City of Peoria – 2024 CDBG Non-Profit Capital Program
Frequently Asked Questions

Application Process

1. **Who is eligible to apply?**

   Organizations that apply must:
   - Be located within the City of Peoria
   - Serve low-income residents of the City of Peoria
   - Be a not-for-profit, 501(c)3, or a government agency
   - Have completed a full audit (not a 990 form) for its most recent fiscal year
   - Own the building to be rehabilitated. If renting, must have official lease with owner permission form completed to make requested renovations.
   - Not owe any fees or fines to the City of Peoria and not have any outstanding code enforcement cases.
   - Cannot have received Non-Profit Capital funding in the past 2 years.

2. **How do I apply?**

   Go to https://www.peoriagov.org/211/Nonprofit-Capital-Program You can also go directly to https://portal.neighborlysoftware.com/PEORIAIL/Participant . If you have not already done so, you will need to register with an email address and password, then you will be able to sign in and begin your application.

3. **How long do I have to apply?**

   The application period opened on Monday, February 12 at 9:00 am. It closes on Friday, March 8 at 2:00 pm.

4. **What is an EEO number, and how do I get one?**

   An EEO number shows that an organization has registered with the City of Peoria as an Equal Employment Opportunity organization. Please follow the instructions on this form to register: https://www.peoriagov.org/DocumentCenter/View/541/Employer-Report-CC-1-PDF If more information is needed about completing the form, please see this instruction guide: https://www.peoriagov.org/DocumentCenter/View/1814/Equal-Opportunity-Office-EOO-Certification-Renewal-Instructions-PDF

5. **What is a UEI and SAMs Cage Code number, and how do I get one?**
   All agencies receiving federal money must register for a Unique Entity Identifier (UEI). It is free to register. Some agencies may also require a SAM Cage Code number. Please visit www.sam.gov to register. If a Sam Cage Code is not required for your agency, please fill in N/A in the application. If your organization has a Sam Cage Code, please provide it and the expiration date.

6. **Who do I contact for assistance with my application?**
   A video tutorial of the application process can be found on the website.

   You can also contact grants@peoriagov.org at any time with questions about your application. If you need technical assistance with the application website, Neighborly Software, you can contact support@neighborlysoftware.com (M-F, 7:30 am – 6:00 pm).

7. **What happens after I submit my application?**

   Each application will be screened by City staff for basic information (i.e. funding request amount is within the correct range, active EEO number, financial audit completed). All applications that pass the initial screening will be forwarded to the CDBG Public Services Advisory Commission for their review (see https://www.peoriagov.org/546/CDBG-Public-Services-Advisory-Commission for more information on this commission). The commissioners will then complete evaluation forms for each application. Based on their evaluations, they will vote on funding recommendations at their regular commission meeting on Friday, April 15 at 8:30 am. Their recommendations will be sent to City Council for approval at the Tuesday, May 10 council meeting. Organizations will be notified of the council's decision that same week.

8. **Are religious organizations eligible to apply?**

   Organizations may not use direct HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization. There may not be any religious participation requirements (such as prayer, worship or other religious participation) and the organization must serve all eligible beneficiaries without regard to religious.

   If there are no religious requirements for specific activities, but there is worship services, religious requirements for other programs, or non-eligible activities at this location then we would need to calculate the total number of hours the building is in use by anyone during a typical week or month, and what percentage of those hours are for CDBG eligible purposes during a typical week or month. From that calculation, CDBG could be used for the percentage of the project that equals the CDBG eligible uses. In addition, you may need to track the participants in programs for a period of time after the roof is completed to demonstrate the clientele that were served at the location.

   The type of CDBG eligible activities at the facility must be providing a direct service to low-income individuals within the building.

   For more information, please consult HUD Notice at
   https://archives.hud.gov/offices/cpd/affordablehousing/lawsandregs/notices/04-10.pdf

City of Peoria – 2024 CDBG Non-Profit Capital Program
Frequently Asked Questions

Funding

9. Is there a match requirement?

There is no match requirement for this program.

10. How much funding can I request?

Requests must be between $50,000 and $75,000. The intention will be to provide full funding to the top scoring applicants as best as possible.

11. What expenses are (or are not) eligible?

Funding requests can include purchase of new vehicles to transport clients, rehabilitation to the building such as roof replacement, replacement of mechanical systems and rehabilitation of client spaces. Repairs that are considered rehabilitation rather than maintenance are items that will extend the life of the building.

Ineligible costs include:

- Operating Costs
- Purchase of construction equipment
- Ongoing maintenance items (plumbing repairs, paint touch ups, other minor repairs).
- Purchase of furniture, staff equipment or supplies
- Replacement of lightbulbs to LEDs

If you have questions on if your proposed project is considered rehabilitation or ongoing maintenance please email a detailed description of the project to grants@peoriagov.org

12. How is funding disbursed?

Funding is reimbursement-based only.

13. What is the total amount of funding available?

A total of $200,000 in American Rescue Plan funds is available.

14. What is the source of funding?

This funding comes from State and Local Fiscal Recovery Funds through the American Rescue Plan (ARP).

City of Peoria – 2024 CDBG Non-Profit Capital Program
Frequently Asked Questions

If my program is selected…

15. What are the reporting requirements?

Funded programs will be responsible for collecting demographic information about their clients as well as information on the goals and outcomes stated in their application. These reports will be submitted quarterly along with financial documentation. Funded programs will receive additional information, documentation, and training on reporting requirements after funding decisions are made. Please see the example reports on the City website for more information.

16. What are the monitoring requirements?

All subrecipients will be responsible for keeping detailed client files with demographic information and outcomes for each individual client served. City staff may contact your organization to conduct a monitoring visit and to send required documents to staff. Please see the example Monitoring Checklist on the City website for more information.

17. How long do I have to spend the money?

The grant will pay for expenses incurred between the grant award date and December 31st, 2024.

18. If the project does not require contract work is Davis Bacon and Section 3 compliance required?

Davis Bacon and Section 3 deal with Federal Prevailing Wage and providing employment and economic opportunities to low-income persons for contracted work utilizing federal funding. If no contract work is to be completed there is nothing to verify Davis Bacon and Section 3 compliance.