



# Shelter Acquisition Program RFP

## Frequently Asked Questions Addendum

### **How do we respond to this RFP if we already have a site in mind or are already in process with a potential new shelter site?**

Applicants are more than welcome to apply to the Shelter Acquisition RFP with a site already in mind, or with a site already amid the acquisition process. The RFP solicitation is only assessing applicants based on their shelter operations experience and mission alignment, need for new shelter space, and readiness and capacity to own. DOH will work with selected grantee finalists to then assess and select the site that best fits the organization's need for new shelter space.

Applicants should add any pertinent information about the proposed site in section VI – there is narrative space to provide information about the site and how it fits the organization's needs, as well as space to upload up to three documents with further information about the proposed site. If the organization is selected as a grantee finalist, this information will be utilized to rapidly move toward site selection, acquisition, and closing most quickly.

### **Can you further explain the process for selecting a site?**

Grantee finalists will work with DOH and DFSS to identify agency and resident needs. Based on those needs, the finalist and the City will come to a grant agreement which will include the process for closing the sale utilizing City grant funding on the site selected. For this first round, DOH hopes to reach grant agreements by the end of 2022, with site closings following as quickly as possible.

### **If we find a site that fits most of our needs but needs some adaptations, what will happen?**

DOH is aware that the acquisition of an existing space to be utilized as non-congregate shelter means that any given site may not perfectly fit the breadth of needs of a shelter operator. Any space selected will likely require creative reuse and some potential adaptations to best fit the needs of the RFP finalists, including the creation of communal spaces, accessibility modification, security modifications, and more. The sites that DOH and DFSS have been pre scoping have external entrances but also only have one point of entry in that they are U shaped, creating plenty of opportunities for creativity to ensure the site fits the needs of the shelter operator. DOH and DFSS will work in partnership with the grantee finalists to select a site that best fits their shelter needs, and then will support any necessary repairs or modification for the selected site to even better fit service and organization needs.

*Any further questions can be directed to [shelteracquisition@cityofchicago.org](mailto:shelteracquisition@cityofchicago.org). Thank you.*