

Community Development Commission Agenda

City Hall, City Council Chamber
1528 3rd Avenue, Rock Island, IL
January 16, 2024
5:30 PM



- 1) Call to Order and Roll Call
 - Andy Boswell
 - Ametra Carrol-Castaneda
 - Jeremy Crafton
 - Hershel Jackson
 - Jen Osing
 - Frank Roe Jr.
 - Richinda Sakho
 - Tom Tarnow
 - Kaye Whitley
- 1) Public Comment
- 2) Opening Items
 - a) Approval of the Written Agenda for January 16, 2024.
 - i) *Recommended Motion: Move to approve the January 16, 2024 agenda.*
 - b) Approval of the Meeting Minutes from December 19, 2023.
 - i) *Recommended Motion: Move to approve the December 19, 2023 minutes.*
 - c) Approval of 2024 Community Development Commission Public Meeting Schedule.
 - i) *Recommended Motion: Move to approve the 2024 Community Development Public Meeting Schedule.*
 - d) Public service presentations from applicants of the 2024-2025 public service funding.
- 3) Old Business
 - a) *None*
- 4) New Business
 - a) Approval of the 2024-2025 applicants for public service funding and award amounts.
 - i) *Recommended Motion: Move to approve the 2024-2025 public service funding applicants and award amounts to council.*
 - b) Approval of the 2024 applicants for public facilities projects and funding amounts.
 - i) *Recommended Motion: Move to approve the 2024 public facilities applicant award amounts to council.*

- c) Approval to use CIRLF funding in the amount of \$259,410.00 for the public service facilities roof replacement project for the central firehouse station.
 - i) *Recommended Motion: Move to approve using part of the CIRL Funds to complete the Public Service Facilities project at the central firehouse station.*
- 5) Other Business
 - a) *Reminder: Next CDC Meeting will be Monday February 19, 2024 from 5:30PM to 6:30PM.*
- 6) Adjournment
 - a) *Recommended Motion: Move to adjourn.*

Rock Island Community Development Minutes

City Hall, City Council Chamber
1528 3rd Avenue, Rock Island, IL
December 19, 2023
5:30 PM



Voting Members Present Andy Boswell
 Ametra Carrol-Castaneda
 Frank Roe Jr.
 Hershel Jackson
 Jeremy Crafton
 Jen Osing
 Kaye Whitley
 Richinda Sakho
 Tom Tarnow

Voting Members Absent None

Staff Present Nichole Mata

Call to Order and Roll Call

Whitley called the meeting to order at 5:32 PM and took the roll.

Public Comment

There were no public comments.

Opening Items

Whitley recommended a motion to approve the agenda for December 19, 2023. Crafton made motion and Carrol-Castaneda second the motion.

Whitley recommended a motion to approve the meeting minutes from October 16, 2023. Roe Jr made the motion and Osing second the motion.

Whitley recommended a motion to approve the meeting minutes from November 20, 2023. Jackson made the motion and Boswell second the motion.

Old Business

No Old Business.

New Business

Year-end review, Feedback on how things are working currently in the commission and 2024 Agenda items coming up and goal setting for 2024 were all discussed. Next meeting is January 16, 2024 at 5:30PM.

Other Business

None

Adjournment

Whitley asked for a motion to adjourn meeting at 5:56PM. Roe Jr approved and Carrol-Castaneda 2nd the motion. The motion carried unanimously on a vote of 8-0.



City of Rock Island Community Development Commission 2024 Public Meeting Schedule

Public Meeting Date
*January 16
February 19
March 4
March 18
April 15
*May 21
June 17
July 15
August 19
September 16
October 21
November 18
*December 17

Meetings are generally the third Monday of the month, beginning at 5:30 PM and are held in the Council Chambers (Third Floor) at City Hall, 1528 – 3rd Avenue. Dates that have a * in front of it mean the meeting date will fall on a Tuesday due to a holiday or Council Meeting scheduled.

Memorandum
Community and Economic Development Department
To: Community Development Commission
Subject: Fully Fund Public Service Money
Date: 01/10/2024



Staff has received seven completed public service applications to use 2024 CDBG Public Service funding.

Narrative is requesting \$20,150.00
Christian Care is requesting \$30,000.00
Prairie State Legal is Requesting \$50,000.00
World Relief is requesting \$51,738.60
YWCA is requesting \$40,000.00
Humility Homes is requesting \$25,000.00
Martin Luther King Center is requesting \$150,000.00

The total request is for \$366,888.60. The City's 2024 CDBG allocation amount has not yet been announced but staff anticipate that it will be the same as last year. As such and given that public service funding is capped at fifteen percent of the overall allocation, staff estimate the availability of \$167,000.

Staff is recommending that five of the applicants receive funding in equal amounts at \$20,000.00 per applicant and the remaining \$67,000.00 be awarded to the Martin Luther King Center. Staff is not recommending funding Humility Homes application because the nature of their request is not strictly speaking a service, but instead a facility renovation. This is not an eligible undertaking per the program guidelines. Overall, staff has determined that all of the other applications meet the requirements of the program, are clearly connected to the goals of the Consolidated Plan, and have general merit. Due to limited funds, not every request for funding can be fully met. However, all else being equal, staff believe that providing all first-time applicants with an equal share of funds is appropriate. The MLK Center in turn has traditionally received a large allocation and staff is recommending a step-down in funding that allows that applicant an opportunity for transition. In the future, staff will be able to factor into its recommendation the ability of past recipients to appropriately administrate funds.

Out of an abundance of caution, and in consultation with the City Attorney, staff is requiring that members of the Commission whose organizations have applied for public service funding recuse themselves from discussion and voting on this matter.

Recommendation: The Community & Economic Development Department recommends that the Commission recommends to council to fund the applicants as follows:

Narrative \$20,000.00

Christian Care \$20,000.00

Prairie State Legal \$20,000.00

World Relief \$20,000.00

YWCA \$20,000.00

Humility Homes \$0

Martin Luther King Center \$67,000.00

Submitted by:

Nichole Mata, Community Development Manager
Miles Brainard, CED Director

Program Overview

Completed by annette@narrativesqc.org on 11/3/2023 8:34 AM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

(US) +1 813-513-0495

Printed By: Nichole Mata on 1/12/2024

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM) registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

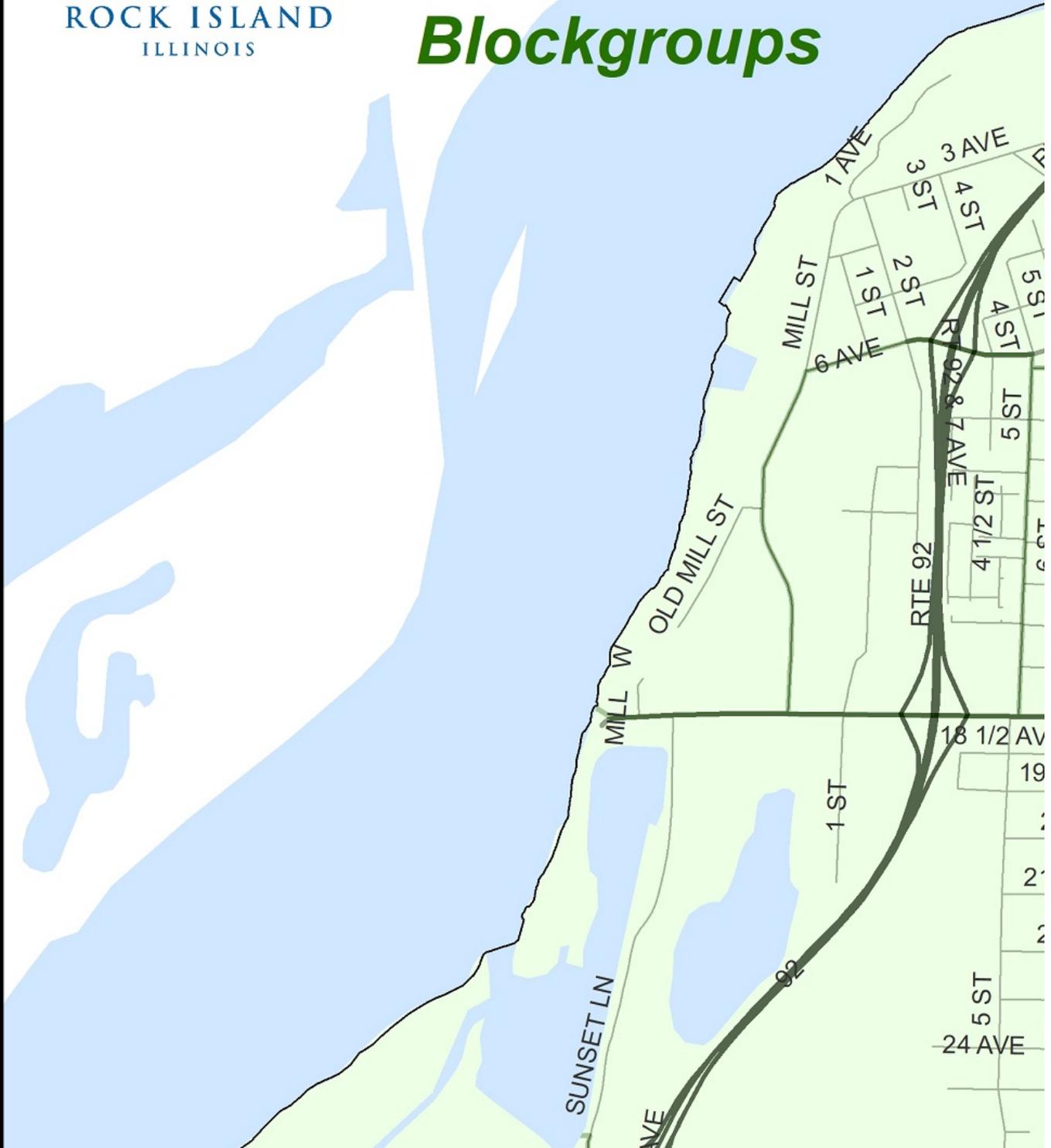
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by annette@narrativesqc.org on 12/20/2023 12:11 PM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Narratives

A.2. Address

2623 5 Avenue Suite 101 Rock Island, IL 61201

A.3. Phone Number

(306) 585-3311

A.4. Fax Number

A.5. Website

<https://www.narrativesqc.org/>

A.6. SAMS Number

██████████

A.6B. If SAMS Number includes letters AND numbers, enter here

A.7. Federal Tax ID Number

██████████

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Annette

A.10. Last Name

Clevenger

A.11. Executive Director

Yes

A.12. Address

2623 5 Avenue Suite 101 Rock Island, IL 61201

A.13. Phone Number

(309) 585-3311

A.14. Email Address

annette@narrativesqc.org

B. Project Information

Completed by annette@narrativesqc.org on 12/21/2023 10:54 AM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

Narratives serves young adults, ages 17-25, in the Quad Cities. Currently, most of our services provide support for Rock Island residents. All our participants qualify as low-income, with three-quarters of participants identifying as people of color.

According to census data, more than 15,000 young adults between the ages of 17 and 25 live in Rock Island. Statistically, 1,400 of these Rock Island young adults did not graduate from high school and nearly 2,000 live below the poverty level, with 600 having grown up with generational poverty. Data compiled by the Brookings Institute finds generational poverty more prevalent in Black families than White with Black families 16 times more likely to have three or more generations of impoverished individuals in their families than White families.

Recently, Narratives changed locations at the request of our participants. Our previous meeting space sat in an area that many of our Rock Island participants could easily access, but its location in a neighborhood rife with criminal activity and dangerous situations prevented some from attending. Our participants desperately want a fresh start, which is difficult to achieve when surrounded by the same habits and people who caused trauma or problems for you. At their request, we sought out a new location to help them in separating from this neighborhood.

Changing locations allowed us to provide a safer meeting place for participants, removed from neighborhoods and people that caused their trauma. Still easily accessible for our participants on 5th Avenue near the Quad City Botanical Center, the new location shares a building with Closet2Closet which allows us to easily connect participants to other needed resources.

B.2. Describe the need for the program.

According to the Anxiety and Depression Association of America, 8.7% of people with incomes below the poverty line experience severe psychological distress. Limited financial resources, insufficient housing, higher crime and violence rates, and underfunded school systems often exacerbate poor mental health outcomes for low-income families and contribute to increased risk for child abuse, neglect, substance abuse, and poor physical health outcomes, like high blood pressure. Self-discrimination, community stigmas, and lack of health insurance create barriers to resolve these issues.

The National Alliance on Mental Illness reports that mental illness often makes its first appearance during young adulthood, with 75% of all lifelong mental illnesses beginning by age 24. While young adults get diagnosed with mental health disorders more often than any other age group, they also have the lowest insurance rates, according to US Census Bureau data. As a result, only half of afflicted young adults received treatment in 2016.

We see this clearly in our participants: 75% of our participants do not have insurance and 80% have never received mental health support services. Poor mental and behavioral health impacts all aspects of their daily lives, including their

Printed By: Nichole Mata on 1/12/2024

6 of 23

ability to secure a job or maintain relationships. Of the 75 young adults who have participated in Narratives programs to date, all experienced some type of mental health struggle; 75% experienced significant trauma in their childhood and now exhibit symptoms of poor mental health as a result.

B.3. Describe the services to be provided.

Requested funds will underwrite the cost of expanding Narratives' no-cost group mental health support to vulnerable Rock Island young adults.

Research shows that support groups benefit youth and young adults more than individual counseling does; hearing from others that they also struggle combats feelings of depression, anxiety, and isolation. Many mental health centers have eliminated group sessions because insurance companies will not pay for them. Not restricted by the prerogatives of insurance companies, Narratives can use the most effective method for reaching our targeted age group. In this case, that means using group sessions to help clients connect with their peers, mentors, and life coaches.

Community Support Groups serve as a safe space to find compassion from peers who understand life as a vulnerable individual and from life coaches who can offer advice. They help resolve lingering trauma and create community and relationships for at-risk young adults who often struggle with trust and friendships. Fostering healthy relationships, teaching conflict resolution, and holding each other accountable for their behavior gives them first-hand experience and lessons that they can then take into the community.

By resolving their trauma and improving their mental health, building a social safety net, and learning life and job skills, the young adults in our programs find hope for the future and feel empowered to set and achieve goals for their lives.

B.4. Does this program operate at least 40 hours per week?

Yes

B.5. Does this program operate year-round?

Yes

B.6. When does this program operate?

Summer

Fall

Winter

Spring

B.7. What parts of the week is this program available?

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Printed By: Nichole Mata on 1/12/2024

- Mornings
- Afternoons
- Evenings
- Overnight

C. Project Results

Completed by annette@narrativesqc.org on 12/21/2023 11:00 AM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

This project meets the City Council approved local objective of providing mental health services to Low- and Moderate-Income individuals in our community.

Untreated mental health issues often result in poverty, unemployment, homelessness, substance abuse, and more. NAMI estimates that untreated mental illnesses cost the US economy \$300 billion in lost potential, creating deeper connections between mental illness and socio-economic status.

Most people correctly define poverty as lacking financial resources to meet basic needs. Families living with generational poverty also experience educational, parental, and spiritual poverty, whose cumulative effects create a constant state of hopelessness. Without hope or the belief that life can get better, families have little motivation or energy to break the cycle of poverty or to teach or encourage their kids to break the cycle. Instead, their children learn that they do not have control over their life, so they never learn to make plans beyond the immediate, including forgoing mental health support, job training, or supportive services to get and keep a good job.

We see untreated mental illness wreaking havoc on our program participants' lives by preventing them from securing and maintaining gainful employment, breaking free from toxic relationships, and obtaining high school diplomas. All our program participants to date qualify as low-income, 10 have experienced homelessness in the last five years, and 75% lack health insurance and access to mental health care.

Many local service agencies provide support for youth who experience trauma and mental health challenges, but these services often end when the participant turns 18. This leaves little room for young adults – especially with lower incomes, no insurance, and no social support system – to break their cycles of poverty, unemployment, and trauma. And without the social supports, many of these young adults do not know that mental health supports exist for them in the community.

By addressing these disparities and inequities in our community and offering them at no charge to participants, we meet local objectives to improve health and safety for low to moderate income residents. For instance, coping skills provide the best way to reduce the manifestation of mental health challenges. We prioritize sharing techniques like creating art and writing to help young adults process and recover from the symptoms of anxiety, depression, and other mental health challenges with which they live. In doing so, we improve the individual's outcomes, helping them achieve goals like securing stable housing and gainful employment. To date, teaching coping skills to improve mental health has helped 80% of our participants achieve goals like ending a period of homelessness or finding quality employment.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information

Printed By: Nichole Mata on 1/12/2024

9 of 23

for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be “satisfaction” outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of “best case scenario”.
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures	Improve mental health for young adults.	Teach coping skills to overcome mental health challenges.	Among 75 participants, 80% report learning at least one coping skill and improvement in their mental health.	Among 125 participants, 85% of participants learn at least one coping skill and experience improved mental health and behavioral health outcomes.

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

Many local agencies assist community members with employment, housing, and more, but do not address the root cause of their struggles: mental health. Ignoring their trauma and mental health symptoms leaves participants in a perpetual state of chaos. Addressing their trauma, resolving it, and developing healthy coping skills creates a new way forward for our participants.

Local large-scale providers, like Transitions and Robert Young, offer mental and behavioral health services, but a number of obstacles keep our participants from accessing this resource. Long waitlists often mean individuals wait months to receive services and you must have some form of insurance or steady income to pay for the services. Additionally, the systems in place at these facilities do not lend themselves to personalized, trust-based relationships. They also cannot provide group-style services or intense one-on-one coaching outside of therapy appointments.

The Safer Foundation works with justice system-involved individuals to facilitate successful re-entry into the community. While the work they do secures employment and housing for these individuals and addresses mental and behavioral health challenges, their programs do not intercede before the individual becomes involved with the criminal justice system.

Narratives works with individuals who potentially live one crisis or decision away from an arrest – or worse – and

provides support and resources to keep them out of the criminal justice system or prevents a mental health challenge from becoming a crisis. We also serve individuals who have already interacted with the criminal justice system to give them comprehensive tools, relationships, and community to help keep them from reoffending.

Finally, connections set our programs apart from other service providers. Our approach allows each individual to build a network of trustworthy connections to walk alongside them as they utilize new skills, accomplish their goals, and re-write their life story. Staff members work with volunteer mentors and community businesses to create a direct line from goal setting to accomplishment.

D. Resources

Completed by annette@narrativesqc.org on 12/21/2023 11:02 AM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- **Identify funding sources for this program that will take the place of CDBG.**
- **Describe how your program is pursuing these sources of funding.**

Requested funds will support the staff time required to plan, implement, and evaluate the expansion of support groups and the costs associated with holding them. To date, we have received funding from the Regional Development Authority, Bechtel Trusts, Hubbell-Waterman Foundation, United Way of the Quad Cities, and 708 Mental Health Board of Rock Island County for this project, with additional funding requested from the Max and Victoria Dreyfus Foundation and Better Health Foundation.

Narratives receives grant funding and donor support from across the Quad Cities. Plans to pursue federal funding in 2024 and 2025 will supplement and replace the CDBG funding once expended as will continued development of our donor base to increase support from individuals.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

Mental health support groups account for roughly 50% of our programming. Two full-time staff and several contracted community leaders make the support groups possible. In 2024, we will add another full-time staff member to facilitate the support groups and accommodate the increased demand for creativity-based programs. Volunteers also attend the support groups to deepen their relationships with their mentees and establish bonds to provide the social safety net that so many of our young adults miss.

Other community organizations provide support through referrals and the donation of meeting space, allowing us to allocate more funds toward providing support services.

D.3. Describe how your program collaborates with other agencies for this particular program.

Narratives' referral network recruits young adults from across the Quad Cities. Existing partnerships with the Martin Luther King Center, Project Now, the Rock Island County Probation Office, and the Rock Island-Milan School District help us fill service gaps left when Rock Island young adults age out of their programs.

E. Program Compliance

Completed by *annette@narrativesqc.org* on 12/21/2023 11:03 AM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

Since its founding in 2020, Narratives has received more than \$213,000 in grant funding, including 3 grants from United Way Quad Cities which has rather extensive reporting requirements. Reporting requirements for each grant vary; our staff and board carefully account for the expenditures and programs supplied by these funds as well as participant demographics and outcomes.

For instance, intake forms record demographic markers, like income level and employment status, ensuring that we serve the population we intend to serve. 67% of our participants live in Rock Island, surpassing the 51% required by CDBG funding parameters. Funds awarded through this application will only support Rock Island residents.

This program is not new. In fact, it has already experienced monumental success. CDBG funding will allow us to expand services and bring 20 more participants to the program to improve mental and behavioral health outcomes for more Rock Island young adults. To date, 80% of support group participants report acquiring at least one coping skill through group support, which in turn has improved their mental health status and created the opportunity to improve their lifestyle and overall health. Because of this, we see our participants meeting their goals like securing and maintaining employment, finding a safe and secure place to live, and completing their GED so they can continue their education. Improving their mental health serves as the first and most important step to achieving these other goals.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

Existing organizational systems allow us to continue and expand programs responsibly as staff and resources allow.

Narratives' Board of Directors and Executive Director provide the administrative oversight necessary to run a non-profit organization, with careful evaluations to ensure that the organization meets its strategic goals and fulfills its mission. Reporting required by the United Way closely mirrors the reporting required by CDBG; Narratives has successfully received and reported on United Way funding each year since our founding in 2020. Additionally, the Executive Director works with an Executive Coach to facilitate continuous improvement of the organizations' functioning and programs.

Printed By: *Nichole Mata* on 1/12/2024

13 of 23

Recently, Narratives contracted with Total Solutions to provide fund and grant accounting. The Narratives' Board of Directors and Executive Director carefully examine financial reports generated by Total Solutions to ensure compliance with funder requirements and general accounting principles, good stewardship of funds, and secure the long-term sustainability of the organization.

Efforts to diversify funding began earlier this year as we identified the potential for increased demand. Support from donors and various foundations and grantors ensures that we can sustain the expansion of our programs beyond the CDBG funding period.

To measure our success and evaluate our programs, staff developed a blueprint that we use with each participant. Each participant comes to our programs with their own unique needs and our blueprint allows them to develop their own goals and timeline for completion while utilizing similar outcome measures for all participants. This personalized approach holds each participant accountable for their growth, while holding staff accountable for the actions they take to help them achieve their goals.

F. Budget

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Completed by annette@narrativesqc.org on 12/21/2023 11:22 AM

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$119,500.00	\$8,316.00
Equipment purchase	\$3,000.00	\$0.00
Rent	\$15,600.00	\$9,118.00
Office Supplies	\$1,000.00	\$781.00
Utilities	\$2,000.00	\$1,080.00
Facility Upgrades	\$600.00	\$0.00
Dues and subscriptions	\$200.00	\$1,890.00
IT	\$0.00	\$848.00
Legal Fees	\$2,000.00	\$1,661.00
Accounting Fees	\$0.00	\$2,313.00
Fundraising Fees	\$9,000.00	\$6,050.00
Coaching and professional development	\$600.00	\$740.00
Marketing and promotion	\$11,500.00	\$345.00
TOTAL	\$165,000.00	\$33,142.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$95,000.00	\$68,219.00
Scholarship awards	\$2,400.00	\$0.00
Equipment purchase	\$5,000.00	\$0.00
Life coaching materials	\$5,000.00	\$465.00
Food and meals assistance	\$5,000.00	\$80.00
Transportation assistance	\$2,500.00	\$159.00
Discretionary funds	\$5,000.00	\$225.00
Rent	\$19,800.00	\$13,067.00
Office supplies	\$3,000.00	\$1,492.00
Utilities	\$4,560.00	\$2,655.00
Gas and transportation	\$2,400.00	\$0.00
Facility upgrades	\$8,000.00	\$441.00
Dues and subscriptions	\$875.00	\$2,354.00
IT	\$107.00	\$989.00
Legal fees	\$2,400.00	\$609.00
Accounting fees	\$7,000.00	\$4,792.00

Fundraising fees	\$21,185.00	\$9,791.00
Coaching and professional development	\$5,000.00	\$1,860.00
Marketing and promotion	\$12,760.00	\$437.00
Events	\$1,200.00	\$182.00
	\$208,187.00	\$107,817.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$152,010.00	\$0.00
Scholarship awards	\$2,000.00	\$0.00
Life coaching materials	\$1,500.00	\$0.00
Food and meals assistance	\$5,000.00	\$0.00
Transportation assistance	\$750.00	\$0.00
Discretionary funds	\$5,000.00	\$0.00
Rent	\$6,000.00	\$0.00
Office supplies	\$3,000.00	\$0.00
Utilities	\$900.00	\$0.00
Gas and transportation	\$500.00	\$0.00
Dues and subscriptions	\$5,300.00	\$0.00
IT	\$1,800.00	\$0.00
Legal Fees	\$1,000.00	\$0.00
Accounting fees	\$7,000.00	\$0.00
Fundraising fees	\$21,000.00	\$0.00
Coaching and professional development	\$3,000.00	\$0.00
Marketing and promotion	\$4,000.00	\$0.00
Events	\$5,000.00	\$0.00
Depreciation	\$2,197.00	\$0.00
	\$226,957.00	\$0.00

F.4. Total Proposed Program Budget 2024

\$113,478.00

F.5. Percent CDBG Total Proposed Budget 2024

20.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Executive Director-- Oversees the organization, provides life coaching, and facilitates mental health support	Existing Position	35.00%	\$23,800.00	\$4,760.00

groups.				
Associate Director— Assists with managing the operations of the organization, provides life coaching, and facilitates mental health support groups.	Existing Position	60.00%	\$36,000.00	\$7,200.00
Creative Arts and Mental Health Specialist- Provides art related programming and life coaching and facilitates mental health support groups.	New Position	75.00%	\$37,500.00	\$7,500.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Rent- annual cost of the facility where we hold our mental health support groups.	\$6,000.00	\$3,000.00	\$600.00
Utilities- annual costs of utilizing the facility where we hold our mental health support groups.	\$900.00	\$450.00	\$90.00

F.8. CDBG Total Personnel Cost

\$19,460.00

F.9. CDBG Total Supplies & Services

\$690.00

F.10. Total CDBG request

\$20,150.00

G. Required Documents

Completed by annette@narrativesqc.org on 12/28/2023 7:34 PM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

NARRATIVES QC, INC. (NFP) Bylaws.pdf

Board meeting schedule for 2023-2024 *Required

_2024 Meeting Schedule.pdf

Board minutes from last three meetings *Required

Narratives Board Meeting Minutes 3 months.pdf

Board of Directors List - Download Form [HERE](#). *Required

2023 BOD Narratives.pdf

Certifications Form - Download form [HERE](#) *Required

Narratives Certifications form signed.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

Conflict of Interest (1).pdf

Financial Statements from last three months *Required

Narratives Financial Statements Sept-Nov 2023.pdf

Printed By: Nichole Mata on 1/12/2024

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) *Required

Grievance Policy (1).pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required

Illinois Good Standing Certificate 2023.pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status)

***Required**

Narratives QC Intake Form.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required

501c3 letter.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) *Required

Anti-Discrimination Policy Narrative.pdf

Procurement/purchasing policy *Required

Narratives Purchasing Policy.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures steps

***No files uploaded*

Sources of Federal Funding worksheet - Download form [HERE](#). *Required

Narratives Sources of Federal Funding Worksheet.pdf

Subrecipient checklist for Internal Control Form - Download Form [HERE](#). *Required

Narratives Internal Control Checklist signed.pdf

Succession Plan Form - Download form [HERE](#) *Required

Narratives Succession Plan.pdf

Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. *Required

World Relief Supporting Agency Worksheet.xlsx

Thurgood Marshall Support Agency Worksheet.xlsx

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

***No files uploaded*

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. *Required

2020 Form 990-N.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by annette@narrativesqc.org on 12/28/2023 7:49 PM

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Annette E. Clevegner

Electronically signed by annette@narrativesqc.org on 12/28/2023 7:49 PM

Date Signed

12/28/2023

Admin Documents

No data saved

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30671

Name: Narratives QC, Inc - 2024/2025

Address: 2623 5 Avenue, Suite 101, Rock Island, IL 61201

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by kmeier@christiancareqc.org on 12/22/2023 12:16 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

(US) +1 813-513-0495

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM)

registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

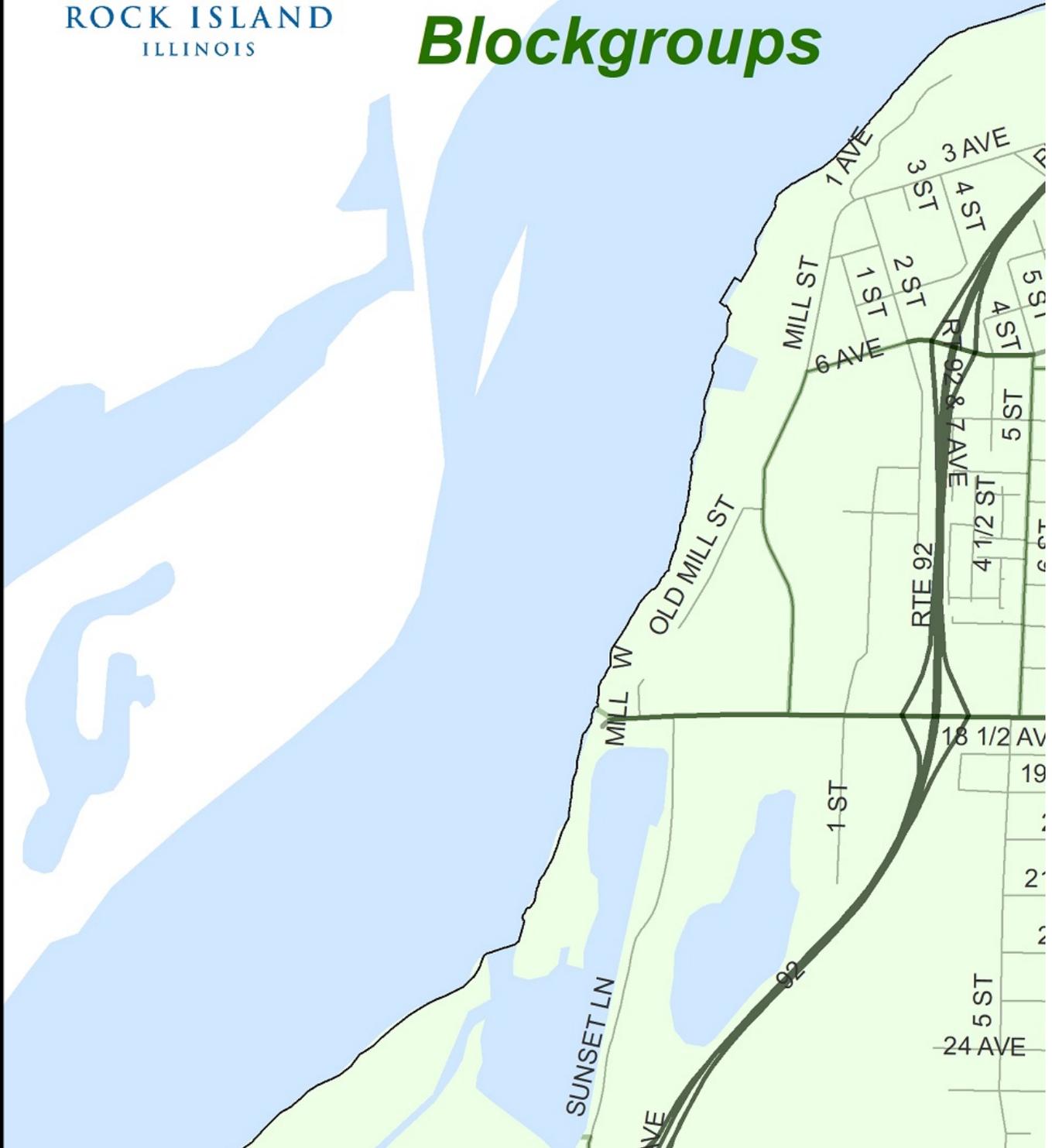
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by kmeier@christiancareqc.org on 12/22/2023 12:12 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Christian Care

A.2. Address

2209 3rd Avenue PO Box 4176 Rock Island, IL 61204-4176

A.3. Phone Number

(309) 786-5734

A.4. Fax Number

(309) 786-6774

A.5. Website

christiancareqc.org

A.6. SAMS Number

A.6B. If SAMS Number includes letters AND numbers, enter here

A.7. Federal Tax ID Number

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Kathy

A.10. Last Name

Meier

A.11. Executive Director

Frank Roe

A.12. Address

2209 3rd Avenue PO Box 4176 Rock Island, IL 61204-4176

A.13. Phone Number

(309) 786-5734

A.14. Email Address

kmeier@christiancareqc.org

B. Project Information

Completed by kmeier@christiancareqc.org on 12/15/2023 1:03 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

The population to be served is individuals experiencing homelessness in the Quad Cities and surrounding areas. The project location is Rock Island, Illinois.

B.2. Describe the need for the program.

Our own experience serving homeless persons testifies to the community's need for this program. Since 1916 when founder Guy Rodgers began with just one room in Rock Island, our organization's capacity to serve those in need has grown considerably, with several hundred assisted each year in our shelters and the community. In 2022, a total of 362 people* experiencing homelessness received critical services and support at Christian Care facilities. Through our street outreach services, an additional 225 individuals received help, and at our community meal site, nearly 35,000 meals were served.

Each January and July, a Point In Time Count of homeless persons provides independent documentation for the continuing overall need in the region.

*282 men, 78 women, and 2 children

B.3. Describe the services to be provided.

Christian Care will serve the most vulnerable populations in the community, by providing emergency shelter and supportive services at our two shelters, offering assistance to those living unsheltered, and in cooperation with our partners making legal help and basic medical care available on-site.

Both Christian Care locations provide shelter 24 hours a day, 365 days a year, with evening curfews and sobriety requirements for all residents. The Rescue Mission is a 42-bed facility for men located at 2209 3rd Avenue. Thirty-three beds are designated for emergency shelter, six for Veterans Transitional Housing, and three for Rock Island County Drug and Mental Health Courts. Martha's House, a 6-bedroom home located in the nearby Broadway district, shelters up to 20 women and women with children. Three of these beds are also designated for the Rock Island County Drug and Mental Health Courts.

We provide intensive case management services for all shelter residents. At entry, staff members ensure that basic needs are met, assess for any needed medical attention, and complete a formal intake. Within 72 hours of arrival, our Resident Services Manager and a Resident Service Coordinator meet with the new resident. They aim to identify the individual's root causes of homelessness, ongoing barriers to permanent housing, and resources needed and currently in use. An individual service plan with time-framed goals for housing and income is completed. The Service Coordinator and resident then form an action plan with steps needed to achieve each goal and meet weekly to assess progress.

During their stay with us, Service Coordinators assist residents with accessing housing options and employment, as well

Printed By: Nichole Mata on 1/12/2024

6 of 22

as mental health and substance abuse services. The focus is not just on helping individuals move into stable housing, but also on improving their life skills in order to reduce the chance of recurring homelessness.

B.4. Does this program operate at least 40 hours per week?

Yes

B.5. Does this program operate year-round?

Yes

B.6. When does this program operate?

Summer

Fall

Winter

Spring

B.7. What parts of the week is this program available?

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Mornings

Afternoons

Evenings

Overnight

C. Project Results

Case Id: 30678

Name: Christian Care - 2024/2025

Completed by kmeier@christiancareqc.org on 12/14/2023 1:22 PM

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

Christian Care provides services for homeless persons that benefit the health and safety of the low and moderate income population in Rock Island.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be “satisfaction” outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of “best case scenario”.
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures	Sheltered individuals receive the supportive services they need to prevent future episodes of homelessness.	Service transactions provided to all shelter residents	We were not CDBG funded last year.	80% of shelter residents receive at least four supportive service transactions during the program year.

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

Project Now partners with us to provide street outreach, with their worker teaming daily in Rock Island with our Street Outreach Worker. Both agencies coordinate to serve people experiencing homelessness with the resources

Printed By: Nichole Mata on 1/12/2024

8 of 22

that they need, with Christian Care providing emergency shelter and Project Now offering transitional housing and permanent supportive housing. Project Now also provides rent and deposit assistance as well as weatherization assistance. Both agencies assist with food and nutrition needs. Christian Care offers a year-round meal site open to the public. Project Now provides a Summer Lunch program for children and vouchers for food pantries.

D. Resources

Completed by kmeier@christiancareqc.org on 12/14/2023 1:22 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- **Identify funding sources for this program that will take the place of CDBG.**
- **Describe how your program is pursuing these sources of funding.**

Christian Care maintains an ongoing diversified funding base from multiple sources to avoid being overly dependent on any sole source. Charitable contributions account for a large percentage of annual revenue. Financial support is received from individuals, churches, businesses, bequests, endowments, and trusts. We regularly request funds from local and regional as well as state and national sources. Since 2010, we have received one federal grant from the US Department of Veterans Affairs to support six beds designated for military veterans in our Rescue Mission. Since 2020, we have received Emergency Solutions Grant funds made available by the Illinois Department of Human Services. We utilize FEMA Emergency Food and Shelter Program grants offered through United Way Quad Cities.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

Full-time staff are used for key managerial roles. The Executive Director oversees all operations, programs, and finances. The Operations Manager assists the Director with overall operations and is responsible for fund development. The Office Manager is responsible for accounting and payroll systems. Our Resident Services Manager oversees Resident Service Coordinators and all services for both shelters.

Two Resident Service Coordinators provide full-time supportive services, one at the Rescue Mission and one at Martha's House. Our full-time Street Outreach Worker seeks out those living unsheltered in the community and others unable to access services with the same level of resources offered in shelter. Nine full- and part-time Client Advocates serve as receptionists, providing daily round the clock shelter coverage.

Our full-time lead cook and a part-time assistant prepare nutritious meals every day of the year. In addition to serving shelter residents, our community meal site is open to the public. Last year, nearly 35,000 meals were provided. To help supply our kitchen, local grocery and restaurant businesses donate food throughout the year, and we utilize seven on-site gardens maintained by volunteers. We receive clothing, shoes, blankets and other vital supplies donated by the community, with volunteers helping to sort and organize donations for distribution.

D.3. Describe how your program collaborates with other agencies for this particular program.

Our Street Outreach Worker teams daily with a Project Now staff member to provide street outreach services. On-site at the Rescue Mission, medical services are available to shelter residents and the public through our collaborative partnerships with Community Health Care and Trinity Parish Nursing. Our collaboration with Prairie State Legal offers pro bono legal guidance and assistance by appointment for anyone in need at our mealsite. We assist individuals in Rock Island County Drug and Mental Health Courts by providing three beds for men at the Mission, and three beds for women at Martha's House.

E. Program Compliance

Completed by kmeier@christiancareqc.org on 12/14/2023 1:31 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

Christian Care has not previously received CDBG funds.

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

We have considerable experience in implementing and administering grants from other funders for this program, including state and federal government sources, and are in full compliance with governmental funding regulations. Since 2020, we have received annual Emergency Solutions Grant awards of no less than \$50,000 from the Illinois Department of Human Services. A recent ESG desk audit had no findings. During the COVID pandemic, the state also granted CARES Act funding (Coronavirus Aid, Relief, and Economic Security). Over the course of three years we received approximately \$300,000 in ESG-CV funds. Since 2010, we have received federal VA Grant and Per Diem funds from the Department of Veterans Affairs of up to \$50,000 yearly. In October 2023, a formal on-site audit conducted by the VA fiscal office had no findings and no recommendations.

Our program has proven viability and will utilize the accountability systems currently in place to comply with CDBG requirements. The Office Manager prepares our bi-weekly payroll and other disbursements, tracks all revenue and expenses in our accounting system, and assigns items to various grants as appropriate. Purchases are documented by paid receipts and personnel costs are supported by employee timesheet and payroll records. The Operations Manager prepares reimbursement requests to grantors, with the Executive Director reviewing and approving all submittals to funders. The Board of Directors receives monthly financial reports from the Executive Director that include the status of grant requests, revenue, and expenses.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

Christian Care is governed by a volunteer Board of Directors that approves agency policies and procedures and has fiduciary responsibility for the organization. All Board members reside in the Quad Cities region and receive no compensation for their roles. The Board meets monthly with the exception of December. Executive Director Frank Roe, who joined Christian Care in 2016, is responsible for the planning and oversight of all personnel, operations, programs and services. He is hired by and directly accountable to the Board, and attends all monthly Board meetings. All other Christian Care staff members are hired by the Executive Director, who ensures that compassionate, competent staff are employed to implement the organization's activities.

F. Budget

Case Id: 30678

Name: Christian Care - 2024/2025

Completed by kmeier@christiancareqc.org on 12/14/2023 1:34 PM

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
TOTAL	\$0.00	\$0.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4. Total Proposed Program Budget 2024

\$160,500.00

F.5. Percent CDBG Total Proposed Budget 2024

18.69%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Resident Services Coordinator/supportive services for shelter	Existing Position	25.00%	\$39,000.00	\$15,000.00
Resident Services Coordinator/supportive services for shelter	Existing Position	25.00%	\$39,000.00	\$15,000.00
Resident Services Manager/oversees all services and Resident Services Coordinators	Existing Position	25.00%	\$42,500.00	\$0.00
Street Outreach Worker/provides resources to unsheltered individuals	Existing Position	25.00%	\$40,000.00	\$0.00

F.7. Supplies and Services

Supplies and	Total Amount	Program Total	CDBG Amount
--------------	--------------	---------------	-------------

Printed By: Nichole Mata on 1/12/2024

14 of 22

Services/Description			
----------------------	--	--	--

F.8. CDBG Total Personnel Cost

\$30,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$30,000.00

G. Required Documents

Completed by kmeier@christiancareqc.org on 12/14/2023 1:34 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

Articles of Incorporation.pdf

Bylaws.final.10.16.18.pdf

Board meeting schedule for 2023-2024 *Required

Christian Care Board Meeting Schedule.pdf

Board minutes from last three meetings *Required

10.24.23 Christian Care Board Meeting Minutes.pdf

August 2023 Board Meeting.pdf

Christian Care Board Meeting Minutes 11.28.23.pdf

September 2023 CHRISTIAN CARE BOARD MEETING Minutes.pdf

Board of Directors List - Download Form [HERE](#). *Required

Board of Directors List (11.1.23).pdf

Certifications Form - Download form [HERE](#) *Required

Certifications.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

Conflict of Interest.docx

Financial Statements from last three months *Required

Financial Statements Period Ending Oct 31 2023.pdf
Financial Statements Period Ended Sept 30 2023.pdf
Financial Statements Period Ended Nov 30 2023.pdf

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) *Required

Christian Care Grievance Policy.pdf
Martha's House Grievance Policy.pdf
Rescue Mission Grievance Policy.pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required

Certificate of Good Standing Nov 21 2023.pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status) *Required

L3 - Intake Form 3.1.19.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required

501 c3.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) *Required

Non Discrimination Policy.pdf

Procurement/purchasing policy *Required

Purchasing.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures steps

***No files uploaded*

Sources of Federal Funding worksheet - Download form [HERE](#). ***Required**

VA GPD Monitoring 2023.pdf

IDHS April 2022 Monitoring Letter.pdf

IDHS March 2022 ESG Monitoring.pdf

4 -Sources of Federal Funding Worksheet Page 1.pdf

4 -Sources of Federal Funding Worksheet Page 2.pdf

Subrecipient checklist for Internal Control Form - Download Form [HERE](#). ***Required**

Checklist for Internal Control.pdf

Succession Plan Form - Download form [HERE](#) ***Required**

Succession Plan.pdf

Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. ***Required**

Project Now Supporting Agency Worksheet.pdf

CHC Supporting Agency Worksheet.pdf

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

Audit Final 2022.pdf

Management Letter 2022 Audit.pdf

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. ***Required**

2020 - 990 pages 1 through 12.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by kmeier@christiancareqc.org on 12/22/2023 12:25 PM

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Franklin D Roe Jr

Electronically signed by kmeier@christiancareqc.org on 12/22/2023 12:24 PM

Date Signed

12/22/2023

Admin Documents

No data saved

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30678

Name: Christian Care - 2024/2025

Address: 2209 3rd Avenue, PO Box 4176, Rock Island, IL

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by asimmons@pslegal.org on 12/13/2023 11:35 AM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

(US) +1 813-513-0495

Printed By: Nichole Mata on 1/12/2024

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM) registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

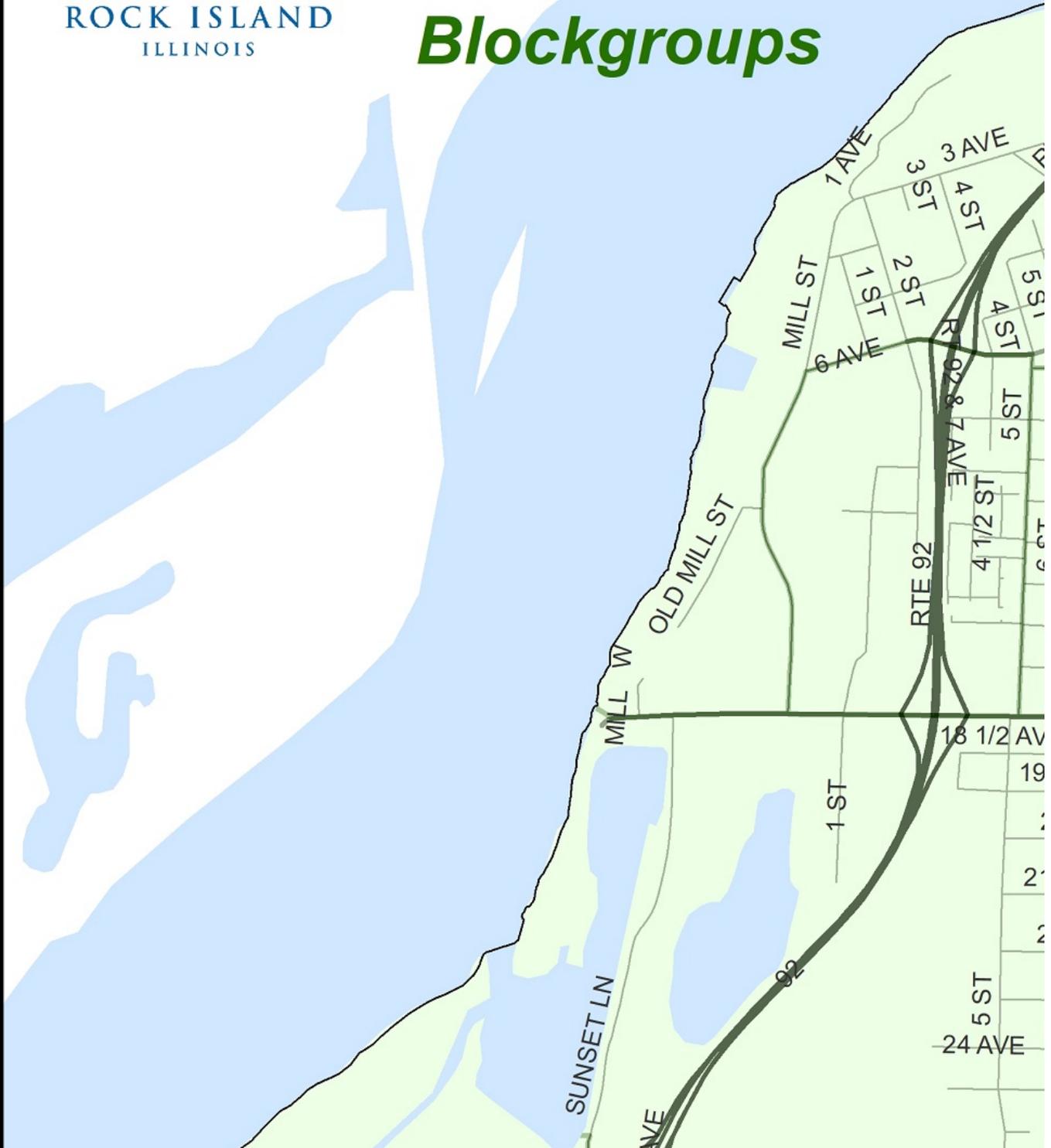
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by jluczowskiak@pslegal.org on 12/29/2023 1:47 PM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Prairie State Legal Services, Inc.

A.2. Address

1515 5th Avenue, Suite 200 Moline , IL 61265

A.3. Phone Number

(224) 321-5643

A.4. Fax Number

(309) 794-0265

A.5. Website

<https://pslegal.org/>@

A.6. SAMS Number

A.6B. If SAMS Number includes letters AND numbers, enter here

A.7. Federal Tax ID Number

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Arnetta

A.10. Last Name

Simmons

A.11. Executive Director

Denise Conklin

A.12. Address

303 N Main St #600 Rockford, IL 61101

A.13. Phone Number

(224) 321-5643

A.14. Email Address

grants@pslegal.org

B. Project Information

Completed by jluczowskiak@pslegal.org on 12/29/2023 2:26 PM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

Prairie State Legal Services (PSLS) will serve low-income people, survivors of domestic violence, veterans, and older adults (60+) living in the City of Rock Island who are facing civil legal issues that threaten their basic human needs, such as safety, housing, and financial stability. PSLS will serve this population from our Moline Office.

B.2. Describe the need for the program.

Prompt civil legal intervention helps people avoid problems before they become crises and helps break intergenerational cycles of poverty. When we prevent a wrongful eviction or utility shut off, our clients avoid a destabilizing event that can send a family into a cycle of financial and emotional turmoil, affecting their current and future residential stability. PSLS' services help decrease homelessness. When we help people with disabilities and older adults (60+) obtain needed medical care and medication, we reduce the need for more expensive and complicated emergency room care, thus, reducing the number of people in economic hardship due to medical bills. When we obtain a restraining order for a domestic violence survivor, we prevent future exploitation, threats, violence, or even death.

B.3. Describe the services to be provided.

PSLS serves 36 counties in Illinois and is devoted to resolving civil legal problems for low-income people, older adults (60+), people with disabilities, veterans, and survivors of domestic violence. PSLS is committed to ensuring that these populations have access to civil legal services to meet their basic human needs, such as safety, housing, and financial stability. PSLS staff employ various approaches to service that include providing legal information at community-based outreach events, advice by telephone counseling attorneys, assistance with legal documents, negotiation with opposing parties, or representation in court and administrative hearings. PSLS also administers a robust pro bono program.

As the only legal aid program operating in Rock Island County, PSLS employs a variety of approaches to delivering legal services. PSLS regularly markets our services through legal education and outreach presentations in the community and works with social service agencies to develop a referral practice between agencies when such services are required. In addition, government agencies such as the Illinois Department of Human Services, the Social Security Administration, and local courtrooms include phone numbers to reach PSLS on notices to people coming into contact with them.

Clients may reach PSLS by referral, through our telephone counseling intake line, through an online applications, or as walk-ins to our local offices. PSLS has ongoing formal referral relationships with various community partners and routinely conducts outreaches targeted to the most vulnerable populations. Our telephone counseling service is the primary intake point and responds to online intake as well as telephone intake.

PSLS intake staff complete an application with the client to determine the client's eligibility for various PSLS programs. If the client is eligible and an attorney is available for service, PSLS schedules the client for an interview with an attorney in the client's local office. Interviews may be conducted over the phone, at the PSLS office, or at off-site locations that are more convenient for the client.

Printed By: Nichole Mata on 1/12/2024

6 of 22

During the initial interview, the staff attorney listens to the legal issue, provides legal advice specific to the client's situation, including identifying the client's rights, responsibilities, and options, and confirms with the client at that time that the client understood the advice provided. Following the interview, the staff attorney presents the case at a weekly case assignment meeting, and the office decides what additional legal services or referrals to other agencies are appropriate. If it is determined that further legal services, including representation, would make a difference for the client, the staff attorney then conducts legal research, drafts legal documents, and represents the client in negotiations or in court or administrative hearings. PSLs attorneys work with community partners and PSLs' Community Resource Specialists to connect the client with any non-legal resources that may also be available.

B.4. Does this program operate at least 40 hours per week?

Yes

B.5. Does this program operate year-round?

Yes

B.6. When does this program operate?

Summer

Fall

Winter

Spring

B.7. What parts of the week is this program available?

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Mornings

Afternoons

Evenings

Overnight

C. Project Results

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

Completed by jluczowskiak@pslegal.org on 12/29/2023 3:08 PM

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

The program will meet current local objectives by, serving individuals who are facing financial and housing instability. PSLS prioritizes service to these populations in matters affecting safety, housing, and financial stability. In 2022, 86% of our clients throughout PSLS' 36-county service area had incomes of 200% of the federal poverty level (FPL) or less. The remaining 14% include persons served by special grants with expanded eligibility.

For example, PSLS serves clients at risk of losing their housing by fighting against illegal evictions, utility shut-offs, housing discrimination, or mortgage foreclosure. We help clients facing financial instability by fighting against wrongful denials of needs-based governmental assistance programs and improper collection practices. PSLS opens paths toward financial stability and independence by removing barriers to employment, by restoring driver's licenses, fighting against wrongful denials of professional licensing, and helping clients move past criminal records to employment through sealings, expungements, and health care waivers.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be “satisfaction” outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of “best case scenario”.
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures	90% of clients whose cases are completed with legal advice will	At the closing of each case involving legal advice, PSLS	In 2023, 14 of the 14 (100%) City of Rock Island residents	At least 90% of clients whose cases are completed with legal

Printed By: Nichole Mata on 1/12/2024

8 of 22

	<p>report understanding the legal advice provided and 70% of clients whose cases are closed with extended representation through negotiation, court, or administrative advocacy will obtain favorable results.</p>	<p>staff ask the client if they understood the advice provided and record their response in our client management system, LegalServer. At the closing of each case involving extended representation, PLS staff record if the intended result of the case was achieved, partially achieved, or not achieved in our client management system, LegalServer.</p>	<p>served by PLS who were asked if they understood the legal advice provided, reported understanding the legal advice provided. 22 of the 26 (84%) City of Rock Island residents served by PLS with extended representation, achieved or partially achieved a favorable result.</p>	<p>advice will report understanding the legal advice provided and 70% of clients whose cases are completed with extended representation will achieve a positive outcome. 90% of clients whose</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

There are currently no other civil legal services providers serving the residents of the City of Rock Island.

D. Resources

Completed by jluczowskiak@pslegal.org on 12/29/2023 3:30 PM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- **Identify funding sources for this program that will take the place of CDBG.**
- **Describe how your program is pursuing these sources of funding.**

Prairie State Legal Services (PSLS) will continue to provide free legal services to the City of Rock Island residents if not funded by CDBG in the future. PSLS has over 80 sources of grant funding from federal, state, and local government agencies as well as local foundations and the United Way.

PSLS has a Resource Development Department comprised of a Fundraising Team and a Grants Team. The Grants Team applies for local, state, and federal grants to support PSLS' mission. PSLS also has a fundraising committee consisting of private attorneys and other professionals that work with PSLS Resource Development staff to implement a fundraising strategy. This strategy typically includes several mailed solicitations to donors, followed by email solicitations, social media posts, and peer to peer follow-up. The fundraising committee seeks to increase unrestricted funds, allowing PSLS to serve clients with important legal problems threatening their basic human needs, but that do not otherwise fall into a category funded by grants. The committee also seeks to expand our individual donor base, corporate contributions, and local foundation support.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

PSLS' Moline Office is comprised of 1 Managing Attorney, 1 Supervising Attorney, and 5 Staff Attorneys to support Henry, Lee, Mercer, Rock Island, and Whiteside Counties. These staff are part of our Legal Operations Team and are responsible for carrying out the high quality legal services provided by PSLS.

PSLS' centralized telephone counseling unit provides telephone intake services for the vast majority of clients coming to PSLS. This Telephone Counseling Team includes 28 telephone counseling attorneys and intake specialists to serve our 36-county service area, including the 5 counties served by the Moline office.

The Moline Office is supported by 1 Office Manager and 1 Paralegal to provide administrative and clerical support to the attorney staff. The support staff assist the staff attorneys in recording the data required for each case as well as preparing documents and letters needed for service delivery. Administrative office staff prepare the billings and data reporting into the online system based on the local office data entry. These staff also check the accuracy and completeness of the data.

The Moline Office has 1 Community Resource Specialist (CRS) and 1 Grant Specialist assigned to its service area. Our CRSs are residents of the communities we serve who strengthen PSLS' trust within the communities through increasing partnerships and presence at community activities, engaging in outreach efforts that meet our clients within their communities, and promoting empowerment of residents through legal education. Our Grant Specialists

Printed By: Nichole Mata on 1/12/2024

10 of 22

are responsible for maintaining a portfolio of grants from research to application to implementation and reporting and for supporting the offices by helping determine how to fund each case.

Additionally, PSLs has a robust pro bono program which is overseen by a Pro Bono Coordinator. Under this program, hundreds of private attorneys provide pro bono legal services throughout PSLs' 36-county service area.

PSLS utilizes the Legal Server case management system to track every case handler's units of service in 6-minute increments. All attorneys are required to enter their time contemporaneously each day. A unit of service is defined as one hour of legal services provided to the client, either directly or indirectly. Direct legal services include activities such as client interviews and representation in court or administrative hearings. Indirect legal services include activities such as research to prepare for hearings and drafting legal documents. Units of service also include time spent on outreach, education, training, and strategic team meetings. All time that is entered into Legal Server must have a corresponding funding code that details what the source of funding is. This Program will have its own designated funding code. All case time entered into those designated cases and non-leave time spent on program activities will be reported to the City of Peoria for reimbursement. At the end of each reporting period, a time summary is generated for each funding source using Legal Server. That summary documents all the time that was billed for that funding source during that particular time period. Additionally, at the end of each pay period, a time sheet is generated that documents all of the attorney's time for that pay period and what funding source was associated with that time.

PSLS internal controls to minimize opportunities for fraud, waste, and mismanagement of funds include that the Managing Attorney reviews each staff attorney's timesheet at the end of each pay period to ensure accuracy. The Grant Specialist routinely runs time reports to monitor the amount of time spent on each program and reviews these reports with program staff to ensure that the time entered is associated with the correct program and funding source.

D.3. Describe how your program collaborates with other agencies for this particular program.

PSLS staff in our Moline office participate in the Continuum of Care to address issues related to homelessness and preventing homelessness as well as other community coordination efforts. Through this continuing participation, we have developed successful partnerships with organizations such as Project Now, Community Health Care, the Martin Luther King Center, Alternatives for Adults, and the Moline Housing Authority. These partnerships increase access to legal services for the residents of Rock Island and allow PSLs to provide free civil legal services for those most in need.

E. Program Compliance

Completed by jluczowskiak@pslegal.org on 12/29/2023 3:42 PM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

N/A

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

PSLS has provided civil legal services for over 46 years and implement over 70 federal, state, and local grants at any given time. We are currently receiving federal grants from the Legal Services Corporation, the Department of Justice, and the Veterans Administration. We also receive federal funding under the Older Americans Act and the American Recovery Plan Act from local Area Agencies on Aging. We receive CDBG and HOME ARP funds through state and local agencies, including the City of Waukegan, Lake County, the Town of Normal, Bloomington Township, the City of Aurora, and Will County.

PSLS has controls and procedures in place to ensure that funds paid to PSLS are used solely for specific grant purposes. First, PSLS maintains an electronic record for each client and scans and uploads the relevant documents into each case record. Each client legal matter is assigned an individual case number and a separate record is created in the database for each matter. The database allows us to record client demographics, financial eligibility, case type, disposition, and all the information required for reports, as well as case notes of all activities on the case. Cases in the database are assigned a specific funding code; this, in turn, gives us the ability to retrieve data to complete reports. In addition, each attorney records time spent in 6-minute intervals, by specific client and by activity performed (interviews, court appearances, legal research, etc.). Thus, we can retrieve from the database, reports showing total time spent by each attorney during a given time period. A supervisor reviews each case to confirm that we have correctly determined eligibility, assigned the proper funding source, and provided appropriate legal assistance.

PSLS will implement the same procedures in order to complete timely and accurate reporting for CDBG funding.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

PSLS has been a recipient of federal, state, local, and United Way grants for more than 46 years. We have excellent internal controls and procedures for fiscal administration and have been awarded the top 4 star rating from Charity Navigator for many years. The PSLS' Board of Directors maintains a healthy amount of reserve funding (between 3-6 months currently) to ensure that PSLS can weather government shutdowns and shifts in government funding.

Printed By: Nichole Mata on 1/12/2024

12 of 22

F. Budget

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

Completed by asimmons@pslegal.org on 12/29/2023 11:46 AM

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
N/A	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
N/A	\$0.00	\$0.00
	\$0.00	\$0.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Managing Attorney Salaries	\$2,425.00	\$2,425.00
Managing Attorney Benefits	\$680.00	\$680.00
Secretarial Salaries	\$5,145.00	\$5,145.00
Secretarial Benefits	\$1,440.00	\$1,440.00
Rent / Utilities	\$2,645.00	\$2,645.00

Indirect Cost	\$4,305.00	\$4,305.00
	\$50,000.00	\$50,000.00

F.4. Total Proposed Program Budget 2024

\$50,000.00

F.5. Percent CDBG Total Proposed Budget 2024

100.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
See breakdown in prepared budget		0.00%	\$0.00	\$0.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Rent / Utilities	\$2,645.00	\$2,645.00	\$2,645.00
Indirect Costs	\$4,305.00	\$4,305.00	\$4,305.00

F.8. CDBG Total Personnel Cost

\$43,050.00

F.9. CDBG Total Supplies & Services

\$6,950.00

F.10. Total CDBG request

\$50,000.00

G. Required Documents

Completed by asimmons@pslegal.org on 12/29/2023 1:22 PM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

ART OF INCORPORATION.pdf

BYLAWS Amended 2018.pdf

Board meeting schedule for 2023-2024 *Required

2024 Board Meetings.pdf

Board minutes from last three meetings *Required

Minutes - February 10 2023.pdf

PSLS Sept 8 2023 Board Meeting Minutes (Final).pdf

PSLS November 10 2023 Board Meeting Minutes (FINAL).pdf

Board of Directors List - Download Form [HERE](#). *Required

BOARD LIST - November 2023.pdf

Certifications Form - Download form [HERE](#) *Required

PSLS letter to Rock Island Community Services Dept - Denise and Adam signed.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

Revised Section XIV.A. Conflicts of Interest.pdf

Conflict of Interest Reporting Requirement for PSLs Board Members and Staff.October 2017.pdf

Financial Statements from last three months *Required

04 Balance Sheet Aug 2023.pdf
04 Balance Sheet Sept 2023.pdf
02 Balance Sheet Oct 2023.pdf

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) *Required

Complaint Procedure for Clients and Applicants.pdf
Employee Grievance.pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required

good standing secretary of state.pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status) *Required

Application model October 6, 2020.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required

501c3 issued 2019.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) *Required

Employment non-discrimination policies.pdf

Procurement/purchasing policy *Required

Procurement Policies and Procedures 9-2019 Accounting Manual.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures

steps

****No files uploaded**

 **Sources of Federal Funding worksheet - Download form [HERE](#). *Required**

- Northeastern IL.pdf
- NIAAA 2022Grantee Review Summary Report - PSL (1).pdf
- WIAAA PSLs Program Review Letter 2023.pdf
- HUD FHIP FPEI20058 MONITORING REVIEW_YR 2.pdf
- ECIAA Midyear Review 7.31.23.pdf
- City of Chicago audit review 2022.pdf
- Prairie State Legal Services EJP Close out letter 10.21-signed.pdf
- ICJIA- 218388_ReviewFinal_11.1.21.pdf
- 4 -Sources of Federal 1-C.pdf
- 4 -Sources of Federal Funding 2-C.pdf
- 4 -Sources of Federal 3- CC.pdf
- 4 -Sources of Federal 4-CC.pdf
- 4 -Sources of Fed 5CC.pdf
- COB CDBG PY2022 Monitoring Letter-PSLS 2023.pdf
- PHS Site Visit Review HRSA Ryan White Plan B 2020.pdf
- 4 -Sources of Federal 6CC.pdf
- CDBG Fair Housing Lake MONITORING LETTER (2).pdf
- CDBG Lack County Monitoring 12-7-2022.pdf
- 2023 City of Waukegan CDBG Monitoring Review.pdf
- 4 -Sources of Federal 7C.pdf
- COB CDBG PY2022 Monitoring Letter-PSLS 2023.pdf
- 4 -Sources of Federal 8C.pdf
- 4 -Sources of Federal 9C.pdf
- 4 -Sources of Federal 10C.pdf
- 4 -Sources of Federal 11C.pdf

 **Subrecipient checklist for Internal Control Form - Download Form [HERE](#). *Required**

- 5 -Subrecipients Checklist for Internal Control-DEC signed.pdf

 **Succession Plan Form - Download form [HERE](#) *Required**

- CDBG Succession Plan - DEC signed.pdf

 **Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. *Required**

- PSLS Support for Grant-12.28.2023 (1).pdf

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

***No files uploaded*

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. ***Required**

2022 Federal 990 with 8453TE.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by asimmons@pslegal.org on 12/29/2023 4:10 PM

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Arnetta Simmons

Electronically signed by asimmons@pslegal.org on 12/29/2023 4:10 PM

Date Signed

12/29/2023

Admin Documents

No data saved

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30680

Name: Prairie State Legal Services Inc. - 2024/2025

Address: 1515 5th Avenue, Suite 200, Moline , IL 61265

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by eparrigin@wr.org on 12/6/2023 10:51 AM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

(US) +1 813-513-0495

Printed By: Nichole Mata on 1/12/2024

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM) registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

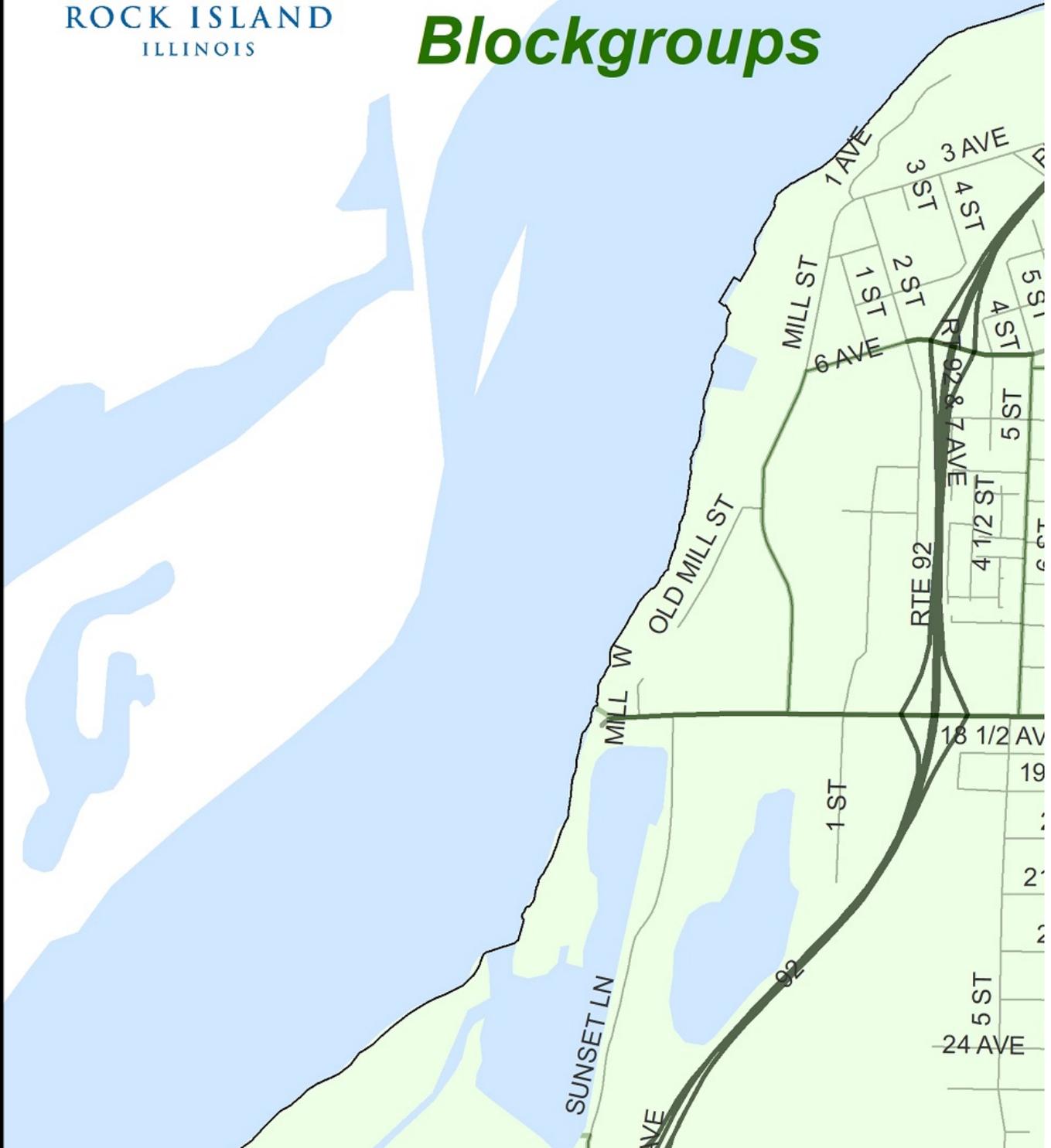
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by eparrigin@wr.org on 12/21/2023 12:19 PM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

World Relief, Quad Cities Office

A.2. Address

1852 16th St Moline, IL 61265-4045

A.3. Phone Number

(309) 764-2279

A.4. Fax Number

(309) 764-2399

A.5. Website

wrquadcities@wr.org

A.6. SAMS Number

A.6B. If SAMS Number includes letters AND numbers, enter here

██████████

A.7. Federal Tax ID Number

██████████

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Jen

A.10. Last Name

Osing

A.11. Executive Director

Jen Osing

A.12. Address

1852 16th St Moline, IL 61265-4045

A.13. Phone Number

(563) 349-2141

A.14. Email Address

josing@wr.org

B. Project Information

Completed by eparrigin@wr.org on 12/8/2023 10:21 AM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

Family Literacy students are some of the most vulnerable refugees in the Quad Cities. The program's students are mainly women and children from Afghanistan, Myanmar, and the Democratic Republic of Congo, with some fathers and seniors enrolled as well. About a third of 2022-2023 adult Family Literacy students had never been to school, and another third only had 3-4 years of education. Some reasons why students arrive with little to no prior learning experience include not having access due to location (i.e. some refugee camps, villages), death of one or both parents requiring them to work/care for family, and cultural restrictions based on gender. Family Literacy's student population is located in Rock Island, with classes hosted at Church of Peace.

B.2. Describe the need for the program.

Many refugee girls and women are expected to adopt a permanent caregiver role. They are often unable to access English as a Second Language (ESL) classes at Blackhawk College due to childcare expenses and lack of transportation. When low English ability prevents refugees from connecting with their community, they become isolated, depressed, or experience other mental health crises. This is especially true for newly arrived mothers who have undergone a recent birth in addition to the already overwhelming process of resettlement. As Family Literacy students are mainly women, they also tend to be pre-literate (not only in English but in their own language) which requires a specific type of instruction and pace. The consequences of isolation impact refugee children as well, who are five times more likely than non-refugee children to miss school.

The Family Literacy program's greatest strength is its ability to decrease isolation by removing both the childcare and transportation barriers; however, lack of funding and staff/volunteer capacity has caused the program to limit its childcare services and as of December, forgo transportation services entirely. Family Literacy currently enrolls 32 adult students and 18 children with a waitlist for individuals with childcare and transportation needs. The program partners with the Rock Island-Milan School District (RIMSD) and Spring Forward to fund three childcare/teaching positions. With the growing number of QC refugee arrivals (545 projected for FY24, vs. just 80 projected for FY21), childcare has been stretched thin and the program is currently unable to enroll all parents/children who would benefit. Infants require more direct attention than children aged 2-5, and there are not enough staff to attend to the needs of all infants and provide preschool learning services at the same time.

Transportation for children and adults who may be physically or culturally unable to walk/access public transportation averages 30 miles per day. In addition to mileage expenses, consistent transportation services now require a greater capacity, which is ultimately only feasible with a dedicated driver position. With transportation services available, program attendance averages 15-20 adults and 5-12 children on any given day (with a total enrollment average of around 30 adults and 15 children). Without transportation, attendance is around 5-10 adults and 3-5 children. Currently, 20 of 32 people are on the bus list.

B.3. Describe the services to be provided.

Printed By: Nichole Mata on 1/12/2024

6 of 23

The program offers ESL instruction to refugee parents and seniors who may not be able to attend traditional classes, as well as experienced childcare and education for children ages 0-5. Family Literacy is unique to the Quad Cities in that it allows caregivers to practice ESL, learn about community resources and the school system, and decrease isolation while their children are upstairs in an early childhood education setting. For adults, Family Literacy offers three class levels: Intro to English/lower beginner with numbers, letters, and phonics (Literacy Minnesota printouts), upper beginner with basic reading (Sam and Pat and Literacy Minnesota printouts), and an intermediate class for reading comprehension and citizenship prep. Roughly half of last year's Family Literacy students were pre-literate and were placed in the Intro to English level to attend school for the first time in their lives. Beginners learned to spell their names, memorizing their addresses and phone numbers, and putting their new skills to use at in-person school registration. They also learned their children's birthdays and name spellings, which removed a significant roadblock for the mothers with multiple children.

While removing the childcare barrier for the adults, Family Literacy increases children's understanding and vocabulary, enhances their socialization, and prepares them for U.S. preschool and kindergarten. When all children enter the classroom, they look out the window to talk about the weather and what they see. They all use the restroom, wash hands, and then have free play. Around 10AM, the toddlers (2-5) have their "school" while infants receive care. Each enrolled child has a laminated name tag with his/her photo, and during attendance, they identify themselves and others. The Childcare Specialist leads a lesson thematically based on the seasons and letters, with songs, activities, and vocabulary games, ending with a snack and a craft activity. Before and after each class, Family Literacy's transportation services are arranged to include a pick-up and drop-off for children and adults in need. The program currently borrows a 25-passenger bus from Church of Peace which is then reimbursed for mileage.

B.4. Does this program operate at least 40 hours per week?

No

If no, explain.

Family Literacy classes are hosted from 9:00 AM - 11:30 AM, Mondays through Thursdays, following the RIMSD calendar.

B.5. Does this program operate year-round?

No

If no, explain.

Because Family Literacy follows the school district calendar, the program does not operate in the summer, during which a separate ESL Summer Camp program is offered in its place.

B.6. When does this program operate?

Summer

Fall

Winter

Spring

B.7. What parts of the week is this program available?

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Mornings

Afternoons

Evenings

Overnight

C. Project Results

Completed by eparrigin@wr.org on 12/19/2023 10:43 AM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

WRQC's Family Literacy program is a public service which includes youth/childcare programming, and the only program of its kind which specifically aims to include underserved children in refugee households. Children of refugee households often struggle when they enter the U.S. school system because they have never been exposed to the language or learning style, and Family Literacy provides a gentle introduction which prevents them from becoming overwhelmed by culture shock.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be “satisfaction” outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of “best case scenario”.
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures	Students will demonstrate at least a 50% overall increase in their total test scores.	A pre- and post- test is used to assess FL students at the beginning and end of each school year/FL cycle. This test has been adapted by FL teachers from the Education & Training Foundation (https://www.et-foundation.co.uk/professional	75% of FL students increased their test scores by at least 50% Total number served: 32 adults, 20	75% of FL students will increase their end-of-the-year test scores (compared to their beginning-of-year test scores) by at least: -50% increase in

		-development/maths-and-english/english-for-speakers-of-other-languages-esol-support/). This adapted test is comprised of several sections: -Conversational English (with tester) -Reading & Writing: increasing degrees of rigor, including vocabulary, grammar, and real-world questions to test linguistic inferencing and understanding. This is designed to assess students' growth over time.	children Total number of adults who increased their test score by at least 50%: 24 clients	speaking scores -50% increase in reading scores -30% increase in writing scores -30% increase in listening and understanding scores
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

Similar Family Literacy programming is offered through the Bethel Wesley Learning Center (BWLC) in Moline. WRQC's Family Literacy program differs BWLC programming in that its instruction style, curriculum, and pace are specifically designed for pre-literate refugees who also face cultural barriers. BWLC also provides childcare, but because it does not provide transportation services, students in Rock Island are unable to access its services.

D. Resources

Completed by eparrigin@wr.org on 12/18/2023 10:07 AM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- Identify funding sources for this program that will take the place of CDBG.
- Describe how your program is pursuing these sources of funding.

World Relief has recently employed a Grants Manager whose time is split between the WR Quad Cities office and the WR Chicagoland office. The Grants Manager has previous experience granting federal Family Literacy funding and has found state, federal, and private resources for Family Literacy funding which WRQC will apply for in FY24 and FY25 to take the place of CDBG. WRQC will also continue to receive funding for the current childcare positions from RIMSD, which provides \$3,000 per semester for WRQC to pay to Spring Forward.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

With the exception of childcare and transportation expenses, Family Literacy's financial resources mainly include funding from local foundations, and WRQC leverages a range of staff and volunteers to carry out Family Literacy programming. In addition to its four dedicated Family Literacy positions, three WRQC staff provide interpretation and translation services in ten languages, and staff from other programs often visit to present on WRQC's other services (employment, benefits assistance, etc.). The program receives additional assistance and oversight from the Education Manager and Director of Empowerment services as needed, and interns from St. Ambrose and Augustana have occasionally assisted with Family Literacy classes as well. Family Literacy relies on its volunteers for transportation, additional interpretation and translation, and childcare assistance. During the 2022-2023 school year, the Family Literacy program included 13 total volunteers, although most volunteers are not available for every class.

Church of Peace donates the Family Literacy space, some equipment, beverages and food left over from its food pantry, and allows for use of its vehicle on the grounds of reimbursement. The program also receives occasional donations of school supplies (backpacks, notebooks, and water bottles, etc.) from individual donors during the beginning of the school year. Its partners often donate training services, including MetroLink training students how to use the public bus system and carseat training through the fire department.

D.3. Describe how your program collaborates with other agencies for this particular program.

Although RIMSD and Spring Forward are the program's main collaborators, one way Family Literacy aims to reduce isolation is by connecting students with resources throughout their community. 2022-2023 community connections included Metrolink, the Rock Island Library, the Figge, University of Illinois, SNAP Education, Nest Café, and St. Ambrose PA and OT students. In the past, Family Literacy has also partnered with University of Illinois, the Rock Island Fire Marshall and EMT services, Majestic Manor Dairy Farm, IDHS caseworkers and Census workers, PBS Kids, Skiles Driving School, and Augustana College Office of International Students and Scholars to educate and connect students to the Quad Cities.

E. Program Compliance

Completed by eparrigin@wr.org on 12/18/2023 10:59 AM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

Family Literacy is mainly experienced in implementing and administering grants from local foundations. Most recently, WRQC received \$50,000 to sustain the Family Literacy Coordinator's position (a high-priority line item) in November 2023 from the Hubbell-Waterman foundation, and \$2,000 from the Rock Island Community Foundation for consumable education materials. In 2022, the program received \$7,000 from the Moline Foundation to replace broken equipment and purchase 15 iPads for its students, which will sustain the program in the area of non-consumable materials for years to come.

Since 2017, Family Literacy has met or exceeded goals for all of its funders. Although Family Literacy's viability is a result of its innate measurability as a class-structured program, it can also be attributed the remarkable learning rates of its student populations as evidenced by pre- and post- test scores. WRQC expects Family Literacy to continue its track record of maintaining its successful outcomes/outputs and will utilize its strong local and national internal structure for oversight to ensure compliance with CDBG funding regulations. WRQC has extensive history in managing federal/state grants for its other programs and is experienced in operating and reporting within strict funding regulations, and, as a whole, strives to collect accurate data for all of its programming to be submitted in a timely manner.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

World Relief's national headquarters office provides comprehensive support to its network of local offices in the areas of finances, marketing, community engagement, and programmatic technical assistance. The World Relief headquarters office also has extensive experience managing large international and U.S. funding awards, including Matching Grant, Preferred Communities, and Refugee Career Pathways. On the local level, the WRQC Executive Team provides oversight for grants management and maintains close connections with grantors. The Finance Department ensures appropriate distribution and documentation of funds with multi-level financial monitoring. Grants Management at the World Relief Headquarters Office, with input from the WRQC Finance Director, provides oversight of federal fund dispersal, submits required financial reports, and draws down funds from the payment management system. To identify and mitigate risk as well as evaluate its financial management performance, World Relief conducts

an annual single audit report.

Two members of its Executive Team are former refugees who have been with WRQC since the beginning, with experience across multiple programs. The other two members of its Executive Team have over 11 years of combined experience and continue to take advantage of professional development opportunities (such as obtaining Switchboard Monitoring, Design, and Evaluation Course certificates). When working with program managers, the Executive Team's insight ensures all programs/projects are successfully developed, implemented, managed, and accurately evaluated.

F. Budget

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

Completed by eparrigin@wr.org on 12/21/2023 12:16 PM

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
TOTAL	\$0.00	\$0.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4. Total Proposed Program Budget 2024

\$110,000.00

F.5. Percent CDBG Total Proposed Budget 2024

47.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Family Literacy Coordinator, full-time: Coordinates Family Literacy programming, lead and teach adult literacy and English classes	Existing Position	0.00%	\$45,427.20	\$13,025.00
Education Manager, full-time: Supports the Family Literacy Coordinator by meeting weekly to discuss challenges and problem solve	Existing Position	0.00%	\$47,590.40	\$3,411.30
Transportation Specialist, part-time:	New Position	0.00%	\$13,260.00	\$14,851.20

Provides transportation to and from Family Literacy classes				
Childcare Provider, part-time: Provides childcare and educational components for children birth-5 years old during Family Literacy program	New Position	0.00%	\$13,260.00	\$14,851.20

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Fuel, gas for transportation to and from Family Literacy classes	\$0.00	\$5,600.00	\$5,600.00

F.8. CDBG Total Personnel Cost

\$46,138.60

F.9. CDBG Total Supplies & Services

\$5,600.00

F.10. Total CDBG request

\$51,738.60

G. Required Documents

Completed by eparrigin@wr.org on 12/21/2023 12:16 PM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

Bylaws - (Approved and Ratified 2023).pdf

Articles of Incorporation.pdf

Board meeting schedule for 2023-2024 *Required

Board Meeting Dates 2023-2025.pdf

Board minutes from last three meetings *Required

Board Meeting Minutes Sept 2022_Redacted.pdf

Board Meeting Minutes Feb 2023_Redacted.pdf

Board Meeting Minutes May 2023.pdf

Board of Directors List - Download Form [HERE](#). *Required

7 - Board of Directors List.pdf

Certifications Form - Download form [HERE](#) *Required

8 - Agency Certifications Form_Signed.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

0501 Conflict of Interest.pdf

Financial Statements from last three months *Required

01 October FY24 SOA.pdf

11 August FY23 SOA.pdf

12 Sept FY23 SOA.pdf

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) *Required

0552 Staff Complaints and Grievances.pdf

Client Grievance Policy 12.21.pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required

Illinois Standing.pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status) *Required

Family Literacy Demographic Intake Form 2023.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required

IRS Determination Letter - Feb 2021 Reaffirmation.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) *Required

Client Nondiscrimination Policy.pdf

0201 Equal Opportunity Pluralism and Diversity Policy.pdf

Procurement/purchasing policy *Required

1-Procurement Overview Policies and Procedures.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures

steps

***No files uploaded*

Sources of Federal Funding worksheet - Download form [HERE](#). *Required

4 -Sources of Federal Funding Worksheet WRQC.pdf
CORR_Monitoring Notification Letter DRS-MG and PC WR Moline.pdf
RSS Monitoring Notice.pdf
WRQC FY24 IFRP Memorandum of Request for Site Visit.docx.pdf

Subrecipient checklist for Internal Control Form - Download Form [HERE](#). *Required

5 -Subrecipients Checklist for Internal Control 1.pdf

Succession Plan Form - Download form [HERE](#) *Required

6 - Succession Plan WRQC.xlsx

Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. *Required

9 - Supporting Agency Worksheet, Spring Forward Signed.xlsx
RIMSD Supporting Agency Worksheet.xlsx

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

FY22 Financial Statements and Audit.pdf

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. *Required

WORLD-RELIEF-FORM-990-FY22.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by eparrigin@wr.org on 12/21/2023 12:21 PM

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Jen Osing

Electronically signed by eparrigin@wr.org on 12/21/2023 12:21 PM

Date Signed

12/21/2023

Admin Documents

No data saved

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30684

Name: World Relief Quad Cities - 2024/2025

Address: 1852 16th St, Moline, IL 61265-4045

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by jlarson@qcywca.org on 12/30/2023 1:20 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

(US) +1 813-513-0495

Printed By: Nichole Mata on 1/12/2024

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM) registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

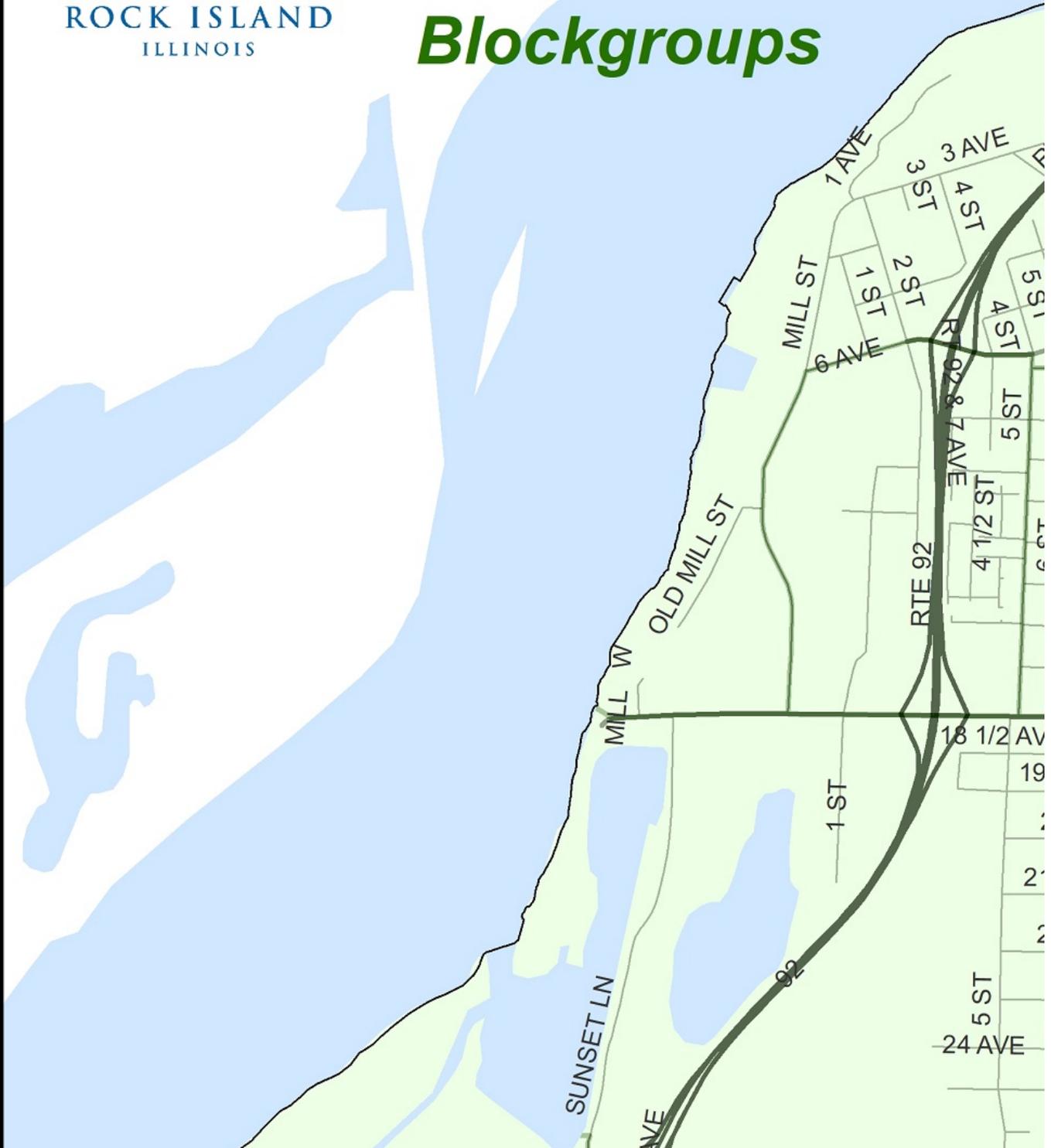
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by jlarson@qcywca.org on 12/27/2023 4:36 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

YWCA of the Quad Cities

A.2. Address

229 16th St Rock Island, IL 61201-8607

A.3. Phone Number

(309) 788-3479

A.4. Fax Number

(309) 788-9825

A.5. Website

www.qcywca.org

A.6. SAMS Number

A.6B. If SAMS Number includes letters AND numbers, enter here

██████████

A.7. Federal Tax ID Number

██████████

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Julie

A.10. Last Name

Larson

A.11. Executive Director

Julie Larson

A.12. Address

229 16th St Rock Island, IL 61201-8607

A.13. Phone Number

(309) 314-6231

A.14. Email Address

jlarson@qcywca.org

B. Project Information

Completed by jlarson@qcywca.org on 12/30/2023 1:13 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

This project will serve Rock Island residents with a focus on low-income and at-risk families, individuals and children. Our main facility is located in Downtown Rock Island and our Empowerment Center is in Davenport. We are opening a brand new facility in Downtown Rock Island on February 14, 2024 which will be home to our childcare center, fitness facilities, a second Empowerment Center and ThePlace2B for at-risk & homeless youth.

B.2. Describe the need for the program.

In 2021, YWCA Quad Cities conducted a needs assessment and identified affordable housing, job training services with low barriers to entry and childcare as underserved services in our community. On average, 83% of our clients live below the national poverty level and struggle to make ends meet. We have offered childcare since 1989, and have customized our other services to meet the needs of our community. The programs that we offer through our Empowerment Center help individuals find jobs with low barriers to entry, aid in diversifying the workforce, and relieving the labor shortage. Clients of our Childcare Center may receive free or discounted childcare based on the income and household size. Our childcare center has maintained a waitlist for the past 3 years and thus our new facility will provide additional childcare slots. ThePlace2B is a drop-in center for homeless and at-risk youth in our community. We offer hot meals, educational & recreational programming, life skills and a variety of other services. The goal of this program is to keep the area youths off the streets and engaged in healthy activities. Our program also ensures youth have safe and stable housing,

B.3. Describe the services to be provided.

At our Empowerment Center, over 85% of our clients (25 new daily) are from BIPOC populations and struggle to find living wage jobs, thus rely on state assistance to make ends meet. To help lift families out of poverty the Empowerment Center currently offers the following services: a Clothing Closet which contains all types of clothing for anyone in need, shower facilities, and an Immediate Needs Pantry which includes shelf-stable food, cleaning and laundry supplies, feminine products, hygiene products for all and baby items such as food, formula, diapers and wipes. Beyond essential items, YWCA staff work closely with our clients to ensure their immediate needs are met and provide housing assistance, rent & deposit payments, medical, dental and mental health referrals, bus passes and transportation assistance. The Empowerment Center also provides various certificate programs, job placement assistance, help with resumes, mock interviews, career counseling and more.

We will also be utilizing the Empowerment Center for Early Childhood Education Pre-Apprenticeship and Registered Apprenticeship programs which will be launched at the end of January/beginning of February 2024. Our latest initiative is a Pre-Apprenticeship program for BIPOC youth, that provides 40 hours of classroom instruction on soft skills, interviewing, resume writing, etc, and explores various careers, with a particular emphasis on Apprenticeship Programs. Currently, no agency in the Quad Cities offers a Pre-Apprenticeship program, which is necessary to vet youth and ensure they are on a career path that reflects their skills and interests. This program will explore traditional and non-traditional careers, and focus on career paths that will provide a living wage. Youth will be introduced to various apprenticeship programs, college pathways and careers in the trades. The Pre-Apprenticeship programs will also include occupation-

Printed By: Nichole Mata on 1/12/2024

6 of 20

specific academic assessments to prepare participants for the industry of their choosing. These assessments will also ensure that their skills are up to par before advancing to an Apprenticeship program. YWCA of the Quad Cities will be offering four new Apprenticeship Programs to our community: Early Childhood Educator Gateway Levels 2 - 5. The YWCA will be the sponsor and the employer for the Early Childhood Educator Certification programs. The YWCA Empowerment Center will be adding more apprenticeship programs in the near future, however, in the short-term, we will concentrate on Early Childhood Education career pathways until we have perfected the logistics of apprenticeships.

The job training programs that we offer empower women from the Quad Cities community that are socioeconomically disadvantaged. To break down barriers to entry, our certificate programs are offered online and in-person, with no experience necessary and can be completed in as little as two months. Examples of past programs offered at the Empowerment Center include the YW Tech Lab, Google IT Certificate programs, YW WE360 Business Essentials Program, YW Strive for Adults and YW Strive for Teens. The YWeb Academy. YW Tech Lab is an instructor-led course covering web essentials. The Google IT Support Certificate program is offered fully online, and is provided by a platform called Coursera. There is an application process, and if an individual qualifies, the programs are offered at no cost. For participants of these programs, YWCA Quad Cities provides wrap-around support, such as computer rentals, assistance with wifi, childcare assistance if needed, and transportation support. YW Tech Lab is an employment service program created to provide education in digital skills to traditionally underrepresented or vulnerable populations, such as women, people of color, survivors of domestic violence, and low wage workers. It was designed to train individuals to become web developers/ designers, while supporting them through the process with our wide array of support services. YWCA STRIVE and YWCA STRIVE for teens are entry level programs offered in-person. These programs teach basic computer skills to those who may have not learned them in school or in a traditional setting. We have also partnered with American Job Center. Through WIOA, American Job Center is able to offer 75 different programs through various local colleges and universities and we have begun feeding clients to these programs.

In 2010, the YWCA opened ThePlace2B a Drop-in Center for at-risk and homeless youth ages 14 - 21. This program is the first of its kind in the Quad City area and meets the immediate needs of the youths. We provide hot meal, toiletries, clothing, life skills programming, counseling, tutoring, housing assistance, medical & dental referrals, recreational activities, and crisis intervention services. Since its inception, the program has served over 1,850 homeless and at-risk youth. In 2015, the YWCA was awarded a Federal Street Outreach Grant, which allowed expansion of our reach and services into the schools and onto the streets. Street Outreach staff visit areas where homeless and at-risk youth are known to frequent and provide them with essentials including but not limited to food, clothing, toiletries, bus passes and immediate housing assistance.

In conclusion, the main goal of this project is to meet our clients' immediate needs in hopes that they will reach a point of self-sufficiency and enroll in one of our many job training programs or other employment opportunities. All of the services described above will be offered at our new Rock Island facility once it is open in 2024. This application is requesting funds specifically for our Empowerment Center in Rock Island. Since we have not previously operated an Empowerment Center in Rock Island, our budget is based on past data from the Iowa Empowerment Center, which offers complementary services.

B.4. Does this program operate at least 40 hours per week?

Yes

B.5. Does this program operate year-round?

Yes

B.6. When does this program operate?

- Summer
- Fall
- Winter
- Spring

B.7. What parts of the week is this program available?

- Weekdays
- Weeknights
- Weekends
- Holidays

B.8. What time is this service available?

- Mornings
- Afternoons
- Evenings
- Overnight

C. Project Results

Completed by jlarson@qcywca.org on 12/30/2023 12:33 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

Our new Empowerment Center will provide public services to the residents of Rock Island. Over 80% of clientele are low-income and therefore at-risk of becoming homeless. We also have a drop-in center for homeless and at-risk youth called theplace2b. The youth receiving help at theplace2b are encouraged to take advantage of the services that we offer at our Empowerment Center.

As described previously, the overall goal of this project is to meet clients' immediate needs by providing essential items and wrap-around services in hopes that they will achieve a position of self-sufficiency that allows them to utilize our many job training services, certificate programs, and other career services.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be “satisfaction” outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of “best case scenario”.
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures	1) The Empowerment Center will meet the immediate needs of 91% of clients annually	95% of Empowerment Center clients will receive at least one service offered, including Gateway	The Empowerment Center met the immediate needs of 2,316 individuals or 95% of clients served.	The Empowerment Center will meet the immediate needs of 92% of clients served through our stabilization program.

Printed By: Nichole Mata on 1/12/2024

9 of 20

	through our stabilization program.	services (i.e. food, clothing, essential items, etc.) referral services (housing, medical, dental & mental health) Job Placement Assistance and/or Employment Training Services.		
--	------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

In Rock Island, American Job Center is another agency that provides career counseling and job training services. They are different because they focus on career services and we provide those services as well as childcare, health and wellness services, financial support, and other services to the public. We are partnering with American Job Center because they provide employment training programs but do not duplicate those offered by the YWCA. We are offering two apprenticeship programs in partnership with American Job Center and that is an unduplicated service in our community.

There are apprenticeship programs specific to trades offered by businesses such as Quad City Roofers, but they are not employment training agencies. The apprenticeship programs that we will be offering in 2024 are registered through the Department of Labor and they have confirmed that they are the only ones in the Quad Cities Region offering Pre-Apprenticeship and Registered Early Childhood Education Apprenticeship programs.

D. Resources

Completed by jlanson@qcywca.org on 12/30/2023 12:53 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- **Identify funding sources for this program that will take the place of CDBG.**
- **Describe how your program is pursuing these sources of funding.**

Every year, the YWCA hosts multiple fundraisers to pay for programs and services that are no longer covered by grants. We also receive donations of essential items from board members, the community, etc so we are able to continue meeting basic needs.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

The YWCA has a room designated for the Empowerment Center in our new facility. We have two current FTE who will designate 25% of their time to the Empowerment Center. We are seeking volunteers to answer and screen phone calls, provide referral information and assist with the food pantry and clothing closet. The YWCA seeks in-kind donations of clothing, food, toiletries, diapers, and other essential items to distribute to the community.

D.3. Describe how your program collaborates with other agencies for this particular program.

For our Apprenticeship programs and job training services, we will be collaborating with American Job Center, Rock Island/Milan High school, Black Hawk College, Western Illinois University, The Department of Labor, and Early Childhood Workforce Connector. By partnering with American Job Center, we have increased the number of programs that we are able to refer clients to. As stated earlier, through WIOA, American Job Center is able to offer 75 different programs through various local colleges and universities. American Job Center is also able to provide funding for apprentices that meet income requirements. At Rock Island/Milan High School we have our Teen Parent and Child Education Center which was the first of its kind in the United States and has served as a model for high schools all over the country. The High School will provide us with apprentices and we will use our Teen Parent and Child Education Center as one of our daycares in which Apprentices can complete on-the-job training. Black Hawk College and Western Illinois University will be the related instruction providers for our Apprenticeship Programs. Western Illinois University's Infant and Pre-School Center will serve as another work site for our Apprentices. WIU will also provide the Prior Learning Assessment to our apprentices free of charge so that they may waive up to three classes with a passing score. We will also be recruiting apprentices from Blackhawk and Western Illinois University. The Department of Labor has been aiding us in finding partners for our Apprenticeship programs as well as submitting our standards so that we can get our programs registered and begin our first cohort. Early Childhood Workforce Connector is a U.S. Department of Labor-funded Industry Intermediaries working to increase and expand Registered Apprenticeships for Early Childhood Education. They provide customized support and assistance, including guidance on curriculum development, outreach, recruitment, mentor training, and more. We are hoping to receive funding from them so that we can compensate Apprentices for the time that they spend in class.

E. Program Compliance

Completed by jlarson@qcywca.org on 12/29/2023 4:56 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

N/A

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

The YWCA currently administers 4 grants with the State of Illinois, 3 Federal Grants, and multiple local grants. The YWCA CEO has over 25+ years of experience managing grants similar to the program presented in this grant application. She has ensured that all local, state and federal guidelines/regulations are met and has completed and submitted all grant financial & performance reports on time. This will be a satellite location for the Iowa Empowerment Center which opened in 2019. This program successfully serves over 2,500+ individuals annually. We believe the Illinois Empowerment Center will serve similar numbers and we can attest to the need for such a program in Rock island.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

As outlined in E.2., the YWCA has the administrative and financial capacity to successfully implement this project. We have already developed the programs and services for the Empowerment Center, which have been successfully delivered in Iowa, and expect the same results in Illinois.

F. Budget

Case Id: 30686

Name: YWCAQC - 2024/2025

Completed by jlarsen@qcywca.org on 12/30/2023 5:06 PM

Address: 229 16th St, Rock Island, IL 61201-8607

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
TOTAL	\$0.00	\$0.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4. Total Proposed Program Budget 2024

\$127,010.00

F.5. Percent CDBG Total Proposed Budget 2024

31.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Career Navigator	New Position	100.00%	\$55,000.00	\$40,000.00
Client Advocate	Existing Position	25.00%	\$16,250.00	\$0.00
Client Advocate	Existing Position	25.00%	\$15,500.00	\$0.00
Receptionist	New Position	100.00%	\$31,250.00	\$0.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Food	\$5,000.00	\$5,000.00	\$0.00
Toiletries	\$1,500.00	\$1,500.00	\$0.00
Office Supplies	\$1,200.00	\$1,200.00	\$0.00
Postage	\$660.00	\$660.00	\$0.00
Copy Machine Printing	\$650.00	\$650.00	\$0.00

F.8. CDBG Total Personnel Cost

\$40,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$40,000.00

G. Required Documents

Completed by jlarson@qcywca.org on 12/30/2023 5:06 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

YWCA Articles of Incorporation .pdf

YWCA QC Bylaws.pdf

Board meeting schedule for 2023-2024 *Required

YWCA BOARD MEETINGS 2024.pdf

Board minutes from last three meetings *Required

Board Minutes 3 months.pdf

Board of Directors List - Download Form [HERE](#). *Required

YWCA Board Roster FY24.pdf

Certifications Form - Download form [HERE](#) *Required

Agency Certifications.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

Conflict_of_Interest_FY2023_Revisions_Draft.pdf

Financial Statements from last three months *Required

StatementofActivity - 2023-12-28T195627.418.pdf

Printed By: Nichole Mata on 1/12/2024

15 of 20

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) *Required

Updated-Grievance-Procedure-4_13 (1).pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required

ilsosgoodstanding14333517 (3).pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status) *Required

basic client-intake-form-19.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required

IRS 501C3 Letter April 2023 reduced.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) *Required

PP_Non-Discrimination_Administrative_Policy.pdf

Procurement/purchasing policy *Required

YWCA Procurement Policy 2022.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures steps

***No files uploaded*

Sources of Federal Funding worksheet - Download form [HERE](#). *Required

4 -Sources of Federal Funding Worksheet.pdf

Subrecipient checklist for Internal Control Form - Download Form [HERE](#). *Required

5 -Subrecipients Checklist for Internal Control.pdf

Succession Plan Form - Download form [HERE](#) *Required

6 - Succession Plan (2)(1).xlsx

Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. *Required

CFYFS.xlsx

American Job Center.xlsx

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

Management Letter & Audit 2022.pdf

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. *Required

2020 990 Copy.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by jl Larson@qcywca.org on 12/30/2023 5:07 PM

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Julie Larson

Electronically signed by jl Larson@qcywca.org on 12/30/2023 5:07 PM

Date Signed

12/30/2023

Admin Documents

No data saved

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30686

Name: YWCAQC - 2024/2025

Address: 229 16th St, Rock Island, IL 61201-8607

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by a.bloomfield@humilityhomes.org on 11/29/2023
3:49 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

Printed By: Nichole Mata on 1/12/2024

(US) +1 813-513-0495

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM)

registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

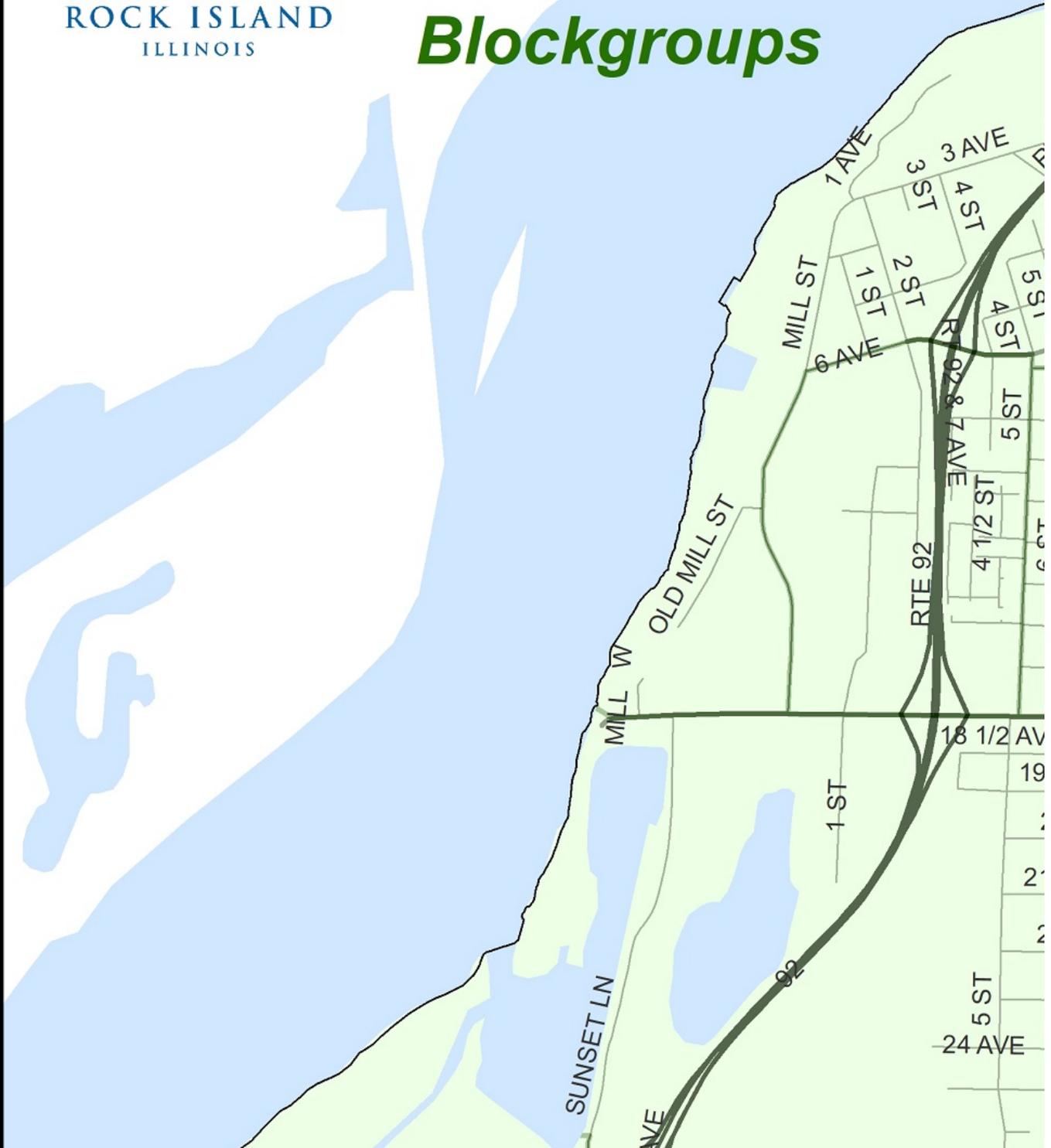
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by a.bloomfield@humilityhomes.org on 11/29/2023
3:56 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Humility Homes and Services, INC

A.2. Address

519 Fillmore St Davenport, Iowa 52802, IA 52802

A.3. Phone Number

(563) 219-2924

A.4. Fax Number

A.5. Website

humilityhomes.org@

A.6. SAMS Number

**A.6B. If SAMS Number includes letters AND numbers,
enter here**

A.7. Federal Tax ID Number

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Angie

A.10. Last Name

Bloomfield

A.11. Executive Director

Ashley Velez

A.12. Address

519 Fillmore St Davenport, IA 52802

A.13. Phone Number

(563) 326-1330

A.14. Email Address

a.velez@humilityhomes.org

B. Project Information

Completed by a.bloomfield@humilityhomes.org on 11/29/2023
5:25 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

Humility Homes and Services (HHSI) provides affordable housing opportunities, and support services to those experiencing literal homelessness throughout the Quad Cities area and in surrounding communities. Our services include a continuum of care that meets an array of individual and family needs before, during, and after an event of homelessness occurs. All of those served through HHSI are living below the poverty level, have little to no income, limited access to resources, approximately 65% of those served have a reportable disability, and have experienced several barriers to permanent housing. HHSI programs offer programs and support to men, women, children, veterans, LGBT, chronically homeless, and those that are re-entering society after incarceration. HHSI truly believes in a home for every person and that homelessness is a resolvable circumstance and not a defining characteristic. This specific program will target literally homeless individuals and families, in the Rock Island County, IL area.

B.2. Describe the need for the program.

The crisis surrounding the lack of safe, affordable housing in the Quad Cities area continues to be profound and carries dire consequences. Housing is the foundation to which every other aspect of one's life is built. In 2022, HHSI served approximately 350 unique individuals per night through emergency shelter and housing programs. Totaling 1,179 individuals. The need has been impacted by the recent collapse of a primary rental unit building in downtown Davenport, resulting in stricter code enforcement, inspections, and further elimination of available units across the Quad Cities, paired with the unprecedented timing of a higher cost of living, economic hardships, and more families having to live paycheck to paycheck, only one major event away from housing instability. According to the 2023, ALICE report, provided by the United Way, female, single-parent households continue to report the highest amounts of living at or below the federal poverty limits, at 34% along with those reporting as African American/Black (male and female) continue to rank the highest overall for living at or below the federal poverty limits, at 20%. The need for diversity, equity, and accessibility of services to minority populations is evident and HHSI is working diligently to address this issue as an organization and as leaders in the community. Using the Homeless Management Information System, a nationally recognized data collection tool, the number of those experiencing homelessness, who are requesting housing support, continues to fluctuate between 150-200 applications (one per household) on any given day across the Quad Cities area. Many people are in need of housing and support and together with other community partners, we can continue to work toward providing a home for every person.

B.3. Describe the services to be provided.

HHSI provides housing and support options to literally homeless individuals and families by providing financial assistance for deposits, and rent, essentials to meet immediate needs such as food, water, clothing, hygiene products, safety and care items for children, transportation assistance, peer support, community integration and enrichment opportunities, and connection to other applicable community resources that improve self-sufficiency. The funds specifically requested by HHSI will be dedicated to upkeep and addressing safety of units located in Rock Island County, IL. These items might include paint to resolve any peeling, chipping, cracking paint, window screens and latches, replacing loose or worn

Printed By: Nichole Mata on 1/12/2024

6 of 21

flooring, installing railings or replacing decking for entryways, or gates, lawn care, general maintenance items, and upkeep that allow the units to remain habitable and safe to provide an opportunity that may change someone's quality of life forever.

B.4. Does this program operate at least 40 hours per week?

Yes

B.5. Does this program operate year-round?

Yes

B.6. When does this program operate?

Summer

Fall

Winter

Spring

B.7. What parts of the week is this program available?

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Mornings

Afternoons

Evenings

Overnight

C. Project Results

Completed by a.bloomfield@humilityhomes.org on 11/29/2023
5:38 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

HHSI addresses the social and economic impact of homelessness by offering safe, affordable housing options and voluntary support services to the most vulnerable. This aligns with the objective to provide decent, affordable, housing "that benefit low-income households and persons with special needs as well as public service needs" while also having a positive impact on the neighborhood by maintaining the property, lawn and landscaping. Further alignment with economic impact comes from stabilization of the families, less demand on local resources, and eventual contribution to the community and economy.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be "satisfaction" outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of "best case scenario".
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures				

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

Located on the Illinois side of the Quad Cities, Project Now and Christian Care, provide similar services. Project Now and HHSI share in street outreach efforts in Rock Island County, and HHSI, Project Now, and Christian Care all work to provide a host of services, specialized shelter, and housing opportunities to those in need of assistance. Due to the

Printed By: Nichole Mata on 1/12/2024

8 of 21

staggering needs, and the various funding opportunities each agency has a targeted population while also working together to meet the needs of the general population.

D. Resources

Completed by a.bloomfield@humilityhomes.org on 11/29/2023
6:35 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- **Identify funding sources for this program that will take the place of CDBG.**
- **Describe how your program is pursuing these sources of funding.**

HHSI seeks additional funding through several alternative sources. This includes the QC Housing Council, CoC funding opportunities, IL Department of Human Services, local Foundations, donations, and fundraising efforts. HHSI is also working to launch a capital and capacity building campaign. The campaign will target maintenance, efficiency, and longevity of the current HHSI owned and operated Supportive Housing units and strengthening capacity. The campaign will also aid in the leverage of additional funding opportunities to continue to broaden the financial portfolio.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

HHSI is innovative in the approach of financial stewardship, making meaningful and informed decisions regarding financial resources, how best to utilize them, what the greatest needs or gaps in services are, and the potential impact of the investment overall. HHSI recently utilized ARPA funding to expand our Supportive Housing program to 157 units, and also leveraged additional funding as a result of a collaboration with the Institute for Community Alliances on a data tracking project that demonstrated significant needs and an affordable housing shortage, while also looking at gaps in services, and trends in demographics. The outcome of the project lead to an invitation to partner with the Department of Justice on the first of its kind, Pay for Success grant model, working to house individuals being released from various levels of incarceration. As the expansion of services takes place within HHSI it has been instrumental to utilize community volunteers and design a process that is both meaningful and worthwhile to all parties, thus HHSI developed a Lived Experience Committee that acts as an advisory committee to the HHSI Board of Directors and assists in developing opportunities for participants, staff, and volunteers. Additionally, HHSI has employed staff that is dedicated to donor relations and volunteer engagement. Volunteers are incorporated in areas throughout the agency. This assists and supports staff, creates efficiency, and improves the general awareness of homelessness and community needs. The use of our Fresh Start Center and Corner Closet provides participants with access to needed items such as food, hygiene, household items, cleaning supplies, toiletries, and clothing at no cost to them, as well as support for employment readiness. Staff and volunteers are available to assist at both of these locations. These locations are available to any participant in an HHSI program, in Iowa and Illinois.

D.3. Describe how your program collaborates with other agencies for this particular program.

HHSI partners with many local agencies to expand resources and reach as many people as possible. HHSI partners with Christian Care, Project Now, Rock Island Mental Health Board 708, Trinity Unity Point, Genesis, Salvation Army, The Centre, QC Housing Council, United Way, and others to align each individual/family with the resources specific to their individual needs that will assist in their stability and secure housing.

E. Program Compliance

Completed by a.bloomfield@humilityhomes.org on 11/29/2023
7:08 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

HHSI has not previously received CDBG funding through Rock Island. However, we have received, facilitated, documented, and reported CDBG funds provided through Davenport, IA previously. All expenditures and compliance requirements were met without issue and as agreed upon.

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

Though we have not received CDBG funds through Rock Island previously, we have successfully managed several other similar grant awards. Throughout the 33 years of existence HHSI has been the recipient of Emergency Solutions Grants, CoC HUD PSH and RRH grants, Davenport CDBG, Veteran Housing funding, many local Foundation awards, The Ryan Foundation, and now we are adding IL CoC funding, and the Department of Justice funding. We have proven success and refined processes to adequately implement, efficiently track and document, and facilitate all of these programs and applicable funding. The success of the agency speaks to the viability of the project and compliance with regulations. Being good stewards of our resources and maintaining high levels of fiduciary responsibility is paramount, as it is what allows us to continue to do our mission's work and maintain our legacy.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

The current HHSI administration team is comprised of competent, and skillful individuals that all bring their own area of expertise to the team. Starting with our Executive Director, Ashley Velez, who brings compassion, and creativity along with her college education and 7 years of professional experience, and seven others. These include: a financial controller who oversees every aspect of the finance department, a marketing and developing director, a donor relations director, a program's director, a quality and data standards director, and a property management director. Together we lead a well-rounded team of employees that create a HHSI family for our participants and ensure our administrative efforts are effective, clear, and transparent.

F. Budget

Completed by a.bloomfield@humilityhomes.org on 12/28/2023
1:59 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
0	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4. Total Proposed Program Budget 2024

\$25,000.00

F.5. Percent CDBG Total Proposed Budget 2024

100.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
-----------------------	------	---------------	------------------	-------------

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Window replacement for a PSH rental unit located at 1005 16th Ave Rock Island, IL	\$12,000.00	\$12,000.00	\$12,000.00
Removal of a tree located at 1506 1/2 24th St Rock Island, IL	\$2,500.00	\$2,500.00	\$2,500.00
Gutter replacement and tuckpointing and brick repair to the exterior of 1506 1/2 24th St Rock	\$10,500.00	\$10,500.00	\$10,500.00

Island, IL			
------------	--	--	--

F.8. CDBG Total Personnel Cost

\$0.00

F.9. CDBG Total Supplies & Services

\$25,000.00

F.10. Total CDBG request

\$25,000.00

G. Required Documents

Completed by a.bloomfield@humilityhomes.org on 12/28/2023
2:02 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

HHSI+Bylaws+Approved+Feb+23,+2022+(1) (1).doc

Board meeting schedule for 2023-2024 *Required

BOD CALENDAR 2023-2024.docx

Board minutes from last three meetings *Required

Board+Minutes+14July2023.docx

Board+Minutes+24August2023.pdf

Board+Minutes+26Oct2023.pdf

Board of Directors List - Download Form [HERE](#). *Required

HHSI+Board+2023.pdf

Certifications Form - Download form [HERE](#) *Required

RI CDBG signed certification.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

0-1 Front Cover - Conflict of Interest.docx

0-2 Front Cover - Conflict of Interest Disclosure Form.docx

Financial Statements from last three months *Required

6.+P&L+Budget+to+Actuals+YTD+--+Nov+2023.xlsx

6.+P&L+Budget+to+Actuals+YTD+--+Oct+2023.xlsx

3.+Budget+to+Actuals+for+each+Grant+--+Sept+2023.xlsx

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) *Required

9. CoC Rapid Rehousing Grievance Procedure 7.15.20.pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required

HHSI - IL amend qual (2022-0201).pdf

4202_IL AG form CO-1.pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status) *Required

CDBG FUNDED PROGRAM INTAKE FORM-YR 49.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required

HHSI IRS Determination Letter.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) *Required

11. CoC Non-Discrimination Policy 9.8.20.pdf

Grievance Employees and Contractors.docx

Procurement/purchasing policy *Required

Procurement Policy.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures steps

***No files uploaded*

Sources of Federal Funding worksheet - Download form [HERE](#). ***Required**

CDBG Davenort FY50 4 -Sources of Federal Funding Worksheet.pdf

Subrecipient checklist for Internal Control Form - Download Form [HERE](#). ***Required**

CBDG RI Checklist.pdf

Succession Plan Form - Download form [HERE](#) ***Required**

6 - Succession Plan.xlsx

Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. ***Required**

Support letter SAL Army 2023.pdf

Support letter QCHC 2023.pdf

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

2021-Humility Homes _ Services Inc - Public Disclosure Copy.pdf

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. ***Required**

2021-Humility Homes _ Services Inc-990-Client Copy.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by a.bloomfield@humilityhomes.org on 12/28/2023
2:03 PM

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Angie Bloomfield

Electronically signed by a.bloomfield@humilityhomes.org on 12/28/2023 2:03 PM

Date Signed

12/28/2023

Admin Documents

No data saved

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30687

Name: Humility Homes and Services INC (HHSI) -

Address: 519 Fillmore St, Davenport, Iowa 52802, IA

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by jones.gerald@rigov.org on 12/15/2023 12:45 PM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

Program Overview

Please review the following information.



CDBG Public Service Application

City of Rock Island
1528 Third Avenue
Rock Island, IL 61201
(309) 732-2907

The Community Development Block Grant (CDBG) is a US Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities. The City of Rock Island receives around \$150,000 for 2024.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on December 30, 2023 @5pm CST. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on Tuesday, November 28th at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/xvs-ajht-bid

Phone Numbers

(US) +1 813-513-0495

Printed By: Nichole Mata on 1/12/2024

PIN: 649 324 517#

If there are any questions on the application, please contact Nichole Mata, Community Development Manager at 30-732-2907 or at mata.nichole@rigov.org.

Eligible Activities

Organizations must demonstrate an eligible service below but are not limited to the list provided, public services such as:

- Youth programs including child care
- Services for seniors and disabled residents, including transportation
- Health, mental health, HIV/AIDS and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused/neglected children and survivors of domestic violence

Eligible Beneficiaries

- Clients served by the program are Rock Island residents. CDBG funds can only be paid out proportionately to the number of Rock Island clients served by the program.
- Program intake forms must be completed by clients collecting income and demographics information which is reported to HUD.
- At least 70% of the clients served through the program must be documented as extremely low, low or moderate income.
For example, a household of 4, maximum annual income of \$68,250.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statues) in existence for at least 1 year.
- Located in Rock Island
- Insurance, 990 policies and procedures
- Significant % of clients served are Rock Island residents
- Agency owned properties are free and clear of delinquent property taxes, sewer bills or liens.
- Adhere to Federal Financial Requirements (regulation 2 CFR part 200)
- Organizational chart depicting staff positions in the agency and programs.
- Board of directors and regular board meetings.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM) registration. System for Award Management (SAM): www.sam.gov

- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

General Areas of Need-Every Applicant must meet at least one.

- Housing-Increasing affordable decent housing for homeowners with very low to moderate incomes.
- Infrastructure and Area Benefits- Increasing neighborhood quality and safety through mitigating or removing blighting conditions and providing improved neighborhood structures like sidewalks.
- Public Service - Providing services to residents suffering from homelessness, health conditions and youth.

The current consolidated plan process identified the following goals as activity priorities:

- Improve housing conditions for income qualified residents
- Create suitable living environments
- Provide Public Services

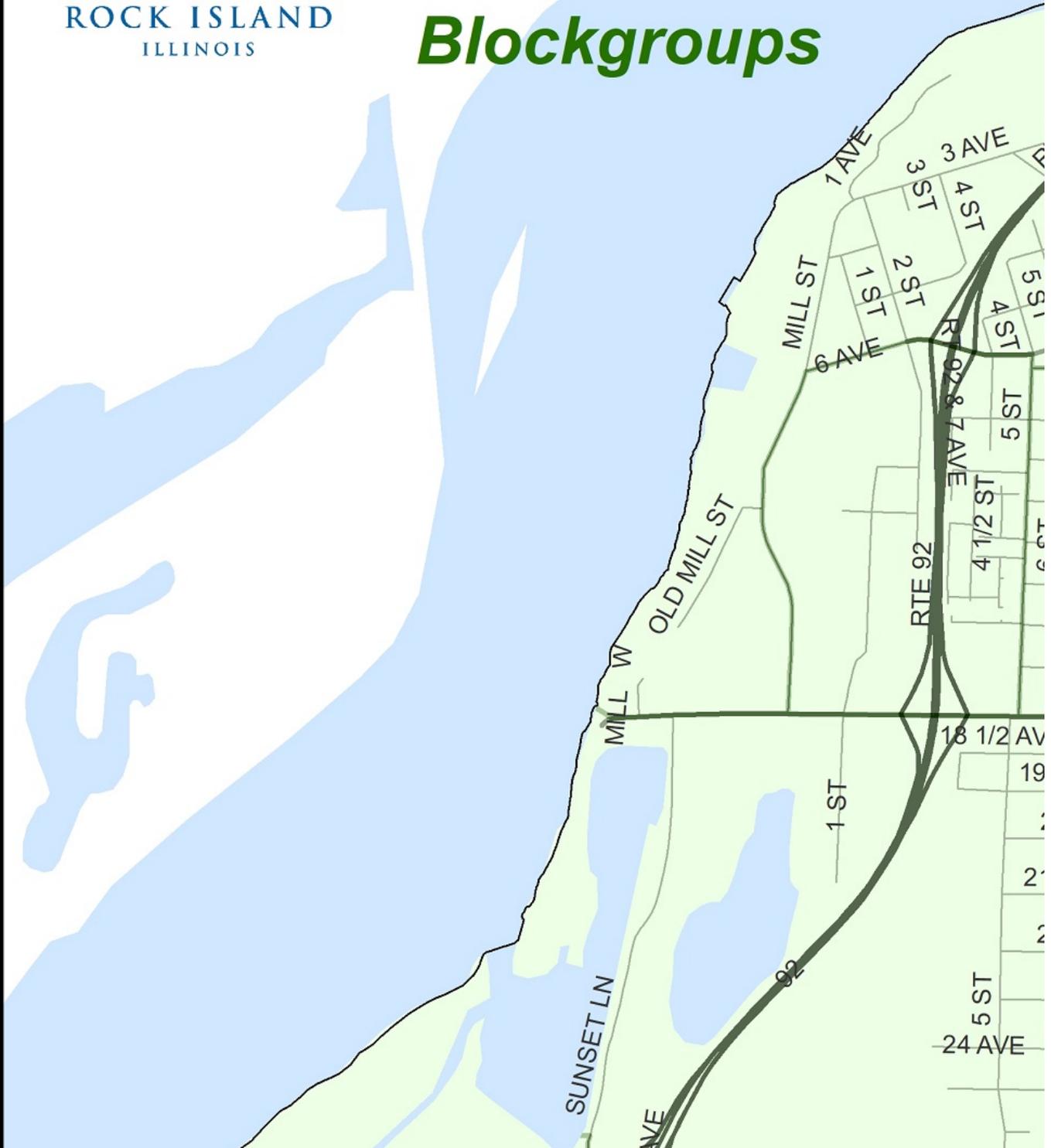
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



A. Agency Information

Completed by jones.gerald@rigov.org on 12/15/2023 12:48 PM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Martin Luther King Center

A.2. Address

630 9 St Rock Island, IL 61201

A.3. Phone Number

(309) 732-2999

A.4. Fax Number

(309) 732-2991

A.5. Website

mlkcenter.org

A.6. SAMS Number

A.6B. If SAMS Number includes letters AND numbers, enter here

██████████

A.7. Federal Tax ID Number

██████████

A.8. Is the Agency a 501 C(3)?

Yes

CONTACT INFORMATION

A.9. First Name

Umu

A.10. Last Name

Lamboi

A.11. Executive Director

Gerald Jones

A.12. Address

630 9 St Rock Island, IL 61201

A.13. Phone Number

(309) 732-2999

A.14. Email Address

jones.gerald@rigov.org

B. Project Information

Completed by jones.gerald@rigov.org on 12/15/2023 1:11 PM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

B. Project Information

Please provide the following information.

B.1. Identify the population/area to be served and project location(s).

The project will serve Rock Island with focus on the West End of Rock Island that includes census tracts 236, 226 and 235. The population of the focus area is estimated at approximately 6,390 and has changed very little over the last three decades. Compared to the “Quad City”, or Davenport–Moline–Rock Island, Metropolitan Statistical Area (MSA), the West End (especially tract 236) has a much higher Black population and a significant portion of foreign-born and bi-lingual populations. The spatial distribution of population by race indicates the city of Rock Island experiences high levels of residential segregation.

Additionally, census tract 236 has 43.2 percent poverty rate (compared to the City of Rock Island’s 21.1 percent poverty rate and MSA’s 11.3 percent) and 63.8 percent of residents are Black. More than 20 percent of the population in census tract 236 is foreign-born, with the West End, in general, home to more immigrants and refugees compared to other parts of the city.

B.2. Describe the need for the program.

Underperforming Schools

Five of the 13 schools in the Rock Island - Milan School District are underperforming; this trend is unlike the surrounding five districts. This Rock Island - Milan School District has a high percentage of students with chronic absenteeism and double the percent of chronic truants in comparison to surrounding districts. The dropout rate in Rock Island is 7.5 percent, the highest rate in the area. Furthermore, the Rock Island – Milan School District has the highest percentage of low-income students and the lowest graduation rates in the region. Notably, 67 percent of all students attending Black Hawk College need additional coursework in order to be ready to attend. This may indicate that many students in Rock Island are not sufficiently prepared for post-secondary education.

High Rate of Disconnected Youth

There is a higher rate (approximately 18 percent) of young people aged 16 to 24 in the West End who are neither in school nor working, also known as “disconnected youth.” This is 7.5 times the amount of disconnected youth in the MSA as a whole (2.4 percent). Disconnected youth are cut off from people, institutions, and experiences that would otherwise help them pursue educational and employment opportunities.

B.3. Describe the services to be provided.

- After School Program - Children grades K-12 receive help in completing homework, life skills, academic enrichment, and recreational and fitness activities. Transportation and meals are also provided.
- Summer Day Camp - Offers seven weeks of activities to youth ages six (6) to 14 when school is recessed for the summer. Meals, uniform, recreational activities, and reward trips are provided.

B.4. Does this program operate at least 40 hours per week?

No

If no, explain.

The program averages 1,400 hours a year.

B.5. Does this program operate year-round?

Yes

B.6. When does this program operate?

Summer

Fall

Winter

Spring

B.7. What parts of the week is this program available?

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Mornings

Afternoons

Evenings

Overnight

C. Project Results

Completed by jones.gerald@rigov.org on 12/15/2023 1:19 PM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

C. Project Results

Please provide the following information.

C.1. Describe how the program meets one of the current local objective(s) formulated through public input and approved by the City Council.

The King Center will exclusively focus on youth development with CDBG funding but will do so with a holistic approach recognizing that the whole child must be considered in order to make quantitative and qualitative impact.

King Center programming will offer a variety of opportunities for youth to maintain and/or improve academic performance, to obtain decision making skills, to engage in structured recreational activities, benefit from adult mentors and be involved in service learning projects. Moreover, the King Center itself is a trusted social anchor utilized by the immediate community for social and civic minded gatherings, for non profits partners to provide services to groups and individuals with respect to their dignity and privacy, a well known location for residents to access fresh produce on a weekly basis via our regional foodbank, special events including a celebration of Dr. King, Thanksgiving, Family Fun Day, an Annual Jazz Festival and others.

C.2. Define one clear, high-quality outcome that by which to measure the impact of the program. Include information for both the most recent completed and the upcoming year and describe the performance measure you will utilize to determine if the program met the proposed outcome. Proposed outcomes should be measurable, demonstrate impact, and within the scope of the program. Be specific in what the outcome is and how the outcome will be measured.

Please develop a Proposed Outcome that is MEASURABLE, DEMONSTRATES IMPACT, and is WITHIN THE SCOPE

- Outcomes should not be “satisfaction” outcomes; rather they should be based on results.
- Outcomes should be in terms of % and # of clients achieving program goal and the total number served.
- Actual Outcome for 2023 should be the actual results for the most recently completed program year.
- Actual Outcome should be stated in terms of % and # of clients that achieved program goal.
- Projected Outcome for 2024 should be stated in terms of “best case scenario”.
- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2023	Performance Measure for Year 2023	Actual Outcome for Year 2023	Projected Outcome for Year Beginning 2023
Outcomes/Measures	Improved academic performance	Improved GPA via school report cards	TBD	Improved GPA via school report cards

C.3. Name at least one other agency or business that provides similar services in your area. How are your program's services similar or different?

Printed By: Nichole Mata on 1/12/2024

8 of 19

Youth Hope is a ministry of Christian Friendliness, a long time partner with the King Center, providing a variety of youth services. Youth Hope serves as a subcontractor for the King Center through state and local funding.

D. Resources

Completed by jones.gerald@rigov.org on 12/20/2023 9:29 AM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

D. Resources

Please provide the following information.

D.1. Describe how the program will continue without CDBG in the future.

- **Identify funding sources for this program that will take the place of CDBG.**
- **Describe how your program is pursuing these sources of funding.**

The King Center seeks and receives funding from multiple sources to maintain youth services. This is has been done on an annual basis via our resource development department and includes local foundations, donors and state funding. Currently this program receives funding from the Illinois Department of Human Services, United Way of the Quad Cities and local donations.

D.2. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations (e.g. food, space, supplies, equipment, services) to carry out this activity.

The King Center minimally dedicates 6 of its 14 FTEs to the youth and community services described in the project information. 25 seasonal employees are hired throughout the year for direct service to youth. 5-10 volunteers are engaged in projects (reading, STEM, etc..) while 25-50 volunteers provide episodic services (trick or treat, beautification, career awareness, etc..).

We recognize that one of our strengths is our ability to enroll and retain participation of a population that have a multitude of barriers for that type of consistency. This allows us to invite a multitude of partner agencies and services who have real investment in impacting this population to provide supplemental programming including Spring Forward, Common Chord, Girl Scouts, STEAM on Wheels and others to provide their expertise. Thus we do not unnecessarily duplicate services which provides opportunity and space for our dedicated team to prioritize the well-being of every individual under their care.

Moreover, our program thrives on the generosity of in-kind donations from local businesses and community members. Whether it be the provision of nutritious food, safe and engaging spaces, essential supplies, or specialized equipment, these donations significantly enhance our ability to address the unique needs of each child.

D.3. Describe how your program collaborates with other agencies for this particular program.

The King Center has formal agreements with several local non-profits for services including Spring Forward Learning Center (literacy), Youth Hope (outreach), EveryChild (parental support), and the YWCA(childcare and workforce training). Other partners include Rock Island Parks and Recreation (eliminating cost for their programs), The Rock Island Library, The Two Rivers YMCA (Nourish), Girls Scouts of the Mississippi Valley, Common Chord, Family Resources, University of Illinois Extension Office, and others.

E. Program Compliance

Completed by jones.gerald@rigov.org on 12/20/2023 9:54 AM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

E. Program Compliance

Please provide the following information.

E.1. If previously funded with CDBG: Describe your Program's record in managing previous CDBG funds and maintaining regulatory compliance for this program.

This includes but is not limited to: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

The King Center has been a funded program since 1975. Through 2022, the King Center has been fully compliant with all requirements including: meeting proposed goals, promptly submitting accurate quarterly reports and payout requests; maintaining financial and program records in compliance with CDBG regulations; and expending CDBG funds in a timely manner.

In 2023, we have had some challenges with the increased focus on compliance including monthly reporting, proof of eligibility and detailed financial records. Currently, we are in compliance, thanks to the technical assistance from Rock Island's Community Economic Development Department, with a system in place to meet all requirements in a timely manner.

E.2. If NOT previously funded with CDBG: Describe your program's experience and performance in implementing and administering grants from other funders for this program or a similar program. Describe the viability of your program and how you will comply with CDBG funding regulations.

E.3. Describe your Agency's existing administrative and financial capacity to implement/continue proposed project/activity.

REMINDER: A completed Succession Plan form will be required in step G. Required Documents.

The King Center's status as a city department provides significant administrative and financial capacity for our proposed program activities. This status allows access to many city resources including Information Technology that provides computers and internet access for direct service and administrative duties, the various resources the communications department supplied to increase community awareness, the resources of the finance department to ensure proper accounting controls, the personnel department to support payroll and human resource issues, and contact with the Community Economic Development Department to assess demographics to target areas for services.

The administrative staff boasts cumulative experience of over 90 years amongst 4 staff including an Executive Director with 30+ years of experience. Program staff (2) have over 25 years of youth service experience while part of MLK team with 125+ years of cumulative experience.

F. Budget

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Completed by jones.gerald@rigov.org on 12/20/2023 11:04 AM

Address: 630 9 St, Rock Island, IL 61201

F. Budget

Please provide the following information.

F.1. Prior Year 2023 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00
\$ 164,335.00	\$164,335.00	\$163,792.00
TOTAL	\$164,335.00	\$163,792.00

F.2. Current Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
153220	\$153,220.00	\$84,884.00
	\$153,220.00	\$84,884.00

F.3. Upcoming Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$150,000.00	\$0.00
	\$150,000.00	\$0.00

F.4. Total Proposed Program Budget 2024

\$582,956.00

F.5. Percent CDBG Total Proposed Budget 2024

26.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Youth Staff	Existing Position	42.00%	\$359,643.00	\$150,000.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
-----------------------------------	--------------	---------------	-------------

F.8. CDBG Total Personnel Cost

\$150,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

Printed By: Nichole Mata on 1/12/2024

12 of 19

\$150,000.00

G. Required Documents

Completed by jones.gerald@rigov.org on 12/21/2023 10:39 AM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

1 Articles of Incorporation and Current By-laws.pdf

Board meeting schedule for 2023-2024 *Required

FY 24 MLK Board Meeting Schedule.pdf

Board minutes from last three meetings *Required

MLK Board Meeting Minutes May - Nov 2023.pdf

Board of Directors List - Download Form [HERE](#). *Required

4 Board of Directors List.pdf

Certifications Form - Download form [HERE](#) *Required

5 Agency Certifications.pdf

Conflict of Interest policies for employees, board members, and contractors/vendors (can be separate policies or combined) *Required

6 Conflict Of Interest Policy.pdf

Financial Statements from last three months *Required

MLK Finance Statement Sept 1 - Nov 30 2023.pdf

Printed By: Nichole Mata on 1/12/2024

Grievance policy for employees, program participants/clients and contractors/vendors (can be separate policies or combined) ***Required**

8 GRIEVANCES POLICY.pdf

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) ***Required**

9 IL Secretary of State Cert Good Standing.pdf

Intake form that is used to collect required CDBG demographics (CDBG requires the following to be collected for each participant: household income, household size, race, ethnicity, gender of head of household, veteran status) ***Required**

ASP Registration Form newest.pdf

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) ***Required**

11 IRS - MLK Good Standing.pdf

Non-discrimination policies for employment and program participants/services (can be 2 separate policies or combined) ***Required**

12 Non Discrimination Policy.pdf

Procurement/purchasing policy ***Required**

13 Purchasing Policy.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures steps

***No files uploaded*

Sources of Federal Funding worksheet - Download form [HERE](#). ***Required**

4 -Sources of Federal Funding Worksheet.pdf

Subrecipient checklist for Internal Control Form - Download Form [HERE](#). ***Required**

16 Subrecipients Checklist for Internal Control.pdf

Succession Plan Form - Download form [HERE](#) ***Required**

6 - Succession Plan (1).pdf

Supporting Agency Worksheets - Download form [HERE](#). (Must include two utilizing ONLY the included form from agencies with which you collaborate on this particular program. ***Required**

18 Supporting Agency.pdf

AGENCY FINANCIAL INFORMATION

For applicants not currently funded with CDBG a copy of the most recent agency audit and management letter is required with the application.

***No files uploaded*

Copy of most recent Federal 990 form- Return of Organization Exempt from 2020 Income Tax (Pages 1-12, no additional schedules unless requested) If not yet filed, submit a copy of the extension request submitted to the IRS with a letter from accountant stating expected submission date. ***Required**

2022_MARTIN LUTHER KING JR CENTER, INC_990E_ArchiveTaxReturn.pdf

For applicants requesting funds for equipment or any kind of public facility improvements to be funded with CDBG, these items are also required:

A detailed projected operating budget for the next five program years (through 06/30/2028), including both revenue and expenditures, with sources of funding identified.

***No files uploaded*

A detailed work write-up with projected costs by line item(s) *

***No files uploaded*

Submit

Completed by jones.gerald@rigov.org on 12/21/2023 10:40 AM

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

CERTIFICATION

I have reviewed the application steps and have verified that all required documentation is attached.

I understand that all information submitted as part of this application is subject to open records requests under Illinois law.

Authorized Personnel Signature

Gerald A Jones

Electronically signed by jones.gerald@rigov.org on 12/21/2023 10:40 AM

Date Signed

12/21/2023

Admin Documents

No data saved

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

Admin Documents

Please provide the following information.

Documentation

Environmental Review

***No files uploaded*

Fully Executed Agreement

***No files uploaded*

Purchase Order

***No files uploaded*

Other Documentation

***No files uploaded*

IDIS Setup

No data saved

Case Id: 30690

Name: Martin Luther King Center - 2024/2025

Address: 630 9 St, Rock Island, IL 61201

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Memorandum

Community Development Department

To: Community Development Commission

Subject: Approval to Fund 2024 Public Facilities Project Requests

Date: 01/10/2024



Staff has received three public facilities applications for funding for a total of \$147,320.00 requested from the 2024 CDBG funding allocation. The Parks department is requesting \$47,430.00 to supplement funding for adding ADA accessibility to Hodge Park. The Martin Luther King Center department is requesting \$49,890.00 to supplement funding to replace their deteriorating siding of the building. The Rock Island Public Library is requesting \$50,000.00 to supplement funding for their first-floor bathroom renovation and ADA accessibility. All three of these projects are eligible CDBG projects. I have attached all three applications and estimates for your review. Staff is recommending that the CDC approve the recommendation of all three Public facilities projects to council.

Recommendation: The Community Development Department recommends that the Commission recommends to Council the approval of the three public Service projects and funding for the projects at \$147,320.00.

Submitted by:

Nichole Mata, Community Development Manager
Miles Brainard, CED Director

APPLICATION FORM
City of Rock Island, Illinois
Community Development Block Grant Program

City of Rock Island Applicants

July 1, 2024-June 30, 2025

**COMPLETE PACKET DUE
BY 12:00 PM Friday,
December 29, 2023**

Incomplete and/or late applications will not be accepted

Agency/Organization: _____

Executive Director: _____ Contact Person: _____

Address: _____ Zip Code: _____

Phone Number (8:00 a.m. to 5:00 p.m.,M-F): _____

Email: _____

List all programs and amount requested (in whole dollars) for which your agency is applying:

2024

Program Applying For:

Request Amount:

Check box if your Agency will be submitting more than one CDBG application

The total number of beneficiaries served by this program during CDBG 2024 will be: _____

The total number of Rock Island residents served by this program during CDBG 2024 will be: _____

The Community and Economic Development Department will be administering and managing the programs that are awarded CDBG funds. This will ensure HUD requirements are fulfilled.

1. PROJECT INFORMATION

A) Identify the population/area to be served and project location(s).

B) Describe:

- The need for the program

- The services to be provided

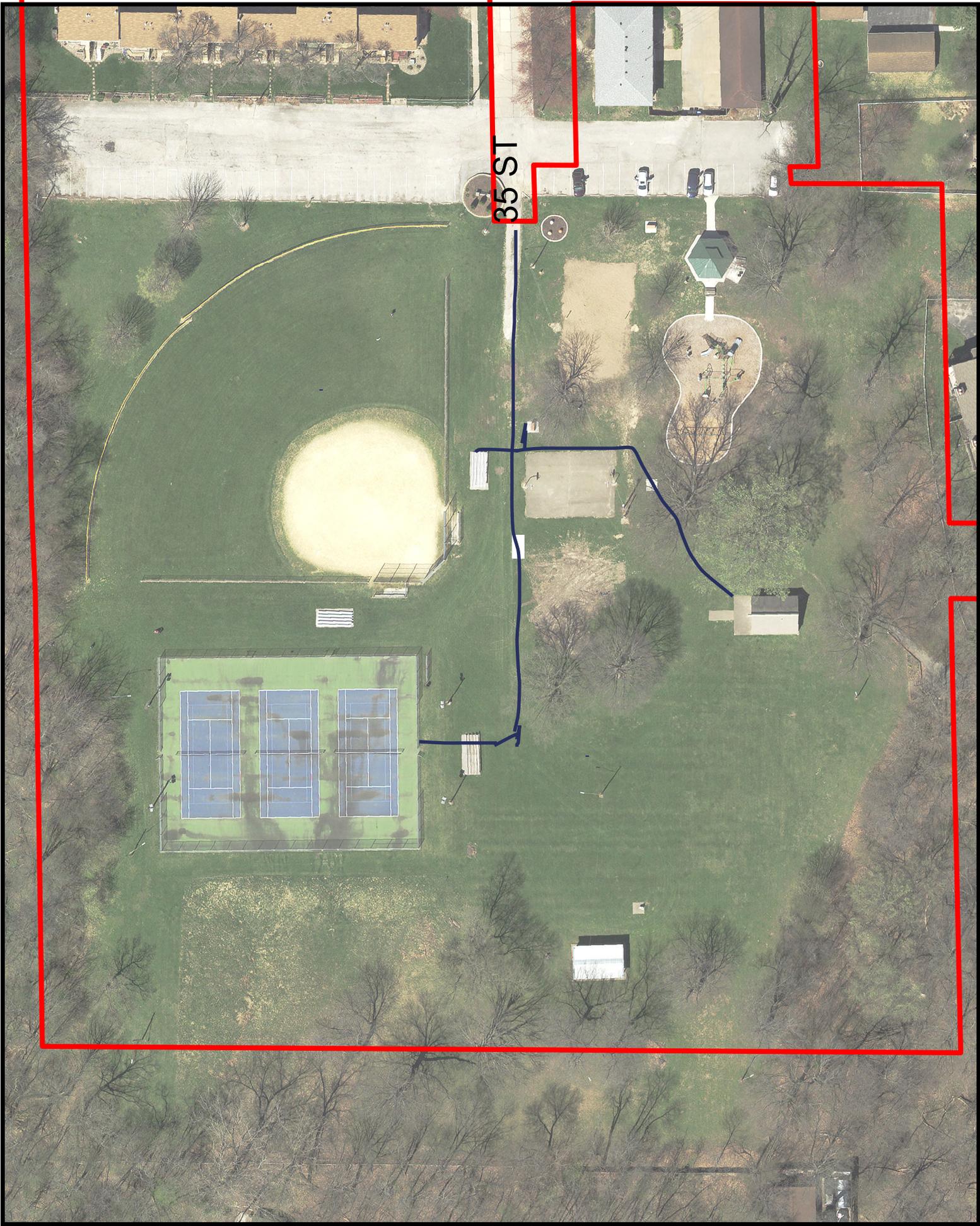
A. BUDGET SHEET

BUDGET FOR ENTIRE PROGRAM

Budget Sheet A is the program budget. Specify other funding sources. All expenses for program need to be identified. Round to the nearest dollar, be specific with funding sources.

Program Name: _____

PROGRAM BUDGET							
EXPENSES	PRIOR YEAR (2022)		CURRENT YEAR (2023)		UPCOMING YEAR (2024)		
	BUDGETED	ACTUAL	BUDGETED	SOURCE(S)	PROPOSED TOTAL BUDGET	PROPOSED TOTAL CDBG	PROPOSED NON-CDBG FUNDING
TOTALS							
TOTAL PROPOSED PROGRAM BUDGET (2024)							
PERCENT CDBG OF TOTAL PROPOSED BUDGET (2024)							



35 ST

Hodge Park
EST. Parks

330'x 10' Road 6" thick with rebar laid continuous gravel base compacted	\$75/sqft	\$ 24,750.00
ADA side walks and wheel chair parking		
48' x 4'	\$10/sqft	\$ 1,920.00
75'x 4'		\$ 3,000.00
25' x4'		\$ 1,000.00
94'x 4'		\$ 3,760.00
Cut sod prep layout		\$ 5,000.00
Clean CA6 30 tons		
BackFill forms add black soil if needed.		\$ 8,000.00
		\$ 47,430.00 total

APPLICATION FORM
City of Rock Island, Illinois
Community Development Block Grant Program

City of Rock Island Applicants

January 1, 2024 through December 31, 2024

**COMPLETE PACKET DUE
BY 12:00 PM Friday,
December 29, 2023**

Incomplete and/or late applications will not be accepted

Agency/Organization:	<input type="text" value="Rock Island Public Library"/>		
Executive Director:	<input type="text" value="Angela Campbell"/>	Contact Person:	<input type="text" value="Angela Campbell"/>
Address:	<input type="text" value="401 19th Street"/>	Zip Code:	<input type="text" value="61201"/>
Phone Number (8:00 a.m. to 5:00 p.m.,M-F):	<input type="text" value="309-732-7300"/>		
Email:	<input type="text" value="campbell.angela@rigov.org"/>		

List all programs and amount requested (in whole dollars) for which your agency is applying:

2024

Program Applying For:	Request Amount:
<input type="text" value="Internal Infrastructure"/>	<input type="text" value="\$315,000"/>

Check box if your Agency will be submitting more than one CDBG application

The total number of beneficiaries served by this program during CDBG 2024 will be:	<input type="text" value="65,000+"/>
The total number of Rock Island residents served by this program during CDBG 2024 will be:	<input type="text" value="36,636"/>

The Community and Economic Development Department will be administering and managing the programs that are awarded CDBG funds. This will ensure HUD requirements are fulfilled.

1. PROJECT INFORMATION

A) Identify the population/area to be served and project location(s).

This infrastructure project will happen at Rock Island's Downtown Library, which serves more than 65,000 visitors per year. Library users come from all demographic and socioeconomic backgrounds, with no typical user profile. Everyone is welcome and served equally.

B) Describe:

- The need for the program

The Downtown Library has four floors. There are two public restrooms on the ground level, one in the children's room and one just off the entrance. There is also a staff restroom connected to the staff break room. None of these restrooms are ADA compliant. The first floor has an all gender restroom and a women's restroom. Neither is ADA compliant. The Mezzanine Level does not have a restroom. The second floor has two all-gender restrooms, both of which have been renovated within the past 10 years, but only one is ADA compliant. In a building with more than 30,000 square feet, the library is lacking in restrooms, and severely lacking in providing restrooms to people with disabilities.

- The services to be provided

After consulting with an architect, it became clear that this project was going to be more involved than originally thought. Attached are some preliminary drawings of the work needed to bring our restrooms into compliance. The ground level public restrooms will stay the same size and will be reconfigured to be ADA-accessible. The staff restroom will need more construction to create ADA stalls, requiring expanding the room's square footage. The first-floor restrooms will also need to be expanded to create the space needed for ADA compliance. The second-floor restrooms will remain the same, but an accessible drinking fountain will be added to the floor.

A. BUDGET SHEET

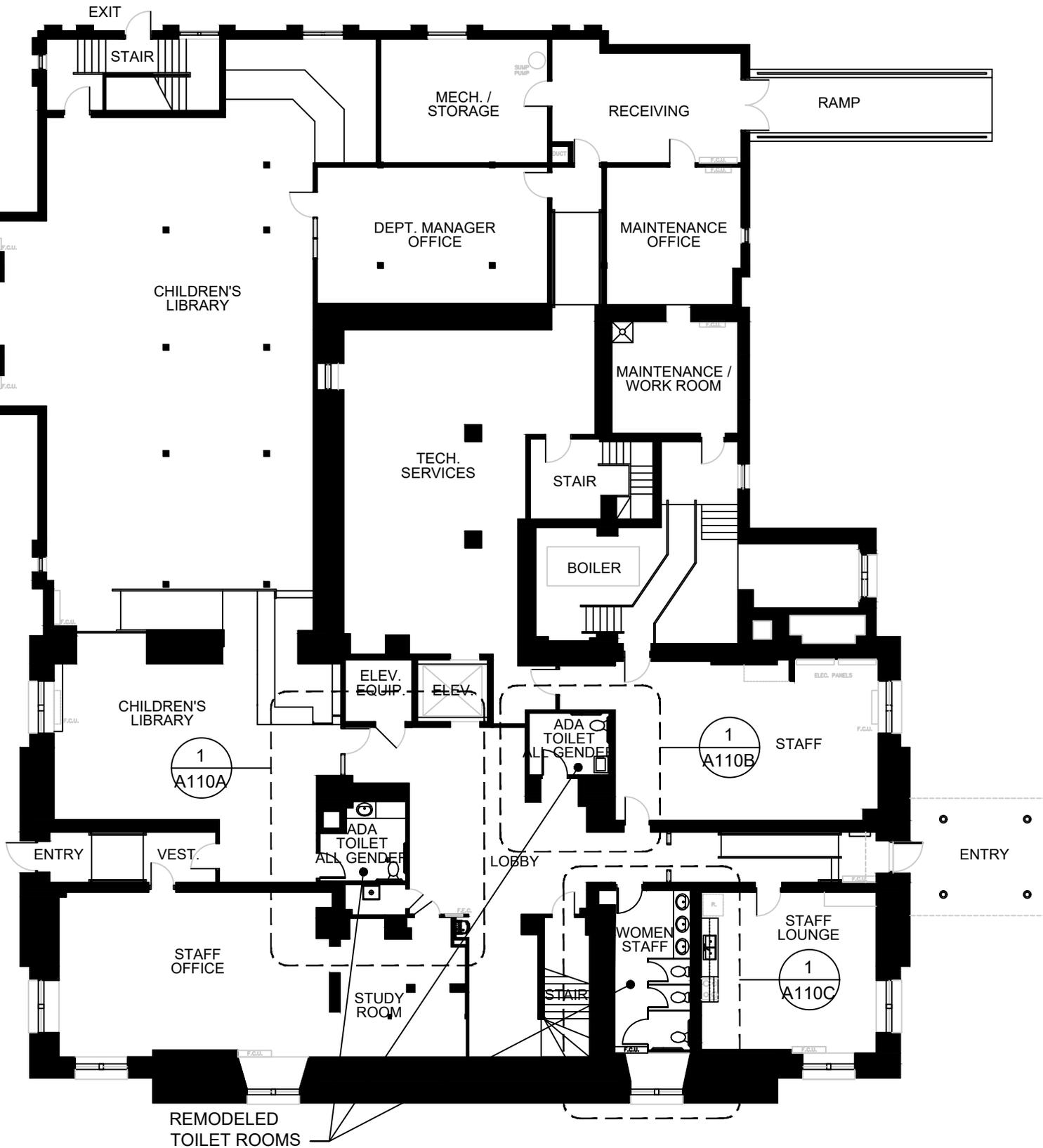
BUDGET FOR ENTIRE PROGRAM

Budget Sheet A is the program budget. Specify other funding sources. All expenses for program need to be identified. Round to the nearest dollar, *be specific with funding sources.*

Program Name:

Downtown Library Restroom Renovation

PROGRAM BUDGET							
EXPENSES	PRIOR YEAR (2022)		CURRENT YEAR (2023)		UPCOMING YEAR (2024)		
	BUDGETED	ACTUAL	BUDGETED	SOURCE(S)	PROPOSED TOTAL BUDGET	PROPOSED TOTAL CDBG	PROPOSED NON-CDBG FUNDING
Architecture & Engineering Fees					\$50,000		\$50,000
Construction & Fixtures					\$430,000	\$315,000	\$115,000
TOTALS					\$480,000	\$315,000	165,000
TOTAL PROPOSED PROGRAM BUDGET (2024)					\$480,000		
PERCENT CDBG OF TOTAL PROPOSED BUDGET (2024)					66%		



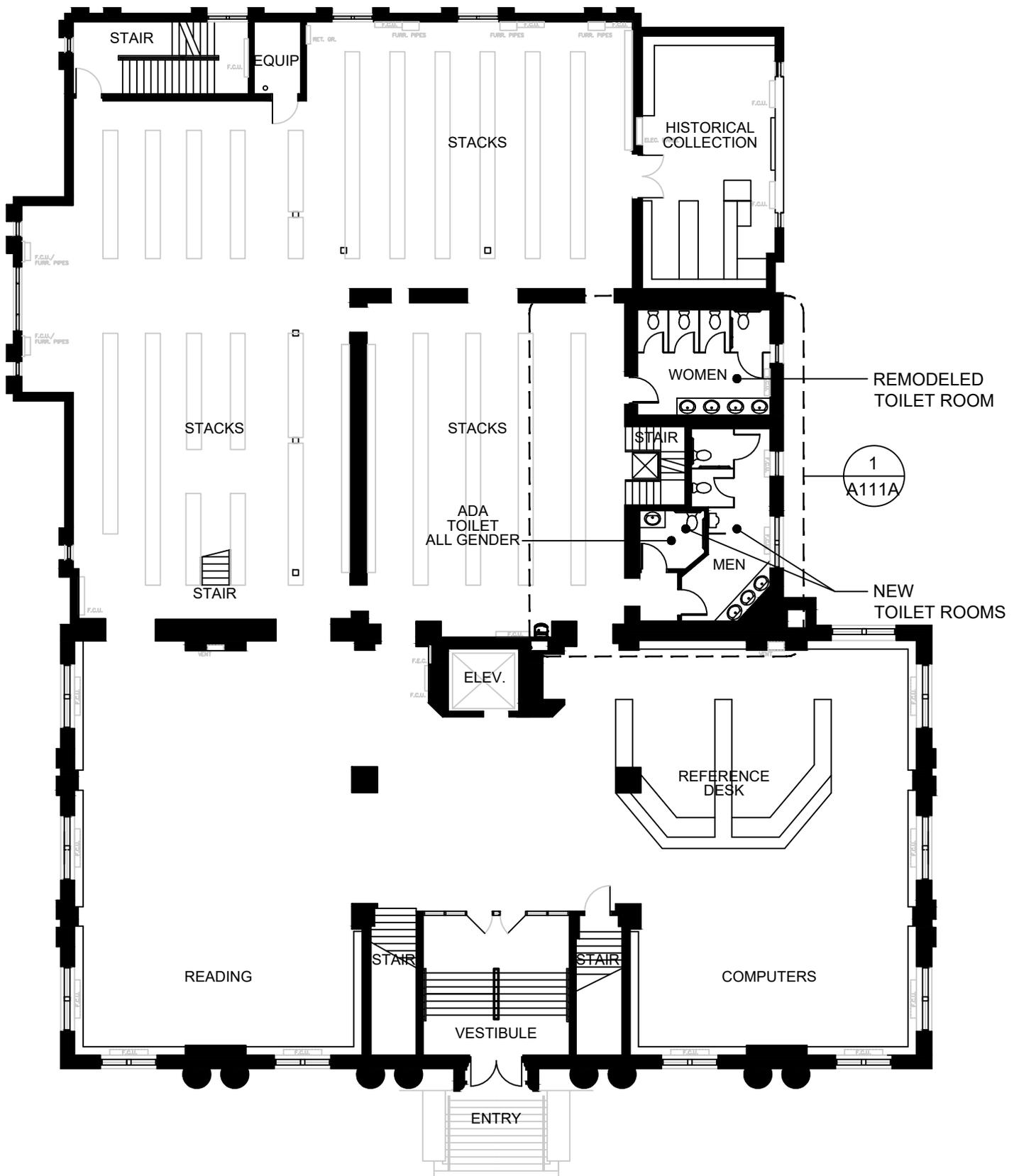
**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH

RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/16" = 1'-0"

GROUND FLOOR PLAN

A100



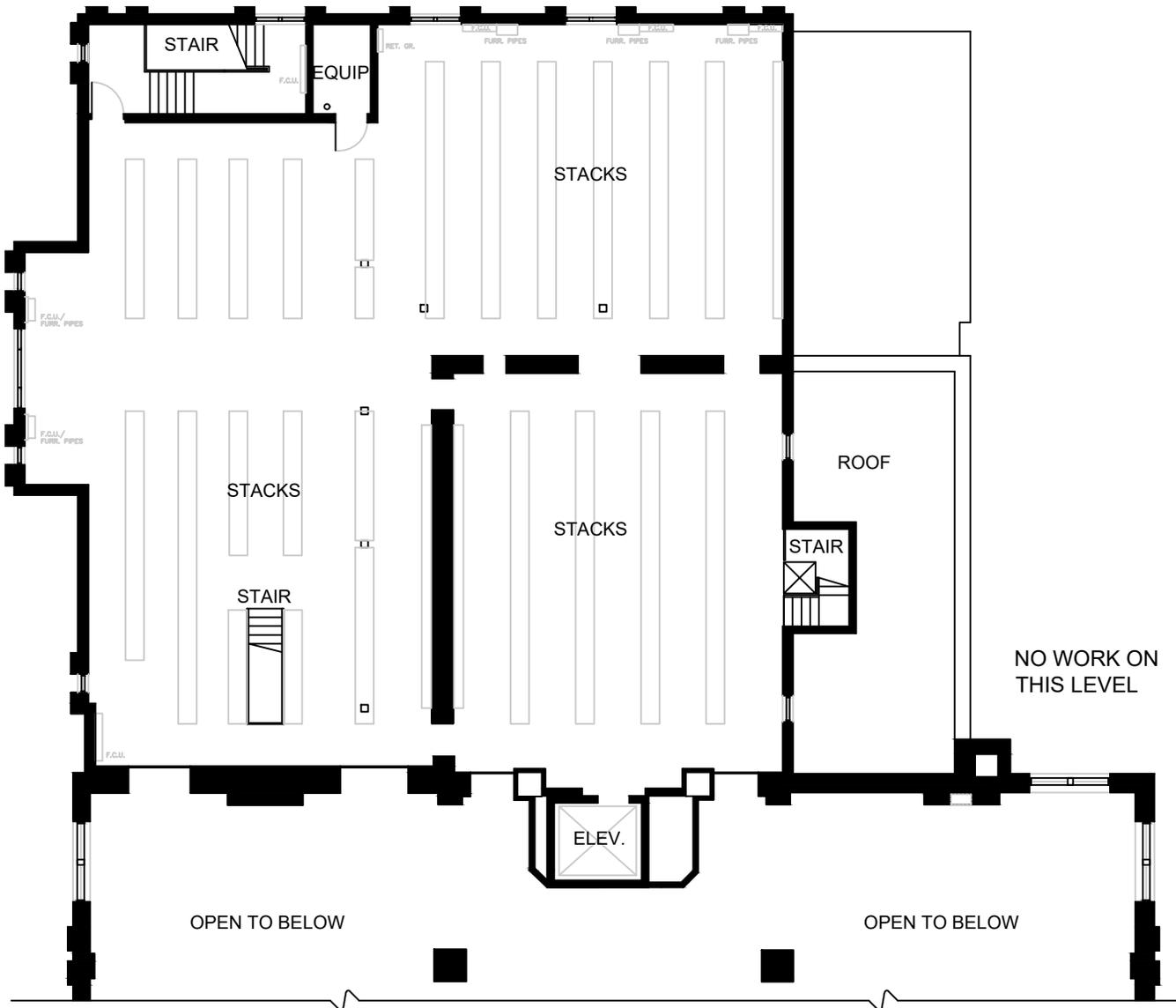
**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH

Project number 23008851.00
Date 12.19.23
Scale 1/16" = 1'-0"

FIRST FLOOR PLAN

A101

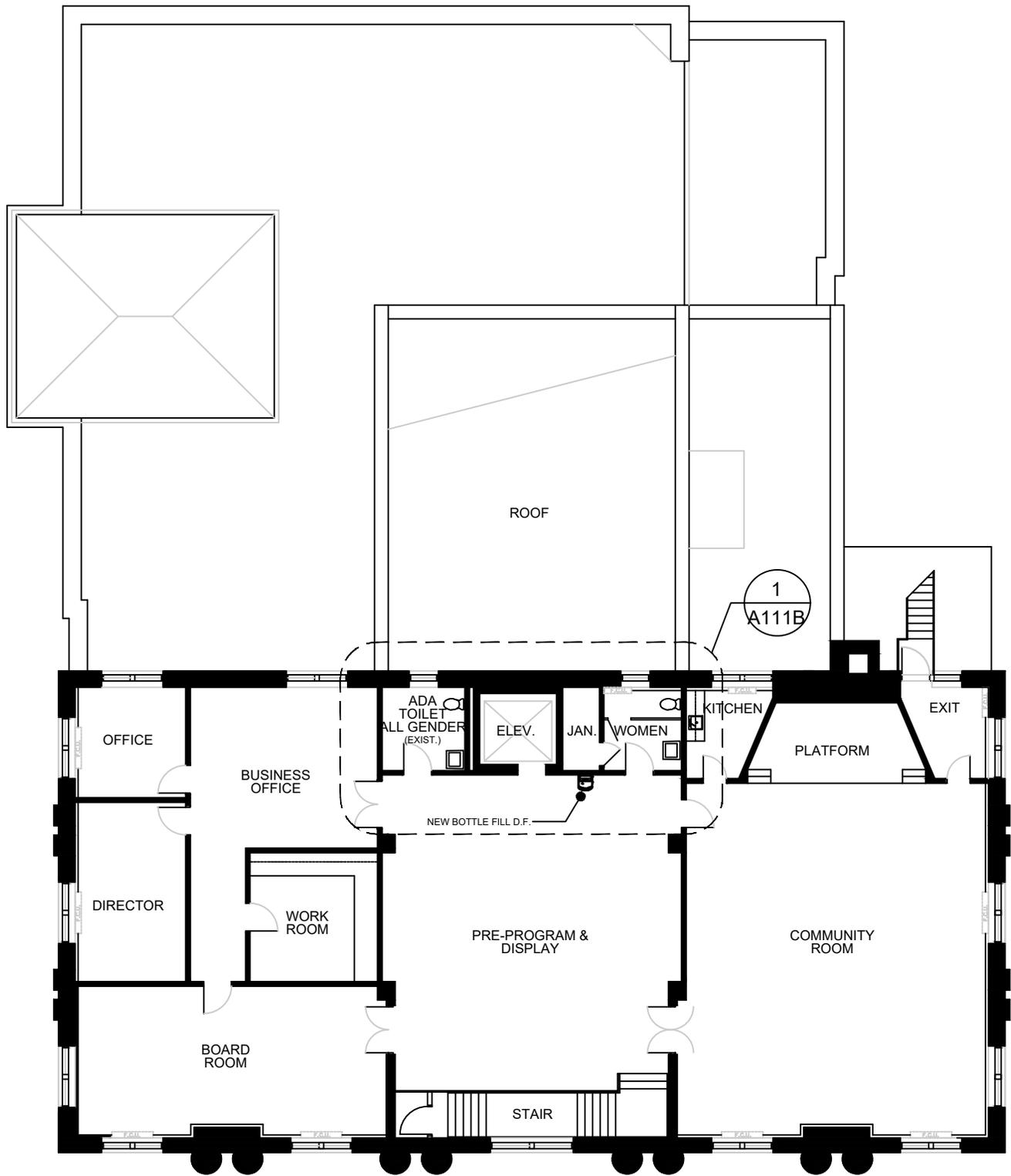
RESTROOM REMODEL



ROCK ISLAND
PUBLIC LIBRARY
 DOWNTOWN BRANCH
 RESTROOM REMODEL

Project number 23008851.00
 Date 12.19.23
 Scale 1/16" = 1'-0"

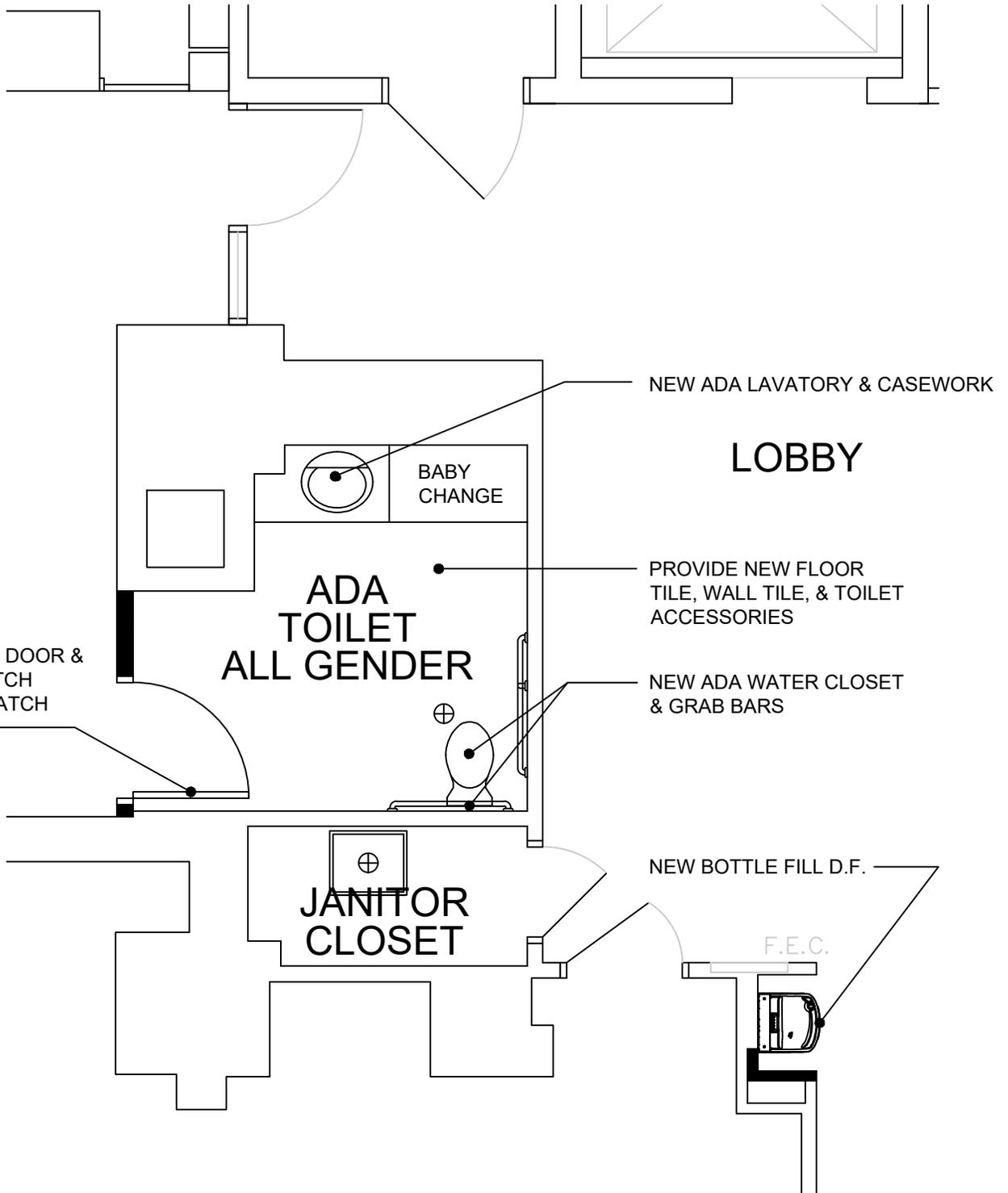
MEZZANINE FLOOR
PLAN
 A101



**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/16" = 1'-0"

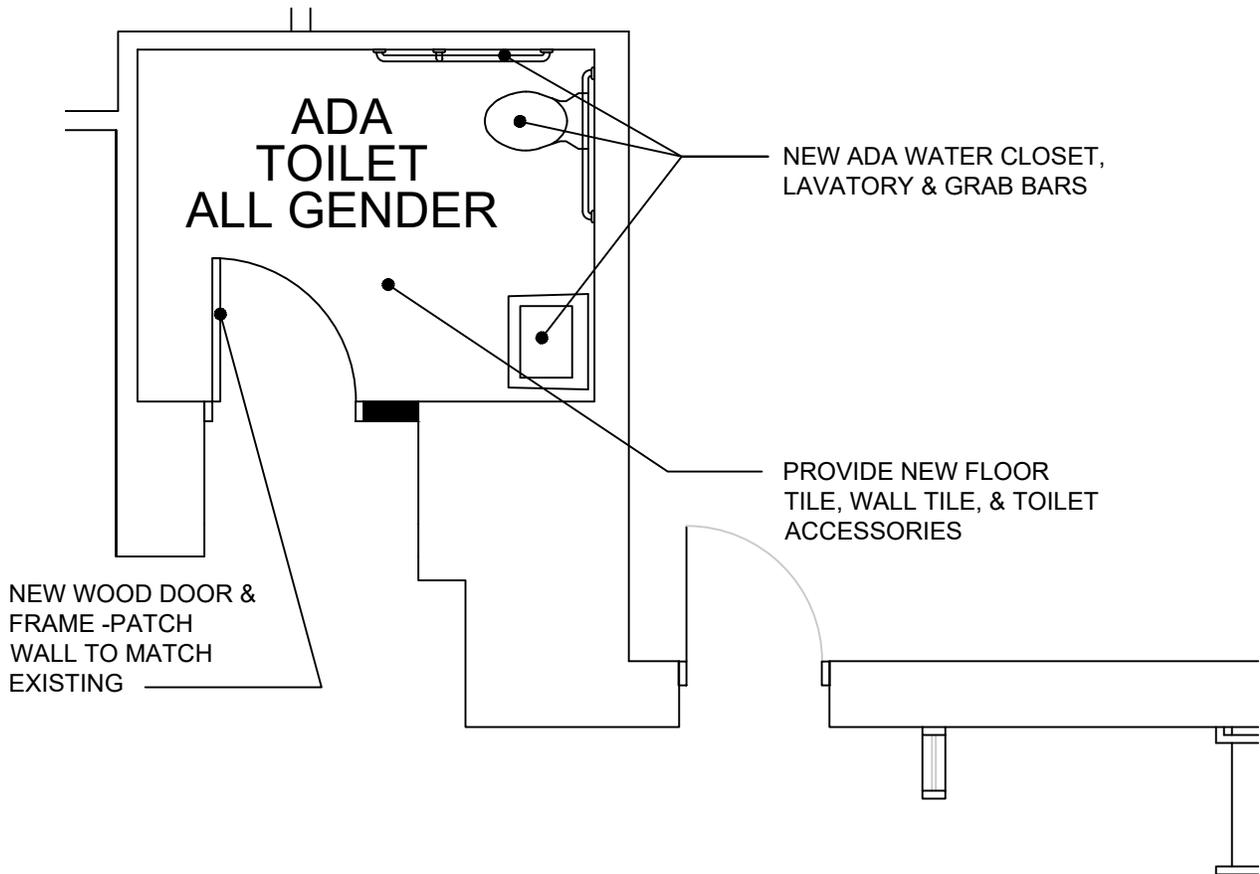
SECOND FLOOR PLAN
A102



**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

ENLARGED PARTIAL
GROUND FLOOR PLAN
A110A



**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

ENLARGED PARTIAL
GROUND FLOOR PLAN
A110B

NEW WATER CLOSETS,
TOILET PARTITIONS &
GRAB BARS

NEW ADA LAVATORIES &
COUNTERTOP

NEW WOOD DOOR &
FRAME -PATCH
WALL TO MATCH
EXISTING

WOMEN

ADA

F.C.U.

STACKS

STAIR

PROVIDE NEW FLOOR
TILE, WALL TILE, & TOILET
ACCESSORIES AT ALL
TOILET ROOMS

NEW WATER CLOSETS,
TOILET PARTITIONS &
GRAB BARS

ADA

F.C.U.

NEW ADA WATER CLOSET,
LAVATORY, COUNTERTOP
& GRAB BARS

ADA
TOILET
ALL GENDER

NEW WALLS -TYP.

F.C.U.

MEN

NEW ADA BOTTLE FILL D.F.

NEW WOOD DOOR &
FRAME

NEW ADA LAVATORIES &
COUNTERTOP



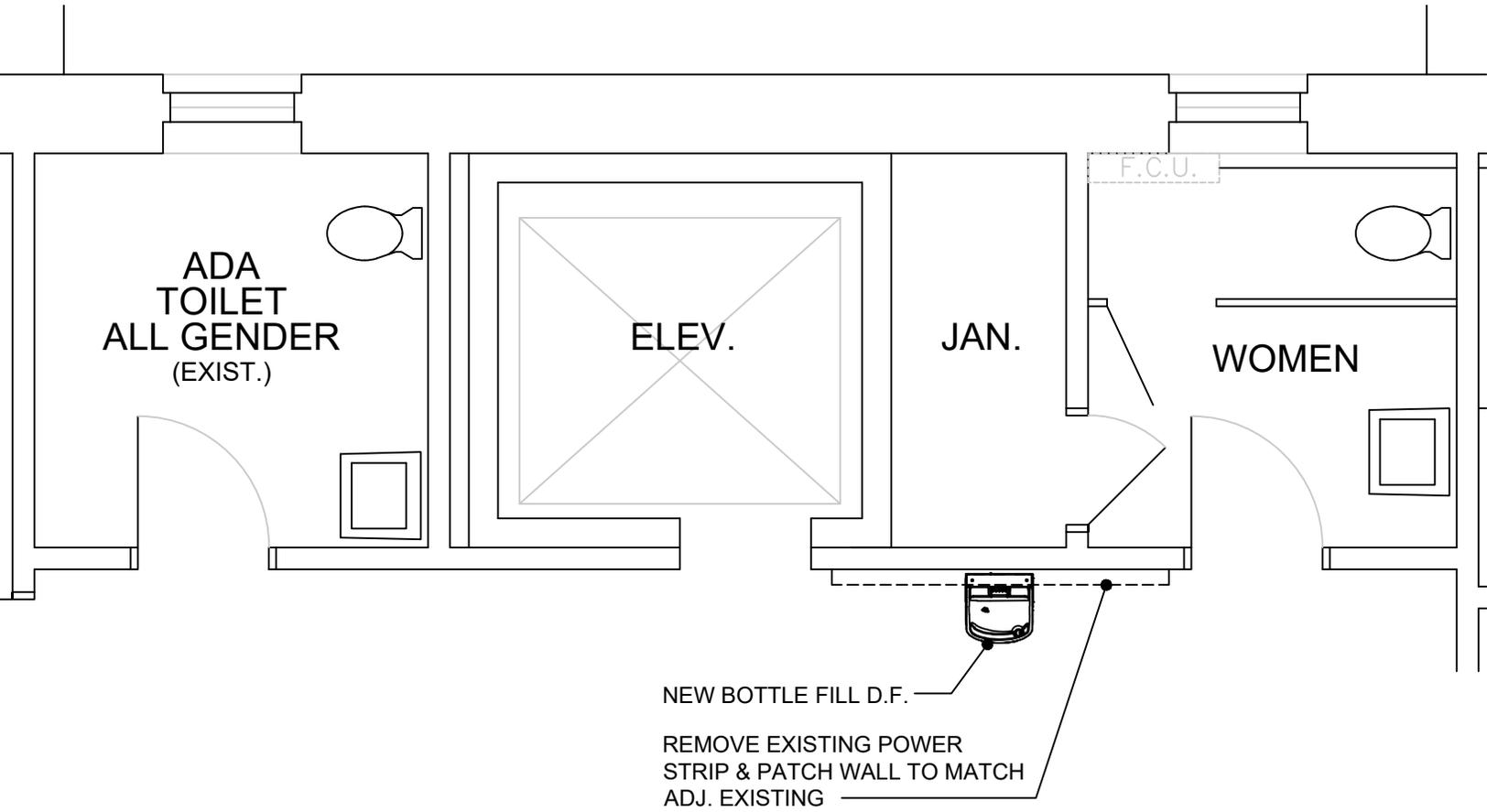
ROCK ISLAND
PUBLIC LIBRARY
DOWNTOWN BRANCH

RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

ENLARGED PARTIAL
FIRST FLOOR PLAN

A111A



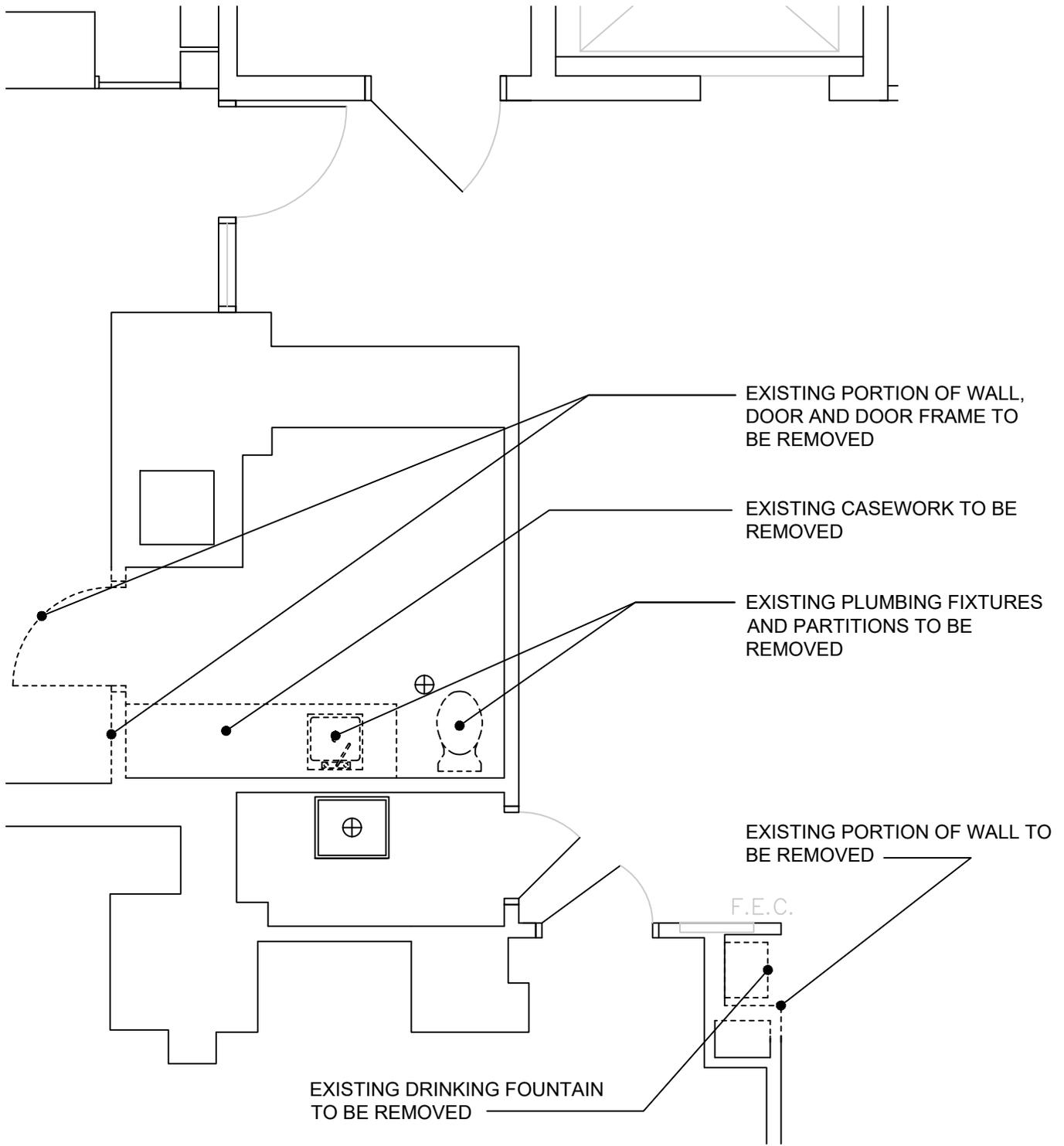
**PRE-PROGRAM &
DISPLAY**



**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

ENLARGED PARTIAL
SECOND FLOOR PLAN
A111B



EXISTING PORTION OF WALL,
DOOR AND DOOR FRAME TO BE
REMOVED

EXISTING CASEWORK TO BE
REMOVED

EXISTING PLUMBING FIXTURES
AND PARTITIONS TO BE
REMOVED

EXISTING PORTION OF WALL TO
BE REMOVED

EXISTING DRINKING FOUNTAIN
TO BE REMOVED

F.E.C.

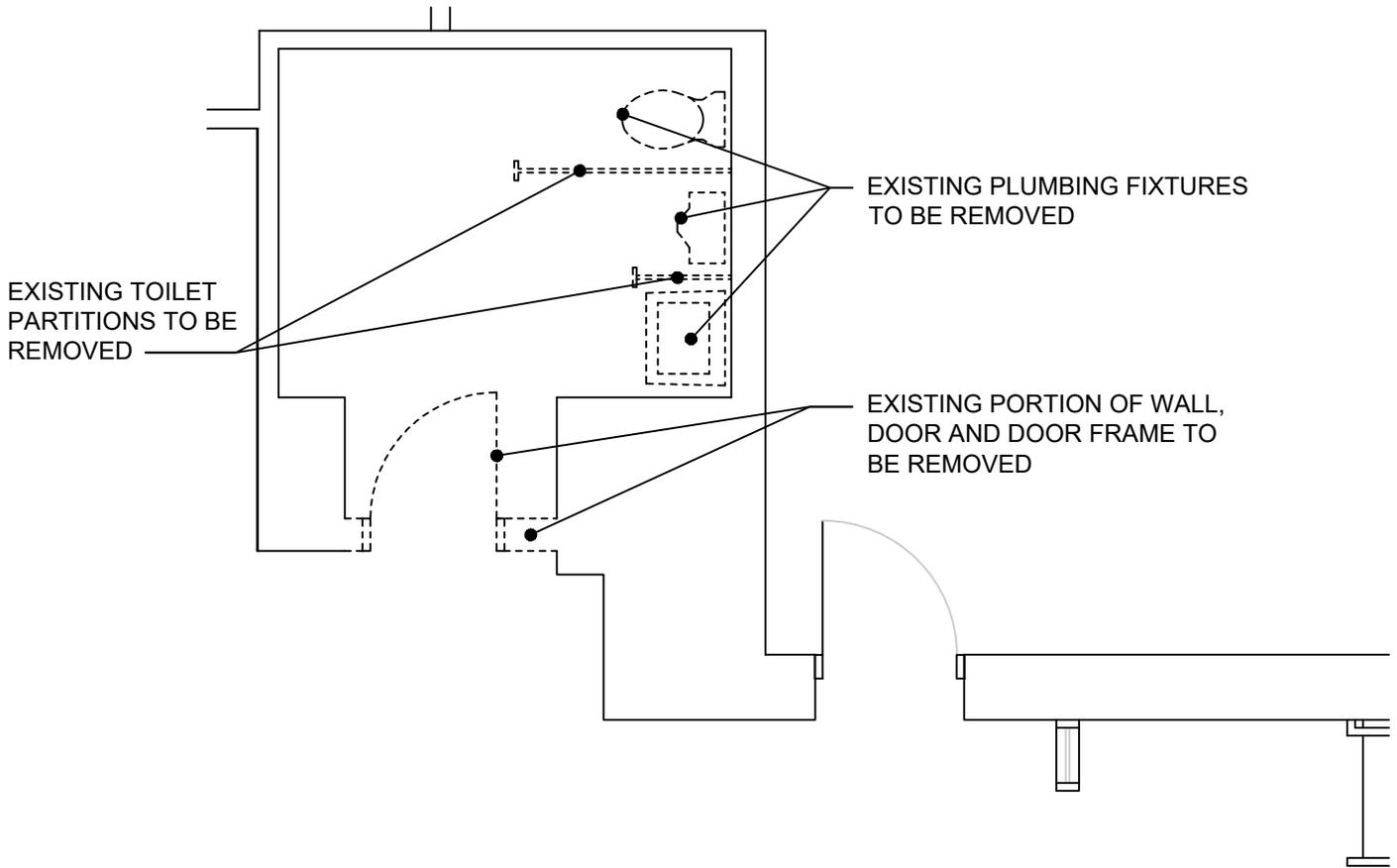


**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

ENLARGED PARTIAL
GROUND FLOOR PLAN
- DEMOLITION

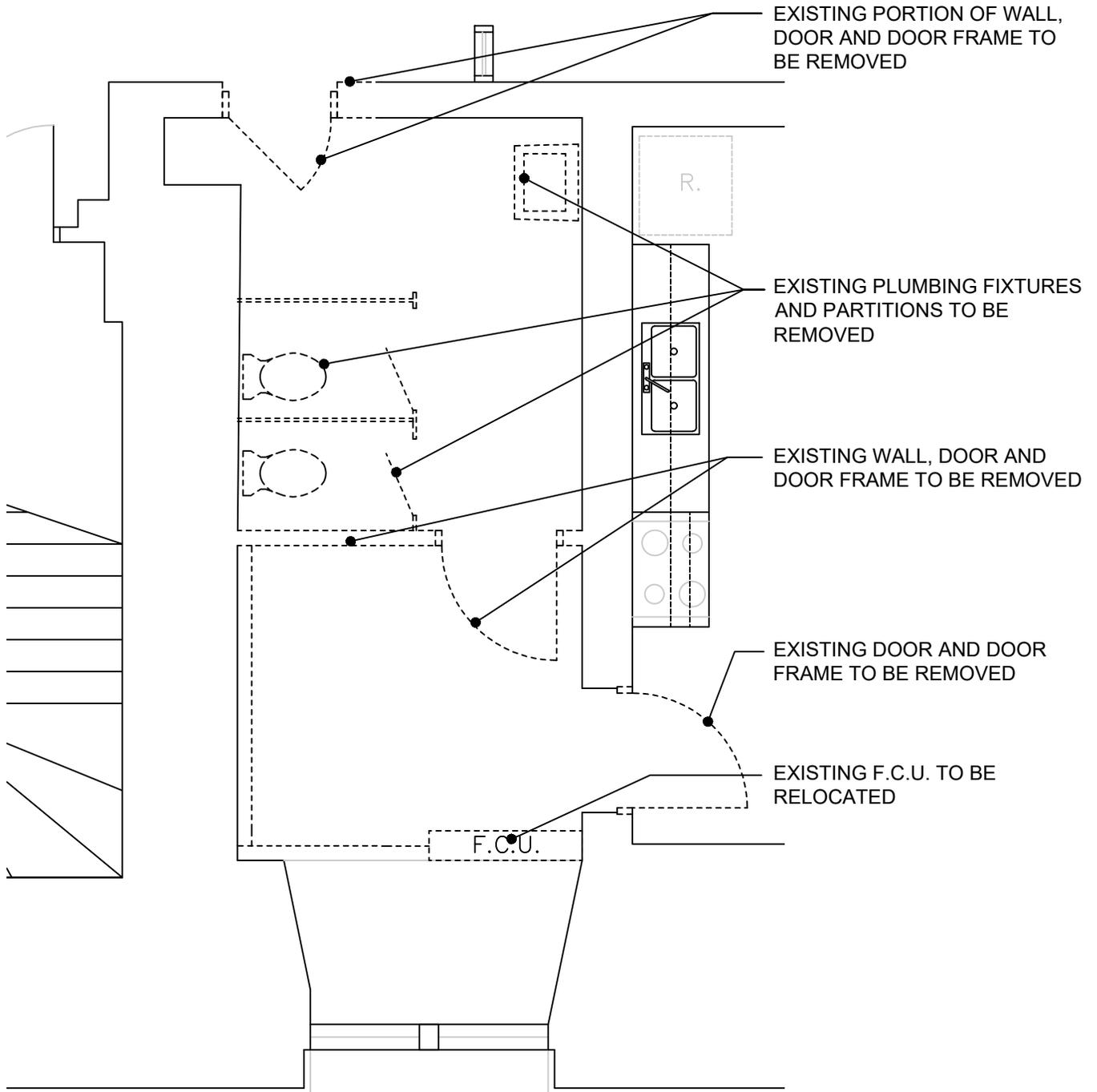
DG110A



**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

ENLARGED PARTIAL
GROUND FLOOR PLAN
- DEMOLITION
DG110B



ENLARGED PARTIAL
GROUND FLOOR PLAN
- DEMOLITION



ROCK ISLAND
PUBLIC LIBRARY
 DOWNTOWN BRANCH
 RESTROOM REMODEL

Project number 23008851.00
 Date 12.19.23
 Scale 1/4" = 1'-0"

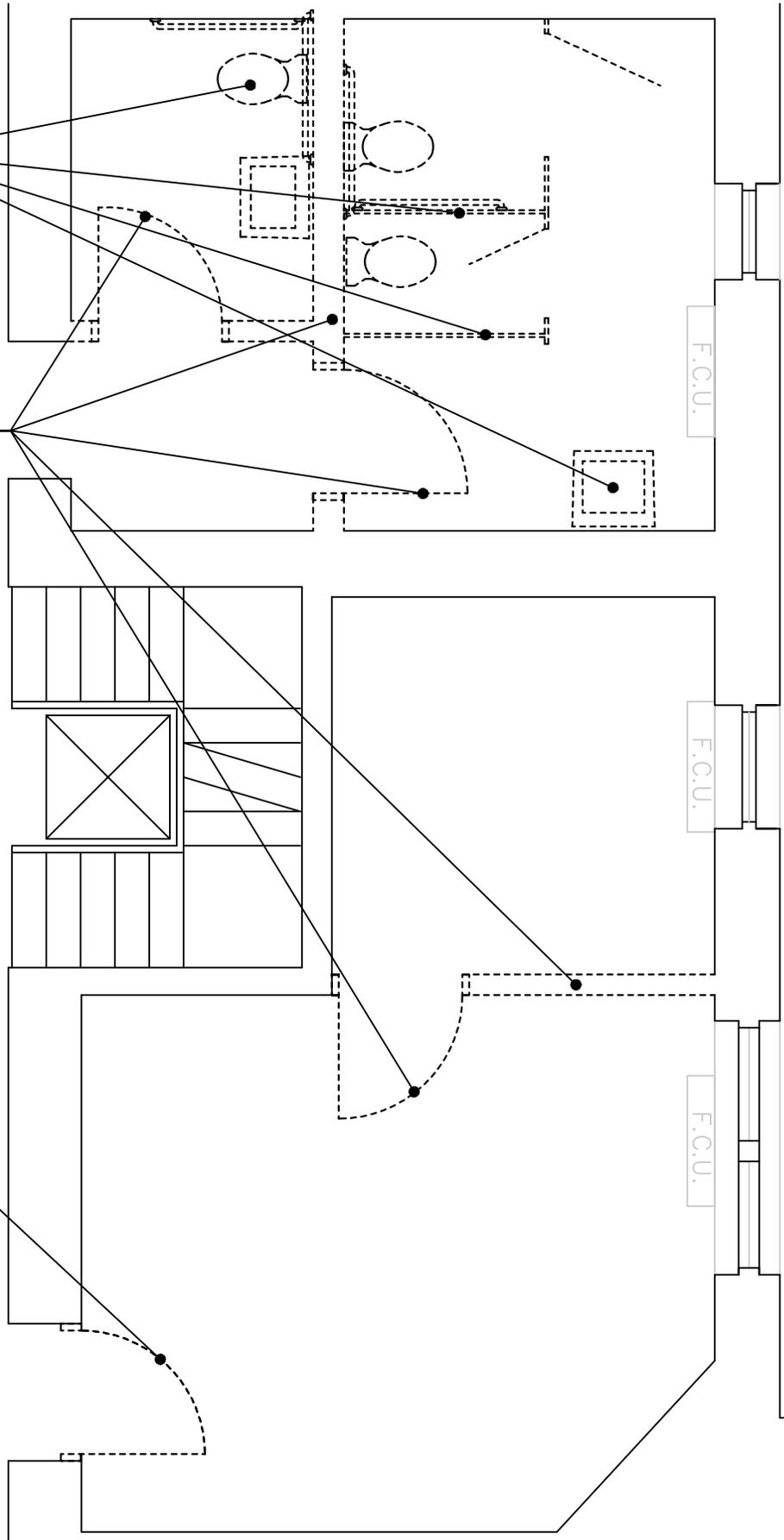
DG110C

EXISTING PLUMBING FIXTURES
AND PARTITIONS TO BE
REMOVED

EXISTING WALL, DOOR AND
DOOR FRAME TO BE REMOVED

EXISTING DOOR AND DOOR
FRAME TO BE REMOVED

EXISTING DRINKING FOUNTAIN
TO BE REMOVED



ENLARGED PARTIAL
FIRST FLOOR PLAN
- DEMOLITION



**ROCK ISLAND
PUBLIC LIBRARY**
DOWNTOWN BRANCH
RESTROOM REMODEL

Project number 23008851.00
Date 12.19.23
Scale 1/4" = 1'-0"

DG111

APPLICATION FORM
City of Rock Island, Illinois
Community Development Block Grant Program

City of Rock Island Applicants

July 1, 2024-June 30, 2025

**COMPLETE PACKET DUE
BY 12:00 PM Friday,
December 29, 2023**

Incomplete and/or late applications will not be accepted

Agency/Organization: _____

Executive Director: _____ Contact Person: _____

Address: _____ Zip Code: _____

Phone Number (8:00 a.m. to 5:00 p.m.,M-F): _____

Email: _____

List all programs and amount requested (in whole dollars) for which your agency is applying:

2024

Program Applying For:	Request Amount:
_____	75,020 _____

Check box if your Agency will be submitting more than one CDBG application

The total number of beneficiaries served by this program during CDBG 2024 will be: _____

The total number of Rock Island residents served by this program during CDBG 2024 will be: _____

The Community and Economic Development Department will be administering and managing the programs that are awarded CDBG funds. This will ensure HUD requirements are fulfilled.

1. PROJECT INFORMATION

A) Identify the population/area to be served and project location(s).

The location is the Martin Luther King Center at 630 – 9th Street within the West End of Rock Island. This generally includes the Douglas Park, Old Chicago, and Longview neighborhoods in the northwest region of the city including three Census tracts: 236, 226, 235.

B) Describe:

- The need for the program

An addition was added to the Martin Luther King Jr. Community Center in 2011. The addition made up the north portion of the overall building footprint. The original structure was mostly clad with brick. The wall sections, along with the extended soffits, were clad with the same siding as the addition siding in order to visually “tie- in” the structures. On each elevation, the wall cladding contains varying degrees of fading, fractures, finish, surface delamination and slippage.

Based on the condition of the cladding, it has been recommended to remove and replace the wall cladding as none of the finished surface material is salvageable.

- The services to be provided

This project will require the removal of the existing siding, make repairs to the coping caps around the building parapet walls, mechanical screens, install new siding, flashing, any water barrier needed, pulling the proper required permits and the final cleanup all while the MLK remains in full day to day operation. The material must be approved for this climate, wind shear, and coincide with the original engineer’s design for the building envelope.

A. BUDGET SHEET

BUDGET FOR ENTIRE PROGRAM

Budget Sheet A is the program budget. Specify other funding sources. All expenses for program need to be identified. Round to the nearest dollar, be specific with funding sources.

Program Name: _____

PROGRAM BUDGET							
EXPENSES	PRIOR YEAR (2022)		CURRENT YEAR (2023)		UPCOMING YEAR (2024)		
	BUDGETED	ACTUAL	BUDGETED	SOURCE(S)	PROPOSED TOTAL BUDGET	PROPOSED TOTAL CDBG	PROPOSED NON-CDBG FUNDING
TOTALS							
TOTAL PROPOSED PROGRAM BUDGET (2024)							
PERCENT CDBG OF TOTAL PROPOSED BUDGET (2024)							



QUOTATION

DATE: 12/27/23

Proposal Submitted to:

City of Rock Island
CED Dept.

Attention: Jerad Irvine

Project Name and location:

MLK Center
630 9th Street
Rock Island, IL

Specification Section: Demo of existing siding, and installation of new metal siding

1. Demo of the existing fiber cement siding.
2. Cleanup of the existing siding into our supplied dumpsters.
3. New 24 ga. Prefinished steel trim and flashings to complete our scope of work.
4. New 24 ga. Prefinished steel wall panels. (7.2" Profile)
5. New 24 ga. Prefinished fascia panels on the eyebrow. (shop broke panels)
6. New 24 ga. Prefinished steel roofing material on the eyebrows.
7. New 24 ga. Coping around perimeter of the roofing.
8. Dumpsters for removed fiber cement panels.
9. Misc equipment for a complete project.

FOR THE SUM OF: \$ 274,890.00

- We are noting 12,015 square feet of panels.

- We are assuming that the existing vapor barrier, and insulation will be in acceptable condition. If the vapor barrier or insulation needs to be replaced, it will be performed on a time and material basis.

Proposal by: Brent Kangas

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All Agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Proposal does not include a Waiver of Subrogation to Workers' Compensation policy.

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized by this signature to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Memorandum

Community and Economic Development Department

To: Community Development Commission

Subject: Commercial Industrial Revolving Loan to fund the Central Fire Station

Date: 1/10/2024



For the next Commission meeting, staff is recommending moving funding from the Commercial Industrial Revolving Loan (CIRLF) program funding to fund the public facilities project application request at the Central Fire House Station to complete a roof replacement. Staff has attached a copy of the application and project estimate. The Central Fire House Station is requesting \$259,410.00 to complete the project. The CIRLF Program currently has \$761,643.94 in the fund with no current application submitted for funding. To meet HUD's timeliness for 2024 staff will need to spend down the funding in the program. If we do not make timeliness we risk the possibility of losing the funding and having to return in back to HUD for not spending the money. Staff has reviewed the possibilities of moving funding out of the CIRLF fund to allocate to another project and HUD has agreed it is an eligible project/expense to use the funding on. This would be a one time request to move money out of this fund and reallocate it to another project.

Recommendation: The Community Development Department recommends that the Community Development Commission recommends funding the Central Firehouse Station with CIRLF funding to complete the roof replacement in 2024.

Submitted by:

Nichole Mata, Community Development Manager
Tarah Sipes, Economic Development Manager
Miles Brainard, CED Director

APPLICATION FORM

City of Rock Island, Illinois
Community Development Block Grant Program

City of Rock Island Applicants

July 1, 2024-June 30, 2025

**COMPLETE PACKET DUE
BY 12:00 PM Friday,
December 29, 2023**

Incomplete and/or late applications will not be accepted

Agency/Organization: _____

Executive Director: _____ Contact Person: _____

Address: _____ Zip Code: _____

Phone Number (8:00 a.m. to 5:00 p.m.,M-F): _____

Email: _____

List all programs and amount requested (in whole dollars) for which your agency is applying:

2024

Program Applying For:

Request Amount:

Check box if your Agency will be submitting more than one CDBG application

The total number of beneficiaries served by this program during CDBG 2024 will be: _____

The total number of Rock Island residents served by this program during CDBG 2024 will be: _____

The Community and Economic Development Department will be administering and managing the programs that are awarded CDBG funds. This will ensure HUD requirements are fulfilled.

1. PROJECT INFORMATION

A) Identify the population/area to be served and project location(s).

The City of Rock Island Fire Department Central House is located at 1313 5th Avenue, Rock Island, IL. The City of Rock Island Fire Department serves the entire population of Rock Island. In addition, the Rock Island Fire Department provides mutual aid, including structural firefighting, emergency medical services, fire investigations, confined space rescue, high angle rescue, trench rescue, and building collapse rescue, and hazardous materials responses, as a member of the Mutual Aid Box Alarm System. The Rock Island Fire Department one of the two fire departments in the Quad Cities area that provides car seat installation and education to caregivers.

B) Describe:

- The need for the program

The roof at the Rock Island Fire Department's Central House was damaged during a derecho approximately 7 years ago. The initial damage delaminated the rubber roofing and allowed water to saturate the insulation. The roof is approximately 20 years old and has additional ultraviolet damage and reaching the end of its predict lifespan.

- The services to be provided

At this time, the roof continues to leak water during rainfall. The water that enters the building saturates structural firefighter gear, vehicles, and other items for response. Rock Island Fire Department's Central House houses 7 full time operational staff, 5 administrative staff, is the central training location for the fire department and houses the fire department's supplies including training props and response equipment. The roof replacement allows the 59 members of the fire department to respond with gear and equipment in useable condition to its approximate 7,700 incidents within the City of Rock Island and its neighboring cities.

A. BUDGET SHEET

BUDGET FOR ENTIRE PROGRAM

Budget Sheet A is the program budget. Specify other funding sources. All expenses for program need to be identified. Round to the nearest dollar, be specific with funding sources.

Program Name: _____

PROGRAM BUDGET							
EXPENSES	PRIOR YEAR (2022)		CURRENT YEAR (2023)		UPCOMING YEAR (2024)		
	BUDGETED	ACTUAL	BUDGETED	SOURCE(S)	PROPOSED TOTAL BUDGET	PROPOSED TOTAL CDBG	PROPOSED NON-CDBG FUNDING
TOTALS							
TOTAL PROPOSED PROGRAM BUDGET (2024)							
PERCENT CDBG OF TOTAL PROPOSED BUDGET (2024)							

Central Fire Station

Roof Replacement

The Building has 3 separate roofs

Roof 1 4,898 sq. ft	\$30/sq. ft	\$ 146,940.00
Roof 2 684 sq. ft	\$30/sq. ft	\$ 20,520.00
Roof 3 3,065 sq. ft	30/sq. ft	\$ 91,950.00
		\$ 259,410.00 total
Permit fee		\$ 1,770.95

This price should include removal of existing layer of underlayment and rubber roofing. Remove of parapet copes. Install new underlayment, rubber membrane, and new copes through over all the parapet walls. Replacing the cast with pvc on all the stacks on the exterior of the roof may be an upcharge is recommended at this time.