

**City of Chicago**  
**Request for Proposals (RFP)**  
**For**  
**Neighborhood Business Development Centers (NBDCs) - Corridor Makeover**

**Key Dates**

Release Date	Friday, March 21, 2014
Bidders Conference	Monday, March 31, 2014
Questions Due	Friday, April 4, 2014
Question Responses Posted	Friday, April 11, 2014
Proposal Due	Monday, April 21, 2014
Estimated Contract Start Date	Thursday, May 15, 2014

**Submit one (1) electronic copy via email to:**

Department of Business Affairs and Consumer Protection  
Email: [NBDC@cityofchicago.org](mailto:NBDC@cityofchicago.org)

**PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M. CENTRAL  
STANDARD TIME ON**

April 21, 2014

Rahm Emanuel



Maria Guerra Lapacek  
Commissioner



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## **I. Purpose**

The Neighborhood Business Development Centers (NBDC) - Corridor Makeover Program will provide funding for selected NBDCs to provide makeovers to businesses in key business corridors.

## **II. Program Description**

To increase the potential for small businesses in communities across Chicago, the City seeks NBDCs to identify commercial corridors in their neighborhoods that would benefit from targeted store makeovers. This program is designed to provide NBDCs and small businesses with assistance improving the physical image of the businesses and by extension the neighborhood to help drive sales and traffic to key retail corridors throughout the city.

Respondents will be expected to carry out the following activities:

For this program, applicants must describe:

- The commercial corridor that will be targeted
- The problems and challenges facing the commercial corridor
- Any programs or resources they have available to help support this program
- Outreach strategy to identify and enroll businesses and landlords
- Existing staff capabilities to manage the program
- Experience delivering results with similar services/programs

### **Key Activities**

- Identify a commercial corridor in their service area that would benefit from the proposed program
- Work with the landlords and businesses in the proposed corridor to ensure their participation in the program
- The NBDC will be required to hire consultants with expertise in merchandising/marketing and/or storefront design to work with property owners and/or businesses to:
  - Improve merchandising for store window and sales floor to attract customers and drive sales for retailers
  - Improve the overall design of both interior space and façades for non-retail commercial stores
  - Improve the curb appeal (e.g. façade improvement, “vanilla box” improvements) to position vacant storefronts for lease
  - Assess existing signage and façade condition and make recommendations for improvement
  - Improve overall physical appearance of businesses in corridor so they positively contribute to the corridor
- Improvements must be aligned to City/DPD Neighborhood design guidelines
- Work with Businesses to Identify resources and funding for identified improvements
- Follow up with all participating businesses to ensure that they follow through on the identified improvements
- Track impact on the selected corridor once the improvements are complete. At a minimum this would include pre pictures and post pictures

- Provide post program reporting that at includes at a minimum key lessons learned and success stories

### **Requirements**

For this program, applicants must provide:

- Description of area to impact (Block or Corridor) – at least 50% of commercial space must be occupied
- Pre/Post picture of corridor, storefronts, interiors
- Report summarizing impact to business sales, customer traffic, and/or leased sites in corridor
- Training session with the consultant open to all neighborhood businesses (post improvements) to share observations of common issues/opportunities from participating businesses, general tips on how to address

### **III. Performance Evaluation**

BACP will administer a post-program performance evaluation report for all NBDCs. The report will include compliance of contractual requirements.

Reports generated by BACP will be submitted to the NBDC Executive Director or CEO, Board President, and Aldermen that fall within the contracted project area. BACP will have the authority to terminate the contract following an event of default, including without limitation, failure to meet performance requirements.

The City reserves the right to audit an NBDC at any time.

### **IV. Bidders Conference**

A one-hour in-person Bidders Conference has been scheduled for this RFP on March 31, 2014. Attendance is limited to two representatives per Respondent. The purpose of the Bidders Conference is to provide an overview of the RFP, describe the proposal review process, and answer prospective Respondent's questions. Organizations planning to apply for funding are strongly encouraged to attend. The Bidders Conference will be held as follows:

Monday, March 31, 2014  
9:30 a.m. to 10:30 a.m.  
121 N. LaSalle Street  
Room 805 Hearing Room  
Chicago, IL 60602

### **V. Available Funding**

2014 funding sources are Corporate funds. 2014 funding will be determined by City budget, scope of individual proposals, and number of organizations selected. Awards will be up to \$15,000 per organization selected.

### **VI. Instructions for Completing a Proposal**

This section provides information on proposal requirements and submission guidelines. Each response must be complete upon initial submission and the narrative response should be self-explanatory. Only documents requested in this RFP or directly related to the RFP should be submitted. Any unsolicited material submitted with a proposal will not be considered.

#### **A. Application Requirements – All Respondents**

- Title Page (see Appendix A)
- Proposal Checklist (see Appendix B)
- Table of Contents
- One page narrative on how a Business Corridor Makeover will impact the neighborhood. Narrative should also include:
  - Definition of Block/Corridor to impact
  - Problem Statement (articulate the problem or challenge the Corridor faces)
  - Describe design plan/vision
- Bio / resume for identified consultants
- Names of 4-6 businesses that have been identified to participate. To participate business has to have committed to invest at least \$2,000 of their own funds to make improvements to their business
- Pre-pictures of corridor and identified businesses
- Administrative
  - 2014 Budget Forms (see Appendix D)

#### **B. Application Requirements – Additional requirements for New Respondents (not currently contracted with City of Chicago in 2014)**

- New Agency Additional Requirements Checklist (see Appendix C)
- Neighborhood and Agency Overview
  - Neighborhood profile including character, assets, challenges, and recent trends
  - Business Mix including current retail mix, category gaps, and agency's retail retention and attraction strategy
  - Geographic scope (street boundaries) and 2014 City Wards covered
  - Agency profile including year chartered, mission, major accomplishments, and key 2014 goals for the agency and the neighborhood served
  - Current member roll with contact information (email, phone, address) for member-based agencies
  - Current partner list (e.g. entities the agency partners with for providing services)
- Agency Staff and Board of Directors
  - Agency's Officers and Board of Directors and their tenure
- Administrative
  - Agency's State articles of incorporation
  - Current Certificate of Good Standing from the Secretary of State
  - Copy of last three consecutive Form 990 submissions
- IRS Not-for-Profit designation

## C. Proposal Checklist

The Proposal Checklist (see Appendix B) should be used to ensure that the proposal is complete. Include the Checklist with the proposal. Proposals that do not contain each of the items indicated in the checklist will be considered incomplete and will not be reviewed. New agencies (any agency applying that is not currently contracted with the City of Chicago as an NBDC for the current 2014 fiscal year) should use the New Agency Proposal Checklist (see Appendix C) as well to ensure the additional required items are completed.

## VIII. Submission Guidelines

Failure to follow any of the instructions for proposal submissions, including late submissions, will result in the proposal being eliminated from consideration.

It is the responsibility of the Respondent to ensure delivery of the proposal to BACP by the designated deadline. Emails will date and time stamp all proposals.

All questions regarding this RFP should be emailed to:

Department of Business Affairs and Consumer Protection  
Email: [NBDC@cityofchicago.org](mailto:NBDC@cityofchicago.org)

Hard copies will not be accepted. Proposals will only be accepted as **one** (1) PDF file. Multiple files will not be accepted. Email one (1) PDF file of the entire proposal to:

Department of Business Affairs and Consumer Protection  
Email: [NBDC@cityofchicago.org](mailto:NBDC@cityofchicago.org)

To be assured of consideration, the proposal must be received by **4:00 p.m. Central Standard on April 21, 2014**.

## A. Format Instructions

Follow these instructions in completing your proposal.

- Use at least 1.5 line spacing and at minimum 11-point font size
- Proposals should have margins of at least ¾ inch on all sides
- Include a table of contents reflecting major categories and corresponding page numbers
- Include only supporting documentation requested or directly related to the proposal
- Sequentially number the entire proposal including all the attachments
- Make a single PDF (“Portable Document Format”) file of the entire proposal with a file size not to exceed 10MB; multiple files will not be accepted

## **IX. Evaluation of Proposals**

All proposals that are received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by the BACP to be incomplete will not be further considered. BACP reserves the right to waive irregularities that, within its sole discretion, BACP determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived. Proposals that are determined to be complete will be forwarded to a Review Panel.

The Review Panel will evaluate and rate all remaining proposals based on the Evaluation Criteria listed below. Final funding decisions are made by the Commissioner of Business Affairs and Consumer Protection. All Respondents will be notified of the results in writing.

### **Evaluation Criteria**

Applicants will be evaluated based on the following criteria:

- Must meet requirements in Section VI.A and B of this RFP
- Must be a complete proposal that is submitted by the deadline.
- Sufficient capacity to execute on expected commitments of the NBDC Corridor Makeover program
- Program impact on addressing Corridor's problems/challenges
- Three (3) consecutive years the agency is financially in the back as evidenced by IRS Form 990's
- Overall quality of the application

BACP reserves the right to recommend qualified funding proposals out of rank in order to ensure adequate geographic distribution of services. Qualified proposals will be scored against other proposals. If an insufficient number of qualified proposals are submitted, BACP reserves the right to directly solicit and select appropriate providers to fill the gaps.

## **X. Reporting and Other Requirements for Successful Respondents**

All successful Respondents will be required to submit monthly vouchers and participate in all City and BACP-sponsored audits, site visits, evaluation and quality assurance activities. Respondents will be required to submit qualitative activity reports on a quarterly and year-end basis.

### **Reporting Requirements**

NBDCs will be required to track and report on:

- Name, address, demographics, business type, and other relevant information on participating businesses
- Pre/Post picture of corridor, storefronts, interiors
- Report summarizing impact to business sales and traffic in corridor

The City reserves the right to add additional reporting metrics, which will be finalized by contract negotiation.

## **XI. Compliance with Laws, Statutes, Ordinances and Executive Orders**

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.
3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected



official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a “business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).
6. If selected for grant award, respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is

executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the June 24, 2011 "City of Chicago Hiring Plan" (the "City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the Shakman Accord and the City Hiring Plan prohibit the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight or the Shakman Monitor's Office related to the grant agreement.

9. False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any

statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

**Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)**

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

**City of Chicago  
Request for Proposals (RFP)  
For  
Neighborhood Business Development Centers (NBDCs) - Corridor Makeover  
Title Page**

<b>Agency Name:</b>	
<b>Agency Administrative Mailing Address:</b>	
<b>Agency Service Site Address:</b>	
<b>Agency Tax Identification Number:</b>	
<b>Service Category Applying for:</b>	<b>Total Amount Requested:</b>
<b>Executive Director or CEO:</b>	<b>President of the Board of Directors:</b>
<b>Executive Director's or CEO's Phone Number:</b>	<b>Executive Director's or CEO's Email Address:</b>
<b>Primary Program Contact Person:</b>	
<b>Primary Program Contact's Phone Number:</b>	<b>Primary Program Contact's Fax Number:</b>
<b>Primary Program Contact's Email Address:</b>	
<p>Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this RFP Response on behalf of the Agency, and (2) warrants that all certifications and statements contained in RFP Response are true, accurate and complete as of the date furnished to the City.</p> <p><b>Signature of the Executive Director:</b> <span style="float: right;"><b>Date:</b></span></p>	

**City of Chicago  
Request for Proposals (RFP)  
For  
Neighborhood Business Development Centers (NBDCs) - Corridor Makeover  
Proposal Checklist for All Agencies**

Agencies applying that are currently contracted as an NBDC should use Appendix B “Agency Proposal Checklist for Agencies With a 2014 NBDC Contract” to ensure the additional required items are completed. Include the checklist with the proposal. Proposals that do not contain each of the items below will be considered incomplete and will not be reviewed. Please refer to the relevant sections above for required details associated with each item.

- ☐ Title Page using Appendix A
- ☐ Appendix B Checklist
- ☐ Table of Contents
- ☐ One page narrative on how a Business Corridor Makeover will impact the neighborhood.  
Narrative should also include:
  - ☐ Definition of Block/Corridor to impact
  - ☐ Problem Statement (articulate the problem or challenge the Corridor faces)
  - ☐ Describe design plan/vision
- ☐ Bio / resume for identified consultants
- ☐ Names of 4-6 businesses and/or landlords that have been identified to participate. To participate, the business or landlord has to have committed to invest at least \$2,000 of their own funds to make improvements to their business or property
- ☐ Pre-pictures of corridor and identified businesses
- ☐ Agency Staff
  - ☐ Job descriptions and resumes for staff that will execute program requirements
- ☐ 2014 Program Budget Forms using Appendix D
- ☐ Addendum Receipt Acknowledgement

**City of Chicago  
Request for Proposals (RFP)**

**For**

**Neighborhood Business Development Centers (NBDCs) - Corridor Makeover**

**Additional Requirements Checklist for Agencies without a 2014 NBDC Contract**

Agencies applying that do not have a 2014 NBDC contract with the City of Chicago should also submit Appendix C “Additional requirements Checklist for Agencies Without a 2014 NBDC Contract” to ensure the additional required items are completed. Include the checklist with the proposal. Proposals that do not contain each of the items below will be considered incomplete and will not be reviewed. Please refer to the relevant sections above for required details associated with each item.

- ☐ New Agency Proposal Checklist (see Appendix C)
- ☐ Neighborhood and Agency Overview
  - ☐ Neighborhood profile including character, assets, challenges, and recent trends
  - ☐ Business Mix including current retail mix, category gaps, and agency’s retail retention and attraction strategy
  - ☐ Geographic scope (street boundaries) and 2014 City Wards covered
  - ☐ Agency profile including year chartered, mission, major accomplishments, and key 2014 goals for the agency and the neighborhood served
  - ☐ Current member roll with contact information (email, phone, address)
- ☐ Agency Staff and Board of Directors
  - ☐ Agency’s Officers and Board of Directors and their tenure
- ☐ Agency’s State articles of incorporation
- ☐ IRS Not-for-Profit designation
- ☐ Copy of last three Form 990 submissions
- ☐ Current Certificate of Good Standing from the Secretary of State

## **Appendix D**

Download “2014 Program Budget Forms” from the BACP website:  
[www.cityofchicago.org/BACP](http://www.cityofchicago.org/BACP) under the “Alerts” section.