



**City Council Meeting Agenda
January 21, 2025 - 5:30 PM
City Council Chambers, City Hall, 3rd Floor,
1528 Third Avenue, Rock Island, IL**

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1. Call to Order

2. Roll Call

Ametra Carrol-Castaneda, Christine Adamson, Hershel Jackson, Jen Osing, Jeremy Crafton, K.J. Whitley, Richinda Sakho, Tom Tarnow.

3. Public Comment

4. Minutes

- a. CDC DRAFT Meeting Minutes for 11-18-2024.

5. Old Business

6. Other Business/New Business

- a. Approval of modified 2025 Public Service Meeting Schedule.
- b. Review and discuss 2025-2026 Public Service Applications and Staff Summary.

7. Adjourn

The next meeting is Tuesday, February 17, 2025.

This agenda may be obtained in accessible formats by qualified persons with a disability by making appropriate arrangements from 8:00 am to 5:00 pm, Monday through Friday, by contacting the City Clerk's Office at (309) 732-2010 or visiting in person at: 1528 Third Avenue, Rock Island, IL 61201.

Memorandum

To: Rock Island City Council
From: Nichole Mata
Subject: CDC DRAFT Meeting Minutes for 11-18-2024.
Date: January 21, 2025



Introduction and Background Information:

Approval of the Meeting Minutes from November 18, 2025.

Motion: Move to approve the Meeting Minutes from 11-8-2025.1

RC Roll Call vote is needed.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

n/a

Recommendation:

Approval of the Meeting Minutes from November 18, 2025.

Submitted by: Nichole Mata

Approved by:

Rock Island Community Development Minutes

City Hall, City Council Chamber

1528 3rd Avenue, Rock Island, IL

November 18, 2024

5:30 PM



Voting Members Present Andy Boswell
Ametra Carrol-Castaneda
Hershel Jackson
Jeremy Crafton
Jen Osing
Kaye Whitley
Richinda Sakho

Voting Members Absent Tom Tarnow

Staff Present Nichole Mata

Melissa Holderfield

Call to Order and Roll Call

Whitley called the meeting to order at 5:30 PM.

Public Comment

There were no public comments.

Minutes

Whitley asked for approval of the meeting minutes from October 21st, 2024. Carrol-Cataneda approved and Osing 2nd the motion. No discussion and motion carried unanimously on a vote of 7-0.

Old Business

No Old Business.

Other Business/New Business

Mata discussed the 2025 Community Development Commission Public Meeting Schedule. Whitley asked for a motion to approve. Crafton approved the motion and Sakho 2nd the motion. The motion carried unanimously on a vote of 7-0.

Mata discussed the approval of the 2025-2026 Public Service scoring process. There was discussion in regards to the points system and changes that were requested by the board. Mata answered all questions. Whitley asked for a motion to approve with the changes made by the board. Crafton approved the motion and Adamson 2nd the motion. The motion carried unanimously on a vote of 7-0.

Adjournment

Whitley asked for a motion to adjourn the meeting at 6:19PM. Jackson approved and Carroll-Castaneda 2nd the motion. The motion carried unanimously on a vote of 7-0.

Memorandum

To: Rock Island City Council
From: Nichole Mata
Subject: Approval of modified 2025 Public Service Meeting Schedule.
Date: January 21, 2025



Introduction and Background Information:

Approval of the updated 2025 CDC Meeting Schedule.

Motion: Move to approve the updated CDC Meeting Schedule

RC Roll Call vote is needed.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

n/a

Recommendation:

Approval of the updated 2025 CDC meeting schedule.

Submitted by: Nichole Mata

Approved by:



City of Rock Island Community Development Commission 2025 Public Meeting Schedule

Public Meeting Date
*January 21st
February 17th
March 17th
April 21st
May 20th
June 16th
July 21st
August 18th
September 15th
October 20th
November 17th
*December 16th

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



To: Rock Island City Council
From: Nichole Mata
Subject: Review and discuss 2025-2026 Public Service Applications and Staff Summary.
Date: January 21, 2025

Introduction and Background Information:

Staff received six Public Service Application. One application was disqualified. Staff has attached the application and staff summary for all five applicants for the CDC to review and discuss. The five applicants will present at the next CDC Meeting on February 17, 2025. After the presentation the CDC will complete the 2025 Application Scoring process. The 2025 Public Service Scoresheet will be attached for the CDC to review.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

n/a

Recommendation:

Staff recommends the CDC review the applications and summary sheets to prepare for the presentations and scoring process at the next CDC meeting on February 17, 2025.

Submitted by: Nichole Mata

Approved by:

City of Rock Island CDBG Public Service Program FY2025 APPLICATION SCORESHEET

Applicant: _____

SCORING CRITERIA	POINTS POSSIBLE	POINTS AWARDED
Application Quality	5	
Presentation Quality	5	
Project Description	10	
Ability to Serve Rock Island & Community Need	20	
Equity & Inclusion	10	
Project Objectives	20	
Project Budget	15	
Capacity to Manage Program	15	
<i>Total Points</i>	100	

Scoring Criteria Descriptions

Application Quality: *Consider the entire application.*

High: Responses provided answered all questions, information is easy to understand, and additional details that anticipate questions the Advisory Committee may ask were provided. *(4-5 Points)*

Medium: Responses provided answered most questions and information was generally understandable. *(3 Points)*

Low: Responses provided did not answer several questions and/or information were difficult to understand. *(1-2 Points)*

Presentation Quality: *Consider the applicant's presentation.*

High: Responses provided answered all questions, information is easy to understand, and additional details that anticipate questions the Community Development Commission may ask were provided. *(4-5 Points)*

Medium: Responses provided answered most questions and information was generally understandable. *(3 Points)*

Low: Responses provided did not answer several questions and/or information were difficult to understand. *(1-2 Points)*

Project Description: *Consider the responses to questions 1, 5, and 10.*

High: Project is well-planned and a detailed description is provided. *(8-10 Points)*

Medium: Project is described but may be lacking detail. *(4-7 Points)*

Low: Project is not clearly defined. *(1-3 Points)*

Ability to Serve Rock Island & Community Need: *Consider the responses to questions 3, 4, 6, 7, and 12.*

High: Project will have a large or long-lasting positive impact on the LMI people/households served. Project may help meet a new, emerging, or unique community need. *(15-20 Points)*

Medium: Project will have a moderate or medium-term positive impact on the LMI people/households served. Project may help meet a new, emerging, or unique community need. *(8-14 Points)*

Low: Project will have a limited or short-lived impact on the LMI people/households served. *(1-7 Points)*

Equity & Inclusion: *Consider the entire application and applicant presentation.*

High: Applicant provides clear and compelling commitment to equity, provides service personalization and/or policy examples. (8-10 Points)

Medium: Applicant describes some understanding of equity, few details or examples. (4-7 Points)

Low: Applicant provides little to no understanding or program examples of equitable services. (1-3 Points)

Project Objectives: *Consider the responses to questions 2, 3, 6, 7, and 8.*

High: Project goals, outputs, and outcomes are clearly stated, have a clear relationship to stated City goals or priorities, and are likely to be achieved within the period of performance. The applicant has a well-developed method to measure impact. (11-15 Points)

Medium: Project goals, outputs, and outcomes are stated, may have a relationship to stated City goals or priorities, and may be achieved within the period of performance. The applicant has a method to measure impact. (6-10 Points)

Low: Project goals, outputs, and outcomes are not clearly defined, have a weak or unclear relationship to stated City goals or priorities, and are unlikely to be achieved within the period of performance. A method to measure impact is unclear or not discussed. (1-5 Points)

Project Budget: *Consider the responses to questions 10, 11, 13, 14 and page 5.*

High: Project budget is described well and demonstrates reasonable expenditures for the project. The agency has or will secure other needed funding to carry out the project and, if applicable, ensure long-term viability. (11-15 Points)

Medium: Project budget is described and demonstrates mostly reasonable expenditures for the project. The agency has identified some, but not all, needed funding to carry out the project. (6-10 Points)

Low: Project budget is not fully described and raises questions about the reasonableness of project expenditures. CDBG funds may be the sole funding source and/or no resources are available for long-term viability. (1-5 Points)

Capacity to Manage Program: *Consider the responses to questions 9, 12, and page 6.*

High: Applicant has demonstrated experience on projects of a similar size and scope. If the applicant has previously received CDBG funds from Rock Island, they have consistently spent funds in a timely manner and have performed well. (15-20 Points)

Medium: Applicant has some demonstrated experience on projects of a similar size or scope. If the applicant has previously received CDBG funds from Rock Island, they have mostly spent funds in a timely manner and have generally performed well. (8-14 Points)

Low: Applicant has little to no demonstrated experience on projects of a similar size and scope. If the applicant has previously received CDBG funds from Rock Island, they may have encountered issues with spending funds in a timely manner and/or have had inconsistent or poor performance. (1-7 Points)



City of Rock Island

Community Development Block Grant Program

FY2025 APPLICATION STAFF SUMMARY

Applicant: Christian Care

Proposed Project: Provide emergency shelter and supportive services.

Eligibility Summary

CDBG Category: National Objective: LMC (Low/Mod Limited Clientele)

Matrix Code: 03T, this code is use for operating costs for programs that assist the homeless and people with AIDS.

Proposed # Served: 300+

Financial Summary

Amount Requested: \$40,000.00

CDBG Funding per Person/Household Served: \$133.00

Matching Funds – CDBG Funds as Percent of Total Project Cost: 13.70%

Organization's Overall Budget: \$291,928.00

Strategic Goal Alignment

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

Christian Care is the only provider of homeless shelters in the Illinois Quad Cities area.

2023/2024 over 300 individuals provided shelter and 38,000 meals provided.

CDBG Past Performance

Christian Care has not received CDBG funds previously. This is the first time applying for CDBG funding with the City. They have received other state and federal grant such as Emergency Solution Grants and Veteran Affairs Grant.

Program Overview

Completed by kmeier@christiancareqc.org on 11/4/2024 3:51 PM

Case Id: 30762

Name: Christian Care - 2025/2026

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 2025.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on January 6, 2025 @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 Monday, December 2nd, at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/yft-feoi-ewx

Phone Numbers

(US) +1 402-947-0292

Printed By: Jennifer Graff on 1/9/2025

PIN: 822 821 225#

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 \$71,600.00.

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.
- Staff will be proposing an amendment to the public service policies and procedures to address concerns about real and perceived conflicts of interest. Organizations with staff members serving on the Community Development Commission are advised that staff may not recommend that they receive funding in this application cycle as a result of that proposed amendment.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

Printed By: Jennifer Graff on 1/9/2025

- 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

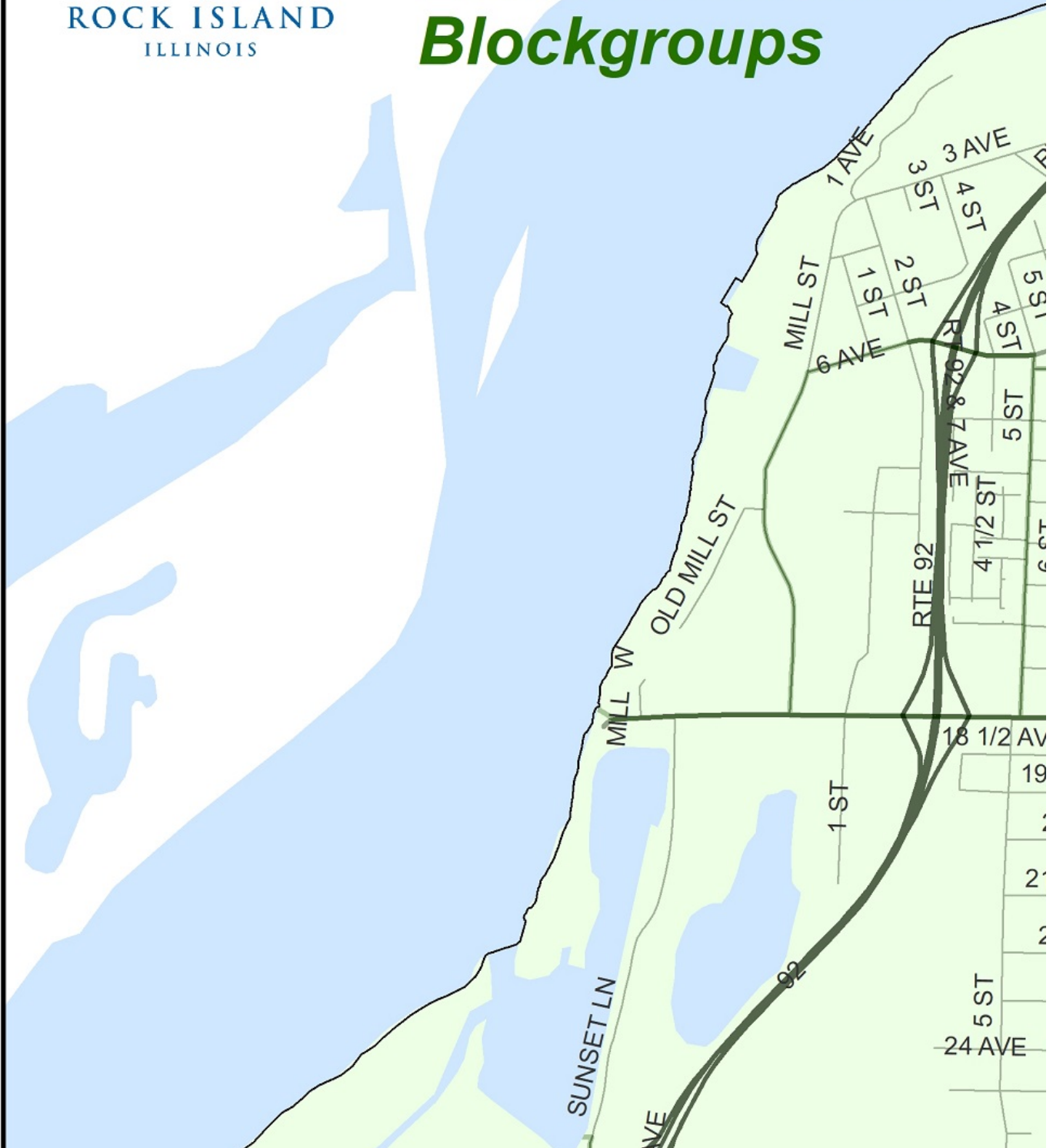
For more information below on HUD's Public Service requirements please visit the link below.

[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 12/30/2024 11:33 AM

Case Id: 30762

Name: Christian Care - 2025/2026

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

DTUPL93MV2M8

A.7. Federal Tax ID Number

36-3146523

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

Yes

CONTACT INFORMATION

A.9. First Name

Frank

A.10. Last Name

Roe

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

froe@christiancareqc.org

B. Project Information

Completed by kmeier@christiancareqc.org on 12/30/2024 11:33 AM

Case Id: 30762

Name: Christian Care - 2025/2026

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).

This project serves low-income individuals and families experiencing homelessness or food insecurity in Rock Island. The location of our Rescue Mission, which houses our community meal site and men's homeless shelter, is 2209 3rd Avenue. Nearby Martha's House, our shelter for women and women with children, is at 901 20th Street. In-person Street Outreach is delivered throughout the community to unsheltered individuals. Through our collaborations, free nursing services and pro-bono legal help are available to the public on-site at the Mission, and primary medical care is provided just across the street at 2200 3rd Avenue.

B.2. Describe the need for the program.

In the Illinois Quad Cities, Christian Care is the only provider of homeless shelters and the only meal site serving 7 days a week. Our agency's experience serving homeless and low-income individuals testifies to the community's need for this program. Additionally, each January and July, a "Point In Time" Count of homeless persons provides independent documentation for the continuing overall need in the region. In 2023, nearly 300 people experiencing homelessness received critical services and support at Christian Care facilities. Through our street outreach services, an additional 100 individuals received help. At our community meal site, 37,448 meals were served. In 2024, the need continues to grow. From January through November, we served over 38,000 meals and provided shelter to more than 300 individuals (209 men, 83 women, and 14 children).

B.3. Describe the services to be provided.

We will provide emergency shelter and supportive services, offer assistance and resources to unsheltered individuals, and operate an open-to-the-public meal site. Our homeless shelters operate 24 hours a day, 365 days a year, with evening curfews and sobriety requirements for all residents. At our meal site, we prepare hot, nutritious meals 7 days a week, served free of charge every day of the year to anyone in need. Daily on the streets, our Street Outreach Worker teams with Project Now's counterpart to offer assistance and resources to unsheltered individuals. They provide access to available shelter and housing opportunities, including Christian Care shelters. The Rescue Mission at 2209 3rd Avenue is our men's 42-bed shelter facility just east of downtown. Thirty-three Mission beds are designated for emergency shelter, 6 are reserved for Veterans Transitional Housing, and 3 are set aside for men in Rock Island County Drug or Mental Health Courts. Our veterans' program offers shelter for up to 24 months, with most men housed within 6 months of program entry. Nearby Martha's House, our 6-bedroom home for women and women with children, is a 20-bed shelter in the nearby Broadway district, with 3 beds reserved for women in the courts. The court beds at both shelters offer adults an alternative to incarceration, providing an opportunity to stabilize, improve their lives, and return to the community as productive citizens. We provide all shelter residents with intensive case management services, focused on improving life skills and avoiding recurrent homeless episodes. Upon shelter entry, a Client Advocate staff member completes a formal intake of the new resident. They ensure that basic needs are met and assess for needed medical attention. Within 72 hours of arrival, the resident meets with their Resident Services Coordinator. Together they identify the root causes of homelessness, ongoing barriers to permanent housing, and the resources that are needed or

currently in use. They then develop an individual service plan, with time-framed goals and action steps. Throughout the shelter stay, the Resident Services Coordinator assists with accessing housing and employment options and community resources, including mental health and substance abuse services. They meet weekly with the resident to ensure progress toward goals. Our Client Advocate staff members serve as our front-line employees. They assist residents with daily needs and provide round-the-clock reception and facility monitoring. Their role is critical to ensuring that Christian Care provides a safe, clean, welcoming environment for residents and the public. Our meal site at the Rescue Mission provides the community with breakfast, lunch, and dinner on weekdays and breakfast and dinner on Saturdays and Sundays. At each meal seating, the Client Advocate on duty manages patron entry into the dining room and records data for each individual served (i.e. race/ethnicity, age as adult or child, etc.). Residents of nearby low-income housing units and neighborhoods rely on our meal site. With the nearest full-service grocery store more than a mile away, our food services are vital for them to receive daily nutrition on a limited budget. Our food service employees consist of one full-time Kitchen Manager and one part-time Cook. Meals are served cafeteria-style, with many individuals and groups volunteering their time throughout the year to assist with serving. During the growing season, agency volunteers also plant and maintain seven on-site garden beds to supply our kitchen. We use the fresh vegetables and herbs yielded in our daily menus. During an abundant harvest, we distribute extra produce to meal site patrons for their home pantries.

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 kmeier@christiancareqc.org on 12/30/2024 11:34 AM

Case Id: 30762
Name: Christian Care - 2025/2026
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 2024 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 2025 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 2025	Performance Measure for Year 2025	Actual Outcome for Year 2025	Projected Outcome for Year Beginning 2025
Outcomes/Measures	Sheltered individuals receive the supportive services they need to prevent future episodes of homelessness.	Number of supportive service transactions provided to sheltered individuals.		80% of sheltered adults receive at least four supportive service transactions.

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?

Christian Care and Project Now offer similar services and work together as community partners. Our respective Street

Outreach workers team together daily on the streets, offering unsheltered individuals and families the resources they need to become safely and stably housed. Christian Care offers emergency shelter for men, women, and women with children. Project Now offers transitional and permanent supportive housing, and assistance with rent, deposit, and property weatherization. Both agencies assist with food and nutrition needs. Christian Care's meal site is open to the public 7 days a week, 365 days a year, free of charge for everyone. Project Now provides a Summer Lunch program for children and vouchers for food pantries. Their Senior Center offers meals for senior citizens and adults with disabilities.

D. Resources

Completed by kmeier@christiancareqc.org on 12/30/2024 12:03 PM

Case Id: 30762

Name: Christian Care - 2025/2026

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, regional, 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 full-time Executive Director oversees all operations, programs, and finances. The full-time Operations Manager assists the Director with overall operations and is responsible for fund development. The full-time Office Manager is responsible for accounting and payroll systems. Three full-time Resident Service Coordinators provide supportive services, two at the men's Rescue Mission and one at Martha's House. Our full-time Street Outreach Worker seeks out those living unsheltered in the community, offering the same resources available in-house at our shelters. Ten full- and part-time Client Advocates serve as receptionists, providing daily round-the-clock shelter coverage. Our full-time Kitchen Manager and our part-time Cook prepare nutritious meals 7 days a week. Our community meal site located at the Rescue Mission provides 40,000 meals a year free of charge to shelter residents and the public. To help supply our kitchen, local grocery and restaurant businesses donate food throughout the year, and we utilize seven on-site garden beds 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. Additional volunteer roles include helping to serve meals or assisting at reception.

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. At the Rescue Mission, medical services are available to shelter residents and the public through our collaborative partnerships with Community Health Care and Unity Point Trinity Parish Nursing. Our collaboration with Prairie State Legal offers pro bono legal assistance by appointment for anyone accessing our community meal site. We assist individuals in Rock Island County Drug and Mental Health Courts by providing three shelter beds for men and three for women.

E. Program Compliance

Completed by kmeier@christiancareqc.org on 12/11/2024 11:48 AM

Case Id: 30762

Name: Christian Care - 2025/2026

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 received CDBG funds previously.

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.

Christian Care has considerable experience implementing and administering grants from other funders for this program, including state and federal government sources. We are in full compliance with governmental funding regulations. Since 2020, we have received annual "Emergency Solutions Grant" (ESG) awards of no less than \$50,000 from the Illinois Department of Human Services. During the COVID pandemic, the state provided additional funds through the ESG CARES Act (Coronavirus Aid, Relief, and Economic Security). We received approximately \$300,000 in ESG-CV funds over three years. A recent ESG desk audit had no findings. Since 2010, we have received federal grants from the US Department of Veterans Affairs Grant and Per Diem program. Funds provided by our Per Diem Only project vary based on veteran bed occupancy at our men's shelter, with yearly receipts of \$30,000 or more. 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 current accountability systems 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. Paid receipts document all purchases. Employee timesheets and payroll records support personnel costs. 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. These 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.

A volunteer Board of Directors of up to twelve members governs Christian Care. The Board has fiduciary responsibility for the organization and is the approval authority for agency policies and procedures. All Board members reside in the Quad Cities region and receive no compensation. They meet monthly except for December. The Board hires an Executive Director to plan and oversee all personnel, operations, programs, and services. The Executive Director hires all other staff and is directly accountable to the Board, attending all their meetings and providing written monthly reports on organizational finances and operations. The Executive Director ensures that compassionate, competent staff are employed to implement the organization's activities. Both the Executive Director and Operations Manager, who provide

key leadership for the agency, have served Christian Care since 2017.

F. Budget

Completed by kmeier@christiancareqc.org on 12/30/2024 11:34 AM

Case Id: 30762

Name: Christian Care - 2025/2026

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 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4 Total Proposed Program Budget 2025

\$291,928.00

F.5 Percent CDBG Total Proposed Budget 2025

13.70%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Kitchen Manager, 1 full-time/Prepare & serve meals; manage food services.	Existing Position	9.56%	\$43,888.00	\$6,000.00
Cook, 1 part-time/Prepare & serve meals; assist with managing food services.	Existing Position	5.10%	\$23,400.00	\$4,000.00
Client Advocate, 3 full-time/Reception, monitor facility access, new resident intake, assist residents with daily needs.	Existing Position	20.38%	\$93,600.00	\$15,300.00

Printed By: Jennifer Graff on 1/9/2025

14 of 22

Client Advocate, 7 part-time/Reception, monitor facility access, new resident intake, assist residents with daily needs.	Existing Position	28.54%	\$131,040.00	\$14,700.00
--	-------------------	--------	--------------	-------------

F.7. Supplies and Services

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

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 kmeier@christiancareqc.org on 12/30/2024 3:53 PM

Case Id: 30762

Name: Christian Care - 2025/2026

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 2024-2025 *Required

Christian Care Board Meeting Schedule 2024 and 2025.pdf



Board minutes from last three meetings *Required

Christian Care Board Minutes 09-24-24.pdf

10.15.24 Christian Care Board Meeting - Minutes.pdf

Christian Care Board Meeting Minutes 11.26.24.pdf



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

Board of Directors List Dec 9 2024.pdf



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

8 - Agency Certifications Form Nov 26 2024.pdf



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

Conflict of Interest.pdf

☒ **Financial Statements from last three months *Required**

Financial Statements Period Ended Sep 30 2024.pdf

Financial Statements Period Ended Nov 30 2024.pdf

Financial Statements Period Ended Oct 31 2024.pdf

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

Employee Grievance Policy.pdf

Rescue Mission Grievance Policy.pdf

Martha's House 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

Sources of Federal Funding Worksheet.pdf

VA GPD Monitoring 2023.pdf

IDHS April 2022 Monitoring Letter.pdf

IDHS March 2022 ESG Monitoring.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.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

Christian Care Supporting Agency Worksheet 122324.pdf

2024 Project Now Supporting Agency Worksheet.pdf

2024 Community Health Care 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.

123123 audit report Christian Care.pdf



Copy of most recent Federal 990 form- Return of Organization Exempt from 2023 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

2023 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 06/30/2029), 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 12/31/2024 12:57 PM

Case Id: 30762

Name: Christian Care - 2025/2026

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 12/31/2024 12:57 PM

Date Signed

12/31/2024

Admin Documents

No data saved

Case Id: 30762

Name: Christian Care - 2025/2026

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: 30762

Name: Christian Care - 2025/2026

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

City of Rock Island

Community Development Block Grant Program

FY2025 APPLICATION STAFF SUMMARY

Applicant: Martin Luther King Jr. Community Center

Proposed Project: Out-of-School Educational, Social-Emotional, Mental Health Programs

Eligibility Summary

CDBG Category: National Objective: LMC (Low/Mod Limited Clientele)

Matrix Code: 05L, this code is used for child care services ages 12 and under.

Proposed # Served: 110 children

Financial Summary

Amount Requested: \$75,000.00

CDBG Funding per Person/Household Served: \$681.00

Matching Funds – CDBG Funds as Percent of Total Project Cost: 18%

Organization's Overall Budget: \$416,288.00

Strategic Goal Alignment

The Martin Luther King Junior Community Center provides after school programs and summer programs to low- and moderate-income population in Rock Island. They will receive help with homework, life skills, academic enrichment and recreational and fitness activities. Transportation and meals are also provided. Child care agency help to prevent homelessness by offering assistance that allows low-income households to devote a great portion of their earnings towards housing expenses.

CDBG Past Performance

The Martin Luther King Jr. Center has received public service funding since 1975. The amount of funding and the nature of the programming has changed over time. Since a CDBG Program Manual update in 2023, there have been more structured program reporting requirements than before. In the recent program year that start in July of 2024 3 draw requests have been submitted late. Staff was directed by HUD to change the national objective type for this subrecipient in November of 2024. This change caused the MLK center and staff to change the reporting requirements. The MLK Center was given two months to update the required information and provide new reports along with draw request. They have provided the required information.

Program Overview

Completed by jones.gerald@rigov.org on 12/19/2024 2:47 PM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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 2025.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on January 6, 2025 @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 Monday, December 2nd, at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/yft-feoi-ewx

Phone Numbers

(US) +1 402-947-0292

Printed By: Jennifer Graff on 1/9/2025

PIN: 822 821 225#

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 \$71,600.00.

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.
- Staff will be proposing an amendment to the public service policies and procedures to address concerns about real and perceived conflicts of interest. Organizations with staff members serving on the Community Development Commission are advised that staff may not recommend that they receive funding in this application cycle as a result of that proposed amendment.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

Printed By: Jennifer Graff on 1/9/2025

- 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](#)



A. Agency Information

Completed by jones.gerald@rigov.org on 12/19/2024 2:54 PM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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) 732-2987

A.4. Fax Number

(309) 732-2991

A.5. Website

mlkcenter.org

A.6 SAMS Number

55CM6

A.7. Federal Tax ID Number

363100490

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) 732-2997

A.14. Email Address

jones.gerald@rigov.org

B. Project Information

Completed by jones.gerald@rigov.org on 12/19/2024 3:16 PM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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).

Recruitment will primarily focus on census tract 236, but also included census tracts 226 and 235. The population of the target area is estimated at approximately 6,390. It has a much higher Black population and a significant portion of foreign-born and bi-lingual populations compared to the rest of Rock Island and the surrounding cities. It 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.

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. Along with other factors, this can be linked to the underperforming schools in the area. 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. This program endeavors to support and augment the education system overburdened by the negative social and environmental influences in the community.

B.3. Describe the services to be provided.

The King Center will provide high quality, comprehensive, research-based out-of-school time programs that offer educational, social-emotional, mental health, and enrichment opportunities to students between the ages of 6 and 18. To achieve this goal, the King Center will partner and collaborate with Rock Island-Milan School District teachers and administrators to give students the instruction and support that they need to achieve the goal that children will maintain or improve their academic achievement. The program meets 5 days per week during the school year, 6 weeks over the summer, and 3 weeks total over three intersessions. Offered at the King Center, this program creates a safe, comfortable, and convenient environment during the out-of-school time where students receive instruction, recreation, healthy meals, and social-emotional support. Daily schedules include a snack and evening meal, homework help, tutoring, focused small group instruction with a professional educator, recreational and STEAM enrichment activities, English language programming, violence prevention strategies, trauma-reduction programs, social-emotional support, and life skills and decision-making training. Focused intervention has teachers working with groups of no more than 4-5 students. Partnering with the Rock Island School District's Teaching and Learning Department ensures that strategies and materials align with district expectations and outcomes. Using the district's research-based curriculum gives students, teachers and staff familiar instructional strategies and materials and creates a smooth transition from school to afterschool and summer learning.

Printed By: Jennifer Graff on 1/9/2025

6 of 18

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

No

If no, explain.

This is an out-of-school time program limiting the amount of available hours to serve youth.

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 12/19/2024 3:26 PM

Case Id: 30824
Name: Martin Luther King Center - 2025/2026
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.

GOAL #4: PLACEMAKING - Objective # 2– Provide support that improves quality of life in disadvantaged neighborhoods. An afterschool program provides a safe and structured environment for children in disadvantaged neighborhoods, keeping them engaged in positive activities and away from risky behaviors. It offers academic support, mentorship, and skill-building opportunities, empowering students to achieve their full potential and break the cycle of poverty. By fostering social connections and access to resources, these programs strengthen families and uplift the broader community, improving overall quality of life.

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 2024 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 2025 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 2025	Performance Measure for Year 2025	Actual Outcome for Year 2025	Projected Outcome for Year Beginning 2025
Outcomes/Measures	Maintenance or improvement of academic performance	Grade point average		

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?

D. Resources

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

Address: 630 9 St, Rock Island, IL 61201

Completed by jones.gerald@rigov.org on 12/19/2024 3:32 PM

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 receives funding from the Illinois Department of Human Services, United Way and private donations to support the afterschool program.

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.

We have resource development staff dedicated to cultivating donors while seeking applicable grants to support this program and our other services.

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

We have established true partnerships with Spring Forward and Youth hope in the form of shared grants, programming and equipment. We plan activities together to train our staff and enrich our youth.

E. Program Compliance

Completed by jones.gerald@rigov.org on 12/19/2024 3:37 PM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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.

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.

Our administrative structure includes an Executive Director, Fiscal/Grant Manager, and Program Managers to meet the administrative and programmatic requirements of funding requirements. Further, the City of Rock Island is our backbone providing financial, IT and human resource services to ensure a high level of functioning.

F. Budget

Completed by jones.gerald@rigov.org on 1/6/2025 8:13 AM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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
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 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4 Total Proposed Program Budget 2025

\$416,288.00

F.5 Percent CDBG Total Proposed Budget 2025

18.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Program staff	Existing Position	68.00%	\$281,042.00	\$75,000.00

F.7. Supplies and Services

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

F.8. CDBG Total Personnel Cost

\$75,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$75,000.00

G. Required Documents

Completed by jones.gerald@rigov.org on 1/6/2025 9:02 AM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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**

Articles of Incorporation n Admendments 2016.pdf



Board meeting schedule for 2024-2025 ***Required**

FY 25 MLK Board Meeting Schedule.pdf



Board minutes from last three meetings ***Required**

MLK Minutes 8.21.24 DRAFT.pdf

MLK Minutes 7.17.24.pdf

MLK Minutes 4.17.24.pdf



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

2024 Board roster affiliation, address, email.pdf



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

8 - 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**

Printed By: Jennifer Graff on 1/9/2025

☒ **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**
11 IRS - MLK 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**
Sources of Federal Funding Worksheet.pdf

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

Subrecipients Checklist for Internal Control 2025.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 Worksheet 2.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 2023 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**

2023_MARTIN LUTHER KING JR CENTER, INC_990E_ArchiveTaxReturn-revised (1).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 06/30/2029), 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 1/6/2025 9:02 AM

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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 Jones

Electronically signed by jones.gerald@rigov.org on 1/6/2025 9:02 AM

Date Signed

01/06/2025

Admin Documents

No data saved

Case Id: 30824

Name: Martin Luther King Center - 2025/2026

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: 30824
Name: Martin Luther King Center - 2025/2026
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

City of Rock Island

Community Development Block Grant Program

FY2025 APPLICATION STAFF SUMMARY

Applicant: Narratives QC, Inc.

Proposed Project: Mental Health Support

Eligibility Summary

CDBG Category: National Objective: LMC (Low/Mod Limited Clientele)

Matrix Code: 05O, providing services that address the mental health needs of residents of the community.

Proposed # Served: 110

Financial Summary

Amount Requested: \$20,150.00

CDBG Funding per Person/Household Served: \$183.18

Matching Funds – CDBG Funds as Percent of Total Project Cost: 20%

Organization's Overall Budget: \$113,478.00

Strategic Goal Alignment

The Narrative QC will provide mental health services to low to moderate income young adults ages 17-25 in Rock Island. Untreated mental health issues often result in poverty, unemployment, homelessness, substance abuse and more. There are many local service agencies that provide services to youth who experience mental health challenges, but the services often end at 18. To achieve goals of ending homelessness providing access to supportive services is important in their plan of care.

CDBG Past Performance

The Narrative QC is currently receiving CDBG funding for their mental health program for young adults ages 17-25. They were approved for the 2024-2025 program year for \$20,150.00. They have completed 5 months of their program year. During the first 3 months of the program year Narratives QC submitted late draw requests and were issued one, 30-day notice to provide data. Narratives QC is currently in compliance and providing documentation by the due date.

Program Overview

Completed by annette@narrativesqc.org on 12/20/2024 2:27 PM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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 2025.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on January 6, 2025 @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 Monday, December 2nd, at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/yft-feoi-ewx

Phone Numbers

(US) +1 402-947-0292

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PIN: 822 821 225#

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 \$71,600.00.

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.
- Staff will be proposing an amendment to the public service policies and procedures to address concerns about real and perceived conflicts of interest. Organizations with staff members serving on the Community Development Commission are advised that staff may not recommend that they receive funding in this application cycle as a result of that proposed amendment.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

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- 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

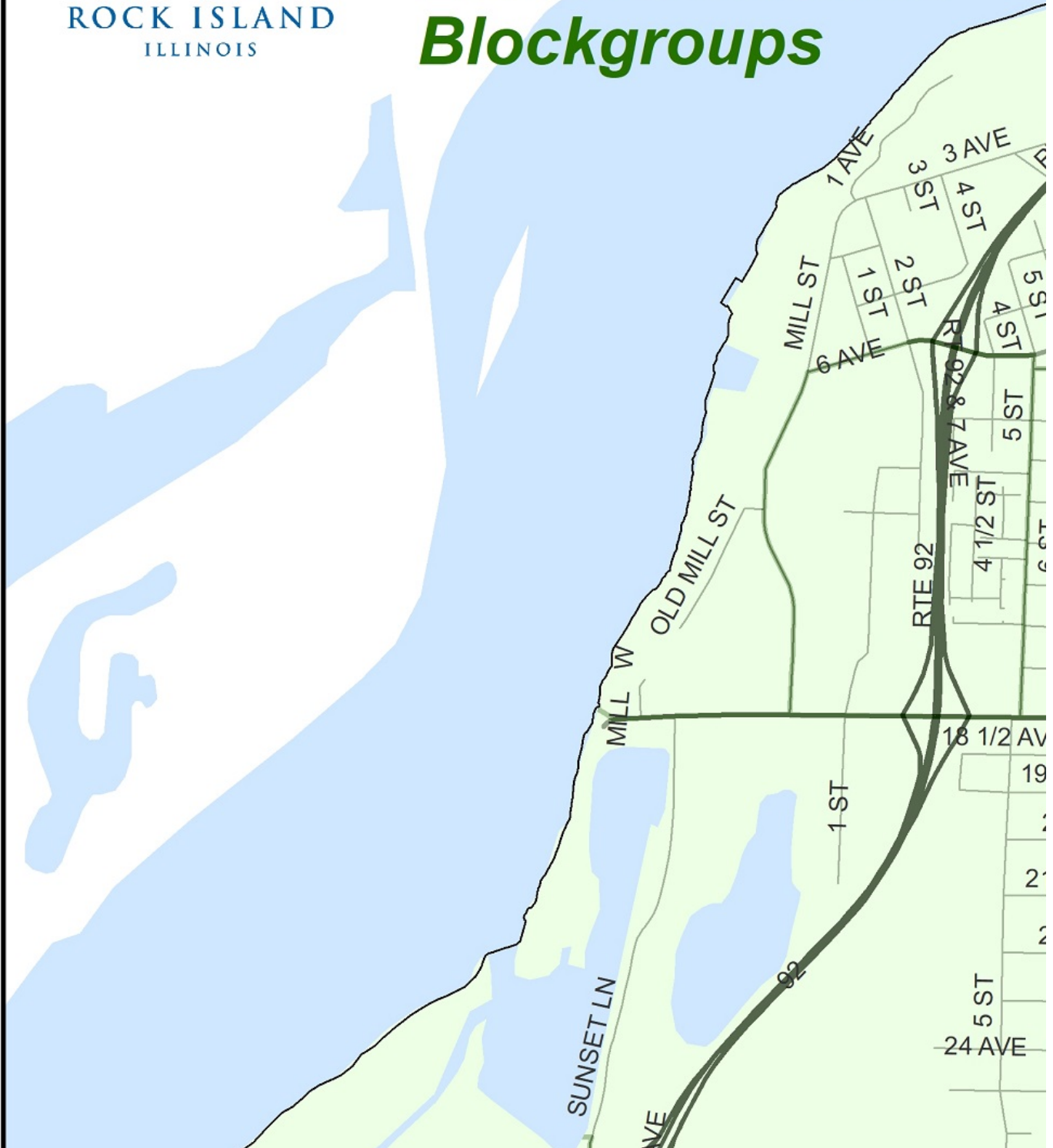
For more information below on HUD's Public Service requirements please visit the link below.

[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 1/6/2025 9:24 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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 5th Ave, Suite 101 Rock Island, IL 61201

A.3. Phone Number

(309) 585-3311

A.4. Fax Number

A.5. Website

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

A.6 SAMS Number

11-879-8764

A.7. Federal Tax ID Number

35-2668391

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

Same as above

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 1/6/2025 9:24 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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 programs address the disparities in mental health access, educational attainment, and life stability that many young adults in these areas face, helping them rewrite their life stories with confidence and support. Narratives QC serves vulnerable young adults aged 17 to 25 in the Quad Cities, focusing on Rock Island and Scott Counties. All participants qualify as low-income, and 61% identify as people of color. Census data highlights the need for targeted support: more than 15,000 young adults live in Rock Island, including approximately 1,400 who did not graduate high school and nearly 2,000 living below the poverty line. Of these, 600 individuals experience generational poverty, which disproportionately affects families of color. Our primary project locations in 2024 include our facility at 2623 5th Avenue in Rock Island, conveniently situated for accessibility and collaboration. We also offer services through partnerships with Thurgood Marshall Learning Center, Rock Island High School, and Rock Island Public Library in addition to other locations across Rock Island and Scott Counties to ensure regional coverage. These locations allow us to meet participants where they are, providing life coaching, mental health support, skills workshops, and creative arts programs.

B.2. Describe the need for the program.

The Anxiety and Depression Association of America reports that 8.7% of individuals living below the poverty line experience severe psychological distress. Limited financial resources, unstable housing, exposure to high crime and violence, and underfunded schools worsen mental health outcomes. These conditions increase risks for child abuse, neglect, substance use, and chronic health issues like high blood pressure. Self-discrimination, stigma, and lack of health insurance block access to necessary mental health care. Mental health concerns often surface during young adulthood. Recent data shows that 50% of all lifetime mental illness begins by age 14, and 75% by age 24. Despite this early onset, young adults continue to face significant barriers to accessing treatment. As of 2022, only 49.1% of young adults aged 18-25 with a mental illness received mental health treatment. This age group also has the highest prevalence of mental illness (36.2%), and serious mental illness (11.6%) compared to other adult age groups. These trends directly impact Narratives QC participants. Among the 110 young adults we have served, 75% experienced significant childhood trauma and now face symptoms of poor mental health, including anxiety, depression, and PTSD. Seventy-five percent lack health insurance, and 80% had never accessed mental health services before joining our programs. These untreated issues disrupt their ability to secure stable employment, maintain relationships, or pursue personal and professional goals.

B.3. Describe the services to be provided.

Requested funds will expand Narratives QC's no-cost group mental health support for vulnerable Rock Island young adults. Meeting weekly, these groups provide a critical resource for participants who face significant barriers to traditional mental health care. Trained life coaches lead each session, balancing peer-to-peer support with professional guidance and fostering an environment of trust and growth. Research confirms that support groups benefit youth and young adults more effectively than individual counseling does. Hearing peers share similar struggles directly combats feelings of depression, anxiety, and isolation. While many mental health centers have eliminated group sessions due to insurance reimbursement policies, Narratives operates without those restrictions. This flexibility allows us to prioritize

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group sessions, which are proven to connect young adults with their peers, mentors, and life coaches in meaningful ways. Our Community Support Groups create a safe and compassionate space where participants process trauma, build trust, and develop healthier relationships. Through guided discussions and interactive exercises, participants practice conflict resolution, learn to navigate interpersonal challenges, and hold each other accountable. These practical lessons empower them to apply these skills within their communities, fostering broader social and emotional stability. Coping skills workshops embedded within the community groups introduce techniques such as art and writing to help participants manage anxiety and depression. These methods improve mental health outcomes, empowering participants to secure stable housing, maintain employment, and break free from toxic relationships. To date, 80% of participants have achieved life-changing goals, including ending homelessness and securing quality employment, thanks to these critical supports. Beyond improving mental health and resolving trauma, participants develop essential life and job skills through these sessions. By fostering a sense of connection and building a social safety net, Narratives equips young adults to set and achieve personal and professional goals. These services give participants hope for their futures and the tools they need to succeed.

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 annette@narrativesqc.org on 1/6/2025 9:25 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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's objective of providing mental health services to Low- and Moderate-Income individuals, addressing disparities in health and safety within our community. By offering no-cost mental health support and life coaching, Narratives eliminates barriers that prevent vulnerable young adults from accessing care, such as lack of insurance, unstable housing, and limited resources. Generational poverty goes beyond financial deprivation. Families living in this cycle often face educational, parental, and emotional poverty, creating a persistent sense of hopelessness. Without hope, families struggle to find the motivation or energy to break these cycles or teach their children to do so. These children often internalize a belief that they have no control over their future, preventing them from seeking support like mental health care, job training, or services that could lead to meaningful employment. Narratives QC addresses these challenges by providing no-cost mental health services and life coaching. Among our program participants, all qualify as low-income, 75% lack health insurance, and 10 have experienced homelessness in the last five years. These barriers – and lack of knowledge about mental health services and a general feeling of hopelessness – prevent them from accessing mental health care and achieving personal and professional stability. While many local organizations offer trauma-informed services for youth, these programs end at age 18, leaving young adults without the support they need to break cycles of poverty and trauma until they become involved in the judicial system, have a crisis, or worse. Narratives bridges this gap by offering no-cost, accessible services to young adults aged 17 to 25. Through our life coaching and group mental health support programs, we help participants build coping skills, recover from trauma, and set and achieve goals for their futures.

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 2024 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 2025 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 2025	Performance Measure for Year 2025	Actual Outcome for Year 2025	Projected Outcome for Year Beginning 2025
Outcomes/Measures	Improve mental health for young adults.	Teach coping skills to overcome mental health challenges.	Among 110 participants, 80% report learning at least one coping skill and improvement in their mental health.	Among 75 participants during FY25, 85% of participants learn at least one coping skill and experience improved mental 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?

Several local organizations provide valuable mental health services, some at no cost or low cost to people who live in poverty. But only Narratives QC fills critical gaps by focusing on mental health as the root cause of many struggles and only Narratives focuses exclusively on meeting the mental health needs of young adults. Ignoring trauma and mental health symptoms traps individuals in cycles of instability. We help participants process and resolve their trauma, develop healthy coping skills, and create lasting change in their lives. Large-scale providers like Transitions and Robert Young Mental Health Center offer mental and behavioral health services, but significant barriers prevent our participants from accessing them. Long waitlists delay services for months, and individuals must have insurance or steady income to cover costs. These organizations lack the personalized, trust-based relationships that are essential for vulnerable young adults. They also do not provide the group-style services or intensive one-on-one coaching that we deliver outside of traditional therapy appointments. The Safer Foundation supports justice-involved individuals by securing employment and housing while addressing behavioral health needs. However, their programs primarily intervene after an individual gets involved with the criminal justice system. Narratives steps in earlier. We support young adults who may be one crisis or bad decision away from arrest—or worse—by providing the tools and resources to address mental health challenges and build life skills. For those already justice-involved, we offer comprehensive support to prevent reoffending. Our focus on building connections sets us apart. We create networks of trust, enabling participants to walk alongside mentors, staff, and peers as they utilize new skills, achieve their goals, and rewrite their life stories. Our staff collaborates with volunteer mentors and local businesses to create clear pathways from goal setting to accomplishment, ensuring participants have the resources and relationships they need for long-term success.

D. Resources

Completed by annette@narrativesqc.org on 1/6/2025 9:25 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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, Better Health Foundation, and 708 Mental Health Board of Rock Island County for this project. Narratives receives grant funding and donor support from across the Quad Cities. Plans to pursue federal funding in 2025 and 2026 will supplement or 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 2025, we will add another full-time staff member to facilitate 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 1/6/2025 9:26 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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.

Since our founding in 2020, Narratives QC has successfully managed more than \$213,000 in grant funding, including grants from United Way Quad Cities and the Community Development Block Grant program. These grants require strict adherence to regulatory and reporting standards, and Narratives has consistently met or exceeded these expectations. Our proven ability to manage CDBG funds demonstrates our commitment to accountability and effective use of resources. For each award, we carefully track expenditures and ensure that all funded activities align with the original intent of the grant. We monitor participant demographics through intake forms that record income level, employment status, and residency, ensuring compliance with funding guidelines. Currently, 67% of our participants live in Rock Island, exceeding the 51% requirement for serving low- to moderate-income residents under CDBG regulations. To maintain compliance, we designate CDBG funds exclusively to support Rock Island residents and document every expenditure to demonstrate proper use. Our program outcomes reflect the impact of this rigorous management. Previous CDBG funding allowed us to expand services and improve mental and behavioral health outcomes for Rock Island young adults. With these funds, we have consistently exceeded performance goals. For example, 80% of support group participants report acquiring at least one new coping skill, which has directly improved their mental health and enabled them to meet personal goals such as securing stable employment, finding safe housing, and completing their GEDs. CDBG funding has been executed with full transparency, adherence to grant objectives, and thorough reporting. The requested funds will build on that record by bringing 20 additional Rock Island residents into the program. By addressing mental health as the foundation for life success, we will help participants improve their quality of life and achieve stability.

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.

Narratives QC has the administrative and financial capacity to responsibly continue and expand its programs, supported by robust systems and experienced leadership. Our Board of Directors and Executive Director provide essential oversight, ensuring that Narratives meets its strategic goals and fulfills its mission. The Board and Executive Director regularly evaluate the organization's progress to ensure alignment with funder requirements and community needs. Since our founding in 2020, we have successfully managed and reported on multiple sources of grant funding, including

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United Way Quad Cities and CDBG funding. Our CDBG reporting meets rigorous compliance standards, documenting participant demographics, program outcomes, and expenditures to ensure all funds align with the original grant intent. To strengthen financial accountability, Narratives partners with Total Solutions for fund and grant accounting. Total Solutions provides comprehensive financial reports, which our Board and Executive Director carefully review to ensure compliance with funder requirements, adherence to general accounting principles, and sound stewardship of funds. These measures safeguard the organization's sustainability and enable us to adapt to growing demand. This year, we enhanced efforts to diversify funding, ensuring long-term stability beyond the CDBG funding period. A 20% increase in support from individual donors, foundations, and other grantors allows us to expand programming while maintaining financial health. To measure success, we developed a participant-centered blueprint that guides our programs. Each participant creates personalized goals and timelines, while staff use standardized outcome measures to track progress. This approach holds participants accountable for their growth and ensures that staff actions directly support participants in achieving their goals. Our proven ability to manage CDBG funding, combined with robust administrative systems, financial oversight, and a commitment to continuous improvement, positions Narratives QC to successfully implement and sustain this project while maintaining compliance and delivering measurable impact.

F. Budget

Completed by annette@narrativesqc.org on 1/6/2025 9:48 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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 meal 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

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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 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$181,320.00	\$0.00
General assistance/scholarships	\$7,000.00	\$0.00
Life coaching class materials	\$1,500.00	\$0.00
Meals for meetings/events	\$7,000.00	\$0.00
Transportation assistance	\$750.00	\$0.00
Program subscriptions	\$2,300.00	\$0.00
Accounting and HR services	\$7,000.00	\$0.00
Business licenses	\$300.00	\$0.00
Coaching and professional development	\$3,000.00	\$0.00
Dues and subscriptions	\$5,000.00	\$0.00
Event expenses	\$2,000.00	\$0.00
Fundraising expenses	\$27,000.00	\$0.00
IT	\$1,800.00	\$0.00
Legal and professional services	\$1,000.00	\$0.00
Marketing and promotion	\$6,000.00	\$0.00
Meals	\$500.00	\$0.00
Office supplies	\$3,000.00	\$0.00
Rent	\$6,000.00	\$0.00
Strategic planning	\$12,000.00	\$0.00
Utilities	\$900.00	\$0.00
Depreciation expense	\$2,196.00	\$0.00
	\$277,566.00	\$0.00

F.4 Total Proposed Program Budget 2025

\$113,478.00

F.5 Percent CDBG Total Proposed Budget 2025

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	Existing Position	35.00%	\$23,800.00	\$4,760.00

facilitates mental health support 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 1/6/2025 9:58 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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 2024-2025 ***Required**

2025 Board Meetings.pdf



Board minutes from last three meetings ***Required**

Narratives Board Meeting Minutes May, August and October 2024.pdf



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

2025 Board Roster.xlsx



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

CDBG Certifications 2025.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**

Financial Statements Sept, Oct, Nov 2024.pdf

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☒ **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**

CBDG subrecipients' checklist 2025.pdf

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

CBDG Succession Plan 2025.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**

CBDG - Iter varsity Supporting Agency 2025.pdf

Thurgood Marshall Support Agency Worksheet 2025.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 2023 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**

990 pages.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 06/30/2029), 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 1/6/2025 9:59 AM

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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

Dr. Annette Clevenger

Electronically signed by annette@narrativesqc.org on 1/6/2025 9:59 AM

Date Signed

01/06/2025

Admin Documents

No data saved

Case Id: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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: 30801

Name: Narratives - 2025/2026

Address: 2623 5th Ave, 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

City of Rock Island

Community Development Block Grant Program

FY2025 APPLICATION STAFF SUMMARY

Applicant: Spring Forward Learning Center

Proposed Project: After School Programs

Eligibility Summary

CDBG Category: National Objective: LMC (Low/Mod Limited Clientele)

Matrix Code: 05L, this code is used for child care services ages 12 and under.

Proposed # Served: 280

Financial Summary

Amount Requested: \$30,000.00

CDBG Funding per Person/Household Served: \$107.14

Matching Funds – CDBG Funds as Percent of Total Project Cost: 25%

Organization's Overall Budget: \$120,000.00

Strategic Goal Alignment

Spring Forward Learning Center provides child care service to our low- and moderate-income population in Rock Island.

Child care agency help to prevent homelessness by offering assistance that allows low-income households to devote a great portion of their earnings towards housing expenses.

CDBG Past Performance

Spring Forward has not received CDBG funds previously. This is their first time applying for CDBG funding with the City. They have received other state and federal grants such as R3 grants and ISBE Grant.

Program Overview

Completed by robbie@springforwardqca.org on 12/17/2024 12:58 PM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

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 2025.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on January 6, 2025 @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 Monday, December 2nd, at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/yft-feoi-ewx

Phone Numbers

Printed By: Jennifer Graff on 1/9/2025

(US) +1 402-947-0292

PIN: 822 821 225#

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 \$71,600.00.

Eligible Organizations

- Not for profit organization (501(c) 3 statutes) 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.
- Staff will be proposing an amendment to the public service policies and procedures to address concerns about real and perceived conflicts of interest. Organizations with staff members serving on the Community Development Commission are advised that staff may not recommend that they receive funding in this application cycle as a result of that proposed amendment.

Federal Requirements

Printed By: Jennifer Graff on 1/9/2025

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

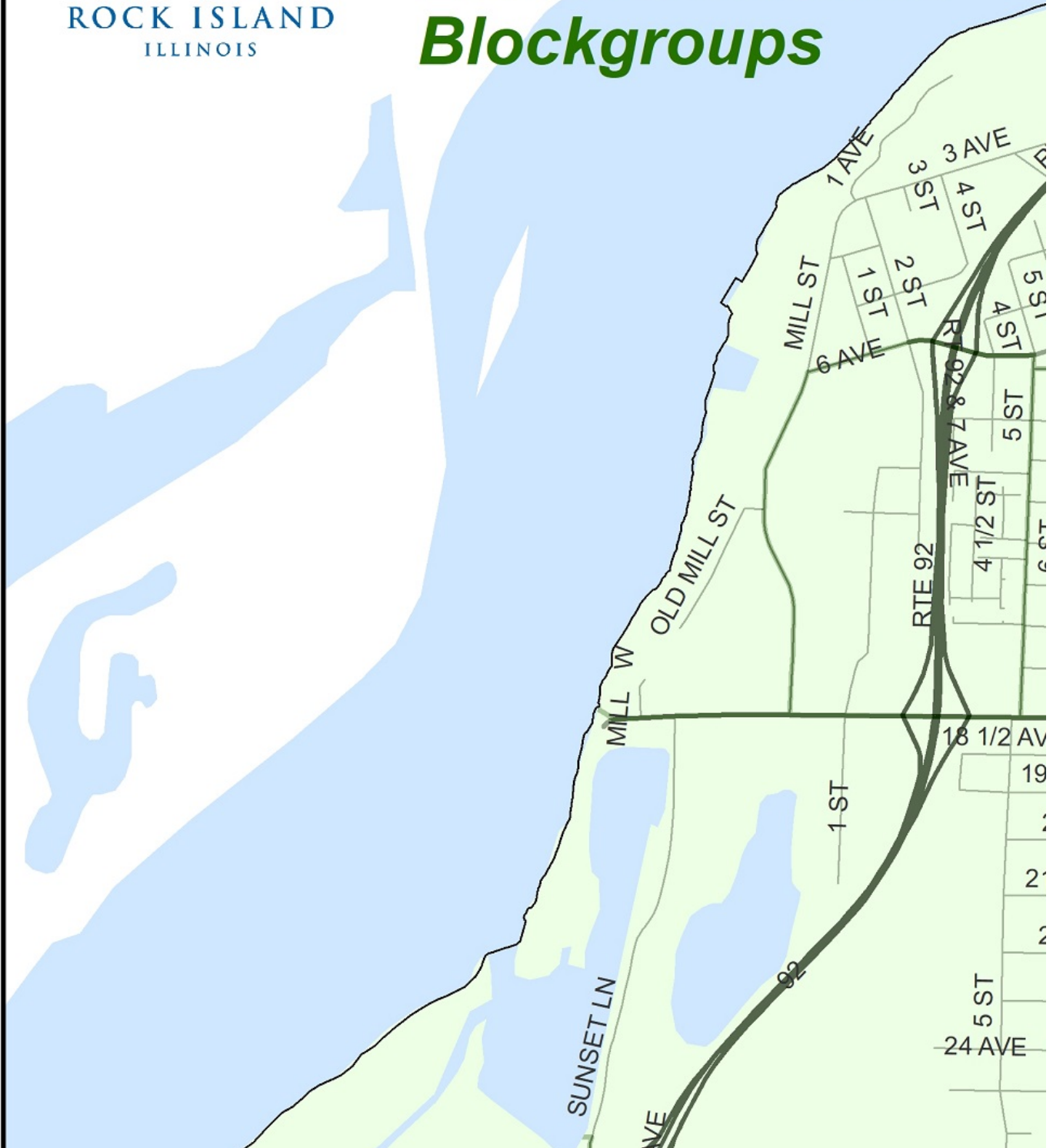
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



Printed By: Jennifer Graff on 1/9/2025

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A. Agency Information

Completed by robbie@springforwardqca.org on 12/18/2024 2:02 PM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Spring Forward Learning Center

A.2. Address

PO Box 1287 Moline, IL 61266

A.3. Phone Number

(309) 738-7042

A.4. Fax Number

A.5. Website

www.springforwardqca.org

A.6 SAMS Number

T1B2F6K4W518

A.7. Federal Tax ID Number

45-0561173

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

Yes

CONTACT INFORMATION

A.9. First Name

Robert

A.10. Last Name

McIntyre

A.11. Executive Director

Executive Director

A.12. Address

1710 West 2nd Street Milan, IL 61264

A.13. Phone Number

(309) 738-7042

A.14. Email Address

robbie@springforwardqca.org

B. Project Information

Completed by robbie@springforwardqca.org on 1/6/2025 11:20 AM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

B. Project Information

Please provide the following information.

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

Spring Forward After-School, Intersession and Summer Programs are accessed at no-cost by over 600 Elementary Students from all nine elementary schools in the Rock Island/Milan School District each year. Programs take place in RIMSD elementary schools across the district. Students for these programs are mainly selected based on need, in collaboration with District Administration and Staff, based on the following criteria: Student Data from MAP Testing/Academic Skill Gaps Socio-Economic Status Attendance Opportunity Gap

B.2. Describe the need for the program.

Local data reveals that only 16% of Rock Island third graders meet grade-level reading standards, with even lower rates for low-income and minority students. Research clearly shows that students who do not read at grade level by the end of third grade will less likely graduate from high school compared to students who meet or exceed grade level standards. Students who live in poverty are three times more likely to drop out or fail to graduate on time than their more affluent peers. Black and Latino students have eight times the dropout rate due to the combined effect of poverty and poor third grade reading skills. Consistent participation in out-of-school time programs lowers dropout rates and closes achievement gaps for students who do not meet proficiency standards. Spring Forward improves student outcomes, attendance, and social and emotional learning by providing access to high-quality out-of-school programs that are essential for student success.

B.3. Describe the services to be provided.

Spring Forward's out-of-school-time learning programs improve student outcomes by mirroring curriculum and teaching strategies utilized by RIMSD, hiring experienced, trusted staff (Certified Teachers and paraprofessionals), and offering programs in a safe, familiar space (RIMSD Elementary Schools). This grant will be used specifically for After-School Programs. A description of all of our services is offered to provide background and scope to our programs. All programs hire certified district teachers to provide focused, small-group instruction that aligns with school curricula, targeting essential literacy, math and social-emotional learning skills. By working closely with district staff and administration, we ensure that our program complements in-school learning and reinforce classroom concepts. Students benefit from individualized targeted interventions and homework help that keep them on track academically. In addition, Spring Forward partners with OVER 50 community organizations to integrate enrichment activities and Field Trips, helping to bridge the opportunity gap that occurs between students living in poverty and their more affluent peers. Activities such as Beginner Swim Lessons, STEAM projects, and creative exercises stimulate critical thinking and problem-solving skills, enhancing comprehension and retention. After-School Programs take place 2nd through 4th quarter, approximately 60 program days per year, from 3pm to 5pm. We currently serve in three of RIMSD's highest need schools: Frances Willard, Longfellow, and Rock Island Academy (identified in collaboration with RIMSD administration and based on Illinois State Report Card data), as well as RICMS and Ridgewood Elementary (5 Total). After-School Program components include Homework Help, Small group instruction with certified teachers, swimming lessons, Outreach programs with community partners and meals. Currently over 200 students are supported academically by Spring Forward After-School Programs.

Printed By: Jennifer Graff on 1/9/2025

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Our goal is to expand services next year to seven schools, with ambition of serving all nine elementaries in the '26-'27 school year. Intersession Programs take place during the Fall and Spring Breaks of the RIMSD year-round calendar, serving up to 140 students per intersession/break (280 per year). Programs run for one week, from 9am-12pm daily, offering four total program options for students to choose from, at two separate elementary schools, per break. Past program options for Intersession have included: Swimming Lessons, Coding, Scouts, Science and Nature, Creative Arts, Taekwondo, Basketball, Soccer and Flag Football. Summer Programs are 5 weeks long and take place yearly in June and July at three RIMSD Elementary Schools. Each Summer we enroll over 300 students entering grades 1st-6th from all nine Elementary schools in RIMSD. Programs are 9am-2pm daily and are offered at no-cost to students in RIMSD. Mornings are for academics from 9:30-11:45, before fun with our over 50 community partners take hold in afternoons from 12:30-2:00. Field Trips end each week with experiential learning opportunities for students, granting them access to adventures they have never experienced before. Breakfast, lunch and play round out the day and fill the schedule. For staffing, District Teachers and paraprofessionals are supplemented with aspiring teachers enrolled Education programs at local colleges, along with High School students enrolled in the "grow your own Teacher" program at Rock Island High School. Spring Forward also assists with Certified Staff at MLK Jr. Center programs in Rock Island, to support student academics.

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

No

If no, explain.

Programs offerings and capacity are guided by Rock Island-Milan School District schedule, the capacity of our organization, and funding available.

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 robbie@springforwardqca.org on 1/6/2025 11:33 AM

Case Id: 30823
Name: Spring Forward Learning Center - 2025/2026
Address: PO Box 1287, Moline, IL 61266

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.

Spring Forward will provide public services to youth in Rock Island with their no cost out-of-school time programs (After-School, Summer and Intersession), offering youth access to additional academic support and experiential learning experiences. This grant request is specifically for After-School Programs.

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 2024 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 2025 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 2025	Performance Measure for Year 2025	Actual Outcome for Year 2025	Projected Outcome for Year Beginning 2025
Outcomes/Measures	Serve 100 Students with funding from this grant with after School Programs that supplements RIMSD teaching, resulting in growth for 80% of students over the course of the school year.	MAP and Diebels testing scores provided by RIMSD		

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?

Martin Luther King Jr. Community Center. Programs differentiate in that MLK students are transported to MLK Center for programs and are not typically selected based on their Academic needs. Spring Forward students are hand selected by RIMSD educators and administrators, with programs taking place within the schools. Both programs offer students academic support and homework help, as well as well-rounded enrichment activities in a safe familiar setting.

D. Resources

Completed by robbie@springforwardqca.org on 1/2/2025 10:44 AM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

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.

Spring Forward will continue to explore state and federal grants, alongside with continuing to utilize and explore local funding options. Examples of State and Federal sources would be R3 and ISBE grants. Local funding includes Victor and Doris Day Foundation, United Way, John Deere Foundation, Quad City Community Foundation, Bechtel Trust, Hubbell-Waterman, Rock Island Townships, Rock Island Community Foundations and Rock Island Rotary, among others.

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.

Spring Forward partners with the Rock Island-Milan School District for in-kind program locations (Schools), collaboration for curriculum used, access to staff for hiring, and students for registration. RIMSD also helps in promotion and communications with in-kind support. We partner with over 50 community organizations for enrichment/outreach programming, some of which is provided in-kind (WQPT, Scouts). We partner with Nourish to provide meals at programs. Financial Support is provided by individual funding organizations/foundations such as Victor and Doris Day Foundation, United Way, John Deere Foundation, Quad City Community Foundation, Bechtel Trust, Hubbell-Waterman, Rock Island Townships, Rock Island Community Foundations and Rock Island Rotary, among others, as well as partnerships/contracts with local school districts. Staffing is supported in partnership with areas School Districts and colleges including Augustana College and WIU. We also employ students from the RIMSD "Grow your Own" Teacher program. Volunteers come to us by way of the United Way, Augustana College, and local Churches. Spring Forward currently has around 20 volunteers engaged at After-School programs from these sources.

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

Spring Forward partners with over 50 community organizations for enrichment/outreach programming. Organizations include: Figge Art Museum, Nahant Marsh Education Center, Rock Island Parks and Recreation, Putnam Museum, River Music Experience, Quad City Symphony Orchestra, and many more. Spring Forward uses community partners for supplemental programming and Field Trips to provide students access to experiential learning opportunities they may not otherwise have. Some of which is provided in-kind (WQPT, Scouts), while most other programming comes at a cost.

E. Program Compliance

Completed by robbie@springforwardqca.org on 1/2/2025 11:04 AM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

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.

Programs have been previously funded by Victor and Doris Day Foundation, United Way of the Quad Cities, Bechtel Trust, Brissman Foundation, Hubbell-Waterman Foundation, John Deere Foundation, Rock Island Township, and Rock Island Rotary Grants, along with contracts for service from the Rock Island-Milan School District. Some of these grants were written specifically for after-school (United Way, Brissman, Rock Island Township), while most are general funding that we have put towards After-School and Summer programs on our own (Victor and Doris Day Foundation, Bechtel Trust). All grants have had reporting in the past that was successfully completed, and Spring Forward continues to remain in good standing for additional funding moving forward, as all of the listed funding sources have backed programs for at least the

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.

Spring Forward has a three-person Administrative Team: Executive Director, Business and Database Manager, and Program Manager. We also have a part-time program staff during After-School of 30 Staff. We have over 100 staff for Summer. Funding is secured for all of these positions through the '25-'26 fiscal year (July '25-July '26).

F. Budget

Completed by robbie@springforwardqca.org on 1/2/2025 11:29 AM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

F. Budget

Please provide the following information.

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

Expense	Budget	Actual
After-School Staffing	\$113,000.00	\$102,701.00
After-School Outreach	\$5,000.00	\$2,732.00
After-School Food and Supplies	\$2,000.00	\$5,312.00
TOTAL	\$120,000.00	\$110,745.00

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

Expense	Budget	Actual
'24-'25 After School Programs began 2nd Quarter (Late October). Financials reflecting expenditures from October-December will be available before our next Board meeting, by January 8th.	\$0.00	\$0.00
	\$0.00	\$0.00

F.3 Upcoming Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
After-School Programs	\$120,000.00	\$0.00
	\$120,000.00	\$0.00

F.4 Total Proposed Program Budget 2025

\$120,000.00

F.5 Percent CDBG Total Proposed Budget 2025

25.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Program Manager II	New Position	25.00%	\$30,000.00	\$7,500.00
Program Manager I	Existing Position	16.66%	\$20,000.00	\$5,000.00
Program Staff	Existing Position	52.00%	\$62,500.00	\$15,625.00

F.7. Supplies and Services

Supplies and	Total Amount	Program Total	CDBG Amount
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Services/Description			
After-School Outreach/Swimming Lessons	\$5,000.00	\$5,000.00	\$1,250.00
After-School Supplies	\$2,500.00	\$2,500.00	\$625.00

F.8. CDBG Total Personnel Cost

\$28,125.00

F.9. CDBG Total Supplies & Services

\$1,875.00

F.10. Total CDBG request

\$30,000.00

G. Required Documents

Completed by robbie@springforwardqca.org on 1/6/2025 11:33 AM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION



Articles of Incorporation & Current By-laws *Required

SF Bylaws - Revised 10.24 (1).docx

state incorporation papers (2).pdf



Board meeting schedule for 2024-2025 *Required

Spring Forward Board Meeting Schedule '24-'25_.docx



Board minutes from last three meetings *Required

Spring Forward Board Minutes Nov 2024 (1).docx

SF Board September 24 Minutes.docx

SF Board Minutes July 2024 (1).docx



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

Spring Forward Board_ 8_9_24 (3).docx



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

CDBG Certifications.pdf



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

Conflict of Interest Policy.doc

☒ **Financial Statements from last three months *Required**

Spring Forward Financials 10-31-24 (3).xlsx

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

SF Discipline & Grievance Procedure_Policy '24 .docx

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

SOS IL 24.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 Intake Form '24.xlsx

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

irs.pdf

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

SF Discrimination and Harassment Policy.docx

☒ **Procurement/purchasing policy *Required**

SF Procurement_Purchasing Policies '24.docx

☐ **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**

SF Internal Control pg1.pdf

SF Internal Control page 2.pdf

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

CDBG '24 Succession.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**

SF Nourish CDBG.pdf

CDBG_SF_WQPT Supporting Agency Worksheet (1).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.**

073124audit report SFLC.pdf

☒ **Copy of most recent Federal 990 form- Return of Organization Exempt from 2023 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**

Form990Package Final (5).pdf

For applicants requesting funds for equipment or any kind or 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 06/30/2029), 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 robbie@springforwardqca.org on 1/6/2025 11:34 AM

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

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

Robert McIntyre

Electronically signed by robbie@springforwardqca.org on 1/6/2025 11:33 AM

Date Signed

01/06/2025

Admin Documents

No data saved

Case Id: 30823

Name: Spring Forward Learning Center - 2025/2026

Address: PO Box 1287, Moline, IL 61266

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: 30823
Name: Spring Forward Learning Center - 2025/2026
Address: PO Box 1287, Moline, IL 61266

IDIS Setup

Please provide the following information.

Project Name	National Objective
Activity Number ID	HUD Matrix Code
Project Description	Accomplishment Type
	Service Area

City of Rock Island

Community Development Block Grant Program

FY2025 APPLICATION STAFF SUMMARY

Applicant: YWCA of the Quad Cities

Proposed Project: The Empowerment Center

Eligibility Summary

CDBG Category: National Objective: LMC (Low/Mod Limited Clientele)

Matrix Code: 05H, this code is used to increase self-efficiency, including literacy, independent living skills, job coaching and training

Proposed # Served: 2,500+

Financial Summary

Amount Requested: \$50,000.00

CDBG Funding per Person/Household Served: \$20.00

Matching Funds – CDBG Funds as Percent of Total Project Cost: 21%

Organization's Overall Budget: \$238,450.00

Strategic Goal Alignment

The Empowerment Center will provide public services to low to moderate income residents in Rock Island that are at risk of becoming homeless. The YWCA provides services to clients by providing essential items and wrap-around services to help them achieve self-sufficient and utilize job training services and other career services.

CDBG Past Performance

YWCA is currently receiving CDBG funding for their Empowerment Center. They were approved for 2024-2025 program year for \$40,000.00. They have completed 5 months of their program year. The YWCA also administers many other state and federal grants. During the first 3 months of the program year The YWCA submitted late draw requests. The YWCA is currently in compliance and providing documentation by the due date.

Program Overview

Completed by jlarson@qcywca.org on 1/5/2025 10:12 AM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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 2025.

Application Details and upcoming Meetings

Applications for the 2024 City of Rock Island CDBG Program are due and will close on January 6, 2025 @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 Monday, December 2nd, at 5:30PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/yft-feoi-ewx

Phone Numbers

(US) +1 402-947-0292

Printed By: Jennifer Graff on 1/9/2025

PIN: 822 821 225#

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 \$71,600.00.

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.
- Staff will be proposing an amendment to the public service policies and procedures to address concerns about real and perceived conflicts of interest. Organizations with staff members serving on the Community Development Commission are advised that staff may not recommend that they receive funding in this application cycle as a result of that proposed amendment.

Federal Requirements

If funded, Federal Requirements WILL apply to your program:

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- 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

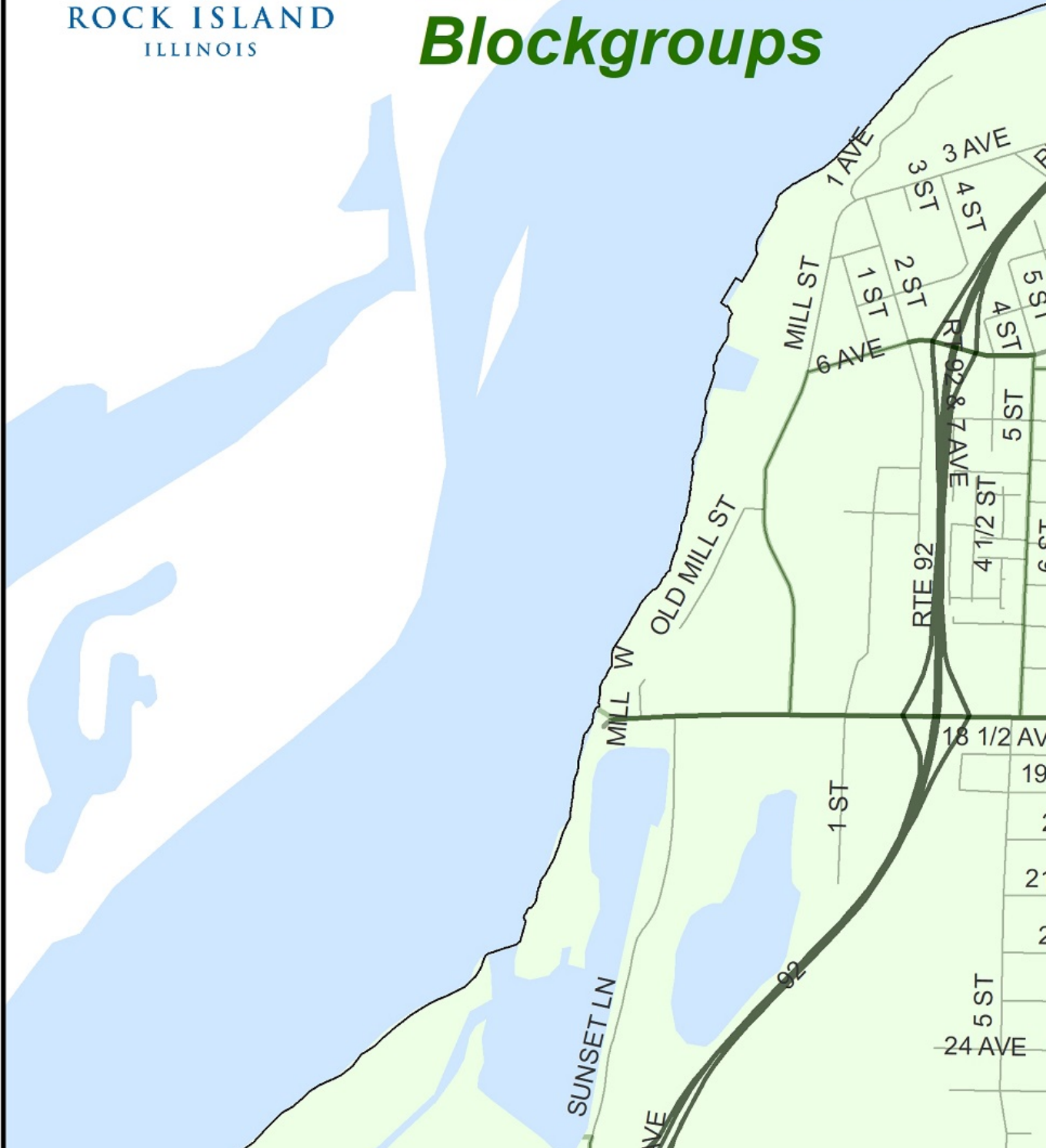
For more information below on HUD's Public Service requirements please visit the link below.

[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 1/5/2025 10:19 AM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, Rock Island, IL 61201

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

YWCA of the Quad Cities

A.2. Address

513 17th Street Rock Island, IL 61201

A.3. Phone Number

(309) 788-3479

A.4. Fax Number

(309) 788-9825

A.5. Website

www.ywcaqc.org

A.6 SAMS Number

HLYXDR4NHQM9

A.7. Federal Tax ID Number

36-2171176

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

513 17th Street Rock Island, IL 61201

A.13. Phone Number

(309) 788-3479

A.14. Email Address

jlarson@qcywca.org

B. Project Information

Completed by jlarson@qcywca.org on 1/5/2025 12:05 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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).

This project will serve Rock Island residents with a focus on low-income and at-risk families, individuals and children. The majority of our clients live below the national poverty level and are from minority populations. Our main facility is located at 513 17th Street in Downtown Rock Island. Our Empowerment Center is located on the first floor of our facility and easily accessible.

B.2. Describe the need for the program.

In 2021, YWCA Quad Cities conducted a needs assessment and identified affordable housing, job training services 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 operated a licensed childcare since 1989, and serve youth ages 6 weeks to 12 years. We operate Prevention Initiative classrooms for infants, toddlers & twos, a full-day Pre-K program for youth 3 - 5 years, and a before, after & summer school-age program. 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 our new facility has expanded our capacity with 185 childcare slots. Reliable childcare gives families parents peace of mind to focus on their jobs, enabling them to participate fully in the workforce without worrying about disruptions due to childcare issues. The programs offered through our Empowerment Center (EC) help individuals secure gainful employment, aid in diversifying the workforce, and help relieve labor shortages. The EC has zero barriers to entry, all services are free of charge, and referrals are made for clients needing additional supports. Transportation is a huge barrier for many Rock Island residents seeking employment and/or workforce development training. Our facility is conveniently located in downtown Rock Island, easily accessible and on a major bus route. Transportation and/or bus passes are provided to those in need. In addition, many individuals and families are struggling to put food on their tables, pay rent and purchase other essential items. Our "one stop shop" features a food pantry, clothing closet, emergency housing assistance and is stocked with an array of household items and toiletries. In addition, Empowerment Center clients have full access to our childcare services, which allows families to work by providing a safe, reliable environment for children. 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; ensuring youth have safe and stable housing. To prepare youth for a successful future, ThePlace2B youth participate in career exploration, employment training programs and internships through the Empowerment Center Pre-Apprenticeship program.

B.3. Describe the services to be provided.

Over 85% of the Empowerment Center clients (25 new daily) are from marginalized 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 all ages and anyone in need; shower facilities; 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

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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. In the Spring of 2024, the Empowerment Center launched a pre-apprenticeship program for youth ages 16 -24, which allows participants to earn and learn. Our first cohort successfully enrolled 25 youth, who received classroom instruction and paid hands-on job training at various businesses in Rock Island. All 25 youth successfully completed the program and received 180 hours of employment experience in career sectors of their choosing. Our Pre-Apprenticeship program provides 40 hours of classroom instruction on various topics, including soft skills, interviewing, resume writing, budgeting, conflict resolution, etc., and explores various careers, trades and college pathways, with a particular emphasis on Apprenticeship Programs and jobs that will provide a living wage. Pre-Apprenticeship programs also help vet the youths and ensures they are on a career path that reflects their skills and interests, while aiding local businesses seeking qualified candidates. The Pre-Apprenticeship program also includes occupation-specific academic assessments to prepare participants for the industry of their choosing. These assessments also ensure that their skills are up to par before advancing to an Apprenticeship program. YWCA of the Quad Cities is now offering two Apprenticeship Programs to our community: Early Childhood Educator Gateway Levels 2 – 5 and an IT Apprenticeship program. The YWCA is the sponsor and the employer for the Early Childhood Educator Certification programs and the mediator for the IT Apprenticeship Program. The Early Childhood participants will receive classroom instruction at Black Hawk College and WIU, and Safal Partners will provide free online classroom instruction for the IT Apprenticeship program. The YWCA Empowerment Center will be adding more apprenticeship programs in the near future, however, in the short-term, we will concentrate on the above mentioned career pathways until we have perfected the logistics of each. The job training programs that we offer provide are offered online and in-person, with no experience necessary and can be completed in as little as two months. Examples of past and current programs offered at the Empowerment Center include, the YW Tech Lab, Google IT Certificate program and suite, 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. 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 a 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 can offer 75 different programs through various local colleges and universities and we have begun feeding clients to these programs. The YWCA Quad Cities provides wrap-around support services, including tutoring & homework help, laptops, Wi-Fi hotspots, childcare assistance, transportation, and other needed supports. 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 2,150 at-risk youth. The YWCA provides outreach services in the schools and on the streets, distributing gateway services. ThePlace2B utilizes the services provided through our Empowerment Center to assist with job placement, career exploration, employment training and other services. Over half of the youth participating in the Pre-Apprenticeship program were enrolled in ThePlace2B. 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 are offered at our new Rock Island facility. This application is requesting funds specifically for our Empowerment Center in Rock Island. Since we have only been operating the Empowerment Center in Rock Island for less than 6-months, our data and budget is also 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 1/5/2025 12:24 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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 YWCA Empowerment Center provides public services to the residents of Rock Island, including employment training programs, job placement assistance, rental assistance, child care and other essential support services. In addition, our transitional living program provides free housing for youth 22 years and under. Over 85% of our clientele are low-income households, and many face transportation and other barriers to employment and workforce development programs. Our "one stop shop" provides an array of on-site services to meet the immediate needs of our clients. We offer immediate referrals to partner organizations for medical, dental and mental health services. 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 2024 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 2025 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 2025	Performance Measure for Year 2025	Actual Outcome for Year 2025	Projected Outcome for Year Beginning 2025
Outcomes/Measures	1) The Empowerment Center will meet the immediate needs of 95% of our	95% of Empowerment Center clients will receive at least one service offered,	The Empowerment Center will meet the immediate needs of 2,300 individuals or 95% of clients	The Empowerment Center will meet the immediate needs of 95% of clients served through our

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	clients annually through our stabilization program.	including Gateway services (i.e. food, clothing, essential items, rent assistance, etc.), referral services (housing, medical, dental & mental health) , job placement assistance and employment training services.	served.	stabilization program.
--	---	---	---------	------------------------

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, the American Job Center is another agency that provides career counseling and job training services. They are different since they specifically focus on career services. The YWCA utilizes a holistic approach and provides an array of wrap-around services to meet our clients needs, including childcare, health and wellness services, financial support, food, clothing and other essential services to the public. We are partnering with American Job Center because they provide a variety of employment training programs, however, do not duplicate those services offered by the YWCA. 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 are registered through the Department of Labor, which has confirmed that they are the only agency in the Quad Cities Region offering a Pre-Apprenticeship and Registered IT Apprenticeship program.

D. Resources

Completed by jlarson@qcywca.org on 1/5/2025 12:40 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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.

Every year, the YWCA hosts multiple fundraisers and special events help pay for programs and services that aren't covered by grants. We receive monetary donations from individuals, businesses and organizations. Members of the community volunteer and the YWCA and many also provides donation, including essential & household items, food, clothing, and toiletries, so we are able to continue meeting the basic needs of our clients.

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, located on the first floor of our new facility. We have two current FTE who will designate 45% of their time to the Empowerment Center. We have several volunteers who answer and assist with 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. 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.

E. Program Compliance

Completed by jlarson@qcywca.org on 1/5/2025 12:49 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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 YWCA is 6 months into the first year of our CDBG funding. The YWCA has designated a staff person to ensure our program is maintaining regulatory compliance for this program, 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.

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. Since the YWCA has been operating an Empowerment Center in Iowa for over 5 years, the programs and services in our new Illinois Empowerment Center were easily implemented. Staff from our Iowa center have been assisting to ensure a smooth transition.

F. Budget

Completed by jlarson@qcywca.org on 1/5/2025 1:25 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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	\$0.00
TOTAL	\$0.00	\$0.00

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

Expense	Budget	Actual
Personnel	\$95,000.00	\$95,000.00
Benefits	\$14,250.00	\$14,250.00
Supplies	\$2,500.00	\$2,500.00
Food Pantry Items	\$10,000.00	\$10,000.00
Emergency Assistance	\$10,000.00	\$10,000.00
Laptops/WI-FI	\$5,500.00	\$5,500.00
	\$137,250.00	\$137,250.00

F.3 Upcoming Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$168,000.00	\$0.00
Benefits	\$25,200.00	\$0.00
Supplies	\$3,000.00	\$0.00
Food Pantry Items	\$15,000.00	\$0.00
Emergency Assistance	\$15,000.00	\$0.00
Laptops/WI-FI	\$12,250.00	\$0.00
	\$238,450.00	\$0.00

F.4 Total Proposed Program Budget 2025

\$238,450.00

F.5 Percent CDBG Total Proposed Budget 2025

21.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Empowerment Center Director	Existing Position	50.00%	\$45,000.00	\$0.00
Empowerment	Existing Position	100.00%	\$73,000.00	\$50,000.00

Center Career Navigator				
Client Advocate	New Position	100.00%	\$30,000.00	\$0.00
Receptionist	New Position	100.00%	\$20,000.00	\$0.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Office Supplies	\$1,000.00	\$1,000.00	\$0.00
Postage	\$500.00	\$500.00	\$0.00
Printing	\$1,500.00	\$1,500.00	\$0.00
Food for Pantry	\$15,000.00	\$15,000.00	\$0.00
Emergency (Rental) Assistance	\$15,000.00	\$15,000.00	\$0.00
Laptops	\$10,000.00	\$10,000.00	\$0.00
WI-FI Hotspots	\$2,250.00	\$2,250.00	\$0.00

F.8. CDBG Total Personnel Cost

\$50,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$50,000.00

G. Required Documents

Completed by jlarson@qcywca.org on 1/5/2025 3:45 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, Rock Island, IL 61201

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION



Articles of Incorporation & Current By-laws *Required

YWCA Articles of Incorporation copy.pdf

YWCA QC Bylaws.pdf



Board meeting schedule for 2024-2025 *Required

YWCA OF THE QUAD CITIES.pdf



Board minutes from last three meetings *Required

Board Minutes 2024.pdf



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

7 - Board of Directors List (1).xlsx



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

8 - Agency Certifications (1).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

Financials 2024.pdf

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☒ **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 and IL Tax Exemption Forms.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**

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.

****No files uploaded**

☒ Copy of most recent Federal 990 form- Return of Organization Exempt from 2023 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**

YWCA 990 FY 2023.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 06/30/2029), 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 jlarson@qcywca.org on 1/5/2025 3:46 PM

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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

Julie Larson

Electronically signed by jlarson@qcywca.org on 1/5/2025 3:46 PM

Date Signed

01/05/2025

Admin Documents

No data saved

Case Id: 30829

Name: YWCA of the Quad Cities - 2025/2026

Address: 513 17th Street, 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

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Case Id: 30829
Name: YWCA of the Quad Cities - 2025/2026
Address: 513 17th Street, 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