



Community Development Commission (CDC) Meeting Agenda
July 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

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

3. Public Comment

4. Old Business

5. Meeting Minutes

- a. Draft meeting minutes for May 19, 2026

6. Other Business/New Business

- a. Discussion and comparison of the new proposed funding allocation method.
- b. Report from the Community Development Department on approval of the Public Service program updates and documents.
- c. 2027 Public Service Application and Internal Public Facilities Application.

7. Adjourn

The next meeting will be on August 17, 2026.

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

Memorandum



To: Rock Island Community Development Commission (CDC)
From: Nichole Mata
Subject: Draft meeting minutes for May 19, 2026
Date: July 20, 2026

Introduction and Background Information:

Motion: To approve the DRAFT meeting minutes from May 19, 2026.
RC A Roll Call vote is needed.

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

n/a

Recommendation:

Approval of the DRAFT CDC Meeting Minutes from May 19, 2026.

Submitted by: Nichole Mata

Approved by:

**City of Rock Island
Community Development Commission
City Council Chambers, City Hall, 3rd Floor
1528 3rd Avenue, Rock Island, IL**

May 19, 2026 Meeting Minutes

1. Call to Order

Co-chair Jeremy Crafton called the meeting to order at 5:33PM.

2. Roll Call

Jeremy Crafton called the roll.

Herschel Jackson, Jen Osing, Jeremy Crafton, Calvin Dane and Richinda Sakho were present.

Andrea Muller and KJ Whitley were absent.

Staff present included Community Development Manager Nichole Mata and Housing Officer Jennifer Graff.

No remote attendance.

3. Public Comment

There were no public comments.

4. Approval of the Previous Meeting Minutes

Jackson moved to approve the meeting minutes for April 20, 2026. Sakho seconded the motion. The motion passed on a 5-0 vote.

5. Old Business

There was no old business.

6. New Business

Graff discussed the Public Service scoring process. She would like the commission to review the handbook and scoring process and bring their opinions to the next CDC meeting. Crafton asked for clarification of the program if the new scoring system was to be implemented. Osing and Jackson asked questions in regards to funding with the proposed scoring system. Sakho requested a copy of the last round of scoring with the proposed scoring system. Graff will bring to next meeting.

7. Adjournment

Dane made a motion to adjourn. Osing seconded the motion. The motion passed on a 5-0 vote. The meeting adjourned at 5:53 PM.

Memorandum

To: Rock Island Community Development Commission (CDC)
From: Nichole Mata
Subject: Discussion and comparison of the new proposed funding allocation method.
Date: July 20, 2026



Introduction and Background Information:

AT the request of the Community Development Committee (CDC), staff compared the FY funding recommendations approved by the CDC with the award amounts generated by the proposed CDBG Public Service Funding Allocation Model. This comparison demonstrates how the new mythology distributes available funding using an objective, standardized scoring process.

Funding Comparison

Agency	CDC Recommended Award	Proposed Allocation Model	Difference
Martin Luther Kin	\$40,000	\$29,399	-\$10,601
Christian Care	\$40,000	\$27,332	-\$12,668
QC Narratives	\$20,000	\$26,537	\$6,537
Spring Forward	\$20,000	\$25,901	\$5,901
YWCA	\$10,000	\$19,233	\$9,223
Prairie State Legal Services	\$10,000	\$21,608	\$11,608

Summary of Results

The proposed funding model produces a more balanced distribution of available CDBG Public Service funds while continuing to prioritize agencies that received the strongest overall evaluation scores. Rather than relying on discretionary award adjustments after scoring, the model converts final evaluation results directly into proportional funding recommendations. Under the proposed mythology:

- All funded agencies continue to receive meaningful awards based on their overall evaluation scores.
- Agencies with similar scores receive comparable funding amounts.
- Funding recommendations are directly tied to documented evaluation criteria rather than subjective adjustments.
- The allocation process is transparent, repeatable, and easily explained to applicants, reviewers, auditors and HUD.

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

n/a

Recommendation:

n/a

Submitted by: Nichole Mata

Approved by:

Memorandum

To: Rock Island Community Development Commission (CDC)
From: Nichole Mata
Subject: Report from the Community Development Department on approval of the Public Service program updates and documents.
Date: July 20, 2026



Introduction and Background Information:

The Community Development Department has developed several new administrative tools and standardized procedures for the Community Development Block Grant (CDBG) Public Service Program. These updates are intended to improve transparency, consistency, accountability, and Compliance with HUD requirements while streamlining program administration for both City staff and subrecipients.

Proposed Updates

- ☐ Public Service Funding Methodology: Establishes a standardized, score-based funding recommendation process using average reviewer scores. Applications scoring below 70 points are not recommended for funding. Eligible applications receive proportionate funding with a minimum recommended award of \$10,000 while preserving CDC and City Council authority to adjust final awards.
- ☐ Funding Calculator: Automates reviewer score averaging, agency ranking, funding recommendations, and recalculations of when CDC or City Council elects to override the commended award.
- ☐ Administrative Manual: Provides standardized procedures for program administration, monitoring, recordkeeping, risk assessment, neighborly reporting, and compliance to ensure consistency across funding cycles.
- ☐ Subrecipient Guide: Gives funded agencies a clear overview of reporting requirements, reimbursement procedures, monitoring expectations, performance tracking, and available technical assistance. Staff will provide a tracking spreadsheet specifically related to individual performance measures.
- ☐ Monitoring & Reporting Tools: Introduces standardized risk assessments, desktop and onsite monitoring forms, file checklists, payroll tracking, and performance tracking spreadsheets to improve documentation and monitoring efficiency.
- ☐ Neighborly Application: The updated Public Service application within Neighborly is also included for review.

These resources are intended to create a more transparent and consistent funding process, strengthen compliance with HUD requirements, improve communication with subrecipients, and provide standardized tools for administering the City's CDBG Public Service Program.

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 the CDC approve the policy updates and updated documents, to submit them to the City Council for final approval into the program manual.

Submitted by: Jennifer Graff

Approved by:

City of Rock Island CDBG Administration & Monitoring Manual

Administrative Guide

Manual Overview

1. Program Administration
2. Funding & Risk Assessment
3. Monitoring Procedures
4. Performance Tracking & Neighborly
5. File Standards & Recordkeeping
6. Appendices & Forms

1. Program Administration

The City of Rock Island administers CDBG-funded activities in accordance with HUD regulations and local program requirements.

- Standardized oversight procedures are used for all subrecipients
- Technical assistance is encouraged throughout the program year
- Funding recommendations are subject to City Council approval
- Staff maintain monitoring and compliance documentation

2. Funding & Risk Assessment

Applications are evaluated using reviewer score sheets and a standardized funding methodology.

- Risk assessments determine monitoring levels
- Low-risk agencies may receive desktop reviews only
- High-risk agencies require onsite monitoring
- Prior findings and reporting history affect risk scoring

3. Monitoring Procedures

Monitoring procedures are designed to verify compliance, performance, and documentation standards.

- Desktop monitoring includes remote review of reports and documentation
- Onsite monitoring includes financial and program file reviews
- Findings require corrective action and follow-up
- Technical assistance should be documented

4. Performance Tracking & Neighborly

Subrecipients must maintain accurate beneficiary and performance tracking records.

- Race, ethnicity, and income data must be documented
- Unduplicated beneficiary counts are required

- Neighborly is used for reports and reimbursement requests
- Supporting documentation must be uploaded in a timely manner

5. File Standards & Recordkeeping

Program files must be organized and maintained for HUD monitoring readiness.

- Monitoring files should follow standardized tab organization
- Financial and beneficiary documentation must be retained
- Executed agreements and amendments must be maintained
- Corrective action documentation must remain in the file

6. Forms

CDBG Administration & Monitoring Manual
CDBG Master Subrecipient File & Checklist
Monitoring Risk Assessment Form
Desk Review & Remote Monitoring Form
Formal Monitoring Compliance Packet (Onsite)
Funding Methodology & Guide
Reviewer Score Sheets
Payroll Tracker (Located in the shared drive)
Performance Tracker (Located in the shared drive)

This condensed manual is intended to provide streamlined guidance for administration, monitoring, reporting, and oversight of CDBG-funded activities administered by the City of Rock Island.

City of Rock Island

CDBG Master Subrecipient File & Recordkeeping Checklist

Community Development Department

Purpose: This checklist is intended to assist subrecipients and City staff with maintaining organized program files, monitoring records, and HUD/CDBG compliance documentation.

Organization Name		Program Year	
Program Type		Reviewer	

1. Agency / Organizational Information

Required Document	Complete	Date Received	Notes / Location
Authorized Signature Page	☐ Yes ☐ No		
Program Staff Sheet	☐ Yes ☐ No		
Succession Plan	☐ Yes ☐ No		
Board of Directors List	☐ Yes ☐ No		
Organizational Chart	☐ Yes ☐ No		
Articles of Incorporation / By-Laws	☐ Yes ☐ No		
501(c)(3) Documentation	☐ Yes ☐ No		
Certificate of Existence	☐ Yes ☐ No		
Conflict of Interest Policy	☐ Yes ☐ No		
Nondiscrimination Policy	☐ Yes ☐ No		
Grievance Policy	☐ Yes ☐ No		
Procurement / Purchasing Policy	☐ Yes ☐ No		
Internal Control Checklist	☐ Yes ☐ No		
Certificate of Insurance	☐ Yes ☐ No		

2. Project Application & Award Documents

Required Document	Complete	Date Received	Notes / Location
Original Application	☐ Yes ☐ No		
Notice of Award	☐ Yes ☐ No		
Application Amendments	☐ Yes ☐ No		
Approval of Amendments	☐ Yes ☐ No		
Program Correspondence	☐ Yes ☐ No		
Certification Page	☐ Yes ☐ No		
Submission Documents	☐ Yes ☐ No		

3. Pre-Award & Compliance Documentation

Required Document	Complete	Date Received	Notes / Location
SAM.gov Debarment Check	☐ Yes ☐ No		
Environmental Review	☐ Yes ☐ No		
National Objective Documentation	☐ Yes ☐ No		
Eligible Activities Documentation	☐ Yes ☐ No		
Fair Housing & Certifications	☐ Yes ☐ No		
Labor Standards Documentation	☐ Yes ☐ No		
Training Documentation	☐ Yes ☐ No		

4. Subrecipient Agreement Documents

Required Document	Complete	Date Received	Notes / Location
Executed Agreement	☐ Yes ☐ No		
Statement of Work	☐ Yes ☐ No		
Approved Budget	☐ Yes ☐ No		
Project Schedule	☐ Yes ☐ No		
Federal Provisions	☐ Yes ☐ No		
Agreement Amendments	☐ Yes ☐ No		

5. Financial Management & Draw Records

Required Document	Complete	Date Received	Notes / Location
Current Approved Budget	☐ Yes ☐ No		
Accounting Systems Documentation	☐ Yes ☐ No		
Chart of Accounts	☐ Yes ☐ No		
Financial Statements & Audit	☐ Yes ☐ No		
IRS Form 990	☐ Yes ☐ No		
Financial Status Reports	☐ Yes ☐ No		
Draw Request Forms	☐ Yes ☐ No		
Executed Contracts/ Bid Documents	☐ Yes ☐ No		
Payroll Records	☐ Yes ☐ No		

6. Monitoring & Compliance

Required Document	Complete	Date Received	Notes / Location
Risk Assessment	☐ Yes ☐ No		
Supporting Documents	☐ Yes ☐ No		
Onsite Monitoring Form	☐ Yes ☐ No		
Completed Monitoring Reports	☐ Yes ☐ No		
Monitoring Letter	☐ Yes ☐ No		
Follow-Up Letter (if applicable)	☐ Yes ☐ No		
HUD Monitoring Results	☐ Yes ☐ No		
Audit Documentation	☐ Yes ☐ No		

7. Program Reporting & IDIS

Required Document	Complete	Date Received	Notes / Location
Quarter 1 Reporting	☐ Yes ☐ No		
Quarter 2 Reporting	☐ Yes ☐ No		
Quarter 3 Reporting	☐ Yes ☐ No		
Quarter 4 Reporting	☐ Yes ☐ No		
Program Status Reports	☐ Yes ☐ No		
Surveys (if applicable)	☐ Yes ☐ No		

8. Communication & Closeout

Required Document	Complete	Date Received	Notes / Location
Notice to Proceed	☐ Yes ☐ No		
One-on-One Meeting Agenda	☐ Yes ☐ No		
Meeting Notes & Communication	☐ Yes ☐ No		
General Communication Records	☐ Yes ☐ No		
Closeout Letter	☐ Yes ☐ No		

9. Other Supporting Documentation

Required Document	Complete	Date Received	Notes / Location
Plans & Specifications	☐ Yes ☐ No		
Special Case Records	☐ Yes ☐ No		
Subrecipient File Checklist	☐ Yes ☐ No		
Additional Supporting Documents	☐ Yes ☐ No		

This checklist should be maintained in the official subrecipient monitoring file and updated throughout the program year to support HUD compliance, monitoring readiness, and organized recordkeeping.

City of Rock Island

CDBG Monitoring Risk Assessment Form

Community Development Department

Purpose: This assessment is used to determine the appropriate level of monitoring for CDBG subrecipients and whether an in-person monitoring review or desktop monitoring review is required.

Subrecipient Information

Agency Name		Program Year	
Award Amount		Contract Number	
Program Type		Reviewer	
Assessment Date		Prior Monitoring Date	

Risk Assessment Scoring

Check all factors that apply. Add the assigned point values to determine the overall monitoring level.

Risk Factor	Points	Applies?	Reviewer Notes
New subrecipient	3	☐ Yes ☐ No	
New program activity	2	☐ Yes ☐ No	
Staff turnover in key positions	2	☐ Yes ☐ No	
Late reimbursement requests or reports	2	☐ Yes ☐ No	
Prior monitoring findings unresolved	4	☐ Yes ☐ No	
Award amount exceeds \$50,000	2	☐ Yes ☐ No	
Complex activity or multiple funding sources	2	☐ Yes ☐ No	
Economic development or relocation activity	3	☐ Yes ☐ No	
No onsite monitoring within last 2 years	2	☐ Yes ☐ No	
Audit findings or financial concerns	4	☐ Yes ☐ No	
Weak recordkeeping or documentation issues	3	☐ Yes ☐ No	
Strong prior performance	-2	☐ Yes ☐ No	

Total Risk Score: _____

Monitoring Determination

Score Range	Risk Level	Required Monitoring
0 – 3	Low Risk	Desktop Review Only
4 – 7	Moderate Risk	Desktop Review + Limited Onsite if Needed
8 or Higher	High Risk	Full In-Person Monitoring Required

Recommended Monitoring Type:

- ☐ Desktop Review Only
- ☐ Limited Onsite Monitoring
- ☐ Full In-Person Monitoring

Reviewer Summary & Justification

Notes:

Reviewer Signature: _____

Date: _____

CDBG Desk Review & Remote Monitoring Hybrid Monitoring Packet

City of Rock Island Community Development Department

Purpose: This desk review packet is intended for remote or non-onsite monitoring of CDBG subrecipients while maintaining HUD compliance documentation.

Desk Review Information

Agency Name		Program Year	
Funding Amount		Reviewer	
Review Date		Monitoring Type	
Reports Reviewed		Risk Level	

Quarterly Reporting

Review Item	✓	⚠	✗	Comments
Monthly reports submitted timely				
Performance measures documented				
Beneficiary totals consistent				

Financial Review

Review Item	✓	⚠	✗	Comments
Invoices reviewed				
Reimbursement requests accurate				
Expenditures appear eligible				

Program Compliance

Review Item	✓	⚠	✗	Comments
Agreement requirements met				
Required policies maintained				

Monitoring follow-up completed				
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Technical Assistance Provided

Notes:

Follow-Up Needed

Issue	Action Needed	Due Date

Reviewer Signature: _____

Date: _____

CDBG Subrecipient Monitoring Formal Compliance Packet

City of Rock Island Community Development Department

Purpose: This monitoring packet is intended to document compliance with applicable HUD CDBG regulations, federal requirements, and subrecipient agreement obligations.

Agency Information

Subrecipient Name	
Program Year	
Award Amount	
Monitoring Type	
Date of Monitoring	

National Objective Compliance

Requirement	Yes	No	N/A	Reviewer Comments
Documentation supporting national objective reviewed				
Income eligibility documentation reviewed				
Beneficiary data reconciled				

Financial Management

Requirement	Yes	No	N/A	Reviewer Comments
Source documentation reviewed				
Draw requests reconciled				
Accounting records maintained				
Audit requirements met				

Internal Controls

Requirement	Yes	No	N/A	Reviewer Comments
Procurement policy reviewed				
Conflict of interest policy reviewed				
Record retention policy reviewed				

Findings / Concerns

Condition	Criteria (CFR)	Corrective Action	Due Date

Reviewer Signature: _____

Date: _____

City of Rock Island

CDBG Public Service Funding Methodology Policy (Methodology & Calculation Explanation)

Purpose

This document explains not only the City's funding policy, but also the reasoning behind the calculations used in the CDBG Public Service Funding Calculator. The methodology was designed to create a transparent, objective, repeatable, and easily understood process for developing funding recommendations while preserving the Community Development Commission (CDC) and City Council's authority to make final funding decisions.

Guiding Principles

- Use reviewer scores rather than subjective funding decisions whenever possible.
- Reward stronger applications while maintaining fairness.
- Ensure every recommended dollar can be explained objectively.
- Provide a minimum meaningful award for agencies recommended for funding.
- Maintain flexibility through an override mechanism for CDC and City Council.

How the Funding Recommendation is Calculated

Step 1 – Average Reviewer Score

Each reviewer scores every application using the City's approved scoring rubric. The calculator averages all reviewer scores. Using an average minimizes the influence of any one reviewer and reflects the consensus of the review panel.

Step 2 – Eligibility Threshold

Applications averaging below 70 points are automatically considered ineligible for funding. A score of 70 represents the City's minimum acceptable standard for program quality, capacity, and readiness. Applications below this threshold receive a recommended award of \$0 and are excluded from subsequent funding calculations.

Step 3 – Determine the Eligible Funding Pool

Only agencies with average scores of 70 or greater participate in the funding calculation. This ensures available funds are directed toward applications that met the minimum quality standard.

Step 4 – Weighted Funding Distribution

Instead of giving every eligible agency an equal award, the calculator distributes funding proportionally based on the relative strength of each application's reviewer score. Higher-scoring applications therefore receive a larger share of the available funding, while lower eligible scores receive a smaller share.

Step 5 – Minimum Award

If an eligible agency's calculated recommendation is less than \$10,000, the recommendation is increased to \$10,000 (provided sufficient funds are available). The City adopted a minimum award because very small awards may not support meaningful program delivery and can create unnecessary administrative burden for both the City and the subrecipient.

Step 6 – Whole-Dollar Rounding

Recommendations are rounded to whole dollars to simplify budgeting, Council action, and contract preparation. Any small rounding differences are automatically balanced so the total recommended funding always equals the available allocation.

Step 7 – Council / CDC Override

The calculator produces recommendations, not final awards. The Community Development Commission or City Council may enter an override amount for any agency. When an override is entered, the remaining awards automatically adjust so the total allocation remains equal to the approved funding amount.

Why This Methodology Was Selected

The methodology evolved from evaluating several funding models. Equal funding did not recognize stronger applications. Strict proportional funding created very small differences between agencies with noticeably different review scores and sometimes produced awards too small to administer effectively. A maximum award cap was also evaluated but ultimately removed because it limited the ability of exceptional applications to receive a proportionately larger recommendation.

- Minimum score of 70 establishes a clear quality threshold.
- \$10,000 minimum award promotes meaningful program implementation.
- No maximum award allows recommendations to reflect application quality.
- Automatic balancing ensures every available CDBG Public Service dollar is allocated.
- Override authority preserves policy discretion for the CDC and City Council.

Benefits

- Transparent and easy to explain.
- Consistent from year to year.
- Reduces subjectivity in initial recommendations.
- Maintains a complete audit trail.
- Allows elected officials to exercise final discretion while documenting any changes.

CDBG Public Service Reviewer Score Sheets with Point Scale Rubric

This reviewer packet includes detailed scoring guidance for each category to help ensure consistent, fair, and transparent evaluation of Public Service applications.

Detailed Scoring Rubric

Community Need & Impact (25 Points)

Point Range	Scoring Guidance
21–25	Exceptional demonstration of community need with strong supporting data and clear measurable impact.
16–20	Good demonstration of need with reasonable impact and supporting documentation.
11–15	Moderate need identified but limited supporting evidence or measurable impact.
0–10	Weak or unclear need and limited community benefit demonstrated.

Program Design & Outcomes (20 Points)

Point Range	Scoring Guidance
17–20	Excellent program structure with measurable goals, timeline, and evaluation methods.
13–16	Good program design with identifiable outcomes and implementation plan.
9–12	Basic program description with limited outcome tracking.
0–8	Unclear program activities or outcomes.

Organizational Capacity & Experience (15 Points)

Point Range	Scoring Guidance
13–15	Strong staffing, grant management experience, and demonstrated organizational stability.
10–12	Adequate experience and organizational structure.
6–9	Limited experience but reasonable implementation plan.
0–5	Insufficient capacity or major administrative concerns.

Budget & Cost Effectiveness (15 Points)

Point Range	Scoring Guidance
13-15	Detailed, reasonable, and cost-effective budget with clear justification.
10-12	Generally reasonable budget with minor concerns.
6-9	Some unclear or unsupported budget items.
0-5	Poorly developed or unrealistic budget.

HUD/CDBG Compliance Readiness (15 Points)

Point Range	Scoring Guidance
13-15	Strong understanding of CDBG regulations and compliance responsibilities.
10-12	Moderate understanding with manageable gaps.
6-9	Limited familiarity with compliance requirements.
0-5	Significant compliance concerns.

Collaboration & Leveraging (5 Points)

Point Range	Scoring Guidance
5	Strong partnerships and leveraged resources demonstrated.
3-4	Some partnerships or collaboration identified.
1-2	Minimal collaboration demonstrated.
0	No collaboration or leveraging identified.

Equity & Accessibility (5 Points)

Point Range	Scoring Guidance
5	Strong accessibility and equitable outreach strategy.
3-4	Moderate accessibility efforts identified.
1-2	Limited outreach or accessibility considerations.
0	No demonstrated equity or accessibility efforts.

Reviewer Score Sheet #1

Agency Name: _____

Program Name: _____

Reviewer Name: _____

Date: _____

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
TOTAL SCORE	100			

Funding Recommendation:

☐ Fully Funded

☐ Partially Funded

☐ Not Recommended

Additional Notes:

Reviewer Score Sheet #2

Agency Name: _____

Program Name: _____

Reviewer Name: _____

Date: _____

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
TOTAL SCORE	100			

Funding Recommendation:

☐ Fully Funded

☐ Partially Funded

☐ Not Recommended

Additional Notes:

Reviewer Score Sheet #3

Agency Name: _____

Program Name: _____

Reviewer Name: _____

Date: _____

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
TOTAL SCORE	100			

Funding Recommendation:

☐ Fully Funded

☐ Partially Funded

☐ Not Recommended

Additional Notes:

Reviewer Score Sheet #4

Agency Name: _____

Program Name: _____

Reviewer Name: _____

Date: _____

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
TOTAL SCORE	100			

Funding Recommendation:

☐ Fully Funded

☐ Partially Funded

☐ Not Recommended

Additional Notes:

Reviewer Score Sheet #5

Agency Name: _____

Program Name: _____

Reviewer Name: _____

Date: _____

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
TOTAL SCORE	100			

Funding Recommendation:

☐ Fully Funded

☐ Partially Funded

☐ Not Recommended

Additional Notes:

City of Rock Island

CDBG Subrecipient Guide

What to Expect as a CDBG Subrecipient

Purpose: This guide is intended to help Community Development Block Grant (CDBG) subrecipients understand program expectations, reporting requirements, monitoring procedures, and compliance responsibilities.

1. Welcome & Partnership Expectations

The City of Rock Island values collaborative partnerships with local agencies and organizations providing services to low- and moderate-income residents. Monitoring and reporting are intended to support compliance and successful program delivery.

- Staff are available to provide technical assistance
- Communication is encouraged throughout the grant year
- Monitoring is intended to support program success and compliance

2. Before Funding Begins

Prior to receiving funding, subrecipients must complete required agreements and provide all required documentation.

- Execute a subrecipient agreement
- Provide insurance and organizational documentation
- Submit required policies and procedures
- Attend orientation or training if requested

3. Reporting Requirements

Subrecipients are responsible for maintaining accurate records and submitting reports on time.

- Monthly reports must be submitted through Neighborly
- Supporting documentation must be uploaded with reimbursement requests
- Performance measures and beneficiary information must be tracked
- Reports should accurately reflect program accomplishments

4. Beneficiary & Performance Tracking

HUD requires documentation showing who was served and how program goals were achieved.

- Track race, ethnicity, household size, and income data
- Maintain unduplicated beneficiary counts
- Retain income verification documentation when required

- Use City-approved tracking spreadsheets when applicable (Will be provided prior to program start date)

5. Financial Management Expectations

Subrecipients must maintain financial systems capable of tracking CDBG expenditures and supporting reimbursement requests.

- Invoices and receipts must support all reimbursement requests
- Payroll costs must include timesheets or activity documentation
- Program expenses must match approved budgets
- Financial records must be retained for monitoring purposes

6. Monitoring Reviews

The City conducts monitoring reviews to verify compliance with HUD regulations and program requirements.

- Low-risk agencies may receive desktop monitoring reviews
- Higher-risk agencies may receive onsite monitoring visits
- Monitoring may include file reviews and financial reviews
- Subrecipients will receive advance notice of monitoring visits

7. What Happens During Monitoring

Monitoring reviews are intended to verify documentation and provide technical assistance when needed.

- Staff may review beneficiary files and financial records
- Questions or concerns will be discussed during the review
- Technical assistance may be provided
- Written follow-up may occur if corrective action is needed

8. Common Compliance Areas

The following areas are commonly reviewed during monitoring activities.

- Timely reporting
- Eligible program expenses
- Beneficiary documentation
- Performance tracking
- Financial recordkeeping
- Record retention
- Neighborly submissions

9. Technical Assistance & Support

The City of Rock Island Community Development Department is available to provide support throughout the program year.

- Neighborly assistance
- Reporting guidance

- Monitoring preparation assistance
- Performance tracking clarification
- Program compliance guidance

10. Important Reminders

Maintaining organized files and timely communication helps ensure successful program administration and compliance.

- Keep all records organized and accessible
- Respond promptly to City requests
- Submit reports and reimbursement requests on time
- Ask questions whenever clarification is needed

Attached:

- Public Service Program Overview
- Public Service Score-Based Funding Methodology
- CDBG Funded Program Intake Form
- Neighborly Subrecipient User Guide

City of Rock Island

CDBG Public Services Program

Overview

Community Development Department

Purpose: This overview is intended to provide applicants and subrecipients with a summary of eligibility requirements, federal compliance expectations, and program priorities for Community Development Block Grant (CDBG) Public Service funding.

1. Eligible Activities

Public Service activities must meet a national objective and address an identified community need.

- Youth programs including childcare services
- Senior and disability support services, including transportation
- Health, mental health, HIV/AIDS, and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused or neglected children and survivors of domestic violence

2. Eligible Beneficiaries

Programs funded through CDBG Public Service funding must primarily benefit low- and moderate-income residents.

- Clients served must be residents of Rock Island
- Program intake forms must collect income and demographic information
- At least 70% of beneficiaries served must qualify as extremely low, low, or moderate income
- Funding reimbursement is based proportionately on eligible Rock Island residents served
- Income limits are updated annually by HUD

3. Eligible Organizations

Organizations applying for funding must demonstrate organizational capacity and compliance readiness.

- Must be a nonprofit organization with 501(c)(3) status
- Organization must have operated for at least one year
- Located in Rock Island or primarily serving Rock Island residents
- Maintain required insurance and organizational documentation
- Maintain board oversight and regular board meetings
- Agency properties must be free of delinquent taxes, sewer bills, or liens
- Must comply with federal financial standards under 2 CFR Part 200

4. Federal Requirements

If awarded funding, federal compliance requirements will apply to program operations and documentation.

- Documentation and record retention requirements
- Financial management and audit standards
- Public accessibility requirements
- Nondiscrimination requirements
- Procurement and purchasing standards
- Grievance and complaint procedures
- Restrictions regarding religious instruction or participation
- Environmental, historic preservation, and wage requirements for construction activities

5. General Areas of Need

All applications must address at least one identified priority need within the City's Consolidated Plan.

- Housing – Improve affordable and decent housing opportunities
- Public Services – Provide services addressing homelessness, health needs, and youth support

6. Consolidated Plan Priorities

The City's current Consolidated Plan identifies the following activity priorities:

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

Applicants and subrecipients are encouraged to contact the City of Rock Island Community Development Department with questions regarding eligibility, compliance requirements, or application procedures.

City of Rock Island

CDBG Public Service Funding Methodology Policy

(Methodology & Calculation Explanation)

Purpose

This document explains not only the City's funding policy, but also the reasoning behind the calculations used in the CDBG Public Service Funding Calculator. The methodology was designed to create a transparent, objective, repeatable, and easily understood process for developing funding recommendations while preserving the Community Development Commission (CDC) and City Council's authority to make final funding decisions.

Guiding Principles

- Use reviewer scores rather than subjective funding decisions whenever possible.
- Reward stronger applications while maintaining fairness.
- Ensure every recommended dollar can be explained objectively.
- Provide a minimum meaningful award for agencies recommended for funding.
- Maintain flexibility through an override mechanism for CDC and City Council.

How the Funding Recommendation is Calculated

Step 1 – Average Reviewer Score

Each reviewer scores every application using the City's approved scoring rubric. The calculator averages all reviewer scores. Using an average minimizes the influence of any one reviewer and reflects the consensus of the review panel.

Step 2 – Eligibility Threshold

Applications averaging below 70 points are automatically considered ineligible for funding. A score of 70 represents the City's minimum acceptable standard for program quality, capacity, and readiness. Applications below this threshold receive a recommended award of \$0 and are excluded from subsequent funding calculations.

Step 3 – Determine the Eligible Funding Pool

Only agencies with average scores of 70 or greater participate in the funding calculation. This ensures available funds are directed toward applications that met the minimum quality standard.

Step 4 – Weighted Funding Distribution

Instead of giving every eligible agency an equal award, the calculator distributes funding proportionally based on the relative strength of each application's reviewer score. Higher-scoring applications therefore receive a larger share of the available funding, while lower eligible scores receive a smaller share.

Step 5 – Minimum Award

If an eligible agency's calculated recommendation is less than \$10,000, the recommendation is increased to \$10,000 (provided sufficient funds are available). The City adopted a minimum award because very small awards may not support meaningful program delivery and can create unnecessary administrative burden for both the City and the subrecipient.

Step 6 – Whole-Dollar Rounding

Recommendations are rounded to whole dollars to simplify budgeting, Council action, and contract preparation. Any small rounding differences are automatically balanced so the total recommended funding always equals the available allocation.

Step 7 – Council / CDC Override

The calculator produces recommendations, not final awards. The Community Development Commission or City Council may enter an override amount for any agency. When an override is entered, the remaining awards automatically adjust so the total allocation remains equal to the approved funding amount.

Why This Methodology Was Selected

The methodology evolved from evaluating several funding models. Equal funding did not recognize stronger applications. Strict proportional funding created very small differences between agencies with noticeably different review scores and sometimes produced awards too small to administer effectively. A maximum award cap was also evaluated but ultimately removed because it limited the ability of exceptional applications to receive a proportionately larger recommendation.

- Minimum score of 70 establishes a clear quality threshold.
- \$10,000 minimum award promotes meaningful program implementation.
- No maximum award allows recommendations to reflect application quality.
- Automatic balancing ensures every available CDBG Public Service dollar is allocated.
- Override authority preserves policy discretion for the CDC and City Council.

Benefits

- Transparent and easy to explain.
- Consistent from year to year.
- Reduces subjectivity in initial recommendations.
- Maintains a complete audit trail.
- Allows elected officials to exercise final discretion while documenting any changes.

CDBG SELF CERTIFICATION FORM – CDBG Subrecipient Program
Information should be filled out for the participant.

Participant Name _____ Age _____

Zip Code of Current or Last Permanent Address: _____

(Apartment, Room, or House where the participant last lived for 90 days or more)

Race (Select all that Apply)	Ethnicity (Select Only One)
_____ American Indian or Alaska Native	_____ Hispanic or Latino
_____ Asian	_____ Not Hispanic or Latino
_____ Black or African American	
_____ Native Hawaiian or Other Pacific Islander	
_____ White	
_____ Other	

How many people live in your household? _____

(Include all members of the household regardless of age or relationship)

Do you consider your household to be a female-headed household? _____ YES _____ NO

What is the total annual income of your household? \$ _____

(include income for all residents of the household regardless of relationship)

Income includes the full amount, before any payroll deductions from wages and salaries, overtime, commissions, fees, tips and bonuses, and other compensation for personal services; net income from operation of a business or profession. Interest, dividends, and other net income of any kind from real or personal property. The full amount of periodic amounts received from social security, annuities, insurance policies, including a lump-sum amount.

Payments in lieu of earnings, such as unemployment, disability compensation, worker's compensation, and severance pay. See exclusions list for exceptions.

Check ONLY one statement below.

_____ I do not have any assets at this time.

Assets include cash held in checking or savings accounts even if in foreign countries, safe deposit boxes, cash on hand. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Retirement and pension funds; Cash value of revocable trusts, stocks, bonds, treasury bills, certificates of deposit, mutual funds, money market accounts, IRA, 401K, Keogh Accounts (even if withdrawal would result in a penalty), equity in rental property or other capital investments. Annuity, insurance where there is an option off withdrawing a balance with penalty. Personal property held as investment collections, jewelry, gems, coin collections, antique cars. Assets disposed of for less than fair market value when the fair market value of all assets given during the past two years exceeds the gross amount received by more than \$1,000. See exclusion list for exceptions.

_____ I have assets under \$5,000 at this time, I received \$ _____ in interest from these assets.

Enter only the amount of income received from the interest earned. For example, if the household has an interest-bearing checking or savings account with balances under \$5,000. Enter the amount of interest earned last year.

_____ I have assets over \$5,000 at this time, I receive \$_____ a year in interest from these assets. Enter only the amount of income received from the interest earned. For example, if the household has interest bearing investments over \$5,000. Enter the amount of interest earned last year.

I certify that all information provided is accurate and I may be asked by HUD to provide income documentation.

Name_____ Date_____

False, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

CDBG SUBRECIPIENT/SELF-CERTIFICATION FORM

AGENCY ONLY

CDBG requires that agency staff review participant intake forms to ensure form is complete and make a final determination of income level by household size and eligibility.

By using the information provided in the self-certification, determine the income level.

	CDB CDM = Very Low	CDBG CDM=Low	CDBG CDM=Mod
Household Size	30%	50%	80%
1	\$20,500.00	\$34,150.00	\$54,600.00
2	\$23,400.00	\$39,000.00	\$62,400.00
3	\$27,320.00	\$43,900.00	\$70,200.00
4	\$33,000.00	\$48,750.00	\$78,000.00
5	\$38,680.00	\$52,650.00	\$84,250.00
6	\$44,360.00	\$56,550.00	\$90,500.00
7	\$50,040.00	\$60,450.00	\$96,750.00
8	\$55,720.00	\$64,350.00	\$103,000.00

Circle One:

Very Low (30% and Lower)

Low (31% to 50%)

Moderate (51% to 80%)

Over Income (80% and Over)

Does the participant have assets over \$5,000? ____YES ____NO

If yes, calculate the amount of interest earned by.

Is the participant income eligible? ____YES ____NO

I have reviewed the self-certification provided and certify eligibility under the CDBG Subrecipient agreement with the City of Rock Island and the regulations for CDBG at 24 CFR 570.

Staff Signature

Date

False, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

24 CFR 570- Community Development Block Grants can be found at ecfr.gov. The Code of Federal Regulations (CFR) is the official legal print publication containing the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. The Electronic Code of Federal

Regulations (eCFR) is a continuously updated online version of the CFR. It is not an official legal edition of the CFR.

INCOME EXCLUSIONS:

- Income from employment of children (including foster children) under the age of 18 years;
- Payments received for the care of foster children or foster adults (usually persons with disabilities unrelated to the tenant family, who are unable to live alone);
- Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, except as provided in paragraph (5) under Income Inclusions;
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member; 5) Income of a live-in aide, as defined in 24 CFR 5.403;
- The full amount of student financial assistance paid directly to the student or to the educational institution (see Income Inclusions (9), above, for students receiving Section 8 assistance);
- The special pay to a family member serving in the Armed Forces who is exposed to hostile fire (e.g., in the past, special pay included Operation Desert Storm);
- Amounts received under training programs funded by HUD (e.g., training received under Section 3); b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of supplemental security income eligibility and benefits because they are

set-aside for use under a Plan to Attain Self-Sufficiency (PASS); c. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program; d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the project. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident- initiative coordination. No resident may receive more than one such stipend during the same period of time; or e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training programs not affiliated with a local government) and training of a family member as a resident management staff person. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program.

- Temporary, nonrecurring, or sporadic income (including gifts);
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era. (Examples include payments by the German and Japanese governments for atrocities committed during the Nazi era);
- Earnings in excess of \$480 for each full-time student 18 years or older (excluding the head of household and spouse);
- Adoption assistance payments in excess of \$480 per adopted child;
- Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump-sum amount or in prospective monthly amounts;
- Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit; 15) Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- Indian Nation or the Apache Tribe of the Mescalero Reservation (Pub. L. 95–433 section 2). This exclusion also applies to assets; p. Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d)); q. Any allowance paid to children of Vietnam veterans born with spina bifida (38 U.S.C. 1802–05), children of women Vietnam veterans born with certain birth defects (38 U.S.C. 1811–16), and children of certain Korean and Thailand service veterans born with spina bifida (38 U.S.C. 1821–22) is excluded from income and assets (38 U.S.C. 1833(c)). r. Any amount of crime victim compensation that provides medical or other assistance (or payment or reimbursement of the cost of such assistance) under the Victims of Crime Act of 1984 received through a crime victim assistance program, unless the total amount of assistance that the applicant receives from all such programs is sufficient to fully compensate the applicant for losses suffered as a result of the crime (34 U.S.C. 20102(c)). This exclusion also applies to assets; s. Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998 reauthorized as the Workforce Innovation and Opportunity Act of 2014 (29 U.S.C. 3241(a)(2)); t. Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C. 1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC). This exclusion also applies to assets; u. Payments, funds, or distributions authorized, established, or directed by the Seneca Nation.

Settlement Act of 1990 (Pub. L. 101–503 section 8(b)). This exclusion also applies to assets; v. Payments from any deferred U.S. Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts (42 U.S.C. 1437a(b)(4)); w. Any amounts (i) not actually received by the family, (ii) that would be eligible for exclusion under 42 U.S.C. 1382b(a)(7), and (iii) received for service connected disability under 38 U.S.C. chapter 11 or dependency and indemnity compensation under 38 U.S.C. chapter 13 (25 U.S.C. 4103(9)(C)) as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111–269 section 2) to the definition of income applicable to programs under the Native American Housing Assistance and Self-Determination Act (NAHASDA) (25 U.S.C. 4101 et seq.); x. A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled *Elouise Cobell et al. v. Ken Salazar et al.*, 816 F.Supp.2d 10 (Oct. 5, 2011 D.D.C.), for a period of one year from the time of receipt of that payment as provided in the Claims Resolution Act of 2010 (Pub. L. 111–291 section 101(f)(2)). This exclusion also applies to assets; y. Any amounts in an “individual development account” are excluded from assets and any assistance, benefit, or amounts earned by or provided to the individual development account are excluded from income, as provided by the Assets for Independence Act, as amended (42 U.S.C. 604(h)(4)); z. Per capita payments made from the proceeds of Indian Tribal Trust Settlements listed in IRS Notice 2013–1 and 2013–55 must be excluded from annual income unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds. Such amounts received in excess of the Tribal Trust Settlement are included in the gross income of the members of the Tribe receiving the per capita payments as described in IRS Notice 2013–1. The first \$2,000 of per capita payments are also excluded from assets unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds (25 U.S.C. 117b(a), 25 U.S.C. 1407); aa. Federal assistance for a major disaster or emergency received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93–288, as amended) and comparable disaster assistance provided by States, local governments, and disaster assistance organizations (42 U.S.C. 5155(d)). This exclusion also applies to assets; bb. Any amount in an Achieving Better Life Experience (ABLE) account, distributions from and certain contributions to an ABLE account established under the ABLE Act of 2014 (Pub. L. 113–295.), as described in Notice PIH 2019–09/H 2019–06 or subsequent or superseding notice is excluded from income and assets; and cc. Assistance received by a household under the Emergency Rental Assistance Program pursuant to the Consolidated Appropriations Act, 2021 (Pub. L. 116–260, section 501(j)).

ASSET EXCLUSIONS:

- Necessary personal property, except as noted in number 9 of Inclusions, such as clothing, furniture, cars, and vehicles specially equipped for persons with disabilities;
- Interest in Indian trust lands;
- Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset; 4) Equity in cooperatives in which the family lives;
- Assets not accessible to and that provide no income for the applicant;
- Term life insurance policies (i.e., where there is no cash value

- Assets that are part of an active business. “Business” does not include rental of properties that are held as an investment and not a main occupation;
- Assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce, or separation; IRA, Keogh, and similar retirement savings accounts where benefits are being received through periodic payments; or
- Lump sum payments where the money is used for something that is not an asset— e.g., a car or a vacation or education.

The following updated list of Federally mandated income exclusions is from the Federal Register dated January 31, 2024 and supersedes the notice published in the Federal Register on May 20, 2014. The exclusions listed below apply to income only, except where HUD states that the exclusion also applies to assets. Actual income earned from an excluded asset may be included in income if it is not deposited into an account that is disregarded and excluded under one of the below authorities. If an amount is in an excluded account, like an Independent Development Account or an ABLE account, then the statute or the regulations associated with that income/asset exclusion will dictate what portion of the income earned off the amount, if any, is to be included in the family's income. Please note that exclusions (13) and (23) have provisions that apply only to specific HUD programs):

<https://www.federalregister.gov/documents/2024/01/31/2024-01873/federally-mandated-exclusions-from-income-updated-listing>

a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b)). This exclusion also applies to assets; b. Payments, including for supportive services and reimbursement of out-of-pocket expenses, for volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(f)(1), 42 U.S.C. 5058), are excluded from income except that the exclusion shall not apply in the case of such payments when the Chief Executive Officer of the Corporation for National and Community Service appointed under 42 U.S.C. 12651c determines that the value of all such payments, adjusted to reflect the number of hours such volunteers are serving, is equivalent to or greater than the minimum wage then in effect under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.) or the minimum wage, under the laws of the State where such volunteers are serving, whichever is the greater (42 U.S.C. 5044(f)(1)). This exclusion also applies to assets; c. Certain payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c)). This exclusion also applies to assets; d. Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 5506). This exclusion also applies to assets; e. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f)(1)). This exclusion also applies to assets; f. Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94– 540, section 6). This exclusion also applies to assets; g. The first \$2000 of per capita shares received from judgment funds awarded by the National Indian Gaming Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands, and the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands. This exclusion does not include proceeds of gaming operations regulated by the Commission (25 U.S.C. 1407–1408). This exclusion also applies to assets; h. Amounts of student financial assistance funded under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under Federal work-study programs or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For section 8 programs only (42 U.S.C. 1437f), any financial assistance in excess of amounts received by an individual for tuition and any other required fees and charges under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall not be considered income to that individual if the individual is over the age of 23 with dependent children (Pub. L. 109–

115, section 327) (as amended) i. Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056g); j. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101– 201) or any other fund established pursuant to the settlement in *In Re Agent Orange Product Liability Litigation*, M.D.L. No. 381 (E.D.N.Y.). This exclusion also applies to assets; k. Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96–420 section 9(c)). This exclusion also applies to assets; l. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q); m. Earned income tax credit (EITC) refund payments [1] received on or after January 1, 1991, for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3), 235, and 236 of the National Housing Act (26 U.S.C. 32(l)). This exclusion also applies to assets; n. The amount of any refund (or advance payment with respect to a refundable credit) issued under the Internal Revenue Code is excluded from income and assets for a period of 12 months from receipt (26 U.S.C. 6409); o. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima.

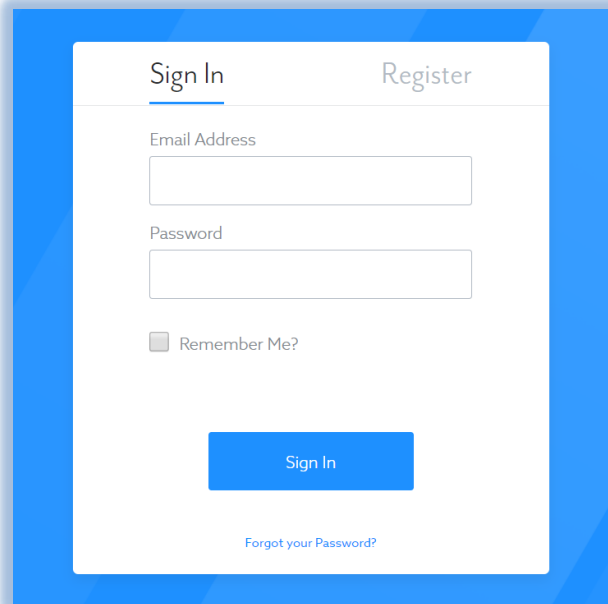
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Accessing the Subrecipient Portal

The Subrecipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/rockislandil/Participant>



Sign InRegister

Email Address

Password

☐ Remember Me?

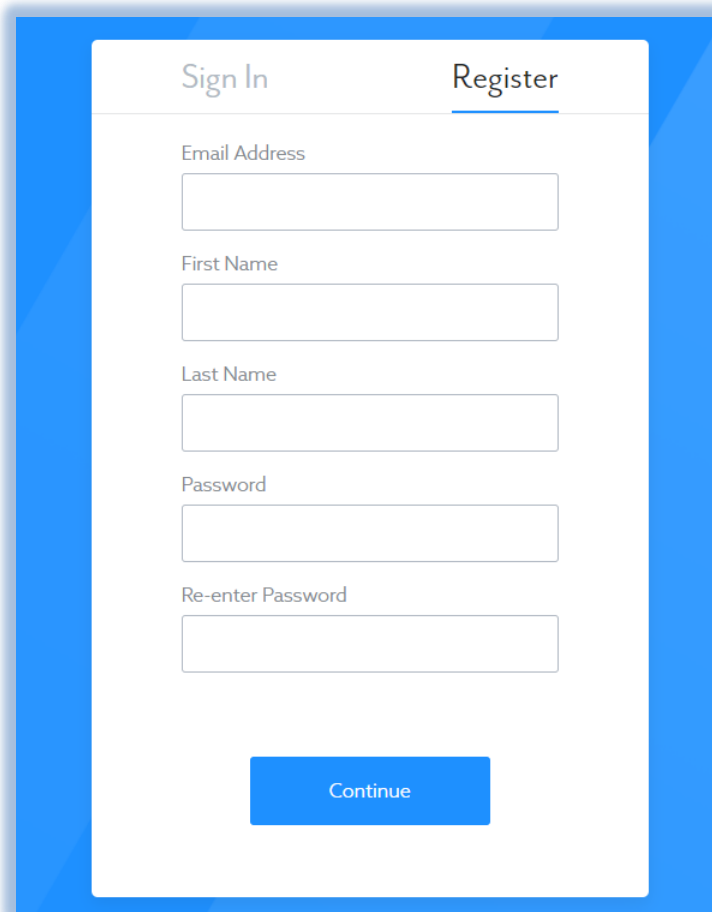
Sign In

[Forgot your Password?](#)

Registering your Account

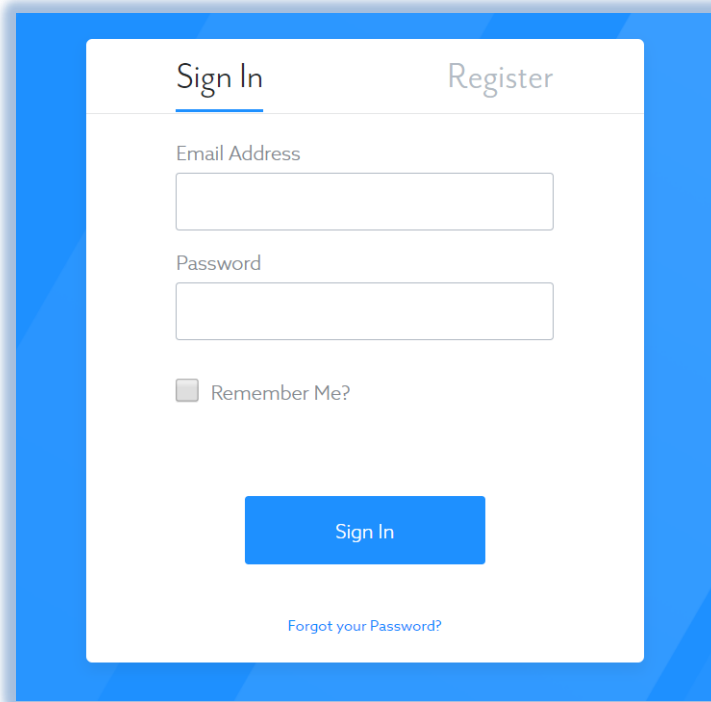
When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

A screenshot of a web registration form. The form is white with a blue border. At the top, there are two tabs: "Sign In" and "Register". The "Register" tab is selected and underlined. Below the tabs, there are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". Each field has a light gray border. At the bottom of the form, there is a blue button with the text "Continue" in white.

Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

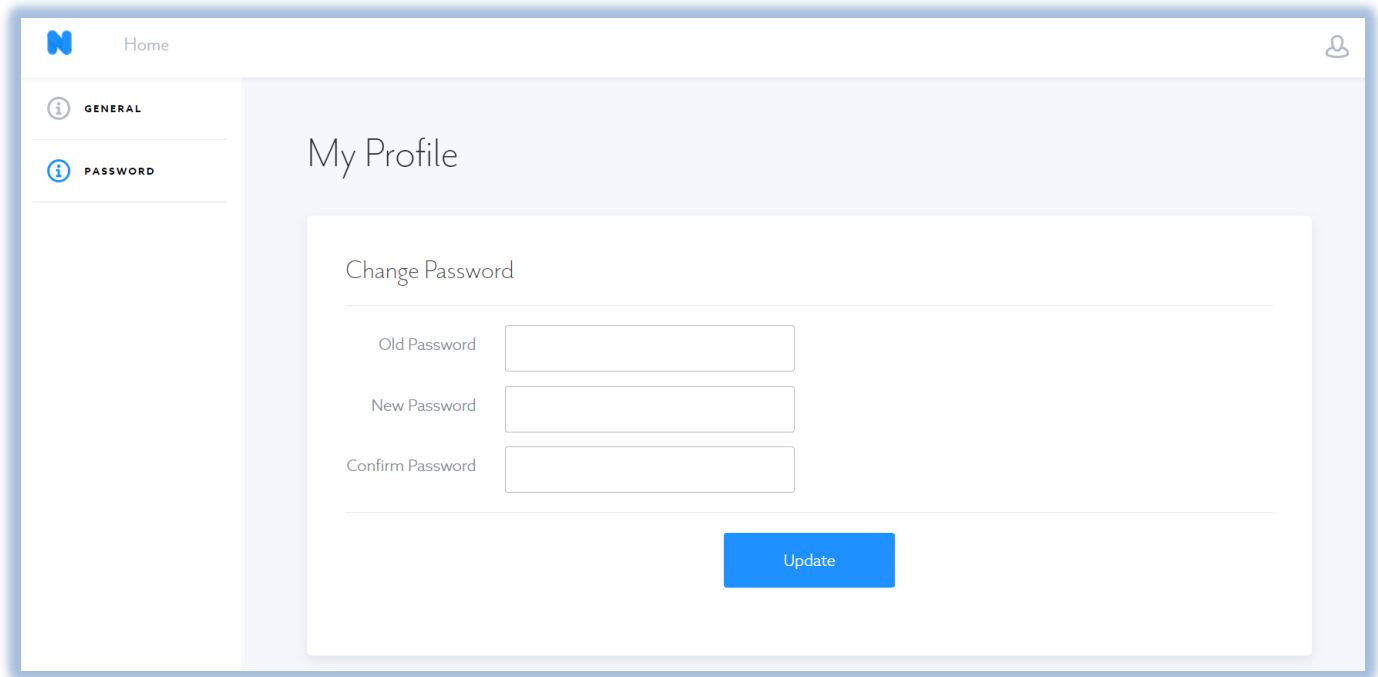
A screenshot of a web form for signing in or registering. The form has two tabs at the top: "Sign In" (active) and "Register". Below the tabs are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue "Sign In" button. Below the button is a link that says "Forgot your Password?". The entire form is set against a white background with a blue border.

Forgot your Password

If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password

Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.



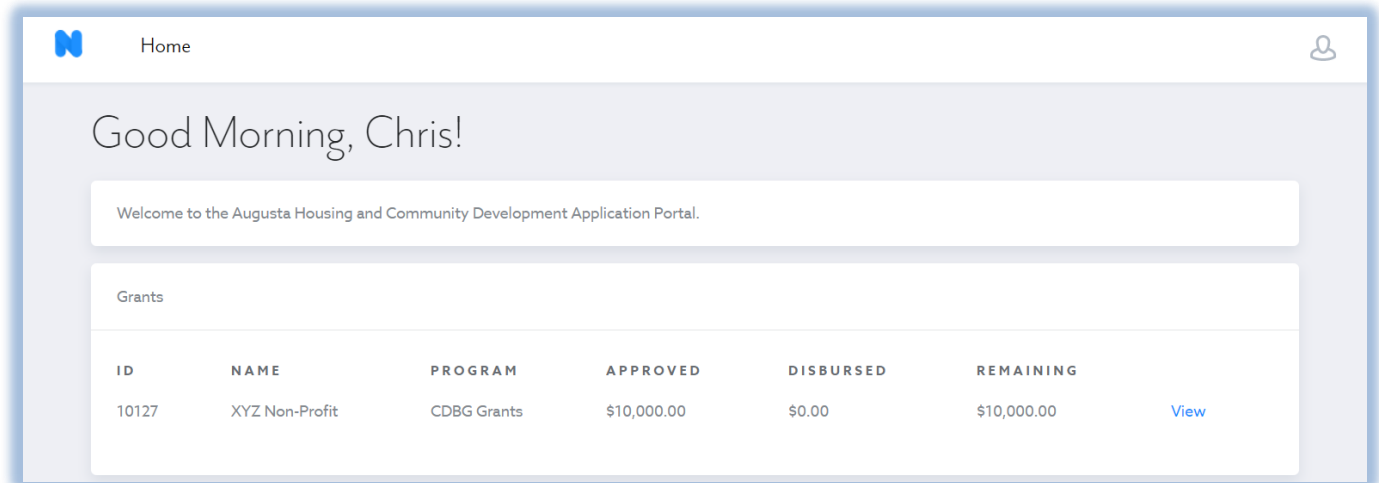
The screenshot displays the 'My Profile' section of the Neighborly Software interface. On the left, a sidebar contains two tabs: 'GENERAL' and 'PASSWORD'. The 'PASSWORD' tab is currently selected. The main content area is titled 'My Profile' and features a 'Change Password' form. This form includes three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below these fields is a blue 'Update' button. The top of the interface shows a 'Home' link and a user profile icon in the upper right corner.

Signing Out

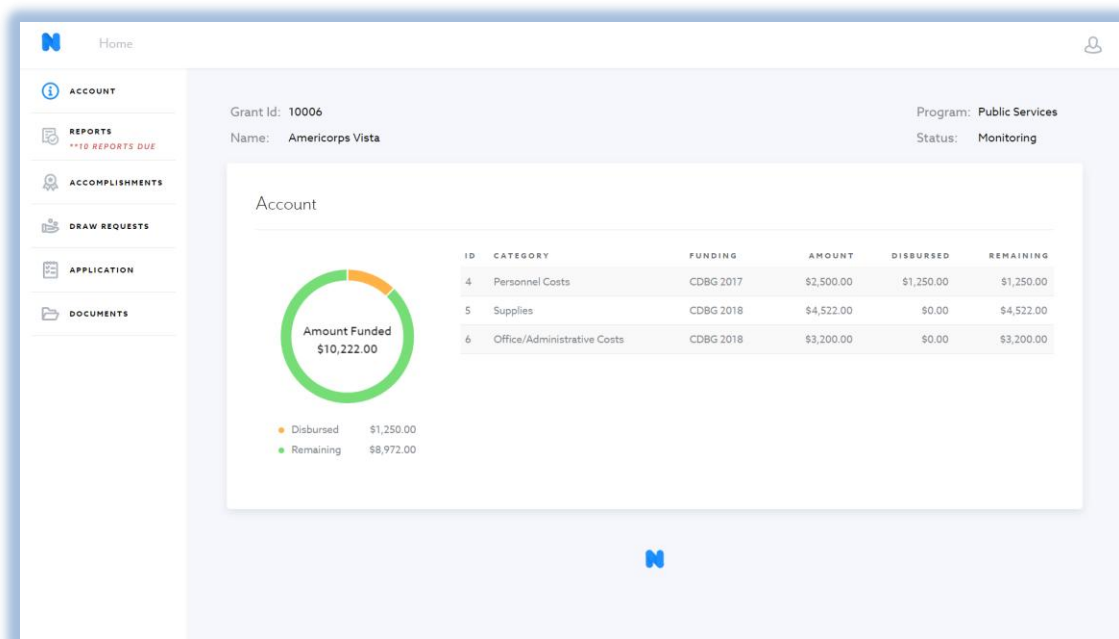
To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select “Sign Out”.

Managing your Grant account

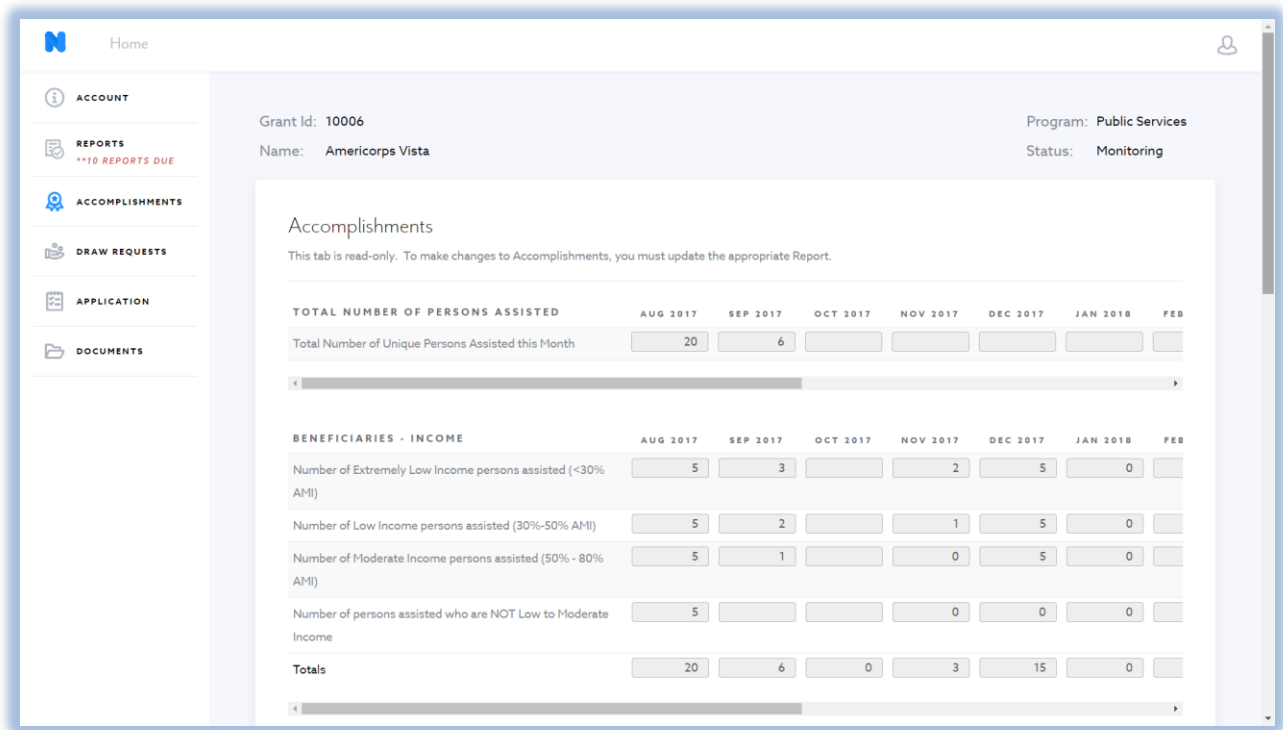
Upon logging in, you should see your grant account listed in the table of Grants. Click “View” to load the grant account screen.



Once loaded, you’ll see the Grant account screen has 6 tabs: Account, Reports, Accomplishments, Draw Requests, Application and Documents. The Account screen is a summary of your Grant account, including the award amount, the funds disbursed, and the remaining account balance.



The Accomplishments screen provides a summary of Accomplishment data entered via Monthly and Annual Reports. Note that this screen is Read Only – accomplishment data can only be added/modified via the Monthly and Annual reports. Also note the scroll bar at the bottom of each section of Accomplishments to view multiple months.



Grant Id: 10006
Name: Americorps Vista
Program: Public Services
Status: Monitoring

Accomplishments

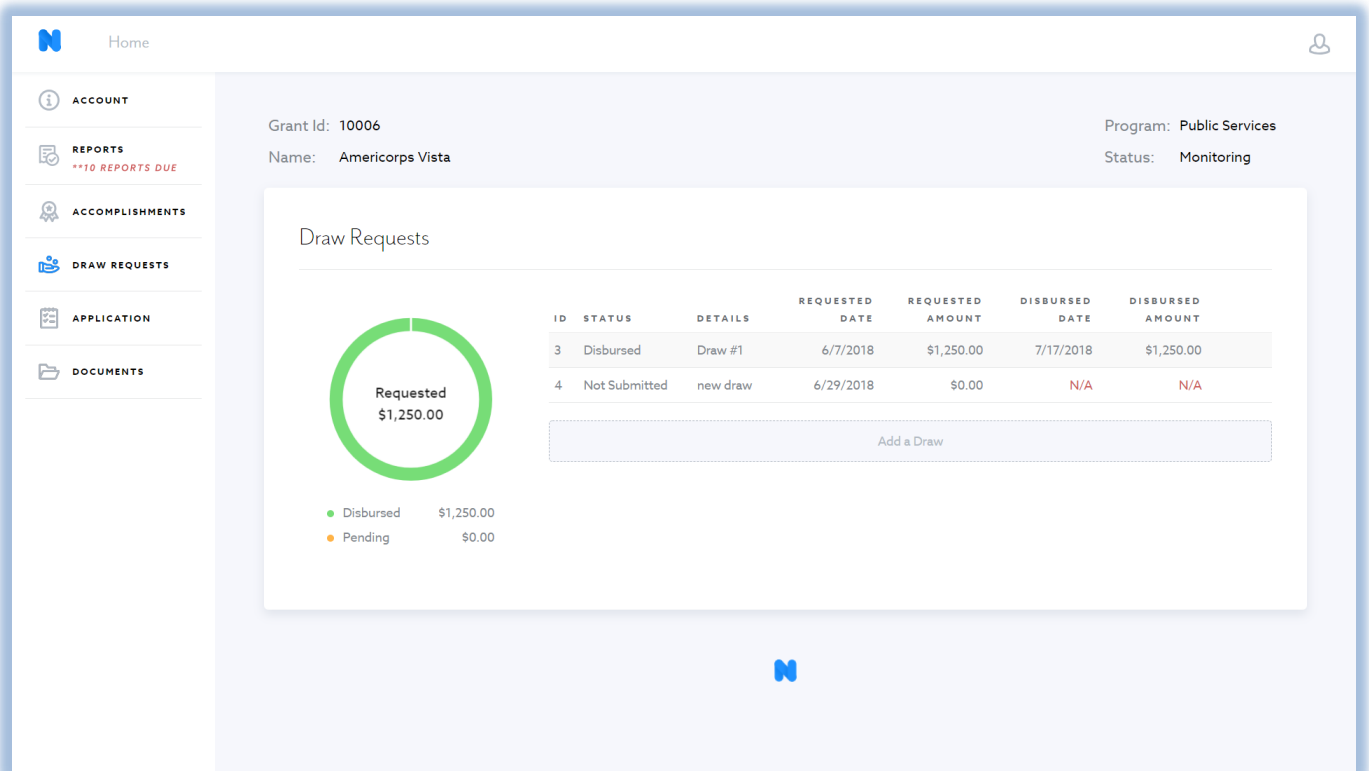
This tab is read-only. To make changes to Accomplishments, you must update the appropriate Report.

TOTAL NUMBER OF PERSONS ASSISTED	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018
Total Number of Unique Persons Assisted this Month	20	6					

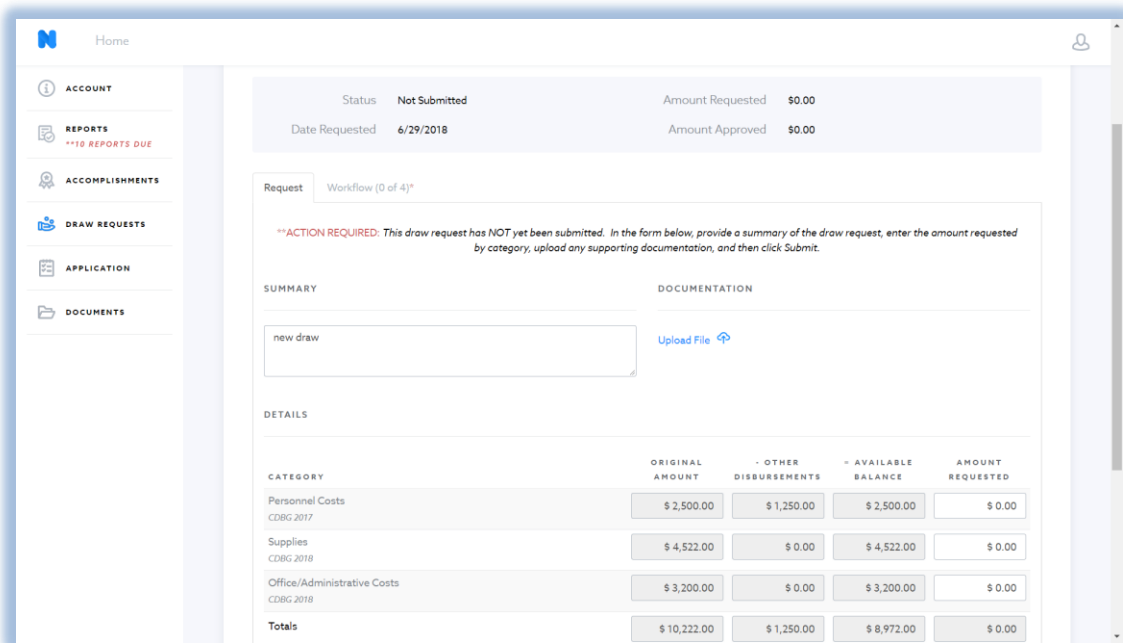
BENEFICIARIES - INCOME	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018
Number of Extremely Low Income persons assisted (<30% AMI)	5	3		2	5	0	
Number of Low Income persons assisted (30%-50% AMI)	5	2		1	5	0	
Number of Moderate Income persons assisted (50% - 80% AMI)	5	1		0	5	0	
Number of persons assisted who are NOT Low to Moderate Income	5			0	0	0	
Totals	20	6	0	3	15	0	

Submitting a Draw Request

The Draw Requests allows you to request draws from your remaining account balance. The initial screen is a summary of any existing draw requests and disbursement data. To view an existing draw, click on the  icon to the right of the draw. To create a new draw, click the “Add a Draw” link.

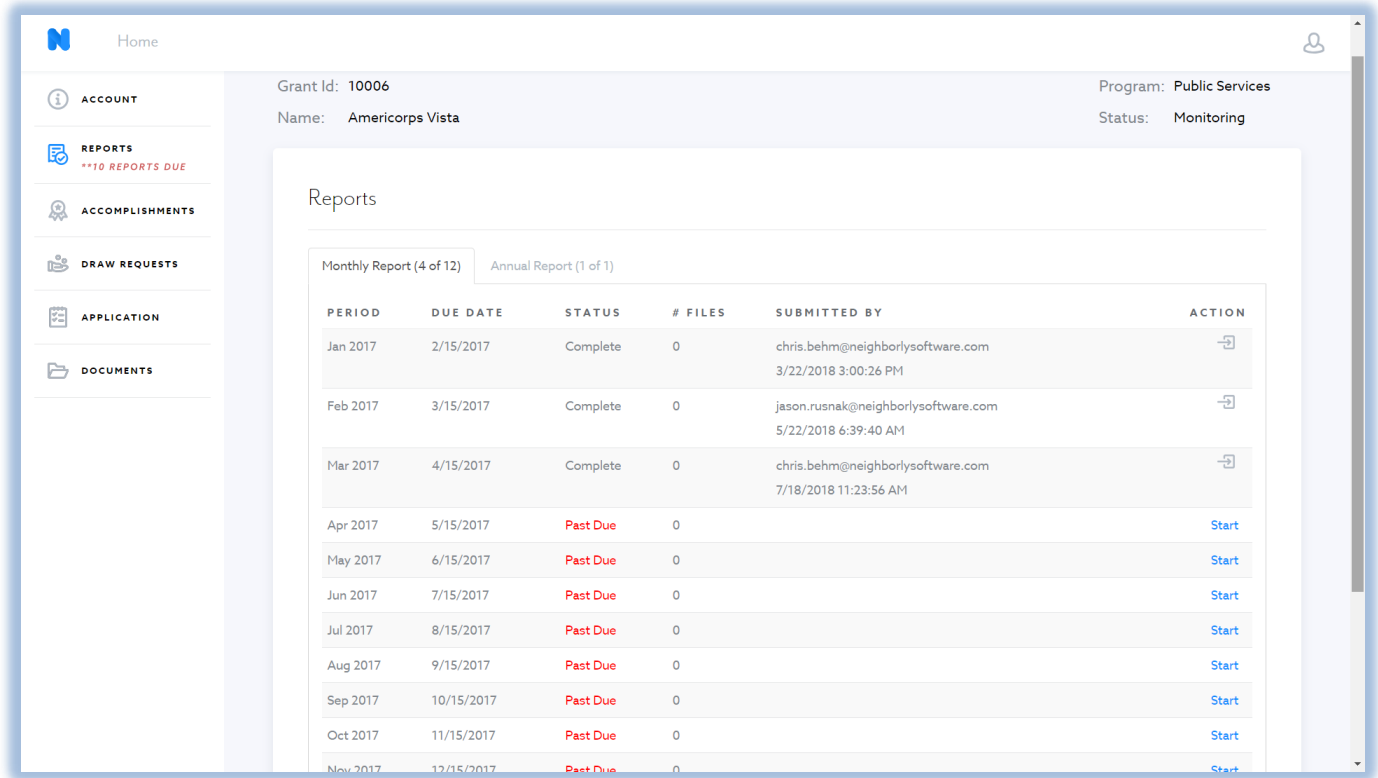


When requesting a draw, provide a brief description of the draw request, the amount requested by budget “Category”, and attach any supporting documents as necessary. The draw request will be forwarded to the entitlement jurisdiction for review and approval/denial. You can track the draw request review process by clicking on the “Workflow” tab.



Completing Monthly/Quarterly/Annual Reports

The Reports tab will indicate if any reports are Due or Past Due. Once you click into the Reports section, you'll see a summary of reports, including tabs for Monthly, Quarterly and/or Annual Reports.



PERIOD	DUE DATE	STATUS	# FILES	SUBMITTED BY	ACTION
Jan 2017	2/15/2017	Complete	0	chris.behm@neighborlysoftware.com 3/22/2018 3:00:26 PM	
Feb 2017	3/15/2017	Complete	0	jason.rusnak@neighborlysoftware.com 5/22/2018 6:39:40 AM	
Mar 2017	4/15/2017	Complete	0	chris.behm@neighborlysoftware.com 7/18/2018 11:23:56 AM	
Apr 2017	5/15/2017	Past Due	0		Start
May 2017	6/15/2017	Past Due	0		Start
Jun 2017	7/15/2017	Past Due	0		Start
Jul 2017	8/15/2017	Past Due	0		Start
Aug 2017	9/15/2017	Past Due	0		Start
Sep 2017	10/15/2017	Past Due	0		Start
Oct 2017	11/15/2017	Past Due	0		Start
Nov 2017	12/15/2017	Past Due	0		Start

Click into a report by clicking the  icon to the right of the report, or start a new report by clicking the "Start" link. Note that Reports are not available to be started/completed until the reporting period has passed.

Once inside a report, you will see multiple tabs depending on your grant program. Usually there are at least 3 tabs – one for reporting Goal progress, one for Accomplishment data and one to certify and Submit. Complete each tab by clicking the Complete and Continue link at the bottom of the screen. You may also Save your work to return to the report at a later date. The report is not Complete and Submitted until all tabs are individually marked Complete.

City of Rock Island CDE

Setting	Value
Total Public Service Funds Available	\$150,000
Minimum Eligible Average Score	\$70
Minimum Award	\$10,000
Score Difference Method	Score Above 70
Remaining Balance Check	\$0.00

Quick Checks	Value
Eligible Agencies	6
Total Minimum Needed	\$60,000
Total Recommended	\$150,000
Remaining Balance	\$0
Status	Balanced

Agency Name	Amount Requested	Planned Individuals	Reviewer 1	Reviewer 2
MLK	\$150,750	100	92.0	95.0
Christian Care	\$50,000	400	98.0	100.0
Narratives	\$25,000	100	91.0	100.0
Spring Forward	\$25,000	100	85.0	100.0
PSLS	\$50,000	45	88.0	85.0
YWCA	\$50,000	2,000	70.0	95.0

BG Public Service Funding Calculator – Simple Version

Meaning

Number of agencies scoring 70 or higher

Eligible agencies $\times$ minimum award

Should equal available funds

Should be \$0.00

Automatic check

[illegible]



Reviewer 9	Reviewer 10	Average Score	Eligible?	Recommendation	Score Above 70
		94.4	Yes	Highly Recommended	24.4
		91.8	Yes	Highly Recommended	21.8
		90.8	Yes	Highly Recommended	20.8
		90.0	Yes	Highly Recommended	20
		84.6	Yes	Recommended	14.6
		81.6	Yes	Recommended	11.6
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0

Final Award

\$29,399

\$27,332

\$26,537

\$25,901

\$21,608

\$19,223

Council Summary – CDBG Public Service Funding Recommendation

Total Funds Available	\$150,000	Minimum Eligible Score	70.00	Minimum Award
Eligible Agencies	\$6	Total Recommended	\$150,000	Remaining Balance
Maximum Award	None	Funding Method	Score Above 70	Status

Agency	Average Score	Status	Amount Requested	Planned Individuals
MLK	94.4	Highly Recommended	\$150,750	100
Christian Care	91.8	Highly Recommended	\$50,000	400
Narratives	90.8	Highly Recommended	\$25,000	100
Spring Forward	90.0	Highly Recommended	\$25,000	100
PSLS	84.6	Recommended	\$50,000	45
YWCA	81.6	Recommended	\$50,000	2,000

tions

\$10,000

\$0

Balanced

Final Award

\$29,399

\$27,332

\$26,537

\$25,901

\$21,608

\$19,223

How to Use This Simple Calculator

1. On the Simple Calculator tab, update Total Public Service Funds Available if needed.
2. Enter each agency name, amount requested, planned individuals, and reviewer scores.
3. The Average Score, Eligibility, Recommendation, and Final Recommended Award calculate automatically.
4. Any agency scoring below 70 is marked Ineligible and receives \$0.
5. Eligible agencies receive the \$10,000 minimum award first.
6. Remaining funds are distributed based on how far each average score is above 70.
7. There is no maximum award cap in this version.
8. The Remaining Balance Check should show \$0.00 when funds are fully allocated.
9. The Council Summary tab gives a clean printable summary.



Purpose

Use this workbook to support
upload the completed workbook

Step

- 1
- 2
- 3
- 4
- 5
- 6

Reminder

Payroll costs should be supported
how time was distributed.

City of Rock Island CDBG Payroll Reimbursement

t monthly payroll reimbursement requests for CDBG-funded activities. The agency should enter ok with required payroll backup documentation.

What to Do

Complete the yellow Agency Information cells at the top of the Monthly Reimbursement sheet. For each employee paid with CDBG funds, enter one row per pay period or month.

Enter Total Hours Worked, Hours Charged to CDBG, Hourly Rate or Gross Payroll, and a brief description of CDBG activities performed.

The CDBG Amount Requested calculates automatically using $\text{Hours Charged to CDBG} \times \text{Hourly Rate}$. If your agency uses salaried gross payroll instead, enter the requested amount in the Optional Manual CDBG Amount column.

Attach timesheets, payroll reports, and documentation showing the work was related to the approved CDBG activity.

Have the preparer and supervisor certify the form before submitting.

ported by timesheets, payroll reports, and activity documentation. Employees working on both

Tracker

payroll information by employee and pay period/month, then

CDBG and non-CDBG activities must have documentation showing

Agency Name	Program / Project
Prepared By	Email / Phone

[illegible]

Certification & Totals

Total Hours Worked

0.00

Total Hours Charged to CDBG

Preparer Certification

I certify that the payroll costs requested are accurate, supported by payroll

Signature

Date

CDBG Monthly Payroll Reimbursement Worksheet

Contract #
Submitted Date

[illegible]

[illegible]

--

\$0.00 Remaining Award Balance

--

s are supported and approved for submission.

CDBG Payrol

Agency Name	0
Report Month	0
CDBG Award Amount	\$0.00
Total Hours Charged	0.00
Total CDBG Requested	\$0.00
Remaining Award Balance	

Reimbursement by Employee

1 Reimbursement Summary



Check	Result
Rows with CDBG hours but no approval	0
Rows where CDBG hours exceed total hours	0
Rows missing description	0
Ready for submission?	Yes



Approval Status	Yes/No
Pending	Yes
Approved	No
Needs Correction	

Do not edit unless dropdown cho

ices need to change.

Memorandum



To: Rock Island Community Development Commission (CDC)
From: Nichole Mata
Subject: 2027 Public Service Application and Internal Public Facilities Application.
Date: July 20, 2026

Introduction and Background Information:

The Community Development Department has attached the 2027 Public Service and Public Facilities draft applications for review and approval.

Due to recent changes in HUD program requirements, the application cycle has been adjusted. The 2027 application period will now open on August 1, 2026, and close on September 30, 2026.

This revised timeline ensures compliance with updated federal guidance and provides adequate time for applicants to prepare and submit materials under the new HUD standards.

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 the CDC approve the 2027 draft Public Service and Public Facilities applications and for them to go live on August 1 at 8:00 a.m. and close on September 30 at 5:00 p.m. central time.

Submitted by: Jennifer Graff

Approved by:

Program Overview

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

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 2027.

Application Details and upcoming Meetings

Applications for the 2027 City of Rock Island CDBG Program are due and will close on **January 6, 2027 @5pm CST**. Late Applications will not be considered. All applications must be submitted through Neighborly on time to be considered. There will be a pre-application (submittal) meeting held on **Monday, December 2nd, at 5:30PM CST**. The meeting will be virtual.

Meeting ID

meet.google.com/yft-feoi-ewx

Phone Numbers

(US) +1 402-947-0292

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 \$78,000.00.

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:

- Documentation/Record Retention
- Financial/Accounting /Audit. Obtain a unique entity number and active System for Award Management (SAM) registration. System for Award Management (SAM): www.sam.gov
- Public Accessibility
- Non-discrimination
- Procurement/Purchasing standards
- Grievance policies
- Religious instruction/Participation
- Obtain a unique entity number and active System for Award Management (SAM) registration.
- Environmental/Historic/Wages (construction)

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

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

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

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

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

[Chapter 3 National Objective](#)

[Chapter 7 Public Service](#)



A. Agency Information

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

A.2. Address

A.3. Phone Number

A.4. Fax Number

A.5. Website

A.6 SAMS Number

A.7. Federal Tax ID Number Old

A.7. Federal Tax ID Number

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

CONTACT INFORMATION

A.9. First Name

A.10. Last Name

A.11. Executive Director

A.12. Address

A.13. Phone Number

A.14. Email Address

B. Project Information

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

B. Project Information

Please provide the following information.

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

B.2. Describe the need for the program.

B.3. Describe the services to be provided.

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

If no, explain.

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

If no, explain.

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

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

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.

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 2027 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 2027 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 2027	Performance Measure for Year 2027	Actual Outcome for Year 2027	Projected Outcome for Year Beginning 2027
--	--------------------------------	-----------------------------------	------------------------------	---

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

D. Resources

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

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.

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.

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

E. Program Compliance

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

E. Program Compliance

Please provide the following information.

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

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

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

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

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

F. Budget

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

F. Budget

Please provide the following information.

F.1. Prior Year 2025 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
TOTAL	\$0.00	\$0.00

F.2. Current Year 2026 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.3 Upcoming Year 2027 (Please click "Add Row" to enter information.)

Expense	Budget	Actual
	\$0.00	\$0.00

F.4 Total Proposed Program Budget 2027

\$0.00

F.5 Percent CDBG Total Proposed Budget 2027

0.00%

F.6. Personnel Costs

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

F.7. Supplies and Services

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

F.8. CDBG Total Personnel Cost

\$0.00

F.9. CDBG Total Supplies & Services

\$0.00

F.10. Total CDBG request

\$0.00

G. Required Documents

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

G. Required Documents

Please provide the following information.

AGENCY & BOARD INFORMATION

☐ Articles of Incorporation & Current By-laws ***Required**

***No files uploaded*

☐ Board meeting schedule for 2025-2026 ***Required**

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

☐ 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**

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

☐ Procurement/purchasing policy ***Required**

***No files uploaded*

☐ 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**

***No files uploaded*

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

***No files uploaded*

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

***No files uploaded*

☐ 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**

***No files uploaded*

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 **2025** 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**

***No files uploaded*

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 06/30/2031), 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

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

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

***Not signed*

Date Signed

Admin Documents

No data saved

Case Id: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

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: 30870

Name: NBLY TEST Shiner - 2026/2027

Address: *No Address Assigned

IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

A. Applicant Information

No data saved

Case Id: 30878

Name: NBLY TEST Shiner - 2025

Address: *No Address Assigned

A. Applicant Information

Please provide the following information.

A.1. Agency/Organization:

A.2. Executive Director:

A.3. Contact Person:

A.4. Address:

A.5. Address where services will be provided (if different from agency address above)

A.6. Phone Number (8:00 a.m. to 5:00 p.m., M-F):

A.7. Email:

A.8. Federal Tax Identification Number:

A.9. Program Requests

Program Applying For:	Request Amount:
------------------------------	------------------------

☐

Check box if your Agency will be submitting more than one CDBG application

A.10. The total number of beneficiaries served by this program during CDBG 2026 will be:

A.11. The total number of Rock Island residents served by this program during CDBG 2026 will be:

The Community and Economic Development Department will be administering and managing the programs that are awarded CDBG funds. This will ensure HUD requirements are fulfilled.

Printed By: Caitlyn Shiner on 9/10/2025

B. Project Information

No data saved

Case Id: 30878

Name: NBLY TEST Shiner - 2025

Address: *No Address Assigned

B. Project Information

Please provide the following information.

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

B.2. Describe:

The need for the program:

The services to be provided:

B.3. Describe how the project will continue without CDBG funding. Identify funding sources for this project that will take the place of CDBG funds. Describe how your agency is pursuing these sources of funding.

B.4. Describe your program's use of available resources (financial, staff, and volunteer) and in-kind donations to carry out this activity.

C. Budget

No data saved

Case Id: 30878
Name: NBLY TEST Shiner - 2025
Address: *No Address Assigned

C. Budget

Please provide the following information.

Budget Sheet A is the program budget. Specify other funding sources. All expenses for program need to be identified. Round to the nearest dollar, be specific with funding sources.

Program Name:

Program Budget

Expenses	Past Year 2025- Budgeted	Past Year 2025- Actual	Current Year 2025- Budgeted	Current Year 2025- Sources	Upcoming Year 2026- Proposed Total Budget	Upcoming Year 2026- Proposed Total CDBG	Upcoming Year 2026- Proposed Non-CDBG Funding
	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

D. Required Documents

No data saved

Case Id: 30878

Name: NBLY TEST Shiner - 2025

Address: *No Address Assigned

D. Required Documents

Please provide the following information.

Documentation

☐ **Cost Estimate *Required**

***No files uploaded*

☐ **Federal Tax Identification *Required**

***No files uploaded*

☐ **List of Board Members (please include name, phone number and email) *Required**

***No files uploaded*

Submit

No data saved

Case Id: 30878

Name: NBLY TEST Shiner - 2025

Address: *No Address Assigned

Submit

Please provide the following information.

Applicant Signature

***Not signed*

Date:

IDIS Setup

No data saved

Case Id: 30878

Name: NBLY TEST Shiner - 2025

Address: *No Address Assigned

IDIS Setup

Please provide the following information.

IDIS Number

National Objective

Project Name

HUD Matrix Code

Activity Number ID

Accomplishment Type

Project Description

Service Area

Administrative Documents

No data saved

Case Id: 30878

Name: NBLY TEST Shiner - 2025

Address: *No Address Assigned

Administrative Documents

Please provide the following information.

Documentation

☐ **Award Contract**

***No files uploaded*