

# REQUEST FOR PROPOSAL

## Chicago Neighborhood Rebuild 2.0

City of Chicago  
Department of Housing  
Lissette Castaneda, Acting  
Commissioner  
2 N. LaSalle Street, Suite 600  
Chicago, IL 60602

RFP Issued on: **Friday, February 9, 2024**  
Pre-bidders Conference: Weds., February 14 at 10:00 am

RFP Responses due: **Friday, February 23, 2024**

All responses and questions should be emailed to:  
[willie.edwards@cityofchicago.org](mailto:willie.edwards@cityofchicago.org)

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## Introduction

### 1.1 Purpose

Rehabilitation of vacant land and buildings in disinvested communities requires substantial subsidy to correct for market conditions that produce after-(re)development-values lower than total costs needed to complete the work. The provision of construction loans is crucial to providing small developers with sufficient liquidity to complete small residential rehabilitation projects, but in disinvested neighborhoods market sales price after project completion is insufficient to pay off the construction loan.

DOH's Chicago Neighborhood Rebuild model provides a solution to this challenge. Community development financial institutions (CDFIs) are funded to offer grants to enable the purchase and rehabilitation of vacant and abandoned buildings and are provided with sufficient fees to cover the program's administrative burden. In exchange, CDFI grantees will identify target properties, recruit and train developers, then provide developers with low-interest loans which (although not directly funded by the city) are subsidized by city funds.

DOH proposes to implement "Chicago Neighborhood Rebuild 2.0", an expanded version of this model. We are seeking Chicago-based CDFI's to apply for this funding to deliver a program that will support the rehabilitation and sale for homeownership of single family one - four-unit homes.

### 1.2 Background

The Chicago Neighborhood Rebuild Program is currently implemented as a pilot program by one CDFI using a combination of corporate and tax-exempt bond funds. The Rebuild program is designed to facilitate the acquisition and rehabilitation of vacant single-family homes and 2-flats in Chicago neighborhoods that need critical investment and provide employment and training opportunities for local youth in target neighborhoods. The Rebuild program invests in Chicago neighborhoods that continue to struggle with crime, blight, and lack of economic opportunities. Rebuild also supports local businesses and homeownership, while helping to reduce the number of vacant and abandoned properties and address the critical need for employment and training. The pilot program focuses on the intersection of crime and violence, lack of employment, economic development, and vacant buildings to help improve community stability.

The pilot program focused on work in the 7th, 10th and 11th Police Districts, which have some of the highest violent crime rates in the city, and span communities from the South and West sides of the city. These districts have been ideal geographies for this pilot program, and each have a need for employment and training opportunities to offset violence and crime, help reduce vacant housing stock and support local developers to positively impact their neighborhoods.

- 1) The pilot program has further been aided by connections to the Micro-Market Recovery Program (MMRP). The designated MMRP areas are all served by a local not-

for-profit community-based organization that provides home buyer education, identifies potential Rebuild acquisitions, assists in recruitment of developers to rehab properties acquired by Rebuild, assists in marketing completed Rebuild properties, and provides an array of services for neighborhood improvement and home ownership retention. The participating MMRP organizations are:

- a. Greater Auburn Gresham Development Corp.
- b. Austin Coming Together
- c. The Resurrection Project – Pilsen & Back of the Yards
- d. Greater Chatham Initiative
- e. R.A.G.E. - Englewood
- f. Garfield Park Community Council
- g. Hermosa - Logan Square Neighborhood Council
- h. West Humboldt Neighborhood Housing Services
- i. West Pullman - Far Southside Community Development Corporation
- j. South Shore - The Neighborhood Network Alliance
- k. Chicago Lawn - Southwest Organizing Project

**Proposals submitted in response to this RFP are not required to conform to the original police districts or MMRP areas, but DOH does expect this program to continue to focus on South and West side communities where disinvestment and vacancy are substantial challenges.**

### 1.3 Funding opportunity

This program expansion is made possible by a pending grant from the Illinois Housing Development Authority (IHDA) of \$20,000,000 of “Rebuild Illinois” tax-exempt bond proceeds (as enabled by PA 102-17 Article 162 §385). DOH expects to receive these funds in early 2024. Any proposals considered or accepted, and any grants offered, under this RFP are contingent upon final approval of the program by IHDA and receipt by the City of State funds.

The City of Chicago may choose in its sole discretion to provide supplemental sources of funding to grantees under this RFP.

## 1. Rebuild Program Overview

### 2.1 Program Design

CDFI grantees selected via this RFP will be subgrantees under this program. In exchange for grant funding, each subgrantee will implement an acquisition & rehabilitation subprogram. While each selected CDFI’s subprogram may vary somewhat in implementation strategy, focus geography, etc., the overall approach of each subprogram will be the same, as enforced by parallel grant agreements. Each CDFI grantee will conduct the following activities:

1. **Identify 1-4-unit properties in need of rehabilitation.** Property identification will be in part strategic (e.g. pursuing critical blocks, “problem properties”, etc.) and in part opportunistic (e.g. monitoring MLS, Fannie/Freddie/FHA resale markets,

forfeiture proceedings, etc.). CDFIs will have access to city resources including expert city staff and Micro-Market Recovery Program data.

2. **Recruit, intake, train, and support developers to participate in the program.** Program participation should strike a balance between high-capacity and emerging/under-capitalized/neighborhood-based developers. Developer support should include provision of technical assistance, including but not limited to hands-on support with Prevailing Wage Act compliance.
3. **Use program funds to provide acquisition grants on approved properties to decrease total redevelopment costs.** Grants may come as cash assistance to developers to acquire properties, and/or CDFI may acquire properties “on spec” using program funds then transfer the property to a program developer. Property acquisition and title clearing activities may occur via subcontractors selected and hired by the CDFI.
4. **Issue low-interest construction loans for the rehabilitation of existing 1-4-unit homes using non-program funds.** The issuance of these loans to approved developers for approved projects using private funds is a key program element, and the ability to furnish such funds is a critical requirement of any selected CDFI grantee.
5. **Monitor and track all projects through developer selection, rehabilitation, and completion.** The CDFI is expected to take on a program management role and bear substantial responsibility for the successful and timely completion of projects.
6. **Upon completion of project, provide developers with a back-end grant to right-size project costs if needed.** Based on developer’s approved scope of work and neighborhood “comps”, the CDFI will determine a post-job grant amount. Upon verification of job completion, this grant is available to “right-size” outstanding project debt.

## 2.2 Eligible Properties

The program will focus on disinvested communities across the West and South sides of the City of Chicago. The program’s focus is on existing, “rehab-able” 1-4-unit residential buildings. With city approval, CDFI grantees may pursue small multifamily/mixed-use buildings (up to 6 units), if doing so aligns with program goals. (Program funds may not be used for the non-residential portion of any mixed-use project.) Respondents may propose a specific strategy for targeting specific types of properties or neighborhoods in their submission.

## 2.3 Approved uses of funds

The following expense types are eligible for payment under this program:

- Up-front acquisition grants
- Post-construction grants to “right-size” outstanding debt to market conditions

- Limited holding costs in the event CDFI directly acquires the property before identifying and transferring to the developer
- Project delivery fees, subcontractor costs, and/or city staffing costs to cover program implementation activities such as the provision of technical assistance to contractors to fully comply with the requirements of the Illinois Prevailing Wage Act.

DOH will monitor unit costs through pipeline meetings with each sub-grantee and may institute a maximum per-building grant amount in its grant agreements with each CDFI subgrantee.

All projects undertaken under this program will need to comply with relevant construction regulations, including Prevailing Wage, City Residency – see more details below in Section 7.9 on page 16.

## 2.5 Diligence & Reporting

Grant agreements with CDFIs will include predicted spending under each eligible spending category, and CDFI financials will be reported against the initial proposal for the term of the contract.

Upon contract execution, CDFI subgrantees must provide DOH with proof of the existence of a segregated account, and proof that funds in the account are not invested.

Thereafter, CDFI grantees must provide monthly financial and performance reporting to DOH. Financial reporting shall include bank statements as necessary, and a ledger report of funds spent and encumbered, and an actual-vs-budgeted report that compares spending in each approved spending category to the CDFI's original proposal. Performance reporting shall include a description of all ongoing and completed projects by address and grant amount, progress reports including construction escrow disbursements reporting, and a pipeline report that projects upcoming project starts, completions, and repayments.

The CDFI shall perform or confirm performance of all necessary due diligence on properties to be acquired and developers to participate in the program.

## 2.6 Loans

As part of the implementation of the 'Chicago Rebuild Program 2.0', CDFIs will be required to directly lend private (not City) monies to qualified developers for the acquisition and rehabilitation of vacant homes and 2-flats located within the Service Territory. Rehabilitated homes will be marketed and sold by the Qualified Developers to home buyers at or below 120% of the area median income (**AMI**). Loans and the loan portfolio shall be subject to the Loan Underwriting and Portfolio Management Requirements.

# 3. Grant Agreement Details

## 3.1 Funding Sources

All final grant awards will be subject to the availability of funds from the sources identified below.

- Rebuild Illinois tax-exempt bond proceeds (per PA 102-17 Article 162 §385) and/or;
- Other funds identified by the Commissioner of DOH.

### 3.2 Compensation Structure

The total amount of funding available under a given subgrant to each CDFI grantee will be determined by DOH based upon the nature and characteristics of the program presented by the CDFI to DOH. Depending on the scoring of the applicants' programs and each applicant's capacity, DOH may but is not obligated to award grants that total the full amount of the funding available under this program.

After executing contracts with CDFI grantees, awarded funds will then be granted up-front to the CDFI grantees to enable the issuance of program subgrants. These funds will be deposited by each CDFI grantee into a segregated account for the sole purpose of operating this program, enabling efficient monitoring of expenditures and bond compliance.

DOH staff will provide program oversight and overall financial management and may provide some property research and strategy-setting for subgrantees. Each CDFI will need to provide dedicated staff time and/or subcontractor resources to program implementation. However, Respondents may not budget or directly charge a flat administrative and/or overhead fee, and will not be directly compensated for program administration tasks such as community engagement, program staff salary, etc.

Instead, DOH anticipates each grant agreement to contain provisions for a *project delivery fee*-based compensation structure. In this model, grantees may bill the City for only (1) pre-approved direct costs of a completed Rebuild project; and (2) a fixed, negotiated delivery fee per project. This delivery fee is payable only upon successful completion of capital deliverables (*i.e.* rehabbed homes) to the City's satisfaction. RFP respondents should propose a project delivery fee considering these restrictions.

RFP respondents may propose specific cost structures they would be amenable to in their proposal, including methods for calculating the direct costs of completed Rebuild properties and amounts/formulas for calculation of any proposed delivery fee. Proposed project delivery fees can vary based on project type (*e.g.* single vs multifamily). Respondents should provide justification for their proposed fee structures acceptable to DOH at its sole discretion. Respondents may propose alternative structures and the City, at its sole discretion may consider proposed alternative structures, but City, State of Illinois ("State") and federal laws, rules and regulations, including those related to eligible costs financed with tax-exempt bond proceeds, may limit the City's ability to consider such alternatives.

### 3.3 Eligible Respondents

This RFP is a competitive process open to Community Development Financial Institutions (CDFI), not-for-profit community-based organizations as well as for-profit businesses. Not-for-profit Respondents must provide their federal 501(c)(3) tax-exempt designation and State of Illinois articles of incorporation as verification of their not-for-profit status. All Respondents must provide an Illinois Certificate of Good Standing.

Respondents must demonstrate their lending capacity, fiscal and programmatic competency in response to the grant.

Respondents with existing contracts or other agreements with the City that are not in good standing will not be considered for this Program. In addition, Respondents that have had a City contract or agreement terminated for default, are currently debarred, or have been issued a final determination by a City, State, or federal agency for performance of a criminal act, or abridgement of human rights or illegal/fraudulent practices will not be considered for this Program.

### 3.4 Anticipated Term of Grant Agreement

DOH anticipates an initial grant agreement term executed under this RFP to expire on December 31, 2024. Based on performance and availability of funds, the grant agreement may be extended for an additional year, from January 1, 2025, to December 31, 2025.

### 3.5 Reporting and Record-Keeping Requirements

Grantees must provide requested data using a City-approved platform or alternate approved method to submit Grantee reports. Required reports include sharing qualitative and quantitative data and information the City leverages to assess Program impact. Furthermore, providers must meet with DOH staff no less frequently than monthly at the beginning of the Program rollout, shifting to a quarterly meeting schedule as the Program is implemented.

In addition to the data outlined above, Grantees will be required to follow all local, State, and Federal requirements which govern all of the funding sources leveraged for the Program. DOH reserves the right to determine the appropriate funding source or sources for the Program.

Grantees will be required to keep separate records and documentation of all costs and expenditures. Providers will be required to periodically submit copies of all records and documentation with respect to both above-referenced categories to DOH.

## 4. Request for Proposal Content

### 4.1 Instructions for Respondents

All eligible respondents are welcome to respond to this RFP. Respondents are advised to carefully review the RFP instructions and adhere to all requirements. **To respond to this RFP, please submit a PDF package that includes answers to all the questions in Exhibit A. The deadline for submission is 11:59 PM on February 23, 2024. Responses should be submitted to: [willie.edwards@cityofchicago.org](mailto:willie.edwards@cityofchicago.org)**

Respondents must provide all information requested, provide thorough responses, and submit all requested documentation. Failure to fully comply may cause the submitted proposal to be categorized by the City as non-compliant and subsequently rejected.

The City reserves the right to request clarification or additional information from the Respondent during the evaluation and selection process. Any Respondent that makes a material misrepresentation will be eliminated from further consideration. The City reserves the right to reject proposals for any of the following reason(s):



- Non-compliant proposals (e.g., required documents not uploaded).
- Respondent has DOH or other City departments performance-related concerns in the past five (5) years.
- The deadline for submissions for this RFP was missed.
- The proposal topic was not aligned with the requirements of the RFP.
- The budget was unrealistic in terms of the estimated requirements for the Program.
- Respondent’s proposed staffing is insufficient to carry out the scope of the Respondent’s proposal for effectuating the Program.
- The Respondent’s proposal for effectuating the Program does not meet DOH standards and/or is unrealistic in terms of the requirements for the Program.

## 5. Application Review Criteria

All proposals received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Only complete proposals will be considered by DOH, and a formal notice of rejection will be provided to the Respondents submitting incomplete proposals. DOH reserves the right to waive minor irregularities across all submitted proposals. Minor irregularities include anything within the proposal that does not affect the quality of the proposed services or mandatory requirements. For example, spelling and grammatical errors may be classified as minor irregularities.

Additionally, DOH reserves the right to review the Respondent’s DOH-performance-related and performance-related concerns in other City departments and remove from consideration Respondents without a proven track record of effective Program management.

Applications will be reviewed and scored using an evaluation committee (“Evaluation Committee”) comprised of members selected by DOH. Evaluation Committee members may include DOH staff and non-staff. Evaluation Committee members will be responsible for reviewing applications and supporting documents and any additional information supplied by DOH staff to score applications based on the selection criteria outlined below.

DOH will then tabulate all Evaluation Committee scores and review any comments or concerns identified by Evaluation Committee members. Finally, DOH’s Project Manager and Deputy Commissioner will work collaboratively to develop a suggested list of Respondent finalists in alignment with DOH’s Mission, Vision, Values, Homeownership goals, and Evaluation Committee scores and comments.

A recommendation of Respondent finalists will be provided to the DOH Commissioner. Upon review, the DOH Commissioner may reject, deny, or recommend Respondents that have applied based on previous performance or based on area need.

**Proposals for Providers will be scored based on the following criteria, with 100 points being the maximum score:**

Selection Criteria	Points
<b>Organizational Capacity</b> <ul style="list-style-type: none"> <li>• CDFI Loan capacity</li> </ul>	35

<ul style="list-style-type: none"> <li>• Respondent provides evidence of successful past program performance, including success in initiating, implementing, and completing a similar program.</li> <li>• Respondent outlines how qualified, responsible staff monitors Program performance from all programmatic elements, including: <ul style="list-style-type: none"> <li>○ Case management.</li> <li>○ Procedures for following up with those engaged in Rebuild Rehabs.</li> <li>○ Monitoring and record-keeping of costs, expenditures, and fiscal controls.</li> <li>○ Ensuring adequate technology and tracking systems are used.</li> </ul> </li> <li>• Respondent has sufficient capacity and/or staff assigned to the Program and can work within the schedule and budget outlined in this RFP.</li> <li>• Respondent has sufficient capacity or an established plan to ensure compliance with Illinois Prevailing Wage requirements.</li> <li>• Respondent's organization reflects and engages the diverse people of the communities it serves through various techniques. This can be demonstrated through the following ways: <ul style="list-style-type: none"> <li>○ Demographics of individuals served through similar program;</li> <li>○ Equity focused mission statement.</li> </ul> </li> </ul>	
<p><b><u>Program Implementation Design</u></b></p> <ul style="list-style-type: none"> <li>• Respondent clearly defines the activities to be undertaken/services to be provided and proposes a clearly defined plan to deliver the required rehabs under this RFP.</li> <li>• Respondent provides an effective Program implementation design that includes thoughtful approaches to Sub-grantee selection, recruitment of diverse subcontractor and/or commitment to equitable workforce development practices, building evaluation, and technological recommendations.</li> <li>• Respondent provides a well detailed description of how they will provide the rehab work or evaluation under this RFP to marginalized communities and has a thorough understanding of the needs of the communities, their experience, needs and challenges.</li> <li>• Respondent provides a clear description of the proposed Service Territory (please note that service territories cannot be exclusive to one respondent)</li> <li>• Respondent can engage with the community in a variety of methods, including providing in-person services and community outreach and engagement.</li> </ul>	25

<p><b><u>Organization Values</u></b></p> <ul style="list-style-type: none"> <li>• Respondent is willing to collaborate with DOH and City funded initiatives, aligning with DOH's Mission, Vision, Values, including: <ul style="list-style-type: none"> <li>○ Expanding access and choice for residents.</li> <li>○ Protecting residents right to quality homes that are affordable, safe, and healthy.</li> <li>○ Prioritizing housing equity for Chicagoans who are marginalized.</li> <li>○ Social justice and collaborative decision making.</li> </ul> </li> <li>• Respondent's mission and activities historically undertaken by the organization are aligned with the objectives of the Program and enabling a just energy transition.</li> <li>• Respondent uses an equity lens, incorporates equity and justice into their program approach, and also does not engage in activities that are harmful to low- and moderate-income Chicagoans.</li> <li>• Demonstrated past experiences contracting with qualified BIPOC contractors/subcontractors</li> </ul>	10
<p><b><u>Budget Justification &amp; Capacity</u></b></p> <ul style="list-style-type: none"> <li>• Respondent demonstrates reasonable implementation costs and funding requests relative to its financial and human resources.</li> <li>• Respondent's proposed budget supports the proposed scope of work or work plan to implement the Program.</li> <li>• Respondents proposed budget contains a reasonable cost per rehab project.</li> <li>• Overall, Respondent is fiscally sound, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the current fiscal year.</li> <li>• Receiving a grant under this program would result in a meaningful expansion of Respondent's capacity to engage in rehab work in the Chicago market.</li> </ul>	30
<p><b><u>Cooperation with the City in the Event of Any Legal, Administrative or Regulatory Proceedings</u></b></p> <ul style="list-style-type: none"> <li>• Respondent will be required to covenant in the grant agreement that the Respondent will cooperate with the City and provide all records and documentation requested by the City in connection with any legal, administrative or regulatory proceedings in connection with the Program or the sources of funds used to finance the Program.</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

## 6. Basis of Award

DOH reserves the right to consider additional factors in the selection of Respondents to ensure Program-level needs are met, including prioritizing organizations whose proposals demonstrate they have a strong track record serving people marginalized by race, ethnicity, citizenship, ability, sexual orientation, arrest or conviction record, or income. DOH may also factor in the organization's geographic location to ensure residents in all of the City's wards can be provided services under the Program.

The selection of grantee[s] will not be final until the City and the selected Respondent[s] have fully negotiated and executed a grant agreement. The City assumes no liability for costs incurred in responding to this RFP or for costs by the Respondent chosen in anticipation of a fully executed grant agreement. Receipt of a final application does not commit the City to award a grant to pay any costs incurred in preparing an application. Furthermore, Respondents' history of prior executed contracts or agreements with DOH is not a guarantee of continued funding of grants under this RFP.

## 7. Compliance with Laws, Statutes, Regulations, Ordinances, and Executive Orders

The grant agreements will not be final until the City and the Respondent have fully negotiated and executed an agreement. All payments under a grant agreement 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. Here is a partial list of laws, statutes, and ordinance that Grantees will be required to comply with under the grant agreement:

1. **Conflict of Interest Clause:** No member of the governing body of the City or other unit of government and no other officer, employee, or agent of the City or other government unit who exercises any functions or responsibilities in connection with the carrying out of the Program 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 shall agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 of the Municipal Code of Chicago ("Municipal Code") 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 the Governmental Ethics Ordinance, Chapter 2-156 of the Municipal Code shall be voidable by the City.
3. **Drug-free Workplace:** 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 (10) days after such conviction.

4. **Business Relationships with Elected Officials:** Pursuant to Section 2-156-030(b) of 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) of the Municipal Code 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.
  - a. Section 2-156-080 of the Municipal Code 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. **Legal Compliance:** Compliance with federal, State and City laws, regulations, ordinances, policies, procedures, rules, executive orders and requirements, including, but not limited to: 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 (65 ILCS 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. **Economic Disclosure Statement:** 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 Grantee.

7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4:** Neither the Grantee nor any person or entity who directly or indirectly has an ownership or beneficial interest in the Grantee of more than 7.5% (Owners), spouses and domestic partners of such Owners, the Grantee's contractors, sub-contractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any contractor or sub-contractor of more than 7.5% (Sub-owners) and spouses and domestic partners of such Sub- owners (the Grantee and all the other preceding classes of persons and entities are together, the "Identified"), shall make a contribution of any amount to the Mayor of the City ("Mayor") or to the Mayor's political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract (as defined below), including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and the Grantee, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.
  - a. The Grantee shall represent and warrant that since the date of public advertisement of the specification, request for qualifications, RFP or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Grantee or the date the Grantee 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.
  - b. The Grantee shall not: (a) coerce, compel or intimidate the Grantee's employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse the Grantee's 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.
  - c. 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.
  - d. 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 the Grantee violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the grant agreement

resulting from this specification, the DOH Commissioner may reject the Respondent's response to the RFP. For purposes of this provision:

- i. "Other Contract" means any agreement entered into between the Grantee 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.
- ii. "Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.
- iii. "Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

## **8. Hiring Practices**

- a. The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 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 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.
- b. The Grantee shall be aware that City policy prohibits City employees from directing any individual to apply for a position with the Grantee, either as an employee or as a sub-contractor, and from directing the Grantee to hire an individual as an employee or as a sub-contractor. Accordingly, the Grantee must follow the Grantee's own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by the Grantee under the grant agreement are employees or sub-contractors of the Grantee, not employees of the City. 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 the Grantee.
- c. The Grantee 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 the Grantee by a City employee or City official in violation of paragraph (b) above or advocating a violation of paragraph (c) above, the Grantee 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 DOH. The Grantee will also cooperate with any inquiries by IGO Hiring Oversight related to the grant agreement.

9. **Illinois Prevailing Wage Requirement:** The Grantee will ensure that construction contractors and sub-contractors shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work in connection with this Program, pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Prevailing Wage Info can be found at: <https://labor.illinois.gov/laws-rules/conmed/prevailing-wage-rates.html> The Prevailing Wage requirements apply to sub-contractors, laborers, construction workers, and mechanics. The Dept. of Housing’s Bureau of Construction and Compliance provides software and training to assist Developers in reporting their compliance.

## 8. Insurance Requirements

The successful respondent will be required to provide insurance coverage required by the City, and to name the City as additional insured. Its subgrantees must also provide insurance coverage required by the City and that name the City as additional insured.



## Exhibit A: Contents of a Complete Proposal

Written submissions must be submitted via email to [willie.edwards@cityofchicago.org](mailto:willie.edwards@cityofchicago.org) and include the following:

1. Cover Page to include:
  - a. Organization Information
  - b. Legal organization name
  - c. Doing Business As (if applicable)
  - d. Address
  - e. Federal Employer Identification number
  - f. Unique Entity Identifier (UEI) number
  - g. Website address and social media (if applicable)
  - h. Year organization established
  - i. Name, title, email, and phone number of contact person
  - j. Name, title, email and phone number of senior executive
  - k. Date of submission
2. Attachments as described below depending on your entity type. These can be attached to your submission email or combined into a pdf submission document.
  - a. Non-profit entity requirements
    - i. Certificate of Good Standing
    - ii. IRS Tax-Exempt Determination Letter
    - iii. Board Member Identification
    - iv. Recent 990, 990-N, 990-EZ (from the last three years) or Recent Tax Returns (from the last three years)
    - v. If a CDFI, evidence of current CDFI certification
3. Answers to the following questions:
  - a. **Organizational Capacity**
    - i. Please provide a short statement describing the organization.
    - ii. Describe your organization's mission, values, and core strategies?
    - iii. Describe the leadership of the organization. How is your organization's leadership, staff, and board familiar with and accountable to the communities it serves?
    - iv. Tell us about your organization's experience planning for, and/or implementing residential rehabs on 1-4-unit properties. Be specific with technology, program design, building type, geographic location, and all other pertinent information about your experience. Please describe 1-2 sample residential rehab projects or programs you have been involved with. If you cannot provide concrete examples, please provide 1-2 examples of hypothetical rehab projects or programs your organization would be equipped to participate in.
    - v. Please provide a list of relationships or partnerships you currently have or intend to develop to enable successful program

implementation. Examples include relationships with subcontractors, workforce development and training organizations, utilities, supply chain partners, or energy modeling firms that you will leverage to effectively implement the services described in this RFP. For contractors, please include areas of expertise, specific trades qualifications, service area, years of experience, licenses held, and Minority and Women-owned Business (M/WBE) Certification if applicable.

- vi. What is your organization's experience in administering programs in conjunction with government entities? If applicable, describe specific related programs on which you've worked or implemented.
- vii. Please describe how you will monitor and ensure compliance with Illinois Prevailing Wage requirements; whether this function will be performed in-house with existing staff (and identify those staff) or outsourced to a third party. If the latter, please include those costs in your proposed budget.

**b. Program Design**

- i. Describe how you will implement the activities and goals of the Rebuild Program. Please be as specific as possible, and directly address how you will achieve the goals and comply with the requirements described in Section 2 of the RFP. If your proposal includes the rehab of mixed-use properties, please be specific regarding what percentage of total units will be in mixed-use properties *vis a vis* 1-4-unit residential properties. Please use your response to this question to summarize your approach, while using responses to the following questions to delve into further detail about your proposal.
- ii. How do you propose to recruit Developers into the program? Please describe your approach to community engagement, outreach, and Sub-grantee identification in detail. Please specify any building types or sizes you propose to work with, or Service Territory/geographies in which you expect your program to be concentrated based on your proposed Sub-grantee or building selection process. Please note that service territories cannot be exclusive to one grantee.
- iii. How will you track program outcomes and assure quality performance of the rehabs you propose? Please detail the metrics you will use to determine the success of the rehabs performed.

**c. Organization Values**

- i. Please describe your experience providing services to Sub-grantees who are marginalized by race, ethnicity, citizenship, ability, sexual orientation, arrest or conviction record, or income.
- ii. Please describe how, if you are awarded a contract under this program, you will support equitable workforce development. such as by providing workforce development and training opportunities, and by engaging in equitable subcontracting, particularly to BIPOC (Black, Indigenous, and People of Color) workers and business owners. If your organization has a track record of engaging in equitable workforce development practices, please describe those experiences here.

**d. Budget Justification & Capacity**

- i. Please describe this capacity in terms of number of buildings you propose to serve over the life of the contract, broken down by quarter, and describe the expected number of potential Sub-grantees you expect to engage to meet your preferred number of completed rehabs. Please create your own projections regarding the number of units rehabbed and include them as an Exhibit B that you attach. If there is additional context you would like to provide in addition to Exhibit B, please do so in narrative form.
- ii. The only reimbursable costs under this program are those uses listed in Section 2.3 of this RFP and are to be specified in the budget that you create and attach as an Exhibit C (budget proposal) and a project delivery fee, which is assessed per completed rehabs. How do you propose to structure this project delivery fee (*e.g.* fixed dollar amount per completed project; percentage of completed project's total direct costs; etc.)?
- iii. Explain how being awarded this grant would meaningfully expand your existing rehab work in the Chicago market. Provide details about your existing Chicago market programs, if any, including total current and planned future budgets and funding sources for those programs. Describe how you currently manage expenditures and keep financial records. How will you manage the project, monitor expenditures, and keep appropriate financial records? Please also describe your reporting, database management, and output monitoring practices.
- iv. Please attach the resumes of key staff members.