and community-based organizations.

### **Performance Metrics**

All applicants need to design their program to include performance metrics that assess the impact of their program as well as demographic information of participants. As part of the application, applicants will describe any qualitative data gathered and describe how quantitative and qualitative data points influence the program.

Suggested Performance Metrics include but are not limited to:

- Recidivism Rates
- Crime Stats in Focused Area
- Arrest rates
- Earnings
- Employment Retention
- Education & Training
- Housing Stability
- Mental Health Stability
- Substance Use Stability
- Community Building
- Graduation Rates
- Participation Numbers
- Outreach Efforts

Applicants should design programs that not only reach a certain amount of people but have a measurable impact on the people being served.

Additional specific examples:

- Adult Arrest/Recidivism: Organizations track if a client is arrested and whether they are convicted of a new crime during the grant period
- Youth Arrest/Recidivism: Organizations track if a client has a new juvenile court case filed and whether they are placed under court ordered restrictions during the grant period
- Violence Reduction: Organizations track their referrals to services as well as the number of criminal homicides and official nonfatal incidents reports happening in the zip codes targeted by the program during the grant period
- Community Building: Organizations track the number of people taking part in actions, number of people increasing participation in actions and/or number of organizations/groups involved in a coalition for an activity/project/event during the grant period
- Adult Earnings: Organizations track a client's level of earnings and whether those earnings increase during the grant period
- Adult Employment: Organizations track if a client is employed and the length of employment during the grant period



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- Youth Employment: Organizations track if a client is employed, the length of employment and the amount of wages/stipend earned by the client during the grant period
- Education & Training: Organizations track a client's enrollment, persistence and completion of an education or training program during the grant period
- Housing Stability: Organizations track a client's ability to obtain housing and the length of time the client retains housing during the grant period
- Mental Health Stability: Organizations track if a client reaches stability and the length of time that stability is retained during the grant period
- Substance Use Stability: Organizations track if a client reaches stability and the length of time that stability is retained during the grant period
- Youth Skills Development & Attitudes: Organizations track whether a client increases skills or experienced an improvement in attitude during the grant period
- Adult Violence Reduction: Organizations track if a client is arrested for a new crime and/or sustains a violent injury during the grant period
- Youth Violence Reduction: Organizations track if a client is suspended or expelled during the grant period

### Ineligible Activities

- Organizations that are NOT tax-exempt under section 501(c)(3) Public Charity of the Internal Revenue Code
- Grants or payments to individuals
- Projects/programs aimed at promoting a particular religion or construction projects for religious institutions. Religious organizations may apply but may not require their clients to be a member of their church, participate in religious activities, or conform to their beliefs.
- Operating, program and construction costs at schools, universities and private academies unless there is significant opportunity for community use or collaboration
- Organizations or projects that discriminate based upon race, ethnicity, age, gender or sexual orientation
- Political campaigns or direct lobbying efforts by 501(c)(3) organizations
- Post-events, after-the-fact situations or debt retirement
- Medical, scientific or academic research
- Publications, films, audiovisual and media materials, programs produced for artistic purposes or produced for resale
- Travel for bands, sports teams, classes and similar groups
- Annual or onetime events such as appeals, galas, celebrations, conferences, meetings or membership contributions
- Fundraising events such as golf tournaments, walk-a-thons and fashion shows
- Funding that would duplicate other federal or state funds for the same costs



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### **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. This person will also be the main contact for all communication from the City and will be responsible for relaying all information to others within the applicant's organization.

Organization Fiscal Agent – If your program is using another qualified organization as the fiscal agent, please list the name of the organization, contact person, email, and phone number.

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

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

Sam.gov registration: All agencies receiving federal money must register for a SAMs Cage Code. It is free to register. Please visit [www.sam.gov](http://www.sam.gov) to register. Instructions for registering can be found at [https://www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm). Please also provide the expiration date of the Sams Cage Code Number.

Unique Entity Identifier (UEI): The UEI has replaced the DUNS number for all federal grants. The UEI is assigned through sam.gov. If you are already registered in sam.gov, a UEI number has been created for your agency and you can look it up on the sam.gov website. If you are new to registering to sam.gov, a UEI number will be assigned to you along with the Sam Cage Code number in the item above.

2022 Funding Requested and Total Program Budget – The amount of Violence Prevention funds requested for the 14-month period.

Priority Area – The Priority areas are listed starting on page three of this document. Application should be within one of these issue areas.

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

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

Question 2 – Please detail how the program specifically addresses a Priority Area checked on page one of the application. Please be sure your program meets the description provided for each Priority Area. Please see page three of these instructions for the priority area definition.

Question 3 – How long has this program been in operation or is this a new program?

Question 4 – What specific geographic area does this program serve? (List Census-Tracts or City-Wide)



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Question 5 – Please include specific information on the need for the program. The need for the program must be presented with factual data, statistics, or information and the source cited for this information. **General statements of need do NOT meet this criteria.**

Question 6 – Please provide information about the design of the program and how the program is evidence based. Please refer to research, thirty-party program evaluations, or other objective data and note the sources. NOTE: Federal guidelines require all programs to be evidenced-based. Programs not meeting this criteria are not eligible for funding.

Question 7 – Please describe the number of people to be served and the outcomes that will be measured. Explain why these outcomes were chosen and how they demonstrate achievement of the goals of your program and connect to violence reduction. Describe the tools that will be used to track progress, how progress will be measured, why these measures were chosen, and how these methods are evaluated. Be as specific as possible about these items.

Question 8 – Please describe your organization’s system for tracking demographic information and outcome measures in order to accurately report these as part of quarterly reporting. Are they entered from the application form into a computer program? Counted from the application materials? Who in the organization manages this process?

Question 9 – Please describe your organization’s outreach and marketing plan for this program. Please describe your organization’s experience working with the target population such as similar programs or the type of staff to be hired to conduct the outreach and case management.

Question 10 – How does the program collaborate with other agencies? Describe your agency’s working relationship with other organization and describe services and programs by other agencies that will provide additional or similar services to your clients. Please detail the formal agreements and history of partnerships within the community. Do these agreements lead to cost savings for your agency? Provide a clear detailed description of complementary services/programs and how they help meet needs and promote increased self-sufficiency, AND described intra-agency collaboration/coordination, AND included details on formal agreements and a history of partnerships in the community and linkages to mainstream resources.

Question 11 – Please describe your agencies efforts to practice and promote equity and inclusion within your organization and with your clients. The following question asks for the race/ethnicity and gender identity make up of your organization’s staff and your organization’s board of directors.

Question 12 – Please provide a breakdown of your current staff demographics by race/ethnicity and gender identity.

Question 13 – Please provide a breakdown of your Board of Directors by race/ethnicity and gender identity.





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- Question 14 – Please list ALL staff members to be funded with City Violence Prevention funds and staff that will compile required City reports. Include background and qualifications such as education, experience and training. If a new position, please include the qualifications that will be required for hiring the position. The FTE on this program is the total time on this program, not just the portion to be charged to Violence Prevention grant funds.
- Question 15 – If fees are charged for the program, please describe how these fees are used to support the same program.
- Question 16 – Describe your organization’s history managing publicly funded projects including federal, state and local resources. You may also include the staff member’s history of managing programs when previously employed at another organization if needed. You may also use the fiscal agency’s experience if applicable.
- Question 17 – Describe your organization’s required credentials, accreditations, or other processes. These can be federal, state, or other organization requirements. Please be sure to describe the credentialing agency. Describe the scale of possible outcomes and the outcome achieved by your organization. Describe the reasoning for any lower scores or denied accreditations.
- Question 18 – Please describe your agency’s financial system (I.e. Quickbooks, etc.) and timesheet system. How are time allocation studies conducted and who oversees time sheets of staff? Describe accounting procedures for keeping CDBG funds separate from other funding types. Describe your organization’s internal controls that minimize opportunities for fraud, waste, and mismanagement such as separation of duties, approvals of time sheets and checks by multiple people, and other safeguards your organization has implemented.
- Question 19 –The agency’s 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. Please submit an unbound copy. If an agency does not have a financial audit, it will not be considered eligible for funding.
- Question 20– Please consult the 2 CFR 200, Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards. These audits, commonly referred “Single Audits”, are required of agencies that spend over \$750,000 in federal awards. This audit must be conducted by the same entity that conducted the agency’s audit. A copy of the Single Audit for the agency’s most recent fiscal year must be included with the application.
- Question 22 – Please provide a narrative of the budget provided in the excel sheet. If there was not enough room in the excel sheet lines to provide the information requested on the budget amounts, please use this area to explain the justification and method of calculation for costs. Administrative expenses, including staff who are not providing direct service to clients, are limited to 10% of the total grant amount. Please see the excel sheet instructions and guidance tab for more information on the differences between costs items and the federal requirements for costs.



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Conflict of Interest – Please indicate if any member of the CDBG Public Service Commission or City Council is an employee, agent, consultant, officer, or elected official, including Board Members. The list of Commission Members is available [here](#) and the City Council Members at <http://www.peoriagov.org/city-council/>. This does not disqualify you from funding but may require those members to abstain from evaluating or voting on the funding recommendation.

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

### III. APPLICATION SCHEDULE

Tuesday, August 9, 2022	City Council discussion and possible vote on final materials.
Monday, August 15, 2022	Application Released
Friday, September 9, 2022	Applications Due by 2 PM Central Time
Saturday, September 10, 2022	<b>Commission begins reviewing applications</b>
Monday, September 26, 2022	All Commissioner reviews due to staff by 5 PM
Tuesday, October 11, 2022	Staff prepares average scores for each application for City Council funding decision.

First year grant would be from November 1, 2022 to December 31, 2023