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# City of Moline “Special” Citizens Advisory Council on Urban Policy (CACUP)

Monday, May 11, 2015  
4:00 p.m.

**Council Chambers**

City Hall, 619 16<sup>th</sup> Street, Moline, IL 61265 – 2<sup>nd</sup> Floor

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## **AGENDA**

1. Approval of Minutes for March 23, 2015 Meeting
2. 2016 CDBG Sub Recipient Funding Applications/Discussion
3. Other
4. Adjournment

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Any person with disabilities who wishes to attend the meeting who requires a special accommodation, or any other person requiring a special accommodation in attending the meeting, should notify K.J. Whitley at (309) 524-2044 at least 24 hours prior to meeting time.

**CITY OF MOLINE  
CITIZENS ADVISORY COUNCIL ON URBAN POLICY (CACUP)  
MEETING MINUTES  
MONDAY, MARCH 23, 2015**

**Present:** Sue Lillybeck, Anne Huntoon, Janet Zam, Carol Triebel

**Absent:** Dougal Nelson

**Staff:** K.J. Whitley, Jeff Anderson, Anamaria Vera

**Others:** None.

Chairman Lillybeck called the meeting to order at 4:01 pm in the Moline City Council Chamber.

**1. Approval of the February 9, 2015 Minutes.**

**Motion made by Member Huntoon, seconded by Member Triebel, to approve the minutes for February 9, 2015. Motion carried unanimously.**

**2. 2015 Annual Action Plan (2015-2016 Consolidated Plan)**

Ms. Whitley directed the Members to review the Program Year 2015 CDBG allocation of funds spreadsheet included in their meeting packets, noting a few revisions from the spreadsheet that was reviewed at the February 9, 2015 meeting. Ms. Whitley noted that the funds for Administration, Code Compliance, and CHS Service Delivery are capped at 20%. Therefore, the original budget was revised to cap at 20%, with the remaining funds moved into Hawk Hollow for infrastructure and site preparation. Chairman Lillybeck requested clarification, asking whether the 20% cap included the 2014 carryover. Ms. Whitley confirmed. Ms. Whitley further noted the original funds for the CHS Emergency budget had also been moved into the Community Housing Services Program budget. Member Huntoon asked whether "CHS" referenced the same rehab program. Ms. Whitley confirmed. Ms. Whitley noted that actual carryover amounts were not available until February 10, which is why the prior spreadsheet contained estimates.

Member Huntoon requested clarification with regard to Hawk Hollow's Program Income funds. Mr. Anderson explained that he believed it was most likely interest or loan repayment funds related to the Revolving Loan Fund.

Brief discussion ensued with regard to the contractor working on the Hawk Hollow project. Mr. Anderson noted the original project consisted of four-plexes but had since been revised to three-plexes. Ms. Whitley stated that staff brought the allocation of funds back to CACUP for approval as opposed to drafting a substantial amendment. Mr. Anderson further explained, CACUP approval would allow staff to add the budget to the Action Plan.

Staff recommends approval of the 2015 CDBG Funds allocation.

**3. Consideration**

**2015 Annual Action Plan (2015-2016 Consolidated Plan)**

**Motion made by Member Triebel; seconded by Member Huntoon, to approve the 2015 Annual Action Plan (2015-2016 Consolidated Plan), Program Year 2015 CDBG allocation of funds budget. Motion carried unanimously.**

**4. Other**

Brief discussion ensued between the Members and staff. Ms. Whitley informed the Members that the applications for the 2016 CDBG Sub-Recipients will become available in April and CACUP will review the applications in May. Ms. Whitley asked if there were any dates to take into consideration to avoid conflicts. There were no dates per the Members present. Ms. Whitley noted the Members should plan to meet on May 11<sup>th</sup> to review the 2016 CDBG Sub-Recipient applications and May 18<sup>th</sup> for presentations from the applications, with regard to their applications and the opportunity to gain further information from CACUP members.

**5. Adjournment**

**There being no further business, Motion made by Member Huntoon; seconded by Member Triebel to adjourn the Meeting at 4:37 pm. Motion passed unanimously.**

Respectfully Submitted,

Anamaria M. Vera, Administrative Secretary

	Name of Organization	Funds Requested	Total Project Cost	Project Description	Eligible Activity	Comments	2016 Allocation Recommendation
<b>1</b>	Moline Community Development Corporation	\$ 23,860.00	\$ 118,860.00	To add 8 benches, 4 picnic tables, and 12 trash receptacles to McCandless Park as part of a park renovation project.	National Objective: LMA ; Matrix Code - 03F	<b>Will the equipment be stationary?</b>	
<b>2</b>	Stephens Parkview Neighborhood Group	\$ 23,575.00	\$ 23,575.00	Install curb ramps where they are lacking (handicap accessible).	National Objective: LMA ; Matrix Code - 03 or 03L?	<b>Will this address existing curbs? Will this address undeveloped curbs? Are these part of the future Engineering budget?</b>	
<b>3</b>	Bethany for Children & Families	\$ 12,244.44	\$ 12,244.44	To resurface and reconfigure parking lot at agency building; to paint exterior gym building.	National Objective: LMC; Matrix Code - 03	<b>How will you track the use of the parking lot for Moline residents?</b>	
<b>Total</b>		<b>\$ 59,679.44</b>	<b>\$ 154,679.44</b>				

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION FOR COMMUNITY ORGANIZATIONS

PART I-APPLICATION SUMMARY (Please type or print)

A. PROJECT TITLE: Improvements to McCandless Park

B. APPLICANT:

Name and Title of Applicant: Bill Steinhauser, President

Name of Organization: Moline Community Development Corporation

Address: c/o Bethany for Children & Families, 1830 6th Avenue

Moline IL 61265

Contact Person: Lori Turner Telephone: (309) 764-4554

FAX: (309) 797-2386

E-mail: lturner@moline.il.us

Date: April 30, 2015

Signature of Applicant: *William Steinhauser, Board President*

DUNS# 830068388

SAM# Pending

C. PROPOSAL

1. Community in which project is located: McCandless Park, Moline

2. Specific use of requested CDBG funds: To add 8 benches, 4 picnic tables,  
and 12 trash receptacles to McCandless Park as part of a park renovation project

3. CDBG Funds Requested \$ 23,860

4. Total project Cost \$ 118,860

5. What percentage of this request will serve residents of Moline? 100%

6. Which CDBG National Objective does your project meet? (See Attachment E) Predominate benefit to low or moderate income area

**A. Statement of Problem/Need:** Describe the problem or need that the proposed activity is intended to address.

McCandless Park has an inadequate, inaccessible, and obsolete restrooms and pavilion. In addition, it has insufficient and poor quality benches, picnic tables, and trash receptacles. Because of that, people have few places to comfortably and safely sit to watch soccer games, socialize, rest, or eat a meal together. Benches allow patrons to rest during walks or just enjoy the beauty of nature. Finally, an insufficient number of trash receptacles means that visitors often leave trash on the ground rather than walk to the nearest trash can. This hurts the park's – and neighborhood – aesthetics.

**B. Target Population:** Describe the characteristics of the population to be served (i.e.; youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. *It is important to also attach a map showing the project location and a line on the map showing the boundaries of the geographic area served.*

McCandless Park and the neighborhood it serves resides in the City of Moline Low Mod Census Block Group, track 222. More than 51% of residents in this census track qualify as low to moderate income individuals; a high minority concentration also lives here. Ten percent of residents (N=385) have a disability; 38% of those older than 65 (N=129) have a disability. Having a sufficient number of benches and picnic tables will serve all residents of this neighborhood but especially persons with a disability who reside here and use this park. This renovation improves the quality of life for these individuals who can better enjoy the park and its facilities along with their families.

**C. Project Goals and Objectives:** State the overall goal of the project and list objectives. Please follow the attached guidelines for writing goals and objectives (Attachment A).

**GOAL:** To improve the accessibility, usability, and desirability of McCandless Park to enhance the quality of this park for its residents and the neighborhood as a whole

**OBJECTIVE 1:** Install eight benches around the park

**OBJECTIVE 2:** Install four picnic tables in the pavilion of the park

**OBJECTIVE 3:** Install 12 trash receptacles in strategic locations around McCandless Park

**D. Project Description:**

1. **Describe the proposed project** (work to be performed, activities to be undertaken, or services to be provided), and specifically describe the use of the CDBG funds requested.

Moline Community Development Corporation will work with the Moline Parks Department to install these benches, picnic tables, and trash receptacles. This is part of a larger project that works with the Hidalgo Group to remove the current pavilion and restrooms and construct new, accessible facilities below the hill so that residents no longer have to traverse a long, steep incline to use the facilities. Funds from the CDBG will purchase and install (on appropriate concrete slabs) 8 benches, 4 picnic tables, and 12 trash receptacles.

2. **Describe project location** in as much detail as possible, including street address, cross streets, and Assessor Parcel Number. If project is on a rural road, provide Assessor Parcel Map or indicate distance from intersection to locate site. For proposals involving property acquisition, describe any site selection activities to date and plans for identifying and securing a property.

McCandless Park sits at 102 7<sup>th</sup> Avenue in Moline in the heart of the Floreciente neighborhood.

3. **For limited clientele activities** (See Attachment E), indicate the number of unduplicated clients who will be served, the number who are low/moderate income, and the number who are residents of the City of Moline.

N/A; this project serves all residents in and around this low- and moderate-income neighborhood. As such, we apply for these funds as a LMA or Low- to Moderate Area.

4. **For limited clientele activities** (See Attachment E), describe procedures for documenting program participation including ethnic and income characteristics of participants.

N/A; this project serves all residents in and around this low- and moderate-income neighborhood. As such, we apply for these funds as a LMA or Low- to Moderate Area.

5. **Describe the relationship of the proposed activity** to other local community facilities and services addressing the same or similar problem.

Moline Community Development Corporation (CDC) is collaborating with the Moline Parks Department on this project.

6. **Provide a detailed timeline** for the implementation of the proposed project, assuming the availability of CDBG funds in January 2015. CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months.

January – March 2016: Purchase trash receptacles, benches, and picnic tables

Spring 2016: Contract with cement contractor

Spring and Summer 2016: Install trash receptacles, benches, and picnic tables

7. **Describe any discretionary land use permits or approvals** that are required prior to implementation of the proposed project.

This project will require approval from the Moline Park Board and receipt of required building permits.

8. If this is a collaborative project, **name the organizations involved** and explain their involvement. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.

- **Moline Parks and Recreation** owns and manages McCandless Park. They have provided their approval for this project concept and will maintain the new facilities once constructed. Their staff will also provide ongoing consultation and advice as the project advances.
- **Moline Community Development Corporation** will lend its expertise and experience in fundraising (notably grant writing) and park project planning.
- **Hidalgo Group and KeyStone Neighborhood Association** represent the neighbors and will provide volunteers for the larger renovation project. They have also undertaken some fundraising for the project to complement that embarked upon by the Moline CDC.

9. **Previous Accomplishments:** For those agencies that have previously received City of Moline CDBG funding, describe the accomplishments achieved. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. If the project has not previously received City of Moline funding, **describe accomplishments achieved** through other funding sources.

Moline CDC received CDBG funding in 2015 to support engineering and site preparation for the new pavilion and restrooms at McCandless Park. We await the release of funds from the state to make purchases to move this project forward. As soon as we have funds released, we will contract with an engineering and site preparation contractor to begin this work.

**10. Finances:**

- a. **Describe how the project will be funded.**

The broader project – that includes the new pavilion and restroom – has raised \$68,624 of its \$95,000 goal thus far with funding from grants and contributions from: Moline Parks Department (\$45,000), CDBG funds for 2015 (\$14,274), Moline Foundation (\$4,000), Keystone neighborhood fundraising efforts (\$2,000), IH Mississippi Valley Credit Union (1,000), Roy A Murray Trust (\$750), Group O (\$500), KJWW (\$500), Mid-American Energy (\$500), and a Private Donation (\$100). We ask the CDBG to fund the benches, picnic tables and trash receptacles as part of this broader project.

- b. **Include letters of commitment** from other funding sources, if applicable (attach to application).

Attached

- c. **Discuss plans for maintaining the project** beyond the period supported by CDBG funds.

The Moline Parks Department will maintain the benches, picnic tables, and trash receptacles within their existing budget and responsibilities.

- d. Submit the attached *Table I. Project Development Budget Summary Form* for capital projects and include a detailed line item budget, or submit *Table II. Project Operating Budget Form* for service projects, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed, b) if funding has been applied for, or c) if funding will be applied for. Also, indicate when these funds will be available.

Attached

- e. For public improvement construction projects, be sure to consider the Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the project cost estimates. (*See Attachment F*)

Moline Community Development Corporation will pay the Davis-Bacon prevailing wage for any individual or subcontractor involved in this project.

- f. Include a copy of a summary of the agency's current General Operating Budget.

Attached

PART III- AGENCY INFORMATION (Not to exceed ONE single spaced typed page)

A. Background

1. Describe the **purpose of the agency and sources of funding.**

Moline Community Development Corporation fosters improvements in Moline's low and moderate income neighborhood communities and conducts neighborhood revitalization programs and projects. We achieve this mission by rehabilitating abandoned properties, improving neighborhoods with better lighting, and renovating or constructing neighborhood playgrounds. This project meets the third leg of our mission. Funding comes from private sources: corporate, foundation and individual contributions. We receive some government funds for specific project (e.g., the Moline Park District contributed toward the renovations at Riverside Park and CDBG has contributed to the site preparation and engineering for the new restroom and pavilion).

2. Indicate the **length of time the agency has been in operation** and include the date of incorporation.

Incorporated in 2010, Moline CDC has operated for 5 years.

3. Describe the **type of services** currently provided by the agency and include the number and characteristics of clients served.

Moline Community Development Corporation explores, prioritizes, and selects projects that will enhance the City's low-to-moderate income neighborhoods with project ideas coming from those living and working in the target neighborhoods. We served 124 families through the Hardest Hit Fund, provided a family with a renovated home, and will impact the Riverside Park neighborhood and those who use the park with a better and handicapped accessible playground that we expect individuals from across the Quad Cities will use.

B. Qualifications

1. Discuss the **agency's capability** to develop, implement and administer the proposed project.

As the next project on the Moline CDC's agenda, we have the capacity to develop, implement and administer this program. As a practice, we work with numerous community partners. For example, in the houses we renovate, we have worked with community and civic groups, various trades, and students from Midwest Technical Institute. Likewise, the Riverside playground project brought together numerous community and civic groups for a build day last summer.

2. Describe the agency's **existing staff** positions and qualifications.

Moline CDC exists with volunteers. Its board represents human services, city, and neighborhoods we serve. Bethany for Children and Families provides administrative support for our operations.

C. **Financial: Briefly describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.**

Bethany for Children and Families provides finance accounting assistance. The Moline CDC treasurer provides monthly financial reports to the board, pays the bills, and submits the necessary paper work such as the receive IRS filing of the 990.



Information for 2016 HUD Consolidated Action Plan

Please provide the number of people (or housing units, businesses, etc.) anticipated to be served if awarded your grant request. Check the type of accomplishment, which most closely matches your project of program. Please, check only one type of accomplishment.

Type of Accomplishment (Check only one)	Number	
People (General)	X	3,850
Youth		
Elderly		
Households		
Elderly Households		
Businesses		
Organizations		
Housing Units		
Public Facilities		
Square Feet of Public Facilities		

**SUPPLEMENTARY STANDARD QUESTIONS**

1. Should your agency not receive CDBG funds, how would this affect your program operation?

If Moline CDC does not receive CDBG funds, we will need to raise these funds from another source which will delay the completion of this project as we will not move forward until we have all of the needed funds secured.

2. Is your agency reliant on City of Moline CDBG funds for program survival?

No

3. If yes, how many years do you expect your agency to be reliant on CDBG funding to support your program operation in the future should your agency receive funds?

N/A

4. Should your agency not receive full funding, please tell us if it is practical to continue program operations and what would be your service levels at 75 percent, 50 percent, and 25 percent of your current request?

Should Moline CDC receive less than requested, we will seek the balance from other sources which will delay the completion of this project. We can also scale back the project and purchase fewer of the items requested.

## Performance Outcome Measurement

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

### 1. Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

### 2. Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity Through New/Improved Affordability

### 3. Sustainability

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity Through New/Improved Sustainability

### 4. Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

This project improves the living environment of the McCandless Park neighborhood and those who use this park by creating more places for individuals to sit and enjoy the park. Because this park sits in a census tract with a high number of low and moderate income individuals, we anticipate that many will benefit. It will also allow persons with disabilities to use the park more frequently by providing a place for them to sit during their visit. We anticipate that we may see increased park use as a result of this project.

# CITY OF MOLINE 2016 CDBG PROGRAM

## Project Budget

Project Development/Services Budget Summary Form

Project Title: Improvements to McCandless Park Applicant: Moline Community Development Corporation

Budget Categories	Project Cost Estimates	Sources of Funds													
		CDBG Funds		Applicant's Funds		1. Corporate Funds		2. Private grants		3. Other Funds					
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*				
Acquisition															
Design															
New Construction	\$95,000	\$14,274	C (2015)			\$2,500	C			\$4,750	C		\$47,100	C	
Rehabilitation**															
Youth Services															
Senior Services															
Community Services															
Transportation Svcs															
Handicapped Services															
Equipment	23,860	23,860	P (2016)												
Other: Specify															
<b>Source Total</b>	<b>\$118,860</b>	<b>\$38,134</b>				<b>\$2,500</b>				<b>\$4,750</b>			<b>\$47,100</b>		

\*\*Public Facilities/Improvements Total Project \*C=committed funds; P=Funds that have been applied for & decision is pending; N=Fund that have not yet been requested  
 Balance to raise: \$26,376; sources pending

New Construction Costs

Engineering:	\$ 10,000
Site prep:	\$ 15,000
Pavilion:	\$ 25,000
Rest rooms:	\$ 35,000
Contingency:	\$ 5,000
<b>TOTAL COST</b>	<b>\$ 95,000</b>

Costs for Equipment:

8 benches with 1.5 yards of concrete @ \$993.50/bench = \$7,948  
 4 picnic tables with 2 yards of concrete @ \$1,365/picnic table = \$5,460  
 12 trash receptacles with 1 yard of concrete @ \$871/trash receptacle = \$10,452  
 TOTAL = \$23,860

Corporate funds come from IHMVU (\$1,000), Group O, KIWW and MidAmerican (\$500 each)  
Private grants come from the Moline Foundation (\$4,000) and Roy J. Murray Trust (\$750)  
Other funds come from Moline Parks (\$45,000), Keystone fundraising (\$2,000) and an individual donor (\$100)





**Parks and Recreation  
Department**  
3635 4<sup>th</sup> Avenue  
Moline, Illinois  
61265

(309) 524-2424  
FAX (309) 524-2369

April 30, 2015

K.J. Whitley, Community Development Manager  
City of Moline  
619 16<sup>th</sup> Street  
Moline, IL 61265

Dear Ms. Whitley,

The City of Moline Parks & Recreation Department and the Moline Parks & Recreation Board have partnered with the Moline Community Development Corporation in their efforts to improve the quality of life for the residents of our community. We fully support their efforts to make improvements at McCandless Park by purchasing benches, picnic tables, and trash receptacles with CDBG grant funds.

The City has partnered with the Moline Community Development Corporation, the Hidalgo Group, and the Keystone Neighborhood on many volunteer events and capital projects at McCandless Park. Through these efforts, we have realized less vandalism/crime and a dramatically improved sense of community in the area. The additional amenities that would be acquired with CDBG grant funds would further enhance these positive trends.

We appreciate your consideration of the Moline Community Development Corporation's application for CDBG grant funds. We believe that their efforts are needed and that they have a proven reputation for positively contributing to our community. We look forward to completing this project and many more with them in the years ahead.

If I can answer any additional questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodd Schick", with a stylized flourish at the end.

Rodd Schick, Park Operations Manager  
City of Moline  
3635 4<sup>th</sup> Avenue  
Moline, IL 61265  
(309) 524-2410  
[rschick@moline.il.us](mailto:rschick@moline.il.us)



Moline Community Development Corporation  
 Fiscal Year 2014- 2015 Budget  
 July 1, 21014 – June 30, 2015

<b>Revenue</b>	
Balance	\$ 46,080.
Bank interest	3.
<b>Contributions</b>	
Corporate Donations	10,000.
Fundraising	10,000.
Grants	35,000.
Hardest Hit Fund	155,000.
Bethany For Children and Families (in Kind)	15,000.
Moline Parks and Recreation (in Kind)	45,000.
<b>General Revenue</b>	
Sale of Home	60,000.
<b>Total Revenue</b>	<b>376,083.</b>
<b>Expenses</b>	
<b>Personnel</b>	
Administrative Salary (part time)	\$ 32,000.
Grant Writer	8,476.
Labor ( Playground Installation)	15,000.
<b>Capital Expenses</b>	
Purchase of Homes	45,707.
Playground Renovations	60,000.
<b>Supplies</b>	
Office supplies	1,000.
Home repair supplies	55,000.
<b>Other</b>	
Printing and Publications	400.
Home utilities	1000.
Board insurance	1,100.
Hardest Hit Fund	155,000.
Legal Fees	1,000.
Miscellaneous	400.
<b>Total Expenses</b>	<b>376,083.</b>



### ***2015 Board of Directors***

<b>Neighborhood Directors</b>	<b>Community Directors</b>	<b>City of Moline Directors</b>
Christie Coverdill, Wheelock Velie, Secretary Julie Stoefen, Uptown Jolene Keeney, Overlook	Bill Steinhauser, Bethany for Children & Families, President George McDoniel, Children's Therapy Center of QC, Vice President Tom Bowman, Community Health Care	Lori Turner, 5 <sup>th</sup> Ward Aldersperson, Treasurer Scott Raes, Mayor

**BY-LAWS  
OF  
MOLINE COMMUNITY DEVELOPMENT CORPORATION, NFP**

**ARTICLE I  
Identification**

The name of the not-for-profit corporation shall be the Moline Community Development Corporation, N.F.P., hereinafter referred to as the "Corporation."

**ARTICLE II  
Fiscal Year**

The fiscal year of the Corporation shall begin at the first day of January and end at the close of business of the last day of December of any given calendar year.

**ARTICLE III  
Registered Office and Registered Agent**

The Corporation shall continuously maintain in the State of Illinois a registered office and a registered agent whose business office is identical with such registered office and may have other offices within the City of Moline, Illinois.

**ARTICLE IV  
Purposes and Other Provisions**

**Section 1. Purposes.** The purposes for which the Corporation is formed are to operate exclusively for charitable and educational purposes in accord with Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law and referred to below as the "Code"). More specifically the Corporation is organized for the purposes set forth below and other charitable services:

- (A) To provide relief to the poor, distressed, and underprivileged.
- (B) To provide decent and affordable housing and related services for the homeless and for persons of very low, low, and moderate income;
- (C) To promote community development through planning and programming, consistent with the City of Moline, Illinois, comprehensive and consolidated plans.
- (D) To foster improvement in neighborhood communities and conduct neighborhood revitalizations programs and projects.

(E) To facilitate community problem solving and encourage informed input on issues affecting the day-to-day functions of neighborhood communities.

(F) To develop, mobilize, and utilize to the maximum extent possible all available human and material resources, on the local, state, and national level, for the purposes of eliminating poverty and combating existing poverty.

(G) To develop directly stimulate and encourage other groups and organizations to provide services, assistance, and other activities intended to make progress towards the elimination of poverty or a cause or causes of poverty in such areas, by developing employment and other economic opportunities that improve conditions under which people live, learn and work.

(H) To plan and develop programs that are designed to enable the elderly, very low, low, and moderate income families and individuals to become more self-sufficient including assistance in finding employment, job training and counseling, improvement of health, housing and welfare, vocational rehabilitation and special remedial, and other non-curricular educational assistance.

(I) To provide for continuing research relative to the causes, problems and elimination of poverty.

(J) To develop, conduct, and administer such programs and activities with maximum feasible participation of residents.

(K) To receive and administer funds to carry out the programs and activities of various federal, state and local agencies; to contract for the administration of funds and programs; to contract and subcontract for special services and facilities to assist in carrying out such programs; and in general to do all things necessary to utilize all resources made available through appropriate state and federal legislation.

(L) To cooperate with and assist individuals, groups, governmental bodies, and officials and employees of governments to carry out the purposes of the Corporation and to cooperate with other educational, cultural, civic, historical, or philanthropic organizations or other individuals who are interested in promoting the purposes of the Corporation.

(M) To solicit and accept endowments, grants, contributions, and donations of money, real property, or other property for the purposes set forth herein.

(N) To educate residents, businesses, and organizations in matters of zoning, infrastructure, and compliance with city, county, and state ordinances as a means of supporting the revitalization of neighborhood communities and to relieve poverty and economic distress.

(O) To research, procure, purchase, rehabilitate, build, resell, lease or otherwise dispose of such buildings, sites, structures or other elements that are of value in addressing conditions of poverty, housing needs, community development, economic development, and any other purpose consistent with the charitable and educational purposes set forth herein.

(P) To help develop the full potential of all citizens of the City of Moline, Illinois, so that they may live in decency and dignity and contribute to the strength of the State as a whole.

(Q) The Corporation shall carry out the activities described herein within the boundaries of the City of Moline, Illinois and for the benefit of its residents.

## **Section 2. Other Provisions.**

(A) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, Directors, Officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 of this Article.

(B) No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements concerning), any political campaign on behalf of any candidates for local, state, or federal public office.

(C) Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (1) by a Corporation exempt from federal income tax under Section 501(c)(3) of the Code or (2) by a Corporation contributions to which are deductible under Section 107(c)(2) of the Code.

(D) The Corporation, being organized exclusively for charitable and educational purposes, may make distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code.

(E) Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code, as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the appropriate court of law of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as

said court shall determine, that are organized and operated exclusively for exempt purposes.

(F) The Corporation, being organized exclusively for charitable purposes under Illinois laws, shall strive to make its services and products available to the appropriate general public without undue obstacles to access. It is the general policy of the Corporation that any fees or charges associated with the charitable services or products of the Corporation shall be waived or reduced in accordance with each recipient's ability to pay. The administrative staff shall have the discretion to make such waivers or reductions, when appropriate, to ensure the maximum distribution of the Corporation's charitable services or products. More specifically, the program fee schedules (if any) shall be set in accordance with 35 ILCS 200/15-659(c).

(G) When funds are received by the Corporation with specific restrictions regarding the use of such funds, the money shall be disbursed in strict accordance and compliance with the stated restrictions. All other funds are used widely as possible to supplement program budgets and needs. All records of these expenditures shall be recorded in the Corporation's journal. Funds received shall be receipted. Disbursements shall be invoiced and recorded.

#### **ARTICLE V** **Members**

**Section 1.** The Corporation shall not have members or memberships.

#### **ARTICLE VI** **Governance and Management**

**Section 1.** **Governance.**

(A) The affairs of the Corporation shall be governed by or under the direction of its Board of Directors, hereinafter referred to as the "Board."

(B) The Board and the Officers, of the Corporation shall be responsible for ensuring sound financial management of the Corporation's assets and that the Corporation employs best accounting practices in conducting its business, including but not limited to criteria established under the Community Service Block Grant act of 1980 as amended.

(C) The Board and the Officers, of the Corporation shall be responsible for ensuring that the Corporation is not controlled, nor receives directions from individuals, or entities seeking profit from the Corporation.

(D) For so long as the City of Moline, Illinois, serves in any capacity on the Board of the Corporation or provides funding to the Corporation, the Corporation shall keep accurate books and records of its business or activities, including original source documents and books of entry denoting all transactions. All records and supporting documentation must be retained for a period of seven years and shall be subject to and

available for examination by the City Finance Director or said Director's designee. The provision of said information for examination shall not require Board approval and the Board and Executive Director are responsible for complying with any such request in a timely fashion.

(E) No loan of money or property or any advance on account of services to be performed in the future shall be made to any Officer or Board member of the Corporation.

**Section 2. Management.**

- (A) **General.** The Board shall hire an Executive Director who will have the responsibility for managing the affairs of the Corporation according to policies established by the Board.
- (B) **Duties.** The duties of the Executive Director shall include but not be limited to:
1. Executing all policies and programs established by the Board of Directors;
  2. Recruiting, directing, and maintaining the administrative staff pursuant to personnel policies established by the Board of Directors;
  3. Keeping the Board of Directors informed of all problems and accomplishments of the administrative staff;
  4. Prepare the preliminary budget and other funding documents for Board of Directors' consideration;
  5. Maintaining custody of all funds and property of the Corporations;
  6. Maintaining financial and inventory records. She/He shall make accurate financial statements of income and expenses, assets and liabilities, in a form approved by the Board of Directors and presented at regular meetings of the Board of Directors reports of her/his accounts;
  7. The Executive Director will be responsible to the Board for the performance of staff administering the Moline Community Development Corporation, N.F.P., programs.
  8. The Executive Director shall be responsible for ensuring sound financial management of the Corporation's assets and that the Corporation employs best accounting practices in conducting its business.
  9. The Executive Director shall be responsible for organizing and operating the Corporation in such a manner to attract new and additional public or governmental support on a continuous basis.
  10. To attend and participate in, in an advisory capacity, all Board and Committee meetings, except when personnel matters directly affecting the Executive Director are discussed.
  11. The Executive Director and President shall have joint responsibility for the preparation of regular Board meeting agendas with input from the Vice President, other Officers, and Board members.

- (C) **Compensation.** A majority of the Board of Directors may establish reasonable compensation for the services of the Executive Director and other staff.

## **ARTICLE VII** **The Board of Directors**

**Section 1. Number.** The Board of Directors shall be composed of eleven (11) members, hereafter referred to collectively as the "Board" and individually as "Director." The number of Directors may be decreased to not fewer than three (3) or increased to any number not to exceed fifteen (15) from time to time by amendment of this Section, unless the articles of incorporation provide that a change in the number of Directors shall be made only by amendment to the articles of incorporation. The number of Directors shall always consist of a whole, odd number. No decrease shall have the effect of shortening the term of an incumbent Director.

**Section 2. Qualifications.**

(A) No person may sit on the Board who is an Officer or an employee of an organization contracting to perform a component of the Corporation's work except public officials acting as governmental representatives.

(B) No employee of the Corporation or of the Department of Commerce and Economic Opportunity may serve on the Board.

(C) No employee of the Federal Government may serve on the Board in a capacity, which will require, the employee to act as an agent or as attorney for the Board in its dealings with any Federal Agency.

**Section 3. Composition.**

(A) Up to (1/3) of the Board shall consist of City of Moline, Illinois, hereinafter referred to as "City," officials including the following:

1. The Mayor of the City of Moline, by self-appointment;
2. A Moline City Council member appointed by the Mayor and approved by Council;
3. .

(B) At least One-third (1/3) of the Board shall consist of *residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations*. These Board members shall be chosen - to assure that they represent low-income individuals and families in the neighborhoods served by the Corporation. They need not be of low-income themselves, but the selection process shall assure that they represent a predominately low-income group or area. They *must reside* in the neighborhood represented. The procedure for selecting Directors to represent low-income populations as set forth above or areas within the community shall be as follows:

1. An electronic or physical letter of request shall be sent out to any individual, group, organization or association representing low-income target areas in the community (i. e., residents of low-income neighborhoods, neighborhood groups or associations) designated by the Board. The letter shall indicate the Board's interest in having the individual or an individual from the group, organization, or association serve as a Director. The letter shall request a response in the form of a physical or electronic letter designating the individual offering to serve on the Board in such a capacity within 30 days.
2. When a letter of designation is received from the individual, group, organization or association, the letter shall be presented to the Board for discussion and recommendation.
3. Approval of the designated individual shall be based on appropriate representation of low-income, representation within the geographic area served by the Corporation, and avoidance of duplication of interests within groups. A majority vote of the Board approving the representative is required.
4. In the event of a determination that the designated individual shall be entitled to serve on the Board, the Board shall appoint the designated individual to the Board for a period not to exceed the term limits established in Section 4 of this Article and a formal letter of appointment shall be sent to the designated individual and any group, organization or association the individual may represent, if any.

(C) The remaining one-third (1/3) of the Board shall be members of business, industry, labor, religious, welfare, education, constituencies of the poor concerned with specific problems (e.g., disabled, elderly, children) or other major private groups and interests in the community served by the Corporation. Groups shall have representatives empowered to speak and act on behalf of their organization. The groups and interests shall be selected and rotated in such a manner as to insure that the Board is a continuing and effective mechanism for securing broad community involvement. The procedure for selecting Directors to represent the community-at-large shall be as follows:

1. A letter of request shall be sent out to any individual, group, organization or association representing community interests in keeping with the purposes of the Corporation (e.g., organizations representing the interests of children, the poor, the elderly, the disabled) designated by the Board. The letter shall indicate the Board's interest in having the individual or an individual from the designated group, organization, or association serve as a Director. The letter shall request a response in the form of a letter designating the individual offering to serve on the Board in such a capacity within 30 days.
2. When a letter of designation is received from the individual, group, organization or association, the letter shall be presented to the Board for discussion and recommendation.
3. Approval of the designated individual shall be based on appropriate representation of community interests in keeping with the purposes of the Corporation, representation within the geographic area served by the Corporation, and avoidance of duplication of interests within groups. A majority vote of the Board approving the representative will be required.

4. In the event of a determination that the designated individual shall be entitled to serve on the Board, the Board shall appoint the designated individual to the Board for a period not to exceed the term limits established in Section 2 of this Article and a formal letter of appointment shall be sent to the designated individual and any group, organization or association the individual may represent, if any.

(D) **Petition for Representation.**

1. A Petition for Representation may be made for any vacant or otherwise open seat on the Board, except that at no time shall a Petition for Representation be heard when granting of such a Petition would cause the number of Board members to exceed the limit established in Section 1 of this Article.
2. A Petition may be brought by Twenty-five (25) or more persons constituting a group who represent individuals of very low, low, or moderate income and who reside within a HUD designated target area, during any regular meeting of the Board. The Petition shall identify the name and address of each individuals participating in the group and the interest or interests served by the group that meet a purpose of the Corporation. The Petition shall be submitted to the Board President and request a representative of said group be seated on the Board.
3. The Board shall conduct a public hearing on the merits of said Petition during its next regular meeting. The Board shall then decide the issue by a written decision stating the reason for the decision, which shall be submitted to Petitioner. The decision to accept or deny a Petition shall be based, among other things, on the interest or interests served by the petitioning group and the desire to avoid duplication of interests on the Board. In the event of a determination that the group is entitled to representation, the Board shall thereupon admit a designated representative of said group to membership.
4. In the event this action disrupts the Board membership as provided for in Section 1 of this Article, the Board shall subsequently adjust its membership by amendment of the bylaws as provided for herein; provided, however that (a) at no time shall the total Board membership exceed that established in Section 1 of this Article and (b) if the granting of a Petition for Recognition would cause the number of Board members to constitute an even number, the Board shall appoint another member pursuant to Section 3(B) or (C) to provide for a Board consisting of an odd number of members.

**Section 4. Terms.**

(A) The following term limits and conditions apply to all individuals serving as Directors of the Corporation, except for those serving pursuant to Article VII Section 3(A). Each Director shall hold office for a three (3) year term except for the first term where two (2) of the Directors shall serve a one (1) year term, three (3) of the Directors shall serve a two (2) year term, two (2) of the Directors shall serve a (3) three year term, and two (2) of the Directors shall serve a four (4) year term. An individual may serve two consecutive terms as a Director, provided that serving two consecutive terms does not exceed a total of six years, except for those directors serving the first term, where the

total number years shall not exceed the number of years served in the first term plus an additional three year term. An individual who has served as a Director for two consecutive terms may not serve as a Director again until such time as one year has elapsed from the individual's last date of service as a Director.

(B) The terms for Directors identified in Section 3(A) of this Article shall be as follows: The Mayor shall have no term limit or condition. The City Council appointee - may serve two consecutive terms as a Director, provided that serving two consecutive terms does not exceed a total of six years. The City Council appointee who has served as a Director for two consecutive terms may not serve as a Director again until such time as one year has elapsed from the individual's last date of service as a Director.

(C) A year for the purpose of this Section shall be from the annual meeting of a given year to the annual meeting in the year immediately following.

(D) For purposes of continuity, Directors shall be divided equally from the three composition groups into three Classes. These classes shall be comprised of those Directors elected to a three year term at the annual meeting of the corporation. (e.g., The Directors elected at the annual meeting of 2011 are the Class of 2014.) The Class designates the expiration year of their term. Each year, a Class of Directors is eligible for re-election or replacement depending on the individual Director's term limits and personal choice. Upon election, a Class of Directors shall serve their designated span. If a Director resigns from or is unable to complete his/her term of office, a replacement Director is elected in accord with Article VII of these by-laws to fill the remaining term of office of the Director.

**Section 5. Duties.** In addition to the duties commensurate with the powers set forth in Article VI Section 1, the Board shall have the following duties:

(A) To hire the Executive Director of the Corporation. The Board is responsible for direct supervision of the Executive Director. It should be noted that the Board does have responsibility for the actions of all employees relative to the conduct and performance of those employees, but the Board, through effective supervision of the Executive Director, will be kept aware of those matters of employee conduct and performance that are appropriate for the Board to know, e.g., any violations of laws, major breaches of codes of conduct, etc.

(B) To determine personnel, organization, fiscal and program policies.

(C) To determine overall program plans and priorities for the Corporation.

(D) To provide for the financial management of program funding to meet all applicable funding regulations, including but not limited to the standards established in 24 C.F.R. 84.21.

(E) To make final approval of all program proposals and budgets.

(F) To enforce compliance with all conditions of all grants.

(G) To oversee the extent and the quality of the participation of very low, low and moderate income in the programs of the Corporation.

(H) To determine, subject to Corporation policies, rules, and procedures for the governing of the Board.

(I) To select the Officers of the Corporation.

- (J) The Board and the Officers of the Corporation shall be ~~jointly~~ responsible for ensuring sound financial management of the Corporation's assets and that the Corporation employs best accounting practices in conducting its business.
- (K) The Board and the Officers, of the Corporation shall be ~~jointly~~ responsible for ensuring the Corporation is not controlled by, nor receives directions from, individuals or entities seeking profit from the Corporation.
- (L) Communicate the Corporation's purposes and accomplishments to the community.
- (M) To identify and participate in appropriate ongoing board training, new director orientation, and periodic Board self-assessments to ensure the Board is functioning effectively and efficiently.
- (N) All Directors must serve on at least one Committee or Commission of the Board.

**Section 6. Votes.**

(A) **Number of Votes.** All Directors shall have one vote and have the right to vote and to participate with regard to all matters which shall come before the Board.

(B) **Proxies.** No director may act by proxy on any matter.

(C) **Code of Ethics.**

1. **Adoption of Code.** The Board shall adopt a code of corporate ethics which shall govern the conduct of the Board, its Officers, and employees of the Corporation in the conducting of the Corporation's business.

2. The Code of Ethics shall acknowledge the need to promote policies fostering corporate independence such that the Corporation not is controlled by, nor receive directions from individuals or entities seeking to profit from the Corporation.

3. **Conflict of Interest.** The Code of Ethics shall contain a conflict of interest provision which at a minimum:

(a) Commitments to abide by the provisions of 24 CFR 570.611, a copy of which is attached hereto as Exhibit 1.

(b) Identifies acquisition of a current or future financial interest, direct or indirect, in the business of the Corporation as a conflict of interest.

(c) Applies the conflict of interest provisions to any person who is an employee, agent, consultant, Officer, elected official, or appointed official of the City, or of any designated public agencies or sub-recipients, which are receiving Corporation funding or funds under the CDBG Entitlement Program.

(d) Allows the presence of a Director who is directly or indirectly a party to a transaction involving a conflict of interest as defined by the Code of Ethics or who is otherwise not disinterested and seeks to abstain from voting on the transaction to be counted in determining whether a quorum of the Board is present but shall not be allowed to vote when the Board takes action on the transaction.

**Section 7. Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; provide that if less than a majority of the Directors are present at said meeting a majority of the Directors present may adjourn the meeting.

**Section 8. Manner of Acting.**

(A) The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by statute, these bylaws, or the articles of incorporation. No Director may act by proxy on any matter.

(B) Directors may participate in and act at any meeting through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or person so participating.

**Section 9. Vacancies.** Vacancies of the Board by reason of death, resignation or other causes shall be filled, within ninety (90) days, for the un-expired term in the same manner as the Director was originally appointed.

**Section 10. Resignation and Removal of Directors.**

(A) A Director may resign at any time upon written notice to the Board.

(B) A Director may be removed by the affirmative vote of a majority of the Directors then in office present and voting at a meeting of the Board at which a quorum is present, except for Directors appointed pursuant to Section 3(A) removal of which shall be governed by paragraph (D) of this Section.

(C) Except for Directors serving pursuant to Section 3(A) of this Article, any Director may be removed with or without cause. Directors serving pursuant to Section 3(A) of this Article shall only be removed for cause. Cause shall include all applicable statutory definitions and the conduct identified in paragraph (D) of this Article.

(D) Removal of a Director for cause shall be at the Board's discretion. Removal of a Director shall include but not be limited to the removal of any Director who misses three (3) consecutive regularly scheduled meetings or six (6) non-consecutive regularly scheduled meetings within a year. Upon such a finding by a vote of the majority of the Board, the Board shall act as follows:

1. If the Director is a public official or representative thereof serving pursuant to Section 3(A) of this Article, the Board shall notify in writing her/his governmental body that the seat should be declared vacant or the official replaced. The seat will be counted for attendance unless the governmental body declares the seat vacant.

2. With any other Director, the Board shall notify her or him in writing that the seat has been declared vacant. If the removed Director represents an organization or group, as set forth in Section 3(B) and 3(C) of this Article, the group or organization may be asked to name another representative to fill out the term.

3. The criteria for selection set forth in Section 3 of this Article shall apply to any applicant for a vacant seat.

**Section 11.** **Informal Action by Directors.** The authority of the Board may be exercised without a meeting if consent in writing, setting forth the action taken, is signed by all of the Directors entitled to vote.

**Section 12.** **Compensation.** Directors shall serve without compensation. Reimbursements to all Directors for expenses shall be provided in accordance with policies covering travel regulations. All Directors whose family income falls within the poverty guidelines shall be compensated for attendance at Board and committee meeting with an allowance to cover certain expenses, such as baby sitting; provided funding for such expenses is available.

**Section 13.** **Presumption of assent.** A Director who is present at a meeting of the Board at which action on any Corporation matter is taken shall be conclusively presumed to have assented to the action unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered or certified mail to the secretary of the Corporation immediately after the adjournment of the meetings. Such right to dissent shall not apply to a Director who voted in favor of such an action.

## **ARTICLE VIII** **Meetings**

### **Section 1.** **Regular Meetings.**

(A) **Regular annual meeting.** A regular annual meeting of the Board and community residents shall be held during the month of **January** of each calendar year at the Corporation's registered address or at such other place as may be designated by the majority vote of the Board. At each annual meeting, the Board shall report to the members of the community at large on the Corporation's activities of the past year and may transact any other business, as it deems necessary, and establish the date, time, and location of the next regular annual meeting. No other notice of the regular annual meeting shall be required than the resolution establishing same.

(B) **Additional regular meetings.** The Board may provide, by resolution, the date, time, and place for holding additional regular meetings of the Board without notice other than such resolution.

### **Section 2.** **Special Meetings.**

(A) **Who may call.** Special meetings of the Board may be called by or at the request of the President, any two Directors, or the Executive Director of the Corporation. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding of any special meeting of the Board called by them.

(B) **Notice.** Notice of any special meeting of the Board shall be given at least forty-eight (48) hours previous thereto by written notice to each Director at his or her address as shown by the records of the Corporation except that no special meeting of Directors may remove a Director unless written notice of the proposed removal is delivered to all Directors at least twenty (20) days prior to such meeting. If mailed, such notice shall be deemed to be delivered with deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Alternatively, notice may be via an internet e-mail address provided by each Director for that purpose as shown in the records of the Corporation. If notice is given via internet e-mail, such notice shall be deemed to be delivered when a delivery receipt is received by the person charged with sending out the meeting notice.

**Section 3. Waiver of Notice.** Notice of any regular or special meeting of the Board may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a Director any meeting shall constitute a waiver of notice of such a meeting, except when a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting unless specifically required by law or by these bylaws.

**Section 4. Agenda.** The standard Agenda may be as follows:

<b>CONVENING APRIL 1, 2009 MCDC BOARD OF DIRECTORS</b>			
<b>AGENDA ITEM</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>ACTION NEEDED</b>	<b>DISPOSITION</b>
<b>Call to Order</b>		Quorum	(x) Present ( ) Absent Staff Present:
<b>Consent Agenda</b> • Minutes		Vote	
<b>Reports:</b> <b>Treasurer</b>			
<b>Old Business</b>			
<b>New Business</b>			
<b>Next Meeting Date</b>			
<b>Adjournment</b>			

The standard Agenda format may be varied from at the President's discretion.

**Section 5. Minutes.** Written minutes which include a record of attendance and votes on all motions will be kept, and shall be distributed to all Directors prior to the next meeting. Minutes shall be made available to the public upon request.

## ARTICLE IX

### Committees, Commissions, Advisory Boards, Other Advisory Bodies

#### Section 1. Committees.

(A) **Creation.** A majority of the Board may create or dissolve one or more standing or ad hoc committees, except that the standing committees set forth in Section (C) of this Article, shall not be dissolved until such time as the Corporation is dissolved or otherwise discontinues operation.

(B) **Membership.** Each committee shall have as members a minimum of two Directors and Directors shall form the majority of each committee membership. All committees shall be made up of members, which reflect as closely as possible the number of members by category on the Board reflected in Article VII Section 3(A), (B) and (C).

#### (C) **Standing Committees.**

1. The President shall be a member of all standing committees.

##### 2. **Executive Committee.**

(a) There shall be an Executive Committee consisting of the Officers of the Corporation. The Executive Committee shall meet upon the call of the President of the Board or any two (2) Directors thereof.

(b) A majority of the Executive Committee shall constitute a quorum.

(c) The Executive Committee may exercise, in cases of emergency, all of the powers vested in the Board of Directors except (i) the power to remove Directors from the Board, (ii) the power to change the composition of the Executive Committee, (iii) the power to amend or repeal any part of the Articles of incorporation or Bylaws of the Corporation, (iv) the power to authorize any single expenditure in excess of \$25,000, or (v) the power to adopt any plan of merger or consolidation or to sell, lease or exchange, or make other disposition of all or substantially all of the assets of the Corporation.

(d) The Executive Committee shall discuss and study matters affecting the agency for the purpose of formulating recommendations for Board action.

(e) The Executive Committee will also be responsible for annual evaluation of the services of the Executive Director and to make a report thereof to the Board of Directors.

(f) The Executive Committee shall have no power to convey assets in trust or take any action in connection with any Trust Agreement entered into by the Corporation or the administration of the trust created thereby.

(g) Minutes of the Executive Committee meetings shall be kept by the Secretary of the Board and read at the first Board meeting subsequent to the Executive Committee meeting.

(D) **Committee Assignments.** A majority of the Board may appoint Directors or such other persons as the Board designates to serve on the committee or committees.

(B) **Committee Authority.** No Committee shall have the authority to act on behalf of the Board, except by specific authorization by resolution of the Board; provided, however, a Committee may not by resolution or otherwise:

1. Adopt a plan for the distribution of the assets of the Corporation, or for dissolution.
2. Fill vacancies on the Board or any of its committees.
3. Elect, appoint or remove any Officer or Director or member of any committee, or fix compensation of any member of a committee.
4. Adopt, amend, or repeal the bylaws or the articles of incorporation.
5. Adopt a plan of merger or adopt a plan of consolidation with another Corporation, or authorize the sale, lease, exchange, or mortgage of all or substantially all of the property or the assets of the Corporation.
6. Amend, alter, repeal, or take action inconsistent with any resolution or action of the Board when the resolution or action of the Board provides by its terms that it shall not be amended, altered, or repealed by action of a committee.

**Section 2. Commissions, Advisory Board, Other Advisory Bodies.**

(A) The Board may create or dissolve, appoint persons to, and dissolve any commission, advisory Board or other such advisory body which may or may not have Directors as members, which body may not act on behalf of the Corporation or bind it to any action but may make recommendations to the Board or to the Officers.

(B) **Budget and Finance Advisory Group.** There shall be a Budget and Finance Advisory Group consisting of the Officers of the Corporation and at least two other Directors of the Board's choosing one of which shall be the Mayor, Council appointed Director, or City Staff Director as set forth in Article Section 4(A), unless she or he is already serving on the committee by virtue of being an Officer of the Corporation. The Budget and Finance Committee shall have the following duties:

- (a) To review the community resources that can be of assistance either directly or indirectly, in achieving goals and objectives established by the Board identified by the Executive Director.
- (b) To review the annual budget as presented by the Executive Director and make recommendation to the Board regarding its acceptance of same.
- (c) To provide Executive Director oversight for the purpose of assuring compliance with the annual budget.
- (d) To generally oversee the Executive Director's management of assets, including inventories and liabilities, to assure that recognized principals of good financial administration are being followed.

**Section 3. Term of Office.** Each member of a committee, commission, advisory board, or other such advisory body shall continue as such until the next regular annual meeting of the Board or until his or her successor is appointed, unless the

committee, advisory, or commission shall be sooner terminated, or unless such member be removed from such committee, advisory Board, or commission by the Board, or unless such member shall cease to qualify as a member thereof.

**Section 4. Committee, Advisory Board, Commission, Other Advisory Body Chair, Secretary, and Duties.**

(A) **Chair.** One member of each committee, advisory Board, commission, or other such advisory body shall be appointed by the Board as chair.

(B) **Secretary.** One member of each committee, advisory Board, commission, or other such advisory body shall be appointed by the Board as secretary.

(C) **Duties.**

1. It is the duty of the Chair to prepare an agenda for each meeting, run the meeting in accordance with appropriate protocol, and provide the Board with reports on committee, advisory Board, commission, or other such body work.

2. It is the duty of the Secretary to keep accurate reports of attendance, votes, and meeting minutes for submission to the Board and Executive Director.

**Section 5. Vacancies.** Vacancies in the membership of each committee, advisory Board, commission or any such other such advisory body shall be filled by appointment in the same manner as provided in the case of original appointment.

**Section 6. Quorum.** Unless otherwise provided in the resolution of the Board designating a committee, advisory Board, commission or other such advisory body, a majority of the whole committee, advisory Board, commission or other such advisory body shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee, advisory Board, commission or other such advisory body.

**ARTICLE X**

**Protocol**

**Section 1. Board and Committees.** All Board and committee meetings shall be conducted pursuant to Robert's Rules of Order for parliamentary procedure, latest edition.

**Section 2. Commissions, Advisory Bodies, Others.** Each commission, advisory Board or other such advisory body may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Board.

**ARTICLE XI**

**Officers**

**Section 1. Officers.** The officers of the Corporation shall be a President, a Vice-President, a Treasurer, a Secretary, and such other officers, hereinafter referred to collectively as "Officers" and individually as "Officer," as may be elected or appointed by the Board.

**Section 2.** **Duties – General.** Officers whose authority and duties are not prescribed by these bylaws shall have the authority and perform the duties prescribed, from time to time, by the Board. ~~All Officers' duties shall include:~~

**Section 3.** **Election and Term of Office.** The Officers of the Corporation shall be elected annually by the Board at the regular annual meeting of the Board of Directors. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Board. Each Officer shall hold office until his or her successor shall have been duly elected and shall have qualified, until his or her death, or until he or she shall resign or shall have been removed in the manner hereinafter provided. Election of an Officer shall not itself create contract rights.

**Section 4.** **Removal.** Any Officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

**Section 5.** **President.** The president shall be the principal executive officer of the Corporation. Subject to the direction and control of the Board, she or he shall be in charge of the business affairs of the Corporation; she or he shall see that the resolutions and directives of the Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Board; and in general, she or he shall discharge all duties incident to the office of president and such other duties as may be prescribed by the Board. She or he shall preside at all meetings of the Board. She or he shall serve as a non-voting member of all standing committees to which she or he is not expressly appointed by these Bylaws or the Board.

**Section 6.** **Vice President.** The vice president shall assist the president in the discharge of her or his duties as the president may direct and shall perform such other duties as from time-to-time may be assigned to her or him by the president or the Board of Directors. In the absence of the president or in the event of her or his inability or refusal to act, the vice-president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions on the president.

**Section 7.** **Treasurer.** The treasurer shall be the principal accounting and financial Officer of the Corporation. She or he shall (a) have charge of and be responsible for the maintenance of adequate books of account for the Corporation; (b) have charge and custody of all funds and securities of the Corporation, and be responsible therefore, and for the receipt and disbursements thereof; and (c) perform all the duties incident to the office of the treasurer and such other duties as from time-to-time may be assigned to her or him by the president or the Board. The Treasurer shall serve as the chairperson of the Budget and Finance Advisory Group and shall be a member of any auditing committee.

**Section 8.** **Secretary.** The secretary shall (a) record the minutes of the meetings of the Board in one or more books provided for that purpose (nothing herein shall

prohibit the keeping of minutes in electronic form); (b) see that all notices are duly given in accordance with the provision of these bylaws or as required by law; (c) be a custodian of the corporate records and of the seal of the Corporation, if any; (d) keep a register of the post office and email address of each member that shall be furnished to the secretary by such member; and (e) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the president or Board.

**Section 9. Delegation/Reversion of Authority.**

(A) In case of absence of any Officer of the Corporation or for any other reason that the Board may deem sufficient, the Board may delegate the powers or duties of such Officer to any other Officer or to the Executive Director for the time being, provided a majority of the Board concurs therein.

(B) In case of the absence of the Executive Director of the Corporation for any reason the Board may deem sufficient, the Board may deem the powers or duties of the Executive Director to have reverted to the Board for the time being, provided a majority of the Board concurs therein.

**Section 10. Vacancies.** Whenever any vacancies shall occur in any office by death, resignation, or other causes the same shall be filled by appointment in the same manner as provided in the case of original appointment.

**Section 11. Compensation.** Officers shall serve without compensation. Reimbursements to all Officers for expenses shall be provided in accordance with policies covering travel regulations.

**ARTICLE XII**  
**Corporate Books and Records**

The Corporation shall keep correct and complete books and records of account. It shall also keep minutes of the proceedings of its Board and committees having authority of the Board and shall keep at the registered or principal office a record giving the names and addresses of the Directors. Except as otherwise provided by the laws of the State of Illinois, Articles of Incorporation of the Corporation, or these bylaws, the books and records of the Corporation may be kept at such place or places as the Board may from time-to-time by resolution determine.

**ARTICLE XIII**  
**Contracts, Checks, Deposits, Funds**

**Section 1. Annual Audit.** There shall be an independent annual audit of books and records of the Corporation, the report of which shall be given at the regular annual meeting.

**Section 2.**     **Contracts.**     The Board may authorize the Executive Director, any Officer or Officers, agent or agents of the Corporation, in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

**Section 3.**     **Checks, Drafts, Etc.**     All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such Officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board or in accordance with an accounting policy governing checks, drafts, etc., adopted by the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President of the Board.

**Section 4.**     **Deposits.**     All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select.

**Section 5.**     **Gifts.**     The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation in accordance with an accounting policy governing the receipt of gifts adopted by the Board.

**ARTICLE XIV**  
**Corporate Seal**

There shall be no corporate seal.

**ARTICLE XV**  
**Amendment**

**Section 1.**     The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the Board unless otherwise provided in the articles of incorporation or the bylaws. Such action may be taken at a regular or special meeting for which written notice of the purpose shall be given to each Director at least ten (10) days before such meeting. Changes in bylaws shall require a majority vote of the non-vacant seats of those present at a regularly constituted meeting voting in the affirmative.

**ARTICLE XVI**  
**Waiver of Notice**

Whenever any notice is required to be given under the provision of the General Not for Profit Corporation Act of Illinois or under the provisions of the articles of

incorporation or bylaws of the Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

## **ARTICLE XVII** **Indemnification**

**Section 1.**     **Directors.**     The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to or witness in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a Director, ~~or Officer~~ of the Corporation against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by that person in connection with such action, suit, or proceeding to the fullest extent and in the manner set forth in and permitted by the Illinois General Not For Profit Corporation Act and any other applicable law, as from time to time in effect. Such right of indemnification shall not be deemed exclusive of any other rights to which such member, Director, or Officer may be entitled apart from the foregoing provisions. The foregoing provisions of the Article shall be deemed to be a contract between the Corporation and each Director and Officer who serves in such capacity at any time while this Article and the relevant provisions of the Not For Profit Corporation Act and other applicable law, if any, in effect, and any repeal or modification thereof shall not affect any rights or obligations then existing with respect to any state of facts then or theretofore existing, or any action, suit, or proceeding theretofore or thereafter brought or threatened, based in whole or in part on any such state of facts.

**Section 2.**     **Other.**     The Corporation may indemnify any person who was or is a party or is threatened to be made a party to or witness in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was an employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by that person in connection with such action, suit, or proceeding to the extent and in the manner set forth in and permitted by the Illinois General Not for Profit Corporation Act and any other applicable law, as from time to time in effect. Such right of indemnification shall not be deemed exclusive of any other rights to which any such person may be entitled apart from the foregoing provisions.

**Section 3.**     **Determination of conduct.**     Any indemnification under Sections 1 and 2 of this Article (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case, upon a determination that indemnification of the Director, Officer, employee, or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections 1 and 2 of this Article. Such

determination shall be made by (a) the Board by a majority vote of a quorum consisting of Directors who were not parties to such action, suit, or proceeding; or (b) if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested Directors so directs, by an independent legal counsel in a written opinion.

**Section 4. Payment of expenses in advance.** Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit, or proceeding, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the Director, Officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized by this Article.

**Section 5. Indemnification not exclusive.** The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, vote of disinterested Directors, or otherwise, both as to action in her or his official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, Officer, employee, agent, and shall inure to the benefit of the heirs, executors, and administration of such a person.

**Section 6. Insurance.** The Corporation shall purchase and maintain adequate insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation, or who is or was serving at the request of the Corporation as a Director, Officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such a person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article.

**Section 7. References to Corporation.** For the purposes of this Article references to "the Corporations" shall include, in addition to the surviving Corporation, any merging Corporation (including any Corporation having merged with a merging Corporation) absorbed in merger that, if its separate existence had continued, would have had the power and authority to indemnify its Directors, Officers, employees, or agents, so that any person who was a Director, Officer, employee, or agent of such merging Corporations, or was serving at the request of such merging Corporation as a Director, Officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provision of the Article with respect to the surviving Corporation as such person would have stood with respect to the merging Corporation if its separate existence continued.

**ARTICLE XVIII**  
**Board Conflict Resolution Policies**

Any claim or dispute arising from or related to these bylaws shall be settled by mediation in accordance with the rules for the Center for Conflict Resolution (located in Chicago, Illinois) and, if necessary, legal binding arbitration in accordance with the rule of the American Arbitration Association. Judgment upon a mediation or arbitration decision may be entered in any court otherwise having jurisdiction. These methods shall be the sole remedy for any controversy or claim arising out of these bylaws.

**RESOLUTION OF THE BOARD**

These bylaws were officially adopted by the Board of Directors of the Moline Community Development Corporation, N.F.P., on the 22<sup>nd</sup> day of April, 2009.

By:

Attest:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Vice-President

2008-19841

PATRICIA "PAT" VERONDA  
ROCK ISLAND COUNTY RECORDER  
ROCK ISLAND, IL

FORM NFP 102.10 (rev. Dec. 2003)  
ARTICLES OF INCORPORATION  
General Not For Profit Corporation Act

RECORDED ON  
09/05/2008 03:36PM

REC FEE: 0.00

BOOK: 0

PAGE: 0

PAGES: 5

Jesse White, Secretary of State  
Department of Business Services  
501 S. Second St., Rm. 350  
Springfield, IL 62756  
217-782-9522  
www.cyberdriveillinois.com

# INDEX

Remit payment in the form of a



FILED: 08/21/2008 JESSE WHITE, SECRETARY OF STATE

File # 6623-201-8

Filing Fee: \$50

Approved: JR

----- Submit in duplicate ----- Type or Print clearly in black Ink ----- Do not write above this line -----

### Article 1.

Corporate Name: Moline Community Development Corporation, NFP

### Article 2.

Name and Address of Registered Agent and Registered Office in Illinois:

Registered Agent: Jeffrey Dean Lester, attorney at

First Name

Middle Name

Last Name

Registered Office: 1616 6th Avenue

Number

Street

Suite # (P.O. Box alone is unacceptable)

Moline

IL

61265

Rock Island

City

ZIP Code

County

### Article 3.

The first Board of Directors shall be 3 in number, their Names and Addresses being as follows  
Not less than three

Director Name	Street Address	City	State	Zip Code
<u>Fankle L. Atwater</u>	<u>806 4th Avenue,</u>	<u>Rock Island,</u>	<u>IL</u>	<u>61201</u>
<u>Raymond P. Forsythe</u>	<u>918 23rd Avenue,</u>	<u>Moline,</u>	<u>IL</u>	<u>61265</u>
<u>Jody R. Rowe</u>	<u>2301 13th Street,</u>	<u>Moline,</u>	<u>IL</u>	<u>61265</u>

### Article 4.

Purpose(s) for which the Corporation is organized:

060

See attached.

(continued on back)

NO FEE

B

Article 4.(continued)

Is this Corporation a Condominium Association as established under the Condominium Property Act? (check one)

Yes  No

Is this Corporation a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954? (check one)

Yes  No

Is this Corporation a Homeowner's Association, which administers a common-interest community as defined in subsection (c) of Section 9-102 of the code of Civil Procedure? (check one)

Yes  No

Article 5.

Other provisions (For more space, attach additional sheets of this size.):

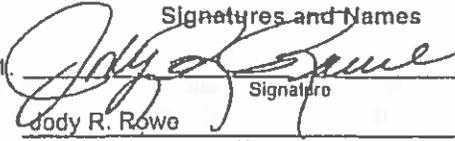
*See attached.*

Article 6.

Names & Addresses of Incorporators

The undersigned incorporator(s) hereby declare(s), under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated August 20, 2008  
Month & Day Year

Signatures and Names		Post Office Address	
1.	 _____ Signature Jody R. Rowe _____ Name (print)	1.	2301 13th Street _____ Street Moline, IL 61265 _____ City, State, ZIP
2.	_____ Signature _____ Name (print)	2.	_____ Street _____ City, State, ZIP
3.	_____ Signature _____ Name (print)	3.	_____ Street _____ City, State, ZIP
4.	_____ Signature _____ Name (print)	4.	_____ Street _____ City, State, ZIP
5.	_____ Signature _____ Name (print)	5.	_____ Street _____ City, State, ZIP

Signatures must be in BLACK INK on the original document.

Carbon copies, photocopies or rubber stamped signatures may only be used on the duplicate copy.

- If a corporation acts as incorporator, the name of the corporation and the state of incorporation shall be shown and the execution shall be by a duly authorized corporate officer. Please print name and title beneath the officer's signature.
- The registered agent cannot be the corporation itself.
- The registered agent may be an individual, resident in Illinois, or a domestic or foreign corporation, authorized to act as a registered agent.
- The registered office may be, but need not be, the same as its principal office.
- A corporation that is to function as a club, as defined in Section 1-3.24 of the "Liquor Control Act" of 1934, must insert in its purpose clause a statement that it will comply with the State and local laws and ordinances relating to alcoholic liquors.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 07 2010**

MOLINE COMMUNITY DEVELOPMENT  
CORPORATION NFP  
619 16TH ST  
MOLINE, IL 61265

Employer Identification Number:  
26-4075669  
DLN:  
17053258356039  
Contact Person:  
SUSAN Y MALONEY ID# 31210  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 6, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

MOLINE COMMUNITY DEVELOPMENT

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is stylized with a large, looped initial "R" and a cursive "C".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION FOR COMMUNITY ORGANIZATIONS**

**PART I – APPLICATION SUMMARY (Please type or print)**

A. PROJECT TITLE: Maintaining Handicap-Accessible Sidewalks Through Additional Curb Ramps

B. APPLICANT: \_\_\_\_\_

Name and Title of Applicant: William J. Abel

Name of Organization: Stephens Parkview Neighborhood Group

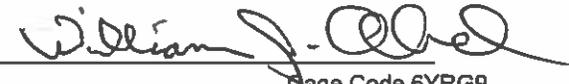
Address: 355 12th Ave, Moline, IL, 61265

Contact Person: Bill Abel Telephone: 309.797.5537

FAX: \_\_\_\_\_

E-mail: bill.abel@mchsi.com

Date: April 29, 2015

Signature of Applicant: William J. Abel 

Page Code 6YRG9

DUNS # 078854224 SAM's Active  Yes Abel, William  
DBA Stephens Parkview Neighborhood Group

C. PROPOSAL

1. Community in which project is located: Moline, IL
2. Specific use of requested CDBG funds: Install curb ramps where they are lacking.
3. CDBG Funds Requested \$ 23,575
4. Total project Cost \$ 23,575
5. What percentage of this request will serve residents of Moline? 100
6. Which CDBG National Objective does your project meet? (See Attachment E) Predominate benefit to low or moderate income (under 80% of the area median income) persons or households.

**PART II - PROJECT NARRATIVE (Not to exceed ONE typed single spaced page)**

- A. Statement of Problem/Need:** Describe the problem or need that the proposed activity is intended to address.

The Stephens Parkview neighborhood is in one of Moline's older areas. There is constant need for improvement in most areas of the neighborhood infrastructure to include streets, curbs and sidewalks. This project will focus only on the addition of curb ramps where they are lacking at street corners. This will promote handicap accessibility but as an additional benefit will also facilitate the traversing of the neighborhood by all local residents.

- B. Target Population:** Describe the characteristics of the population to be served (i.e.; youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. **It is important to also attach a map showing the project location and a line on the map showing the boundaries of the geographic area served.**

The addition of curb ramps will particularly benefit persons with disabilities. Seniors and other citizens additionally will see benefit as the sidewalks in our neighborhood can have exceptionally high curbs, making access to sidewalks difficult at times.

Our neighborhood has the following boundaries: 7th Ave on the north; 16th Ave on the south. 1st St on the west; 7th St on the east. An attached diagram of the neighborhood boundaries is attached at the end of this application.

- C. Project Goals and Objectives:** State the overall goal of the project and list objectives. Please follow the attached guidelines for writing goals and objectives (Attachment A).

Goal – To promote the access and use of our neighborhood by persons with disabilities and physical impairments. The awarding of CDBG funds will help us to install lacking handicap curb ramps at selected corners.

Objectives - The Stephens Parkview Neighborhood Group has identified specific corners that are in need of repair/development to make them handicap-accessible. Through the use of the proposed block grant our neighborhood group will partner with the City of Moline Engineering Department to commence and finalize construction of the project during the latter half of calendar year 2016.

- D. Project Description:**

1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided), and specifically describe the use of the CDBG funds requested.

Collaborate with City of Moline personnel to identify specific street corners to be repaired/made handicap accessible. Identify by street address or location. Funds to be used for curb ramps only, no funds to be used for the sidewalk replacement program.

2. Describe project location in as much detail as possible, including street address, cross streets, and Assessor Parcel Number. If project is on a rural road, provide Assessor Parcel Map or indicate distance from intersection to locate site. For proposals involving property acquisition, describe any site selection activities to date and plans for identifying and securing a property.

This requirement is addressed and met by specific detail on the CDBG grant application "Project Plan", attached at the back of this application. Cross streets for curbing are specified.

3. For limited clientele activities (See Attachment E), indicate the number of unduplicated clients who will be served, the number who are low/moderate income, and the number who are residents of the City of Moline.

Not Applicable

4. For limited clientele activities (See Attachment E), describe procedures for documenting program participation including ethnic and income characteristics of participants.

Not Applicable

5. **Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.**

We will work closely with the City of Moline Engineering Department to achieve our objectives and goals. The City is the primary provider/contractor of curb, sidewalk and street repair services.

6. Provide a detailed time line for the implementation of the proposed project, assuming the availability of CDBG funds in January 2016. **CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months.**

Our understanding is that funds will be available in June of 2016. Our project will commence at that time and be finished by the end of the 2016 seasonal construction season, approximately November 01, 2016.

7. Describe any discretionary land use permits or approvals that are required prior to implementation of the proposed project.

Those, if necessary, would be obtained by the City of Moline.

8. If this is a collaborative project, name the organizations involved and explain their involvement. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.

We will collaborate with the City of Moline. Department of Engineering, Public Works Division. They will provide needed engineering expertise, arranging for outside contractors if needed. This project will NOT involve matching funds from the city, unlike the standard sidewalk replacement program.

9. **Previous Accomplishments:** For those agencies that have previously received City of Moline CDBG funding, describe the accomplishments achieved. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. If the project has not previously received City of Moline funding, describe accomplishments achieved through other funding sources.

Our active neighborhood group has previously received City of Moline CDBG funding. These monies have been used for general sidewalk repair. Objectives of those applications were 100% successful, no difficulties were encountered.

Through the city we have also engaged in tree planting on residential properties, as well as the development of a flower garden at the southwest corner of Stephens Park.

10. **Finances:**

- a. Describe how the project will be funded.

Strictly through CDBG funding. The project will not move forward otherwise.

- b. Include letters of commitment from other funding sources, if applicable (attach to application).

There are no other sources.

- c. Discuss plans for maintaining the project beyond the period supported by CDBG funds.

This is a 1-time project for the specific curb ramp locations; there is no plan to maintain the project beyond the initial implementation.

- d. Submit the attached *Table I. Project Development Budget Summary Form* for **capital projects**, and include a detailed line item budget, or submit *Table II. Project Operating Budget Form* for **service projects**, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed, b) if funding has been applied for, or c) if funding will be applied for. Also, indicate when these funds will be available.
  
- e. For public improvement construction projects, be sure to consider the Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the project cost estimates. (*See Attachment F*)
  
- f. Include a copy of a summary of the agency's current General Operating Budget.

We do not have an operating budget.

**PART III - AGENCY INFORMATION (Not to exceed ONE single spaced typed page)**

**A. Background**

**1. Describe the purpose of the agency and sources of funding**

We promote neighborhood safety, residential and parks beautification and the well-being of all residents in our specific neighborhood. Sources of funding in the past have been either from City of Moline or from CDBG grants.

**2. Indicate the length of time the agency has been in operation, and include the date of incorporation.**

6 years, approximately 2009.

**3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.**

We are not an agency. We are a group of concerned individuals brought together for the purpose of promoting the well-being of all peoples within our low-to-moderate income neighborhood.

**B. Qualifications**

**1. Discuss the agency's capability to develop, implement and administer the proposed project.**

We have previously collaborated with City Engineering on other infrastructure projects.

**2. Describe the agency's existing staff positions and qualifications.**

We do not have full-time staff; Our officers are : President, Vice President, Secretary, and Treasurer.

**C. Financial: Briefly describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.**

We do not have ongoing funding, or an operating budget. We maintain a checkbook for limited pass-through funding and expenses.

## **PART IV – REQUIRED DOCUMENTATION**

1. Letters of commitment from collaborating agencies, if applicable;
2. Summary of agency's current General Operating Budget;
3. List of Agency's Board of Directors;
4. Articles of Incorporation and Bylaws;
5. Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service) and;
6. Statement identifying which CDBG National Objective(s) the project will meet (see Attachment E)

#1, above – Letters of commitment

None available at this time.

#2, above – Operating Budget

We do not have an operating budget

#3, above - Board of Directors –

President, Bill Abel  
Vice President, Linda Gochanour  
Secretary, Linda Billingsley  
Treasurer, Judy DeBisschop

#4, above – articles of incorporation -

We are not incorporated.

#5, above – non-profit/tax-exempt status

We are not an agency , we are simply a neighborhood association; We do have an EIN # which had been previously set up for the group - #27-0714614. We also have DUNS and SAM-affiliated account numbers. As the neighborhood group does not have a physical address, and DUNS and SAM require that for registration, we have used the address of William Abel, current president of the organization, with a DBA of Stephens Parkview Neighborhood Group.

#6, above - CDBG National Objective –

Our goal is that the predominate benefit of our project will be to low or moderate income (under 80% of the area median income) persons or households.

*Attachment G*

**Information for 2016 HUD Annual Action Plan**

Please provide the number of people (or housing units, businesses, etc.) anticipated to be served if awarded your grant request. Check the type of accomplishment, which most closely matches your project of program. Please, check only one type of accomplishment.

Type of Accomplishment (Check only one)	 Number	
People (General)	XXXXX	See Footnote
Youth		
Elderly		
Households		
Elderly Households		
Businesses		
Organizations		
Housing Units		
Public Facilities		
Square Feet of Public Facilities		

\*\*

\*\* Our anticipation is that all citizens of the Stephens Parkview Neighborhood will benefit. We also anticipate that, with the consolidation of several schools in Moline to the new Hamilton Elementary, there will be benefits to children of the Florenciente neighborhood who utilize our sidewalks if they transit Stephens Parkview on their way to the new Hamilton school.

## *Attachment H*

### **SUPPLEMENTARY STANDARD QUESTIONS**

1. Should your agency not receive CDBG funds, how would this affect your program operation?

We would be unable to initiate the project without CDBG funds.

2. Is your agency reliant on City of Moline CDBG funds for program survival?

No. Our group would continue without CDGB funding.

3. If yes, how many years do you expect your agency to be reliant on CDBG funding to support your program operation in the future should your agency receive funds?

4. Should your agency not receive full funding, please tell us if it is practical to continue program operations and what would be your service levels at 75 percent, 50 percent, and 25 percent of your current request?

We have a number of curb locations within our project plan. We will size the project to fit the scope of funds received. Our project has built-in flexibility to accommodate the level of funding received.

## ***Attachment I***

### **Performance Outcome Measurement**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

#### **1. Availability/Accessibility**

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

#### **2. Affordability**

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity Through New/Improved Affordability

#### **3. Sustainability**

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity Through New/Improved Sustainability

#### **4. Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.**

Construction of additional handicap-accessible corners will allow people with disabilities to be able to better utilize the resources of our neighborhood through better access to the sidewalk system. Improved accessibility can benefit in different ways to the handicapped, including both economic and personal benefits - from their increased patronage at neighborhood shops, to visits to our local park as examples. These are things taken for granted by those of us who do not experience handicap challenges.

# CITY OF MOLINE 2016 CDBG PROGRAM

## Project Budget

### Project Development/Services Budget Summary Form

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds											
		CDBG Funds		Applicant's Funds		1.		2.		3.			
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*		
Acquisition													
Design													
New Construction													
Rehabilitation **	\$23,575	\$23,575	N		\$0								
Youth Services													
Senior Services													
Community Services													
Transportation Svcs.													
Handicapped Services													
Equipment													
Other: Specify													
<b>Source Total</b>	<b>\$23,575</b>	<b>\$23,575</b>			<b>\$0</b>								
<b>Total Project</b>													

\*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.

\*\*Public Facilities/Improvements

4/29/2015

**STEPHENS PARKVIEW NEIGHBORHOOD GROUP**  
**CDBG REQUEST FOR NEIGHBORHOOD PROJECT FUNDING FY 2016**  
Project Plan

**CONSTRUCTION PROJECTS EXCLUDED FROM THE SIDEWALK REPLACEMENT PROGRAM**

**Sidewalk Corner Handicap Ramps**

3rd St and 12th Ave NE & SE Corners	\$	3,763
3rd St A and 13th Avenue SW Corner	\$	2,421
3rd St A and 14th Avenue SW & NE Corners	\$	3,763
3rd St A and 14th Avenue SE Corner	\$	2,034
3rd St A and 15th Avenue NE & NW Corners	\$	3,763
3rd St A and 15th Avenue SE & SW Corners	\$	2,034
4th St and 16th Avenue NE & NW Corners	\$	3,763
5th St and 16th Avenue NE Corner	\$	2,034
	\$	23,575 Total **

**\*\* This total is preliminary pending further discussion with City of Moline Engineering personnel.**



**Boundaries of Stephens Park Neighborhood Group:**

**7<sup>th</sup> Ave on the north**

**16<sup>th</sup> Ave on the south**

**7<sup>th</sup> St on the east**

**1<sup>st</sup> St on the west**

Kaye -

30 April 15

Part 11, B, references a map of our geographic area and I have attached that as the last page of the App. Color copies are sometimes hard to re-copy & I know your team will have to make more copies for CACVP, etc. For your convenience I have attached some originals that could be inserted to future copies of our App. (1st page) Bill Abel



**Boundaries of Stephens Park Neighborhood Group:**

**7<sup>th</sup> Ave on the north**

**16<sup>th</sup> Ave on the south**

**7<sup>th</sup> St on the east**

**1<sup>st</sup> St on the west**



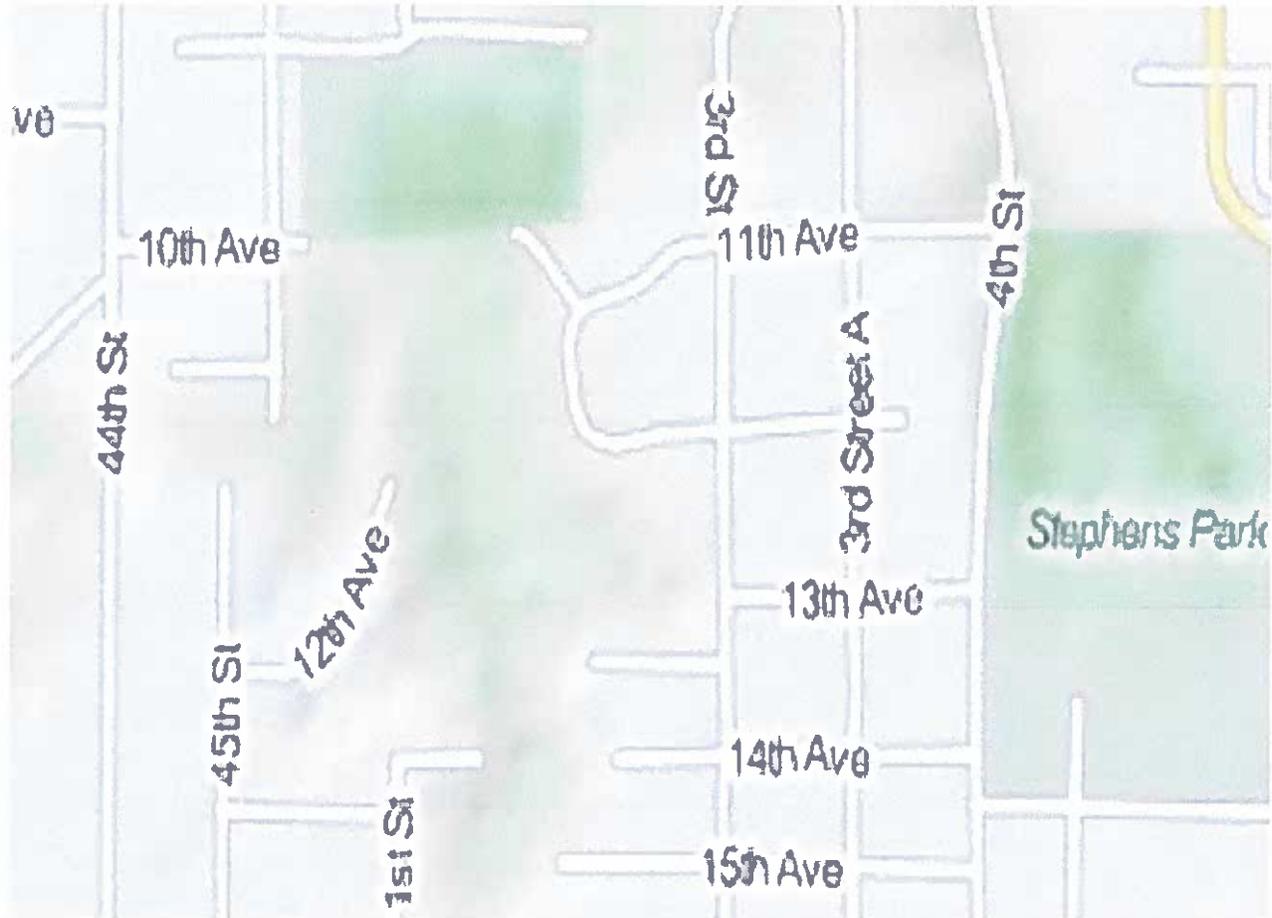
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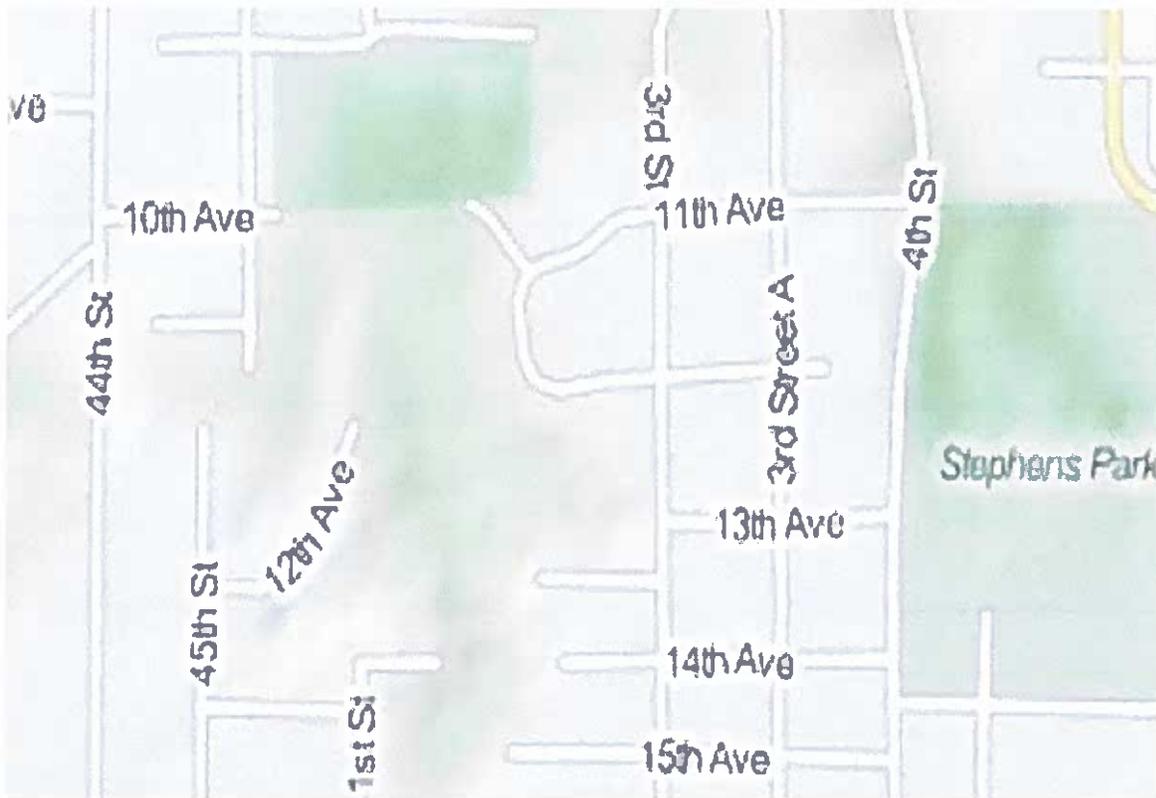
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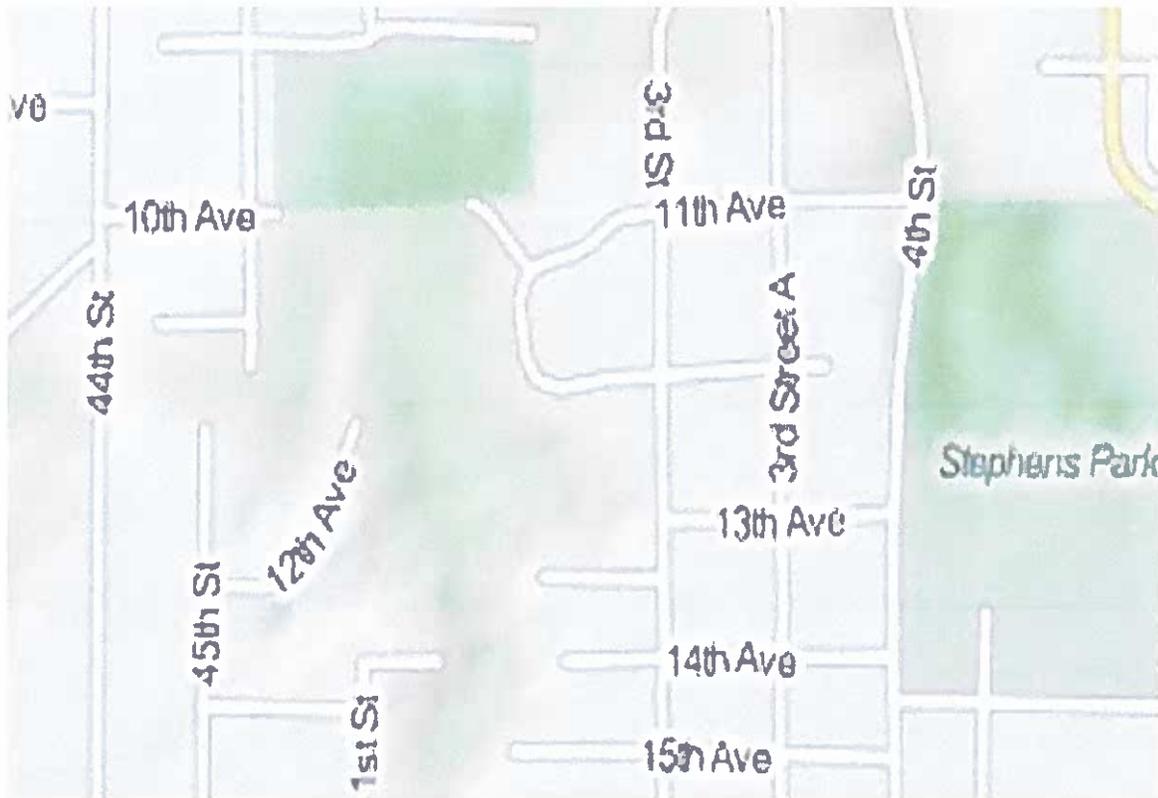
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**1<sup>st</sup> St on the west**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION FOR COMMUNITY ORGANIZATIONS

PART I – APPLICATION SUMMARY (Please type or print)

A. PROJECT TITLE: Parking Lot Update & Gymnasium Exterior Painting

B. APPLICANT: Bethany for Children & Families

Name and Title of Applicant: Joscelyn Stone, Director of Development & Communication

Name of Organization: Bethany for Children & Families

Address: 1830 6th Avenue  
Moline, IL 61265

Contact Person: Joscelyn Stone Telephone: 309-736-6644

FAX: (309) 797-2386

E-mail: jstone@bethany-qc.org

Date: April 27, 2015

Signature of Applicant: *Joscelyn E. Stone*

DUNS # 079-145-777 SAM's Active  Yes 4UQZ1

C. PROPOSAL

1. Community in which project is located: Moline, IL

2. Specific use of requested CDBG funds: To resurface and reconfigure parking lot at the agency's Moline office and paint gymnasium exterior.

3. CDBG Funds Requested \$ 12,244.44

4. Total project Cost \$ 12,244.44

5. What percentage of this request will serve residents of Moline? 100%

6. Which CDBG National Objective does your project meet? (See Attachment E) Public Improvements

**PART II – PROJECT NARRATIVE (Not to exceed ONE typed single spaced page)**

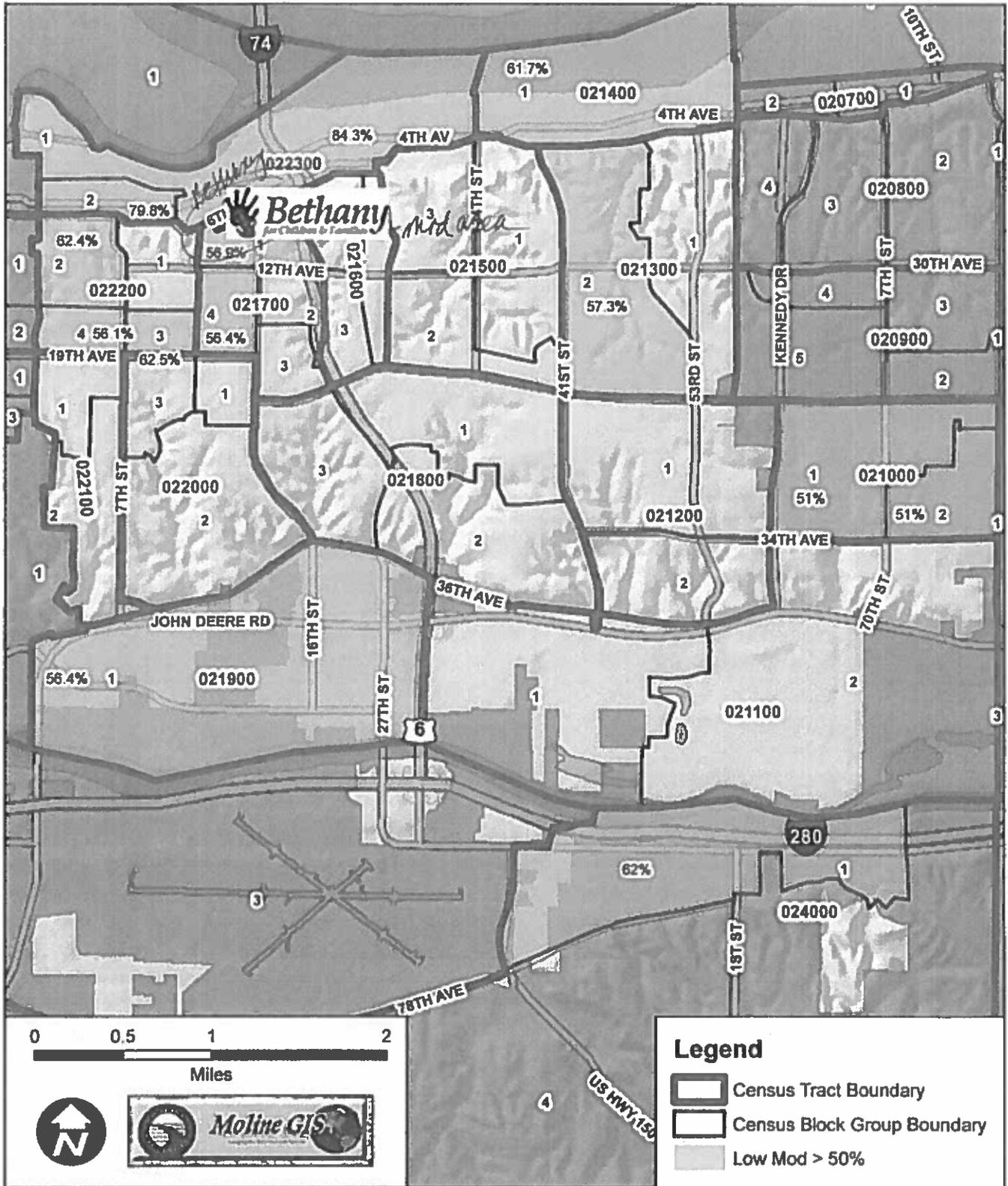
**A. Statement of Need:** The parking lot is an asphalt lot and has spots for 38 vehicles it requires repairs and resurfacing. Large pot holes cause people to trip and could damage vehicles. Worn-away striping and no indicators for traffic flow creates problems and can be dangerous. In addition to Bethany staff and clients, the lot is also used by the community – visitors to the Moline Township office, community members utilizing the park at Stephen’s Square Park for events held by the Township office, and people walking to and from the bus stop on 6<sup>th</sup> Avenue. The safety of the community members utilizing the parking lot must be addressed. Further, the agency needs to paint and reseal the exterior of the agency’s gymnasium.

**B. Target Population:** Bethany provides 22 different services in response to the needs of the community. 90% of Bethany’s clientele are low- to moderate-income families and range in age from birth through adulthood. In addition, Bethany partners with the Moline-East Moline CareLink, Travelers Aid Inc. and Goodwill Vouchers, which are distributed from the Moline office. Clients include adults, children, seniors, and disabled persons as well. *See attached map.*

**C. Project Goals and Objectives:** The goal is to provide a safer environment for everyone using the parking lot. The goal will be to complete the project within one year of receiving funds.

**D. Project Description:**

- 1). A contractual relationship will be established and a maintenance timeline will be established. The CDBG funds will be used to level, reseal and restripe the lot and reconfigure the spaces for more adequate spacing in the parking lot. On the exterior gym building, the paint on the cinder blocks will be re-painted after years of wear and tear.
- 2). The project will take place in the parking lot at 1830 6th Avenue. The parking lot is on the 1800 block between 6th Avenue and 7th Avenue, next to the Moline Township Office. The assessor parcel number is 7980.
- 3). In Fiscal Year 2014, 11,815 individuals were served directly by programs and services provided by Bethany for Children & Families. 90% of those served are low- to moderate-income. Of those served, 77% are Illinois residents, of whom, over 35% served are Moline residents. Bethany works with the most vulnerable population and changes its service array based on the needs of the community.
- 4). All clients are asked to complete a demographic questionnaire. This includes information on gender, race, education level, income, receipt of state aid, and marital status. The questionnaire aids in guiding applicants to additional relevant services. The guidelines for receiving Goodwill vouchers are that the recipient must show a valid driver’s license with a home address. The Family Furniture Assistance Program clients provide an address, phone number when they pick up the goods, and we enter this information into the agency database.
- 5). Bethany is located north of the Moline Township Office and Senior Center. Bethany shares the parking lot when needed. The Township Office uses the lot for evening and weekend activities, and the Senior Center utilizes it for Monday night concerts in the park during the warmer months. The shared use of the agency’s parking lot prevents those with disabilities from having to walk too far or to cross busy streets. Bethany’s building is also utilized to provide foster care parent training, provides free office space to the Moline Community Development Corporation, and the Downtown Moline Blood Drive is held six times a year in the Bethany gymnasium.
- 6). *January 2016* - CDBG funding awarded; *February 2016* - Agency prepares scope of work document that will guide bidders in providing detailed plan and a financial bid on repainting of gymnasium exterior wall and leveling, resurfacing and reconfiguring parking lot. *March 2016* - Most cost effective bid is chosen and awarded to bidder. A contractual relationship is established and maintenance time line is established. *March 2016* - Depending on weather, the outside of cinder block shell of the building is painted. *April 2016* - Commencement on project of leveling the lot begins.
- 7). N/A
- 8). N/A
- 9). August 2004- Gym wall pads - \$10,000 objective was met; August 2003- Gym wall Pads - \$5,000 objective was met (done in two payments)
- 10a). Bethany has approached the CDBG in past cycles and has been denied. The agency asserts that this project must be addressed due to the number of clients that are affected by the safety issues, and the increasing number of clients served. Bethany has been resourceful in trying to address the issues. With a generous quote and the aid of a kind donor, an ailing tree in the lot was removed to make space for additional parking spaces. Patches in the lot have been filled with the help of volunteers and staff members. Concrete pillars were removed by volunteers to make more spaces as well and to make room for a donated container to store donated furniture for the agency’s furniture program. These are all temporary fixes and the agency is turning once again to the CDBG for funding to more permanently address these issues.
- 10b). N/A
- 10c). Project is time limited and task specific. It concludes when work is completed.
- 10d). *See attached Table I.*
- 10e). N/A
- 10f). *See attached budget.*



Sources: Low Mod data: <http://www.hud.gov/offices/cpd/systems/census/il/index.cfm>  
 Block Group / Tract Shapefiles: <http://www.census.gov/cgi-bin/geo/shapefiles2010/main>

**CITY OF MOLINE 2016 CDBG PROGRAM**  
**Project Budget**

**Project Development/Services Budget Summary Form**

Project Title: Parking Lot Update & Gymnasium Exterior Painting Applicant: Bethany for Children & Families

Budget Categories	Project Cost Estimates	Sources of Funds							
		CDBG Funds		Applicant's Funds		3.			
		Amount	Status*	Amount	Status*	Amount	Status*		
Acquisition									
Design									
New Construction									
Rehabilitation **	\$12,244.44	\$12,244.44	P						
Youth Services									
Senior Services									
Community Services									
Transportation Svcs.									
Handicapped Services									
Equipment									
Other: Specify									
<b>Source Total</b>		12,244.44							
<b>Total Project</b>									

\*\*Public Facilities/Improvements  
 \*C=Committed Funds; P=Funds that have been applied for & decision is pending; N = Funds that have not yet been requested.

**SUPPORTING DOCUMENT FOR THE BUDGET SHEET FOR CDBG**

<b>Company Name</b>	<b>Service Requested</b>	<b>Estimated Total</b>
<b>Parking lot Cost</b>		
Illowa Construction Co.	Reseal, patch asphalt, restripe parking lot	\$9,705.00
<b>Paint Cost</b>		
Paint Supplies	(itemized list attached)	\$167.44
Paint – Donated		
<b>Scissor Scaffolding</b>		
2 weeks rental for painting		\$972.00
Pick-up and delivery		\$80.00
<b>Labor</b>		
2 labors for 40 hrs. a week	\$8.25 per hour to paint outside of gym	\$1320.00
<b>TOTAL ESTIMATED COST</b>		<b>\$12,244.44</b>

SUPPLIES FOR BUDGET SHEET

Products in Cart	Unit Price	Total
<b><u>Project Source 2-Pack 3-in Wall Synthetic Paint Brush Set</u></b> Item #:386885   Model #:90305		2@\$7.48 \$14.96
<b><u>3M Safe-Release 1.88-in x 180-ft Multi-Surface Painter's Tape</u></b> Item #:116480   Model #:2094-SR-48-CP		\$34.98 \$34.98
<b><u>Mr. LongArm 6.25 Feet- 11.75-ft Adjustable Fiberglass Pole</u></b> Item #:40158   Model #:3212		2@\$19.99 \$39.98
<b><u>Project Source 9-in Plastic Paint Roller Frame</u></b> Item #:40383   Model #:LR010-9		2@\$3.57 \$7.14
<b><u>SHUR-LINE 10.75-in x 15-in Reusable Paint Tray</u></b> Item #:243409   Model #:12400QL		2@\$6.48 \$12.96
<b><u>Blue Hawk 11-in x 17-in Disposable Plastic Paint Tray</u></b> Item #:133383   Model #:02110		\$6.48 \$6.48
<b><u>3M Safe-Release 1.88-in x 180-ft Multi-Surface Painter's Tape</u></b> Item #:116480   Model #:2094-SR-48-CP		\$34.98 \$34.98
<b><u>Blue Hawk 6-Pack 3/8-in Roller Covers</u></b> Item #:299909   Model #:1838181		2@\$7.98 \$15.96

**Cart Summary**

- **Total Due**  
**\$167.44**

**PART III – AGENCY INFORMATION (Not to exceed ONE typed single spaced page)**

**A. Background:**

**1. Describe the purpose of the agency and sources of funding.** The mission of Bethany for Children & Families is to keep children safe, to strengthen families, and to build healthy communities. Sources of funding include fees and grants for operations, the U.S. Department of Housing and Urban Development; the Illinois Department of Human Services; Illinois Department of Children & Family Services; the Iowa Department of Human Services; the United Way of the Quad Cities; the Rock Island County 708 Mental Health Board; Blackhawk Area Special Education District; corporate, community, and private foundations; and the generous private donors of Bethany.

**2. Indicate the length of time the agency has been in operation, and include the date of incorporation.** Bethany is a non-sectarian agency that has provided voluntary, not-for-profit services to children and families in western Illinois and eastern Iowa since 1899. The agency's date of incorporation is July 14, 1899.

**3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.** During its first 50 years, Bethany was predominantly a custodial facility that concentrated on the needs of children who were homeless or whose parents could not or would not raise them. Since 1938, Bethany has offered foster care and child welfare services. The agency has established a strong relationship with the various neighborhoods, towns, cities, and rural areas that comprise the Illinois and Iowa portions of the Quad Cities area. Over the years, Bethany has created strong ties to those children, youth, and families that are in need of assistance. During the past 30 years, Bethany has moved beyond the provision of child welfare and adoption services to address problems and situations that impact the children, youth, and families of the Quad Cities area. Bethany has developed and tested different early-intervention and prevention service modalities in its efforts to increase the effectiveness in its services and prevent family disruptions. Agency services include adoption; foster care; programs that provide counseling and therapy services to children at their school; a mobile dental program that visits children at their school to provide dental examinations and cleanings free of charge to those children who have no insurance or have Title XIX insurance; an after-school program that helps at-risk youth learn anger management and social skills; programs to help families and teens overcome homelessness; child welfare services that provide protective and preventative services to children who are at-risk or are victims of abuse or neglect; and education programs for junior high and high school students that teach self-esteem, respect, risks of sexual behavior, and responsibility. In Fiscal Year 2014, the agency served 11,815 individuals. The agency's services focus on low- to moderate-income individuals and families.

**B. Qualifications:**

**1. Discuss the agency's capability to develop, implement and administer the proposed project.** The agency will utilize the talent of professionals and volunteers to implement the repaving and painting projects.

**2. Describe the agency's existing staff positions and qualifications.** Bethany for Children & Families employs a professional staff of administrators, therapists, case managers, and program coordinators. Most staff positions require advanced degrees and/or professional licensure. The agency employs approximately 65 staff members in Illinois and Iowa.

**C. Financial:**

**Briefly describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.** The Board of Directors is the policy-making body of Bethany for Children & Families. It has the authority to control and manage the affairs and funds of the corporation and is responsible for its property for making decisions regarding the acts of officers and committees; for establishing rules and regulations; for accepting grants, contributions, bequests or devices; for hiring the President; and for performing all other acts necessary to achieve the mission of the agency. The President has responsibility for all operations and activities, including financial management. The Vice President of Finance is responsible to the President for all financial operations. The agency will utilize a double entry, accrual-basis system for accounting for all funds and meet with Generally Accepted Accounting Principles (GAAP). The Vice President of Finance is responsible for ensuring strong internal control, accuracy of accounts, that proper accounting procedures have been followed and that the approved funding procedures have been followed. It is the responsibility of the Vice President of Finance to inform the President of any irregular, improper charges or other procedural deficiencies encountered in the financial management of Bethany for Children & Families. Bethany utilizes an automated general ledger to collect and store all transaction data. Detail information from the accounts receivable and accounts payable systems are interfaced with the general ledger on a monthly basis. The general ledger is the critical source of cost and revenue data for internal financial statements and analysis, external reports and annual audited financial statements. An annual audit is conducted by an independent Certified Public Accounting firm on the total operations of Bethany for Children & Families. The audit report is submitted to the Board of Directors and the President. However, the Finance Committee of the Board has primary responsibility for arranging for and receiving the audit report.

**PART IV – REQUIRED DOCUMENTATION**

1. Letters of commitment from collaborating agencies – N/A

2. Summary of agency's current General Operating Budget – *see attached*

3. List of agency's Board of Directors – *see attached*

4. Articles of Incorporation and Bylaws – *see attached*

5. Proof of existing non-profit/tax-exempt status – *see attached*

6. Statement identifying which CDBG National Objective(s) the project will meet: This project will benefit low- or moderate-income (under 80% of the area median income) persons or households.

**BETHANY FOR CHILDREN & FAMILIES**

**FISCAL YEAR 2015**

**7/1/14 - 6/30/15**

**AGENCY FINANCIAL BUDGET**

	<b>BUDGET FY 2015</b>	<b>% OF TOTAL</b>
<b>REVENUE</b>		
GRANTS / CONTRIBUTIONS	436,524	9.4%
FUNDRAISING	101,947	2.2%
MEMORIALS	2,000	0.0%
UNITED WAY	94,066	2.0%
MISCELLANEOUS	0	0.0%
FEES AND GRANTS FROM PROGRAMS	3,818,715	81.9%
BLACK HAWK AREA SPECIAL EDUCATION	31,748	0.7%
RI 708 MENTAL HEATH BOARD	100,000	2.1%
ADOPTION REVENUE	76,500	1.6%
<b>TOTAL REVENUE</b>	<b>\$4,661,500</b>	<b>100.0%</b>
<b>EXPENSES</b>		
SALARIES	2,492,760	53.5%
EMPLOYEE BENEFITS	585,480	12.6%
PAYROLL TAXES	241,466	5.2%
PROFESSIONAL FEES	219,826	4.7%
SUPPLIES	59,581	1.3%
TELEPHONE EXPENSE	38,230	0.8%
POSTAGE AND SHIPPING	15,177	0.3%
OCCUPANCY	152,214	3.3%
MAINTENANCE / RENTAL OF EQUIPMENT	27,926	0.6%
PRINTING AND PUBLICATIONS	13,000	0.3%
TRANSPORTATION	137,201	2.9%
TRAINING	12,000	0.3%
SPECIFIC ASSISTANCE TO INDIVIDUALS	417,568	9.0%
ORGANIZATIONAL DUES	8,802	0.2%
BANK FEES	19,280	0.4%
INTEREST EXPENSES	59,010	1.3%
LIABILITY INSURANCE	13,800	0.3%
MISCELLANEOUS	9,500	0.2%
DEPRECIATION EXPENSE	138,680	3.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,661,500</b>	<b>100.0%</b>
<b>PENDING EHR PAYMENTS</b>		
<b>DEPRECIATION ADJUSTMENT</b>		
<b>NET ASSETS</b>	<b>(\$0)</b>	

**Bethany for Children & Families Board of Directors**

**Brett Van – *Chair***

311 W. 6<sup>th</sup> Avenue Court  
Coal Valley, IL 61240

**Lance Willett – *Vice Chair***

4406 Belle Avenue  
Davenport, IA 52807

**Kevin Koski – *Treasurer***

1309 38<sup>th</sup> Avenue Court  
Rock Island, IL 61201

**Kim Benson – *Secretary***

935 26<sup>th</sup> Avenue  
Moline, IL 61265

**Ann Boyd**

2516 35<sup>th</sup> Street  
Rock Island, IL 61201

**Patricia Castro**

3790 1<sup>st</sup> Street  
East Moline, IL 61244

**Steve Dembosky**

196 38<sup>th</sup> Avenue  
East Moline, IL 61244

**David Durci**

696 Clover Hill Lane  
Le Claire, IA 52753

**Kandee Herr**

788 25<sup>th</sup> Avenue Court  
Moline, IL 61265

**Gma Howze**

19403 251<sup>st</sup> Avenue  
Bettendorf, IA 52722

**Rosie Salazar**

2810 E. 43<sup>rd</sup> Street  
Davenport, IA 52807

**Tim Schermer**

1532 Forest Hills Road  
Bettendorf, IA 52722

**Donna Schoeck**

8004 47<sup>th</sup> Street  
Milan, IL 61264

**Mike Thoms**

4205 14<sup>th</sup> Street  
Rock Island, IL 61201

**Michelle Tunberg**

1908 Glenwood Drive  
Moline, IL 61265

<b>Bethany for Children &amp; Families</b>		
<b>Policy Title</b> Articles of Incorporation	<b>Operations Manual</b> 101.05	<b>Last Reviewed</b> April 1, 2006

(Amended June 16, 1997)

**ARTICLE I**

The name of the Corporation shall be Bethany for Children & Families.

**ARTICLE II**

The location of the Corporation is in the Cities of Rock Island and Moline and its post office address shall be P. O. Box 697, 1830 6<sup>th</sup> Avenue, in the City of Moline, County of Rock Island, State of Illinois.

**ARTICLE III**

The object and purpose of this Corporation shall be to provide such multifaceted social services to children and adults as may be needed in the County of Rock Island and other areas as may be approved by the Board of Directors. These services shall be provided subject to the approval of the licensing authorities having jurisdiction.

**ARTICLE IV**

The business and property of the Corporation shall be managed and controlled by the Board of Directors. The number, which shall not be less than three (3), mode of election, and term of office of the members of the Board of Directors shall be fixed by the Bylaws of the Corporation.

**ARTICLE V**

The period of duration of the Corporation is perpetual.

<b>Bethany for Children &amp; Families</b>		
<b>Policy Title</b> BYLAWS	<b>Operations Manual</b> 101.06	<b>Last Reviewed</b> May 18, 2015

## BYLAWS

### Table of Contents

Section	Article	Page	
I.	Agency Function	2	Adopted February 18, 1957
II.	Parliamentary Authority	2	Amended September 20, 1965
III.	Board of Directors	2	Amended June 17, 1974
IV.	Annual Meeting	3	Amended May 21, 1984
V.	Honorary Directors	3	Amended June 21, 1982
VI.	Meeting of the Board of Directors	3	Amended December 15, 1982
VII.	Officers	4	Amended March 21, 1983
VIII.	Elections	5	Amended May 21, 1984
IX.	Executive Committee	5	Amended January 21, 1985
X.	Committees	5	Amended December 15, 1986
XI.	President/CEO	7	Amended April 15, 1991
XII.	Fiscal Year	7	Amended October 21, 1991
XIII.	Financial Agreements	7	Amended April 20, 1992
XIV.	Dissolution – Merger	8	Amended November 19, 1994
XV.	Amendments	8	Amended January 20, 1995
XVI.	Indemnification of Officers, Employees, and Agents	8	Amended June 16, 1997
XVII.	Augmenting Corporation Policies	9	Amended December 17, 2001
			Amended May 20, 2002
			Amended November 21, 2002
			Amended June 30, 2003
			Amended December 18, 2006
			Amended January 22, 2007
			Amended April 12, 2007
			Amended September 17, 2007
			Amended November 18, 2013
			Amended May 18, 2015

## ARTICLE I - AGENCY FUNCTION

The purpose of this Corporation shall be to provide social and community services to children, families, and communities.

## ARTICLE II – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Corporation may adopt.

## ARTICLE III - BOARD OF DIRECTORS

**Section 1.** The control and management of the property, business, and affairs of the Corporation shall be vested in a Board of Directors which shall consist of a minimum of eleven (11) and a maximum of twenty-one (21) people. The Board shall have full power, authority, responsibility, and obligations given the Board of Directors of a non-profit corporation under the laws of the State of Illinois.

**Section 2.** Directors shall be chosen for a period of three (3) years and shall be eligible for re-election. The Directors shall be divided into three classes as nearly equal in number as possible with the term of one class expiring at each annual meeting.

**Section 3.** Directors shall be elected at the September meeting of the Board of Directors unless the Board selects another date for such elections. All nominations of candidates for election to the Board of Directors at the September meeting shall be submitted, in writing, to the Board of Directors at least two weeks prior to the election. In the event a candidate withdraws after nomination but prior to the election, the Evaluation and Strategic Planning Committee may nominate a substitute at the September meeting.

**Section 4.** Vacancies occurring in the Board of Directors due to the withdrawal of any member prior to the expiration of the term for which such member had been previously elected may be filled by action of the Board of Directors. Candidates shall be presented by the Evaluation and Strategic Planning Committee and shall meet such qualifications as are set forth in these Bylaws. A

Director elected to fill a vacancy shall serve for the unexpired three year term of his/her predecessor.

A Director's resignation shall be deemed automatic upon three (3) consecutive absences without good cause from duly called Board meetings. Upon good cause shown, a board member may ask the Board to reinstate his/her membership.

**Section 5.** Qualifications for membership on the Board of Directors shall be an understanding of the purpose of the agency, a willingness to attend meetings, to serve on committees, and to share in all its work and responsibilities. If for any reason, a Director becomes unable to actively serve the Corporation, the Director shall resign from the Board of Directors.

**Section 6.** No Director shall vote on any issue before this Board of Directors concerning in which the Director has a direct or indirect material interest, or on any transaction involving Bethany for Children & Families, to which the Director is directly or indirectly a party. A Director is indirectly a party to a proposed Bethany for Children & Families transaction if the other party to the transaction is an entity in which the Director has a material financial interest or of which the Director is an officer, Director, or general partner. It is the duty of each Director to fully disclose all material facts concerning any such issue and concerning any personal or business interest or relationship which such Director has to or concerning any such issue coming before the Board of Directors, prior to any decision upon such issue being made by the Board of Directors.

**Section 7.** Members of the Board of Directors will not accept honorarium from the organization except where permitted by law.

## **ARTICLE IV - ANNUAL MEETING**

**Section 1.** The Annual Meeting of the Board of Directors of the Corporation shall be the third Monday in September of each year unless such day falls on a holiday, in which event the Chair of the Board shall designate an alternative day. The hour of the Annual Meeting shall be determined by the Board.

**Section 2.** Notice, in writing, stating the time, place, and purpose of the Annual Meeting shall be delivered not less than five (5) nor more than forty (40) days before the meeting, either personally or by mail/email, by or at the direction of the Chair of the Board or the Secretary or his/her designee, to each member entitled to vote at such meeting. At the direction of the Chair of the Board, the Honorary Directors of the Board may be invited to attend the annual meeting in a non-voting capacity.

**Section 3.** The business of the said Annual Meeting shall be to elect the officers of the Board of Directors, to hear and discuss the Annual Reports of the committees of the Corporation and to transact such other business as may properly come before the Board of Directors.

## **ARTICLE V - HONORARY DIRECTORS**

**Section 1.** Honorary membership on the Board of Directors may be granted to any former member of the Board of Directors who, after years of service, has made any outstanding contribution to the work of the Corporation or to such individuals who have contributed financially or through personal service to the corporation. Such honorary membership shall require a two-thirds (2/3) majority vote of the members present at any regular or specially called meeting of the Board of Directors.

Honorary Directors of the Board shall:

- be ex-officio members of the Board of Directors, without vote,
- hold office for the tenure of their lives or until written notice is received of their resignations.
- meet with the Board of Directors when requested,
- attend the Annual Meeting of the Corporation when requested,
- advise the Board of Directors on matters of general policy and special projects,
- be invited to all Bethany functions and events,
- be invited to serve as advising members of the

- Board of Directors' subcommittees (the Finance Committee, the Evaluation and Strategic Planning Committee, and the Development and Marketing Committee), and
- be asked to assist with advocacy and fundraising activities.

## **ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS**

**Section 1.** Regular meetings of the Board shall be the third Monday of each month, unless that day is a holiday, in which event the Chair of the Board shall designate the date which shall be in lieu thereof. There shall be a minimum of six (6) Board meetings annually.

**Section 2.** The hour and place of the Board meetings shall be determined by the Board.

**Section 3.** Special meetings of the Board of Directors may be called by the President/CEO, or Chair of the Board of Directors, or any six (6) members of the Board, and at least two (2) days previous notice must be given specifying the business to be brought before the Board for consideration.

**Section 4.** A quorum must be present either in person or by means outlined in Section 7 of this Article in order to conduct the business of the Corporation. At any meeting of the Board of Directors, 50% of the elected members shall constitute a quorum.

**Section 5.** Unless otherwise specified in these Bylaws or required by applicable law, the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

Where deemed necessary or appropriate by the Chair, the Board of Directors may approve actions or resolutions via email if a two week notification via mail or email is provided to the Directors of the Board. For an act or resolution to be adopted via email, at least two-thirds of all Directors in office must respond with approval.

At a minimum, the electronic proposal shall include an effective date and a thorough description of the matter(s) to be voted upon. The Chair shall submit the proposed resolution to the Secretary. The Secretary or his/her designee shall be responsible

for mailing/emailing the resolution to the Board, collecting the electronic responses, and providing timely notice to the Board regarding the passage of the proposal. The Secretary or his/her designee shall file the proposal email and each Director's email response with the minutes of the Corporation.

**Section 6.** Notices of regular or special meetings of the Board of Directors shall be given in writing or electronically transmitted to each Director by the Secretary or his/her designee prior to such meeting. Where the urgency of the meeting so requires, the Secretary or his/her designee may give oral or electronic notification in lieu of written notice.

**Section 7.** A Director may participate in a meeting of the Board of Directors or a committee meeting of the Board of Directors by means of telecommunication (including telephone, telepresence, Skype, or similar means of communication) through which the Director, other participating persons, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by this means constitutes personal presence at the meeting.

A meeting or conference among Directors by means of telecommunication through which the participants may simultaneously hear each other during the conference constitutes a meeting of the Board of Directors or a meeting of a committee of the Board of Directors if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by this means constitutes personal presence at the meeting.

## **ARTICLE VII - OFFICERS**

**Section 1.** The Board of Directors shall elect the officers of the Corporation during the Annual Meeting held in September. Candidates nominated by the Evaluation and Strategic Planning Committee shall be members of the Board of Directors and the names of the candidates shall be presented in writing to the Board of Directors least two weeks prior to the Annual Meeting. Nominations from the floor during the Annual Meeting are also permitted.

**Section 2.** The term of office shall be one (1) year or until a successor is qualified and elected. All officers shall take office immediately upon their election.

**Section 3.** There shall be elected by the Board of Directors officers of the Corporation consisting of the Chair, the Vice Chair, Secretary, and Treasurer.

**Section 4.** The Chair of the Board shall preside at all meetings of the Board of Directors; shall act as Chair of the Executive Committee; shall form special committees as are authorized by the Board of Directors, and shall be an ex-officio member on all committees. The Chair of the Board shall confer with the President/CEO and other appropriate persons concerning the agenda of regular and special meetings of the Board. The Chair of the Board shall execute, when authorized by the Board of Directors, all instruments and documents necessary to the business of the Corporation.

The Vice Chair of the Board shall assist the Chair of the Board in the discharge of the duties of that office and in the absence or disability of the Chair of the Board shall perform the duties and exercise the powers of the Chair of the Board and shall perform such additional duties as the Board of Directors shall prescribe. It will be customary, but not required, that the Vice Chair shall become Chair of the Board after fulfilling his or her term as Vice Chair of the Board.

The Secretary is responsible for recording the proceedings of all Corporation, Board, and Executive Committee meetings, maintaining adequate minutes, issuing notifications of meetings, and for such correspondence as is authorized by the Board. The Secretary shall keep a complete list of the membership of the Corporation. All corporate documents requiring a seal shall be attested and the corporate seal affixed thereon by the Secretary.

The Treasurer is responsible for the general administration of all funds of the Corporation, including the method of bookkeeping and accounting; regular audits and reports by certified public accountants; chairing the Finance Committee; and for annual, monthly, and special reports. The Treasurer shall assist the President/CEO in preparing the annual budget and shall make financial records and reports available to the Board members at all times.

All officers and staff authorized to handle cash or sign or countersign on checks shall be adequately bonded at agency expense.

**Section 5.** Any vacancies occurring in the officers of the Corporation shall be filled by the Board of Directors at any regular or special meeting. Names of candidates to fill a vacancy in an office shall be presented to the Board of Directors by the Evaluation and Strategic Planning Committee at least two weeks in advance of the meeting at which the vote will be taken.

#### **ARTICLE VIII - ELECTIONS**

**Section 1.** In any meeting in which members of the Board of Directors are to be elected, each Director shall be elected by vote of a majority of the Directors present at such meeting at which there is a quorum. In any election where the number of candidates nominated equals the number of candidates to be elected, such candidates may be elected by acclamation of the voting members present. In an election in which the number of candidates nominated exceeds the number to be elected, the vote shall be by written ballot, the votes to be tabulated by the Secretary of the Corporation.

**Section 2.** There shall be no cumulative voting.

#### **ARTICLE IX - EXECUTIVE COMMITTEE**

**Section 1.** The officers of the corporation and the chairpersons of all standing committees shall constitute the Executive Committee. The Executive Committee shall meet upon the call of the Chair of the Board or any two (2) members thereof. Former chairpersons of the Board may serve as ad hoc members of the Executive Committee if the current Chair so wishes.

**Section 2.** All members of the Executive Committee shall constitute a quorum.

**Section 3.** The Executive Committee may exercise, in cases of emergency, all of the powers vested in the Board of Directors except (a) the power to remove members of the Board, (b) the power to change the composition of the Executive Committee, (c) the power to amend or repeal any part of the Articles of Incorporation or Bylaws of the Corporation, (d) the power to authorize any

single expenditure in excess of \$25,000, or (e) the power to adopt any plan of merger or consolidation or to sell, lease or exchange, or make other disposition of all or substantially all of the assets of the Corporation. The Executive Committee shall discuss and study matters affecting the agency for the purpose of formulating recommendations for Board action. The Executive Committee will also be responsible for an annual evaluation of the services of the President/CEO and to make a report thereof to the Board of Directors.

**Section 4.** The Executive Committee shall have no power to convey assets in trust or take any action in connection with any Trust Agreement entered into by the corporation or the administration of the trust created thereby.

**Section 5.** Minutes of the Executive Committee meetings shall be kept by the Secretary of the Board and read at the first Board meeting subsequent to the Executive Committee meeting.

#### **ARTICLE X - COMMITTEES**

**Section 1.** This Corporation shall have three (3) standing committees: the Finance Committee, the Evaluation and Strategic Planning Committee and the Development and Marketing Committee. The Board of Directors shall establish by resolution any number of additional standing committees or special committees that have defined and limited purposes. The Chair of the Board, with the approval of the Board of Directors, shall appoint all committee chairs. The committee chairs are responsible for developing the membership of the committees, mindful of the expressed committee interests of the individual director.

**Section 2.** The Chair of the Board and the President/CEO shall be ex-officio members of all committees, and the Chair of the Board will have the deciding vote in case of a tie. The President/CEO shall be a member without a vote.

**Section 3.** Special rules for guidance of committees:

(A) No committee shall have authority to make any expenditure from the funds of the Corporation unless specifically provided for in the budget or these Bylaws without the approval of the Board of Directors.

- (B) Committees shall present written reports of meetings to the Board of Directors.

#### **Section 4. Finance Committee.**

- (A) **Organization.** The Finance Committee shall consist of a minimum of four directors with over fifty percent constituting a quorum. The Treasurer or the Treasurer's designee shall serve as Chair of this committee.
- (B) **Responsibilities.** The Finance Committee shall be responsible generally for monitoring the financial well-being of the Corporation. This committee shall be responsible specifically for:
1. Preparation and submission of an annual budget and written monthly financial reports.
  2. Monitoring the financial performance of the Corporation in comparison to the budget.
  3. Developing and recommending fiscal policies.
  4. Monitoring the performance of the endowment, directing asset allocation of the endowment, and recommending the appropriate custodian of the assets of the endowment.
- (C) **Specific Rules for Finance Committee**
1. All funds, whether by grant, gift, bequest, devise, or otherwise, received by the Corporation for endowment purposes shall be deposited and credited to the Endowment Fund.
  2. When any assets of the Corporation are conveyed to a Trustee, the Finance Committee shall act in a consulting capacity with the Trustee, shall review the work of the Trustee, and report hereon to the Board of Directors.

#### **Section 5. Evaluation and Strategic Planning Committee**

- (A) **Organization.** The Evaluation and Strategic Planning Committee shall consist of a minimum of four directors with over fifty

percent constituting a quorum..

- (B) **Responsibilities.** This Committee will be responsible for developing the overall direction of the Corporation while monitoring its overall progress in implementing Bethany for Children & Families' strategic plan. This will be accomplished by utilizing the talents and input of the staff and the Board of Directors. The Evaluation and Strategic Planning Committee will study the following areas and make its recommendations to the full Board:
1. The establishment of long term organizational objectives;
  2. The facilitation of an ongoing strategic plan;
  3. Set overall policy affecting strategies designed to achieve objectives;
  4. Evaluate performance of the organization in implementing its strategic plan; and
  5. Present to the Board of Directors candidates for membership on the Board of Directors, officers of the Corporation, and Honorary Directors.

#### **Section 6. Development and Marketing Committee.**

- (A) **Organization.** The Development and Marketing Committee shall consist a minimum of four directors with over fifty percent constituting a quorum..
- (B) **Responsibilities.** The Development and Marketing Committee will be the liaison and coordinator between management and the Board for issues related to fund raising and public relations. This will be accomplished by facilitating and encouraging the participation of all Board members. Regarding policy, this Committee will study the following areas and make its recommendations to the Board of Directors:
1. Keep the organization attuned to the external environment in which it operates;
  2. Function as a primary ambassador for the organization while encouraging other Board

members to communicate to the community the mission of the Corporation; and

3. Facilitate and/or participate in the activity of fund raising while utilizing the full Board's capabilities.

#### **ARTICLE XI - PRESIDENT/CEO**

The Board of Directors shall employ a President/CEO who shall be the chief executive officer of the Corporation. The President/CEO shall have responsibility for the day-to-day management of the Corporation, and shall see that all orders and resolutions of the Board of Directors and Executive Committee are carried into effect. In addition to the foregoing duties, the President/CEO shall perform or delegate to members of his staff the following duties:

- (A) Attend and participate in all Board and Committee meetings as a non-voting member.
- (B) Select, supervise, train, evaluate, and release staff within the guidelines of the current personnel policies of the Agency.
- (C) Admit and discharge clients and plan for their care under policies approved by the Board, act as Guardian of court wards, act as Guardian of children released to the care of the agency, and be responsible for the custody of other children under care.
- (D) Draft the annual budget, with the assistance of the Treasurer and such staff as are qualified, for presentation to the Finance Committee and approval by the Board of Directors.
- (E) Report regularly to the Board as to the nature of the work being done and on all changes and important developments and furnish such other information and advice as may be requested.
- (F) The President/CEO shall perform all other duties and exercise such powers as may be delegated to him or her from time to time by resolution of the Board of Directors, Executive Committee, or by the Board Chair acting on behalf of the Board of Directors or the Executive Committee.

#### **ARTICLE XII - FISCAL YEAR**

The fiscal year shall begin July 1st of the year and end June 30th of the year.

#### **ARTICLE XIII - FINANCIAL AGREEMENTS**

**Section 1.** If and when a Trust Agreement is entered into, the following rules shall apply and the Trust Agreement shall contain provisions embodying these rules. The rules referred to are:

- (A) The Board of Directors shall have the right to terminate the Trust Agreement at any time by a vote of two-thirds (2/3) of all the Directors in office.
- (B) The Board of Directors shall have the right to change Trustees at any time by a vote of two-thirds (2/3) of all the Directors then in office.

The Board of Directors shall have the right to withdraw from the agency's reserves in any fiscal year capital assets not in excess of five percent (5%) of the market value of the assets of the trust on the last day of the previous fiscal year, but assets in excess of such value can be withdrawn only by the vote of two-thirds (2/3) of all Directors then present in office.

#### **ARTICLE XIV - DISSOLUTION - MERGER**

Any merger, dissolution, consolidation or sale, mortgage, or other disposition of all or substantially all of the assets of the Corporation must be approved by two-thirds (2/3) of the entire membership of the Board of Directors. In the event of the dissolution of the Corporation for any reason whatsoever, after the payment of all just debts and expenses, all assets of the Corporation should be used as nearly as possible in the furtherance of the type of work carried out by Bethany for Children & Families and in any event, these proceeds shall go to an organization to which contributions are deductible under Section 501(c)(3) of the Internal Revenue Code of 1954, or comparable provision of any revision thereof.

## **ARTICLE XV - AMENDMENTS**

**Section 1.** The Bylaws may be amended by two thirds (2/3) vote of those Board members present at a regular or special meeting of the Board of Directors, provided that the Board members shall have been notified of the proposed amendments two (2) weeks prior to the meeting at which the amendments are to be voted upon.

**Section 2.** To affect an amendment to the Articles of Incorporation the Board of Directors shall first adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote at a meeting of the Board of Directors, which may be either an annual or special meeting. Written or printed notice setting forth the proposed amendment or a summary of the charges to be effected thereby shall be given to each member entitled to vote at such meeting not less than five (5) nor more than forty (40) days before the day of said meeting, stating the place, day and hour of the meeting. The amendment shall be adopted upon receiving at least two thirds (2/3) of the vote of those board members present at such meeting.

## **ARTICLE XVI - INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS**

### **Section 1. Indemnity to Officers and Directors**

The Corporation shall indemnify and save and hold harmless any and all of its Directors or officers or former Directors or officers or any person who may have served at its request or by its election as a Director or officer of another corporation against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit, or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been Directors or a Director or officer of the Corporation, or of such other corporation, except in relation to matters as to which any such Director or officer or former Director or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

### **Section 2. Indemnity to Agents and Employees**

The Corporation may indemnify in full and save and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (including any action by or in the right of the Corporation) by reason of the fact that he/she is or was an employee or agent of the Corporation, against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in and not opposed to the best interest of the Corporation, and with respect to any criminal action or proceeding, but had no reasonable cause to believe his/her conduct was unlawful. Any indemnification to an employee or agent under this Section 2 shall be made by the Corporation only as authorized in the specific case upon a determination by the Board of Directors that indemnification of the employee or agent is proper in the circumstances. Such determination shall be made by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit, or proceeding, or if such a quorum is not obtainable, or (even if obtainable, a quorum of disinterested Directors may direct) by independent legal counsel in a written opinion. The entire matter of indemnification to employees and agents as provided for in this Article of these Bylaws is within the sole discretion of the Corporation and any decision to indemnify any employee or agent shall be conclusive and binding on all persons, corporations, partnerships, joint ventures, trusts, or other enterprises, or their respective successors, assigns, heirs, executors, administrators, or other representatives thereof.

### **Section 3 Insurance**

The President/CEO of the Corporation is directed to purchase and maintain insurance on behalf of any and all of its (a) Directors, officers, agents, or employees; or (b) former Directors, officers, agents, or employees; or (c) any person who has served at its request or by its election as a Director or officer of another Corporation against any liability, or settlement based on asserted liability, incurred by them by reason of being or having been Directors of a Director, officer, agent or

employee of the Corporation, or of such other Corporation, whether or not the Corporation would have the power to indemnify them against such liability or settlement under the provision of this Article.

**ARTICLE XVII – AUGMENTING CORPORATION POLICIES**

The Corporation shall maintain policies that complement and operationalize these bylaws. These policies shall be as binding upon the Board of Directors as are these bylaws. In particular, the below listed policies of the Corporation pertain to and augment the articles of these bylaws.

- 101.11 Board Member Job Description
- 101.12 Board Standing Committee Structure
- 101.13 Board Orientation Policy and Procedure
- 101.14a Board Guide to Program Services
- 101.19 Declaration of Trust
- 101.23 Board Disclosure Statement
- 101.24 Procedure for Delegation of President’s Authority
- 101.25 Policy for the Replacement of the President
- 104.05 HIPAA Related Policies
- 104.09 Confidentiality
- 105.05 Facility Usage Policy
- 108.01 Gift Policies and Procedures

JUN - 4 1999

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: June 1, 1999

Bethany for Children & Families  
220 11<sup>th</sup> Ave  
Moline, IL 61265

Person to Contact:  
Pat Mahan 31-04019  
Telephone Number:  
877-829-5500  
Fax Number:  
513-684-5936  
Federal Identification Number:  
36-2166973  
Accounting Period Ends  
June

Dear Sir or Madam:

This is in response to your telephone request of May 26, 1999, for a letter affirming your organization's exempt status.

In March 1942, we issued a determination letter that recognized your organization as exempt from federal income tax under section 101(6) of the Internal Revenue Code of 1939 (now section 501(c)(3) of the Internal Revenue Code of 1986). That determination letter is still in effect.

We classified your organization as a publicly supported organization, and not a private foundation, because it is described in section 509(a)(2) of the Code. This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's purposes, character, method of operations, or sources of support have changed, please let us know so we can consider the effect of the change on the organization's exempt status and foundation status.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

As of January 1, 1984, your organization is liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more the organization pays to each of its employees during a calendar year. There is no liability for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to your organization as provided in section 170 of the Code.

Bethany for Children & Families  
36-2166973

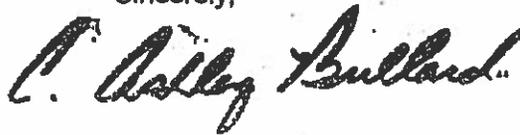
Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the permanent records of the organization.

If you have questions, you may direct them to us at the address or telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in black ink that reads "C. Ashley Bullard". The signature is written in a cursive style with a large, prominent initial "C".

C. Ashley Bullard  
District Director

Attachment G

*Attachment G*

**Information for 2016 HUD Annual Action Plan**

Please provide the number of people (or housing units, businesses, etc.) anticipated to be served if awarded your grant request. Check the type of accomplishment, which most closely matches your project or program. Please, check only one type of accomplishment.

Type of Accomplishment (Check only one)	<input checked="" type="checkbox"/> 	Number
People (General)	X	4,135
Youth		
Elderly		
Households		
Elderly Households		
Businesses		
Organizations		
Housing Units		
Public Facilities		
Square Feet of Public Facilities		

Attachment H

Supplementary Standard Questions

- 1. Should your agency not receive CDBG funds, how would this affect your program operation?** The Moline residents who visit Bethany's agency will be able to safely use the parking lot of the agency receives the funds. If Bethany does not receive the CDBG funds, the agency must put more dollars into capital improvements and will have less funding available for programming.
- 2. Is your agency reliant on City of Moline CDBG funds for program survival?** No, the funds would be used for capital improvements only.
- 3. If yes, how many years do you expect your agency to be reliant on CDBG funding to support your program operation in the future should your agency receive funds?** N/A
- 4. Should your agency not receive full funding, please tell us if it is practical to continue program operations and what would be your service levels at 75 percent, 50 percent, and 25 percent of your current request?** If the agency does not receive full funding for this project, the agency will continue program operations as budgeted, but without the benefit of a safe parking lot for clients, staff, and the community.

## **Attachment I**

### **Performance Outcome Measurement**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

#### **1. Availability/Accessibility**

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

#### **2. Affordability**

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity Through New/Improved Affordability

#### **3. Sustainability**

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity Through New/Improved Sustainability

#### **4. Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.**

Bethany is located in an area that serves low- to moderate-income people. By leveling, resurfacing, and reconfiguring the parking lot, it will be newly improved for Bethany's clients. More importantly, it will provide a safer environment for all of the children, individuals, seniors, and disabled community members who utilize the parking lot.