



RAHM EMANUEL, MAYOR

**Request for Proposal (RFP) for
SOCIAL SERVICE, HOUSING AND ECONOMIC DEVELOPMENT PROGRAMS
VIA THE ONLINE COMMUNITY DELEGATE GRANT APPLICATION (CDGA)**

**CITY OF CHICAGO
OFFICE OF BUDGET AND MANAGEMENT (OBM)**

**APPLICATIONS ARE TO BE ENTERED AND SUBMITTED
ONLINE VIA THE CDGA SYSTEM NO LATER THAN
Midnight (CST), FRIDAY, MAY 31, 2013**

CDGA will open at midnight on May 1, 2013 and close at midnight on May 31, 2013

This RFP covers multiple funding sources including
Community Development Block Grant (CDBG)

Applications are to be submitted through the CDGA internet-based system only. **Paper applications will not be accepted.** Required supplemental application material must be submitted to the Lead Department (per department specifications) by **4:30 p.m. (CST), Wednesday, June 5, 2013.** An application for which supplemental information is received after the due date and time may be deemed non-responsive and therefore ineligible for funding.

OBM will host three Pre-Submittal Technical Assistance (TA) Sessions

Malcolm X College	Kennedy King-College	Truman College
1900 W. Van Buren	6301 S. Halsted	1145 W. Wilson
Cultural Center	Theater	Novar Hall
April 24, 2013 at 9 a.m.	April 26, 2013 at 9 a.m.	April 29, 2013 at 9 a.m.

To register for CDGA visit:

<http://webapps.cityofchicago.org/cdga>

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CDGA Pre-Submittal Technical Assistance (TA) Sessions

The City will host three technical assistance sessions that will include brief presentations from the U.S. Department of Housing and Urban Development (HUD) Regional Director, Mr. Ray Willis, and the City's Community Development Advisory Committee (CDAC) Chair, Mrs. Dovetta McKee. City department staff overseeing the programs included in this RFP will also be in attendance and available to respond to program specific questions.

The content of the individual sessions are identical. We encourage participants to attend only one of the scheduled dates due to limited seating capacity.

WEST SIDE Wednesday, April 24, 2013, at Malcolm X College, 1900 W. Van Buren St

	CULTURAL CENTER (Capacity 250)	HALL 2505 (Capacity 80)	HALL 2535 (Capacity 80)
9:00 - 9:30 am	Kick-off	---	---
9:45 - 11:00 am	DFSS - Youth	HED - HTAS	DFSS - DV
11:15 - 12:30 pm	DFSS - Workforce	HED - LIRI	MOPD
12:45 - 2:00 pm	CDPH	DFSS - Senior	---

SOUTH SIDE Friday, April 26, 2013, at Kennedy-King College, 6301 S. Halsted St

	THEATER (Capacity 250)	CLASSROOM 211 (Capacity 50)	CLASSROOM 221 (Capacity 30)
9:00 - 9:30 am	Kick-off	---	---
9:45 - 11:00 am	DFSS - Youth	HED - HTAS	DFSS - DV
11:15 - 12:30 pm	DFSS - Workforce	HED - LIRI	MOPD
12:45 - 2:00 pm	CDPH	DFSS - Senior	---

NORTH SIDE Monday, April 29, 2013, at Truman College, 1145 W. Wilson Ave

	NOVAR HALL 3426 (Capacity 170)	LECTURE HALL C 3641 (Capacity 95)
9:00 - 9:30 am	Kick-off	---
9:45 - 11:00 am	DFSS - Youth	HED - HTAS
11:15 - 12:30 pm	DFSS - Workforce	DFSS - DV
12:45 - 2:00 pm	HED - LIRI	MOPD
2:15 - 3:30 pm	CDPH	DFSS - Senior

GENERAL INFORMATION

Purpose of this RFP

On behalf of the Department of Family and Support Services (DFSS), the Mayor's Office for People with Disabilities (MOPD), the Department of Housing and Economic Development (DHED) and the Department of Public Health (DPH), OBM is releasing this request for proposal to fund various social service, housing and economic development programs for fiscal year 2014.

Eligible Respondents

This is a competitive process open to organizations with a not-for-profit designation (unless specifically stated otherwise in the program description section of this document), as evidenced by incorporation in the State of Illinois, and federal 501(c)(3) tax-exempt designation. An organization may apply for funding if, at the time of application, it has applied for such status; it must actually receive such status prior to contracting if it is selected for funding.

Respondents whose existing contracts with the City are not in good standing will not be considered for funding. Organizations not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

Anticipated Term of Contract and Funding Source

The term of contracts executed under this RFP will be January 1 - December 31, 2014. Awarded programs may be funded with federal (including CDBG funds), state, and/or local funds. Final awards are subject to the availability of funds from the various sources identified above.

Cost Effectiveness

Respondents will be expected to demonstrate that their proposed program is cost effective and that each proposed cost can be justified as both necessary and reasonable to the program's operation.

Compliance

Respondents must comply with all applicable Federal, State and City requirements necessary to execute and perform services under a contract funded by this application.

RFP Required Supplemental Documentation

The supplemental documentation should be delivered to the applicable department by 4:30 p.m. (CST), Wednesday, June 5, 2013.

For (A) organizations that did not receive 2013 funding, or (B) organizations that did receive

2013 funding and have made changes to the following documents, you must submit:

- Two copies of organization's list of Officers and Board of Directors
- Two copies of current By-laws and Charter
- Two copies of current Certificate of Good Standing from Secretary of State
- Two copies of IRS 501(c)(3) status.
- Other requirements as specified in the application booklet and for each program and department referenced in the program description section. (It is critical that you refer to departmental program instructions to determine any additional requirements.)

HIGHLIGHTS OF THE CDGA CALENDAR

RFP Releases	April 17, 2013
CDGA Online Application Opens for Registration	April 17, 2013
Pre-Submittal Technical Assistance Sessions	April 24, 26, 29, 2013
2014 CDGA Online Application Opens (midnight)	May 1, 2013
2014 CDBG Online Application Closes (midnight)	May 31, 2013
Supplemental Documentation Due	June 5, 2013
Respondents Notified of Funding Recommendation	October-November 2013
Public Hearing – To Review Action Plan	Mid-October 2013
City Council Deliberates Proposed Budget	October-November 2013
City Council Votes on FY2014 Budget	November 2013
Final Award Notifications Sent to Organizations	December 2013
Program Year Begins	January 1, 2014
Sub-grant Agreements Executed	January/February 2014

EVALUATION AND SELECTION CRITERIA (Applicable to All Programs)

Evaluation Process and Criteria

The lead program departments will evaluate and rate all proposals based upon the criteria identified in the Program Description section of this document and the programmatic and financial requirements referenced below. The lead departments reserve the right to consult with other departments or public or private funders during the evaluation process. Final department funding recommendations must be approved by City Council (as appropriate) and are subject to the availability of funds.

In addition, proposals must demonstrate how the following programmatic and financial criteria will be met.

PROGRAMMATIC:

- Programs providing services to a geographical area (area-wide benefit) must meet low/moderate income criteria, such that at least 51% of the population to be served is from low and moderate-income households (according to 2010 census tract information available).
- Programs providing services to individuals (direct benefit) must meet low/moderate income criteria. Organizations must maintain records regarding income eligibility of each client served, as outlined previously in the General Information section.
- Provide evidence of financial, physical and human resource leverage in the community. Also, provide any collaborations or partnerships with other public and private agencies related to your program design and objectives (examples: referral system, linkage agreements, neighborhood coalitions or partnerships with Chicago Public Schools).
- If awarded, organizations will be required to deliver services within the city of Chicago and to Chicago residents only.
- Respondents must be current on all prior and current City contractual obligations, including work program deliverables and reporting requirements.

FINANCIAL:

- Overall fiscal soundness is required, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year.
- All applicants must be current on all prior financial contractual obligations with the City, including timely submission of voucher reimbursement requests.
- All applicants must be able to prove that there are no outstanding liens or taxes owed to the City, State or IRS.
- Evidence of other (non-City) financial support must be provided.

- Fifteen percent leveraging on all programs is strongly encouraged. Please refer to the Program Description section for a list of programs that require a match.
- Applicants must adhere to the City’s auditing requirements for federal expenditures. Federal expenditures are expenditures from any federal funding source incurred directly or indirectly (pass through) from the City, State, or Federal government. The CDBG program is a federally funded program authorized under the Housing and Community Development Act of 1974 and is subject to this requirement. The auditing requirements are as follows:
 - Auditing: All applicants who spend \$500,000 or more in Federal awards will be required to obtain an audit as required by OBM Circular A-133. Applicants should contact their auditors as soon as possible in order to accurately project the cost of the audit for inclusion in the budget. The amount of CDBG funds budgeted for the audit should be proportional to the percentage of CDBG funds relative to other funds included in the audit.
 - Applicants spending less than \$300,000 in Federal awards may be subject to an examination of “agreed upon procedures” by an independent auditor. This examination will cover program revenue and expenditures as specified by the Comptroller’s Office. The City of Chicago will select the auditor and pay for the related cost. The cost will be allocated to the various grants the applicant receives from the city. Departments and applicants should contact Rena Lira, City of Chicago Internal Audit, at 312-742-3458 with questions regarding the applicant auditing requirements and procedures.

Submitting this application does not ensure that you will receive an award of 2014 funds. The City assumes no liability for costs incurred in submitting this application or for costs incurred in anticipation of receiving an award of 2014 funds. If you receive an award of 2014 funds, then (a) the award will not be final until you and the City have fully negotiated and signed a grant agreement, (b) all payments of 2014 funds will be subject to annual appropriation and availability of funds and to the terms and conditions of the grant agreement, (c) the City may, in its sole discretion, reduce the compensation payable under the grant agreement, and (d) the grant agreement will terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made, when funds appropriated for payment under the grant agreement are exhausted, or otherwise as provided under the grant agreement.

The Respondent must follow the directions of this RFP. Responses must be completed, legible and coherent. The Respondent’s conformity to the following instructions will facilitate the evaluation of all Proposals. Non-responsiveness or incomplete responses to this RFP may be cause for the Proposal to be disqualified from further consideration. The City of Chicago reserves the right to accept any Proposal and/or any part or parts thereof, and/or to reject any or all Proposals.

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.

INSURANCE REQUIREMENTS

Insurance requirements are applicable at the time of contract execution.

A. The kinds and amounts of insurance required are as follows:

1) Workers Compensation and Employers Liability

Workers Compensation as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$100,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$500,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work or Services to be performed, Sub-grantee must provide Automobile Liability Insurance with limits of not less than \$300,000 per occurrence for bodily injury and property damage.

4) Professional Liability

When any professional consultants perform work or Services in connection with this Agreement, Professional Liability Insurance covering errors, omissions, or negligent acts, must be maintained with limits of not less than \$500,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work or Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

5) Medical/Professional Liability

When any medical Services are performed in connection with this Agreement, Medical/Professional Liability Insurance must be provided to include coverage for errors, omissions and negligent acts related to the rendering or failure to render professional, medical or health Services with limits of not less than \$1,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work or Services on this Agreement. A claims made policy which is not renewed or replaced must have an extended reporting period of 2 years.

6) Builders Risk

When any Sub-grantee performs any construction, including improvement, betterments, and/or repairs, Sub-grantee must provide All Risk Builders Insurance to cover materials, supplies, equipment, machinery and fixtures that are part of the structure.

B. Related Requirements

If the coverages have an expiration or renewal date occurring during the time for performance of this Agreement, Sub-grantee must furnish renewal certificates to the Federal Funds Insurance Unit at the address listed in Section 2.5 of this Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the City to obtain certificates or other insurance evidence from Sub-grantee is not a waiver by the City of any requirements for Sub-grantee to obtain and maintain the specified coverages. Sub-grantee must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Sub-grantee of your obligation to provide insurance as specified here. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the City retains the right to stop work or Services or terminate this Agreement until proper evidence of insurance is provided.

The Sub-grantee must provide for 30 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

All deductibles or self-insured retentions on referenced insurance coverages must be borne by Sub-grantee.

Sub-grantee hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents or representatives.

The coverages and limits furnished by Sub-grantee in no way limit Sub-grantee's liabilities and responsibilities specified within this Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Sub-grantee under this Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Sub-grantee is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Sub-grantee must require all Subcontractors to provide the insurance required in this Agreement or Sub-grantee may provide the coverages for Sub-contractors. All Subcontractors are subject to the same insurance requirements of Sub-grantee unless otherwise specified in this Agreement.

If Sub-grantee or Sub-contractors desire additional coverages, the party desiring additional coverages is responsible for the acquisition and cost of such additional protection.

Notwithstanding any provisions in this Agreement to the contrary, the City of Chicago's Risk Management Department maintains the right to modify, delete, alter or change these requirements.

- C. If you need additional information related to insurance, please call the office of the City Comptroller, at (312) 744-7923.

CDGA – HELP DESK

If you have any questions or experience technical difficulties during the application process, you may contact the CDGA Help Desk via email or phone.

Email: cdga_help@cityofchicago.org

Telephone: 312-744-0358

You may also reach the CDGA Help Desk by clicking on “**contact us**” located on the application screen. Help Desk staff is available Monday through Friday from 9:00 a.m. to 5:00 p.m.

The CDGA Help Desk will be closed for the Memorial Day holiday, May 27, 2013.

We will answer all questions as quickly as possible.

For specific program inquiries, contact the City Department serving as lead agency for the program for which you are submitting a proposal.

LEAD DEPARTMENT PROGRAM DESCRIPTIONS AND REQUIREMENTS

LEAD DEPARTMENT: Department Of Public Health (CDPH)
PROGRAM: FAMILY VIOLENCE PREVENTION INITIATIVE

PROGRAM DESCRIPTION:

From a public health perspective, family violence has a far reaching effect on individuals, families, neighborhoods and our broader society. Family violence can contribute to homelessness as well as negatively impact the social emotional development of all involved, particularly that of women and children. Exposure of young children to family violence remains a significant risk factor for a child's ability to form future healthy relationships. Family violence affects a community's overall quality of life and sense of safety.

CDPH is committed to providing assistance to communities through its CDBG-funded Family Violence Prevention Initiative (FVPI). The goal of the program is to promote domestic respect and prevent family violence. This funding opportunity is for agencies interested in operating either a community-based parenting skills program or a substance abuse prevention program.

Agencies can apply for this funding through one of these two CDGA program categories: 1) Parenting Program or 2) Substance Abuse Prevention Program. The goal is to support agencies in their efforts to incorporate family violence prevention education and childhood exposure to family violence information into their existing programs and services for individuals and families.

Eligible activities for funding include, but are not limited to: primary prevention activities; crisis intervention and service linkages; parenting skills education; substance abuse prevention education; early identification of young children exposed to family violence; services that support positive parenting and prevention of interpersonal violence; and assistance and advocacy for those presenting with family violence in the identified population.

Applicants may apply under **ONE of the following categories:**

1. Parenting Skills OR
2. Substance Abuse Prevention

PARENTING SKILLS PROGRAM

PROGRAM REQUIREMENTS:

For the Parenting Skills program, in addition to responding to all the questions and completing the required forms in the CDGA online system, the respondent must address the required core elements listed below under Part II Proposal Description of the online application:

- Education on family violence - definitions, warning signs, local resources and prevention strategies; assessments and identification of participants' support needs; regular group meetings; participant feedback; provision of childcare where appropriate; on-going case management. Include how you will ensure the use of the brief Domestic Violence Screening tool with all enrolled adults. The tool will be provided to all funded sites.

- Childhood exposure to violence - effects of exposure to violence, symptoms and response strategies.
- Child development - as it relates to abuse; promotion of self-esteem and protective factors.
- Positive discipline strategies such as the observation of parent child interactions; stress management for parents; problem solving and conflict resolution capacity building.
- The identification and referral to community resources for family violence and childhood exposure to family violence as indicated from the use of the domestic violence and childhood exposure to violence screening tools. These referrals will be supported by written linkages with qualified agencies or related programs within the applicant agency to address a range of preventive, intervention and social support services, including the needs of children identified as having been exposed to violence.

Successful family violence prevention applicants will demonstrate the ability to address the following:

- The understanding of family violence, children exposure to violence – definitions, warning signs, identification of local resources and prevention strategies.
- The development of evidence-based family violence prevention programming.
- Age, language, and culture appropriate family violence prevention programming.
- The development of multi-focused primary prevention strategies that include input from program participants.
- Opportunities for activities that promote resiliency and healthy violence free relationships.
- Family oriented violence prevention programming.
- Participation in community coalitions and other collaborations organized to prevent family violence.

PERFORMANCE MEASURES:

The following performance measures must be documented to demonstrate success and effective programming.

- Description of evidence informed program components (curriculum, groups, etc.)
- Description of the evaluation plan
- Samples of data collection instruments (Must be included with other supplemental documentation)
- Performance goals for each activity – to be listed in the program work program section
- The total number of unduplicated participants
- Annual totals anticipated with Quarterly projections
- The number and percentage of parents/families completing the Parenting Skills Program
- Number and percentage of referrals made for intervention services for family violence, dating violence, childhood exposure to family violence
- The number and percentage of parents who demonstrate improved knowledge and/or parenting skills as indicated through the evaluation tool, pre and post tests and/or documented observation during parent/child interaction
- Additional measures may be added for funded programs

SUBSTANCE ABUSE PREVENTION PROGRAM

PROGRAM REQUIREMENTS:

For the Substance Abuse Prevention program, in addition to responding to all the questions and completing the required forms in the CDGA online system, the respondent must address the required core elements listed below under Part II Proposal Description of the online application:

- Evidence-informed education on the effects of family violence on the individual, family and community
- How the trauma resulting from family violence relates to and intersects with the issue of substance abuse.
- Activities that promote positive family interaction that increase participants' understanding of family violence and the need for prevention and highlight the interconnection between family violence and the use of alcohol and other substances.
- Explain how access to a comprehensive array of social, academic, occupational, and other support services related to the program objectives will be provided through memorandum of understanding (MOUs) for collaboration with public and private agencies, referral systems, shared locations, or other approaches. Written linkage agreements should be with qualified agencies or related programs to address the needs of youth identified as having been exposed to violence and/or in need of substance abuse treatment.

Successful Substance Abuse Prevention Applicants will demonstrate the ability to address the following program components:

- The understanding of family violence- definitions, warning signs, identification of local resources and prevention strategies.
- The use of evidence-based substance abuse and family violence prevention programming.
- Age, language, and culture appropriate youth focused violence prevention programming.
- The use of multi-focused primary prevention strategies that include input from participants.
- Opportunities for youth activities that promote resiliency and healthy substance and violence free relationships.
- Participation in community coalitions and other collaborations organized to prevent substance abuse and family violence.

PERFORMANCE MEASURES:

The following performance measures must be documented to demonstrate success and effective programming.

- Description of evidence-informed program components
- As detailed in the evaluation plan, participants must demonstrate sufficient knowledge and skill achievement as measured in pre- and post-test evaluation of services
- Samples of data collection instruments (Must be included with other supplemental documentation)

- Performance goals for each activity listed in the program work plan (scope of services and deliverables).
- The total number of unduplicated participants
- Annual totals anticipated with Quarterly projections
- Compliance with required reporting
- Number and percentage of referrals made for intervention services for family violence, dating violence, and childhood exposure to family violence

SELECTION CRITERIA FOR BOTH PARENTING AND SUBSTANCE ABUSE PREVENTION PROGRAMS:

In addition to the general selection criteria referenced in this RFP, respondents must demonstrate the ability to address the following:

- Description of the population to be served (including demographics)
- Description of demonstrated need for the program in the community
- Summary of the organization’s experience in working with the intended population to be served and/or the delivery of similar services in another setting
- List of staff for the project (**Resumes And Job Descriptions Must Be Included With Other Supplemental Documentation**)
- Description of a recognized curriculum used to inform all program design elements
- Description of how the proposed program and services will be implemented
- Description of evaluation plan and relevant program criteria outcomes
- Program design that reaches the maximum number of participants
- Documented linkages with agencies that 1) provide family violence services or 2) substance abuse treatment services
- Organization’s ability to administer the grant programmatically and fiscally
- Also see General Selection Criteria

COMBINED PROGRAM PRIOR YEAR STATISTICS:

Agencies Funded:	8
Range of Funding:	\$26,000 - \$47,000
Total Funding:	\$276,413

PROGRAM CONTACTS:

Family Violence Prevention through Parenting Skills

Joseluis Avalos, Program Development Coordinator

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Family Violence Prevention through Substance Abuse Prevention

Arnedo Hamilton, Public Health Administrator III

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LEAD DEPARTMENT: Department Of Public Health (CDPH)
PROGRAM: HIGH RISK PRIMARY HEALTH CARE – HIV PREVENTION

PROGRAM DESCRIPTION:

The mission of CDPH'S STI/HIV/AIDS Division is to work in partnership with the community to implement proven public health practices for the prevention and treatment of STIs and HIV. The goals of the division are to promote the highest quality services for the health and well-being of those living with and impacted by STIs, HIV, and AIDS and to reduce new HIV infections.

The CDBG funded High Risk Health Care – HIV Prevention funds are made available to align with the HIV prevention efforts set by the Chicago Area HIV Integrated Service Council's (CAHISC) and with those of the National HIV/AIDS Strategy (NHAS). NHAS' goals are to reduce new infections, increase access to care, improve health outcomes for people living with HIV, and promote health equity. These common goals will be achieved by increasing HIV testing, referring and linking HIV positive persons to medical care and other essential services, and increasing program monitoring and accountability.

High Risk Health Care - HIV Prevention funds are available to community-based organizations providing HIV prevention services targeting High-Risk Youth and/or Homeless populations in the City of Chicago.

PROGRAM REQUIREMENTS:

In addition to responding to all the questions and completing the required forms in the CDGA on-line system, the respondent must address the required program components listed below, under Part II Proposal Description of the on-line application.

- Organization's history and experience including proof agency has at least three years' experience providing HIV prevention services.
- Organization's ability to provide culturally competent services to the target population(s).
- Description of the proposed project including target population(s), geographic area, interventions.
- Proposed projects must include HIV Counseling, Testing and Referral Services, and Hepatitis integration.
- A work plan with measurable objectives and expected outcomes.
- A detailed budget with justification.
- Ability to ensure data collection of all variables as outlined by CDPH and CDC including the ability to access the web-based Evaluation and Monitoring System.
- Required City of Chicago documentation.

PERFORMANCE MEASURES:

The following performance measures must be documented to demonstrate success and effective programming.

- For targeted HIV testing in non-healthcare settings or venues, achieve at least a 1.0% rate of newly identified HIV-positive tests annually (If the rate of newly diagnosed positive tests is below the 1.0% rate, corrective actions will be taken.)
- For routine opt-out HIV testing in healthcare settings or venues, achieve at least a 0.1% rate of newly identified HIV-positive tests annually (If the rate of newly diagnosed positive tests is below the 0.1% rate, corrective actions will be taken.)
- At least 85% of persons who test positive for HIV receive their test results.
- At least 75% of persons who receive their HIV positive test results are referred and linked to Partner Services.
- At least 80% of persons who receive their HIV positive test results are linked to medical care and attend their first appointment.

SELECTION CRITERIA:

All timely applications will undergo a technical review by CDPH to determine if all required components have been addressed and included. Applicants that are non-responsive to the above program design will not be further considered. Technical review will consider the following:

- Not-for-profit status
- City of Chicago location
- Experience providing HIV prevention (at least 3 years)
- Inclusion of required sections
- Submission of required documentation

All proposals determined to be responsive will be forwarded to a review panel. The review panel, comprised of community members and City of Chicago employees, will evaluate and rate the proposal based on the Evaluation Criteria listed below. Recommendations and comments will be forwarded to the Deputy Commissioner of the CDPH's STI/HIV/AIDS Division.

In addition to the review panel recommendations, CDPH reserves the right to ensure funds are distributed according to the priorities set by CAHISC. Past contractual performance will be considered for applicants that have previously received funding from CDPH.

In addition to the general selection criteria referenced in this RFP, the following evaluation criteria will be considered:

- Applicant's cultural competence
- Comprehensiveness and soundness of the proposed project
- Applicant's ability to track and report data related to the proposed project
- Soundness of applicant's proposed budget
- Applicant's financial capacity and stability to manage the proposed project
- Previous performance in CDPH-funded projects

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Agencies Funded: 6
Projects Funded: 6
Range of Funding: \$67,500
Total Available Funding: \$405,000

PROGRAM CONTACTS:

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Teffany Anderson, MPA Public Health Administrator III
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LEAD DEPARTMENT: Department Of Public Health (CDPH)
PROGRAM: HIV/AIDS HOUSING PROGRAM

PROGRAM DESCRIPTION:

The CDPH HIV/AIDS Housing program funds community-based organizations to provide residential housing and housing information services for people living with HIV/AIDS that are homeless or in imminent danger of becoming homeless. The residential housing facilities include scattered sites, congregate living, or transitional housing and the services include affordable housing and supportive services. The program goals are to assist households to maintain a stable, safe, decent, and sanitary living environment; to reduce the imminent risk of homelessness and to improve access to HIV/AIDS treatment and other healthcare related services.

PROGRAM REQUIREMENTS:

In addition to responding to all the questions and completing the required forms in the CDGA online system, the respondent must address the required program component listed below under Part II Proposal Description of the online application.

- Have an established residential housing program
- Housing units meet HUD's minimum program requirement: safe, decent, and sanitary
- Provide residential housing and supportive services to individuals and families living with HIV/AIDS.
- Provide access to services such as case management, legal advice, substance abuse recovery and mental health services.
- At least one year's prior documented experience in providing the proposed residential housing services to the target population
- Strategy for collaborating with other service providers in targeted communities.
- Demonstrate how program effectiveness will be evaluated

PERFORMANCE MEASURES:

The following performance measures must be documented to demonstrate success and effective programming:

- 95% of housing units pass the standard CDBG HIV Housing Quality Assessment Survey
- 80% of program participants are satisfied with housing unit
- 80% of program participants remain stably housed throughout the program year
- 90% of program participants accessed comprehensive support services such as case management, legal advice, substance abuse recovery and mental health services
- 80% of program participants accessed HIV/AIDS treatment, and other related healthcare services
- 90% of delegate agencies attended required CDBG HIV Housing meetings, workshops and training

SELECTION CRITERIA:

In addition to the general selection criteria reference in this RFP, the following evaluation criteria will be considered:

- Applicant's relevant experience in providing residential housing services within the targeted area.
- Identification and description of the socio-demographic characteristics of the target population.
- Assessment of the housing and health care services needs of the target population.
- Applicant's staff and managerial capability and cultural competence.
- Adequacy of client program eligibility requirements.
- Comprehensiveness of proposed program approach.
- Adequacy of the selected methods to be used to monitor and assess progress in the program and the provision of service deliverables.
- Soundness of proposed budget and applicant's financial capacity and stability to manage a program of the size and scope contemplated.
- Satisfactory performance on existing delegate agency contract(s), if applicable.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications received:	13
Agencies Funded:	6
Range of Funding:	\$40,500 - \$72,694
Total Available Funding:	\$315,296

PROGRAM CONTACTS:

Evelyn Vazquez, MS, Director of HIV Housing
Chicago Department of Public Health, STI/HIV Division
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Marc Sellers, BS, Public Health Administrator III
Chicago Department of Public Health, STI/HIV Division
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LEAD DEPARTMENT: Department Of Public Health (CDPH)
PROGRAM: PRIMARY HEALTH CARE FOR THE HOMELESS PROJECT

PROGRAM DESCRIPTION:

The CDPH Primary Health Care for the Homeless Project provides funding for agencies operating community-based programs that offer primary health care, preventive health services and education, recruitment (street outreach-case finding), medical case management and follow-up, counseling services and follow-up, and advocacy supports for individuals and families impacted by homelessness.

PROGRAM REQUIREMENTS:

In addition to responding to all the questions and completing the required forms in the CDGA on-line system, the respondent must address the required program components listed below under Part II Proposal Description of the online application:

- Ensure participant access to additional services either within or outside the agency, as specified in the details of collaboration/linkage/memoranda of understanding with other specified agencies. Additional services include but are not limited to substance abuse, mental health, podiatry, ophthalmology, dentistry, alternative housing, and ongoing medical care.
- Ensure documentation for collaborating with other service providers in targeted communities.
- Demonstrate the ability to advocate on behalf of the client for appropriate healthcare and social services.
- Maintain accurate documentation and record keeping on the client(s) file.
- Ensure accurate documentation of health education sessions.

PERFORMANCE MEASURES:

Respondents must articulate measures that demonstrate effective and impactful programming. Agencies must include performance goals for each significant activity under the contract. The ability to provide evidence demonstrating achievement of the program goals must include, but is not limited to:

- The number of unduplicated homeless adults and infants/children receiving medical and social services.
- The number and percentage of successful linkages made for substance abuse, mental health assistance, housing, ongoing healthcare, etc.
- The number and percentage of infants/children who have age appropriate immunizations.
- The number and percentage of participants who received appropriate health education.

SELECTION CRITERIA:

In addition to the general selection criteria referenced in this RFP, the following evaluation criteria will be considered:

- Quality and thoroughness of description of program design.
- Definition of measurable outcomes and how they will be monitored and achieved.
- Demonstration of the competence of program staff (Job descriptions and resumes must be included.)

- Demonstration of a plan to maintain (and replace when needed) program staffing to ensure program continuity.
- Demonstration of how program effectiveness will be evaluated including a description of relevant research that supports the use of the proposed interventions and activities (evidence that this approach is likely to succeed).
- Details of participant access to other services such as substance abuse and mental health assistance, housing and other social services, and medical services.
- Organization’s capability of administering the grant, including fiscal soundness.
- A minimum of two years’ experience in providing related services to the target population.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Agencies funded:	2
Range of funding:	46,249 - \$50,609
Total Funding:	\$96,858

PROGRAM CONTACT:

Joseluis Avalos, Program Development Coordinator
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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: FAMILY VIOLENCE PREVENTION INITIATIVE

PROGRAM DESCRIPTION:

The Family Violence Prevention Initiative funds community-based agencies to provide assistance and advocacy to those who have been victims of domestic violence (physical, sexual, or emotional abuse), including teens who have been victimized in an intimate relationship. Programs should provide services while empowering their clients, strengthening problem-solving capabilities, and building self-sufficiency of victims. There are four Program Models included:

1. Counseling & Case Management Services for Victims of Domestic Violence
2. Legal Advocacy & Case Management Services for Victims of Domestic Violence
3. Legal Services for Victims of Domestic Violence
4. Supervised Visitation and Safe Exchange Centers for Victims of Domestic Violence

PROGRAM REQUIREMENTS:

1. COUNSELING & CASE MANAGEMENT SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE

Respondents must demonstrate the ability to deliver the following services to a significant number of clients in relation to the amount of funding requested. Services should include (but are not limited to):

- Responding to victims within 48 hours and accepting referrals from the City of Chicago Domestic Violence Help Line.
- Case management, which includes individual need assessment and safety planning, identification of and referral to appropriate service providers.
- Individual or group interaction between a trained domestic violence worker and a client or group of clients, which includes providing information, referral, support, guidance, education, problem solving, discussing options and related services.
- Client advocacy, which includes contact by a trained domestic violence worker with a third party on behalf of a client after execution of necessary release of information.
- Counseling consisting of individual and/or group sessions facilitated by a trained and qualified counselor.
- Explanation of the Illinois Domestic Violence Act, how to obtain an Order of Protection, and how to utilize the legal system to address domestic violence.

2. LEGAL ADVOCACY & CASE MANAGEMENT SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE

Respondents must demonstrate the ability to deliver the following services to a significant number of clients in relation to the amount of funding requested. Services should include (but are not limited to):

- Responding to victims within 48 hours, and accepting referrals from the City of Chicago Domestic Violence Help Line.
- Case management, which includes assessment and victim safety planning, identification of and referral to appropriate service providers.
- Client advocacy, which includes contact by a trained domestic violence worker with a third party on behalf of a client after execution of necessary release of information.
- Explanation of the Illinois Domestic Violence Act, how to obtain an Order of Protection, and how to utilize the legal system to address domestic violence.

- Legal advocacy that includes intervention on client’s behalf with representatives of the civil and/or criminal legal systems and/or law enforcement personnel.
- Accompanying client in court for advocacy, support, and clarification of information, such as law and court process.
- Individual or group interaction between a trained domestic violence worker and a client or group of clients, which includes providing information, referral, support, guidance, education, problem solving, discussing options and related services.

3. LEGAL SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE

Respondents must demonstrate their ability to deliver the following services to a significant number of clients in relation to the amount of funding requested. Services should include (but are not limited to):

- Responding to victims within 48 hours, and accepting referrals from the City of Chicago Domestic Violence Help Line.
- Crisis services and assessment, followed by advocacy with possible referral for further services or follow up.
- Explanation of the Illinois Domestic Violence Act, how to obtain an Order of Protection, and how to utilize the legal system to address domestic violence.
- Assisting clients in civil and/or criminal court to obtain Orders of Protection.
- Accompanying clients in court for prosecuting criminal charges relating to domestic violence.
- Representing clients in family law matters or other legal cases such as VAWA petitions, stalking no contact orders, ESSA, VESSA, etc.
- Intervening with third parties on behalf of the client.

4. SUPERVISED VISITATION AND SAFE EXCHANGE CENTERS FOR VICTIMS OF DOMESTIC VIOLENCE

Applicants must demonstrate the ability to deliver the following services to a significant number of clients in relation to the amount of funding requested. All clients enter services with a court order. Eligible activities and services should include (but are not limited to):

- Executing safe exchanges of children from custodial parent to non-custodial parent, monitoring compliance with approved time allotted for visit, and executing the safe exchange of children back to custodial parent.
- Configuring office and service space and scheduling appointments so that custodial and non- custodial parents do not encounter each other.
- Developing, executing, and enforcing visitation plans to ensure the safety of both parents and children.
- Providing information and referrals to comprehensive services for custodial parents, non-custodial parents, and children, including crisis intervention counseling, parental support and training, individual and group counseling, including providing referrals to and accepting referrals from the City of Chicago Domestic Violence Help Line.

PERFORMANCE MEASUREMENT:

In order to document success and ensure effective programming, the following performance measures must be included:

1. **COUNSELING & CASE MANAGEMENT SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE**
 - The percentage of clients developing a service plan.
 - The percentage of clients completing their service plan
 - The percentage of clients completing an Evaluation of Services Survey who agree that the program, staff, and services were helpful.
 - The percentage of clients indicating an increase in understanding of domestic violence through the completion of a Pre and Post-Test.

2. **LEGAL ADVOCACY & CASE MANAGEMENT SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE**
 - The percentage of clients receiving a needs assessment session.
 - The percentage of clients developing a service plan.
 - The percentage of clients completing their service plan.
 - The percentage of clients who file for and obtain an Order of Protection.
 - The percentage of clients completing an Evaluation of Services Survey who agree that the program, staff, and services were helpful.
 - The percentage of clients indicating an increase in understanding of domestic violence through the completion of a Pre and Post-Test.

3. **LEGAL SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE**
 - The percentage of clients informed of their legal options.
 - The number of Orders of Protection filed.
 - The number of Orders of Protection granted by the court.
 - The number of clients seeking assistance for other legal cases such as VAWA petitions, stalking no contact orders, ESSA, VESSA, etc.
 - The number of times staff represents a client in court
 - The percentage of clients completing an Evaluation of Services Survey who agree that the program, staff, and services were helpful.
 - The percentage of clients indicating an increase in understanding of domestic violence through the completion of a Pre and Post-Test.

4. **SUPERVISED VISITATION AND SAFE EXCHANGE CENTERS FOR VICTIMS OF DOMESTIC VIOLENCE**
 - The percentage of non-custodial parents who cooperate with their visitation plan.
 - The percentage of custodial parents who cooperate with the visitation plan.
 - The percentage of clients completing an Evaluation of Services Survey who agree that the program, staff, and services were helpful.

SELECTION CRITERIA:

In addition to the general selection criteria reference in this RFP, the following evaluation criteria will be considered

- Overall responsiveness to application, including a work program which addresses all elements of program design and program measurement.
- Demonstration of at least five years of experience working with survivors of domestic violence.
- Demonstration of at least two years of experience providing similar services as the program type.
- Evidence of qualified staff administering and performing the entire program as documented by the inclusion of resumes, job descriptions, and proof of a minimum of 40 hours of domestic violence training for all direct service staff.
- Evidence of adequate staff to provide quality service to proposed volume of clients during program's operating hours, and a clear staffing plan including the percentage of time dedicated to the program by each staff.
- Evidence of staff training and development planned for the upcoming contract year.
- Clear statement of the number of clients to be served by the program during the contract year.
- Cost effectiveness of proposed program, demonstrated by the cost per client.
- Capability of applicant to administer proposed program and provide client services beginning in January 2014.
- Ability to leverage other funds to support the program.
- Ability to maintain appropriate service documentation and policies that protect the delegate and client files from unauthorized disclosure.
- Ability to add interagency collaborations as needed to expand client services beyond the scope of those offered by the program.
- Ability to hold education/awareness workshops to inform the community and/or specific stakeholders about domestic violence and/or specific available services.
- The ability to respond to victims within 48 hours and accept referrals from the City of Chicago Domestic Violence Help Line.
- Appropriate use of previously granted city funds, and compliance with program and fiscal reporting requirements in previous years.
- Achievement of performance measures in previous years.
- Submission to DFSS of contracted number of client survey documents.
- Consideration will be given to programs that demonstrate evidence of:
 - a. Program co-located and having written linkage agreement with other social service programs.
 - b. Provision of services to un-served or underserved communities or populations.
- Inclusion of:
 - a. At least two written linkage letters or agreements from 2013 with agencies such as other domestic violence providers, shelter services, homeless prevention resources, mental health agencies, substance abuse providers, etc. to demonstrate the applicant's relationships with community based and governmental services to better assist domestic violence victims and their children.
 - b. General and specific job descriptions for all direct service staff.
 - c. Resumes for all direct service staff.
 - d. Proof of minimum of 40 hours of domestic violence training for all direct service staff.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications received:	55
Programs funded:	39
Range of funding:	\$25,000 - \$110,000
Total funding:	\$1,762,000

PROGRAM CONTACT:

Jennifer Welch, Deputy Commissioner

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: EMERGENCY FOOD ASSISTANCE FOR AT-RISK POPULATIONS

PROGRAM DESCRIPTION:

DFSS's Emergency Food Assistance for At-Risk Populations programs seeks to increase the availability and accessibility of healthy and fresh food options to help at-risk residents meet their nutritional needs.

DFSS's Emergency Food Assistance for At-Risk Populations program provides nutritious food to low-income families and individuals that are facing an emergency or crisis situation. There are three food distribution models that must be met:

- Distribution to local food pantries (concentrating on food insecurity and food desert areas)
- Distribution to homeless shelters identified by DFSS
- Distribution to homebound individuals (identified by DFSS through its Human Services Mobile Outreach Program)

An estimated one in five Chicago residents are food insecure, experiencing reduced quality, variety, or desirability of diet and the possibility of reduced food intake. In early 2013, the City of Chicago released "A Recipe for Healthy Places" – a citywide plan to make neighborhoods healthier places to live by improving access to healthy foods. This program serves a critical role in achieving the plan's goal to provide a strong food safety net so that residents can eat well regardless of income.

Applicants are encouraged to review the recommendations made in "A Recipe for Healthy Places", a copy of which can be downloaded at the following link:

http://www.cityofchicago.org/city/en/depts/dcd/supp_info/a_recipe_for_healthyplaces.html

Food provisions include both non-perishable items and perishable items such as fruits, vegetables, dairy items and meat.

PROGRAM REQUIREMENTS:

The respondent must have the ability to meet DFSS's operational needs for all three distribution models. Only one respondent will be awarded.

The respondent must be able to satisfy the diverse ethnic needs of the populations served by DFSS, including the ability to address nutritional needs and dietary constraints due to age, allergies or medical conditions, veganism and vegetarianism, and religious practices.

Applicants must demonstrate the ability to meet the following requirements:

- Deliver on all three distribution models.
- Distribute at least 1.2 million pounds of food per year.
 - Distribute and deliver food to local food pantries throughout the city, to DFSS-identified shelters and Human Services Mobile Outreach Program teams.
 - Provide additional food upon demand due to an emergency, natural disaster, or special request (such as Thanksgiving and other holiday observances).
 - Possess adequate space to store up to a three-month reserve.
 - Ensure staff are qualified as food handlers.

- Conduct site visits to ensure the sanitary storage of food for distribution.
- Maintain City of Chicago and Federal sanitation standards.
- Use and explain the use of donated foods and explain the disposition of unaccepted foods.
- Maintain an adequate labor force to perform necessary tasks.
- Work closely with DFSS to redesign the program if needed to respond to population shifts or any other changes.
- Respond to DFSS requests to produce food boxes for city-wide distribution. DFSS expects to distribute approximately 10,000 emergency food boxes through its Human Services Mobile Outreach program in 2014.
- Develop daily, weekly and/or monthly reports that represent inventory, production and budget.
- Maintain a database/method to track the distribution of all products.
- Maintain on file agreements with DFSS-designated pantries and shelters to receive food in accordance with DFSS guidelines.
- Meet monthly with DFSS program staff.
- Maintain an effective and efficient method to monitor pantries and shelters receiving food and services.

PERFORMANCE GOALS:

For food distribution to shelters:

- Number of pounds of food distributed to shelters.
- Number of shelters participating in the program.
- Number of site visits to shelters.
- Shelter satisfaction with delivery and quality of food products received (as determined by periodic surveys to shelters).
 - Timeliness of distribution of products to shelters

For food distribution to local food pantries:

- Pounds of food delivered to selected food pantries.
- Pantry satisfaction with delivery and quality of food product received (as determined by surveys to pantries).
- Timeliness of distribution of products to pantries.

For food distribution to homebound individuals (through DFSS Human Services Mobile Outreach Program)

- Number of food boxes and types of food boxes produced.
- Timeliness of distribution of products.

SELECTION CRITERIA:

In addition to the general selection criteria reference in this RFP, the following evaluation criteria will be considered:

- Cost effectiveness of program, including a clear statement of the cost per pound of food
- Competitive pricing and leveraging of resources.
- Applicant's past experience with large-scale food distribution processes.

- Applicant's past experience forging new partnerships with large-scale food donors and supporters.
- Knowledge of population served particularly in terms of nutritional needs and age, allergies/medical and religious constraints.
- Adequacy and accessibility of facilities and equipment.
- Ability to demonstrate quality control over programs and products.
- Menu of food items for pantry distribution.
- Capacity/ability to meet program performance goals.
- Other relevant experience.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Newly merged program, previously known as Emergency Food and Food Supply to Shelters.

PROGRAM CONTACT:

Joel Mitchell, Deputy Commissioner

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Website: www.cityofchicago.org/fss

LEAD DEPARTMENT: Department of Family and Support Services (DFSS)
PROGRAM: HOME DELIVERED MEALS

PROGRAM DESCRIPTION:

The Home Delivered Meals Program provides nutritious meals to frail, homebound elderly persons, 60 years of age or older who have no support system in place to assist them in shopping for or preparing meals. Funding may be available to agencies who can design a program to prepare and deliver various meal types (frozen, cold, hot) in accordance with approved diets and menus to eligible seniors' homes citywide for each day of the year

Agencies that possess a current Inspection Report from the Chicago Department of Public Health indicating that the facility is substantially in compliance with Chicago's Health Code and currently prepares and delivers meals are eligible to apply.

The provider must submit four seasonal cycle menus a year and prepare each meal in accordance with the approved menus. Each meal must follow the meal pattern developed by the Illinois Department on Aging and conform to the current Dietary Guidelines for Americans. A detailed nutrient analysis (calories, fat, sodium and carbohydrate content) of each day's menu must be included. All nutrient analyses must be certified by the provider's Registered Dietitian. The meal must be produced in an inspected facility.

Additionally, the provider must secure the services of an independent licensed laboratory to perform pathogenic organism analyses on at least four different frozen meals, two different cold meals and two different hot meals, on a quarterly basis or as requested by DFSS.

PROGRAM REQUIREMENTS:

The program provides two meals a day for three, five or seven days a week. The meal unit consists of an individual hot meal plus one cold meal or, one frozen meal plus one cold meal prepared in accordance with the approved menus. All "frozen meals" are actually prepackaged hot meals which are in a frozen state and delivered frozen to be reheated by the client in the client's home. Two meals delivered together are considered as one meal unit.

The weekday hot meals will be delivered to clients daily. This is a five day delivery of one unit per day. These meals are delivered every Monday through Friday and consist of one hot meal and one cold meal.

The weekday and weekend frozen meals (5 day or 3 day meal program) will be delivered once a week. The weekday 5 day frozen program is a once weekly delivery of five units. Five frozen and five cold meals delivered on one day. The weekday 3 day frozen program is a once weekly delivery of three units. Three frozen and three cold meals delivered on one day. If a client also receives weekday frozen meals, the weekend meals will be delivered along with the weekday meals. The provider must provide a delivery plan for approval by DFSS for all meal programs.

The hot and frozen meals and the accompanying cold meals must be delivered to the clients' home in an oven, freezer and refrigerator-equipped vehicles. All hot meals must be kept at 140 degrees F or above. All cold meals must be kept at 40 degrees or below. All frozen meals must

be kept at 0 degrees or below. The oven, freezer and refrigerator unit must have continuous temperature monitoring in view of the driver to assure proper temperature control throughout delivery. The agency must have a backup plan in the event of equipment failure, weather emergencies, etc.

All food must be prepackaged according to the regulations approved by the Chicago Department of Public Health. All packaging must be firm and sectioned so that food items do not mix, capable of being tightly closed to retain heat, nonporous so that there is no seepage, disposable, built to be stacked for transporting, and must be labeled with a preprinted label that states food items, date produced, and handling instructions.

Each frozen or hot meal must be labeled with preprinted labels that state the food items contained, heating instructions for oven and microwave, and date produced. The label must withstand freezing and cooking.

Additions of new clients to the Home Delivered Meals Program will be made by care coordination units and DFSS. The provider will be notified of the new clients on any given day by 12:00 Noon. The delivery will occur on the following day or the next route delivery day. Requests for changes in client status (i.e., termination of meals, temporary suspension of meals, or re-starting meals) are submitted daily to the provider and must take effect the next day following notification of the provider before 3:00 P.M. the previous day. Requests for immediate need meals will be made by DFSS before 4:00 P.M. of the previous day.

All meal deliveries to clients' home will be made within a specified timeframe Monday through Friday of 8:00 A.M. to 4:30 P.M. The provider is responsible for delivering the meals to any client regardless of the address, location or neighborhood within the city of Chicago.

Drivers must make every possible effort to deliver meals. The provider must provide a two-way communication device, such as a two-way radio or cellular phone to all drivers. This must allow for immediate communication between the driver and the provider. The driver must call the provider immediately for any client non-response or emergency situation, any vehicle breakdown or any delivery delays. The provider must notify DFSS staff of these situations on a daily basis.

Seniors should be allowed a reasonable period of time to answer the door. The drivers should ring the bell and knock loudly on the door for a minimum of five minutes. If the client does not respond, the driver must contact the provider, while still at the address of this client. The provider must then immediately call the client. The provider must allow a minimum of 8 - 10 rings. If the client does not come to the door, the provider must notify both DFSS and the Care Coordination Unit (CCU) for follow up with the client. A daily report listing the names of clients who did not answer the door or the phone to accept a delivery must be provided to DFSS and the Care coordination units daily by the provider.

A client database must be maintained by the provider and reports generated on a weekly basis and as requested by DFSS. The reports will include: all clients receiving meals by meal program

code to include number of meals and amount of contributions, clients placed on skip, clients canceled, clients resumed or reinstated and new clients added to the program.

Federal funding mandates that clients have the opportunity to voluntarily contribute to the cost of their meal. The clients will be given an envelope for their contribution provided by the provider, at no separate charge to the City. The drivers will collect envelopes on a weekly basis. The contributions must be counted and reconciled by the provider and reported to DFSS on a weekly basis along with the billing. The contributions collected are to be deducted from each invoice submitted by the provider to DFSS.

The provider must have a Food Service Sanitation Manager on site to provide adequate supervision during each shift of food production. The provider must have a form of ongoing comprehensive in-service training for the drivers and other staff involved in the program. The provider must have a plan on how they will handle food service problems and food complaints.

The drivers must have the appropriate driver's license class and a clean driving record. A background check must be done by the provider on all staff who interacts with clients of DFSS including drivers, drivers' assistants, whether employed directly by provider or subcontracted. All staff interacting with clients must at all times have proper identification that is clearly visible by the client.

In addition, the respondent must provide the following:

- Detailed description of proposed Home Delivered Meals Program meeting the criteria stated above.
- Licenses/certifications of staff assigned to program.
- Copy of the most recent Public Health Department Certificate of Inspection for the facility or facilities where the food will be served, prepared, packaged, and/or stored. Include Certificates with any positive or negative citations issued.
- Applicant's most recent fiscal audit report.

PERFORMANCE MEASURES:

- No incidents of food borne illnesses are reported.
- All pathogenic organism analyses on food samples submitted quarterly by the provider are negative for Shigella, Salmonella and Listeria.
- The facility where the food is produced is found to be in substantial compliance with Chicago's Health Codes pursuant to inspections conducted by the Department of Public Health.
- Temperature reading logs for freezers and refrigerators at the facility are monitored and completed daily.
- All meals are maintained at the proper temperature during delivery.
- Appropriate food items and condiments are packed in accordance with the approved menu.
- Over 80% of the clients surveyed indicate that they are pleased with the quality of the meals.
- Food items are routinely tasted and evaluated for flavor, texture and appearance with adjustments made as necessary.

- All deliveries are made daily and/or weekly in accordance with the schedule and within the timeframe specified (8:00 a.m. to 4:30 p.m.) unless prior notification is received by DFSS regarding special circumstances.
- No reports of meals left outside of the client's home by the driver are received.
- Food service complaints or complaints regarding the drivers are addressed upon receipt.
- 100% of the clients added to the program as "Immediate Need Meals" clients receive their meal delivery as requested by DFSS.

SELECTION CRITERIA:

In addition to the general selection criteria reference in this RFP, the following evaluation criteria will be considered:

- Agency's qualifications and experience as demonstrated by the extent to which the agency shows a successful history of preparing and delivering meals to seniors. The agency must show that the staff has the qualifications and knowledge to perform the services required.
- Agency must demonstrate through a narrative explanation of proposed services how they address the program objections and characteristic needs of the client population. The agency must demonstrate appropriate expertise in necessary services and the degree to which the staffing plan is adequate to perform the required work.
- Agency must show good quality control practices are in place. Agency must ensure that the highest possible standards of cleanliness will be maintained in compliance with the Chicago
- Department of Public Health codes relative to the premises and the handling, processing, packaging, sorting, and delivery of the food. The facility must meet health and safety regulations and have implemented safety and monitoring policies.
- Fiscal stability as demonstrated by the agency's fiscal and administrative capability to ensure effective service delivery and sound fiscal management. For example, sufficient financial resources and expertise to manage startup expenses, and sustaining payment delays.
- Demonstration of at least five years of experience working with seniors.
- Demonstration of at least two years of experience providing similar services as the program type.
- Evidence of qualified staff administering and performing the entire program as documented by the inclusion of resumes, job descriptions.
- Evidence of adequate staff to provide quality service to proposed volume of clients during program's operating hours.
- Evidence of staff training and development planned for the upcoming contract year.
- Clear statement of the number of meals to be served by the funds sought.
- Cost effectiveness of proposed program, demonstrated by the cost per meal.
- Capability of applicant to administer proposed program and provide client services beginning in January 2013.
- Ability to leverage other funds to support the program.
- Ability to maintain appropriate service documentation and policies that protect the delegate and client files from unauthorized disclosure.
- The ability to respond to emergency meal requests within a 24 hour notice.

- Appropriate use of previously granted city funds, and compliance with program and fiscal reporting requirements in previous years.
- Achievement of performance measures in previous years.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications received: 1
Programs funded: 1
Total funding: \$1,135,003

PROGRAM CONTACTS:

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LEAD DEPARTMENT: Department of Family and Support Services (DFSS)
PROGRAM: INTENSIVE CASE ADVOCACY AND SUPPORT (ICAS) FOR AT-RISK SENIORS

PROGRAM DESCRIPTION:

The Intensive Case Advocacy and Support (ICAS) for At-Risk Seniors program provides in-home assessment, case advocacy and support, on-going monitoring, translation assistance and direct assistance for at-risk seniors.

Social service agencies, including those serving cultural and non-English speaking minorities; home health agencies; faith-based organizations; and community mental health services are encouraged to apply.

PROGRAM REQUIREMENTS:

All clients assisted through the ICAS program will be referred by DFSS. DFSS will coordinate plans of care and referrals to other appropriate programs/services to enhance delegate agency's potential success. Pre and post assessments will be required for all clients. Regular progress reports will be required on each client assisted to ensure momentum of implementation of plan of care. All assistance must be provided in-home or at a location designated by the client. Services to be provided under this program include:

- Assessment of at-risk seniors for, but not limited, to: self-neglect, abuse/neglect/exploitation by others, health, safety, cognitive limitations, mental health status, physical limitations, current living situation, language barriers and overall well-being.
- Intensive case advocacy and support to identified at-risk seniors. Goals should include, but are not limited, to: establishing relationship with senior(s), assisting senior(s) in understanding issues and problems, educating senior(s) about alternative services and referrals, assisting senior(s) in accepting services and referrals, advocating on behalf of senior(s) for services and referrals, monitoring the establishment of services and referrals.
- On-going monitoring and direct assistance to identified at-risk seniors, including, but not limited, to: in-home counseling/ psychiatric services, in-home medical care, home repair, friendly visiting, money management, medication monitoring, telephone reassurance, escort service, transportation assistance, translation assistance, and/or benefit advocacy assistance.
- Translation assistance to DFSS staff to assist in assessing seniors for appropriate programs and services. Translation assistance is needed in the following languages: Bosnian, Croatian, Cantonese, French-Haitian, Hindi, Korean, Mandarin, Nigerian, Polish, Russian, Spanish, Urdu, and Vietnamese.
- Adhering to established time frames and protocols for responses and services
- Creating and maintaining a confidential case file on every client referred by DFSS, including appropriate case notes
- Submitting quarterly statistics
- Communicating with DFSS-CAS staff on a regular basis
- Participating in monthly Well-Being Taskforce and Case Review meetings

THE FOLLOWING MUST BE ADDRESSED IN RESPONDENT'S RESPONSE

Submit answers as part of Supplemental Package

1. How will your ICAS program address the needs of at-risk/self-neglect seniors?
 - A. Give examples of how your ICAS program will assist the following clients. What approach would you take to develop relationships and assist the following clients?
 - a. those that are reluctant or difficult to work with
 - b. those that are hoarders
 - c. those that have un-medicated mental health issues
 - d. those that are living in unsafe/inappropriate housing situations
 - B. What issues facing at-risk/self-neglect seniors, is your organization best able to handle? (i.e. hoarding, substandard housing, immigration, mental health, physical health, family mediation, legal issues, appropriate living transition, veteran's administration issues, bill/benefits organization and application, etc.)
2. What previous experience has your organization had working with at-risk/self-neglect seniors? Give examples.
3. How will proposed ICAS program be staffed? Include resumes or job descriptions for all positions that will have supervisory and/or direct interaction with ICAS clients.
4. Aside from assessment, advocacy and making referrals, list what other direct assistance services applicant has to offer under ICAS. Direct assistance services might include: mental health counseling, money management, translation assistance, transportation, home repairs, food pantry delivery, escort, shopping, short-term emergency housing, resale shop vouchers, etc. Any service listed must be at no additional cost to client (except for Medicare/Medicaid co-payment). Services offered in which applicant is being reimbursed to do so by another funding source is not considered direct assistance. Referrals to other programs are not considered a direct assistance service. If offering translation services specify what languages.
5. List current programs and services offered by agency (from other funding sources) that ICAS client may utilize if eligibility requirements are met. This may include: home health services, adult day services, LIHEAP, SARFS, medication management, CCP Services, long term counseling, home delivered meals, access to medical professionals, senior social activities, etc.

PERFORMANCE MEASURES

Providers must address or comply with the following:

- Accept new ICAS clients from DFSS referrals
 - Performance Measure: Number of hours of ICAS services provided per client
- Conduct self-neglect assessment
 - Performance Measure: Percent of clients who have a self-neglect assessment completed at initial and termination phases
- Provide intensive case advocacy and support
 - Performance Measure 1: Percent of identified goals that were successfully accomplished.

- Performance Measure 2: Percent of ICAS clients who were successfully terminated because identified goals were met.
- Service delivery and plan of care
 - Performance Measure 1: number of services attempted to be placed per client
 - Performance Measure 2: percent of services successfully put in place
- Provide translation assistance for DFSS clients (if applicant offers this as an ICAS direct assistance service)
 - Performance Measure: Number of hours of translation assistance per client

SELECTION CRITERIA:

In addition to general selection criteria, proposals will be evaluated on the following criteria:

- Overall responsiveness to application, including a work program which addresses all elements of program design and program measurements.
- Demonstration of at least five years of experience working with seniors
- Demonstration of at least two years of experience providing similar services as the program type.
- Evidence of qualified staff administering and performing the entire program as documented by the inclusion of resumes or job descriptions
- Evidence of adequate staff to provide quality service to clients during program's operating hours.
- Capability of applicant to administer proposed program and provide client services beginning in January 2012.
- Ability to leverage other funds to support the program.
- Ability to maintain appropriate service documentation and policies that protect the delegate and client files from unauthorized disclosure.
- The ability to respond to seniors within two business days and accept referrals from the DFSS's Senior Services division
- Appropriate use of previously granted city funds, and compliance with program and fiscal reporting requirements in previous years.
- Achievement of performance measures in previous years.
 - Consideration will be given to programs which demonstrate evidence of prior or current provision of services to un-served or underserved communities or populations.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Agencies funded: 19
Range of funding: \$7,500 to \$95,000
Funding is fee-for-service: \$60 per hour (average 20 hours per client)
\$15 per hour for translation-only service

PROGRAM CONTACTS:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)

WORKFORCE SERVICES - OVERVIEW

INTRODUCTION:

DFSS helps Chicago residents access job readiness services, career counseling, vocational skills training, job placement assistance and other workforce services. The goal of these services is twofold: to improve the employment outcomes of Chicagoans; and to meet the skill and workforce needs of Chicago's employers. This requires programs to be responsive to the changing needs of businesses and residents.

DFSS seeks to fund programs that:

1. Target high-need populations including:
 - a. persons with prior felony backgrounds;
 - b. persons who are homeless or at risk of homelessness;
 - c. persons with limited English proficiency; and
 - d. persons who are low income and have limited work skills.
2. Provide comprehensive and high-quality services to Chicago job seekers;
3. Represent a balanced geographic distribution of locations throughout Chicago;
4. Leverage additional financial and in-kind resources; and
5. Link to and coordinate with the larger Workforce Investment Act (WIA) funded system led by the Chicago Cook Workforce Partnership.

Services are delivered through a network currently composed of over 60 partners (delegate agencies) located across the city. This network includes partners receiving WIA funds. DFSS' funded programs will supplement the WIA-funded programs by focusing on the high-need populations defined above.

This RFP includes the following four program designs:

1. Community Re-Entry Support Center Program
2. Employment Preparation and Placement Program
3. Industry-Specific Training and Placement Program
4. Transitional Jobs Program

Funding for these three programs comes from three primary sources: City corporate dollars, including funds targeting ex-offender Re-entry services; federal Community Development Block Grant (CDBG) funds; and federal Community Service Block Grant (CSBG) funds. Each of these funding sources has different eligibility criteria and requirements. DFSS will make a determination of the appropriate funding source(s) during proposal review and selection and will provide ongoing technical assistance to guide delegate agencies through the regulations and requirements of each funding source.

Despite the differences in funding sources, DFSS is committed to providing an integrated and comprehensive service delivery system that equips Chicago job seekers with the skills needed to compete and succeed in the labor market and that provides Chicago businesses with easy access to a qualified workforce.

PLEASE NOTE:

DFSS is exploring creative ways to integrate program designs and funding. DFSS anticipates that this new integrated direction may result in fewer programs being funded at larger funding levels by multiple sources instead of larger numbers of programs funded at low to modest ranges.

Community Re-entry Support Center, Customized Job Training and Transitional Jobs programs currently funded through the City of Chicago's corporate funds for ex-offender re-entry will be funded through this solicitation.

For 2014, DFSS has combined the Customized Job Training Program (serving ex-offenders) and the Customized Industry-Specific Training Program models into one new model: Industry-Specific Training and Placement Program.

LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: COMMUNITY RE-ENTRY SUPPORT CENTERS

PROGRAM DESCRIPTION:

The goal of the Community Re-entry Support Centers is to provide ex-offenders with a central location where they can receive services and support that are specific to their needs. The Re-entry Support Centers foster the successful re-entry of offenders into communities by providing the tools needed to help individuals avoid engagement in criminal activities and succeed in life. Services will include, but are not limited to, housing including emergency housing, assistance with employment and strategies for presenting a criminal record to future employers, substance use and mental health counseling, information on sealing or expungement of criminal records, family reunification & child support assistance, mentoring including support groups, and education and training. Services are rendered directly by the delegate agency or through existing partnerships with other community-based organizations.

DFSS envisions funding programs that are located in or near to communities receiving high numbers of re-entering offenders and that are disbursed geographically to maximize access to Chicagoans often underserved.

Re-entry Support Centers are also charged with developing and sustaining a network of providers to assist in serving all participants working with the Center. Applicants are required to have a working relationship with the Community Support and Advisory Councils (CSACs) funded by the Illinois Department of Corrections (IDOC) to be considered for funding.

Re-entry Support Center will serve as a “Clearing House” of information and services available to the re-entry population. Respondents will be required to have the ability to respond in a timely manner to requests from the public about services available to the re-entry population via phone or in-person. A Clearing House phone number will be widely marketed throughout the city and correctional facilities.

Note: Ex-offenders are defined as any Chicago resident with a felony criminal background.

PROGRAM REQUIREMENTS:

Proposed services **must include**, but are not limited to:

- Intake, Assessment and Case Work Services including outreach, initial assessment, written participant service plan, orientation, labor market information, interest inventory, informational workshops (financial literacy, anger management, criminal record sealing and expungement, etc.), individual and group counseling and assistance in establishing eligibility for other training and support programs.
- Information and Referral including the gathering and communication of information on available employment, training, education, housing, healthcare, legal assistance, public benefits, supportive services and other needed services and resources.
- Follow-up with all individuals who are referred and those who receive case work services.
- Ex-offender Clearing House including the technical and staff capability to receive large numbers of calls from ex-offenders seeking information and assistance and the ability to

refer these participants to the appropriate services. Many of these calls will be from ex-offenders needing housing and employment assistance, substance use counseling, healthcare referrals and other supportive services. The respondent must have extensive knowledge of Chicago-area services provided by community- and faith-based organizations, current legislation that impacts ex-offenders and current advocacy initiatives.

- Represent the Re-entry Support Centers at such venues as ex-offender job fairs, City of Chicago Violence Reduction Strategy events for gang members, and other public service events.

THE FOLLOWING MUST BE ADDRESSED IN RESPONDENT'S RFP RESPONSE

- Description of the program with particular attention to how it will meet the specific needs of the target population.
- Description of how the program will effectively provide participants who access the Re-entry Support Center with the case work and referral services to meet individuals' need.
- Clearly demonstrated linkages and/or knowledge of a variety of community- and faith-based organizations citywide, City, State and Federal services, advocacy groups, legislative and legal groups who advocate for ex-offenders, including the Community Support and Advisory Councils (CSACs) funded by the Illinois Department of Corrections (IDOC).
- Data substantiating past performance in working with ex-offenders.
- Methods of recruitment, assessment, counseling, follow-up and mentoring.
- Where appropriate, proof of current collaborations with partnering organizations must be included.
- Description of how the Clearing House would be staffed and the communication system that will be utilized. It is critical that calls be answered in a timely manner.
- Linkages with supportive service agencies and the method for maintaining an up-to-date referral database.
- A clear and detailed description of how the program will maximize the use of funds and leverage other dollars to provide comprehensive services while avoiding duplication of services.
- A budget narrative must be included describing how costs are reasonable and necessary to the program and the method by which costs are allocated to the program.

PERFORMANCE GOALS:

Identify performance measures for effective programming. Agencies must include performance goals for each program activity under the contract. Performance goals may include, but are not limited to:

- Number of participants who receive referrals for services and resources.
- Number of participants who receive case work services.
- Number of participants who receive follow-up assistance after initial referral or case work services.
- Number of participants who receive individual and group counseling.

- Number of participants who participate in informational workshops on financial literacy, anger management, etc.
- Number of presentations at job fairs and other related events.
- Clearing House response time.

SELECTION CRITERIA:

In addition to general selection criteria, proposals will be evaluated on the following criteria:

- Extent to which the proposed program responds to the special needs of the targeted populations.
- Agency capacity and experience serving the target population.
- Prior experience managing City of Chicago programs specifically demonstrated by meeting performance and expenditure goals.
- The applicant’s capability of staffing the Clearing House and the technological capability of the proposed communication system.
- Applicant’s capacity to properly manage the program and meet programmatic and fiscal objectives.
- Ability to serve individuals who speak languages other than English.
- Include appropriate staffing levels. Staffing must include a case worker. Include resumes and job descriptions.
- The amount of funds and resources leveraged from other sources that support the program.
- Cost effectiveness of the program

An applicant may submit ONLY one application for this program design.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications Received:	15
Applications Funded:	2
Funding Range:	\$75,000 - \$100,000

PROGRAM CONTACT:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: EMPLOYMENT PREPARATION AND PLACEMENT PROGRAM

PROGRAM DESCRIPTION:

The goal of the program is to provide employment preparation and placement services tailored to the needs of multiple-barrier populations including:

- a. persons with prior felony backgrounds;
- b. persons who are homeless or at risk of homelessness;
- c. persons with limited English proficiency; and
- d. persons who are low income and have limited work skills.

DFSS envisions funding programs that are located in or near to communities of high poverty and that are disbursed geographically to maximize access to Chicagoans often underserved. DFSS expects the Employment Preparation and Placement site to develop individualized career plans with participants that will lead individuals on a career path out of poverty.

Services offered through these programs include, but are not limited to:

- Intake/Orientation such as outreach, eligibility determination, orientation, initial assessment, referral linkages and labor market information.
- Comprehensive Assessment and Case Planning such as academic testing, career interest and aptitude testing; individualized employment planning, career counseling and providing referrals for additional services.
- Job Readiness Training such as access to the Internet for employment services, interview training and resume writing, job clubs, life skills workshops including financial literacy, English-as-a-second-language (ESL) classes and literacy instruction. Each successful participant is expected to have a completed resume on file.
- Placement, Retention and Follow-up Services such as job placement, job coaching, career counseling, enrollment into advanced training or career advancement services and other supportive services as needed.

Agencies may provide these services themselves or may partner with existing programs to facilitate access and success for targeted individuals. Program outcomes are expected to be an initial employment of 30 days and retention/follow up services for 90 and 180 days.

PROGRAM REQUIREMENTS:

The application must include the following information. Please address each item in the appropriate portion of the application form.

- Identification of target population and evidence of the current lack of services in Chicago.
- Description of the program with particular attention to how it will meet the identified needs of the target population.
- Description of how the program will provide individualized career planning with participants and help participants exit poverty.
- Description of how the program will result in skills gained, job placement, advanced training or measurable career advancement and job retention for the participants.

- Demonstration of linkages with employers (e.g. support letters and past performance placing participants). Include additional page(s).
- Data substantiating past performance in training, placing and helping individuals retain employment.
- Number of participants to receive services, the projected number of placements or measurable career advancements and the number of participants retaining employment/advancement for 30, 90 and 180 days.
- Methods of recruitment, assessment, counseling, job placement, follow-up, job retention services, and education and training.
- Linkages with supportive service agencies when necessary for participant success.
- Where appropriate, proof of current collaboration with partnering organizations must be included. Partnering organization collaboration letters must also include years of experience working with the targeted population and the services the organization will provide.
- A clear and detailed description of how the program will maximize the use of funds and leverage other financial and in-kind resources to provide comprehensive services while avoiding duplication of services.
- A budget narrative must be included describing how costs are reasonable and necessary to the program and the method by which cost are allocated to the program.

PERFORMANCE GOALS:

Identify performance measures for effective programming. Agencies must include performance goals for each significant activity under the contract. Performance goals may include, but are not limited to:

- Number of participants enrolled.
- Number of participants receiving employment counseling.
- Number of participants completing Job Readiness Training.
- Number of participants earning a credential or certificate if applicable.
- Number of participants entering unsubsidized employment or advanced training.
- Unsubsidized job retention at 30, 60 and 90 days.

SELECTION CRITERIA:

In addition to general selection criteria, proposals will be evaluated on the following criteria:

- Responsiveness to RFP and the program design elements listed above.
- The extent to which the proposed program reflects an understanding of the needs of the target population
- The extent to which the program design addresses the needs of the target population.
- The applicant’s capacity and experience in serving the target population.
- The applicant’s prior experience in managing government contracts specifically demonstrated by meeting performance and expenditure goals.
- The likelihood that the proposed program design will result in employment outcomes for the target population.

- The likelihood that the applicant will achieve the proposed outcomes, as well as the cost efficiency of the proposed outcomes. Applicants should identify proposed outcomes including, the number of participants enrolled, successful completions, credentials earned if applicable, the number of placements or measurable career advancements, and the number of participants retaining employment/advancement for 30, 90,180 days.
- The applicant’s demonstrated capacity to properly manage the program and meet programmatic and fiscal objectives.
- The extent to which the proposed staff possesses the skills and abilities to deliver on the scope and size of the project. Staffing must include at a minimum: a case manager and job developer. Include resumes and job descriptions.
- The amount of funds and resources leveraged from other sources that support the program.
- The overall cost effectiveness of program.
- Also see the General Selection Criteria.

An applicant may submit ONLY one application for this program design.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications Received:	57
Applications Funded:	31
Funding Range:	\$50,000 - \$275,000

PROGRAM CONTACT:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: INDUSTRY-SPECIFIC TRAINING AND PLACEMENT PROGRAM

PROGRAM DESCRIPTION:

In an effort to increase responsiveness to Chicago's businesses, DFSS is providing industry-specific training and placement services. This approach will focus on specific industries that offer employment opportunities at various skill levels, and clear pathways to progressively higher skill and wage levels within the industry. Programs should be developed in tandem with employers or groups of employers, to address their specific workforce needs.

DFSS has identified the following targeted industry sectors as priorities: Hospitality (Tourism, Retail, Restaurant); Healthcare; Transportation, Distribution, Logistics (TDL); Manufacturing; and Information Technology. Other industry sectors will be considered if the applicant can provide material demonstrating the need in a particular industry including evidence from employers of their need for a particular type of skilled worker.

The training curriculum must be customized for employers and include active participation and extensive collaboration from industry representatives in order to effectively address specific employer needs. It is envisioned that participants will complete training programs that will be directly linked to placement into full-time permanent employment or advanced training with an expected retention of employment/advancement of at least six months.

Proposed services must also be tailored to the needs of multiple-barrier populations including:

- a. persons with prior felony backgrounds;
- b. persons who are homeless or at risk of homelessness;
- c. persons with limited English proficiency; and
- d. persons who are low income and have limited work skills.

Proposed services must include, but are not limited to:

- **Intake** such as outreach, eligibility determination, orientation, initial assessment, and labor market information.
- **Comprehensive Assessment and Case Planning** such as academic testing, career interest and aptitude testing, individualized employment planning, career counseling and referrals linkages
- **Customized Training** such as industry/occupational specific skills training through a customized curriculum designed with an identified employer or group of employers. This may also include a paid work experience or internships with an employer.
- **Placement Services** such as implementation of a plan to address specific industry/occupation workforce needs, placing participants in jobs with employers and identification of other resources that would benefit businesses such as assistance in applying for tax credits. In addition, DFSS expects delegates to partner with other agencies if they are unable to meet employer needs. It is strongly encouraged that applicants identify employers that agree in advance to hire individuals upon successful completion of the training.

- **Retention and Follow-up Services** such as ongoing case management, follow-up activities to ensure retention and career advancement (i.e. participant development workshops, job coaching), and provisions for supportive services such as child care, transportation, substance use counseling, and other services as needed.

PROGRAM REQUIREMENTS:

The application must include the following information. Please address each item in the appropriate portion of the application form.

- Outline of the training program including number of hours, curriculum description, teacher qualifications/resumes, when and where the course is offered and course objectives. In addition, for training programs that require State licenses (e.g., Certified Nursing Assistant training), proof of current compliance must be included with the application. Include additional page(s) and documentation.
- A description of the industry or occupation featured in the training, including demonstrated understanding of the skill requirements, and of the career pathways within the industry (employment opportunities at various skill levels, credentials needed within the industry and clear pathways to progressively higher skill and wage levels within the industry.) Include curriculum.
- A description of the partnership with employers or group of employers, including a summary of their specific workforce needs, and a description of how the employers will participate in program design and execution of the program.
- Description of the organization's ability to process and account for paid work experience or internships if applicable.
- Description of past successful experience in training, placing and retaining participants in the industry identified by the agency.
- Methods of recruitment, assessment, counseling, job placement, follow-up and job-retention services.
- Number of participants to receive services, the estimated number of placements or measurable career advancements and the estimated number of participants who will retain employment for 30, 90 and 180 days.
- Description of how the project will work in concert with the Chicago's workforce system (i.e., Workforce Investment Act (WIA) funded system) with emphasis on expanding services to participants ineligible, unsuitable or on a waiting list for WIA-funded or other federally funded employment programs.
- Description of supportive services including career planning, resources for professional development and financial planning.
- Linkages with supportive service agencies when necessary for participant success.
- A clear and detailed description of how the program will maximize the use of funds and leverage other financial and in-kind resources to provide comprehensive services while avoiding duplication of services.
- A budget narrative must be included describing how costs are reasonable and necessary to the program and the method by which cost are allocated to the program.

PERFORMANCE GOALS:

Identify performance measures for effective programming. Agencies must include performance goals for each significant activity under the contract. Performance goals should include, but are not limited to:

- Number of participants enrolled.
- Number of participants receiving employment counseling.
- Number of participants completing Job Readiness Training.
- Number of participants completing Industry-Specific Skills Training.
- Number of participants earning a credential or certificate if applicable.
- Number of participants entering unsubsidized employment or advanced training.
- Unsubsidized job retention at 30, 60 and 90 days.

SELECTION CRITERIA:

In addition to general selection criteria, proposals will be evaluated on the following criteria:

- Responsiveness to RFP and the program design elements listed above.
- Funding will only be given to those proposals that clearly demonstrate strong partnerships/collaboration with employers (e.g. letters of agreement, employer participation in curriculum development, documented intention to hire, and applicant's past performance placing participants).
- The applicant's prior experience in managing government contracts specifically demonstrated by meeting performance and expenditure goals.
- The extent to which the proposal documents that the training targets industries and employers with labor shortages or expected growth (e.g. statistics on length of time to fill job openings and number of job openings).
- The extent to which the program links and works in concert with the WIA funded system.
- The likelihood that the proposed training curriculum provides individuals with the skills to enter the workforce.
- The applicant's demonstrated experience in placing individuals within the targeted industry. The applicant should present clear data substantiating their past performance in training and placing participants in the identified industry, and demonstrate the likelihood of achieving the proposed outcomes as well as the cost efficiency of each outcome. Applicants should identify proposed outcomes including the number of participants enrolled, successful completions, credentials earned if applicable, the number of placements or measurable career advancements, and the number of participants retaining employment/advancement for 30, 90,180 days.
- The extent to which the proposed staff possesses the skills and abilities to deliver on the scope and size of the project. Staffing must include at a minimum: a case manager, trainer and job developer. Include resumes and job descriptions.
- The amount of funds and resources leveraged from other sources that support the program.
- Cost-effectiveness of program.
- Also see the General Selection Criteria.

An applicant may submit ONLY one application for this program design.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications Received: 20
Applications Funded: 11
Funding Range: \$75,000 - \$150,000

PROGRAM CONTACT:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: TRANSITIONAL JOBS PROGRAM

PROGRAM DESCRIPTION:

Transitional Jobs (TJ) programs provide time-limited, subsidized employment opportunities coupled with intensive wraparound services and skills development to eligible job seekers who lack a competitive work history and/or knowledge of the workplace necessary to obtain employment.

Services must be tailored to the needs of multiple-barrier populations including:

- a. persons with prior felony backgrounds;
- b. persons who are homeless or at risk of homelessness;
- c. persons with limited English proficiency; and
- d. persons who are low income and have limited work skills.

The subsidized component of the Transitional Jobs (TJ) Program combines real work experience, skill development and support services to help participants overcome substantial barriers to employment. DFSS will also accept TJ proposals that include paid literacy training in addition to or in lieu of work experience. Research has shown that intensive TJ programs coupled with intensive case management, literacy services and support services are more successful than traditional employment and training models. Proposed services must include, but are not limited to:

- Intake such as outreach, eligibility determination, orientation, initial assessment, labor market information, seminars, information on available training and supportive services, and assistance in establishing eligibility for other training and support programs.
- Comprehensive Assessment and Case Planning such as academic testing, career interest and aptitude testing; individualized employment planning, career counseling and referrals linkages.
- Job Readiness and Preparation Training such as job clubs, workshops, occupational skills training, job readiness training such as, resume preparation, interviewing techniques, financial literacy training, and other training as needed.
- Basic Skills Training such as contextualized literacy instruction, literacy tutors and other basic education.
- Transitional Jobs that provide subsidized employment opportunities by partnering with employers that lead to full-time unsubsidized employment.
- Placement Services such as outreach to identify industries/occupations interested in providing an employment opportunity, implementation of a plan to address specific industry/occupation workforce needs, placing participants in jobs with pre-identified employers, and identification of other resources that would benefit businesses such as assistance in applying for tax credits.
- Retention Services such as ongoing case management, follow-up activities to ensure retention and career advancement (i.e. participant development workshops, job coaching), and provisions for support services such as child care, transportation, substance abuse counseling, and other services as needed.

Agencies may provide these services themselves or may partner with existing programs to facilitate access and success for targeted individuals. Program outcomes are expected to be an initial unsubsidized employment of 30 days and retention/follow up services for 60 and 90 days.

PROGRAM REQUIREMENTS:

The application must include the following information. Please address each item in the appropriate portion of the application form. Some items may require additional pages.

- Identification of the target population and evidence of the current lack of services in Chicago.
- Description of the program with particular attention to how it will meet the specific needs of the target population and address barriers to employment.
- Description of how literacy assessment, literacy training, and financial literacy will be incorporated into the job placement component.
- Description of how the program will result in job placement or measurable career advancement for the participants and identify strategies to ensure job retention.
- Clearly demonstrated linkages with employers (e.g. support letters, and past performance placing participants). Include additional page(s).
- Data substantiating past performance in placing and retaining targeted populations in employment.
- Description of the Transitional Jobs phase—fully describe this phase of the program (i.e., explain how the participants will cycle in and out of the transitional job phase into permanent employment). Responses should include: a detailed description of sample TJ work experiences (i.e., maintenance, factory work). Indicate whether work crews or a scattered site model will be used and describe the employer/mentor process and supervision. Indicate maximum time spent and hourly wage on subsidized assignment. (i.e. number of hours per week and months) Note: hourly wage should be equal to or greater than the State of Illinois minimum wage.
- Description of how the program will work in concert with the Chicago’s workforce system i.e. Workforce Investment Act (WIA) with emphasis on expanding services to participants ineligible or on a waiting list for WIA, or other federally funded employment programs.
- Identify number of participants to receive services, the projected number of placements or measurable career advancements and the number of participants retaining employment/advancement for 30, 60 and 90 days.
- Methods of recruitment, assessment, counseling, job placement, follow-up, job retention services, and education and training.
- Linkages with employers and supportive service agencies when necessary for participant success.
- Where appropriate, proof of current collaboration with partnering organizations must be included. Partnering organization collaboration letters must also include years of experience working with the targeted population and the services the organization will provide.
- A clear and detailed description of how the program will maximize the use of funds and leverage other dollars to provide comprehensive services while avoiding duplication of services.

- A budget narrative must be included describing how costs are reasonable and necessary to the program and the method by which cost are allocated to the program.

PERFORMANCE GOALS:

Identify performance measures for effective programming. Agencies must include performance goals for each significant activity under the contract. Performance goals may include, but are not limited to:

- Number of participants enrolled.
- Number of participants entering subsidized employment.
- Number of participants earning a credential or certificate if applicable.
- Number of participants entering unsubsidized employment.
- Unsubsidized job retention at 30, 60 and 90 days.

SELECTION CRITERIA:

In addition to general selection criteria, proposals will be evaluated on the following criteria:

- Responsiveness to RFP and the program design elements listed above.
- The extent to which the proposed program responds to the special needs of the targeted population.
- The demonstrated capacity and experience of the applicant in serving the target population.
- The demonstrated capacity and experience in administering a transitional jobs program. Applicants must include a description of the organizations' fiscal and administrative capacity including insurance coverage, payroll schedule (i.e., weekly, bi-weekly, time-keeping and payroll process). All wages and payroll deductions are the responsibility of the contractor. Agencies must have sufficient cash flow to pay participants prior to reimbursement from DFSS.
- The likelihood that the program design, especially the subsidized work experience, will effectively prepare individuals for competitive employment.
- The past experience and demonstrated capacity of the applicant in placing individuals in unsubsidized employment.
- The likelihood that the program design will result in unsubsidized job placements.
- The extent to which the program links to and works in concert with the WIA funded system.
- The likelihood that the applicant will achieve the proposed outcomes, as well as the cost efficiency of the proposed outcomes. Applicants should identify proposed outcomes including the number of participants enrolled, successful completions, credentials earned if applicable, the number of placements or measurable career advancements, and the number of participants retaining employment/advancement for 30, 90,180 days.
- The applicant's prior experience in managing government contracts specifically demonstrated by meeting performance and expenditure goals.
- The extent to which the proposed staff possesses the skills and abilities to deliver on the scope and size of the project. Staffing must include at a minimum: a case manager and job developer. Include resumes and job descriptions.
- The overall cost effectiveness of program.

An applicant may submit ONLY one application for this program design.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications Received: 26
Applications Funded: 17
Funding Range: \$100,000 - \$175,000

PROGRAM CONTACT:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS) YOUTH SERVICES - OVERVIEW

INTRODUCTION:

DFSS is committed to creating meaningful and innovative youth programming that offers youth throughout the city the opportunity to participate in high quality, structured programs in safe environments that build success in school and prepare youth for bright futures.

The Youth Division of DFSS is focused on creating opportunities that address the significant challenges facing our youth today: high rates of violence, school dropout, and high rates of under- and un-employment. To support youth and address those challenges, programs for youth must be meaningful, engaging, high-quality and utilize evidence-based strategies to build youth skills for success.

DFSS seeks to fund multifaceted agencies that evidence commitment and has the capacity to provide an array of diverse program offerings to youth throughout the City of Chicago within the following funding categories:

1. Out of School Time (OST)
2. Behavioral Health Services
3. Intensive Youth Interventions
4. Mentoring

Please specify in your proposal the program category that you are applying for. If applying under Out-of-School Time programming, please identify the specific program(s) types.

Delegate agencies must provide age appropriate programming with measurable outcomes. Agencies will be required to provide regular reports on their progress towards achieving those outcomes. Programming should be developed and implemented for youth ages: 6-9, 10-12, 13-15, and 16-18.

In 2014, the DFSS will continue to require that all delegate agencies participate in Youth Program Quality Intervention (YPQI). With support from DFSS, agencies will complete assessments of their programs, develop program improvement plans, and work towards achieving their identified goals.

The Youth Program Quality Initiative focuses on four areas of program implementation:

1. **Safe Environment** (e.g., Psychological and emotional safety is promoted);
2. **Supportive Environment** (e.g., Staff provides a welcoming atmosphere);
3. **Interaction** (e.g., Youth have opportunities to develop a sense of belonging) and;
4. **Engagement** (e.g., Youth have opportunities to set goals and make plans).

DFSS will provide on-going training and technical assistance to support delegate agency participation in the Youth Program Quality Initiative.

Delegate agencies will be required to complete Human Achievement Quotient (HAQ) Assessments for all youth participants (formerly Employability Assessment).

Launched in 2010 as the Employability Assessment, DFSS has been a strong advocate for the use of 21st century skills building and evaluation tools. Over the last three years, the city has made a major investment in transforming the Employability Assessment into a Cradle-to-Career 21st century skill building system that includes validated assessments and developmental tools and professional training. This program is managed by a new organization called MHA Labs and is supported as a public-private partnership between all of the city's top youth-serving agencies and nonprofits.

Utilizing new research on social, emotional and cognitive skills, the new 21st century skills assessment is called HAQ (Human Achievement Quotient) and targets 6 skill building blocks comprised of 35 critical college, career and life readiness skills. This tool will replace the current Employability Assessment. All delegate agencies will be required to use the tool in their City funded Program. Training and supports will be provided.

DFSS has three key goals for using the HAQ and learning supports in its programs:

1. Provide delegates with the tools they need to communicate; develop and benchmark 21st century skills that align to readiness standards and OST goals.
2. Provide youth with a consistent model for youth development so that their skill-building pathways are not interrupted and that skills targets are unified.
3. Provide collective impact on the longer-term outcomes youth need to be successful in college, career and life.

The HAQ is a tool designed to measure the skills young people need to be successful in college, careers and life. The tool is intended to help instructors communicate with their participants, allowing for feedback and goal setting. DFSS will not use the results of the participant's assessment to determine funding.

In 2014, DFSS Youth Services is committing resources to provide professional development for delegate agencies to support their adoption of trauma-informed strategies into programming for youth. Many of the youth who participate in DFSS funded programs have experienced numerous traumatic events. These experiences often lead to mental health and co-occurring disorders such as chronic health conditions, substance abuse, eating disorders, as well as contact with the criminal justice system. Agencies will be invited to partner with DFSS to incorporate best practices in trauma-informed strategies and where appropriate incorporate more intensive trauma-specific services.

DFSS is committed to improving the health and wellness of young Chicagoans in alignment with the City's Healthy Chicago, a public health agenda for Chicago, and Healthy Places, a citywide initiative to address obesity in Chicago. In line with this, DFSS recognizes that obesity is one of the top underlying preventable causes of death in the U.S., increasing risks for the three leading causes of death – heart disease, cancer and stroke. Two-thirds of Chicago adults are either overweight or obese and available data reveal that Chicago children 3-7 years old have more

than twice the obesity rate (22%) than that of young children in the U.S. as a whole (10%) (City of Chicago Department of Public Health, “Healthy Chicago: A Public Health Agenda” (August 2011), P.10).

DFSS is **encouraging** delegate agencies to incorporate the following nutrition and physical activity policies into their programming:

- DFSS delegate agencies that choose to serve food will provide nutritious snacks in a quantity and quality that meets the guidelines established by the Alliance for a Healthier Generation.
- DFSS delegate agencies providing OST programs (excludes mentoring) and activities will provide an amount and intensity of physical activity which contributes to the CDC-recommended 60 minutes of physical activity for youth, or 20% of the total time in the program.

This year DFSS is also encouraging all agencies to participate in Let’s Move. Created by First Lady Michelle Obama, Let’s Move is a national movement to reverse the childhood obesity epidemic. The program encourages participation from everyone, including parents and caregivers, local elected officials, community and faith-based organizations, health care professionals and schools to take action towards reversing the obesity epidemic. Go to www.letsmove.gov to find out more. DFSS is encouraging all delegate agencies to consider incorporating this initiative as part of their program.

Please note that funding cannot be used to support programs already funded by the Illinois Department of Children and Family Services (DCFS) through Illinois Department of Human Services Employment-Related Child Care program, DCFS specialized Day Care and Illinois Action for Children funding.

Agencies must leverage their proposed program budget with a **15% match**. The total amount, percentage and source(s) of matching funds must be identified in the narrative portion of the application and the budget.

The majority of an agency’s budget cannot be used to fund administrative staff.

SELECTION CRITERIA APPLICABLE TO ALL YOUTH PROGRAMS:

In addition to meeting the City’s requirement for all agencies applying for City funds, DFSS will evaluate proposals based on the appropriateness and scope of the proposed service and activities for the population identified and the extent to which the proposals meet the following:

- Description of how the proposed program addresses the needs of youth in the identified community
- Comprehensive overview of how the program is developmentally designed to address the youth in the identified age group(s)
- Detailed narrative description of the proposed program, proposed goals and outcomes, and strategies to achieve those outcomes

- Detailed schedule of activities, hours and days of operation and location of program activities
- Description of the evaluation plan for the program including programmatic assessment and youth outcome
- Description of how the program will incorporate the core elements of DFSS CDBG programming
- Detailed overview of how youth voice and choice are incorporated into proposed programmatic design
- Evidence of the qualifications and experience of the agency's staff and company
- Submittal of Agency's Organizational Chart, List of Board of Directors, training schedule and staff's role in program
- Evidence that staff have the qualifications and experience to provide the services detailed in the RFP
- Professional qualifications and specialized experience in this area necessary for sound fiscal management
- Demonstration of past and/or proposed fiscal performance
- Budget consistent with Program Design
- Financial Statements (Audited)
- Demonstration of fund-raising capability and history

In additional to the general selection criteria, the proposals will be evaluated on the following:

- Overall responsiveness to application, including a work-plan which addresses all elements of program design and program measurements
- Demonstration of at least five years of experience working with children and youth
- Demonstration of at least two years of experience providing similar services as the program type
- Evidence of qualified staff administering and performing the entire program as documented by the inclusion of resumes and job descriptions
- Evidence of adequate staff to provide quality service to proposed volume of clients during program's operating hours
- Evidence of staff training and development planned for the upcoming contract year
- Clear statement of the number of clients to be served by the funds sought
- Cost effectiveness of proposed program, demonstrated by the cost per client
- Capability of applicant to administer proposed program and provide client services beginning in January 2014
- Ability to leverage other funds to support the program
- Ability to maintain appropriate service documentation and policies that protect the delegate and client files from unauthorized disclosure
- Appropriate use of previously granted city funds, and compliance with program and fiscal reporting requirements in previous years
- Achievement of performance measures in previous years
- Consideration will be given to programs that demonstrate evidence of:
 - a. Written linkage agreements with other social service programs
 - b. Delivery of services to un-served communities or populations

PERFORMANCE MEASURES AND DELIVERABLES APPLICABLE TO ALL YOUTH PROGRAMS:

- Complete CDBG Intake Form for 100% of youth participating in the CDBG youth program
- Complete work plan and budget documents upon contract approval
- Track CDBG program attendance weekly
- Track CDBG events and workshops weekly
- Enter 100% of program data into the city data management system
- Assess 100% of participants using the HAQ Assessment and provide feedback to improve skills
- Participate in the Youth Program Quality Intervention (YPQI) process including completion of trainings (Basics and Methods) by the end of the 1st quarter of program, completion of Internal and External Assessment and the development of a Program Improvement Plan by the end of the 2nd quarter of program and demonstrate progress towards goals identified in the plan during the 3rd and 4th quarter
- Track and document outcomes for youth participating in their program as described in the CDBG Youth Program Offering Section
- Voucher monthly
- Attend DFSS delegate agency meetings and trainings
- Provide DFSS a copy of the program curriculum prior to beginning program
- Provide DFSS a copy of a monthly calendar of program events

LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: BEHAVIORAL HEALTH SUPPORTS (AT-RISK YOUTH)

PROGRAM DESCRIPTION:

Behavioral Health programming (formerly counseling) will provide group and individual counseling. The goals of the program is to provide low- and moderate-income families and youth with access to a wide range of supportive services that address issues that impact youth and may prevent them from being healthy and engaged, and to provide an integrated, coordinated system of supports.

Programs must be linked to schools and youth development programs. All direct service providers must be licensed or license-eligible as cited in the Clinical Psychologist Licensing Act, Clinical Social Work and Social Work Practice Act and the Professional Counselor and Clinical Professional Counselor Act. (These Acts are viewable on the Illinois Department of Professional Regulations website: www.idfpr.com). A licensee must supervise those individuals that are license eligible.

Services must utilized evidence-based strategies to promote positive changes in cognition, behavior and emotional health. Services should enhance positive coping mechanisms and include trauma-informed practices. Youth will learn problem-solving techniques to resolve conflict/issues that would otherwise become barriers to education, socialization, and/or family stability at the school or program facility. All clinical documentation must include the signatures and credentials of the individual providing the service. The licensed supervisor must sign documents completed by licensed-eligible individuals. In addition to counseling staff, programs can assign masters' level interns in the above- mentioned disciplines.

PROGRAM REQUIREMENTS:

- **Client Assessment** - collect evaluation reports (if applicable), self- report information, historical documents, and collateral information. Determine appropriate action - either referral or development of a client plan, etc.
- **Client Plan** - an individual plan written to reflect the establishment of objectives and goals with specific time frames for accomplishments
- **Case Management** - reassessments as needed, provide referrals and follow-up services, monitor each case once per month, etc. (Development of a network guide of other social service providers, support systems, resources, etc., for referral purposes)
- **Interpersonal/Social Development Skills** - activities could include social and interpersonal skills development, violence prevention, personal safety, conflict resolution, peer pressure identification, etc.
- **Counseling Frequency** - group (a minimum of 6 - 8 weeks; minimum of three participants) and/or individual counseling should take place during non-instruction time (while classes are not in session) at school, community based organization or at the program facility a minimum of once per week
- **Parent/Guardian Involvement** - convene family activities that foster positive parent/child interactions at least once per quarter. Individual monthly family meetings to encourage parent/guardian participation in the treatment process

- **Trauma Informed-Trauma Focused** - Children and adolescents who are exposed to traumatic events should be assessed and provided trauma-informed services. This includes making sure that children and adolescents are screened for trauma exposure; that the agency uses evidence-informed practices; that resources on trauma are available to providers, survivors, and their families; and that there is a continuity of care across service systems.

Agencies are required to function either the entire year or during the school year.

- **Entire Year** - 52 weeks (school year + school breaks). All programs that operate the entire year (school year & breaks) must include programming on non-school days when school is not in session, such as but not limited to, school holidays, federal holidays, teacher institute days etc.
- **School Year Only** - approximately 39 weeks, does not include winter, spring or summer breaks but should include other non-school days.

In addition to the outlined program requirements in the program description, agencies under Behavioral Health Services participate in workshops and training provided by DFSS to integrate trauma focused and trauma informed practices. Prior to provision of services, each counselor must submit a copy of their degrees and licenses.

COMMUNITY COLLABORATION REQUIREMENTS:

Communicate with families, schools, and youth to ensure that youth are provided with supportive services or additional services when needed. Work with community stakeholders to provide safe passage from school to program in high risk communities.

GENERAL PERFORMANCE GOALS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Number of client assessments.
- Number of clients enrolled.
- Number of completed client plans.
- Number of sessions provided to clients.
- Number of family sessions.

Previous funding does not guarantee an agency funding for the following year.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Number of Applications Received: 17
 Number of Applications Funded: 17
 Anticipated Funding Range: \$17,000 to \$65,000

PROGRAM CONTACTS:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: INTENSIVE YOUTH INTERVENTIONS

PROGRAM DESCRIPTION:

Intensive Youth Intervention (formerly Gang Intervention Prevention) was developed to connect youth with resources and services that will consistently engage them in programming. It offers strategic components for overcoming barriers leading to an improved quality of life. Using an aggregate of traditional mentoring and violence reduction program models, Intensive Youth Interventions combines elements of both to ensure that participants are equipped with 21st century skills (social, emotional and cognitive skills HAQ), enriched parent and guardian support and credentialed academic assistance. The program connects participants with qualified, caring adult facilitators that provide on-going shared learning experiences. Program facilitators are encouraged to coach, guide and teach success strategies to help participants identify vocational or college-to-career opportunities that will aid them in achieving their life goals.

Programs must use the intervention team approach to conduct outreach. The participants must be involved in social intervention (e.g. Peace Circles, Midnight Basketball and such) activities conducted by the agency.

This model includes the following program components:

1. Case Management
2. Crisis Response System
3. Social, Emotional evidence-based curricula
4. Certified Academic Enrichment
5. Virtual Learning – ISBE certified
6. Vocational and Career-focused curriculum
7. Parent/Guardian Involvement and Family Supports
8. Qualified Liaison between participants and other service providers and or systems (e.g., Juvenile Justice System, Alternative Schools)
9. Effective collaborations with relevant organizations to leverage resources

Programs will be expected to operate 52 weeks per year including the entire school year plus all breaks and vacations, including non-school days. Program must also operate five days a week including evening hours and weekends.

This program is targeting Youth ages 12 to 18 who are: 1) currently involved in the Juvenile Justice System or referred by institutional authorities, 2) at risk of joining a gang, currently involved with a gang or a former gang member, and/or 3) have not completed primary or secondary education and are in diversion programs.

PROGRAM REQUIREMENTS:

- Capacity to conduct street outreach in specific high-risk communities.
- Ability to demonstrate skills and experience in building relationships with community residents, community based organizations, faith-based organizations, law enforcement

agencies and other gang intervention programs to reduce incidents of youth violence associated with gangs.

- Outreach workers are responsible for:
 - Recruiting participants for the program;
 - Case managing the participants by identifying needs, setting goals, and helping youth identify the resources needed to achieve the goals;
 - Coordinating appropriate crisis responses following violent episodes in the community;
 - Visiting incarcerated participants and reconnect them to services when they are released;
 - Resolving conflicts and/or mediating between clients, their families, other youth, and/or agencies;
 - Acting as the liaison between client and other service providers and;
 - Conducting gang prevention and awareness workshops for children 6-12 years old in schools.
- Delegate agency must establish safe havens site(s) for youth to participate in activities that develop interpersonal relationships, develop trust and provide access to opportunities and resources.
- Types of services that the agency will provide include, but are not limited to:
 - Employment and Vocational training;
 - Remedial and Alternative education assistance;
 - Group and Individual counseling, including connecting to mental health services;
 - Substance abuse services and;
 - Mentoring
- The funded agencies will maintain the following forms:
 - Client intake assessments and;
 - Consent/release forms to serve clients;
- Targeted youth and their families will be provided with a variety of services to assist them in adopting pro-social values and access to services that will meet their social, educational and vocational needs.
- For youth ages 6-9, and 10-12 years of age, the delegate agency should coordinate in-school and out of school prevention and education programs. This includes:
 - Conducting workshop and trainings on gang resistance education such as anti-bullying, conflict resolution and peer mediation and;
 - Conducting community events to educate parents and service providers to increase community awareness about gangs and gain support to change conditions contributing to gang involvement within the community.

COMMUNITY COLLABORATION REQUIREMENTS:

Communicate with families, schools, and youth to ensure that youth are provided with supportive services or additional services when needed. Agencies can work with other community agencies or develop a new network of agencies that provide support and resources. This network should consist of key agencies that quantify and clarify their participation on the prevention and intervention team through a MOU (Memorandum of Understanding). These memorandums should address information sharing/confidentiality issues, the role each member will play in the team, the member's participation level on the team, and other

responsibilities the member's agency may have in prevention and intervention team activities. Work with community stakeholders to provide safe passage from school to program in high risk communities.

GENERAL PERFORMANCE GOALS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Number of referrals to program.
- Number of participants enrolled in case management.
- Number of referrals to supportive services.
- Number of participants in community workshops.

Previous funding does not guarantee an agency funding for the following year.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Number of Applications Received: 11
Number of Applications Funded: 8
Anticipated Funding Range: \$50,000 - \$75,000

PROGRAM CONTACTS:

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LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: MENTORING

PROGRAM DESCRIPTION:

The goal of the Mentoring Program is to connect youth to trained, caring adults who provide guidance to youth to support their personal development. Mentoring is defined as the practice of coaching, guiding, and teaching successful strategies to help youth achieve their life goals. A good mentor is a valuable asset and can provide a fresh perspective by helping youth examine problems and situations and engage in critical analysis, and by providing supportive information and contacts.

Delegate agencies must use an evidence-based model of mentoring to provide high-quality and structured interactions with youth. The agency must provide a safe, secure and stable relationship between an adult and child. Mentors must spend a minimum of two hours per interaction, at least twice per month with mentees.

PROGRAM REQUIREMENTS

- Comprehensive use of multiple strategies to address critical needs in youth lives
- Varied teaching methods and approaches to raise awareness and build skills
- Programs offered in sufficient dosage (attendance and participation) to produce and maintain desired effects
- Theory driven mentoring incorporating evidence-based practices
- Promote positive relationships with peers and adults
- Culturally relevant and tailored to community and cultural norms
- Case management documentation

The following requirements apply to the Mentors.

Provide Appropriate Screening - Program Directors should conduct interviews with mentors. Discussions could include expectations of and motivations for volunteering; their family background and history; attitudes toward young people; commitment to developing long-term mentoring relationship with mentee; as well as other personal in-depth issues of this nature.

Provide Appropriate Matching - Staff assesses the mentor and mentee and reviews possible matches. The mentee's interview should include information about their educational and career goals, interests and hobbies. If tutoring is involved, at a minimum pre-and post-assessments of reading, math and writing skills must be conducted. Once a young person is identified, all should meet and agree to the match, including the mentee's guardian. All should sign a contract with program criteria and responsibilities described thoroughly and specify the nature and location of activities.

Provide Appropriate Training - Activities should minimally include an orientation session that includes the developmental needs of youth. Additional training should include, but is not limited to: effective communication skills, setting healthy boundaries and limits, cultural awareness, promoting healthy lifestyle and relationships, mediation skills, expectations and responsibilities, values, and typical pitfalls and tips for mentors.

Case Management - Agency staff will meet regularly to discuss the individual mentoring sessions with mentors, mentees and parent/guardians to ensure continuous progress and support through case notes.

Provide Opportunities for Social Activities - The agency should conduct social activities for mentors-only, mentees-only and events that both mentors and mentees would attend. The mentor and mentee can develop their own scheduled activities that could include playing games, going to movies, attending plays and museums, bike riding, tutoring, walking and talking.

Ensure a Good Match between Mentor Expectations & Program Goals - Monthly progress reports should be completed to monitor quality of mentor relationship, progress towards goals, and to document changes in model described by agency to better serve the needs of youth.

Communicate appropriately with the Mentee's Family - All parent(s) or guardian should be apprised of the youth's involvement in the program and should be provided with adequate information about program goals, policies and processes. Programs should be clear about expectations of family involvement with the mentor and the program staff. Families should be engaged as active collaborators in working to address barriers to success and to facilitate healthy family-youth relationships.

THE FOLLOWING ARE MENTORING SCHEDULING REQUIREMENTS:

Entire Year - Mentoring agencies are required to function for a whole calendar year which is also equivalent to the entire 2014 fiscal year of 52 weeks (school year + school breaks). All programs that operate the entire year (school year & breaks) must include programming on non-school days when school is not in session, such as but not limited to, school holidays, federal holidays, teacher institute days, etc.

Interaction time - Mentors must spend a minimum of two hours per interaction, at least twice per month with mentees.

COMMUNITY COLLABORATION REQUIREMENTS:

Communicate with families, schools, and youth to ensure that youth are provided with supportive services or additional services when needed. Work with community stakeholders to provide safe passage from school to program in high-risk communities.

GENERAL PERFORMANCE GOALS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Number of mentees assessments.
- Number of mentees enrolled.
- Number of mentoring sessions provided to mentees.
- Number of mentees engaged in community projects.

Previous CDBG funding does not guarantee an agency funding for the following year.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Number of Applications Received: 29
Number of Applications Funded: 17
Anticipated Funding Range: \$15,000 to \$70,000

PROGRAM CONTACTS:

Earline Whitfield Alexander, Senior Manager of Youth Services
Phone: 312-746-7474
Email: earline.whitfield-alexander@cityofchicago.org

Andrew J. Fernández, Director of Youth Services
Phone: 312-743-0938
Email: andrew.fernandez@cityofchicago.org

LEAD DEPARTMENT: Department Of Family and Support Services (DFSS)
PROGRAM: OUT-OF-SCHOOL TIME YOUTH PROGRAMMING

PROGRAM DESCRIPTION:

Out of School Time Programming - This program provides opportunities for youth to participate in academic engagement, career pathway exploration and supervised after-school and year-round programs that strengthen relationships with parents, teachers, peers and community and build youth skills. OST provides every young person a viable option for success in school, physical and emotional safety, and social and emotional development. In order to deliver systems of services to youth and their families throughout the City of Chicago, these programs should demonstrate the ability to leverage partnerships with other government agencies, private sector businesses, and other community-based organizations.

Delegate agencies will provide out-of-school time programs that provide distinct, structured, age appropriate activities for youth ages 6-9, 10-12, 13-15, and 16-18 years. Programs should be geared toward supporting youth development in the areas of self-awareness, self-management, social awareness, relationship skills and responsible decision making. Specifically, programming should focus on facilitating the development and demonstration of the skills defined and assessed by the Human Achievement Quotient (HAQ).

Agencies proposing to provide services to multiple age groups must demonstrate in the application narrative the ability to provide age and developmentally appropriate activities for each group. If selected, delegate agencies proposing to serve multiple age groups will be required to develop separate work plans and curricular models for each age group for whom services are proposed.

The program content categories are as follows:

- **Academic Support** (e.g., Academic Interventions, Academic Recovery, Homework Help, Tutoring, Transition Support)
- **Social and Emotional Learning** (e.g., Emotional Skill Development, Positive Behavioral Supports, Social Skill Development)
- **Enrichment** (e.g., Academic Acceleration, College & Career Prep, Recreation, Service Learning, Technology, Visual / Performing Arts, Youth Leadership)
- **Sports** (e.g., Team, Recreation)
- **Health & Wellness** (Health Education, Physical Activity, Wellness Promotion, Nutrition)
- **Family & Community** (e.g., Family Learning, Recreation)
- **Mentoring**

The programs are targeting children and youth in the following age ranges:

6-9, 10-12, 13-15, and 16-18 years of age

PROGRAM REQUIREMENTS:

All OST programs, regardless of the program category and related program activity categories will be required to meet the requirements listed below. All of these requirements will be clearly documented in the DFSS work plan developed for each agency. Programs are comprehensive and use multiple strategies to address critical needs in a child's or youth's life

- Programs use varied teaching methods and approaches to raise awareness and build skills with an emphasis on project-based learning
- Programs are offered with the appropriate frequency (attendance and participation) to produce and maintain desired effects
- Program designs are grounded in evidence-based practices
- Programs promote positive relationships between peers and adults
- Programs are sociologically and culturally relevant, tailored to community and cultural norms
- Programs identify the use and frequency of activities and workshops and
- Programs are designed to address the outcomes identified by the agency

PROGRAM DELIVERABLES:

- Complete CDBG Intake Form for 100% of youth participating in the CDBG youth program
- Complete work plan and budget documents upon contract approval
- Track CDBG program attendance weekly
- Track CDBG events and workshops weekly
- Enter 100% of program data into the city data management system
- Assess 100% of participants using the HAQ Assessment and provide feedback to improve skills
- Participate in the Youth Program Quality Intervention (YPQI) process including completion of trainings (Basics and Methods) by the end of the 1st quarter of program, completion of Internal and External Assessment and the development of a Program Improvement Plan by the end of the 2nd quarter of program and demonstrate progress towards goals identified in the plan during the 3rd and 4th quarter
- Track and document outcomes for youth participating in their program as described in the CDBG Youth Program Offering Section
- Voucher monthly
- Attend DFSS delegate agency meetings and trainings
- Provide DFSS a copy of the program curriculum prior to beginning program
- Provide DFSS a copy of a monthly calendar of program events

All Youth programs will be required to operate a minimum of 12 hours per week. In 2014, funding levels will vary depending on the period of operation for each delegate agency. The following are the operational and scheduling options for programs. Agency must identify the age group to be served: 6-9, 10- 12, 13-15, and/or 16-18.

Year-Round Program - This program operates 48-52 weeks (school year + school breaks). All programs that operate the entire year (school year & breaks) must include programming on non-school days when school is not in session, including but not limited to, school holidays, federal holidays, teacher institute days, etc. All programming during school breaks and non-school days should operate six hours a day.

School Year Only - This program operates approximately 39 weeks, and does not include winter, spring or summer breaks, but should include other non-school days.

Summer and School Breaks - This particular program model is required to operate from 9 to 11 weeks. All Summer & School Break programs should operate a minimum of five days per week. (Saturdays and Sundays can be an option). School breaks include Spring Break (one week), Winter Break (two weeks) and Summer Break. These programs will operate for six hours per day.

Project Based - This program allows agencies to develop supplemental programming to augment their approved OST program through project-based learning. Eligible agencies are those with successful applications for year-round or school year only programs. These programs are designed to allow agencies to subcontract or focus intensively on a project. Project Based Learning allows groups of students to work together, reflect upon their own ideas and opinions, exercise voice and choice, and make decisions that impact project outcomes and the learning process. This programming is required to operate a minimum of 20 weeks during the school year for three days per week, 2 hours per day (e.g., 2 ten-week sessions that occur in the Fall and Spring).

Staffing Requirements - (All documentation must be submitted by selected agencies prior to contract execution. Resumes, qualifications, and the organizational chart are required to be submitted with all other supplemental documents):

- **CPR/First Aid certified** - At least one CDBG Program Staff must be CPR/First Aid Certified;
- **Criminal background checks** - Should be completed for all CDBG program staff and volunteers that work with participants prior to the beginning of the program year. Background checks are required annually. Background checks must be submitted with supplemental documents, and are a mandatory requirement for contract execution;
- **Mandated Reporter Certification** - Online applications that must be completed annually, submitted with supplemental documents, and are a mandatory requirement for contract execution and;
- **Resumes and Qualifications** - Provide resumes and qualifications and organizational chart for instructors and program staff.

COMMUNITY COLLABORATION REQUIREMENTS:

Communicate with families, schools, and youth to ensure that youth are provided with supportive services or additional services when needed. Work with community stakeholders to provide safe passage from school to program in high-risk communities.

GENERAL PERFORMANCE GOALS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Number of participants enrolled.
- Number of participants engaged in community projects.
- Number of participants with a completed Human Achievement Quotient (HAQ).
- Number of youth retained throughout program.

Previous CDBG funding does not guarantee an agency funding for the following year.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Number of Applications Received: 241
Number of Applications Funded: 156
Anticipated Funding Range: \$14,000 to \$75,000

PROGRAM CONTACTS:

Earline Whitfield Alexander, Senior Manager of Youth Services
Phone: 312-746-7474
Email: earline.whitfield-alexander@cityofchicago.org

Andrew J. Fernández, Director of Youth Services
Phone: 312-743-0938
Email: andrew.fernandez@cityofchicago.org

LEAD DEPARTMENT: Department of Housing and Economic Development (HED)
PROGRAM: HOUSING TECHNICAL ASSISTANCE AND SUPPORT (HTAS)

PROGRAM DESCRIPTION:

HED's Housing Technical Assistance Support (HTAS) program provides constituents with resources to remain and/or improve the quality of their housing in Chicago's communities. HED seeks not-for-profit organizations as housing services partners to support the following HTAS program objectives:

1. Minor repairs and accessibility related improvements for seniors; and
2. Housing services technical assistance citywide by topical area of expertise; and
3. Housing services technical assistance locally within communities.

Applicants may submit a proposal for performing activities in any of the programs listed below:

Small Accessible Repairs for Seniors (SARFS)

PROGRAM DESIGN:

Work specifications approved under this category should solely relate to accessibility-related improvements, and safety, security and hazardous conditions as they relate to the eligible grant recipient. Aesthetic and weatherization upgrades are not considered eligible activities under this program.

Accessibility-related improvements include:

- Installation of ramps
- Repair and/or retro-fitting of the bathroom and water
- Repair and/or retro-fitting of the kitchen
- Installation and/or repair of assistive devices
- Miscellaneous small-scale modifications

All work performed must adhere to the Uniform Federal Accessibility Standards (UFAS) in accordance with the Architectural Barriers Act, 42 U.S.C. 4151-4157.

Safety, security, hazardous conditions repairs and/or replacements include:

- Replacement of exterior doors when the unit is damaged beyond repair and does not provide secure closure as assessed by the inspector; this excludes the replacement of doors for accessibility purposes
- Replacement of exterior windows when the unit is damaged beyond repair and does not provide secure closure as assessed by the inspector; this excludes the replacement of windows for accessibility purposes.

Housing Services Technical Assistance – Citywide (TACIT)

PROGRAM DESIGN:

Services and training programs, available citywide, shall address at least one of the following criteria in the respective program (other areas may be considered for funding):

Selected projects may include one or more of the following areas:

- Tenants' rights and responsibilities regarding code compliance, safety, cleanliness, damages, repairs, utilities, inspections, emergencies, general conduct and remedies-and situations regarding foreclosure.
- Landlord rights and responsibilities regarding code compliance, safety, cleanliness, damages, repairs, utilities, inspections, emergencies, general conduct and remedies.
- Provide tenant counseling and coordinate with other service agencies and City services to ensure tenants are successful in their housing; work with tenants in foreclosure situations.
- Provide landlord counseling and coordinate with other service agencies and City services to ensure landlords are successful in their management.
- Fair Housing and Accessibility laws and practices; program assistance for the disabled and prevention of discrimination.
- Multi-unit, single family, single room property management.
- Assisting affordable condominiums owners and start-up /existing small condominium boards for success and the preservation of affordable housing.
- Legal and program assistance for seniors to remain in their homes; document review; tax assistance.
- Conflict resolution for tenants, landlords, homeowners and others involved in the preservation of affordable housing.
- Assistance in the preservation of existing affordable and subsidized housing by educating, counseling and organizing the tenants with an additional focus on buildings facing foreclosure.
- Effectively address and provide education and resources for pest control awareness for agencies, City Departments, tenants and landlords.

Housing Services Technical Assistance – Within Communities (TACOM)

PROGRAM DESIGN:

Grant applications in this category will be community focused. Agencies selected will promote the programs and resources of the City and HED. Selected projects may include one or more of the following areas:

- Participate in the identification of problem buildings and coordinate efforts with the Department of Housing and Economic Development's Troubled Building Initiative.
- Assist in the preservation of existing affordable housing by identifying and addressing concerns of both tenants and landlords.
- Assist special-needs populations, including seniors and persons with disabilities in gaining access to affordable housing and supportive resources.
- Facilitate affordable housing development and preservation in their community and develop strategies to address affordable housing needs.

- Provide education/workshops and hands-on assistance to homeowners and tenants.
- Participate as facilitators in affordable housing expansion and housing for homeless.
- Coordinate housing activities with specific Homeless Service Providers and develop programs that facilitate the referral and placement of homeless individuals into suitable housing. If chosen, the funded activity and Homeless Service Provider must be specified in the application.
- All Agencies in this Program must network with Technical Assistance-Citywide Agencies in providing specialized programming for their Community and its needs.

SELECTION CRITERIA:

Applications will be evaluated based on the following criteria:

PROGRAM EVALUATION:

Small Accessible Repairs for Seniors (SARFS):

1. Full capacity to (1) accept applications, (2) screen applications for eligibility and prioritize those who have limited or no alternative housing options, (3) assess the eligibility of proposed repairs, and (4) make repairs to approved properties.
2. Capacity to monitor quality assurance, quality control and their contractors.

Housing Services Technical Assistance - Citywide (TACIT):

1. Evidence of an established program with comprehensive, up-to-date training materials and competent trainers/technical assistance providers.
2. Ability to demonstrate improved results in area of expertise, service, training, etc.

Housing Services Technical Assistance - Community (TACOM):

1. Evidence of an established program;
2. Capacity to promote City/HED programs and assist the Community.

AGENCY EVALUATION:

In addition to the CDGA general selection criteria, HED will evaluate applicants on the following:

1. Satisfactory performance on current and prior delegate agency contracts (if applicable)
2. Ability to clearly define activities and expected outcomes
3. Capacity to coordinate and network with other groups in their service area and city-wide
4. Ability to carry out work program within a one-year funding cycle
5. Capacity to track and report on program activities in a timely manner in new electronic format - ECM
6. Evidence of sound financial management, including, but not limited to, understanding of contract management and vouchering
7. Sufficient program staffing currently in place
8. Competent Board of Directors and Staff responsive to community served
9. Ability to serve non-English speaking persons (where applicable)

SUPPLEMENTAL DOCUMENTATION:

In addition to the CDGA supplemental documentation, the following information shall be provided in digital format by 4:30 pm CST Wednesday June 5, 2013. Digital submissions should be emailed to: HEDDelegate@cityofchicago.org. Do not submit a hard copy.

1. Proposed 2014 Cost Allocation Plan for all of the agency’s costs and anticipated revenue sources showing how the agency proposes to allocate the requested 2014 award.
2. A Funding Chart showing the applicant’s City funding as a percentage of the agency’s overall fund sources (grants, sponsorship, contracts, membership as applicable, etc.) for 2011-2014.
3. Agency’s Funding Diversification Plan that explains how the agency will find other funding sources.
4. Board governance policies (if available).

For (A) agencies that are **not currently 2013 delegates** or (B) **2013 delegates** that have **changed** any of the following documents **on file** with HED, must submit:

1. Agency’s Charter and Board Bylaws
2. Agency’s Officers and Board of Directors list including phone numbers and emails
3. Resumes and job descriptions of staff assigned to the project
4. Agency’s Fiscal Policies & Procedures Manual and Employee Manual/Handbook
5. Agency’s 2013 Cost Allocation Plan
6. IRS Not-For-Profit designation
7. Agency’s Strategic Plan (if available)

PRIOR YEAR STATISTICS FOR THESE PROGRAMS:

AGENCIES FUNDED: 63
RANGES OF AWARDS: 8 \$19,500 - \$346,308

PROGRAM CONTACT:

Leona Barth, Program Supervisor
Homeownership Center, Housing Bureau, HED
Phone: 312-744-0891
Email: Leona.Barth@cityofchicago.org
Website: www.cityofchicago.org/HED

LEAD DEPARTMENT: Department of Housing and Economic Development (HED)
PROGRAM: LOCAL INDUSTRIAL RETENTION INITIATIVE (LIRI)

PROGRAM DESCRIPTION:

HED's Local Industrial Retention Initiative (LIRI) program provides funding to not for profit organizations to serve as delegate agencies that assist HED to fulfill the City's economic development objectives within the City of Chicago. LIRI projects provide accurate and thorough assistance to industrial businesses primarily in the City's Industrial Corridors (place-based LIRIs) or in targeted industry sectors (sector-based LIRIs).

PROGRAM DESIGN:

Place-based LIRI project activity should include:

- consultations and ongoing support to businesses in project area;
- providing lists of businesses and available real estate in project area; and
- when applicable, aggressively marketing TIF programs and redevelopment sites in TIF areas to prospective businesses, developers and investors.

Sector-based LIRI project activity should include:

- consultations and ongoing support to businesses in project sector;
- sector development activities;
- providing lists of businesses in the sector; and
- coordination with agencies doing place-based LIRI projects, as appropriate.

All LIRI project results should include increases in:

- business start-up, retention and expansion;
- jobs created and retained;
- public and private funds invested; and
- number of businesses getting solutions to their issues.

PERFORMANCE MEASUREMENT:

Agency performance on LIRI projects will be evaluated based on the following:

- work plan fulfillment and contract compliance;
- timeliness and quality of reporting; and
- as applicable, demonstrating progress on a Corrective Action Plan (performance issues will be addressed through a written plan and will include communications with the agency, HED and Aldermen)

SELECTION CRITERIA:

The applicant's existing capacity will be evaluated on the following:

1. staff assigned to the LIRI project
2. the Board of Directors composition/structure
3. the agency's experience with economic development projects
4. LIRI project cost relative to other funding sources for similar work
5. the agency's fiscal stability including its sources of operating revenue
6. work plan fulfillment
7. contract compliance

The strength of the applicant's project proposal based on:

1. responsiveness to the LIRI Program expectations
2. responsiveness to the CDGA Application, including timeliness, quality and completeness
3. justification for the project, including businesses' need and relevance of the applicant to fulfill the need

SUPPLEMENTAL DOCUMENTATION:

HED Supplemental Documentation for LIRI Applications

In addition to the CDGA-required supplemental documentation listed in this booklet, all applicants shall provide the following supplemental documentation to HED. Templates are available at www.cityofchicago.org/HED.

1. **Proposed 2014 LIRI Work Plan** using HED's template and submitted in Excel format only.
2. **Profiles** submitted in Excel format only:
 - a. **District or Sector Profile:** District or Sector character, trends, assets, challenges, number of businesses and improvements and declines over time (max. 150 words).
 - b. **Agency Profile:** Year chartered, year started as a LIRI delegate, if applicable, mission and major accomplishments (max. 150 words).
 - c. **District or Sector Strategy:** Issues your agency will target in 2014, how you will address them and what results you expect (max. 150 words).
3. **2014 Cost Allocation Plan** showing the proposed LIRI funding and all other fund sources/allocations.
4. **Fiscal Pie Charts:** Show the agency's City funding as a percentage of its overall funding sources for 2012, 2013 and 2014 (proposed)
5. **Current Certificate of Good Standing** from the Secretary of State for the agency's charter.
6. **Membership Profile:** Member-based agencies, list the following for 2012 and 2013 and 2014 (proposed):
 - a. Total number of businesses in agency's service area or sector in Chicago.
 - b. Target and actual number of members in agency's service area or sector in Chicago for 2012 and 2013. Target only for 2014.

Submit the following documents if your agency is not currently a LIRI delegate. If you are a current delegate and have had changes to any of the following documents, submit the new document(s):

1. Agency's State Charter, DBA (Doing Business As) and/or Board Bylaws
2. Agency's Officers and Board of Directors list including phone numbers and emails
3. Resumes and job descriptions of staff assigned to the LIRI project
4. Agency's total service boundary and the proposed program boundary for LIRI contract activities
5. Agency's Fiscal Policies & Procedures Manual and Employee Handbook
6. Agency's 2013 Cost Allocation Plan
7. IRS Not-For-Profit designation
8. Agency's Strategic Plan (if your agency has one)

SUBMISSION OF SUPPLEMENTAL DOCUMENTATION:

Applicants shall provide both CDGA and HED supplemental documentation via email only no later than **4:30 p.m. CST Wednesday, June 5, 2013** to Nora.Curry@cityofchicago.org. Do not submit a hard copy.

HED staff will email applicants regarding missing and/or incorrect documentation. Applicants shall have three business days to submit documents and fulfill any outstanding items.

FUNDING:

2014 funding may be a combination of corporate and Tax Increment Financing (TIF) funds. If so, specific reporting regarding TIF activities will be required.

PROGRAM CONTACT:

Nora L. Curry, Financial Planning Analyst,
Economic Development Bureau, HED

Phone: 312-744-1867

Email: Nora.Curry@cityofchicago.org

Website: www.cityofchicago.org/HED

LEAD DEPARTMENT: Mayor's Office for People with Disabilities (MOPD)
PROGRAM: HOMEMOD

PROGRAM DESCRIPTION:

The HomeMod Program will allow people with disabilities, under the age of sixty, to receive home modifications that make their living environment accessible. Services will be performed in accordance with federal, state and municipal accessibility legal requirements. Areas of modifications under this program will include, but are not limited to:

- Kitchen and bathroom modifications
- Ramps
- Exterior vertical platform lifts
- Interior lifts

Specific modifications include, but are not limited to:

- Installing grab bars and railings
- Lowering cabinets
- Re-hanging doors
- Widening doorways
- Installing sinks and toilets

Subsequent work may include, but is not limited to:

- Plumbing
- Electrical
- Carpentry
- Masonry
- Dry walling
- Tiling and painting

The service provider must have expertise in accessibility rehabilitation. The service provider will conduct in-home assessments of the client's home environment to determine what accessibility features will enhance the person's independence and safety. Renters as well as homeowners are eligible for this program. The service provider must submit to MOPD for approval recommendations for home modifications with costs, complete with specifications, preliminary plans, and narrative regarding the client's situation. The Contractor must recommend modifications that are cost effective and are feasible for the particular environment.

Households whose income does not exceed HUD's low/moderate income limits for the Chicago area may qualify for a full grant. Those whose income exceeds the limit may have to contribute to the cost of the service. The formula for required financial contributions will be determined by MOPD.

Tenants will be required to receive written permission for the provision of modifications from their landlords. MOPD's contractor will assist clients with this process.

There are numerous direct and indirect benefits to this program:

- Allows people with disabilities to achieve maximum level of independence.

- Provides a safe and suitable living environment for people with disabilities.
- Enhances the independence of people with disabilities. With an accessible living environment one has greater opportunity to participate and become independent in other aspects of life such as employment, recreation, and education.
- Increases the housing stock for people with disabilities. Making apartments and single family homes accessible will help ensure that people with disabilities will have appropriate and safe housing. People without disabilities may also take advantage of accessible housing.

PROGRAM PROCESS:

- After a preliminary screening has been conducted of the client's application and the household has passed all necessary clearances the applicant may move to the next step.
- The client will then be referred to MOPD's service provider who conducts a preliminary in-home assessment of the client. This report gives job specifications, general information regarding the client and the stated accessibility modifications needed. The service provider will assist the client to complete any documentation needed for the HomeMod program.
- The outcome of the assessments will be forwarded to MOPD. The clients determined eligible for the HomeMod program by MOPD will be referred to the HomeMod program service provider by the HomeMod Coordinator.
- MOPD's licensed Lead Inspector conducts a preliminary visual inspection of all painted surfaces on all anticipated jobs. The visual inspection will be conducted before the service provider conducts its assessment.
- The service provider will conduct in-home assessments in the form of a face-to-face interview to determine the client's specific need for home modifications, which could include major home modifications, minor home modifications or assistive technology.
- Areas of modifications under this program will include but are not limited to: installing grab bars and railings, lowering cabinets, re-hanging doors, widening doorways, installing sinks and toilets. Subsequent work may include, but is not limited to: plumbing, electrical, carpentry, masonry, dry walling, tiling and painting.
- The service provider must complete initial assessments within 15 days of receiving the referral.
- The service provider will visually assess the interior and exterior of the home and document the modifications required for accessibility. The service provider will draft specifications, as well as provide plans, measurements and pictures when necessary.
- After the Contractor submits its evaluation report to MOPD, MOPD will make a determination of whether or not the Contractor's proposal is approved.
- If MOPD approves the project for construction the Contractor must provide such services as recommended.

There are various project clearance requirements that must be adhered to.

- Environmental: MOPD submits the client's information to the City of Chicago Department of Fleet and Facility Management for environmental clearance.
- Scofflaw: MOPD submits the client's name to various city departments and to the county to determine whether or not the applicant owes the city any money; the main areas reported on are parking tickets, water bills and property taxes.

- Lead Base Hazard: MOPD licensed Lead Inspector conducts a preliminary visual inspection of all painted surfaces on all anticipated jobs. The visual inspection will be conducted before the Contractor conducts its assessment. A visual inspection report is produced to determine exactly what work is needed to make the home lead safe. The Mayor's Office for People with Disabilities will cite areas of concern and indicate what type of remediation is needed to correct any hazardous conditions. The Mayor's Office for People with Disabilities will conduct a final inspection on all work performed and submit to the Department of Public Health.
- MOPD Contractor Assessment: This assessment is done to determine how the modifications will increase the client's level of independence, if the client actually needs home modifications, or if the client only needs assistive technology.

PERFORMANCE GOALS:

- The service provider must ensure that home modifications comply with the guidelines of the City of Chicago Building Code, Illinois Accessibility Code and any other applicable codes and standards.
- The service provider will have the capacity to provide Home Mod service for a minimum of 50 living units per year.
- The service provider will submit accurate voucher reimbursement requests to MOPD's HomeMod Coordinator in a timely manner as jobs are completed.
- The service provider will submit with the application appropriate staff credentials (include resumes, Licensures, job descriptions, organization structure reflective of program plan, staff training and supervision plan, pre-employment screening procedures, etc.).

SELECTION CRITERIA:

- Not-for-profit as well as for-profit agencies may apply.
- At a minimum, the agency must demonstrate the ability to achieve the program objectives.
- The agency must demonstrate the ability to perform or manage the performance of home modifications for accessibility.
- The service provider must demonstrate expertise in modifying homes for accessibility. Areas of modifications under this program will include but are not limited to: kitchen and bathroom modifications, ramps and lifts. Specific modifications include, but are not limited to, installing grab bars and railings, lowering of cabinets, re-hanging of doors, widening doorways, installing sinks and toilets. Subsequent work may include, but is not limited to plumbing, electrical, carpentry, masonry, dry walling, tiling and painting. The provider of this service must have expertise in accessibility rehabilitation.
- The service provider will demonstrate the capability to serve Chicago residents with disabilities including non-English speaking clients.
- Administrative expertise is demonstrated by fiscal competency, ability to leverage other funds to support the program and a sound budget. The budget should be detailed and reasonable with proposed costs for services and labor. An accessibility facility will also show evidence of administrative expertise. The Respondent must demonstrate that funds are available to provide modifications prior to reimbursement. The City will reimburse the service provider for service rendered after the service has been

satisfactorily completed and the processes have been properly followed to procure funds for a particular job. The service provider must employ accounting staff responsible for billing the City and maintaining accurate accounting records regarding the program's financial activity.

- Programmatic expertise is demonstrated through the provider's ability to meet or exceed the program objectives outlined throughout this proposal. In particular the service provider must provide evidence of its ability to:
 - Adhere to the program's priorities
 - Implement the program as per the program process/objectives
 - Collaborate with other service providers
 - Appropriately and adequately staff
 - Maintain sufficient hours of operation
 - Serve clients within time frame specified by MOPD
 - Perform client evaluations on services rendered
 - Serve a minimum of 50 individuals within one year
 - Complete a job within a reasonable time period established by MOPD for each job
 - Serve the public with advertised hours and in an accessible easy-to-reach location
 - To serve Chicago residents in all neighborhoods
- Experience of the Respondent in providing proposed service including past performance and relevant experience
- The Respondent must show evidence of establishing relationships with contractors experienced in performing accessibility modifications, especially for those types of modifications for which the Respondent has little or no experience. The Respondent must demonstrate its knowledge of City laws, processes and accessibility guidelines related to residential rehabilitation.
- Accessibility Construction/Modification Expertise
- The applicant must complete MOPD's Supplemental Application. A Supplemental MOPD Funding Proposal application must also be submitted when applying for funding under this program. To obtain one, contact MOPD's HomeMod Coordinator at the telephone number listed below.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications received: 2 complete
Agencies Funded: 2
Range of Funding: \$100,000 - \$708,930
Total Program amount: \$808,930 (\$350,000 from CDBG 2013, \$458,930 other sources)

PROGRAM CONTACTS:

Mark Nobriga, Program Director
Phone: 312-743-1523 | TTY: 312-744-7833
Email: Mark.Nobriga@cityofchicago.org

Kimberly A. Taylor, Deputy Commissioner
Phone: 312-746-5701 | TTY: 312-746-5711
Email: Kimberly.Taylor@cityofchicago.org

LEAD DEPARTMENT: Mayor's Office for People with Disabilities (MOPD)
PROGRAM: INDEPENDENT LIVING PROGRAM (ILP)

PROGRAM DESCRIPTION:

The Independent Living Program (ILP) is a comprehensive program that combines case management, activities of daily living skills training and assistive technology and other services with the objective of assisting people with disabilities achieve the maximum level of independence. Assessments must be conducted in the client's home by a team of professionals educated and experienced in determining the client's ability to perform daily living tasks such as cleaning and personal care, daily living skills training, assistive technology and social service needs. The ILP staff will consist of credentialed evaluators of daily living skills of people with disabilities and Case Managers with a social service degree or background. ILP staff will consist of staff capable of responding to the, training, social service and assistive technology needs of the client.

Case Management is a key component of this program. Case Management is a mechanism whereby an individual is empowered with skills and provided with the support services needed to help the individual accomplish his or her maximum level of independence. The Case Management staff, in an effort to help the individual achieve his or her goal toward independence, must provide directly, mobilize, coordinate and monitor the efforts of a variety of formal and informal service providers. Individuals are assessed and provided assistance in obtaining social services such as: transportation, housing education, employment, recreation, mental health counseling and financial assistance.

PROGRAM DESIGN:

- Conduct in-home assessments to determine the client's level of functioning and the need for assistive technology, in-home daily living skills training, personal assistance/homemaker and case management services in an effort to help the client achieve his or her maximum level of independence.
- Develop, with the client, a Personal Action Plan (PAP) which documents MOPD's and the client's obligation to adhere to plans designed to help the client achieve his or her highest level of independence.
- Document and maintain current client demographic information and service delivery status using standardized forms and IBM compatible database.
- Refer clients to appropriate services and programs. Referring includes making arrangements on behalf of the client and providing follow-up to assure service delivery.
- Provide information assistance, advocacy, and short-term counseling on services available to people with disabilities.
- Enroll clients in MOPD's Independent Living Program Orientation class and encourage participation in MOPD's employment training and other independent living programs, which offer alternatives to MOPD's in-home service programs.
- Recommend assistive technology, not to exceed \$1,000; that will help the client achieve maximum level of independence.
- Deliver and implement assistive technology equipment to the client's place of residence.
- Train all clients and the clients' caregivers (family member, personal assistant/homemaker, etc.) on the use of assistive technology implemented the same

day of implementation. Staff will follow-up with client 1 month, 3 months and 6 months after implementation.

- Train clients to perform daily living tasks and train caregivers to provide support and training to clients.
- Reassess current clients at least on a yearly basis to determine their continued need for assistance toward their goal of independence.
- Collaborate with MOPD vendor staff to coordinate services for optimal coordination of services.
- Increase the number of clients who, as a result of MOPD assistive technology or training services, no longer require in-home services.
- Must use the City's Client Database System, Enterprise Case Management. Must have high speed internet capabilities.
- Conduct an annual client satisfaction survey and provide results to MOPD. Program Manager will conduct supervisory assessments with program staff.
- Provide staff support as instructed by MOPD during a City "State of Emergency".

PERFORMANCE GOALS:

- All client files will include a completed and signed PAP, and 100% of the client's stated needs will be addressed via the PAP.
- No clients will receive MOPD in-home services that are able to perform tasks: 1) independently; 2) through alternate methods such as assistive technology and training or 3) have tasks performed through existing support systems (i.e. agencies, family, live-ins, etc.).
- All clients who express an interest in employment will be referred to MOPD's Employment Service Unit.
- All clients who do not adhere to the service agreement documented via the PAP will be terminated.
- All clients and caregivers will receive training on the use of the client's assistive technology, and on how to perform daily living tasks.
- The levels of functioning of at least 50% of clients who receive Independent Living Program services will increase as evidenced by the number of clients who become employed, terminated from or receive a reduction in MOPD services, or who never start to receive in-home services.
- Accurate information regarding an individual client, service delivery, or overall client demographics will be given to MOPD within the time frame specified by MOPD.

SELECTION CRITERIA:

- Not-for-profit and for-profit agencies may apply.
- The applicant must show evidence of an extensive social service resource network system.
- The applicant must demonstrate the ability to serve the public with advertised hours and in an accessible, easy -to-reach location.
- The applicant must demonstrate the capability to serve Chicago residents in all neighborhoods
- The applicant must show evidence of sound fiscal management.

- The applicant must demonstrate that it has the capacity to serve at least 600 people, and respond to referrals in the manner prescribed by MOPD.
- At a minimum, the agency must provide evidence demonstrating achievement of the above program goals and objectives.
- The applicant must complete MOPD’s supplemental application. A supplemental MOPD funding proposal application must also be submitted when applying for funding under this program. To obtain one, contact MOPD’s Deputy Commissioner or Program Director at the telephone number listed below.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications received: 3
Agencies funded: 1
Range of Funding: \$289,932
Total Program: \$289,932

PROGRAM CONTACTS:

Deidre James, Program Director

Phone: 312-746-5768 | Voice: 312-744-6673 | TTY: 312-744-7833

Email: Deidre.James@cityofchicago.org

Kimberly A. Taylor, Deputy Commissioner

Phone: 312-746-5701 | TTY: 312-746-5711

Email: Kimberly.Taylor@cityofchicago.org

LEAD DEPARTMENT: Mayor's Office for People with Disabilities (MOPD)
PROGRAM: PERSONAL ASSISTANCE/HOMEMAKER

PROGRAM DESCRIPTION:

MOPD's Personal Assistance/Homemaker services program offers services to people with disabilities who require assistance to either maintain or secure employment. Personal Assistance/Homemaker services include personal assistance, home maintenance and activities of daily living training services provided in the client's home in an effort to help the client achieve his or her maximum level of independence. In addition, assistance in completing errands outside the home may be required of the homemaker. Heavy duty homemaker services may be provided to people with disabilities to prevent eviction.

PROGRAM DESIGN:

- Provide Personal Assistance/Homemaker services to Chicago residents with disabilities, to include but not limited to: personal hygiene, bathing, toileting, grooming and dressing; housekeeping; shopping; food preparation; escort and money management.
- Provide services as outlined in the client's Personal Action Plan (PAP) submitted by MOPD's Independent Living Program (ILP) staff.
- Through training, actively involve the client, as much as possible, in performing housekeeping and personal care tasks assigned to the personal assistant/homemaker. The goal is to help the client eliminate barriers to independence.
- Invoice clients for services rendered on a monthly basis in a manner prescribed by MOPD.
- Receive referrals only from MOPD's ILP or authorized MOPD staff.
- Maintain client files of all MOPD clients receiving services.
- Must use city's Enterprise Case Management data base system to track client demographics and services via this program.
- Must have high speed internet capabilities.
- Communicate, in the manner prescribed by MOPD, with MOPD regarding service delivery complications.
- Provide staff support as instructed by MOPD during a City "State of Emergency".

PERFORMANCE GOALS:

- Staff personal assistants/homemakers who will serve Chicago residents throughout the city with all types of disabilities, as well as non-English speaking clients.
- Maintain staff-to-client ratio of one full-time personal assistant/homemaker for every 10 clients, given an average of four hours per week per client.
- Maintain the occurrence of unscheduled absences and "no shows" of the personal assistance/homemakers at less than 5%.
- Submit accurate monthly fee-for-service billing to service recipients each month.
- Submit accurate voucher reimbursement requests to MOPD by the 10th of each month.
- Submit with the application appropriate staff credentials (include resumes, job descriptions, organization structure reflective of program plan, staff training and supervision plan, pre-employment screening procedures, etc.).

SELECTION CRITERIA:

- Not-for-profit and for-profit agencies may apply.
- The applicant must complete MOPD’s Supplemental Application. A Supplemental MOPD Funding Proposal application must also be submitted when applying for funding under this program. To obtain one, contact MOPD’s Deputy Commissioner or Program Director at the telephone number listed below.
- At a minimum, the agency must provide evidence, demonstrating achievement of the above program objectives.
- The applicant must demonstrate the capability to serve Chicago residents in all neighborhoods including those with limited or no public transportation access.
- The applicant must demonstrate the ability to provide service to a minimum of 550 individuals at an average rate of four hours per week per client. The agency must also have the ability to respond to referrals within the time frame specified by MOPD.
- The applicant must show evidence of sound fiscal management.
- Applicant must pay homemakers the current living wage rate.

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

Applications received: 4
Agencies funded: 2
Range of Funding: \$150,000 to \$160,000
Total Program: \$310,000

PROGRAM CONTACTS:

Deidre James, Program Director
Phone: 312-746-5768 | Voice: 312-744-6673 | TTY: 312-744-7833
Email: Deidre.James@cityofchicago.org

Kimberly A. Taylor, Deputy Commissioner
Phone: 312-746-5701 | TTY: 312-746-5711
Email: Kimberly.Taylor@cityofchicago.org

DEPARTMENTAL CONTACT:

Mayor's Office for People with Disabilities
Kimberly A. Taylor, Deputy Commissioner
2102 W. Ogden
Chicago, IL 60612
Phone: 312-746-5701 | TTY: 312-744-5711
Website: www.cityofchicago.org/Disabilities

REGISTRATION INSTRUCTIONS

HOW TO REGISTER TO ACCESS THE CDGA ONLINE APPLICATION

The 2014 Community Delegate Grant Application requires all organizations to register in order to access the online application.

Registration is available from April 17, 2013 - May 31, 2013. During the registration period, organizations will be able to create accounts, update contact information, assign a main contact to a program if multiple applications will be submitted, and create additional user accounts.

The registration page can be accessed by visiting the following link:

<http://webapps.cityofchicago.org/cdga>

For assistance with the CDGA registration or application process, please contact us via email at CDGA_help@cityofchicago.org or call the **CDGA hotline at 312-744-0358**.

LOGIN

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Welcome back U USERNAME
[My Account](#) | [Logout](#)

Login

User Details

* Username:

* Password:


[I forgot my username](#) | [I forgot my password](#)

[Create Account](#)


Useful Information

> [CDGA Application Instructions & Program Descriptions \[PDF\]](#)

[CDGA Web Application Tutorial \[PDF\]](#)

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Click on the “**Create Account**” link to begin the registration process.

Once you have created a Username and Password and completed the registration process you can log in to access the CDGA online application beginning **May 1, 2013 through midnight May 31, 2013**.

Select the “**I forgot my username**” or “**I forgot my password**” links if you need assistance logging into your account.

All required fields are marked with a red asterisk (*).

***** NOTE *****

If you have any questions, technical difficulties, or other inquiries related to the registration process click on the [Contact Us](#) link in the page footer. This will allow you to send an email with your inquiry. Your request will be forwarded to the appropriate support person for follow-up.

PRIOR REGISTRATION CHECK

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Prior Registration Check


Have you applied for funding before?

Yes No


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The first step in creating an account is to select whether or not your organization has applied for funding in the past.

If you have not applied for funding in the past, select “**No**” and then click “**Next**” to continue.

Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Prior Registration Check

Have you applied for funding before?

Yes No

* Enter Federal Employer Identification Number (FEIN):

Cancel

Next

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If you have applied for funding in the past, select **“Yes”**. You will be required to enter the Federal Employer ID Number (FEIN) under which the previous funding application was submitted. Enter the FEIN and click **“Next”** to continue.

*** NOTE ***

If you receive a “match not found” message after entering the FEIN, you will be required to use the “Create Account” link on the Login screen and enter a FEIN.

DELEGATE FOUND

Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Delegate Found


The FEIN number you provided has matched a delegate registration from a prior year. Please check to see if your delegate agency is in the list below, and if it is select it before hitting the submit button. Otherwise choose the "not listed above" option to continue registering a new delegate agency.

-- Select Delegate Agency --


My delegate agency is not listed above

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If the FEIN number you provided has matched a delegate registration from a prior year, you will be prompted to select your organization from a drop down list before continuing with the registration. A single FEIN may correspond to multiple locations and/or divisions of an organization. Select the location for which you are registering and click **“Next”** to continue.

If your organization is not included in the list, select the **“My delegate agency is not listed above”** option and then click **“Next”** to continue.

DELEGATE DETAILS

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Delegate Details

* Delegate Name:

* FEIN (##-#####):


* DUNS Number (#####):

* Corporate Status:
-- Select Corporate Status --


* Year Org Established (YYYY):

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Enter and/or edit the appropriate delegate information for your program. If you entered a FEIN at the beginning of the registration process and your delegate agency was found, your information will already be entered in the fields. If the information is incorrect, you can edit it directly on this screen. You will also have an opportunity to edit the information under the Review Summary screen later in the application process.

DELEGATE NAME:

Identify the delegate agency that is responsible for administering this project. The name listed here should match the name listed on the agency's Articles of Incorporation. If the agency's name has changed since its initial incorporation, this should be reflected in an Articles of Amendment to the Articles of Incorporation.

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

Provide the FEIN for the organization. If the FEIN number already exists in the system, you will be prompted to select the delegate agency for which you are applying from the drop down list. You can obtain a FEIN on the Internal Revenue Service website, <http://www.irs.gov/Businesses>, and clicking on Employer Identification Number, or by calling 1-800-829-4933.

DUNS NUMBER:

Enter the DUNS number associated with your organization. All organizations receiving federal financial awards or sub-awards must have a DUNS number. DUNS numbers are provided by

Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>. Refer to the appendices for more information regarding the DUNS number and the associated federal reporting requirements.

CORPORATE STATUS:

Select the corporate status that best applies to your agency.

YEAR ORG ESTABLISHED:

List the year the organization was established. Click “**Next**” to continue.

***** NOTE *****

If you do not have a FEIN or DUNS number, you must apply for one.

DELEGATE CORPORATE ADDRESS DETAILS

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Delegate Corporate Address Details


Mailing Address:

N


CHICAGO IL

Useful Information

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ADDRESS:

Enter and/or edit the corporate address. The corporate address is the primary mailing address for your organization. For some organizations, the corporate address is also the primary site from which services will be delivered.

***** NOTE *****

**You can include additional Site Addresses
once the registration has been completed and you are logged into your account.**

CONTACT INFORMATION

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Contact Information

* First Name:

* Last Name:

Title:

* Phone (###-###-####):

Fax (###-###-####):

* Email:

* Username:

* Password:


* Enter Password Again:

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Enter and/or edit the contact information requested. If you entered a FEIN at the time of registration and your organization was found, the contact information will automatically be re-entered. If the information is incorrect, you may edit directly on this screen. You will have another opportunity to edit the information under the Review Summary screen later in the application process.

NAME, TITLE, PHONE, FAX, EMAIL:

Provide the name, title, phone number (including area code), fax number, and email address of the main contact person. **The contact person will receive an email confirmation with a link that must be activated to complete the registration process.**


USERNAME/PASSWORD:

Enter in the desired Username and Password that will be used to login and access the online application.

***** NOTE *****

Once the registration process has been completed, the main contact will be able to create additional accounts under the original login. By creating additional user accounts, other individuals can help with the application process by adding and/or editing application information.


REVIEW SUMMARY




Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO


Review Summary

Delegate Agency Details 

Delegate Name: DELEGATE NAME
FEIN: 77-7777777
DUNS:777777777
Corporate Status: Not For Profit
Year Org Established: 1977

Corporate Address Details 

Address 1: 121 N LA SALLE ST
Address 2:
City, State, Zip: CHICAGO, IL 60602

Contact Details 


Username: USERNAME
Name: FIRST NAME LAST NAME
Title: TITLE
Phone: 777-777-7777
Fax:
Email: MYEMAIL@DOMAIN.ORG

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The Review Summary allows you to preview the information entered so far and to edit the delegate agency details, corporate address, and/or contact details as needed. Click on the edit icon  next to each section to go to that portion of the registration and make any necessary changes. Once you have made all necessary edits, click the **“Next”** button on the page to return to the Review Summary.

Once all information has been reviewed and completed, click the **“Submit”** button to go to the Registration Confirmation page.

REGISTRATION CONFIRMATION

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Welcome back USERNAME
[My Account](#) | [Logout](#)

Registration Confirmation


Thank you for registering. Please check your email for a confirmation. The confirmation email will contain instructions and a link to complete your registration process.

[Return to Login Screen](#)



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The Registration Confirmation indicates that the registration has been submitted. An email confirmation will be sent to the email address entered on the Contact Information page. The email confirmation will contain further instructions and a link for completing the registration process.

***** NOTE *****

If you do not receive an email confirmation, try the following steps to complete the registration:

- Check your Spam/Junk mail folder to see if the email has been redirected from the Inbox.
- Contact OBM at CDGA_help@cityofchicago.org to request assistance.
- Call 312-744-0358 to request assistance.

APPLICATION INSTRUCTIONS

APPLICATION INSTRUCTIONS

To be considered for 2014 funding, it is necessary to complete the web-based application and submit all supplemental application material. In some cases, the description in the instructions indicates "self-explanatory." If after reading the questions carefully, you are not sure how to respond, please call the contact person listed in the program description section of this manual under the program for which you are applying.

Submitting this application does not ensure that your organization will receive an award of 2014 funds. **The City assumes no liability for costs incurred in submitting this application or for costs incurred in anticipation of receiving an award.** If you receive an award, then (a) the award will not be final until you and the City have fully negotiated and signed a grant agreement, (b) all payments of funds will be subject to annual appropriation and availability of funds and to the terms and conditions of the grant agreement, (c) the City may, in its sole discretion, reduce the compensation payable under the grant agreement, and (d) the grant agreement will terminate on the last day of the fiscal period for which sufficient appropriation was made or when appropriated funds have exhausted for payment under the grant agreement.

The City does not accept paper applications. Applications must be submitted through the internet-based system only. The internet-based system closes at midnight on May 31, 2013. Supplemental application material must be submitted to the Lead Department (per department specifications) by 4:30 pm, Wednesday, June 5, 2013. Applications for which supplemental information is received after the due date and time may be deemed non-responsive and therefore ineligible for funding.

LOGGING IN

The 2014 Community Delegate Grant Application is available through the following link:

<http://webapps.cityofchicago.org/cdga>

Additional links are available on the City of Chicago website at: www.cityofchicago.org.

The 2014 Community Delegate Grant Application requires all organizations to be registered to access the online application. Registration is available from **April 18, 2013 - May 31, 2013**.

Once you have created a Username and Password and completed the registration process, you can login to access the CDGA online application from **May 1, 2013 through midnight on May 31, 2013**.

Enter your Username and Password in the designated fields and click the Login button to continue.

All required fields are marked with a red asterisk (*).

***** NOTE *****

The Username and Password fields are case sensitive. Select the “I forgot my username” or “I forgot my password” links if you need assistance logging into your account.

***** NOTE *****

If you have any questions, technical difficulties, or other inquiries related to the registration process or online application, click on the [Contact Us](#) link in the page footer. This will allow you to send an email with your inquiry. Your request will be forwarded to the appropriate support person for follow-up.

DELEGATE AGENCY DASHBOARD

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Welcome back USERNAME
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Home Applications Site Addresses Users Delegate Agency

NAME
Agency Admin: [NAME L NAME](#)

Delegate Agency Dashboard

Latest News

04/17/2013

Welcome to the CDGA Request for Proposal (RFP) Site

Proposals are due by midnight May 31, 2013 using the web-based system.
(Hard copy applications will **NOT** be accepted.)

We have made modifications to the online application; please read the instructions carefully to ensure you complete all questions and forms accurately.

The City will host three kick-off and technical assistance sessions throughout the city. Attendance is necessary at only one location as the content for all three sessions will be the same.

You may access a copy of the RFP and all relevant documents at:
<http://webapps.cityofchicago.org/cdga>

If you have difficulty accessing these documents, contact us at: [CDGA Help.org](#)

04/16/2013

IMPORTANT DATES

April 17, 2013:	Release of CDGA RFP
April 17, 2013:	CDGA Online Application Registration Opens
April 17, 2013- April 23, 2013:	Registration opens for CDGA Technical Assistance session at: http://www.signupgenius.com/go/8050B44ACA82CA57-2014
April 24, 2013 - April 29, 2013:	CDGA Kick-off & Technical Assistance Sessions
April 24, 2013:	CDGA TA (West), Malcolm X College, 1900 W. Van Buren St
April 26, 2013:	CDGA TA (South), Kennedy King College, 6301 S. Halsted
April 29, 2013:	CDGA TA (North), Truman College, 1145 W. Wilson Ave
May 1, 2013 - May 31, 2013::	2014 CDGA Online Application Available
June 5, 2013:	Supplemental documents due to the Lead Department(per department specifications) by 4:30 pm (CST)

Once you log in to the CDGA online application, you will be directed to the delegate agency dashboard. This page will post news and information related to the CDGA process. Use the links at the top of the screen to access the online application, delegate agency information, site address(es), and user account information.

APPLICATIONS:

The applications link allows you to manage new, in progress, and submitted applications. Click on this link to begin the application process.

SITE ADDRESSES:

Use the Site Addresses link to add site information for other locations associated with your agency.

DELEGATE AGENCY:

Use this link to manage the main delegate agency information such as contact information and mailing address.

USERS:

Assign additional user accounts for the delegate agency under this link.

***** NOTE *****

**Additional Users will be able to login
and view/edit the application information for the agency.
Additional Users will not have administrative privileges and will not be able to
edit Delegate Agency information or create Additional User accounts.**

APPLICANT PROGRAM IDENTIFICATION

Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Welcome back montIPARK
[My Account](#) | [Logout](#)

[Home](#) | [Applications](#) | [Site Addresses](#) | [Users](#) | [Delegate Agency](#)

Applicant Program Identification

Submitted and In-Progress Applications for This Year

The following list displays any applications you have started or submitted for 2011. Click **Edit** to continue working on any unfinished applications.

Project Name	Program	Created By	Action
Homeless Project	HOMELESS SERVICES	markIPARK	Edit Delete

Copy an Application from Last Year (2010)

If you submitted an application from last year, you can select it below as a starting point for this year's application.

New Application

All 2011 Programs are listed in the drop down list below.

IRVING PARK YMCA
Agency Admin: [Alison Montgomery](#)

Useful Information

» [CDGA Online Application Instructions](#) [PDF]

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The best yet.

Windows
Internet Explorer 7

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Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

Welcome back USERNAME
[My Account](#) | [Logout](#)

[Home](#) | [Applications](#) | [Site Addresses](#) | [Users](#) | [Delegate Agency](#)

Applicant Program Identification

Submitted and In-Progress Applications for This Year

The following list displays any applications you have started or submitted for 2014. Click **Edit** to continue working on any unfinished applications.

Project Name	Program	Created By	Action
PROJECT NAME	CDPH - Family Violence Prevention Initiative - Par...	USERNAME	Edit Delete

New Application

All 2014 Programs are listed in the drop down list below.

NAME
Agency Admin: [NAME L NAME](#)

Useful Information

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The Applicant Program Identification is the starting point for new and existing applications for the 2014 fiscal year.

SUBMITTED AND IN-PROGRESS APPLICATIONS:

This area displays any applications that may have been started and/or submitted in the previous funding year. The online application allows you to work on an application over multiple sessions. Applications that have been started, but not submitted, will show a status of In Progress. These applications can be edited or deleted from this location. Once an application has been submitted, the status will change to submitted and will no longer be editable.

EDIT AN APPLICATION FROM LAST YEAR:

If you submitted an application from last year, and the program for which you submitted the application is still available, it will be shown in this drop down list. You can select an application from the previous year as a starting point for the 2014 funding year by selecting the program from the dropdown list and clicking on the **“Create New Application Using Old Values”** button.

CREATE A NEW APPLICATION:

This dropdown list will reflect current programs being offered in 2014. Create a new application for any of the programs listed by selecting the program from the dropdown list and clicking the **“Create New Application”** button.

You must select one of the three options to continue on in the process. If you are a new to this online application, select the **“Create a New Application”** option.

***** NOTE *****

You can submit multiple applications under the same account login.

**Not all sections of the 2013 application will transfer to the 2014 application.
Delegate agencies are responsible for completing and
ensuring all sections of the application have been completed.**

**Use the PREVIOUS, SAVE, and NEXT buttons located
at the bottom of each screen to navigate and save the application.**

**If you work on the application over multiple sessions,
use the SAVE button to save your work before exiting the application.**

COVER PAGE

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Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
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Applicant Proposal Monitor & Evaluation Forms Review & Submit

Cover Page

- Application Year: 2014
- Application ID: 12266
- Dept/Program Name: CDPH - Family Violence Prevention Initiative - Parenting

Organization Information

Name:
NAME

Address:
121 N LA SALLE ST
CHICAGO IL 60602

Year Org Established:
1999

Corporate Status:
Not For Profit

FEIN:
11-1111111

DUNS:
111111111

Project Information

* Project Name:

* Contact Person:

* Requested Amount \$:

Agency Admin: NAME L NAME

Useful Information

» [CDGA Application Instructions & Program Descriptions](#) [PDF]

[CDGA Web Application Tutorial](#) [PDF]

Get ADOBE READER

» We recommend that you use one of the following web browsers for the CDGA website:

The cover page outlines information about the organization and project being submitted.

ORGANIZATION INFORMATION:

The organization information will automatically be populated based on the information that was provided during the Registration Process. This information can be edited by the delegate administrator identified on the delegate agency page. **(New Field: DUNS number. All recipients receiving federal awards must have a DUNS number.)**

PROJECT INFORMATION:

- Project Name - Enter the name of the project for which you are seeking funding.
- Contact Person - Provide the name of the person in charge of this project. Please complete this portion even if the Contact Person is the same as the Executive Director.
- Requested Amount - Enter the dollar amount you are seeking for your project.

PART I - APPLICANT INFORMATION

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Applicant Proposal Monitor & Evaluation Forms Review & Submit

NAME
Agency Admin: NAME L NAME

Application ID: 12270

Part I. Applicant Info

Brief Project Description:
Provide a brief description of your project, including the number of clients you intend to serve, your target population, and the community where your program is located. (1,000 characters)

Brief Project Description

You have 1000 characters remaining

Office Hours
 24 hours a day Use hours of operation below

Monday
Select --> 12:00AM to 12:00AM

Tuesday
Select --> 12:00AM to 12:00AM

Wednesday
Select --> 12:00AM to 12:00AM

Thursday
Select --> 12:00AM to 12:00AM

Friday
Select --> 12:00AM to 12:00AM

Saturday
Select --> 12:00AM to 12:00AM

Sunday
Select --> 12:00AM to 12:00AM

BRIEF PROJECT DESCRIPTION:

Provide a brief description of your project, including the number of clients served, target population, and the community where your program is located.

*****NOTE*****

Spaces are included in the character count.

OFFICE HOURS:

Select whether your office is open 24 hours or if you have specific hours of operation. If you select specific hours of operation, provide the office hours for each day of the week. Select closed if you are not open on certain days.

PART II - PROPOSAL DESCRIPTION

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Applicant **Proposal** Monitor & Evaluation Forms Review & Submit

NAME
Agency Admin: NAME L NAME

Application ID: 12270

Part II. Proposal Description

A. Provide a narrative overview of your agency. The narrative should minimally address the following items: brief history of your agency; agency's philosophy and mission; services/programs provided; current demographics regarding service area(s) including client populations served and geographic delivery area. (10,000 characters)

You have **10000** characters remaining

B. Describe your proposed program including recruitment and retention strategies, target populations, needs addressed, program goals, and results anticipated. *Make sure to address the required core elements identified in the program descriptions section of the Community Development Agency application document.* (10,000 characters)

You have **10000** characters remaining


- A. Provide a general overview of your agency. There is a limit of 10,000 characters for this field.
- B. Describe the proposed program including the target population served and program goals. Verify that these address the requirements of the lead City of Chicago department administering the program. Refer to the Lead Department Program Descriptions and Requirements section of the application instruction manual for detailed information of each program's requirements. There is a limit of 10,000 characters for this field.

C. Describe your agency's staffing, fiscal, technological, and administrative capacity to operate and manage the proposed program, including your "track record" regarding compliance with CDBG and/or other grant funded programs. (4,000 characters)

You have 4000 characters remaining

D. Describe how you will leverage other resources to support the proposed program, (cash match and/or in-kind resources). This section should include a discussion of relevant support services to be offered to program participants. (4,000 characters)

You have 4000 characters remaining

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- C. Describe your organizational capacity to administer the proposed program, including compliance with federal and other grant funds. There is a limit of 4,000 characters for this field.

- D. Identify financial and/or in-kind resources that will be leveraged to support the proposed program. In addition, explain how access to a comprehensive array of social, academic, occupational, and other support services related to the program objectives will be provided through collaboration with public and private agencies, referral systems, shared locations, or other approaches. There is a limit of 4,000 characters for this field.

PART III – MONITORING AND EVALUATION PROCEDURES

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
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Welcome back sheilabraxton
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Applicant Proposal **Monitor & Evaluation** Forms Review & Submit

A LITTLE BIT OF HEAVEN
Agency Admin: [Sheila Braxton](#)

Application ID: 12272

Part III. Monitoring & Evaluation

A. Briefly describe how you will monitor the program, describe your goal setting and data collection processes to verify achievements of program outputs and outcomes. Discuss who will be responsible for monitoring and reporting program progress and their specific qualifications. (5,000 characters)

You have **5000** characters remaining

B. Describe how your agency will monitor program expenditures and ensure that appropriate fiscal controls and records are in place. (4,000 characters)

You have **4000** characters remaining

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- A. Enter a description of how you will monitor the proposed program. There is a limit of 5,000 characters for this field.
- B. Describe how your agency will monitor program expenditures and ensure that appropriate fiscal controls and recordkeeping are in place. There is a limit of 4,000 characters for this field.

***** REMINDER *****

**You can fill out the online application over the course of multiple sessions.
Use the Save button to save your work
and come back to the online application at a later time.**

PART IV – AUDIT REQUIREMENTS – PART 1

The screenshot shows a web application interface for the City of Chicago. At the top, there is a header with the text "Community Delegate Grant Application" and "OFFICE OF BUDGET AND MANAGEMENT CITY OF CHICAGO". To the right of the header, it says "Welcome back USERNAME" with links for "My Account" and "Logout". Below the header is a navigation menu with tabs: "Home", "Applications", "Site Addresses", "Users", "Delegate Agency", and "Forms" (which is highlighted). Under the "Forms" tab, there are sub-tabs: "Applicant", "Proposal", "Monitor & Evaluation", "Forms", and "Review & Submit". The "Forms" sub-tab is also highlighted. The main content area shows "Application ID: 12270" and "Agency Admin: NAME L NAME". The section title is "Part IV. Audit Requirements". There are three questions: A. "What is your agency's fiscal year?" with a date input field and "mm/dd/yyyy" label; B. "When do you intend to conduct an audit of this contract?" with a date input field and "mm/dd/yyyy" label; C. "Will your audit be annual or biennial (once every other year, covering 2 years)?" with radio buttons for "Annual" and "Biennial". At the bottom of the form area, there are "Previous" and "Next" buttons. At the very bottom of the page, there is a copyright notice: "©2003-2013 City of Chicago. All rights reserved. | Contact Us".

- A. Enter your agency's fiscal year.
- B. Enter the date at which you intend to conduct an audit of this contract.
- C. Specify whether the audit will be annual or biennial.

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Application ID: 12270

Part IV. Audit Requirements Con't

D. If your agency anticipates receiving other federal funds for any program during 2014, please identify the source and the amount.

Program Description	Agency Fund	Action
Create an Agency Level Fund		
Agency Description <input style="width: 90%;" type="text"/>	Amount \$ <input style="width: 80%;" type="text"/>	<input type="button" value="Save"/>

E. If your agency anticipates receiving other federal/state funds during 2014 for the program for which you are applying, please identify the source and the amount.

Program Description	Program Fund	Action
Create a Program Level Fund		
Program Description <input style="width: 90%;" type="text"/>	Amount \$ <input style="width: 80%;" type="text"/>	<input type="button" value="Save"/>

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- D. If your agency anticipates receiving other federal funds for any program during 2014, please identify the source and the amount. List the federal agency from which you will receive funding and the amount.

You may add federal agency funding by clicking on the **“Create Agency Level Fund”** link. Enter the program description and dollar amount you expect to receive. Click the **“Add Agency Level Fund”** button to add information.

A summary of the agency level funding you have added will be listed in this field. You can edit and/or delete the programs by clicking on the appropriate link under the action column.

- E. If your agency anticipates receiving other federal/state funds during 2014 for the program for which you are applying, please indicate the source and the dollar amount.

You can add program funding by clicking on the **“Create Program Level Fund”** link. Enter the program description and dollar amount you expect and then click on the **“Add Program Level Fund”** button.

A summary of the agency level funding you have added will be listed in this field. You can edit and/or delete the programs by clicking on the appropriate link under the action column.

FORM 1A – PERSONNEL BUDGETS

Community Delegate Grant Application
OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

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Applicant Proposal Monitor & Evaluation **Forms** Review & Submit

Application ID: 12270 Agency Admin: NAME L NAME

Form 1A. Personnel Budgets

Position / Title	Employee Name	Time Spent	Salary	Program Share	City Share	Other Share	Action
No Personnel Entries found.							

[Create a Personnel Budget](#)

The purpose of this form is to estimate the total personnel costs the applicant expects to incur in operating its project for the year, and to provide a brief summary of job responsibilities for each budgeted position.

Employee Name: Position/Title:

Job Description

You have 500 characters remaining

Salary: \$ Time Spent: %

Program Share: - City Share: = Other Share:

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The purpose of the Personnel Budgets form is to estimate the total personnel cost an applicant expects to incur in administering its program in 2014 and to provide a brief summary of job responsibilities for each budgeted position.

You can add Personnel Budgets by clicking on the “Create Personnel Budget” link. Fill in the necessary fields and click on the Add Personnel Entry button. A summary of the Personnel Budgets you have added will be displayed at the top of the screen. You may edit and/or delete the personnel entries by clicking on the appropriate link under the action column.

EMPLOYEE NAME:

Enter the name of the current employee in this position. If a position is not filled at the time of application, please enter “vacant”.

POSITION/TITLE:

List the position that will be funded under this project during the year 2014 (even if the salary will not be reimbursed with CDGA funds).

JOB DESCRIPTION:

Briefly describe the duties and responsibilities associated with each position.

SALARY \$:

Enter the corresponding annual salary rates. If there are different salary rates for similar positions, enter each rate separately.

TIME SPENT %:

Often an employee spends only a fraction of his or her time on a project because he or she is engaged in other projects. Please indicate the percentage (%) of time that each employee will spend on this project during the 2014 funding year.

PROGRAM SHARE:

This field will be calculated automatically based on the information entered in the salary and time spent fields.

CITY SHARE:

For each position listed, please indicate the amount of total salary cost to be paid with 2014 funds.

OTHER SHARE:

This field will be calculated automatically based on the information populated in the program share field and entered in the city share field.

Important Note:

You must enter **Salary, Time Spent, Program Share, and City Share** in the appropriate areas. The **Other Share** will be filled automatically.

FORM 1B - FRINGE BENEFITS

Community Delegate Grant Application

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Form 1B. Fringe Benefits

Fringe Type	Multiplier	Max City Share	City Share	Other Share	Action
Medicare Tax	0.0145	\$ 72	\$ 72	\$ 0	Edit Delete
Totals:		\$ 72	\$ 72	\$ 0	

One Fringe Benefit Entry found.

These taxes and contributions, along with certain fringe benefits that an applicant may wish to offer its employees, are eligible to be paid for with City funds. The share of fringe costs to be borne by City must be reasonably proportional to the share of the salary costs borne by City. Please estimate these various costs on the form where indicated.

-- Select the Type--

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Employers may reimburse fringe benefits offered to employees with CDGA funds. The share of fringe costs to be allowed by 2014 funds must be reasonably proportional to the share of the salary costs allowed by these funds. Please estimate these various costs on the form where indicated.

Add fringe benefits by selecting the benefit type from the drop down list and entering the appropriate information in the fields provided. A summary of the fringe benefits you have added will be displayed at the top of the screen. You may edit and/or delete the benefits by clicking on the appropriate link under the action column.

F.I.C.A.:

The Federal Insurance Contribution Act tax is otherwise known as the Social Security and Medicare Tax. **Note: On January 1, 2013, Congress passed the American Taxpayer Relief Act of 2012. The legislation did not extend a 2 percent temporary payroll tax cut in effect since 2011 and increased the employee tax for social security from 4.2% to 6.2%. The employer tax rate was unchanged.**

- The employee tax rate for social security is 6.2%. The employer tax rate for social security is 6.2% (12.4% total). The 2013 wage base limit is \$113,700.
- The employee tax rate for Medicare is 1.45%. The employer tax rate for Medicare tax is also 1.45% (2.9% total). There is no wage base limit for Medicare tax; all covered wages are subject to Medicare tax.

For further information regarding the F.I.C.A. tax, contact the Internal Revenue Service at (800) 829-1040 or refer to Publication 15-Circular E or Notice 1030 IRS.

STATE UNEMPLOYMENT INSURANCE:

It is likely that your organization is liable for unemployment insurance. For further information, contact the Illinois Department of Employment Security hotline at (866)-663-7723. Of the total salary of the personnel budget, please show the percentage of this total to be borne by 2014 funds and the total State Unemployment Insurance cost.

STATE WORKER'S COMPENSATION INSURANCE:

This insurance is computed at a rate determined by the employee's type of business or organization. How often an employer must pay worker's compensation is based on the size of its insurance premium. All applicants are encouraged to call the National Council of Compensation Insurance (NCCI) at (800) 622-4123 for technical assistance on this matter. Of the total salary of the personnel budget, please show the percentage of this total to be borne by 2014 funds and the total State Worker's Compensation Insurance cost.

OTHER:

List any other employer expenses or benefits the agency will offer its employees. Most non-profit agencies do not have to pay the Federal Unemployment Tax, which is computed every payroll period as .8% of total payroll up to \$7,000 per employee per year. This rate is subject to change and will be determined by the Internal Revenue Service. Check with the IRS at (800) 829-1040 to determine if your agency is exempt. An agency should also check with the lead City department to determine whether additional benefit(s) it wishes to offer are eligible to be funded under the CDGA program. Of the total salary of the personnel budget, please show the percentage of this total to be borne by 2014 funds.

***** NOTE *****

Select the Fringe Benefit you want to add by clicking on the drop down list and entering the appropriate information in the fields provided.

Multipliers must be provided for all other Fringe Benefit calculations.

FORM 2 – NON-PERSONNEL BUDGET

The screenshot shows the 'Community Delegate Grant Application' interface for the 'OFFICE OF BUDGET AND MANAGEMENT CITY OF CHICAGO'. The user is logged in as 'USERNAME' and is viewing the 'Forms' section of the application process. The application ID is 12270. The current step is 'Form 2. Non-Personnel Budget'. A table with columns 'Item of Expenditure', 'CDGA Share', 'Other Share', 'Description', and 'Action' is shown, but it is empty. Below the table, there is a 'Create a Non-Personnel Budget' link and a form with fields for 'Item of Expenditure (Account #)', 'CDGA Share', 'Other Share', and 'Description & Justification'. A 'Save' button is at the bottom of the form.

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Application ID: 12270 Agency Admin: NAME L NAME

Form 2. Non-Personnel Budget

Item of Expenditure	CDGA Share	Other Share	Description	Action
No Non-Personnel Budget Entries found.				

[Create a Non-Personnel Budget](#)

Item of Expenditure (Account #)
-- Select the Type--

CDGA Share
\$

Other Share
\$

Description & Justification

You have 1000 characters remaining

The purpose of this form is to estimate and justify the non-personnel line item amounts. The account descriptions and the corresponding account numbers are automatically entered into the system. Please complete only those accounts that are applicable to this project. Enter the CDGA share and other share information. **Do not include accounts Personnel (0005) and Fringe Benefits (0044).**

To add a Non-Personnel Budget, click on the “**Create Non-Personnel Budget**” link. Select the Item of Expenditure (Account #) from the drop down list, enter the necessary information and click on the “**Add Non-Personnel Budget**” button. A summary of the non-personnel budget(s) you have added will be displayed at the top of the screen. You can Edit and/or Delete the non-personnel budget entries by clicking on the appropriate link under the Action column.

CDGA SHARE OF COST:

Indicate the share of the total cost that will be paid from CDGA for each account number.

OTHER SHARE OF COST:

Indicate the share of the Total Cost or (CDGA + Other) Share. This amount will automatically populate based upon the CDGA Share and the other share of the cost.

DESCRIPTIONS/JUSTIFICATIONS:

Please provide a description of the expenditure items.

OTHER PROGRAM COST (ACCOUNT 0900):

These are expenses that do not fit in the other account categories. If you are unsure how to categorize a specific cost, please call the program departmental contact.

AUDITING:

All applicants who spend \$500,000 or more in federal awards will be required to obtain an audit as required by OMB Circular A-133. Applicants should contact their auditor as soon as possible in order to accurately project the cost of the audit for inclusion in their budget. The amount of federal funds budgeted for the audit should be proportional to the percentage of federal funds relative to other funds covered by the audit.

Applicants spending less than \$300,000 in federal awards may be subject to submit to an examination of “agreed upon procedures” by an independent auditor. This examination will cover program revenue and expenditures as specified by the Comptroller’s Office. The City of Chicago will select the auditor and pay for the related cost. The cost will be allocated to the various grants the applicants receive from the City. Organizations should contact, Rena Lira, City of Chicago Internal Audit, at 312-742-3458 with questions regarding the applicant auditing requirements and compliance procedures.


INSURANCE:

The City Comptroller’s Office has established minimum insurance requirements for applicants awarded federal or state funds. If all insurance requirements have not been met, the City Comptroller will withhold reimbursement from an applicant until such requirements are met. The types of insurance required include worker’s compensation, general liability and, if applicable, fidelity bond, automobile liability and professional liability. The City Comptroller reserves the right to require additional types of insurance, if deemed necessary. Contact the City Comptroller’s Insurance Section at (312) 744-7923 with questions regarding your organization’s insurance requirements.

LOCAL TRANSPORTATION:

The federal mileage allowance for 2013 is 56.5 cents per mile. The “per person” reimbursement cannot exceed \$350 per month.

FORM 3 – BUDGET SUMMARY



Community Delegate Grant Application

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NAME
 Agency Admin: NAME L NAME

Application ID: 12270

Form 3. Budget Summary

- Project Year: 2014
- Program Name: MENTORING
- Delegate Name: NAME
- Project Name: PROJECT NAME
- Contact Name: NAME L NAME

Account	Item of Expenditure	City Share	Other Share	Total Cost	% by Other Share
0005	Personnel	\$ 5,000	\$ 0	\$ 5,000	00.00 %
0044	Fringe Benefits	\$ 72	\$ 0	\$ 72	00.00 %
0100	Operating/Technical	\$ 5,000	\$ 100	\$ 5,100	01.96 %
0140	Professional & Technical Services	\$ 0	\$ 0	\$ 0	00.00 %
0300	Materials & Supplies	\$ 0	\$ 0	\$ 0	00.00 %
0400	Equipment	\$ 0	\$ 0	\$ 0	00.00 %
0900	Other	\$ 0	\$ 0	\$ 0	00.00 %
Totals:		\$ 10,072	\$ 100	\$ 10,172	

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The purpose of this form is:

- A. To summarize, by item of expenditure, the total budget of a project to be funded in whole or in part with CDGA funds; and
- B. To specify the share of total cost charged to the CDGA program and the share of total cost charged to other matching or supplemental funding sources.

This is a preliminary budget and is not binding. However, it is important that you comprehensively determine the expenses for this proposed project. Please show both the expenses that will be paid for with CDGA funds and those that will be paid for by other funding sources (other share). Numbers should be rounded to the nearest dollar.

***** NOTE *****

The fields on this screen are automatically populated based upon the information that was entered in the personnel budget, fringe benefit, and non-personnel budget screens. If any of the information is incorrect or requires editing, please enter the changes to the corresponding screen.

FORM 4A – WORK PROGRAM

Form 4A. Work Program

Activities	Deliverables	Performance Measures	Action
----------------------------	------------------------------	--------------------------------------	--------

No Work Program Entries found.

[Create a Work Program](#)

2014 Output Planned by Quarter & Total

Please identify the number of people served by quarter.

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Unduplicated Q2	Unduplicated Q3	Unduplicated Q4
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Program Activities

You have 4000 characters remaining

Deliverables

You have 4000 characters remaining

Performance Measures

You have 4000 characters remaining

This form summarizes what the sub-recipient plans to accomplish through the CDGA funded project and how it relates to the City’s goals, policy objectives, and strategies. The program activities, deliverables, and measures provide a basis for planning the work program, understanding the applicant’s work, and for evaluating the program’s efficiency and effectiveness.

To add a Work Program, enter the necessary information and click the “Save” button. A summary of the Work Program(s) you have added will be displayed at the top of the screen. You may edit and/or delete the work program entries by clicking on the appropriate link under the action column.

TOTAL UNDUPLICATED CLIENTS/UNITS:

Total, by each quarter and for the entire year, the number of clients and/or units that will be assisted by this project. Please indicate both the duplicated and unduplicated numbers for each quarter.

PROGRAM ACTIVITIES:

List all sub-program activities that will be carried out to fulfill the program. Break down the program into sub-programs. For example, a delegate agency that is funded to provide minor repairs and modifications to elderly and disabled housing units may have the following sub-programs:

Example:

- Program: 1. Small Accessible Repairs Seniors
- Subprograms: A. Accessibility-related improvements
- B. Security improvements
- C. Weatherization Work

The sub-programs should reflect the CDGA funded projects.


DELIVERABLES:

List the service or product being delivered. Provide the number of deliverables projected by quarter and total.

PERFORMANCE MEASURES:

Refer to the performance measure requirements listed in the program description section of this application. Each program has unique performance requirements provided by the lead department.

FORM 4B – APPLICANT FUNDING



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Agency Admin: [NAME L NAME](#)

Application ID: 12270

Form 4B. Previous Non-CDBG Funding

Funding Source	Amount	Department	Funding Year	Action
OTHER	\$ 1,000	Family and Support Services	2013	Edit Delete
Totals:	\$ 1,000			

One Previous Funding Entry found.

[Create another Funding Source](#)

Funding Source	Amount	Department	Funding Year	
-- Select --	\$ <input type="text"/>	-- Select --	2013	<input type="button" value="Save"/>

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The purpose of this form is to serve as a readily available record of each applicant’s total funding sources and the amount of funds received by the City. The applicant should identify all funds awarded by the City in the previous fiscal year (2013). Please identify the City Department and the dollar amount under the appropriate funding category.

To add funding, select **“Funding Source”** from the drop down list, enter the dollar amount, and identify the **“department”** from the drop down list. Click the **“Save”** button to add the funding. A summary of the funding you have added will be displayed below the selection fields. You may edit and/or delete the entries by clicking on the appropriate link under the Action column.

FORM 5A – SITE ADDRESS(ES)

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Agency Admin: NAME L NAME

Application ID: 12270

Form 5A. Site Address(es)

Please identify the site(s) address(es) for this program.

Site Address	Facility Type	Facility Description	Ward	Community Area	Census Tract	% Served	Action
--------------	---------------	----------------------	------	----------------	--------------	----------	--------

No Site Addresses found.

Select a location and enter the percentage of services provided.

Corporate Address

121 N LA SALLE ST
CHICAGO, IL 60602

%
(percentage entered must be equal or greater than 10%)

New Site Address

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Enter the site address(es) for this program. Next, select whether you provide services out of the corporate address. If you select “Yes”, you will need to provide a percentage of the services provided at this location. If the percentage of services provided out of the corporate address is less than 100%, you will be asked if there are other site addresses where services are provided.

*****NOTE*****

The percentage (%) of services provided for the address(es) listed must be equal to or greater than 10%.

The Sum of all Percentage Served values must add up to 100%. You will not be able to continue to the next step until the Percentage Served total is equal to 100%.

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Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

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NAME
Agency Admin: NAME L NAME

Application ID: 12270

Form 5A. Site Address(es)

Please identify the site(s) address(es) for this program.

Site Address	Facility Type	Facility Description	Ward	Community Area	Census Tract	% Served	Action
121 N LA SALLE ST	Church / Place of Worship	A	42	32	320200	50	Edit Delete
Totals:						50.0	

One Site Address found.

Select a location and enter the percentage of services provided.

New Site Address

Site Address: N

Facility Type: -- Select Facility Type --

Facility Description:

You have 500 characters remaining

%

(percentage entered must be equal or greater than 10%)

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Enter the additional site addresses along with the percentage of services provided out of each location. The percentage of services provided must be equal to or greater than 10% and not exceed 100%.

You must enter a valid Chicago address for each location associated with your organization. Choose the **“facility type”** from the drop down list and provide a short description.

ADDING FROM AN EXISTING SITE ADDRESS

If adding an existing site address, select the site address from the drop down list, enter the percentage served, and click on the **add** button.

ADDING A NEW SITE ADDRESS

If adding a new site address, enter the house number in the first field, select the primary direction for the address, type in the street name, and click the **add** button.

A summary of the site addresses added will display at the top of the screen along with the calculated ward, community area, census tract, and percentage (%) served. You may continue to add site addresses for the areas you serve in the city boundaries.

FORM 5B – SERVICE AREA

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Form 5B. Service Area

The project will primarily serve the following wards.

C. Please identify the wards that represent the residents served by this program (note that the wards of the site addresses that you chose on the prior 5A Site Address form will be pre-selected on this form):

Devon 6400 N
 Irving Park 4000 N
 North 1600 N
 Roosevelt 1200 S
 Pershing 3900 S
 63rd 6300 S
 87th 8700 S
 111th 1100 S

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 3
<input type="checkbox"/> Ward 4	<input type="checkbox"/> Ward 5	<input type="checkbox"/> Ward 6
<input type="checkbox"/> Ward 7	<input type="checkbox"/> Ward 8	<input type="checkbox"/> Ward 9
<input type="checkbox"/> Ward 10	<input type="checkbox"/> Ward 11	<input type="checkbox"/> Ward 12
<input type="checkbox"/> Ward 13	<input type="checkbox"/> Ward 14	<input type="checkbox"/> Ward 15
<input type="checkbox"/> Ward 16	<input type="checkbox"/> Ward 17	<input type="checkbox"/> Ward 18
<input type="checkbox"/> Ward 19	<input type="checkbox"/> Ward 20	<input type="checkbox"/> Ward 21
<input type="checkbox"/> Ward 22	<input type="checkbox"/> Ward 23	<input type="checkbox"/> Ward 24
<input type="checkbox"/> Ward 25	<input type="checkbox"/> Ward 26	<input type="checkbox"/> Ward 27
<input type="checkbox"/> Ward 28	<input type="checkbox"/> Ward 29	<input type="checkbox"/> Ward 30
<input type="checkbox"/> Ward 31	<input type="checkbox"/> Ward 32	<input type="checkbox"/> Ward 33
<input type="checkbox"/> Ward 34	<input type="checkbox"/> Ward 35	<input type="checkbox"/> Ward 36
<input type="checkbox"/> Ward 37	<input type="checkbox"/> Ward 38	<input type="checkbox"/> Ward 39
<input type="checkbox"/> Ward 40	<input type="checkbox"/> Ward 41	<input checked="" type="checkbox"/> Ward 42
<input type="checkbox"/> Ward 43	<input type="checkbox"/> Ward 44	<input type="checkbox"/> Ward 45
<input type="checkbox"/> Ward 46	<input type="checkbox"/> Ward 47	<input type="checkbox"/> Ward 48
<input type="checkbox"/> Ward 49	<input type="checkbox"/> Ward 50	

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Select the Chicago wards served by your organization. Site addresses entered on the previous screen will automatically populate on this screen.

FORM 6 – NATIONAL OBJECTIVES

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Form 6. National Objectives

The qualifying National Objective is "Activities Benefiting Low and Moderate income Persons." Please check the box next to the appropriate criterion listed below.

A. Area Benefit Activities (LRI only)

B. Low Mod Limited Clientèle (LMC)

B-1. Service is limited to one or more of the following groups presumed by HUD to be low/moderate income:

- Senior Citizens
- Persons with Disabilities
- Battered Spouses
- Abused Children
- Homeless Persons
- Illiterate Persons
- Migrant Workers
- Persons Living with AIDS

B-2. Records are kept which contain the household size and total household income of clients proving that 51% are low and moderate.

B-3. The nature and location of the activity will ensure that the majority of clientèle will be low and moderate income in accordance with HUD criteria.

Low/Moderate income persons %

C. Low Mod Housing Activities (LMH) (Home Mod only)

D. Low Mod Area Benefit (LMA) (HTAS only)

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The purpose of this form is to verify that every program or project to be funded in Year 2014 complies with the CDBG HUD National Objectives, if federal funds are received. In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the following national objectives listed below.

NATIONAL OBJECTIVE:

Check the appropriate box to show which National Objective you are meeting. The project must meet one only national objective.

A low and moderate income person is defined as a member of a family having an income equal to or less than the Section 8 Housing Assistance Payments Program lower income limit established by HUD. Activities considered benefiting low and moderate (L\M) income persons are divided into four categories as stated below:

1. Area Benefit Activities
2. Limited Clientèle Activities
3. Housing Activities
4. Job Creation or Retention Activities

1. An Area Benefit Activity is an activity that meets the identified needs of L\M income persons residing in an area where at least 51% of the residents are L\M income persons. The benefits of this type of activity are available to all persons in the area regardless of income.

Examples of potentially eligible activities include:

- Street improvements
- Neighborhood facilities
- Facade improvements in neighborhood commercial districts

2. A Limited Clientele Activity benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L\M persons. To qualify under this category, the activity must meet one of the following tests:
 - Benefit a clientele who is generally presumed to be principally L\M income persons. The following groups are currently presumed by HUD to meet this criterion: abused children, elderly persons, battered spouses, homeless persons, handicapped persons, illiterate persons; and, migrant farm workers; or
 - Information on family size and income is required. It must be evident that at least 51% of the clientele are persons whose family income does not exceed the L\M limit; or,
 - Have income eligibility requirements which limit the activity exclusively to L\M income persons; or,
 - Be of such a nature and location that it may be concluded that the activity's clientele will be primarily L\M income persons. The percent of low/moderate income persons in the service area must be at least 51%.

Examples of limited clientele activities include:

- Construction of a senior center
- Public services for the homeless
- Meals on wheels for the elderly
- Construction of job training facilities for the handicapped

3. A L\M Housing Activity is one that adds or improves permanent, residential structures that will be occupied by L\M income households upon completion. The housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units occupied by L\M income persons must be occupied at affordable rents.
4. A L\M Job Activity is one which creates or retains permanent jobs, at least 51% of which are either taken by L\M income persons or considered to be available to L\M income persons.

This is a direct benefit activity. Therefore you must keep all the direct benefit data listed in the box at the bottom of Form 5 including the low/moderate income data.

Examples of potentially eligible activities include:

- Construction of a business incubator that is designed to offer both space and assistance to new firms to help them become viable small businesses.
- Loans to pay for the expansion of a plant or factory.

ACTIVITIES THAT AID IN THE PREVENTION OR ELIMINATION OF SLUMS AND BLIGHT:

Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to aid in the prevention or elimination of slums or blight:

1. Activities to address slums or blight on an area basis. An activity will be considered to address prevention or elimination of slums or blight in an area if:
 - The area, delineated by the City, meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law;
 - Throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration;
 - The assisted activity addresses one or more of the conditions that contributed to the deterioration of the area.
2. Activities to address slums or blight on a spot basis. Acquisition, clearance, relocation, historic preservation and building rehabilitation activities that eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area will meet this objective.

FINAL SUBMISSION

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Applicant Proposal Monitor & Evaluation Forms **Review & Submit**

NAME
Agency Admin: [NAME L NAME](#)

Application ID: 12270

Final Submission

You are Submitting the following Application: ([Preview Application](#))

- Project Year: 2014
- Dept/Program Name: FSS - MENTORING
- Delegate Name: NAME
- Project Name: PROJECT NAME
- Contact Name: NAME L NAME

Under penalty of perjury, and under penalty of the City's False Statements Ordinance, I warrant that all certifications, statements and information contained in this Application are true, accurate and complete as of the date furnished to the City.

Signature (type your name): (50 character maximum)

Date: 04/17/2013

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Once you have completed your application, you will reach the Final Submission page. Prior to submitting your application use the “**Preview Application**” link at the top of the page to view a PDF of your application. Print a copy for your records.

When you are ready to submit your application, type your name in the “**Signature**” field, and click the “**Submit**” button.

***** NOTE *****

**Once the Final Submission has been confirmed,
you will no longer be able to access the current application.
Please be sure that the application is complete prior to submitting the application.**

THANK YOU

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CHICAGO CARDINALS
Agency Admin: [Joe Cardinal](#)

Thank You

You have submitted the following Application:

- **Application ID:** 12265
- **Project Year:** 2014
- **Program Name:** HOUSING TECHNICAL ASSISTANCE AND SUPPORT (HTAS)
- **Delegate Name:** CHICAGO CARDINALS
- **Project Name:** Housing Assistance
- **Contact Name:** Joe Cardinal

Important

 **Print the Submitted Application**

Supplemental application material must be submitted to the Lead Department by **Wednesday, June 05, 2013 before 4:30 PM**

Supplemental information includes:

- List of Officers and Board of Directors
- By-laws and Charter
- Articles of Incorporation
- Certificate of Good Standing from Secretary of State
- IRS Not-For-Profit designation
- Resumes and job descriptions must be included for each program applied for
- Other requirements specific to the program that you are applying. (It is critical that you refer to the program description book under the general selection criteria category to determine any additional requirements.)
- Confirm the number of copies of supplemental information required by the Lead Department

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Congratulations!

You have officially submitted your application for the
2014 Community Delegate Grant Application.

Click on the **“Print the Submitted Application”**
button to print a copy of your application for your records.

*** NOTE ***

This screen highlights the supplemental information required to be sent to the Lead Department by 4:30 p.m. Wednesday, June 5, 2013.

If you have additional applications to submit, click on the “Back to Applications Menu” to return to the first page of the Applications section.

APPENDICES

CDAC POSITION ON ACCESSIBILITY

The City of Chicago's Community Development Advisory Committee (CDAC) is committed to full compliance with all applicable disability rights laws, including but not limited to the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 and the Fair Housing Act, as well as their respective implementing regulations. Organizations that wish to serve as delegate agencies must agree to abide by these laws and regulations, as reflected in the applicable provisions of their contracts.

If you have questions regarding these requirements, please contact CDAC Chairman Dovetta McKee at 312-744-9745.

SECTION 3

SUMMARY OF SECTION 3

Section 3 is a provision of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992, with implementing regulations at 24 CFR Part 135. The legislation requires that employment, training and contracting opportunities generated by HUD financial assistance for housing and community development must, to the greatest extent feasible, be given to low- and very low-income persons, i.e., those under 80% of area median income (Section 3 residents). Section 3 applies to those projects (Section 3 projects) financed by the City of Chicago in whole or in part with HUD funds and which involve housing construction, housing rehabilitation or other publicly-funded construction. There are minimum dollar thresholds for determining whether a Section 3 project is subject to Section 3 requirements. In order to demonstrate compliance with Section 3, recipients, contractors and subcontractors must meet specific hiring and contracting goals. Under these goals, there are resident and business preferences that dictate the order in which Section 3 residents and businesses are to be hired.

DOLLAR THRESHOLDS

If a project receives more than \$200,000 in HUD assistance, the developer must comply with Section 3. All of a developer's HUD-funded Section 3 projects with the City will be counted in determining whether the Section 3 threshold is met; if so, Section 3 applies to the Section 3 project causing the threshold to be exceeded and not to the earlier projects. In addition, if on the same Section 3 project there are contracts and subcontracts in excess of \$100,000, Section 3 applies to the contractor and those subcontractors. If the developer also acts as general contractor, the amount of assistance need only exceed \$100,000 for Section 3 to apply to the developer. If the dollar thresholds are met, Section 3 applies to the entire Section 3 project, regardless of whether the Section 3 project is fully or partially funded with HUD assistance.

NUMERICAL GOALS

Hiring: HUD has devised numerical standards for recipients of Section 3-covered housing and community development assistance, and for their contractors and subcontractors, to demonstrate compliance. For housing assistance, contractors and subcontractors can show compliance by committing to employ Section 3 residents as 10% of the total number of new hires needed to complete a particular project. For community development assistance, contractors and subcontractors must commit to employ Section 3 residents as 30% of the total number of new hires needed to complete the project. Recipients of the assistance have the responsibility of ensuring compliance in the operations of their contractors and subcontractors. These hiring goals also apply to entities that own or manage at least 500 units located in the Chicago metropolitan area that receive housing assistance from HUD.

Contracting: Numerical goals also exist for contracting activities. Section 3 business concerns must receive a minimum percentage (10% for building trades work; 3% for non-building trades such as architecture or engineering) or the total dollar amount of all contracts awarded in connection with Section 3 projects. A "Section 3 business concern" is defined as a business:

1. That is at least 51% owned by Section 3 residents;
2. Whose permanent, full-time employees include persons, at least 30% of whom are, or were within 3 years of the date of first employment with the business, Section 3 residents; or
3. That provides evidence of a commitment to subcontract more than 25% of the dollar amount of all subcontracts to be awarded to businesses that satisfy (1) or (2) above.

Training: Section 3 does not require recipients or contractors to create training programs. However, where training opportunities exist in connection with Section 3 projects, they must be in part directed to Section 3 residents.

PREFERENCES

Hiring: Hiring opportunities must be provided where feasible in the following order of priority:

1. Section 3 residents residing in the Section 3 project's service area;
2. Participants in HUD Youth build programs; and
3. All other Section 3 residents

For Section 3 projects receiving assistance under the Stewart McKinney Homeless Assistance Act, homeless persons residing in the Section 3 project's service area must receive the highest priority.

Contracting: Contracting opportunities must be provided where feasible in the following order of priority:

1. Section 3 business concerns that provide economic opportunities for Section 3 residents in the Section 3 project's service areas;
2. Applicants selected to carry out HUD Youth build programs; and
3. All other Section 3 business concerns.

SUB-RECIPIENT FINANCIAL ACCOUNTABILITY IN HUD-FUNDED CDBG PROGRAM

As Community Development Block Grant (CDBG) sub-recipients, you are an indispensable part of the CDBG program. You provide the City of Chicago and the U.S. Department of Housing and Urban Development (HUD) with assurance that the diverse communities, groups and individuals whom the CDBG program is intended to serve are in fact reached by the program. HUD and the City count on you to make sure that needed services are delivered in a cost-effective manner. This is not an easy task. Despite numerous accomplishments in program delivery, some of you may have encountered administrative problems in achieving your mission. For your information, the following are key regulations defining Federal administrative requirements for nonprofit sub-recipients:

OMB Circular A-110 “Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations” This document specifies standards relative to cash depositories, bonding and insurance, retention and custodial requirements for records, financial management systems, monitoring and reporting on performance, property management, and procurement.

OMB Circular A-122 “Cost Principles for Non-Profit Organizations” This circular establishes principles for determining costs that are allowable to be charged to Federal grants, contracts, and other agreements with nonprofit organizations (except educational institutions). The principles are designed to ensure that the Federal government will bear its fair share of costs except where restricted or prohibited by law.

OMB Circular A-133 “Audits of State, Local Governments and Nonprofit Organizations” This circular defines audit requirements for state, local governments and nonprofit institutions receiving Federal funds. This document addresses mandated frequency and scope of audits, allowable audit costs, and the process of auditor selection.

If the Contractor is a nonprofit corporation and is expending federal funds under this and other agreements totaling \$500,000 or more during its fiscal year, it must submit an audit conducted in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-07), OMB Circular A-133 (entitled "Audits of States, Local Governments and Non-Profit Organizations"), the compliance requirements set forth in OMB Compliance Supplement, and any additional testing and reporting required by the City. If an A-133 audit is required, that audit must cover the time period specified by OMB Circular A-133 and its implementing regulations. Organization-wide audited financial statements must, at a minimum, cover the Term of this Agreement.

If the Contractor is a for-profit corporation and is expending federal funds under this and other agreements totaling \$300,000 or more during its fiscal year, then it must submit a program-specific audit of the program(s) funded by the City under this Agreement. This audit must be performed in accordance with program-specific audit requirements contained in Section .235 of OMB Circular A-133, applicable program-specific audit guides, and with generally accepted government auditing standards (Government Auditing Standards). The audit must cover the time period specified by OMB Circular A-133 for program-specific audits. In addition to the audit opinion, reports, and schedules required by OMB Circular A-133, the program-specific

audit shall include the following financial statements:

- Statement of Financial Position (Balance Sheet) (if applicable)
- Statement of Activities (Revenue and Expenses)

The Contractor acknowledges that the City may perform, or cause to be performed, various monitoring procedures relating to the Contractor's award(s) of federal funds, including, but not limited to, "limited scope audits" of specific compliance areas.

The Contractor must submit the audit reports within 6 months after the end of the audit period. The Contractor will submit the audit, within this time frame, to the Department and to:

**City of Chicago
Internal Audit
33 N. LaSalle Street, Room 510
Chicago, Illinois 60602**

If an OMB Circular A-133 audit is required, the Contractor will also send a copy of the audit, within the time frame indicated in Sec. 320 of OMB Circular A-133, to:

**Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132**

Further, the Contractor must submit, with the audit, a report that comments on the findings and recommendations in the audit, including corrective action planned or taken. If no action is planned or taken, an explanation must be included. Copies of written communications on non-material compliance findings will be submitted to the Department and the City Department of Finance - Internal Audit.

The City retains its right to independently audit the Contractor.

If the Contractor is found in non-compliance with these audit requirements, by either the City or any federal agency, the Contractor may be required to refund financial assistance received from the City or any federal agency(ies).

The City may in its sole discretion audit the records of Contractor or its Subcontractors, or both, at any time during the term of this Agreement or within 5 years after the City, and, if applicable, the federal government determines that Contractor has met all closeout requirements for this Agreement in connection with the goods, work, or services provided under this Agreement. Each calendar year or partial calendar year is considered an "audited period." If, as a result of such an audit, it is determined that Contractor or any of its Subcontractors has overcharged the City in the audited period, the City will notify Contractor. Contractor must then promptly reimburse the City for any amounts the City has paid Contractor due to the overcharges and also some or all of the cost of the audit, as follows:

1. If the audit has revealed overcharges to the City representing less than 5% of the total value, based on the Agreement prices, of the goods, work, or services provided in the audited period, then the Contractor must reimburse the City for 50% of the cost of the audit and 50% of the cost of each subsequent audit that the City conducts;
2. If, however, the audit has revealed overcharges to the City representing 5% or more of the total value, based on the Agreement prices, of the goods, work, or services provided in the audited period, then Contractor must reimburse the City for the full cost of the audit and of each subsequent audit.

Failure of Contractor to reimburse the City in accordance with Section A or B above is an event of default under Section 8.1 of this Agreement, and Contractor will be liable for all of the City's costs of collection, including any court costs and attorneys' fees. Please review the conflict of interest provision in A-110 to ensure that there is no appearance of or financial conflict of interest existing in relation to Board members, staff employees, consultants, etc. in administering your CDBG-funded projects. If you are unsure if there is a conflict of interest or an appearance of a conflict, please contact your City departmental representative for guidance.

In addition to the Federal requirements, the City's procedures and policies must be adhered to. Please call your City departmental representative if you have any questions regarding the Federal and City administrative requirements. The above referenced OMB Circulars are available via internet at <http://www.whitehouse.gov> and from the following sources:

**Superintendent of Documents
P.O. Box 371954
Pittsburgh, PA 15250-7954**

Or

**Fax Number: (202) 512-2233
Chicago Government Printing Office Bookstore
One Congress Center
401 South State Street, Suite 124
Chicago, IL 60605-1225**

DUNS NUMBER AND SYSTEM AWARD FOR MANAGEMENT (SAM)

Beginning October 1, 2010, all recipients receiving federal awards must have a DUNS number and be registered in the Central Contractor Registration (CCR). As of July 2012, CCR was incorporated into the System Award for Management (SAM). SAM is an online system that combines several federal procurement systems to collect, validate, and disseminate information about organizations that do business with the federal government via contracts, grants, and cooperative agreements.

If you have an active record CCR, you do not need to do anything in SAM at this time unless a change in your business circumstances requires a change in SAM in order for you to receive an award. SAM will send an email notification to the registered user when a new SAM user ID and password are necessary to be created. For additional guidance on SAM requirements, please visit their website: www.sam.gov. If you do not have an active record in CCR, you must create an account in SAM.

How Do I Register in SAM?

Step 1: Go to <https://www.sam.gov>

Step 2: Set-up a new user account in SAM

Step 3: Select your type of entity

Step 4: Complete the following mandatory sections in SAM

- a) Core Data (DUNS info and Tax Information Number (TIN), etc.)
- b) Points of Contact

Your entity registration will become active after 3-5 days when the IRS validates your TIN.

All organizations applying for funding through the Community Delegate Grant Application process are required to register in SAM.