



**Community Development Commission (CDC) Meeting Agenda
January 20, 2026 - 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

Christine Adamson Hershel Jackson Jen Osing Jeremy Crafton K.J. Whitley Richinda Sakho Calvin Dane
Andrea Muller

3. Public Comment

4. Opening Items

a. Election of Committee Chair and Vice Chair 2026

5. Meeting Minutes

a. Approval of the DRAFT meeting minutes on November 17, 2025.

6. Old Business

7. Other Business/New Business

a. Review and approve to accept the 2026-2027 Public Service Applications for the next steps in the approval process for funding.

8. Adjourn

Next Meeting is February 16, 2026 @5:30pm.

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.

Graff spoke about the Housing Rehabilitation Handbook. She gave feedback on comments and answered questions. Adamson made the motion and Carrol-Castaneda 2nd the motion. Motion carried unanimously on a vote of 7-0.

Adjournment

Whitley asked for a motion to adjourn the meeting at 5:45 PM. Crafton made the motion and Whitley second the motion. The motion carried unanimously on a vote of 7-0.

Memorandum



To: Rock Island Community Development Commission (CDC)
From: Nichole Mata
Subject: Review and approve to accept the 2026-2027 Public Service Applications for the next steps in the approval process for funding.
Date: January 20, 2026

Introduction and Background Information:

Motion: To approve to accept the six public service applications.
RC Roll Call vote is needed.

Staff has received and verified six public service applications for the 2026 CDBG funding cycle. All applicants have met the necessary qualifications to proceed.

The following agencies have submitted funding requests:

- Narrative: \$25,000.00
- Christian Care: \$50,000.00
- Prairie State Legal Services: \$50,000.00
- YWCA: \$50,000.00
- Martin Luther King Center: \$150,750.00
- Spring Forward: \$25,000.00

These agencies will present brief overviews of their programs and services at the meeting on February 16, 2026. Following these presentations, a scoring process will be conducted to determine funding allocation recommendations for City Council.

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

N/A

Recommendation:

The Community Development Department recommends that the CDC review and accept the 2026–2027 public service applications. This acceptance will allow the process to proceed to the presentation and scoring phase during the next CDC meeting scheduled for February 16, 2026.

Submitted by: Nichole Mata

Approved by:

Program Overview

Completed by cgramenz@christiancareqc.org on 12/24/2025 8:34 AM

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

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 2026.

Application Details and upcoming Meetings

Applications for the 2026 City of Rock Island CDBG Program are due and will close on January 5, 2026 @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 Wednesday, December 3rd, at 1:00PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/crs-bjzf-dio

Phone Numbers

Printed By: Jennifer Graff on 1/14/2026

(US) +1 319-382-2466

PIN: 212 903 276#

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

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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

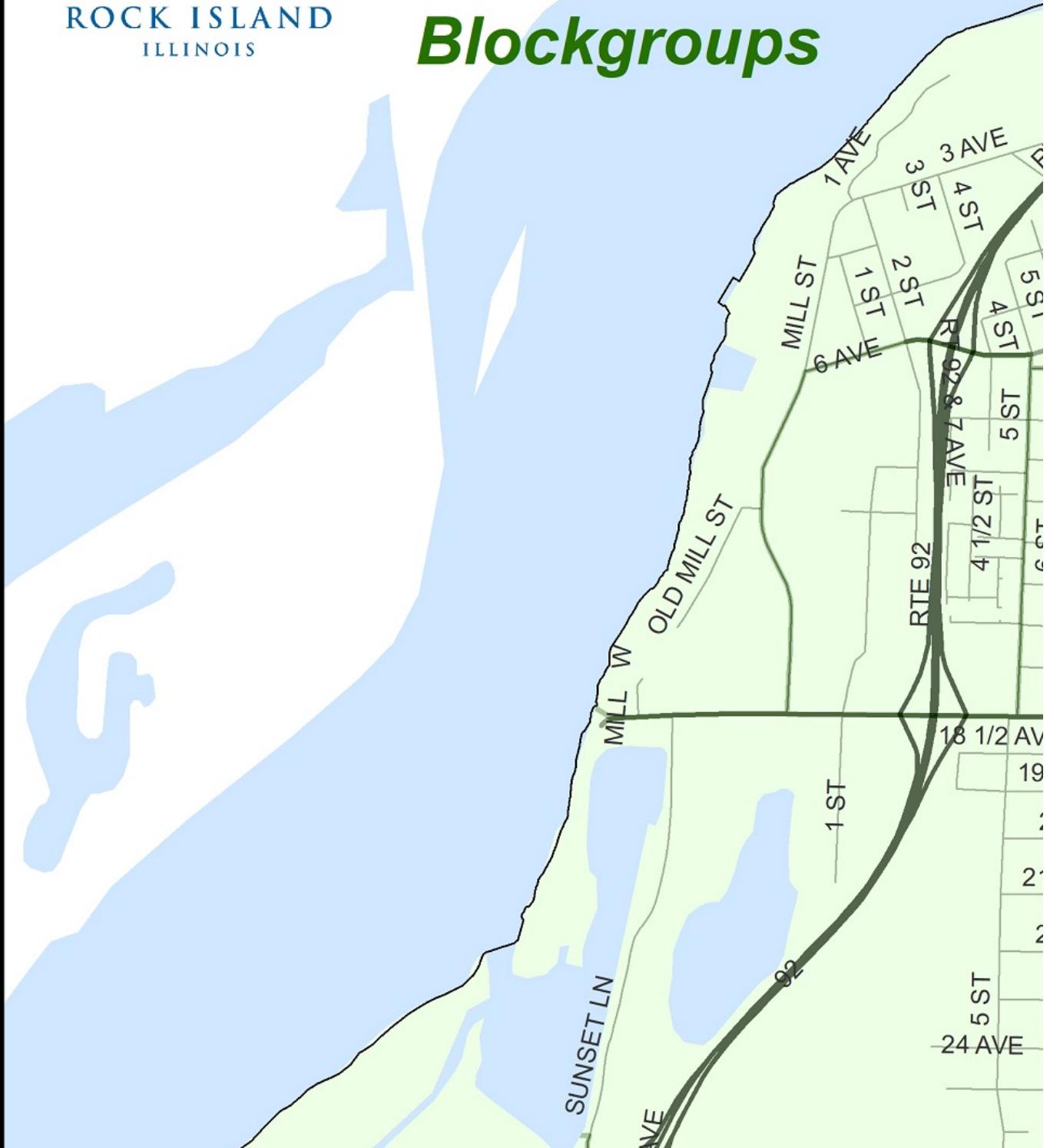
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



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A. Agency Information

Completed by cgramenz@christiancareqc.org on 12/30/2025 10:58 AM

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Christian Care

A.2. Address

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

A.3. Phone Number

(309) 786-5736

A.4. Fax Number

(309) 786-6774

A.5. Website

christiancareqc.org

A.6 SAMS Number

DTUPL93MV2M8

A.7. Federal Tax ID Number

363146523

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

Yes

CONTACT INFORMATION

A.9. First Name

Cindi

A.10. Last Name

Gramenz

A.11. Executive Director

Franklin D. Roe, Jr.

A.12. Address

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

A.13. Phone Number

(309) 786-5734

A.14. Email Address

cgramenz@christiancareqc.org

B. Project Information

Completed by cgramenz@christiancareqc.org on 1/4/2026 3:34 PM

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

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 this region. In 2025, over 400 people experiencing homelessness received critical services and support at Christian Care facilities. Through our street outreach services, an additional 100 plus individuals received services. At our community meal site, almost 46,000 meals were served, representing a 9% increase from the previous year. The need continues to increase. In 2025, we saw our largest wait list at its highest with 100 individuals requesting shelter services.

B.3. Describe the services to be provided.

We provide emergency shelter and supportive services, 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 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 mission beds are designated for emergency shelter, 6 are reserved for Veterans Transitional Housing, 3 are set aside for men in Rock Island County Drug or Mental Health Courts, and 3 are solely dedicated for Mental Health Courts. Our veterans' program offers shelter for up to 24 months, with most veterans 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 court systems. 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

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resources that are needed or currently in use. They then develop an individual service plan, with time-framed goals and actions steps. Through 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 par-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 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

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

Completed by cgramenz@christiancareqc.org on 1/4/2026 3:38 PM

C. Project Results

Please provide the following information.

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

Christian Care provides services 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 2026	Performance Measure for Year 2026	Actual Outcome for Year 2026	Projected Outcome for Year Beginning 2026
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.	Year to date for FY25, over 95% of individuals have met this goal.	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

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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. With the exception of domestic violence, Christian Care is the only provider of shelter services for men, women and women with children on the Illinois side of the Quad Cities.

D. Resources

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Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

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 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 also receive grants from United Way and other local grant funders.

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 and grant writing. 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 is on track to provide over 46,000 meals this year free of charge to shelter residents and the public. To help supply our kitchen, local grocery and restaurant businesses donate food through 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 partnership with Unity Point Trinity Parish Nursing. Our collaborations 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 six shelter beds for men and three for women.

E. Program Compliance

Completed by cgramenz@christiancareqc.org on 1/4/2026 3:41 PM

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

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 successfully achieved its proposed goals and submitted all reports promptly and accurately. Monthly draws have been completed on schedule. All revenue and expenses for the CDBG program are meticulously tracked in our accounting system and allocated specifically for CDBG. The Operations Manager is responsible for preparing the draw and compiling the monthly reports. These documents are reviewed by the Executive Director before being submitted to the Office Manager.

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.

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

Case Id: 30917

Name: Christian Care - 2026/2027

Completed by cgramenz@christiancareqc.org on 1/4/2026 3:42 PM

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

F. Budget

Please provide the following information.

F.1. Prior Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
TOTAL	\$0.00	\$0.00

F.2. Current Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Salaries: Client Advocates (Year to date totals)	\$30,000.00	\$10,674.52
	\$30,000.00	\$10,674.52

F.3. Upcoming Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4. Total Proposed Program Budget 2026

\$300,731.00

F.5. Percent CDBG Total Proposed Budget 2026

16.60%

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	2.60%	\$45,204.00	\$8,000.00
Cook, 1 part-time/Prepare & serve meals; assist with managing food services.	Existing Position	2.00%	\$24,102.00	\$6,000.00
Client Advocate, 3 full-time/Reception, monitor facility access, new resident intake, assist	Existing Position	6.00%	\$96,454.00	\$18,000.00

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residents with daily needs.				
Client Advocate, 7 part-time/Reception, monitor facility access, new resident intake, assist residents with daily needs	Existing Position	6.00%	\$134,971.00	\$18,000.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
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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 cgramenz@christiancareqc.org on 1/4/2026 3:42 PM

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

Articles-By-Laws.pdf

By-Laws.pdf

Board meeting schedule for 2024-2025 *Required

2025 Board Meeting Schedule.pdf

Board minutes from last three meetings *Required

September 2025 .docx

October 2025.docx

December2025 .docx

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

Board of Directors.pdf

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

Certifications.pdf

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

Conflict of Interest.pdf

Financial Statements from last three months *Required

September 2025 Financials.pdf
October 2025 Financials.pdf
November 2025 Financials.pdf

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

Grievance.pdf
Grievance Identity.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

CDBG FUNDED PROGRAM INTAKE FORM 2025.pdf
HMIS Intake.pdf

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

501(c)(3).pdf

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

Non-Discrimination.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**

4 -Sources of Federal Funding Worksheet.pdf

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

Subrecipients Checklist.pdf

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

Succession Plan.pdf

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

Project Now-Signed.pdf

Drug Court.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**

990 (1-14).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 cgramenz@christiancareqc.org on 1/4/2026 3:44 PM

Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

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

Cindi M. Gramenz

Electronically signed by cgramenz@christiancareqc.org on 1/4/2026 3:44 PM

Date Signed

01/04/2026

Admin Documents

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Case Id: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

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: 30917

Name: Christian Care - 2026/2027

Address: 2209 3rd Avenue, Rock Island, IL 61204--4176

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by jones.gerald@rigov.org on 12/28/2025 1:25 PM

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

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

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Meeting ID

meet.google.com/crs-bjzf-dio

Phone Numbers

(US) +1 319-382-2466

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PIN: 212 903 276#

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.

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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
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- 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.
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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

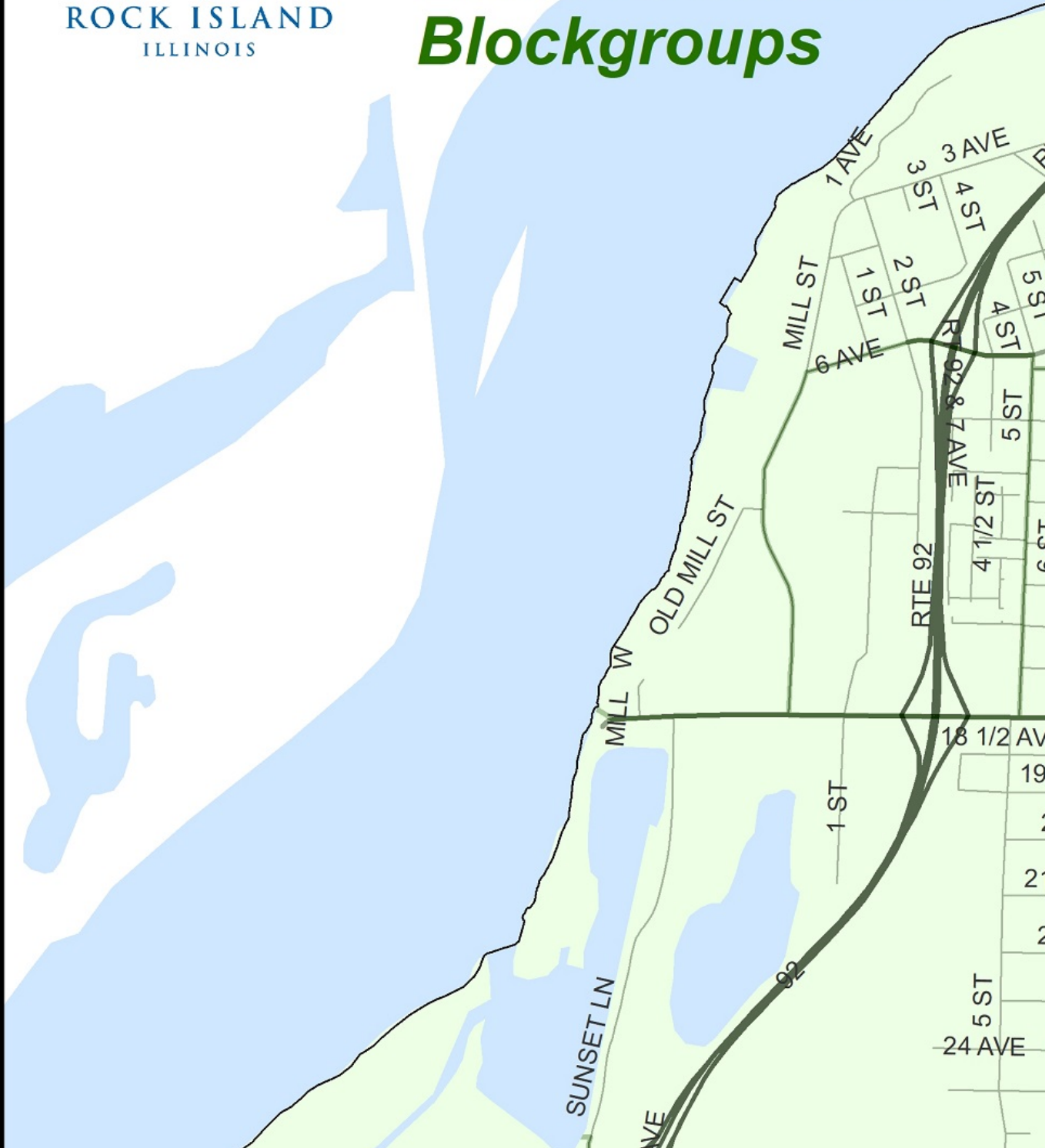
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



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A. Agency Information

Completed by jones.gerald@rigov.org on 12/28/2025 1:30 PM

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Martin Luther King Community Center Inc

A.2. Address

630 9 St Rock Island, IL 61201--8337

A.3. Phone Number

(309) 732-2999

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--8337

A.13. Phone Number

(309) 732-2987

A.14. Email Address

lamboi.umu@rigov.org

B. Project Information

Completed by jones.gerald@rigov.org on 12/28/2025 1:43 PM

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

B. Project Information

Please provide the following information.

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

The project will focus on the West End of Rock Island that includes census tracts 236, 226 and 235. The population of the target area is estimated at approximately 6,390 and has changed very little over the last three decades. Compared to the “Quad City”, or Davenport–Moline–Rock Island, Metropolitan Statistical Area (MSA), the West End (especially tract 236) has a much higher Black population and a significant portion of foreign-born and bi-lingual populations. The spatial distribution of population by race indicates the city of Rock Island experiences high levels of residential segregation. Additionally, census tract 236 has 43.2 percent poverty rate (compared to the City of Rock Island’s 21.1 percent poverty rate and MSA’s 11.3 percent) and 63.8 percent of residents are Black. More than 20 percent of the population in census tract 236 is foreign-born, with the West End, in general, home to more immigrants and refugees compared to other parts of the city.

B.2. Describe the need for the program.

With funding support from the John Deere Foundation and the City of Rock Island, Enterprise Community Partners, Inc. (Enterprise) was contracted to work in collaboration with the City of Rock Island’s Martin Luther King Jr. Community Center, CED, and local community leaders to:

- assess the needs and opportunities in the West End, and
- make concrete recommendations to the City and the John Deere Foundation on how to improve the lives and livelihoods of West End residents.

The assessment found despite the assets and investments in the West End, there remain numerous, complex, and interrelated challenges that point to significant disparities between West End residents and those in the surrounding region and between White and non-White residents. The amount and severity of challenges makes prioritization a nearly impossible task. These challenges, described below, also clearly indicate significant racial disparities in Rock Island, which cannot be ignored when considering root causes and designing strategies to address them.

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

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

B.3. Describe the services to be provided.

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

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6 of 19

activities, and reward trips are provided.

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

No

If no, explain.

The Afterschool Program operates 20 hours per week due to the availability of the youth. However, during 3 intercessions the program is available for 30 hours per week and the summer program operates 40 hours/wk.

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 12/28/2025 1:51 PM

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

C. Project Results

Please provide the following information.

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

The King Center will exclusively focus on youth development with CDBG funding but will do so with a holistic approach recognizing that the whole child must be considered in order to make quantitative and qualitative impact. This aligns with the City Council placemaking goal particularly with the objective of providing support that improves quality of life in disadvantaged neighborhoods.

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 2026	Performance Measure for Year 2026	Actual Outcome for Year 2026	Projected Outcome for Year Beginning 2026
Outcomes/Measures	Youth served will demonstrate stable or improved academic performance	60% of youth served will maintain stable or show improved academic performance, as measured by report card grades.		

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?

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D. Resources

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Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

D. Resources

Please provide the following information.

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

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

The King Center seeks and receives funding from multiple sources to maintain youth services. This is has been done on an annual basis via our resource development department and includes local foundations, donors and state funding.

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

The King Center minimally dedicates 8 of its 17 FTEs to the youth and community services described in the project information. Aside from CDBG funding, state along with local funding are utilized for programming. The King Center actively engages other non-profit partners and volunteers to enhance programming. The most impactful asset in the facility itself. It is owned by the City of Rock Island while program guidance and support is the purview of the non-profit.

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

The King Center has demonstrated its ability recruit a consistent number of youth to attend programming over a number of decades. King Center staff are trained to be able to manage and engage youth while seeking other partners for more specialized services. To that end, The King Center has formal agreements with two local non-profits for services including Spring Forward Learning Center (literacy), Youth Hope (outreach). Other partners include Rock Island Parks and Recreation, The Rock Island Library, The Two Rivers YMCA (Nourish), Girls Scouts of the Mississippi Valley, Common Chord, Family Resources, University of Illinois Extension Office, and others.

E. Program Compliance

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Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

E. Program Compliance

Please provide the following information.

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

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

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

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

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

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

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

F. Budget

Completed by jones.gerald@rigov.org on 1/5/2026 9:36 AM

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

F. Budget

Please provide the following information.

F.1. Prior Year 2024 (Please click "Add Row" to enter information.)

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

F.2. Current Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.3. Upcoming Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4. Total Proposed Program Budget 2026

\$694,334.00

F.5. Percent CDBG Total Proposed Budget 2026

22.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Youth Staff	Existing Position	0.00%	\$404,823.00	\$150,750.00

F.7. Supplies and Services

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

F.8. CDBG Total Personnel Cost

\$150,750.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$150,750.00

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G. Required Documents

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Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

1 Articles of Incorporation and Current By-laws.pdf

Board meeting schedule for 2024-2025 *Required

2025 Board Meeting Schedule.pdf

Board minutes from last three meetings *Required

3 MLK Minutes of 04.16.25.pdf

3 MLK Minutes of 06.18.25.pdf

MLK Minutes of 8.20.25.pdf

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

7 Board of Directors List.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

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5 MLK Financial Two Year Comparison 103125.pdf
02 - MLK Financial Two Year Comparison 083125.pdf
04 - MLK Financial Two Year Comparison 063025.pdf

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

Illinois Secretary of State Certificate of Good Standing (dated no earlier than 06/1/22) *Required
9 IL Secretary of State Cert Good Standing.pdf

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

Copy of IRS 501(c)(3) letter (and corresponding Fictitious Name resolution if applicable) *Required
11 IRS - MLK Good Standing.pdf

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

Procurement/purchasing policy *Required
13 Purchasing Policy.pdf

If applicable, a copy (single sided) of any surveys referenced in Proposed Outcomes and Performance Measures steps
***No files uploaded*

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

4 -Sources of Federal Funding Worksheet.pdf

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

16 Subrecipients Checklist for Internal Control.pdf

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

17 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**

9 - Supporting Agency Worksheet.pdf

9 - 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**

2024_MARTIN LUTHER KING JR CENTER, INC_ArchiveTaxReturn-draft2 (1).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 jones.gerald@rigov.org on 1/5/2026 9:39 AM

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

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 1/5/2026 9:39 AM

Date Signed

01/05/2026

Admin Documents

No data saved

Case Id: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

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: 30920

Name: Martin Luther King Center - 2026/2027

Address: 630 9 St, Rock Island, IL 61201--8337

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by annette@narrativesqc.org on 1/2/2026 2:01 PM

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 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 2026.

Application Details and upcoming Meetings

Applications for the 2026 City of Rock Island CDBG Program are due and will close on January 5, 2026 @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 Wednesday, December 3rd, at 1:00PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/crs-bjzf-dio

Phone Numbers

(US) +1 319-382-2466

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PIN: 212 903 276#

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.
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- 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

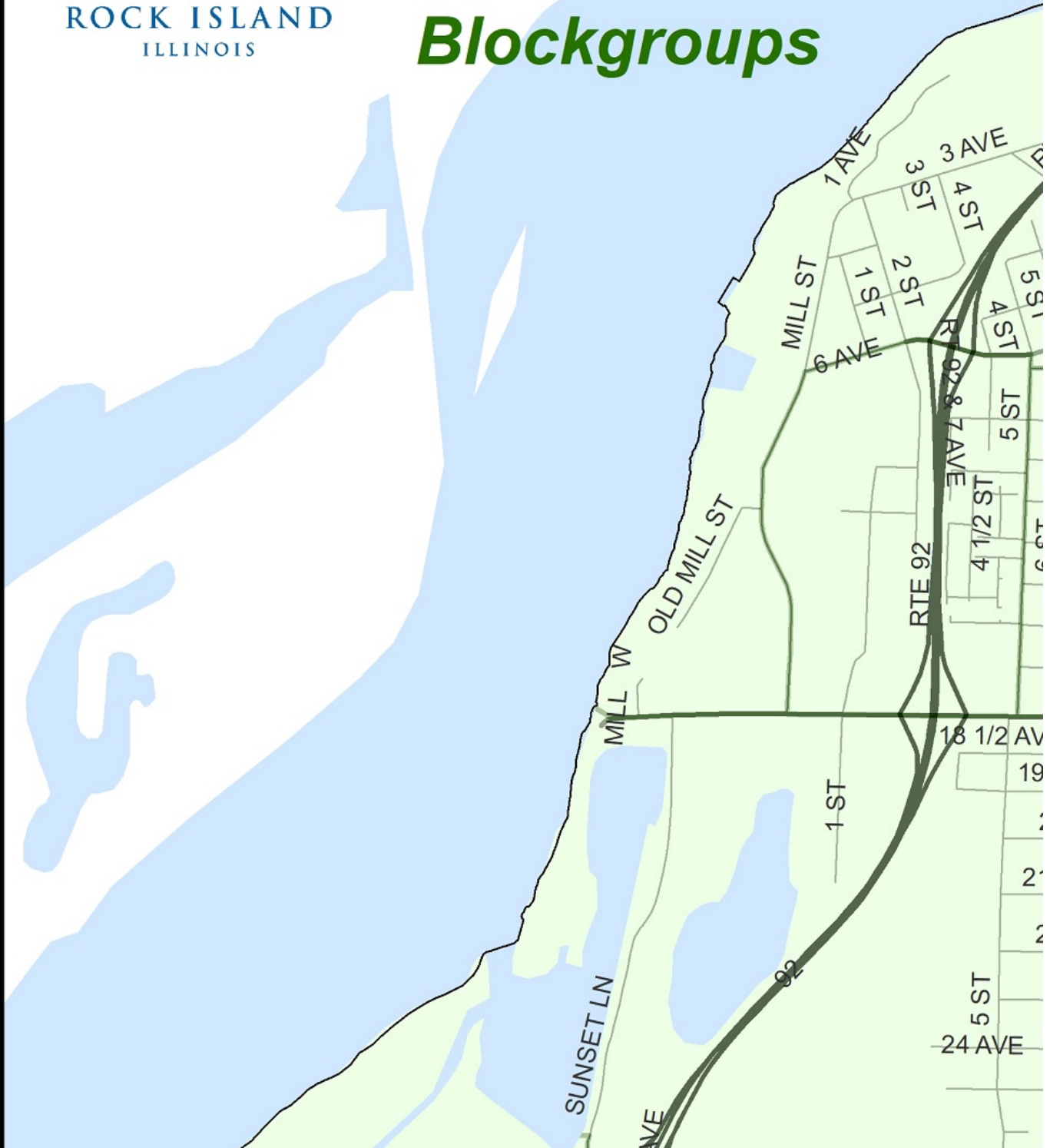
For more information below on HUD's Public Service requirements please visit the link below.

[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 1/2/2026 2:04 PM

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 17th Street, Rock Island, IL 61201

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Narratives QC

A.2. Address

213 - 17th Street Rock Island, IL 61201

A.3. Phone Number

(309) 585-3311

A.4. Fax Number

A.5. Website

narrativesqc.org

A.6 SAMS Number

CHDWJKNBJBV5

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

Executive Director

A.12. Address

213 - 17th Street Rock Island, IL 61201

A.13. Phone Number

(309) 585-3311

A.14. Email Address

annette@narrativesqc.org

B. Project Information

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 17th Street, Rock Island, IL 61201

Completed by annette@narrativesqc.org on 1/2/2026 2:26 PM

B. Project Information

Please provide the following information.

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

Narratives serves low- and moderate-income young adults ages 17–29 across the Quad Cities, with Rock Island as our primary service area and the location of our central program hub. All participants meet low-income eligibility criteria, and 61% identify as people of color—groups disproportionately affected by systemic barriers to mental health access, educational attainment, and long-term stability. Our trauma-informed, relationship-based model supports young adults as they work to overcome these barriers and build the skills, confidence, and support networks needed for safe and stable futures. Rock Island’s young adult population demonstrates significant need. More than 15,000 residents fall within this age group, yet 10% have not completed high school, and 15% live below the federal poverty level. Within these LMI households, many young adults have experienced generational poverty—a condition that limits opportunity, increases exposure to trauma, and creates long-term disparities in health, employment, and housing stability. These challenges fall disproportionately on young adults of color, reflecting ongoing racial disparities in access to resources, care, and economic mobility. Narratives provides services in the areas where these needs are most visible. Our primary project location is our new headquarters at 213 17th Street in downtown Rock Island, the former Theo’s Java Café—a highly accessible location on public transit routes and within walking distance for many participants. In addition to our main site, we operate satellite programs at Thurgood Marshall Learning Center, Rock Island High School, and the Rock Island Public Library, and we partner with other community locations throughout Rock Island and Scott Counties. This multi-site approach ensures that LMI young adults can access care where they already live, learn, and spend time, reducing transportation barriers and increasing continuity of support. Across all locations, we provide one-on-one life coaching, mental health support, goal-setting assistance, skills workshops, and creative arts programming designed to improve emotional well-being, increase stability, and support long-term economic mobility. By reaching young adults within their own neighborhoods, schools, and community spaces—and grounding our work in downtown Rock Island—we directly serve the populations and geographic areas identified as priorities for CDBG investment.

B.2. Describe the need for the program.

Young adults living in low- and moderate-income households face some of the highest barriers to achieving mental, emotional, and economic stability. National data shows that nearly 1 in 10 individuals living below the poverty line experience severe psychological distress. Poverty compounds trauma: unstable housing, exposure to violence, limited access to transportation, and under-resourced schools all worsen mental health outcomes. These conditions elevate risks for substance abuse, chronic health concerns, and involvement with crisis response systems—placing strain not only on individuals, but on community resources as well. Young adults ages 17–29 are at a particularly vulnerable stage. Half of all lifetime mental health conditions begin by age 15, and the majority emerge before age 24. Yet this age group faces the greatest barriers to treatment: as of 2022, fewer than half of young adults with a mental health condition received care, and only one-quarter carried health insurance. Young adults also experience the highest prevalence of both mental illness (36%) and serious mental illness (12%) of any adult age group. Without affordable, accessible services, unmet mental health needs escalate into crises that impact public safety, housing stability, and long-term economic mobility. These national trends mirror what we see in Rock Island. Among the 125 young adults served by Narratives since 2024: 75% experienced significant childhood trauma and now exhibit symptoms of anxiety, depression,

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or PTSD. 75% lack health insurance, placing traditional treatment entirely out of reach. 80% had never accessed mental health services prior to joining our programs, despite evident need. Fewer than half have ever held a job, and nearly 20% did not complete high school, limiting access to stable employment and further education. These young adults consistently report feeling unprepared or unsafe in school and workplace environments. Many have experienced exclusion, discrimination, or justice system involvement, all of which contribute to distrust, avoidance of services, and difficulty maintaining stability. Untreated mental health challenges then compound these barriers, making it significantly harder to secure employment, sustain housing, or build the skills needed for self-sufficiency. Rock Island currently lacks programs that combine no-cost mental health support with life coaching and foundational skill development specifically for young adults ages 17–29. After aging out of youth programs at 18, this population is often left with no available services, despite facing the highest mental health needs. The absence of age-appropriate, trauma-responsive services leaves LMI young adults disconnected from care and opportunity, increasing the likelihood of crises requiring emergency services, judicial intervention, or prolonged instability. Narratives responds directly to this gap. Our model addresses the urgent mental health needs of LMI young adults while equipping them with the coping skills, confidence, and readiness required to pursue employment, education, and safe, stable lives. Without intervention at this pivotal stage, cycles of poverty, trauma, and crisis continue—impacting not only individual futures but the overall well-being and safety of the Rock Island community.

B.3. Describe the services to be provided.

Requested CDBG funds will expand Narratives’ no-cost community mental health support groups for low- and moderate-income young adults in Rock Island. These weekly groups are a lifeline for participants who face significant financial, logistical, and emotional barriers to accessing traditional mental health care. Each session is facilitated by a trained, trauma-informed life coach who provides structured guidance while creating a safe, welcoming environment where young adults can share openly, build trust, and strengthen emotional resilience. Support groups are a highly effective service model for this age group. Research shows that young adults respond especially well to peer-based support, where hearing “I’m not alone” immediately reduces isolation, depression, and anxiety. Yet most mental health providers have eliminated group programming due to insurance billing limitations. Because Narratives operates outside the insurance system and provides services at no cost, we can offer consistent, high-quality group mental health supports that would otherwise be entirely inaccessible to this population. Within these groups, participants learn practical, transferable skills that support both personal well-being and long-term stability. Facilitated discussion, role-plays, and interactive exercises help young adults: Process trauma and build emotional regulation Strengthen communication skills and healthy boundary-setting Practice conflict resolution and problem-solving Develop healthier relationships and peer accountability Increase confidence and self-advocacy These services directly address the barriers that prevent young adults from maintaining housing, succeeding in school, or sustaining employment. Coping-skills workshops are integrated into the group format, utilizing creative arts, journaling, and grounding techniques proven to reduce symptoms of anxiety and depression. Participants consistently report that these skills have helped them overcome challenges they once believed were insurmountable. To date, 80% of young adults in our programs have achieved major life-stabilizing milestones, such as securing housing, obtaining meaningful employment, or ending unsafe relationships. In addition to improving mental health, these support groups function as the foundation for Narratives’ broader continuum of care. As we launch Story Coffee Co., our social enterprise café and paid workforce training program, the skills learned in support groups—emotional regulation, communication, stress management, and self-advocacy—prepare participants for successful engagement in job training and eventual long-term employment. This step is especially critical for the many participants who have never held a job or who feel unsafe or unwelcome in traditional workplace settings. By strengthening mental health, building essential life and job skills, and fostering a supportive peer community, these services increase stability, reduce crisis involvement, and position LMI young adults for future educational and workforce success. This program fills a critical gap in Rock Island’s service landscape and aligns directly with CDBG priorities of improving individual and community well-being, reducing disparities, and expanding economic opportunity.

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 1/2/2026 3:33 PM

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 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.

This project directly advances the City Council's stated objective to expand access to mental health services for low- and moderate-income (LMI) residents and reduce disparities in health, safety, and economic stability. Narratives provides no-cost mental health support and life coaching to young adults who face some of the most significant barriers to accessing traditional care—including lack of insurance, unstable housing, limited financial resources, and limited awareness of available services. By removing these barriers, the program delivers essential care to residents who would otherwise remain disconnected from mental health support. The need for this intervention is rooted in the long-term effects of generational poverty. Many young adults in Rock Island come from families where chronic instability has prevented the attainment of educational, emotional, and behavioral milestones. This creates a cycle of hopelessness and low expectations, in which young people internalize the belief that they have little control over their future. As a result, they often do not seek mental health care, employment support, or skills training—further entrenching disparities the City Council seeks to address. Narratives directly responds to these challenges by offering comprehensive, trauma-informed services at no cost. All participants qualify as low-income, 75% lack health insurance, and 1 in 10 have experienced homelessness within the last five years. These conditions make it nearly impossible to access clinical treatment, leaving young adults at heightened risk for mental health crises, unemployment, school dropout, and housing instability. Narratives provides a safe, accessible entry point for stabilizing care and long-term support. While several local organizations offer trauma-informed services for minors, most programs end when individuals turn 18. This creates a critical service gap for young adults—precisely the group experiencing the highest rates of mental illness, the lowest access to treatment, and the greatest likelihood of falling into crisis without early intervention. Without structured support, many young adults become involved in the justice system, require costly emergency care, or face preventable setbacks that diminish long-term community well-being. Narratives fills this gap by meeting young adults at a pivotal developmental stage. Through weekly mental health support groups and individualized life coaching, participants develop coping strategies, improve emotional regulation, process trauma, and build the confidence needed to pursue education, employment, and stable housing. These outcomes directly advance the City Council's goals to strengthen safety, stability, and economic mobility across Rock Island. As Narratives expands its trauma-informed workforce development pathway—including hands-on training through The Story Coffee Co.—the mental health supports provided through this program serve as the essential foundation for long-term economic success. Participants who achieve mental and emotional stability are significantly more likely to secure employment, sustain that employment, and contribute positively to the community. In summary, this project meets the City Council's objectives by: Providing no-cost mental health services to LMI young adults Reducing disparities in health and safety through early, trauma-informed intervention Preventing costly crises and justice system involvement Strengthening pathways to education, employment, and long-term stability Supporting a healthier, safer, and more economically resilient Rock Island This program is not only aligned with city priorities—it represents a strategic, high-impact investment in the future stability and well-being of Rock Island's young adult population.

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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 2026	Performance Measure for Year 2026	Actual Outcome for Year 2026	Projected Outcome for Year Beginning 2026
Outcomes/Measures	Improve mental health for young adults	Teach coping skills to overcome mental health challenges	Among 125 participants, 80% report learning at least one coping skill and improvement in their mental health.	Among 130 participants during FY26, 80% 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 agencies provide important mental health or supportive services in the Quad Cities, but none offer the specialized, developmentally targeted, and fully integrated approach that Narratives provides for low- and moderate-income young adults. Large providers such as Transitions and Robert Young Mental Health Center offer mental and behavioral health treatment; however, significant barriers prevent the young adults we serve from accessing these services. Waitlists can be months long, most services require insurance or a steady income, and the clinical model does not provide the consistent, relationship-based support that vulnerable young adults need to engage in care. These providers also do not offer the group-based, peer-supported structure or intensive one-on-one life coaching that Narratives delivers at no cost. The Safer Foundation serves justice-involved adults by supporting re-entry, employment, and behavioral health needs. Their work is invaluable, but their programs typically begin after legal involvement has already occurred. Narratives intervenes earlier, supporting young adults who may be on the brink of crisis, unstable housing, or justice system contact. For those who are already justice-involved, Narratives provides comprehensive, trauma-informed support designed to prevent reoffending and promote stability. What differentiates Narratives from all other local providers is our exclusive focus on young adults ages 17–29, a population that often loses access to youth services at 18 and struggles to engage with adult systems. Our model recognizes that untreated trauma and mental health challenges are at the root of many barriers to education, employment, and stability. We

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address these root causes through trauma-informed support groups, individualized life coaching, and consistent relational support—services that traditional mental health clinics are not structured to provide. Narratives also offers a unique continuum of care that connects mental health stabilization directly to skill building and workforce development. Through our trauma-responsive support groups, young adults strengthen communication, emotional regulation, problem-solving abilities, and self-advocacy—core competencies needed for employment. They then apply these skills in workforce pathways such as The Story Coffee Co., our social enterprise café and paid job-training site. No other provider in the Quad Cities links mental health care, practical skill development, and real-world employment experience in a single, integrated model. Finally, Narratives’ emphasis on building community sets us apart. We create networks of mentors, peers, staff, and local business partners who walk alongside each young adult as they set goals, practice new skills, and build long-term stability. This relationship-centered structure fills a regional service gap by providing consistent support that young adults trust and engage with—something traditional systems cannot replicate. In short, while other agencies offer valuable services, Narratives fills a critical, unmet need by providing trauma-informed mental health support, life coaching, and workforce readiness specifically designed for low-income young adults who have nowhere else to turn. No other organization in the area provides this combination of early intervention, relational support, skill building, and applied workforce development.

D. Resources

Completed by annette@narrativesqc.org on 1/2/2026 4:34 PM

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 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.

CDBG funds will support the staff time and operating costs needed to expand our mental health support groups for low- and moderate-income young adults. While this funding is essential for expansion, the program is designed to continue without CDBG support. Narratives has already secured significant investment from regional funders—including the Regional Development Authority, Bechtel Trusts, Hubbell Waterman Foundation, Moline Regional Community Foundation, Better Health Foundation, and the 708 Mental Health Board of Rock Island County—demonstrating broad confidence in the sustainability of this work. To ensure long-term continuation of the program, Narratives is actively diversifying funding through:

- Ongoing foundation partnerships and new grant applications
- Expanded individual donor support and year-round fundraising efforts
- Federal grant opportunities beginning in 2026
- Earned revenue from The Story Coffee Co., our social enterprise café Together, these funding sources will replace or supplement CDBG funds and ensure that mental health support groups remain available to Rock Island young adults well into the future.

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.

Narratives uses its financial, staff, volunteer, and in-kind resources strategically to deliver high-quality mental health support groups while maintaining low overhead and maximizing community benefit. Support groups represent approximately half of our total programming, and we staff them with a highly efficient team: two full-time life coaches and several contracted community facilitators who bring specialized expertise in trauma-informed care, creativity-based interventions, and group leadership. In 2026, we will add a third full-time staff member to support group expansion, launch workforce development programming, and meet rising demand for our trauma-responsive creative arts services. Volunteers play an essential role in sustaining this model. Many of our trained mentors attend support groups to build deeper relationships with participants, offering consistent encouragement and forming part of the social safety net that many young adults lack. Their presence increases group capacity and enhances relational support without increasing program costs. Narratives also leverages significant in-kind support from community partners. Local schools, libraries, and nonprofits regularly provide meeting space at no cost, reducing facility expenses and allowing grant dollars to be directed toward direct services. Partner organizations also offer referrals, outreach support, and occasional donations of supplies, food, and program materials—all of which strengthen the impact of our programming while keeping operating costs low. By combining paid staff, skilled facilitators, dedicated volunteers, and strong in-kind partnerships, Narratives ensures that mental health support groups remain accessible, cost-effective, and deeply rooted in the Rock Island community.

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

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Luther King Center, Project NOW, YWCA, 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

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 17th Street, Rock Island, IL 61201

Completed by *annette@narrativesqc.org* on 1/2/2026 5:04 PM

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 \$550,000 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; 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. We have executed CDBG funding 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. Addressing mental health as the foundation for life success 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 United Way Quad Cities and CDBG funding. Our CDBG reporting meets rigorous compliance standards, documenting

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participant demographics, program outcomes, and expenditures to ensure all funds align with the original grant intent, as described above. 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 30% 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

Case Id: 30904

Name: Narratives - 2026/2027

Completed by annette@narrativesqc.org on 1/5/2026 2:37 PM

Address: 213 - 17th Street, Rock Island, IL 61201

F. Budget

Please provide the following information.

F.1. Prior 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
Utlities	\$4,560.00	\$2,655.00
Gas and transportation	\$2,400.00	\$0.00
Facility Upgrades	\$8,000.00	\$441.00
Dues and Subscriptions	\$875.00	\$2,354.00
IT	\$107.00	\$989.00
Legal Fees	\$2,400.00	\$609.00
Accounting Fees	\$7,000.00	\$4,792.00
Fundraising fee	\$21,185.00	\$9,791.00
Coaching & Professional Development	\$5,000.00	\$1,860.00
Marketing and Promotion	\$12,760.00	\$437.00
Events	\$1,200.00	\$182.00
TOTAL	\$208,187.00	\$107,817.00

F.2. Current Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Creative Arts	\$0.00	\$2,119.98
Equipment/Supplies purchases (Life coaching)	\$1,375.00	\$0.00
General Assistance	\$6,416.00	\$815.32
Program Meals	\$6,416.66	\$384.19
Payroll & Payroll taxes	\$139,700.00	\$149,676.52
Program Subscriptions	\$2,108.33	\$3,477.06
Special Events	\$0.00	\$1,419.00
Accounting & HR Services	\$6,500.00	\$6,000.00

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Building Insurance	\$0.00	\$100.00
Business Licenses	\$275.00	\$51.00
Dues & Subscriptions	\$4,583.34	\$3,377.28
Event Expense	\$1,833.33	\$544.27
Fundraising Expense	\$27,000.00	\$27,000.00
IT/Security Expense	\$1,650.00	\$233.79
Legal & Professional Services	\$916.66	\$2,762.00
Marketing & Promotion	\$5,500.00	\$1,965.09
Meals	\$250.00	\$47.18
Office Supplies	\$2,750.00	\$368.40
Professional Development	\$2,750.00	\$831.16
Strategic Planning & Development	\$12,000.00	\$4,000.00
Utilities	\$825.00	\$451.32
Rent	\$5,500.00	\$5,000.00
Consulting	\$0.00	\$30,000.00
	\$228,349.32	\$240,623.56

F.3. Upcoming Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Creative Arts	\$4,000.00	\$0.00
Equipment & Supplies (Life Coaching)	\$6,000.00	\$0.00
General Assistance	\$5,000.00	\$0.00
Program Meals	\$5,000.00	\$0.00
Payroll & Taxes	\$250,700.00	\$0.00
Program Subscriptions	\$3,500.00	\$0.00
Special Event	\$3,500.00	\$0.00
Accounting & HR	\$7,000.00	\$0.00
Building Interest Expense	\$1,000.00	\$0.00
Building Insurance	\$1,650.00	\$0.00
Building Repairs and Maintenance	\$20,000.00	\$0.00
Business Licenses	\$1,000.00	\$0.00
Due and Subscriptions	\$5,000.00	\$0.00
Event Expenses	\$5,000.00	\$0.00
Fundraising	\$3,000.00	\$0.00
IT & Security	\$1,800.00	\$0.00
Legal and Professional Services	\$3,000.00	\$0.00
Marketing	\$6,000.00	\$0.00
Meals	\$500.00	\$0.00
Office Supplies	\$3,000.00	\$0.00
Professional Development	\$3,000.00	\$0.00
Remodel Expense	\$20,000.00	\$0.00
Strategic Planning	\$4,000.00	\$0.00
Utilities	\$20,000.00	\$0.00
	\$382,650.00	\$0.00

F.4. Total Proposed Program Budget 2026

\$382,650.00

F.5. Percent CDBG Total Proposed Budget 2026

6.50%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Executive Director-- Oversees the organization, provides life coaching, and facilitates mental health support groups.	Existing Position	35.00%	\$23,800.00	\$5,000.00
Life Coach -- provides life coaching, and facilitates mental health support groups.	Existing Position	60.00%	\$36,000.00	\$10,000.00
Workforce Development Manager – provides program oversight, curriculum development, and life coaching to young adults enrolled in the workforce development program.	New Position	75.00%	\$37,500.00	\$10,000.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount

F.8. CDBG Total Personnel Cost

\$25,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$25,000.00

G. Required Documents

Completed by annette@narrativesqc.org on 1/5/2026 2:39 PM

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 17th Street, Rock Island, IL 61201

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

Narratives By-Laws .docx (2).pdf

Narratives Articles of Incorporation.pdf

Board meeting schedule for 2024-2025 *Required

Board of Directors 2026 Meeting Dates.pdf

Board minutes from last three meetings *Required

Narratives Board Meeting Minutes August 14, 2025.pdf

Narratives Board Meeting Minutes October 9, 2025.pdf

Narratives Board Meeting Minutes December 11, 2025.pdf

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

2026 Board Roster - Sheet1.pdf

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

CBDG 2026 - Agency Certifications.pdf

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

Conflict of Interest (1) (1).pdf

Financial Statements from last three months *Required

Narratives Financial Statements 8.31.25 (2).pdf
Narratives Financial Statements 9.30.25 (1).pdf
Narratives Financial Statements 11.30.25 (2).pdf

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

Grievance Policy.pdf

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

2025 Illinois Certificate of 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

Narratives QC Registration Form (2).pdf

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

Narratives Determination Letter IRS .pdf

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

Anti-Discrimination Policy.pdf

Procurement/purchasing policy *Required

Narratives Purchasing Policy (1).pdf

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

PHQ-9.pdf

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

2026 Sources of Federal Funding worksheet.docx

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

2026 Subrecipients Checklist for Internal Control.pdf

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

CBDG Succession Plan '26.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**

Thurgood Marshall Support Agency Worksheet 2026.xlsx

CBDG - Iter varsity Supporting Agency 2026.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**

Narratives QC Inc NFP 2024 Excerpt Org. Tax Return.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 1/5/2026 2:40 PM

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 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

Annette E. Clevenger

Electronically signed by annette@narrativesqc.org on 1/5/2026 2:39 PM

Date Signed

01/05/2026

Admin Documents

No data saved

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 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

No data saved

Case Id: 30904

Name: Narratives - 2026/2027

Address: 213 - 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

Program Overview

Completed by asimmons@pslegal.org on 11/24/2025 11:31 AM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

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 2026.

Application Details and upcoming Meetings

Applications for the 2026 City of Rock Island CDBG Program are due and will close on January 5, 2026 @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 Wednesday, December 3rd, at 1:00PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/crs-bjzf-dio

Phone Numbers

(US) +1 319-382-2466

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PIN: 212 903 276#

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

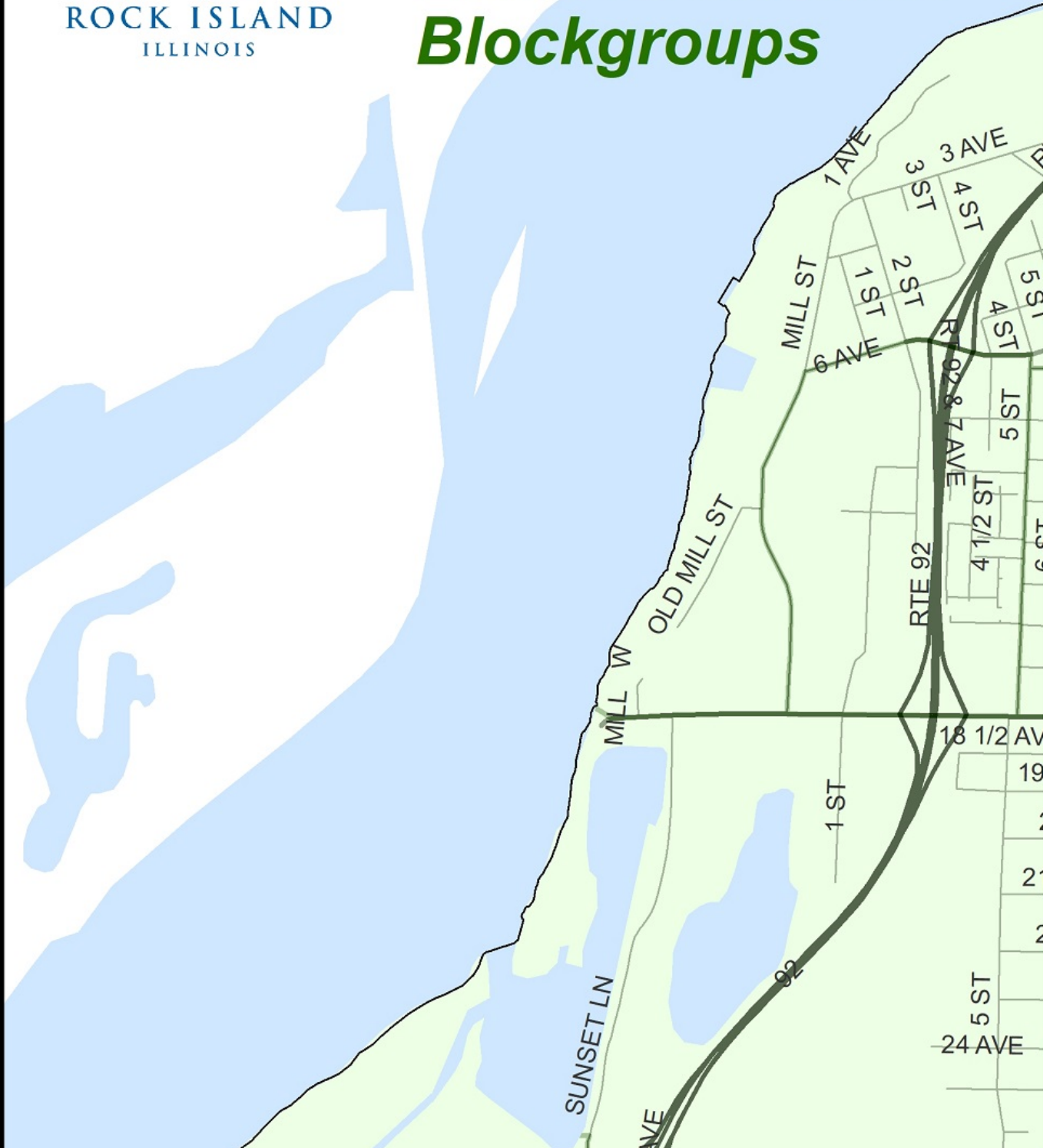
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



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A. Agency Information

Completed by nhasanova@pslegal.org on 1/5/2026 2:52 PM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Prairie State Legal Services Inc.

A.2. Address

303 North Main Street #600 Rockford, IL 61101

A.3. Phone Number

(815) 965-2134

A.4. Fax Number

A.5. Website

<https://pslegal.org>

A.6 SAMS Number

DZK4HGN78LS4

A.7. Federal Tax ID Number

37-1030764

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

Yes

CONTACT INFORMATION

A.9. First Name

Narmin

A.10. Last Name

Hasanova

A.11. Executive Director

Denise Conklin

A.12. Address

325 W. Washington St. Ste. 100 Waukegan, IL 60085

A.13. Phone Number

(815) 965-2134

A.14. Email Address

grants@pslegal.org

B. Project Information

Completed by nhasanova@pslegal.org on 1/5/2026 2:52 PM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

B. Project Information

Please provide the following information.

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

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

B.2. Describe the need for the program.

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

B.3. Describe the services to be provided.

PSLS serves 36 counties in Illinois and is devoted to resolving civil legal problems for low-income people, older adults (60+), people with disabilities, veterans, and survivors of domestic violence. PSLS is committed to ensuring that these populations have access to civil legal services to meet their basic human needs, such as safety, housing, and financial stability. PSLS staff employ various approaches to service that include providing legal information at community-based outreach events, advice by telephone counseling attorneys, assistance with legal documents, negotiation with opposing parties, or representation in court and administrative hearings. PSLS also administers a robust pro bono program. As the only legal aid program operating in Rock Island County, PSLS employs a variety of approaches to delivering legal services. PSLS regularly markets our services through legal education and outreach presentations in the community and works with social service agencies to develop a referral practice between agencies when such services are required. In addition, government agencies such as the Illinois Department of Human Services, the Social Security Administration, and local courtrooms include phone numbers to reach PSLS on notices to people coming into contact with them. Clients may reach PSLS by referral, through our telephone counseling intake line, through an online application, or as walk-ins to our local offices. PSLS has ongoing formal referral relationships with various community partners and routinely conducts outreaches targeted to the most vulnerable populations. Our telephone counseling service is the primary intake point and responds to online intake as well as telephone intake. PSLS intake staff complete an application with the client to determine the client's eligibility for various PSLS programs. If the client is eligible and an attorney is available for service, PSLS schedules the client for an interview with an attorney in the client's local office. Interviews may be conducted over the phone, at the PSLS office, or at off-site locations that are more convenient for the client. During the initial interview, the staff attorney listens to the legal issue, provides legal advice specific to the client's situation, including identifying the client's rights, responsibilities, and options, and confirms with the client at that time that the client understood the advice provided. Following the interview, the staff attorney presents the case at a weekly case assignment meeting, and the office decides what additional legal services or referrals to other agencies are

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appropriate. If it is determined that further legal services, including representation, would make a difference for the client, the staff attorney then conducts legal research, drafts legal documents, and represents the client in negotiations or in court or administrative hearings. PSLs attorneys work with community partners and PSLs' Community Resource Specialists to connect the client with any non-legal resources that may also be available.

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

Yes

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

Yes

B.6. When does this program operate?

Summer

Fall

Winter

Spring

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

Weekdays

Weeknights

Weekends

Holidays

B.8. What time is this service available?

Mornings

Afternoons

Evenings

Overnight

C. Project Results

Completed by nhasanova@pslegal.org on 1/5/2026 2:53 PM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

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.

PSLS serves individuals in the city of Rock Island facing the most urgent legal issues, who would otherwise be denied the basic rights they are entitled to under the law. The legal aid provided by PSLS assists residents in maintaining their housing, escaping domestic violence, securing medical or income-based benefits, and addressing numerous other legal challenges that arise for individuals unable to afford a lawyer and who must navigate these issues on their own. In 2024, Prairie State Legal Services (PSLS) closed 274 cases and provided over 2,000 hours of free legal aid to residents of Rock Island. These cases positively impacted the lives of 322 adults and 243 youth. Approximately 98% of the individuals served lived below the area's median income. The services included assistance in 16 cases for veterans, 118 cases addressing the legal needs of disabled citizens, and 34 cases providing support to survivors of domestic violence. A further breakdown of the legal services shows PSLS closed 37 financial cases, 47 Family cases, 141 Housing cases, 21 expungement and sealing cases, and 18 cases focused on other legal needs. One example of someone who has benefited from the services provided by PSLS is Cindy (name changed to protect confidentiality) has disabilities and lived in public housing with a roommate. When the roommate moved out, Cindy's rent increased. Unfortunately, she did not receive a notification about this increase and could not afford the higher rent, as she lives well below the area's median income level. In search of more affordable housing, Cindy applied for a new housing opportunity. However, her application was denied because she owed back rent to her current landlord. After paying the overdue rent, Cindy reapplied but was denied once again. Cindy then sought legal assistance from PSLS. The PSLS staff interviewed her to understand her goals and develop a plan to achieve the best possible outcome. An attorney contacted the property manager to request a reconsideration on Cindy's behalf, emphasizing that she had paid all overdue fees to her landlord. As a result, the new housing provider reviewed Cindy's application and overturned the previous decision. Thanks to the prompt response from PSLS, Cindy was able to avoid eviction and is now housed in safe, affordable housing.

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".

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- Applicants must create ONE outcome that best represents the intended impact of this program.

	Proposed Outcome for Year 2026	Performance Measure for Year 2026	Actual Outcome for Year 2026	Projected Outcome for Year Beginning 2026
Outcomes/Measures	90% of clients whose cases are completed with legal advice will report understanding the legal advice provided, and 70% of clients whose cases are closed with extended representation through negotiation, court, or administrative advocacy will obtain favorable results.	involving legal advice, PSLs staff ask the client if they understood the advice provided and record their response in our client management system, LegalServer. At the close of each case involving extended representation, PSLs staff record whether the intended result of the case was achieved, partially achieved, or not achieved in our client management system, LegalServer.	In 2026, 90% of the City of Rock Island residents served by PSLs will report understanding the legal advice provided. 70% of the City of Rock Island residents served by PSLs with extended representation will achieve or partially achieve a favorable result.	At least 90% of clients whose cases are completed with legal advice will report understanding the legal advice provided, and 70% of clients whose cases are completed with extended representation will achieve a positive outcome.

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

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

D. Resources

Completed by asimmons@pslegal.org on 11/25/2025 3:55 PM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

D. Resources

Please provide the following information.

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

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

Prairie State Legal Services (PSLS) will continue to provide free legal services to the City of Rock Island residents if not funded by CDBG in the future. PSLS has over 80 sources of grant funding from federal, state, and local government agencies as well as local foundations and the United Way. PSLS has a Resource Development Department comprised of a Fundraising Team and a Grants Team. The Grants Team applies for local, state, and federal grants to support PSLS' mission. PSLS also has a fundraising committee consisting of private attorneys and other professionals who work with PSLS Resource Development staff to implement a fundraising strategy. This strategy typically includes several mailed solicitations to donors, followed by email solicitations, social media posts, and peer-to-peer follow-up. The fundraising committee seeks to increase unrestricted funds, allowing PSLS to serve clients with important legal problems that threaten their basic human needs, but that do not otherwise fall into a category funded by grants. The committee also seeks to expand our individual donor base, corporate contributions, and local foundation support.

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

PSLS' Moline Office is comprised of 1 Managing Attorney and 5 Staff Attorneys to support Henry, Lee, Mercer, Rock Island, and Whiteside Counties. These staff members are part of our Legal Operations Team and are responsible for carrying out the high-quality legal services provided by PSLS. PSLS's centralized telephone counseling unit provides telephone intake services for the vast majority of clients coming to PSLS. This Telephone Counseling Team includes 28 telephone counseling attorneys and intake specialists to serve our 36-county service area, including the 5 counties served by the Moline office. The Moline Office is supported by 1 Office Manager and 1 Paralegal to provide administrative and clerical support to the attorney staff. The support staff assist the staff attorneys in recording the data required for each case, as well as preparing documents and letters needed for service delivery. Administrative office staff prepare the billings and data reporting into the online system based on the local office data entry. These staff also check the accuracy and completeness of the data. The Moline Office has 1 Community Engagement Specialist (CES) and 1 Grant Specialist assigned to its service area. Our CESs are residents of the communities we serve who strengthen PSLS' trust within these communities through increasing partnerships and presence at community activities, engaging in outreach efforts that meet our clients within their communities, and promoting empowerment of residents through legal education. Our Grant Specialists are responsible for maintaining a portfolio of grants from research to application to implementation and reporting, and for supporting the offices by helping determine how to fund each case. Additionally, PSLS has a robust pro bono program, which is overseen by a Pro Bono Coordinator. Under this program, hundreds of private attorneys provide pro bono legal services throughout PSLS' 36-county service area. PSLS utilizes the Legal Server case management system to track every case handler's units of service in 6-minute increments. All attorneys are required to enter their time contemporaneously each day. A unit of service is defined as one hour of legal services provided to the client, either directly or indirectly. Direct legal services include activities

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such as client interviews and representation in court or administrative hearings. Indirect legal services include activities such as research to prepare for hearings and drafting legal documents. Units of service also include time spent on outreach, education, training, and strategic team meetings. All times that are entered into Legal Server must have a corresponding funding code that details the source of funding. At the end of each reporting period, a time summary is generated for each funding source using Legal Server. That summary documents all the time that was billed for that funding source during that particular time period. Additionally, at the end of each pay period, a time sheet is generated that documents all of the attorney's time for that pay period and what funding source was associated with that time. PLS internal controls to minimize opportunities for fraud, waste, and mismanagement of funds include that the Managing Attorney reviews each staff attorney's timesheet at the end of each pay period to ensure accuracy. The Grant Specialist routinely runs time reports to monitor the amount of time spent on each program and reviews these to ensure that the time entered is associated with the correct program and funding source.

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

PLS collaborates with Project Now on the Eviction Diversion project and community outreach efforts. An attorney participates in the Multi-Disciplinary Team addressing elder abuse and serves on the board of QCON. Together with the community resource specialist, they conduct intake sessions at Christian Care. PLS also partners with Family Resources and the Child Advocacy Center to support victims of domestic abuse and is actively involved in the Continuum of Care. Our Community Resource Specialist engages in outreach within the community and with social service agencies.

E. Program Compliance

Completed by nhasanova@pslegal.org on 1/16/2026 7:58 AM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

E. Program Compliance

Please provide the following information.

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

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

N/A

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

PSLS has provided civil legal services for nearly 50 years and implements over 70 federal, state, and local grants at any given time. We are currently receiving federal grants from the Legal Services Corporation, the Department of Justice, and the Veterans Administration. We also receive federal funding under the Older Americans Act and the American Recovery Plan Act from local Area Agencies on Aging. We receive CDBG and HOME ARP funds through state and local agencies, including the City of Waukegan, Lake County, the Town of Normal, Bloomington Township, the City of Aurora, and Will County. PSLS has controls and procedures in place to ensure that funds paid to PSLS are used solely for specific grant purposes. First, PSLS maintains an electronic record for each client and scans and uploads the relevant documents into each case record. Each client's legal matter is assigned an individual case number, and a separate record is created in the database for each matter. The database allows us to record client demographics, financial eligibility, case type, disposition, and all the information required for reports, as well as case notes of all activities on the case. Cases in the database are assigned a specific funding code; this, in turn, gives us the ability to retrieve data to complete reports. In addition, each attorney records time spent in 6-minute intervals, by specific client and by activity performed (interviews, court appearances, legal research, etc.). Thus, we can retrieve from the database reports showing the total time spent by each attorney during a given time period. A supervisor reviews each case to confirm that we have correctly determined eligibility, assigned the proper funding source, and provided appropriate legal assistance. PSLS will implement the same procedures in order to complete timely and accurate reporting for CDBG funding.

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

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

PSLS has been a recipient of federal, state, local, and United Way grants for more than 48 years. We have excellent internal controls and procedures for fiscal administration and have been awarded the top 4-star rating from Charity Navigator for many years. The PSLS Board of Directors maintains a healthy amount of reserve funding to ensure that PSLS can weather government shutdowns and shifts in government funding.

F. Budget

Completed by nhasanova@pslegal.org on 1/16/2026 7:58 AM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

F. Budget

Please provide the following information.

F.1. Prior Year 2024 (Please click "Add Row" to enter information.)

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

F.2. Current Year 2025 (Please click "Add Row" to enter information.)

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

F.3. Upcoming Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Staff Attorney Salaries	\$6,515.00	\$6,515.00
Staff Attorney Benefits	\$1,825.00	\$1,825.00
Managing Attorney Salaries	\$2,425.00	\$2,425.00
Managing Attorney Benefits	\$680.00	\$680.00
Secretarial Salaries	\$5,145.00	\$5,145.00
Secretarial Benefits	\$1,440.00	\$1,440.00
Rent / Utilities	\$2,645.00	\$2,645.00
Indirect Cost	\$4,305.00	\$4,305.00
	\$50,000.00	\$50,000.00

F.4. Total Proposed Program Budget 2026

\$1,534,725.00

F.5. Percent CDBG Total Proposed Budget 2026

32.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
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See breakdown in prepared budget		0.00%	\$0.00	\$0.00
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F.7. Supplies and Services

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

F.8. CDBG Total Personnel Cost

\$43,050.00

F.9. CDBG Total Supplies & Services

\$6,950.00

F.10. Total CDBG request

\$50,000.00

G. Required Documents

Completed by nhasanova@pslegal.org on 1/16/2026 8:04 AM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

ART OF INCORPORATION.pdf

BYLAWS Amended 2018.pdf

Board meeting schedule for 2024-2025 *Required

2026 Board of Directors Meeting Dates.pdf

Board minutes from last three meetings *Required

2025.09.12 APPROVED Board Meeting Minutes.pdf

EXHIBIT E - FINAL 2025.05.16 Board Meeting Minutes.pdf

EXHIBIT A - 2025.02.14 Board Meeting Minutes - Approved.pdf

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

BOARD LIST - September 2025.pdf

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

SIGNED Agency Certifications .pdf

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

Conflict of Interest Policy - Board.pdf

Financial Statements from last three months *Required

2025 0831 PSLs Financial Report.pdf

2025 0930 PSLs Financial Report.pdf

2025 1031 PSLs Financial Report.pdf

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

Employee Grievance.pdf

Complaint Procedure for Clients and Applicants.pdf

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

2025 Certificate of Good Standing IL Secretary of State.pdf

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

Intake Form Application model October 6, 2020 (1).pdf

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

501c3 issued 2019.pdf

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

Employment non-discrimination policies.pdf

Procurement/purchasing policy *Required

PSLS Accounting Manual Revised Sept 2024 (procument pg 41-48).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 (pg 1).pdf
4 -Sources of Federal Funding Worksheet (pg 2).pdf
4 -Sources of Federal Funding Worksheet (pg 3).pdf
4 -Sources of Federal Funding Worksheet (pg 4).pdf
4 -Sources of Federal Funding Worksheet (pg 5).pdf
4 -Sources of Federal Funding Worksheet (pg 6).pdf
4 -Sources of Federal Funding Worksheet (pg 7).pdf
4 -Sources of Federal Funding Worksheet (pg 8).pdf
23 Chicago Dept of Public Health - HRSA Y5 Monitoring Report.pdf
25 City of Peoria CDBG - Monitoring Response Letter PSLs.docx
2023 City of Waukegan CDBG Monitoring Review.pdf
2025 Town of Normal CDBG FHIP PSLs MidYear Followup Letter.pdf
222068 Site Visit Follow Up Letter - PSLs central 4.25.24.pdf
222069 Site Visit Follow Up Letter - PSLs northern 6.25.24.pdf
FPEI20058 CLOSURE and rating.pdf
Prairie State Legal Services Monitoring Notice.pdf
PSLS Monitoring Outcome Letter.pdf
PSLS monitoring-visit-follow-up-letter.pdf

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

5 -Subrecipients Checklist for Internal Control - NH Signed.pdf


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

6 - Succession Plan - NH.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**

Project NOW - Letter of Support.pdf
Christian Care - Letter of Support.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.**

PSLS 2024 FS - Basic.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**

PSLS 2024 Mgmt Letter.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 nhasanova@pslegal.org on 1/16/2026 8:04 AM

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

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

Narmin Hasanova

Electronically signed by nhasanova@pslegal.org on 1/16/2026 8:04 AM

Date Signed

01/16/2026

Admin Documents

No data saved

Case Id: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

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: 30905

Name: Prairie State Legal Services - 2026/2027

Address: 303 North Main Street #600, Rockford, IL 61101

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by robbie@springforwardqca.org on 12/15/2025 10:21 AM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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 2026.

Application Details and upcoming Meetings

Applications for the 2026 City of Rock Island CDBG Program are due and will close on January 5, 2026 @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 Wednesday, December 3rd, at 1:00PM CST. The meeting will be virtual.

Meeting ID

meet.google.com/crs-bjzf-dio

Phone Numbers

Printed By: Jennifer Graff on 1/14/2026

(US) +1 319-382-2466

PIN: 212 903 276#

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

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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

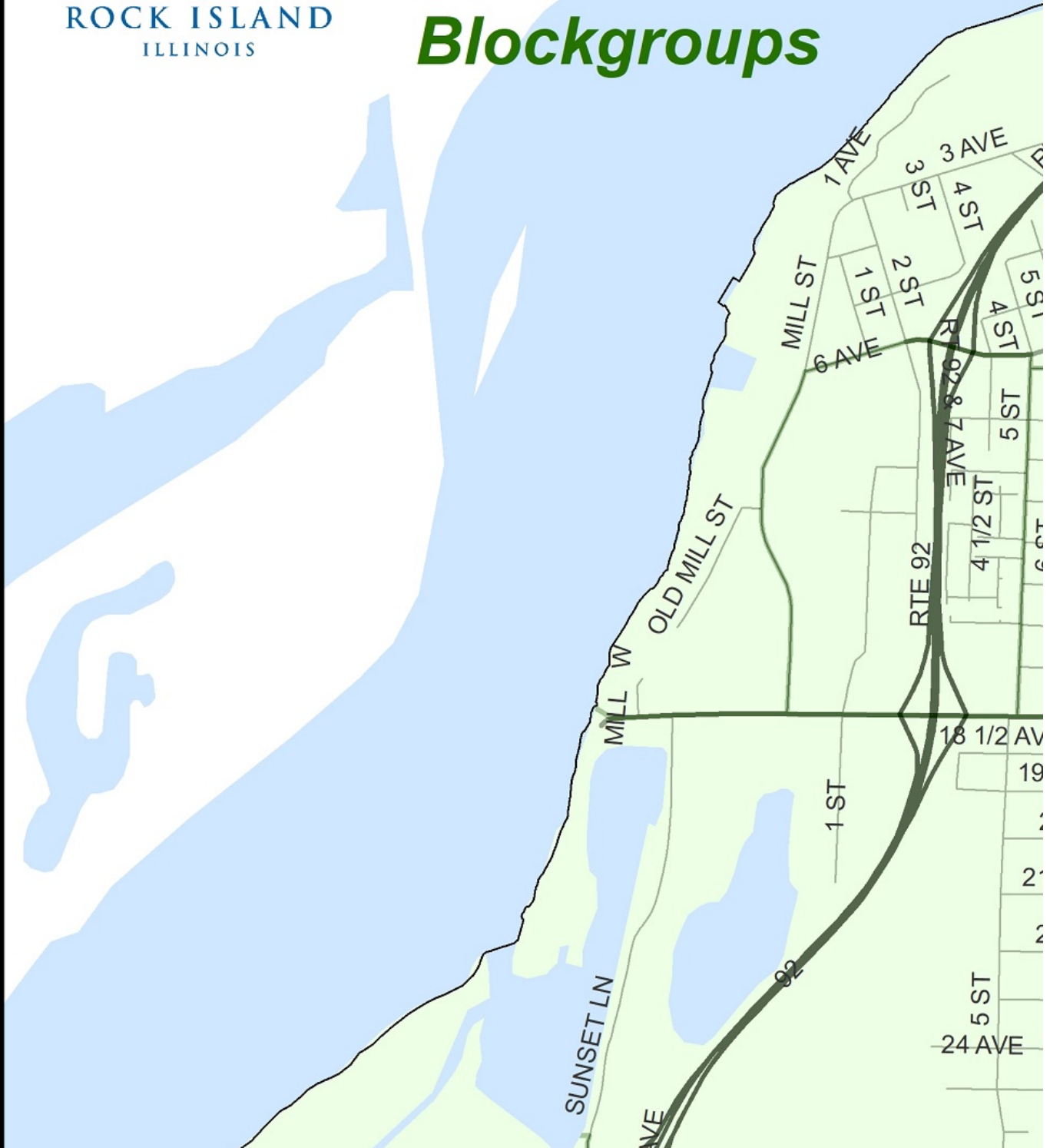
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



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A. Agency Information

Completed by robbie@springforwardqca.org on 12/30/2025 2:21 PM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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--1287

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

Robbie McIntyre

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 1/1/2026 1:04 PM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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 selected based on need in collaboration with District Administration and Staff, based on the following priorities: Academic Skill Gaps (identified using data from RIMSD) 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. High quality out-of-school time programs are essential for student success. Consistent participation in Spring Forward brings students closer to grade level proficiency, offers them access to experiential learning opportunities they might not otherwise have, and improves overall student outcomes.

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. Spring Forward After-School takes place 2nd through 4th quarter, approximately 60 program days per year, from 3pm to 5pm. Program components include Homework Help, Small group instruction with certified teachers, swimming lessons, Outreach programs with community partners and meals. Spring Forward currently serves students in three of RIMSD's highest-need schools (identified in partnership with district administration using Illinois State Report Card data) : Frances Willard, Longfellow, and Rock Island Academy. We also operate programs at RICMS and Ridgewood Elementary and support academic services at the Martin Luther King Jr. Community Center's after-school programs. Across these sites, we reach nearly 200 elementary students each year. Spring Forward hires 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. Additionally, Spring Forward partners with more than 65 community organizations to increase program impact through one-on-one tutoring, enrichment activities, and field trips. Current after-school partnerships with Augustana College, RIHS's "Grow Your Own" teacher program and Grace Lutheran Church bring more than 40 quality, dedicated volunteers into our programs to support literacy through individualized tutoring. These partnerships strengthen student achievement and help close the opportunity gap experienced by students living in poverty. Activities such as beginner swim lessons, STEAM projects, and creative

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learning experiences build critical thinking and problem-solving skills, improving overall comprehension and retention.

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

No

If no, explain.

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

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

No

If no, explain.

After-school programs take place during the RIMSD School Year. Spring Forward programs as a whole operate year-round in support of RIMSD students. However, this funding would be earmarked for After-School programs specifically.

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 1/1/2026 1:05 PM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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 2026	Performance Measure for Year 2026	Actual Outcome for Year 2026	Projected Outcome for Year Beginning 2026
Outcomes/Measures	Serve 100 Students with funding from this grant with after School Programs that supplement RIMSD teaching, resulting in growth for 80% of students who attend regularly (80% or program dates or more) over the	MAP and Diebels testing scores provided by RIMSD		

	course of the school year.			
--	----------------------------	--	--	--

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

Martin Luther King Jr. Community Center. Spring Forward Programs differentiate from MLK because most Spring Forward students are hand selected by RIMSD educators and administrators, with programs taking place within the schools. Students for the MLK program are transported to MLK Center for programs and are not typically prioritized based on their Academic needs. Spring Forward partners with the MLK center to offer students' academic support and homework help by helping provide certified staff to help with academics at the Community Center program

D. Resources

Completed by robbie@springforwardqca.org on 1/1/2026 1:42 PM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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 and continuing to utilize and explore local funding options. Examples of State and Federal sources would be R3 (open again and will be pursued for first time in 2026) and Illinois State Board of Education grants. Local funding sources include Doris and Victor Day Foundation, United Way Quad Cities, John Deere Foundation, Quad City Community Foundation, Bechtel Trusts, Hubbell-Waterman, Brissman Foundation, and Rock Island Township.

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 considers itself to be a very efficient and resourceful organization only employing three full time staff members to support daily operation: Executive Director, Program Director and Development Coordinator Support staff at After-School programs include a Site Leader, 2 Certified Teachers, and 2 Paraprofessionals, (a total of 25 employees across our 6 total after-school program sites). Staffing is secured through our partnership with the Rock Island-Milan School District as well as Augustana College and Western Illinois University. We also engage students from the Rock Island High Schools "Grow your Own" Teacher program. Additionally, more than 40 Volunteers support programs through the United Way, Augustana College, and local Churches. Spring Forward efficiently powers its programs through it's more than 65 community partnerships, including the Rock Island-Milan School District, who provide in-kind resources that include program locations (Schools), administrative support, curriculum, staffing, and communications. Enrichment/outreach programming and Field Trips are also offered through these partnerships, some of which is provided in-kind (WQPT, Scouts). We also partner with Nourish to provide meals during programs. Financial support for Spring Forward administrative functions and programs is provided by local foundations and organizations including the Victor and Doris Day Foundation, United Way Quad Cities, John Deere Foundation, Quad City Community Foundation, Bechtel Trusts, Hubbell-Waterman, Brissman Foundation, Rock Island Township, as well as individual donations and contracts with local school districts.

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

Spring Forward partners with more than 65 community organizations to deliver meals, enrichment and outreach programming that primarily serves children and families from low- to moderate-income households. Partner organizations include the Rock Island-Milan School District, Martin Luther King Jr. Community Center, Figge Art Museum, Nahant Marsh Education Center, Rock Island Parks and Recreation, Putnam Museum, Nourish, Common Chord, the Quad City Symphony Orchestra, and many others. The Rock Island-Milan School District, one of our strongest partners, provide in-kind resources that include program locations (Schools), administrative support, curriculum, staffing, and communications. Partnerships allow Spring Forward to efficiently offer impactful, relevant, educational programs and access to hands-on, experiential learning opportunities students might not otherwise have

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due to financial or transportation barriers. After-School programs take place within CDBG-eligible neighborhoods, strengthening neighborhood-based services and ensuring youth have safe, constructive opportunities during out-of-school hours. Enrichment activities (provided by our partners and offered during programs) support key youth development outcomes including academic growth, exposure to arts and culture, environmental education, and social-emotional learning. Participation in structured programming has been shown to improve school engagement, build confidence, and foster positive peer relationships, particularly for youth from underserved communities. While some programming is provided in-kind by partners such as WQPT and the Scouts, the majority of enrichment services require funding to cover instructional fees, materials, transportation, and staffing. CDBG support is critical to sustaining these partnerships and ensuring continued access for low- and moderate-income youth. Spring Forward also partners with Nourish to provide nutritious meals during programming hours. This component directly supports CDBG goals by addressing food insecurity and enabling youth to fully participate in programming, thereby enhancing both educational and neighborhood outcomes.

E. Program Compliance

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

Completed by robbie@springforwardqca.org on 1/1/2026 1:58 PM

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.

2024-2025 was our first year getting CDBG funding from the city of Rock Island. Transparently, it was our first ever state or federal funding agreement. So far, the Neighborly platform in general, monthly reports, timesheets, draws and reporting have not been too administratively difficult to achieve. We will definitely serve the number of students stated in the goal and are hoping to see academic scores at the end of the year to document the results we hope for. This funding required us to gather more information than we have previously from families registering for the programs. Our biggest challenge has been getting the increased intake information (self-reporting of income and copies of medical/SNAP cards). At first, we had the leaders for each site doing this. After a slow start, we realized that assigning one (very effective) staff member to do this for ALL program sites would make it easier. Since this strategy was employed in November, things have gone much more smoothly. Looking forward, should we be awarded funding again, I am sure we will be more efficient, as this year we had to feel out our organizations/systems a bit. City of Rock Island staff have been more than helpful throughout the process, assuring that all questions were answered completely and promptly, setting us up for success.

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.

Spring Forward has the administrative and financial capacity to effectively implement and sustain the proposed project. The organization is supported by a three-person administrative team consisting of an Executive Director, Development Coordinator, and Program Director, who collectively oversee organizational leadership, fiscal management, compliance, fundraising, and program operations. We have a contract for both accounting and marketing to support these aspects of operations, as well as Human Resources and Payroll provider. In addition, Spring Forward employs approximately 25 part-time program staff to support After-School programming and more than 100 seasonal staff to implement summer programs. These staffing levels ensure appropriate supervision, high-quality programming, and consistent service delivery across all sites. Funding for all administrative and program staff positions is secured through the 2025–2026 fiscal year (July 2025–July 2026), demonstrating strong financial planning and organizational stability. This secured funding allows Spring Forward to focus on effective program implementation, accountability, and continuous improvement of services.

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F. Budget

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Completed by robbie@springforwardqca.org on 1/1/2026 3:27 PM

Address: PO Box 1287, Moline, IL 61266--1287

F. Budget

Please provide the following information.

F.1. Prior Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Staffing	\$0.00	\$70,530.00
After-Schol Outreach	\$0.00	\$2,138.00
After-School Field Trips	\$0.00	\$1,345.00
Food and Supplies	\$0.00	\$2,237.00
Mileage Reimbursement	\$0.00	\$1,040.00
TOTAL	\$0.00	\$77,290.00

F.2. Current Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Staffing	\$122,811.00	\$0.00
After-School Outreach	\$2,614.00	\$0.00
After-School Field trips	\$1,225.00	\$0.00
Food and Supplies	\$2,297.00	\$0.00
Mileage Reimbursement	\$1,040.00	\$0.00
	\$129,987.00	\$0.00

F.3. Upcoming Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Staffing	\$122,811.00	\$0.00
After-School Outreach	\$2,614.00	\$0.00
After-School Field Trips	\$1,225.00	\$0.00
After-School Food and Supplies	\$2,297.00	\$0.00
Mileage Reimbursement	\$1,040.00	\$0.00
	\$129,987.00	\$0.00

F.4. Total Proposed Program Budget 2026

\$129,987.00

F.5. Percent CDBG Total Proposed Budget 2026

19.00%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Executive Director	Existing Position	27.00%	\$36,288.00	\$0.00

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Program Director	Existing Position	27.00%	\$36,288.00	\$0.00
Program Site Staff	Existing Position	37.00%	\$48,235.00	\$23,000.00
CDBG Intake Coordinators Stipend	New Position	2.00%	\$2,000.00	\$2,000.00

F.7. Supplies and Services

Supplies and Services/Description	Total Amount	Program Total	CDBG Amount
Community Partner Outreach Costs	\$2,614.00	\$2,614.00	\$0.00
Field Trips Costs	\$1,225.00	\$1,225.00	\$0.00
Supplies and Food	\$2,297.00	\$2,297.00	\$0.00
Staff Mileage Reimbursement	\$1,040.00	\$1,040.00	\$0.00

F.8. CDBG Total Personnel Cost

\$25,000.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$25,000.00

G. Required Documents

Completed by robbie@springforwardqca.org on 1/5/2026 9:58 AM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

Articles of Incorporation & Current By-laws *Required

State Incorporation.pdf

Board meeting schedule for 2024-2025 *Required

Spring Forward Board Meeting Dates FY26 (1).docx

SF July 16 2025 Board Agenda notes.docx

SF November 19, 2025 Board Minutes.docx

Board minutes from last three meetings *Required

SF September 17 2025 Board Minutes.docx

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

Spring Forward Board of Directors - 2025.docx

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

CDBG 26 Certification.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

Printed By: Jennifer Graff on 1/14/2026

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

Secretary of Sstate 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

RW 25-'26 ASP Registration_CDBG .docx

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

IRS.pdf

501c3 determination.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

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

CDBG 26 Internal Control (1).pdf

CDBG 26 Internal Control (2).pdf

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

CDBG 26 Succession.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

SF Nourish CDBG (1).pdf

CDBG_SF_WQPT Supporting Agency Worksheet (1) (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.

***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

Form990Package FINAL 2024.pdf

Form990Package Final 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 robbie@springforwardqca.org on 1/5/2026 9:59 AM

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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 1/5/2026 9:59 AM

Date Signed

01/05/2026

Admin Documents

No data saved

Case Id: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

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: 30911

Name: Spring Forward Learning Center - 2026/2027

Address: PO Box 1287, Moline, IL 61266--1287

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Program Overview

Completed by jlarson@qcywca.org on 12/29/2025 2:18 PM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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 2026.

Application Details and upcoming Meetings

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Meeting ID

meet.google.com/crs-bjzf-dio

Phone Numbers

(US) +1 319-382-2466

Printed By: Jennifer Graff on 1/14/2026

PIN: 212 903 276#

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
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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

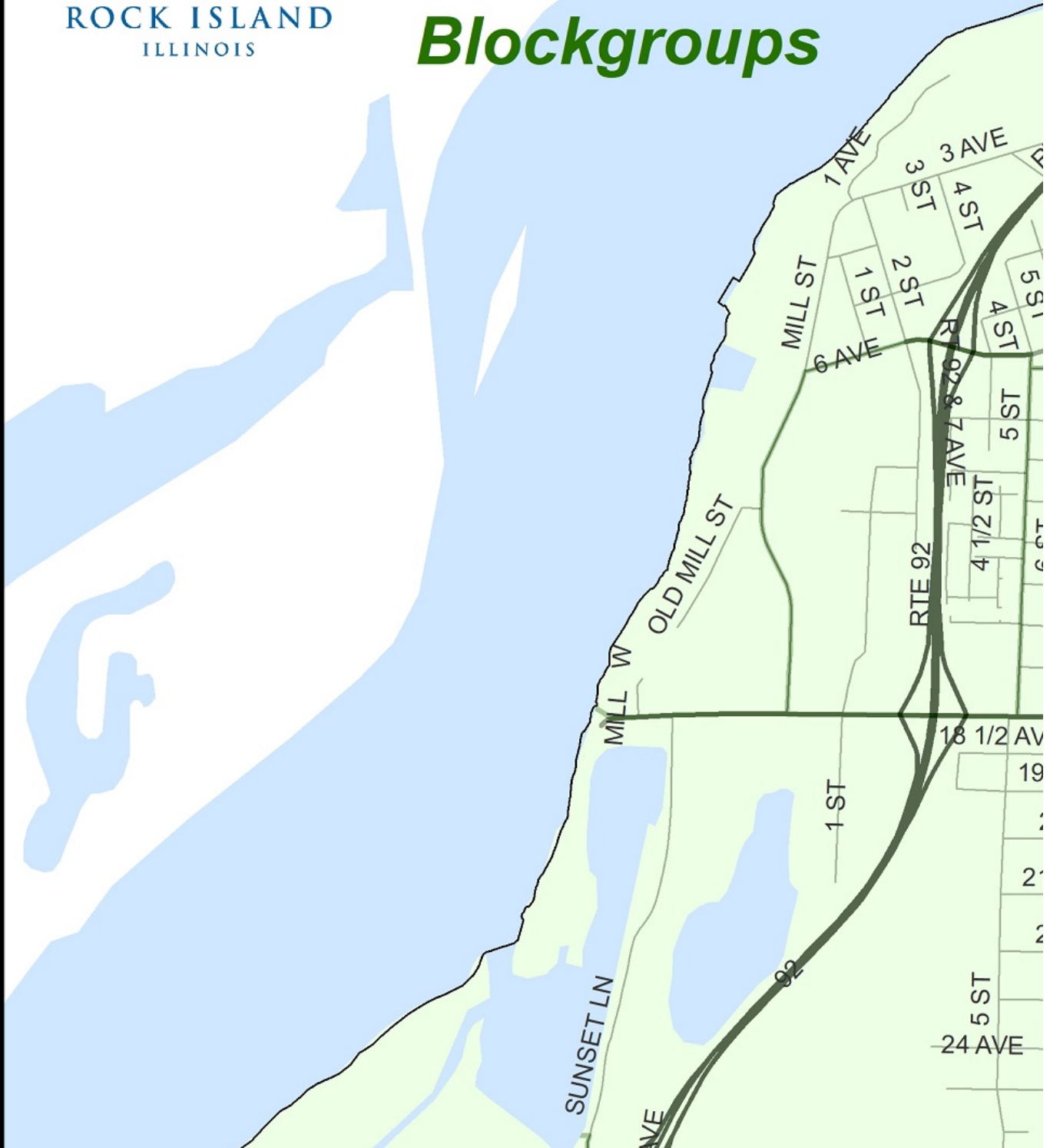
For more information below on HUD's Public Service requirements please visit the link below.

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



City of Rock Island Low Mod Income Blockgroups



Printed By: Jennifer Graff on 1/14/2026

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A. Agency Information

Completed by jlarson@qcywca.org on 12/29/2025 2:23 PM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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

<https://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

Alexandra

A.10. Last Name

Bonds

A.11. Executive Director

Julie Larson

A.12. Address

513 17th Street Rock Island, IL 61201

A.13. Phone Number

(309) 738-9317

A.14. Email Address

aelarson@qcywca.org

B. Project Information

Completed by jlanson@qcywca.org on 1/5/2026 10:29 AM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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 focus on serving individuals, children, and families in Rock Island who are low-income or at-risk, including our childcare center families, ThePlace2B, and eventually the children living at our youth homeless shelter, Alan's House. The majority of the clients we serve are from minority populations living below the national poverty line. Our main facility is located at 513 17th Street in Downtown Rock Island, where our Empowerment Center is conveniently located on the first floor.

B.2. Describe the need for the program.

Our community continues to face a critical shortage of services for at-risk youth and families, particularly those experiencing homelessness, housing instability, or chronic poverty. Rock Island lacks sufficient safe spaces, emergency resources, and long-term supports for young people and families who are struggling to meet their basic needs. The YWCA Quad Cities is working to fill these gaps by providing a coordinated network of programs that stabilize households and create pathways to safety, education, and self-sufficiency. ThePlace2B has served as the region's only drop-in center for homeless and at-risk youth since 2010, providing a safe and stable environment for 40 young people each night and 110 youths each year. Without this support, many of these youth would be left on the streets, where they face increased risks of chronic homelessness, victimization, and involvement with the juvenile justice system. ThePlace2B offers not only safety but also structured, positive activities such as mental health counseling, tutoring, career exploration, educational field trips, internships, and a summer pre-apprenticeship and employment training program. These services help youth remain connected to school, caring adults, and future opportunities. The need for youth housing continues to grow, which is why we are expanding our services. After relocating to our new facility, we converted our former building into Alan's House, which will become the community's only youth group home. Alan's House will provide 15 beds for youth ages 10 to 17, offering emergency housing, basic needs support, and access to the full continuum of YWCA services. This expansion ensures that even younger youth have a safe place to go during moments of crisis. We also recognize that youth cannot thrive when their basic needs are unmet. Across all youth programs, we provide hot meals, clothing, hygiene products, snacks, and other essentials so young people can focus on school, relationships, and healthy development rather than survival. The need extends well beyond youth. Many adults and families in Rock Island struggle to make ends meet, access stable housing, or secure living-wage employment. Families served through our child care center, ThePlace2B, and the Empowerment Center often face overlapping challenges such as food insecurity, transportation barriers, and limited access to workforce development opportunities. To address these needs, the Empowerment Center provides career counseling, financial literacy classes, clothing, food assistance, bill payment support, hygiene items, shower and laundry facilities, fitness membership scholarships, child care services, and comprehensive case management. When families face displacement, we connect them with local housing organizations to support rapid stabilization. Together, these programs form a coordinated safety net for Rock Island's most vulnerable youth and families. The need for this work is urgent, and our goal is clear: to ensure that every at-risk child, teen, and family in our community has access to safety, stability, and the resources necessary to build a more secure future.

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B.3. Describe the services to be provided.

More than 85 percent of the individuals served by the Empowerment Center, including approximately 25 new clients each day, come from marginalized populations and face significant barriers to securing living-wage employment. Many rely on state assistance to meet basic needs. To help families move toward stability, the Empowerment Center provides a wide range of essential services. These include a clothing closet with items for all ages, shower facilities, and an immediate needs pantry stocked with shelf-stable food, cleaning and laundry supplies, feminine hygiene products, general hygiene items, and baby essentials such as formula, diapers, and wipes. We are also a site for the RiverBend Food Bank and a member of the National Diaper Bank. These partnerships allow us to provide members of the community with food that goes beyond only shelf-stable items. Some of these items include frozen meat, fresh produce, and other staple items. Being a member of the National Diaper Bank allows us to distribute diapers and wipes, which are not covered by WIC or any other government entitlement programs, demonstrating a gap in services. Beyond meeting basic needs, YWCA staff work directly with clients to address urgent challenges. Support includes housing assistance, rent and deposit payments, referrals for medical, dental, and mental health care, and help with transportation through bus passes and other resources. The Empowerment Center also offers certificate programs, job placement assistance, resume support, mock interviews, career counseling, and related workforce services. In the spring of 2024, the Empowerment Center launched a pre-apprenticeship program for youth ages 16 to 24. This initiative allows participants to earn income while gaining valuable skills. The first cohort enrolled 25 youth who received classroom instruction and paid hands-on training with local businesses in Rock Island. All 25 participants completed the program and earned 180 hours of work experience in career fields of their choice. The program includes 40 hours of classroom instruction on topics such as soft skills, interviewing, resume writing, budgeting, and conflict resolution. It also introduces participants to a variety of careers, trades, and college pathways, with a strong focus on apprenticeship opportunities that lead to living-wage jobs. Youth also complete occupation-specific academic assessments to ensure they are prepared for the industries they plan to enter. The Empowerment Center offers additional job training programs both online and in person. These programs require no prior experience and can be completed in as little as two months. Past and current offerings include the YW Tech Lab, the Google IT Certificate program, the WE360 Business Essentials Program, YW Strive for Adults, YW Strive for Teens, and the YWeb Academy. These programs provide digital skills training, web development instruction, and basic computer education for individuals who may not have had access to such learning in traditional settings. Many of these programs are designed to support women, people of color, survivors of domestic violence, and low-wage workers. The Empowerment Center also partners with American Job Center. Through WIOA, clients can access more than 75 training programs offered by local colleges and universities. YWCA Quad Cities supplements these opportunities with wrap-around supports such as tutoring, homework help, laptops, Wi-Fi hotspots, childcare assistance, transportation, and other resources that help participants succeed. In 2010, the YWCA opened ThePlace2B, a drop-in center for at-risk and homeless youth ages 13 to 22. This was the first program of its kind in the Quad Cities and continues to meet the immediate needs of vulnerable young people. Services include hot meals, toiletries, clothing, life skills programming, counseling, tutoring, housing assistance, medical and dental referrals, recreational activities, and crisis intervention. Since opening, ThePlace2B has served more than 2,150 youth. Staff also conduct outreach in schools and throughout the community to connect youth with essential services. ThePlace2B works closely with the Empowerment Center to provide job placement, career exploration, employment training, and other supports. More than half of the youth in the pre-apprenticeship program were participants in ThePlace2B. To address the growing need for safe housing for younger youth, the YWCA is preparing to open Alan's House, the community's only youth group home. Alan's House will provide 15 beds for youth ages 10 to 17 who are experiencing homelessness or crisis. Once the group home opens, we anticipate serving at least 25 youth per month. As part of this project, every youth who stays at Alan's House will receive an essential-needs kit containing food, toiletries, bus passes, and other critical resources to support their safety and stability after discharge. The overall goal of this project is to meet the immediate needs of individuals and families while helping them move toward long-term self-sufficiency. By stabilizing clients and connecting them to education, training, and employment pathways, the Empowerment Center creates opportunities for lasting change. All services described above are offered at our new Rock Island facility. This application requests funding

specifically for the Empowerment Center in Rock Island.

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 1/5/2026 8:36 AM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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 directly supports the City of Rock Island's publicly identified objectives by providing essential public services that align with the City's funding priorities. Our programs address multiple eligible activity areas, including youth services, child care, mental health support, and services for abused or neglected children. The Empowerment Center offers employment training, job placement assistance, rental assistance, child care support, and other stabilizing services for low-income residents. These services reduce barriers to economic mobility and help families achieve long-term stability. Our transitional living program further advances these objectives by offering free housing for youth ages 22 and under who are experiencing homelessness or housing instability. The YWCA's youth programs also directly meet the City's priority of supporting youth services and services for abused or neglected children. ThePlace2B, the region's only drop-in center for at-risk and homeless youth ages 13 to 22, provides daily access to hot meals, toiletries, clothing, tutoring, counseling, crisis intervention, and recreational programming. These services protect vulnerable youth, improve school engagement, and connect them to mental health care and workforce development opportunities. To address the growing need for safe housing for younger youth, the YWCA is preparing to open Alan's House, the community's only youth group home for ages 10 to 17. This shelter will serve youth who are homeless, fleeing unsafe situations, or experiencing neglect. Once operational, Alan's House will serve at least 25 youth per month and ensure that each youth receives an essential-needs kit containing food, toiletries, bus passes, and other critical resources that support safety and stability after discharge. More than 85 percent of the individuals we serve are from low-income households, many of whom face transportation challenges and other obstacles that limit their ability to access workforce development and mental health services. The Empowerment Center's one-stop model ensures that residents can receive multiple services in a single location, including immediate referrals for medical, dental, and mental health care through our network of partner organizations. This project aligns with the City's goals by addressing urgent basic needs while creating pathways to long-term self-sufficiency. By providing essential items, wrap-around supports, safe housing for youth, child care assistance, and access to job training and mental health services, the YWCA helps Rock Island residents achieve greater stability and participate more fully in the local workforce.

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.

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- 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 2026	Performance Measure for Year 2026	Actual Outcome for Year 2026	Projected Outcome for Year Beginning 2026
Outcomes/Measures	The Empowerment Center will meet the immediate needs of 95% of our clients annually, focusing on youth, through our poverty alleviation program.	At least 95% of Empowerment Center clients, including adults, children, and youth, will access one or more stabilizing services that support safety, well-being, and long-term self-sufficiency. These services may include Gateway supports (food, clothing, essential items, rent assistance), child care assistance, mental health and medical referrals, employment training and job placement, and access to safe housing and youth programs such as ThePlace2B and Alan’s House.	The Empowerment Center will meet the immediate needs of 2,400 individuals or 95% of clients served.	The Empowerment Center will meet the immediate needs of 95% of clients served through our poverty alleviation 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. Their work is focused specifically on employment-related support. In contrast, the YWCA uses a holistic approach that offers a full range of wrap-around services to meet the broader needs of our clients, including childcare, health and wellness support, financial assistance, food, clothing, and other essential resources. We partner with the American Job Center because they offer a variety of employment training programs; however, their services do not duplicate the comprehensive support provided by the YWCA. Christian Care is a valuable local resource that provides emergency shelter, meals, shower facilities, and basic medical care for adults experiencing homelessness in the Quad

Cities, but its services differ significantly from those offered by the YWCA Quad Cities. Christian Care does not provide laundry facilities, a clothing closet, childcare, financial assistance, or the extensive workforce development services offered by the YWCA, such as career counseling, certificate programs, job placement assistance, and employment training. In addition, Christian Care serves adult men, while the YWCA serves a broader population that includes women, families, and youth through programs like ThePlace2B. Alan's House, our soon-to-open youth group home, will further fill a critical gap by providing the only emergency housing option for youth ages 10 to 17, a population Christian Care does not serve. Together, these distinctions demonstrate that the YWCA's services complement rather than duplicate existing resources in Rock Island.

D. Resources

Completed by jlanson@qcywca.org on 1/5/2026 12:33 PM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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 organizes several fundraisers and special events to support programs and services that are not fully covered by grant funding. We also receive financial contributions from individuals, businesses, and community organizations. In addition, many community members volunteer with the YWCA and donate essential items such as household supplies, food, clothing, and toiletries. These contributions allow us to continue meeting the basic needs of the clients we serve.

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 currently have two full-time employees who will designate 55% of their time to the Empowerment Center. We have several volunteers who handle inquiries via email and phone, provide referral information, and assist with the food pantry, hygiene supply closet, 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 Pre-Apprenticeship program and job training services, we are partnering with the American Job Center and 12 employers throughout the Quad Cities to provide youth with 180 hours of work experience from June to September each summer. ThePlace2B offers a variety of health and wellness programs for youth, including boxing and soccer, in collaboration with Alien Boi Boxing Academy, Rock Island Boxing Club, and TBK Sports Complex. We also host basketball tournaments at our facility in partnership with local youth organizations. Young Lions Roar provides a creative outlet for youth interested in the arts, offering activities such as slam poetry, creative writing, journaling, and more. ThePlace2B also collaborates with a wide range of community partners, including the Center for Youth and Family Solutions, the Martin Luther King Center, Bethany for Families, River Bend Food Bank, Christian Care Shelter, the Rock Island Police Department, NEST, Family Resources, Project NOW, United Way Quad Cities, Trinity Lutheran Church, Bethel Wesley Church, The Gray Matters Collective, STEAM on Wheels, Young Lions Roar, Rock Island Boxing Club, Alien Boi Boxing Academy, Rosecrance Inc., Clean River Advisory Council (C-RAC), Quad Cities Community Foundation, Augustana College, the Chamber of Commerce, Rock Island High School, Dress for Success, Eastern Iowa Community College, New Style Grooming Lounge, Campos Muffler & Brakes, DJ Bflo, and Youth Hope. Our Empowerment Center partners with Humility Homes & Services, Davenport Community Schools, Families First, the Salvation Army, Family Resources, Lutheran Social Services, RiverBend Food Bank, and Food Rescue USA to provide essential support to community members. Services include access to clothing, food, toiletries, diapers and wipes, laundry and shower facilities, job training programs, health and dental referrals, bill-payment assistance, and more.

E. Program Compliance

Completed by jlarson@qcywca.org on 1/5/2026 8:40 AM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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 just finishing up our first year of 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.

We are currently funded but our experience is as follows: 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 1/5/2026 10:30 AM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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

F. Budget

Please provide the following information.

F.1. Prior Year 2024 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
TOTAL	\$0.00	\$0.00

F.2. Current Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$95,000.00	\$153,000.00
Benefits	\$14,250.00	\$33,660.00
Supplies	\$2,500.00	\$9,800.00
Food Pantry Items	\$10,000.00	\$27,500.00
Emergency Assistance	\$10,000.00	\$16,200.00
Laptops/WiFi	\$5,500.00	\$3,500.00
	\$137,250.00	\$243,660.00

F.3. Upcoming Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
Personnel	\$169,500.00	\$0.00
Benefits	\$37,290.00	\$0.00
Supplies	\$35,000.00	\$0.00
Food Pantry Items	\$32,000.00	\$0.00
Emergency Assistance	\$25,000.00	\$0.00
Laptops/WiFi	\$5,000.00	\$0.00
	\$303,790.00	\$0.00

F.4. Total Proposed Program Budget 2026

\$303,790.00

F.5. Percent CDBG Total Proposed Budget 2026

16.50%

F.6. Personnel Costs

Position Title/Duties	Type	Program Total	Personnel Amount	CDBG Amount
Empowerment Center Director	Existing Position	50.00%	\$63,000.00	\$0.00
Empowerment Center Development Director	Existing Position	100.00%	\$70,000.00	\$50,000.00

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Client Advocate	Existing Position	100.00%	\$30,000.00	\$0.00
Receptionist	Existing Position	100.00%	\$20,000.00	\$0.00
Case Manager	New Position	100.00%	\$36,500.00	\$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	\$3,200.00	\$32,000.00	\$0.00
Emergency (Rental) Assistance	\$25,000.00	\$25,000.00	\$0.00
Laptops	\$5,000.00	\$5,000.00	\$0.00
WiFi 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 1/5/2026 12:38 PM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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 (1).pdf

YWCA QC Bylaws (1).pdf

Board meeting schedule for 2024-2025 *Required

YWCA OF THE QUAD CITIES BOARD MEETING SCHEDULE.pdf

Board minutes from last three meetings *Required

YWCA BOARD MINUTES (3).pdf

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

7 - Board of Directors List (1).xlsx

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

Certifications 2026.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.pdf

Printed By: Jennifer Graff on 1/14/2026

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

Certificate of Good Standing 10 14 25.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

Intake Form.xlsx

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

IRS 501C3 Letter April 2023 (3).pdf

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

PP_Non-Discrimination_Administrative_Policy (2).pdf

Procurement/purchasing policy *Required

YWCA Procurement Policy 2022 (1).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 2025.pdf

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

5 -Subrecipients Checklist for Internal Control (1).pdf

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

6 - Succession Plan 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

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.

Consolidating YWCA 6-30-25 FINAL REPORT.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

FY24 990 Reduced.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 jl Larson@qcywca.org on 1/5/2026 12:38 PM

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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

Alexandra Bonds

Electronically signed by jl Larson@qcywca.org on 1/5/2026 12:38 PM

Date Signed

01/05/2026

Admin Documents

No data saved

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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

No data saved

Case Id: 30919

Name: YWCA of the Quad Cities - 2026/2027

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