



Department Of Housing Bureau of Homeownership

2025 Technical Assistance City-wide Bidders Conference

Friday, August 15, 2025

City of Chicago
Department of Housing
Lissette Castañeda, Commissioner



Housekeeping

- Presentation is being recorded
- Keep mics muted
- Questions will be taken in the Q&A sections only
- Turn off camera if stepping away
- Recording & Q&A's will be posted on the DOH website.
- **All Questions must be sent to DOHCommunityPrograms@cityofchicago.org.**



General Abbreviations

Acronym	Full Name
DOH	The Department of Housing at the City of Chicago
MVV	The Department of Housing's Mission, Vision, Values
Req.	Requirements
RFP	Request for Funding Proposal
TACIT	Technical Assistance – Citywide

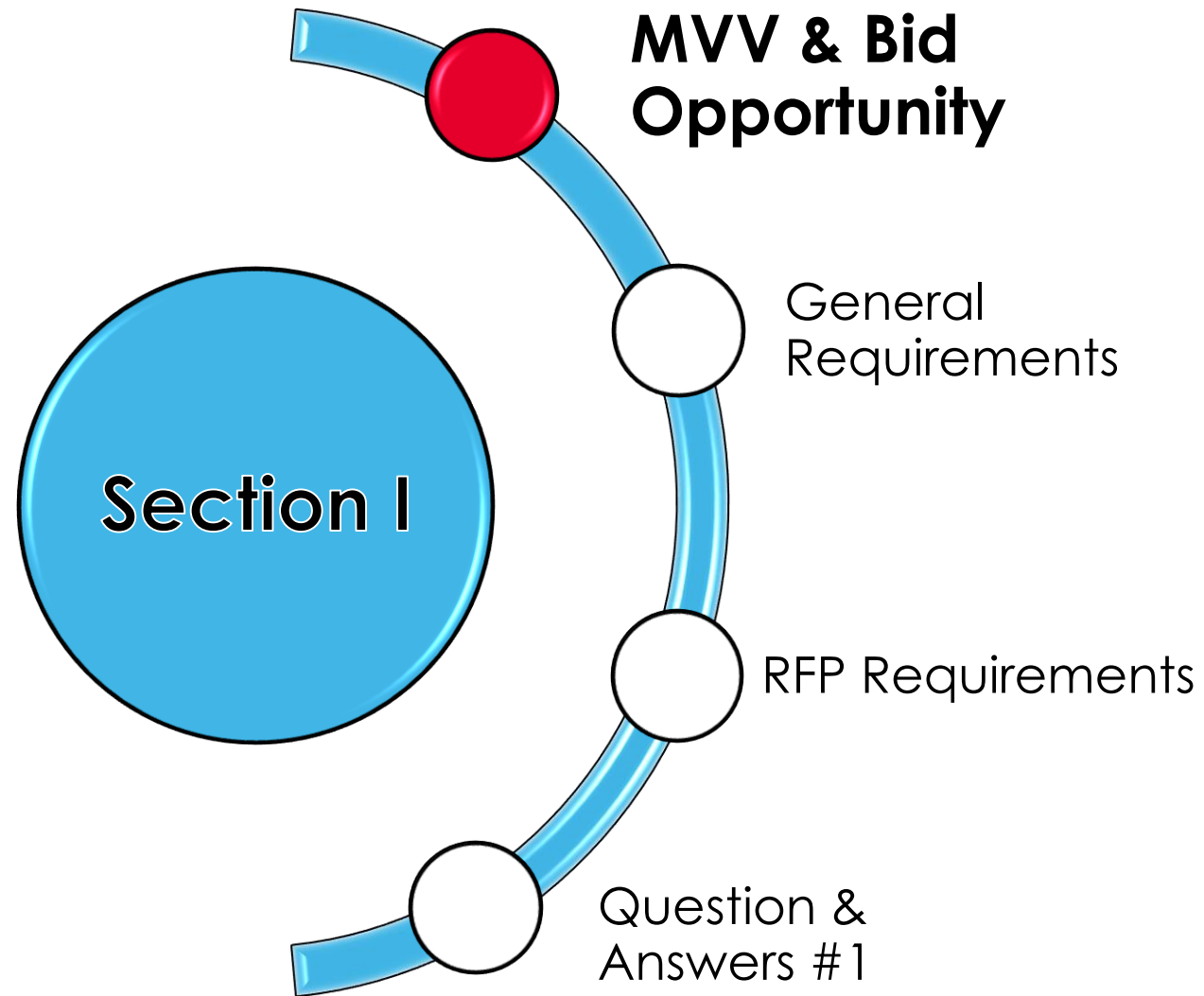
★ Today's Agenda

Section I

- MVV & Bid Opportunity
- General Requirements
- RFP Requirements
- Questions & Answers #1

Section II

- Technical Assistance Citywide (TACIT)
- Questions & Answers #2
- Closeout



DOH - Mission, Vision & Values (MVV)

- **Mission:** The mission of DOH is to expand access and choice for residents and protect their rights to homes that are affordable safe, and healthy.
- **Vision:** The equitable distribution of resources across all 77 communities so that every Chicagoan can choose and remain in quality housing that is affordable, safe and healthy.
- **Values:** To develop and promote quality, affordable, safety, and healthy homes across all 77 communities, putting Chicagoans proximate to resources they need to thrive at every age.
 - **Equitable, Collaborative, Dedicated and Resourceful**

[Visit: Chicago.gov/housing](https://www.chicago.gov/housing)



Bureau of Homeownership

- The Bureau of Homeownership manages most delegate agency programs at DOH, the Chicago Low-Income Housing Trust Fund, Right to Counsel, Constituent Services and liaises with other City Departments and the Mayor's Office on strategic initiatives.
- **Delegate Agency Programs**
 - Technical Assistance – Citywide (TACIT)- **This RFP only covers TACIT**
 - Community Housing Development Organization (CHDO) – Sarah Gross
 - Housing Counseling Centers (HCC) – Sarah Gross
 - Technical Assistance – Community (TACOM) – Sarah Gross

DOH Delegate Agency Program Staff - Renter Protections Team



Tamra Collins

Managing Deputy
Commissioner
She/ Her



Brian James

Program Director (Renter
Protections)
He / Him
(TACIT, CLIHTF, RTC)



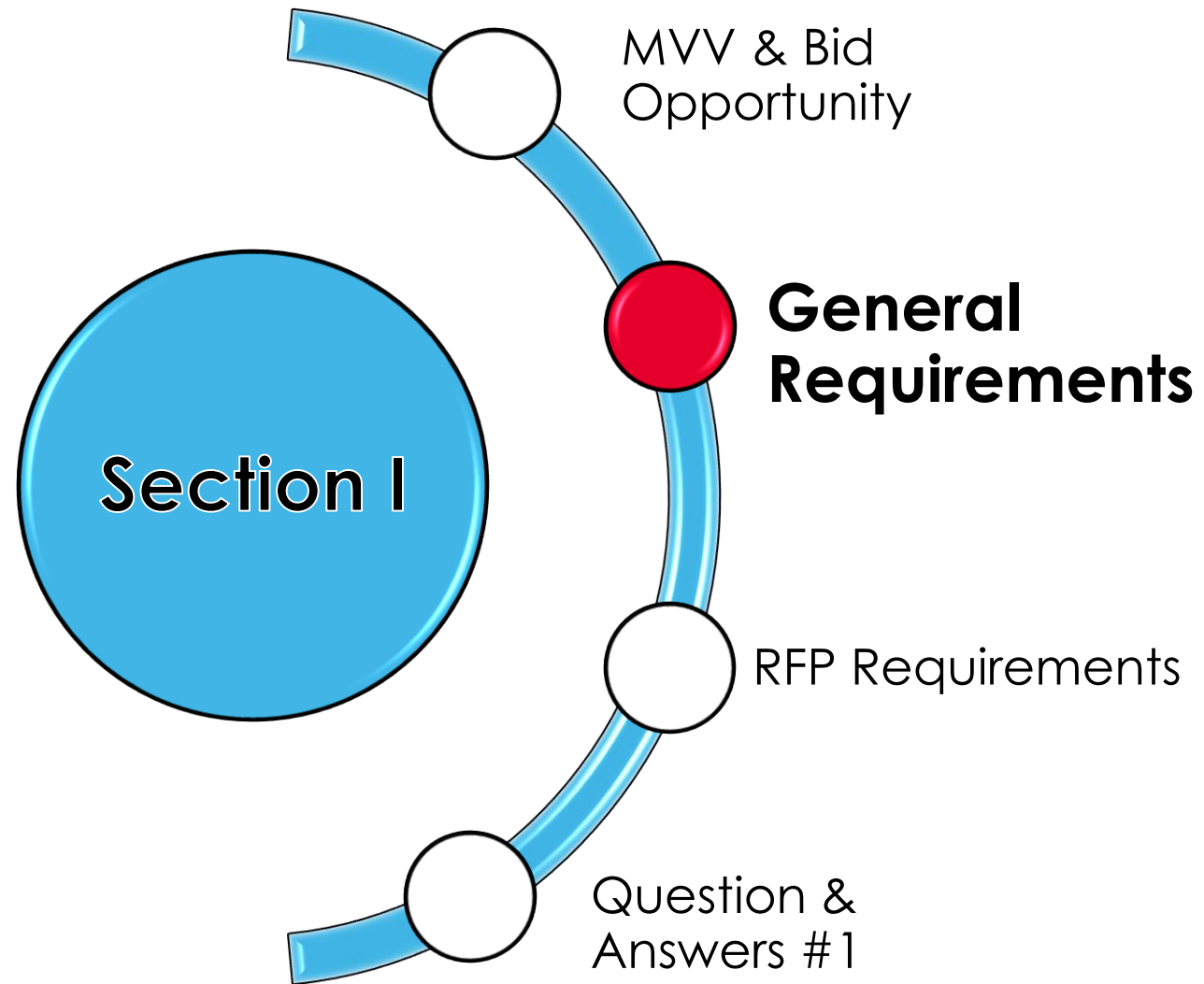
Dane Skaar

Project Coordinator
(Renter Protections)
He / Him
(TACIT, CLIHTF, RTC)



Lynn Stewart

Program Auditor III
She/ Her/ Hers



General Requirements (Req)

- Under the Bureau of Homeownership, respondents will be subject to all the following:
 - Alignment with DOH's MVV
 - Collaborative Work
 - Process for Limited English Proficiency (LEP) and People Living with Disabilities (PLWD)
 - An assigned Program Manager
 - Reporting Requirements
 - Quality Assurance and Quality Control
 - Agency Capacity
 - Program Audits
 - Compliance with Laws, Statutes, Ordinances, and Executive Orders
 - National or DOH Objectives



General Req: Alignment to DOH's MVV

- Organizations selected must demonstrate alignment with DOH's Mission, Vision and Values (MVV).
- Organizations selected must have a proven track record of providing culturally and linguistically competent services that are responsive to the needs of the communities they serve.
- For more information visit: [Chicago.gov/housing](https://chicago.gov/housing).



General Req: Collaborative Work

- Organizations selected must engage directly with the community or listen to the community's or client's needs.
- Organizations selected are expected to work together with DOH and other DOH-delegate agencies to address the various housing needs of Chicagoans.
- Organizations selected are expected to collaborate with other public or private agencies that support or enhance resources of Chicagoans marginalized by race, ethnicity, immigration status, ability, sexual orientation, gender identity, arrest or conviction record, or income.



General Req: LEP and PLWD

- LEP = Limited English Proficient.
- PLWD = People living with disabilities.
- Organizations selected are expected to have a policy and process in place on how they accommodate Limited English Proficient (LEP) individuals or People Living with Disabilities (PLWD).
 - The Policy can include how you work collaboratively with other organizations to enhance or support your organizations resources.

General Req: Assigned DOH Staff.

- DOH Staff:
 - Responsible for managing the day-to-day functions of the program, including recurring check-ins with delegate agencies, setting the goals and work plan, monitoring agency performance, collecting and reviewing reports, and updating agencies on processes and procedures impacting the program.
 - Reserves the right to request information, documents, and files related to the delegate agency Program.
 - Agencies are expected to provide timely responses to DOH Program Manager requests.





General Req: Reporting

- Submit requested data using a city-approved platform (e.g., ECM, Microsoft Forms) or an alternate approved method.
- Qualitative and quantitative data; structure varies by program.
- Must be able to provide report data into a dynamic file type or an online platform (e.g., Excel, Word, Adobe, PowerPoint, etc.).
- Selected organizations will be expected to submit all requested reports by the DOH due date in the manner requested and ensure reports are accurate.

General Req: Quality Assurance & Control

- Meticulous record keeping.
- Accurate, up-to-date records of program, client, or workshop files.
- Internal procedures to ensure reports, data and information that is provided to the City is complete and accurate, to the best of the organization's knowledge.
- Identify the staff member or members responsible for their organizations Quality Assurance, Quality Control and Program Monitoring.



General Req: Agency Capacity

- Adequate staffing levels to carry out all the required program activities, including program oversight, reporting, and service delivery.
- Adequate systems, internal processes, and procedures, addressing hiring, recruitment, staff training plans and business continuity.
- Work under a reimbursement model; agencies must submit invoices to the City for reimbursement using the iSupplier Portal.



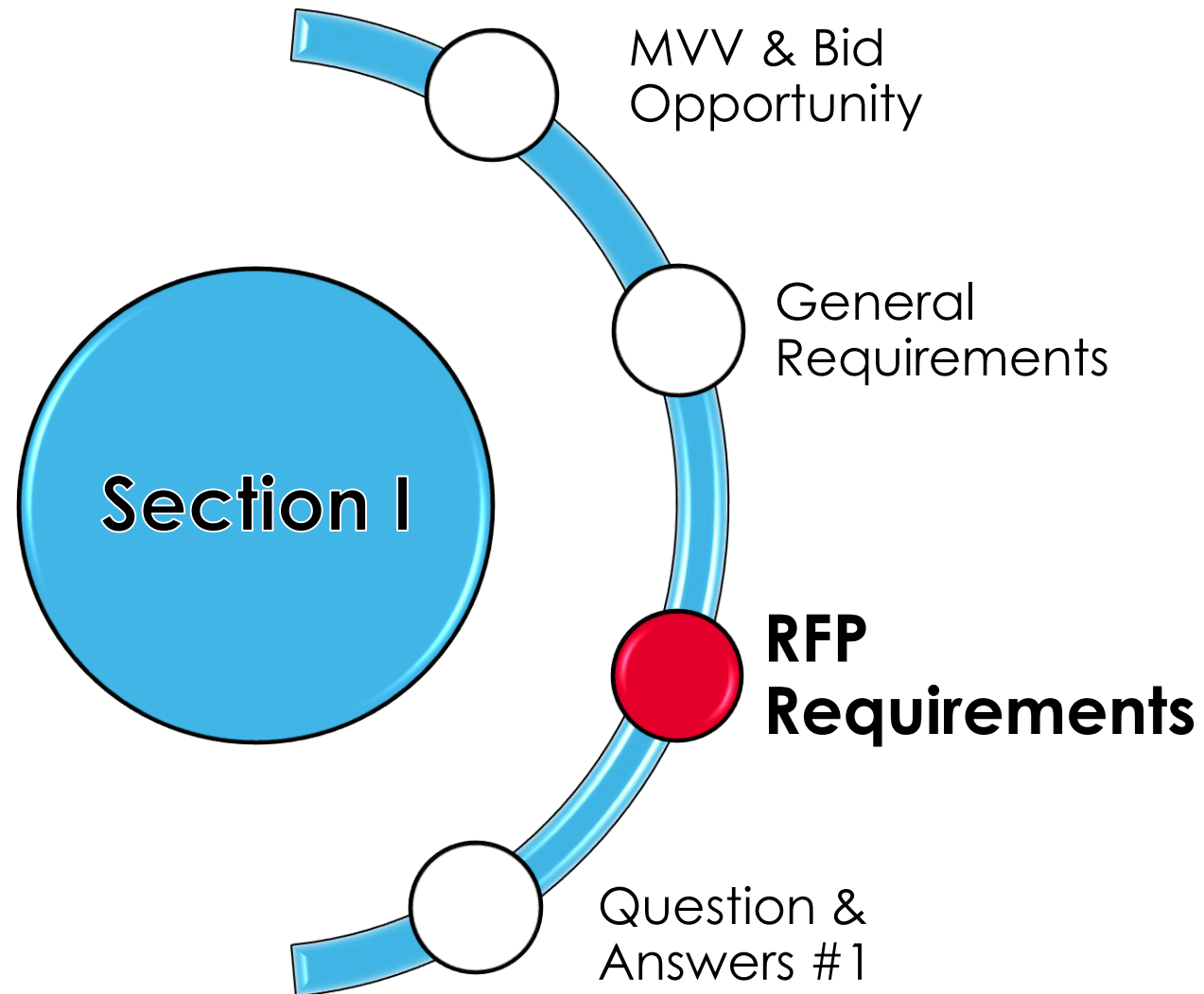
General Req: Program Audit

- Selected organizations are subject to annual Program Audits and Financial Audits.
 - Program Audits are conducted by the Bureau of Homeownership Program Auditor.
 - Financial Audits are conducted by DOH-Finance.
- Program audits monitor the program service delivery and process documents. Financial Audits may vary in approach based on total federal funding.
- The delegate agency is expected to provide prompt response to any program audit findings or observations.

General Req: National or DOH Objectives

- Delegate Agency programs meet specific HUD National Objectives or DOH Objectives. The table below outlines the objective the program will meet for Program Year 2026.

Program Name	Objective
<ul style="list-style-type: none">• Technical Assistance – Citywide (TACIT)	<ul style="list-style-type: none">• DOH Objective





RFP Req: RFP Sections

- Respondents are advised to read the entire RFP and determine if the program are a good fit for your organization.
- Some of the key sections are listed below:
 - General Information
 - Key Dates
 - Evaluation and Selection Criteria
 - Compliance with Laws, Statutes, Ordinances and Executive Orders
 - Insurance Requirements
 - Section 3
 - Sub-Recipient Financial Accountability in Federally Funded Programs
 - Programs in the RFP and Application Questions



RFP Req: General Information

- Submission of an RFP does not ensure that your organization will receive an award.
- The City assumes no liability for costs incurred in submitting this application or for costs incurred in anticipation of receiving an award.
- Any award is conditional until there is an executed contract.
- All payment of funds, as well as the terms and conditions of the grant agreement, will be subject to the appropriation and availability of funds as well as the terms and conditions of the grant agreement.
- The City may reduce the compensation or terminate the agreement.

RFP Req: Eligibility Requirements

- Delegate Agency programs are subject to a competitive bid process.
- Review the individual program RFP carefully, as each program restricts what type of organization is eligible to apply. (e.g., 501(c)(3), nonpartisan research institution, Chicago-based mission-oriented for profit).
- Selected organizations are required to deliver services within the city of Chicago and Chicago residents.
- Applicants with existing contracts with the City that are not in good standing will not be considered for new funding.
- Applicants that have had a City contract 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.



RFP Req: Anticipated Term of Contract and Funding

- The anticipated term of the contract is anticipated to start on January 1, 2026, through December 31, 2027.
- The City reserves the right to extend the initial contract by one year, based on need, availability of funds, and successful performance outcomes.

RFP Req: Evaluation and Criteria

- Technical Review.
- Respondents must meet all the criteria listed in the RFP, have adequate systems in place, and be able to carry out the required services within the allotted timeframe of one-year.
- Respondents who are existing delegate agencies or have been a delegate agency in the past five (5) years are subject to additional review and evaluation.
 - Review of Year-to-date (YTD) deliverables
 - Review of historical performance and outcomes
 - Review of any performance summary or summaries



RFP Req: Evaluation Committee

- All proposals received by the deadline will be subject to a technical review.
- Only completed applications will be considered by DOH.
- DOH Applications will be reviewed by an Evaluation Committee, formed by City of Chicago staff, including staff from other City Departments.
- Evaluation Committee Members will review and score all applications, supporting documents, and responses according to the scoring rubric set.
- Scores will be tabulated, and a list of awardees will be sent to the Commissioner.

RFP Req: Scoring Rubric

- Respondents are advised to review the scoring rubric carefully and become familiar with the point system.

Section	Points
Strength of Proposed Program	Maximum 25 Points
Organizational Capacity	Maximum 25 Points
Program Quality and Impact	Maximum 20 Points
Reasonable Cost, Budget Justification, and Leverage of Funds	Maximum 20 Points
Overall Response	Maximum 10 Points

RFP Req: Reasons for Rejection

- The City reserves the right to reject proposals for the following reasons:
 - Non-compliant proposal (e.g., missing documents)
 - Respondent has DOH or City Department performance-related concerns in the past five (5) years.
 - The deadline for submission was missed.
 - The proposal topic was not aligned with the requirements of the RFP
 - The budget was unrealistic
 - Respondent has insufficient staffing for the program
 - Respondents proposed work program does not meet DOH standards or is unrealistic

RFP Requirements: Application Questions

- Each RFP contains several short answer and long answer questions, and the respondents are expected to provide thorough responses to each question.
- RFP Application Question Sections include:
 - Contact & Organization Information
 - Organization Overview
 - Program Summary
 - Auditing Requirement
 - Location & Geographic area served
 - Work Program
 - Budget Information
 - Service Provision
 - Organizational Capacity

RFP Requirements: Required Documents

Review the RFP carefully. Each RFP Application submitted must have its corresponding documents uploaded. Failure to do this will result in a rejection.

1. Liability Insurance
2. SAM Certificate
3. Financial Statements
4. Quality Assurance & Control Procedures
5. Board Member Identification
6. Certificate of Good Standing from the State of Illinois
7. Organizational Charts
8. Work Program Form
9. IRS Determination Letter
10. Bylaws and Articles of Incorporation
11. Up-to-date resumes
12. Budget Form

RFP Submission: Important Links

1. [Vendor Registration -eProcurement/ iSupplier](#)

2. [Vendor Login - eProcurement/ iSupplier](#)

3. [Current Bids and Solicitation Opportunities](#)

- Click on **eProcurement Bid and Solicitation Opportunities****

RFP Submission: Solicitations Main Page

City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Abstracts

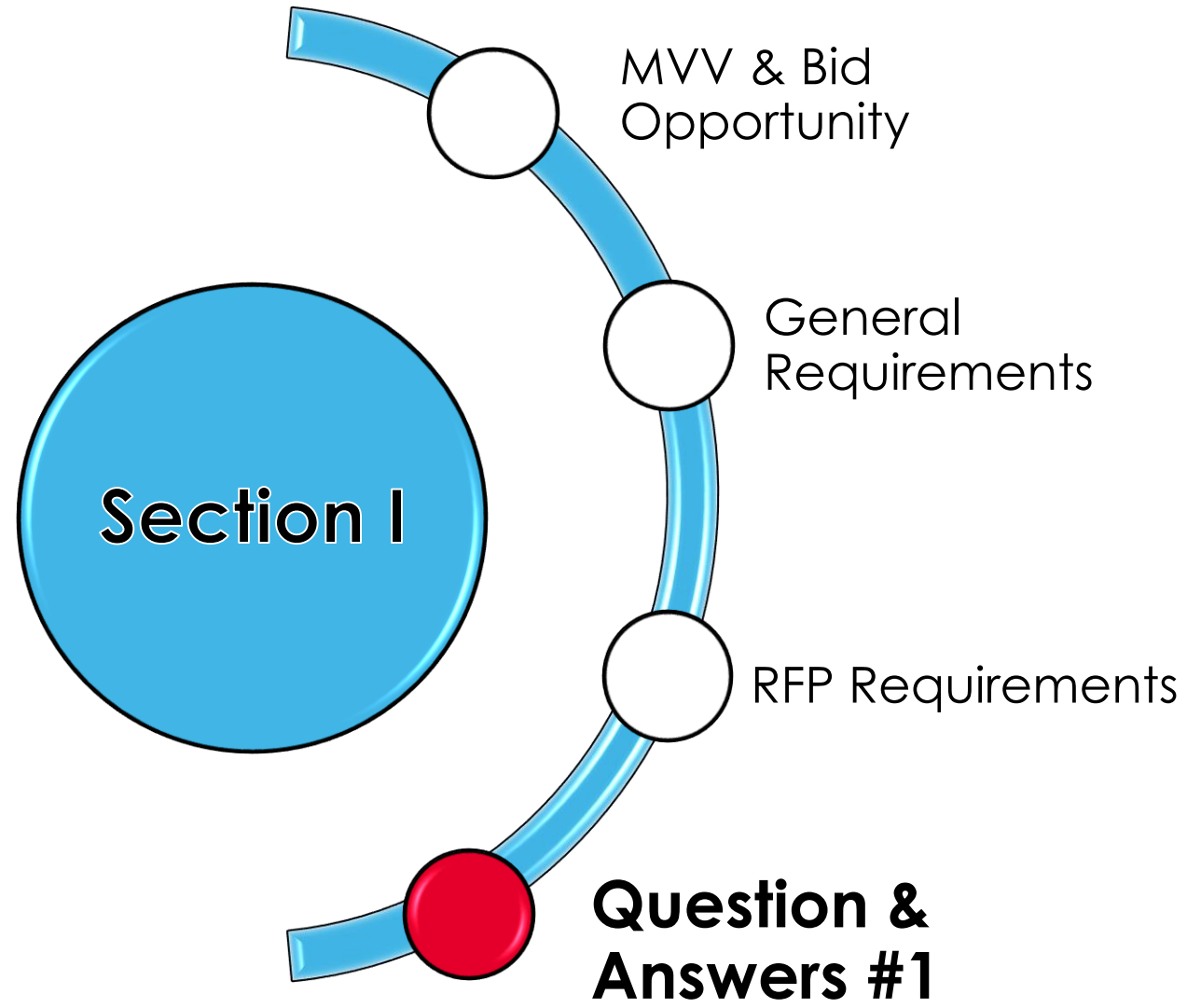
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Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
CHICAGO DEPARTMENT OF TRANSPORTATION	Commodities		9548,1	1262177	1262177: Detectable Warning Tiles, Cast Iron and Polymer Concrete (Group A-Cast	05-JUN-2023 10:00:00	05-JUN-2023 10:00:00	14-JUL-2023 11:00:00		19-JUN-2023 16:00:00	Details
DEPT OF STREETS & SANITATION	Commodities		9382,1	1197406B	1197406B: Bottled Drinking Water	06-JUN-2023 11:00:00	06-JUN-2023 11:00:00	07-JUL-2023 11:00:00		16-JUN-2023 11:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Commodities		9535,1	1255783	1255783: Ductile Iron Push-on, Ductile Iron Restrained, and Mechanical Joint Wat	25-MAY-2023 10:00:00	25-MAY-2023 10:00:00	07-JUL-2023 11:00:00		09-JUN-2023 11:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Commodities		9533,1	1255837	1255837: Polyethylene Meter Boxes (NSG)	19-MAY-2023 11:00:00	19-MAY-2023 11:00:00	05-JUL-2023 11:00:00		02-JUN-2023 11:00:00	Details
DEPT OF STREETS & SANITATION	Commodities		8404,2	1235675	1235675: STEEL WIRE TRASH RECEPTACLES	18-MAY-2023 11:00:00	18-MAY-2023 11:00:00	29-JUN-2023 11:00:00		31-MAY-2023 11:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Commodities		9415	1255833	1255833: Mechanical Joint Restraint Glands	02-JUN-2023 11:00:00	02-JUN-2023 11:00:00	27-JUN-2023 11:00:00		12-JUN-2023 12:00:00	Details
DEPT OF AVIATION	Construction		9267	1252336	1252336: Terminal Building ADA Improvements (T1, T2, T3 & T5) SBI-1	30-MAY-2023 10:00:15	30-MAY-2023 10:00:15	10-JUL-2023 11:00:59		12-JUN-2023 17:00:00	Details
DEPARTMENT OF HOUSING	Delegate Agency		9185	697255	Community Housing Development Organization (CHDO) Certification		20-DEC-2022 14:00:00	31-DEC-2024 12:00:00			Details
OFFICE FOR PEOPLE WITH DISABILITIES	Delegate Agency		9379	1267806	Diverse Learners Recovery Fund		12-MAY-2023 15:00:00	08-JUL-2023 12:00:00			Details
DEPARTMENT OF HEALTH	Delegate Agency	CDPH-MNTL-HLTH	9485,1	1271288	Sobering Center	08-JUN-2023 14:42:08	08-JUN-2023 14:42:08	03-JUL-2023 12:00:00		30-MAY-2023 17:00:00	Details

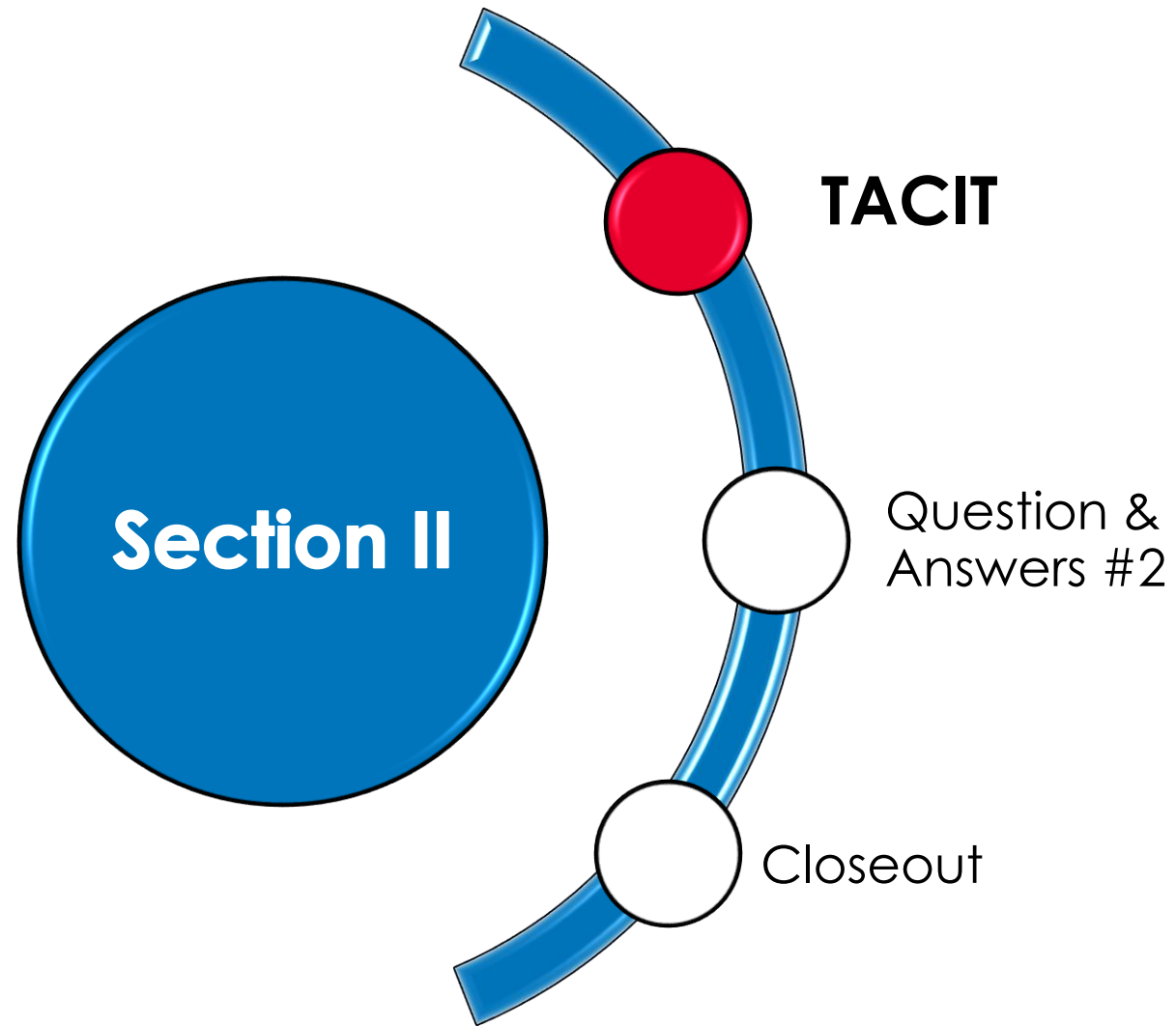
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Login



5 Minutes Break

Next Speaker: Brian James



Technical Assistance – Citywide (TACIT)

- DOH is seeking nonprofit organizations, non-partisan research institutions (i.e., universities) or Chicago-based-for-profit providing expert-level training, technical assistance, education or services in a housing-related topic within the city of Chicago.
- Only select topics are open to nonpartisan research institutions and Chicago-based-for-profits. Respondents must submit one (1) completed application per program, including all attachments.
- TACIT organizations will be leveraged for delegate-agency network wide training opportunities.



TACIT – Eligible Activities

For FY26, although there are eleven (11) eligible activities for TACIT. Under this re-release applicants are only eligible to apply for activity (#8) **Climate Change, Environmental Justice, and Housing**.

1. Supportive Housing Services and Advocacy for Marginalized People
2. User-centered Design & Data Strategy Technical Assistance
3. Legal Eviction or foreclosure defense services
4. Tenant Rights and Responsibilities
5. Landlord Rights and Responsibilities
6. Tenant & Landlord Matters
7. Estate Planning
8. **Climate Change, Environmental Justice, and Housing**
9. Equitable Transit-Oriented Development (ETOD)
10. Affordable Requirements Ordinance (ARO)
11. Troubled Building Initiatives (TBI) Supportive Services



TACIT – Climate Change, Environmental Justice, and Housing.

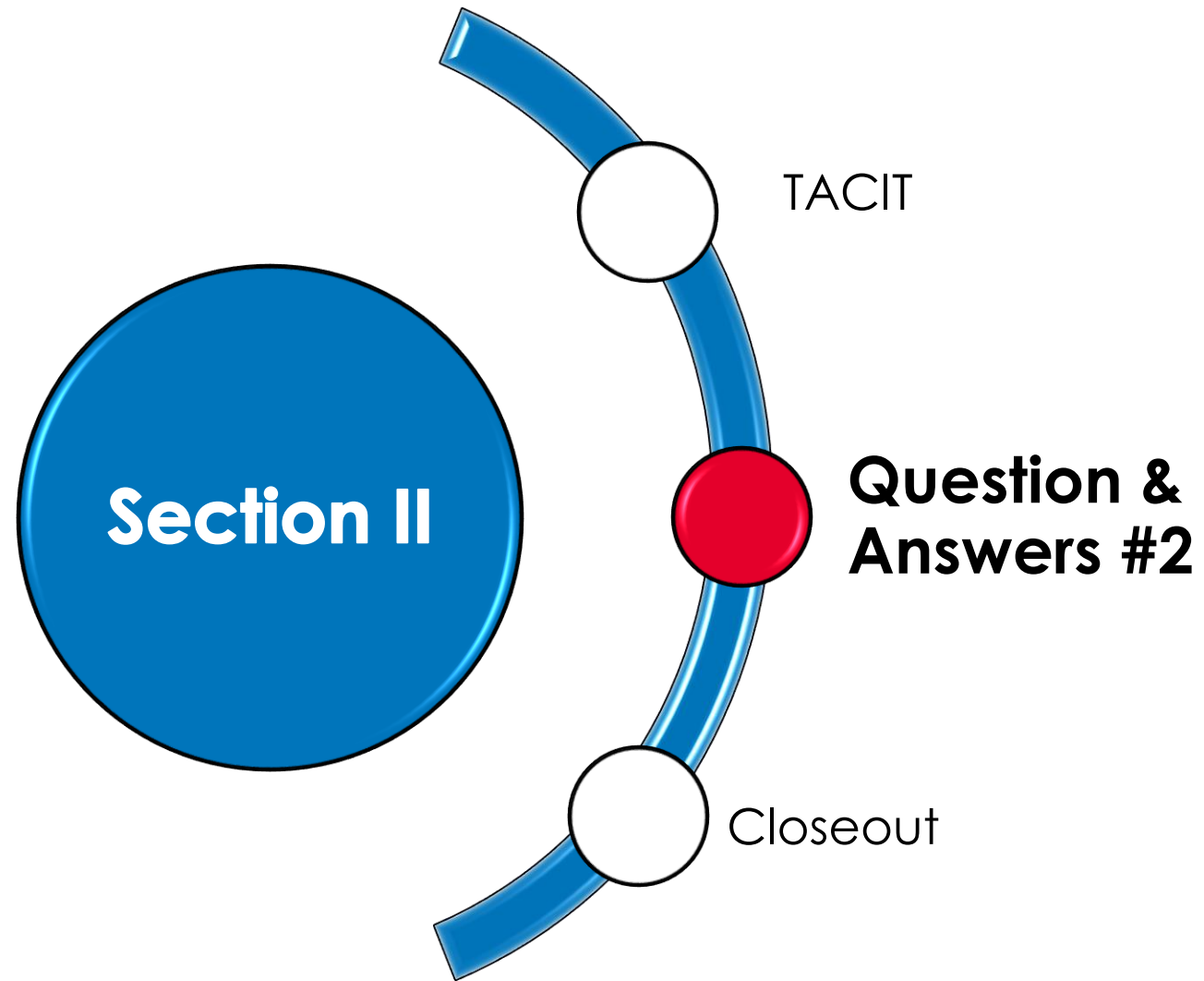
- DOH is seeking a nonprofit organization able to support to DOH Programs (administered by the department and delegate agencies) in strategy and building curricula related to climate change, environmental justice, and housing.
- Respondent must have a proven track record of working with public and private entities in addressing climate change and environmental justice, supporting property owners and tenants in taking advantage of federal, state, and local climate-related programs, and providing technical assistance to organizations on environmental justice and climate resiliency.
- Support to DOH includes building and maintaining interactive tools related to climate change, energy efficiency, decarbonization, and resilient/sustainable building and providing technical assistance to environmental or housing nonprofit organizations or a task force related to climate resilience, environmental justice, and transportation equity.

★ TACIT: DOH Reporting

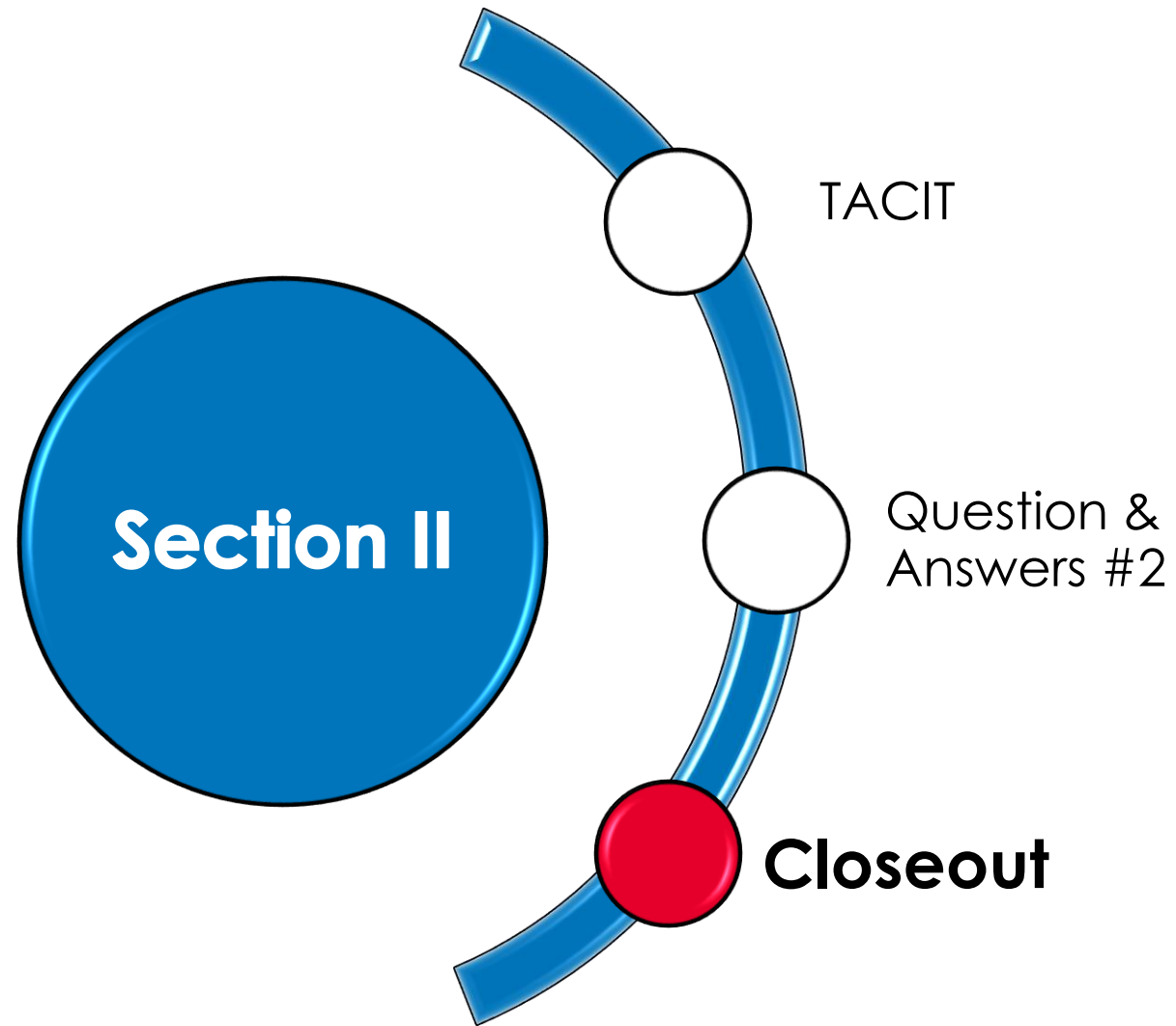
- The Technical Assistance – Citywide (TACIT) program will meet a DOH Objective and will be subject to quarterly reporting requirements.
- While CDBG regulations do not apply, selected respondents are expected to provide services, programs or advocacy for low-to-moderate income people.
- Respondents providing client-level services will be expected to collect client demographics, including race, ethnicity, AML, and head of household type.



See Full RFP for all client eligibility criteria



Next Speaker: Dane Skaar





RFP Submission: Important Information Reminder

Program Name	Solicitation Number
• Technical Assistance – Citywide (TACIT)	56946



Best Practices

- Keep your audience in mind, rather DOH.
- Review DOH's Mission, Vision, Values.
- Start early, submit early.
- Review all the instructions carefully.
- Get to the point.
- Work as a team.
- Ensure documents are legible and not outdated.
- Double check to ensure all questions are answered.
- Double check to ensure all documents are uploaded.

Next Speaker: Brian James

RFP Req: Key Dates Reminder

Activity	Date
DOH TACIT Re-Release RFP Release	August 8, 2025
Technical Assistance Session	August 15, 2025
DOH TACIT Application Closes	August 29, 2025
Award Notifications Sent to Respondents	November – December 2025*
Program Year Begins	January 1, 2026
Sub-grantee Agreements Executed	January 1, 2026, or thereafter*

**Dates are tentative and based on FY2026 Budget Cycle*

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[Chicago Department
of Housing](#)



Formerly known as Twitter

[@ChicagoDOH](#)

Additional questions after today should be sent to:
DOHCommunityPrograms@cityofchicago.org

Last day for questions is
08/22/2025.