

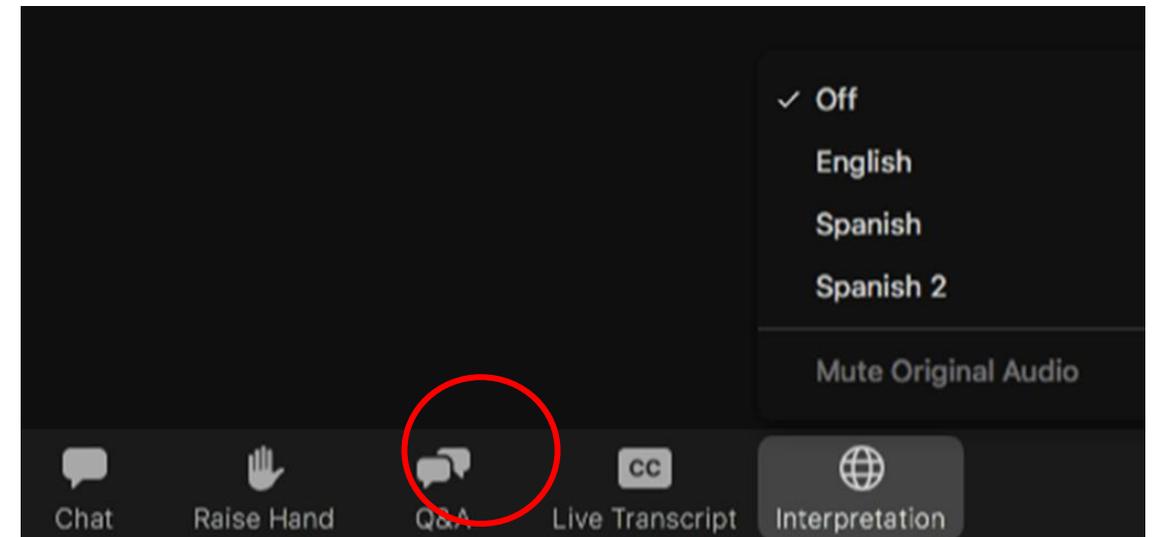
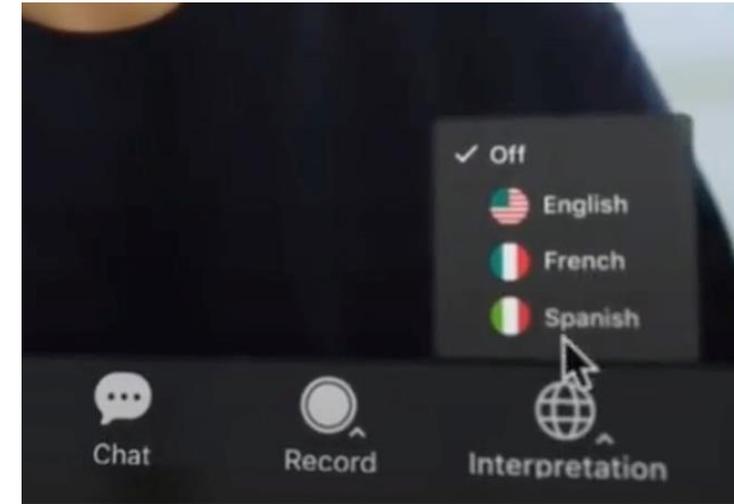


2022 JOINT READINESS SUMMIT

FEBRUARY 04, 2022

Housekeeping

- Spanish Interpretation is available
- ASL and Close Captioning
- Chat has been disabled for incoming messages
- Meeting is being recorded
- Communityengagement@cityofchicago.org



PURPOSE: Get the Community READY

- Provide a general overview of ARPA and other economic recovery funds that will become available over the next few years
- Advise organizations and businesses that have never done business with the City of Chicago, Cook County, or State of Illinois of the eligibility requirements to apply for grants and contracts
- Ensure that organizations and businesses understand the complexity of compliance requirements for publicly funded grants and contracts including the reporting, vouchering, and reimbursement processes and special concerns related to federal funds



AGENDA

- Greetings from Dignitaries
- Morning Plenary Sessions
- Lunch Break
- Afternoon Plenary Session
- Afternoon Breakout Tracks
 - Community Services (Track A)
 - Transportation Infrastructure, & Sustainability (Track B)
 - Community Development (Track C)



CAVEATS

- Just the beginning
- A lot of general information; more details in weeks and months ahead
- Stay up to date by visiting www.greaterchicagotogether.org
- Won't be able to get to all your questions because of time constraints. FAQs will be posted and updated
- Patience and Grace - we are at the mercy of technology



GREETINGS FROM DIGNITARIES

MAYOR LORI E. LIGHTFOOT

COOK COUNTY

BOARD PRESIDENT TONI PRECKWINKLE

LIEUTENANT GOVERNOR JULIANA STRATTON





Plenary Session 1 - OVERVIEW OF FUNDING OPPORTUNITIES

Susie Park, Budget Director, City of Chicago

Ammar Rizki, Chief Financial Officer, Cook County

Jennifer Butler, Deputy Director, State of Illinois

2022 INVESTMENT STRATEGY

**INVESTING TO
BUILD A BETTER
CHICAGO
BY INCREASING
SAFETY &
OPPORTUNITIES**

**THRIVING
& SAFE
COMMUNITIES**

- Violence prevention
- Affordable housing
- Homeless support services
- Youth opportunities
- Assistance to families
- City priorities for health and wellness
- Environmental justice

**EQUITABLE
ECONOMIC
RECOVERY**

- Arts & culture
- Community climate investments
- Community development
- Parks & infrastructure
- Small business & workforce support
- Tourism & industry support

**ESSENTIAL
GOVERNMENT
SERVICES**

- Maintaining and enhancing essential government services
- Reducing burden on taxpayers
- no new taxes

2022 INVESTMENTS | \$1.9 BILLION

✓ 2022 INVESTMENTS ACROSS ALL RESOURCES ✓


Affordable Housing*
\$635 million
Maintain and expand affordable housing


Arts & Culture*
\$26 million
Expand place-based arts and events opportunities


Mental Health*
\$86 million
Increase access to mental health services


Violence Prevention*
\$135 million
Increase community safety


Environmental Justice & Climate Investments
\$188 million
Invest in climate mitigation, adaptation and environmental justice priorities


Homelessness*
\$202 million
Expand services and housing opportunities for person experiencing homelessness


Community Development
\$166 million
Drive equitable growth and job creation


Workforce & Small Business Support
\$87 million
Expand economic opportunities


Assistance to Families
\$144 million
Connect families with critical resources to improve health outcomes and increase opportunity

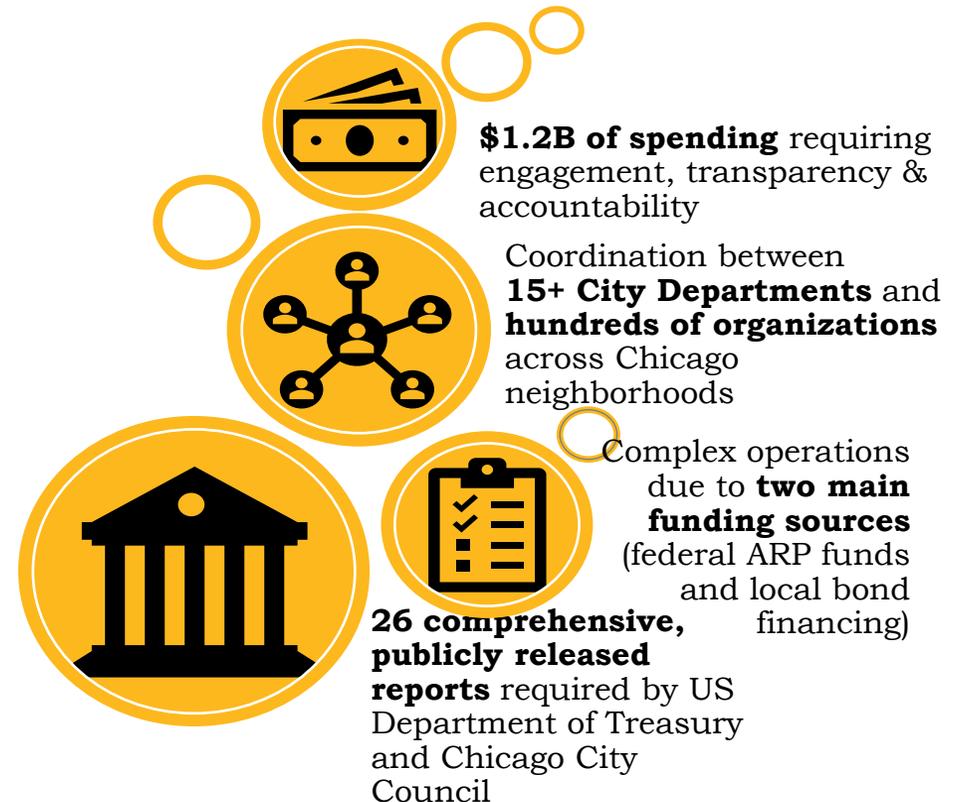

Youth Services and Jobs*
\$150 million
Expand opportunity for youth to access employment and out-of-school programming


Other Key Initiatives
• Parks & infrastructure • Food equity
• COVID emergency response
• Tourism & industry support
• Maternal Health
\$143.6 million

* These investments in **Chicago Recovery Plan** investments, as well as local fund and other grant fund resources (mental health, violence prevention, affordable housing, youth, homelessness services, arts & culture)

Chicago Recovery Plan – Overview

- The Chicago Recovery Plan (CRP) will seek to make \$1.2B in investments in thriving and safe communities and an equitable economic recovery **over the next 3-5 years.**
- Deploys resources in a timely response to COVID-19 while also driving a recovery in the hardest-hit neighborhoods and industries in which existing economic disparities have been further exacerbated by the COVID-19 pandemic
- Includes catalytic investments for community-based violence prevention and reduction, including a plan for community safety coordination and the expansion of violence interventions, youth violence intervention, youth diversion programs, and victim services



Chicago Recovery Plan – Investments by Priority Area

Thriving & Safe Communities	\$MM	Equitable Economic Recovery	\$MM
Affordable Housing	\$ 157.4	Arts & Culture	\$ 16.0
Assistance to Families	157.0	Community Climate Investments	101.3
City Priorities for Health & Wellness	108.0	Community Development	166.0
Violence Prevention	85.0	Parks & Infrastructure	60.6
Environmental Justice	86.8	Small Business & Workforce Support	87.0
Homelessness Support Services	117.0	Travel & Industry Support	20.0
Youth Opportunities	65.0		
Total	\$ 776.1	Total	\$ 450.9



SLFRF County Allocation Approach

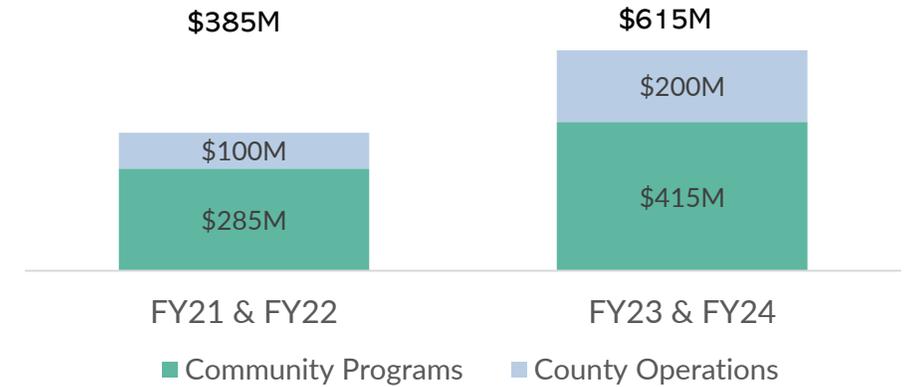
\$1,000,372,385

Total Allocation from Treasury

\$300M

\$700M

Estimated Spending by Fiscal Year



Unused allocations will be rolled over into the following fiscal year

Maximum Program Spending by Policy Pillar in FY22:

\$100m

Vital
Communities

\$60m

Safe & Thriving
Communities

\$60m

Healthy
Communities

\$40m

Smart
Communities

\$25m

Sustainable
Communities



FY22 Community Program Initiative Allocations - County

1	2	3	4	5
HEALTHY Communities	VITAL Communities	SAFE & THRIVING Communities	SUSTAINABLE Communities	SMART Communities
				
\$60,000,000	\$100,000,000	\$60,000,000	\$25,000,000	\$40,000,000
\$50,582,166	\$86,878,667	\$55,539,166	\$25,000,000	\$38,524,214
<ul style="list-style-type: none"> › \$21.7m: Healthcare › \$15.4m: Mental & Behavioral Health › \$9.0m: Public Health Education & Outreach › \$4.5m: Food Security & Nutrition 	<ul style="list-style-type: none"> › \$37.0m: Small Business Agenda › \$27.7m: Household Assistance & Social Services › \$8.1m: Sector Support & Regional Development › \$7.5m: Housing › \$6.6m: Worker Support & Workforce Development 	<ul style="list-style-type: none"> › \$35.9m: Violence Prevention › \$16.3m: Services to Justice-Involved Residents › \$3.0m: Alternatives to Incarceration & Policing › \$350.0k: Emergency Preparedness & Response 	<ul style="list-style-type: none"> › \$15.0m: Hazard Mitigation & Pollution Prevention › \$10.0m: Environmental Justice 	<ul style="list-style-type: none"> › \$30.5m: Transportation › \$5.0m: Water Infrastructure › \$3.0m: Digital Equity
				 

Federal ARPA Funds in Illinois

- March 11, 2021 - ARPA signed into law by President Biden
- May 2021 - U.S. Treasury's initial guidance on the implementation ARPA Section 9901, Coronavirus State and Local Fiscal Recovery Fund (CSLFRF)
 - Provides financial support to State governments for their responses to COVID

ARPA Funding is in addition to Coronavirus Relief Funding (CRF) under the CARES Act



Allowable uses of CSLFR Funds

- Respond to the public health emergency or its negative economic impacts
- Support workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers
- Used to fund government services to the extent of the reduction in revenue Illinois experienced due to the COVID-19 public health emergency; and
- Make necessary investments in water, sewer or broadband infrastructure



State Agencies are Reviewing Programs for Compliance

- Ensure each program aligns with U.S. Treasury allowable use guidelines
- CSLFRF funds are generally subject to Federal compliance requirements, 2 CFR 200
- Ensure financial and performance reporting requirements are clearly communicated
 - U.S. Treasury set reporting directives for select Expenditure Categories



Expenditure Categories

1. Public Health
2. Negative Economic Impacts
3. Services to Disproportionately Impacted Communities
4. Premium Pay
5. Infrastructure
6. Revenue Replacement
7. Administrative





Questions & Answers



Plenary Session 2 - HOW DO I BECOME ELIGIBLE TO APPLY?

Latoya Vaughn, Deputy Budget Director, City of Chicago

Reshma Soni, City Comptroller, City of Chicago

Aileen Velazquez, Chief Procurement Officer, City of Chicago

Dean Constantinou, Deputy Chief Financial Officer, Cook County

Jennifer Butler, Deputy Director, State of Illinois

Subrecipient vs. Contractor

Sub-Recipient (Delegate Agency):

- ❑ Responsible for program design and implementation.
- ❑ Determines eligibility and determines who is eligible to receive what federal assistance (i.e. clients).
- ❑ Has responsibility for programmatic decision making.
- ❑ Has its performance measured against whether the objectives of the federal program been met.
- ❑ Responsible for the adherence to applicable federal program requirements outlined in the federal award.
- ❑ Uses federal funds to carry out a program of the organization as compared to providing goods and services for a program of the pass-through entity.
- ❑ Retains some element of programmatic control and discretion over how the work is carried out.
- ❑ Provides programs for a public purpose and does not profit from the program

Contractor (Vendor)

- ❑ Obtain goods or services within normal business operations to carry out agreement.
- ❑ Provides the goods and services within normal business operations.
- ❑ Provides goods and services for private benefit.
- ❑ Operates in a competitive environment.
- ❑ Provides goods or services that are ancillary to the operation of the federal program.
- ❑ Is not subject to compliance requirements of the federal program.



Grant Accountability and Transparency Act (30 ILCS 708)

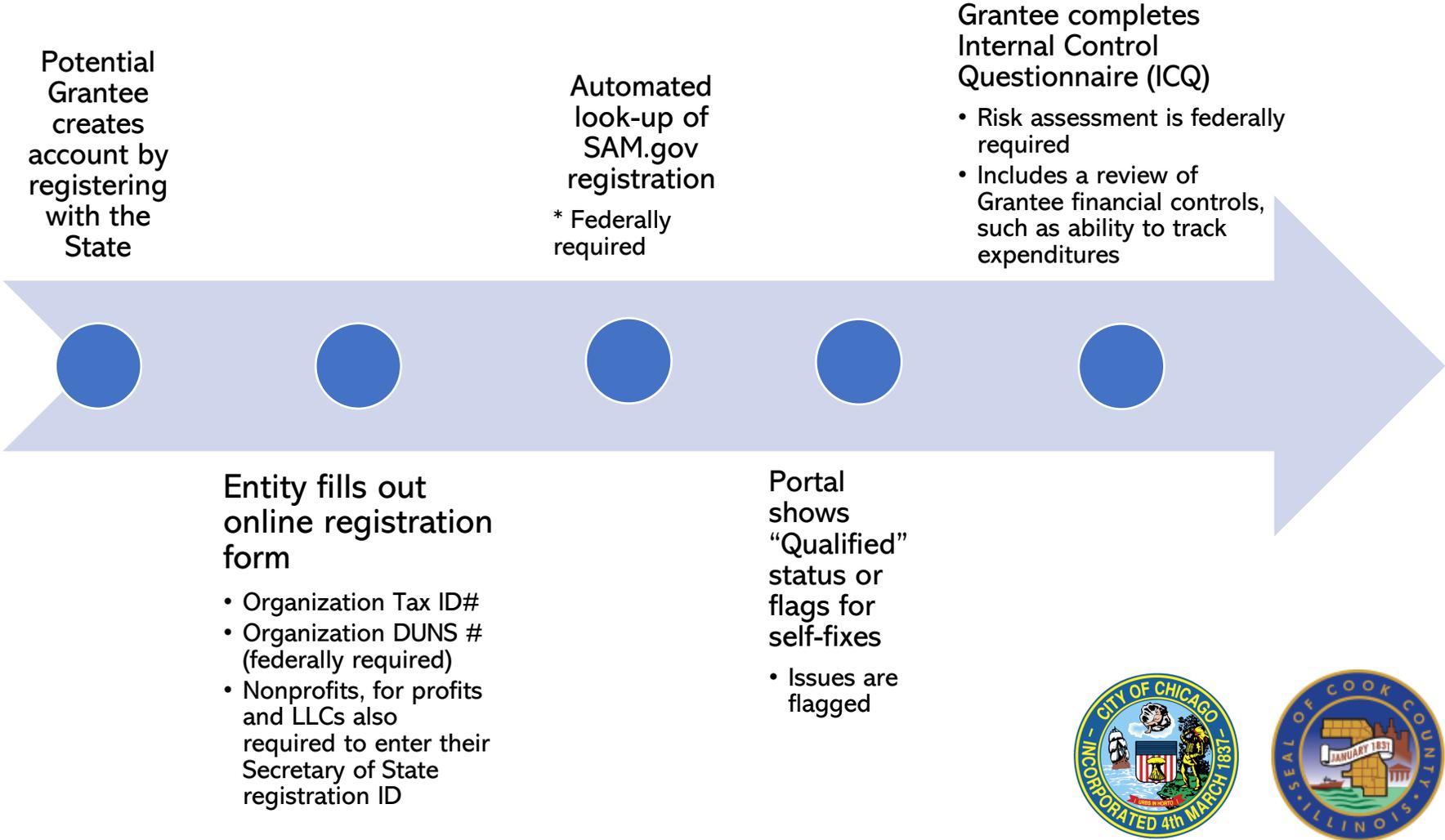
GATA strengthens Illinois' grant making programs, following the guidance of 2 CFR 200, through a uniform process and templates for:

1. Registration
 2. Pre-award Process
 3. Post-award Process
- GATA legislation was driven by grantees that wanted the same rules for all grants awarded in Illinois
 - Grant rules are based on Federal requirements
 - GATA systems automate requirements - complete once



Centralized Grantee Registration Process Under GATA

www.Grants.Illinois.gov/portal



Sample Views from the Grantee Portal

Registration is Required Once

Illinois Grant Accountability and Transparency Act
Grantee Portal - Registration

Cancel Save

All fields are required except those labeled 'Optional'.

Organization DUNS

Organization FEIN

Organization Type

Illinois Secretary of State File ID
 [Illinois Secretary of State](#)

Organization Name

Organization Address 1 Organization Address 2 (Optional)

City State Zip Code

Primary Email Primary Phone

Does this organization have 2 or more years experience with Illinois grants? Yes No

Fiscal Year End Date: 06/30

Cancel Save

Portal Shows Status and Provides Support Links

Pre-Qualification Status

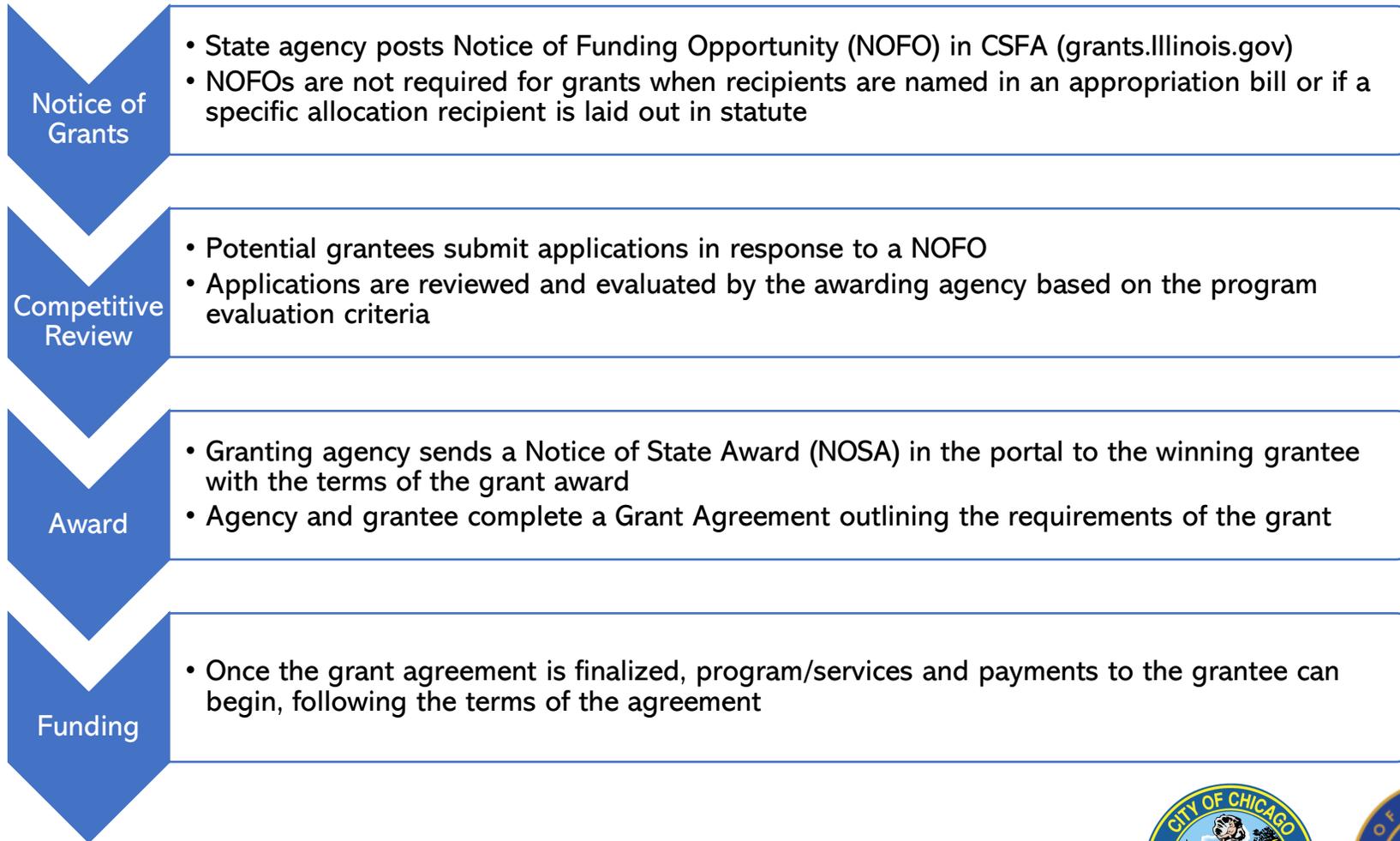
Your organization is currently in good standing with all pre-qualification requirements.

Requirement	Status	Remediation
SAM.gov Account	Good	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Good	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.



Grant Application & Award Process



County Funding Opportunities Under ARPA

Subgrants to Subrecipients

Subrecipients receive a portion of grant funds from the County in order to carry out a program on the County's behalf.

Example of subgrant:

- Partner to support County in managing distribution of funds for utility assistance program

Procurement Contracts

Contractors enter into procurement contracts in order to provide goods and/or services to support operation of an ARPA program

Example of contractor opportunity:

- Construction company hired to build additional lab facilities in schools

Beneficiary Payments

Beneficiaries are end recipients of ARPA funds; they receive funding from the County or a subrecipient for their own use.

Example of beneficiary program:

- Funding distributed to small businesses in industry heavily impacted by the pandemic



County Subrecipient Compliance

Subrecipient Evaluation

Pre-award, subrecipients will be evaluated for risk of non-compliance

Factors considered:

- Experience in managing federal funds
- Previous audit results
- Personnel experience
- Policies and procedures in place for award execution and oversight

Create Subaward Agreement

County will identify:

- Subaward is an award under ARPA funds
- Any and all compliance requirements for use of funds, as dictated by Federal guidelines, and County procurement rules
- Reporting requirements for expenditures under ARPA funds

Subrecipient Monitoring

County will ensure subrecipient is following the requirements of the grant agreement by:

- Reviewing financial records to ensure written policies are followed
- Perform site visits

Intervention, if necessary

If subrecipient does not comply with the rules, or if there are signs of possible fraud, waste or abuse with the grant funding, then the County:

- Must intervene
- Adjust records to remove any unallowable costs
- Consider certain enforcement actions

*Opportunities for subrecipient technical assistance may be available on a project-basis



Doing Business with Cook County

Register Online

Register online as a vendor with the County

- Receive email alerts when new procurement opportunities are posted
- Download bid documents

Submit Bids

- Read documents thoroughly and follow all instructions and conditions
- Ask questions prior to bidding
- Submit materials by specified closing date and time
- Include bid deposit and supporting literature, if required
- Acknowledge receipt of any addenda, and include with bid response

Post-Bidding

- Bids are reviewed to determine the lowest responsive and responsible bid that meets specifications
- The successful bidder is notified via Notice of Award letter followed by a purchase order
- Vendor are required to comply with County terms and conditions

Procurement Methods

Informal Bids - purchases under \$25,000

Formal Bids - contracts \$25,000 and over

Request for Proposal (RFP) - balances quality and price to identify the best value.

Request for Qualifications (RFQ) - focuses on the qualifications of the vendors to provide a particular service



Cook County Beneficiaries

Determine Eligibility

Register online or with appropriate vendor to determine eligibility

- Note that each program may have its own eligibility requirements
- Eligibility requirements will incorporate equity lens

Example equity measure:

- Income as a percentage of median income or poverty level

Provide Proper Documentation

Provide requested documentation to validate program eligibility

- Required documentation may vary based on type of beneficiary program

Example documentation:

- Valid State or Federal ID, W2, most recent utility bill, lease, etc.

Receive Benefits

- Benefits are provided (potentially through third party administrator)
- Additional data surveys or documentation may be required throughout the program to help the County measure impact

Example follow-up data:

- Current employment or business status, savings achieved, and customer satisfaction surveys

Sample Beneficiary Programs

- Small Business Grant Program
- Cook County Residential Water Conservation and Energy Efficiency Program
- Emergency Mortgage Assistance
- Emergency Rental Assistance

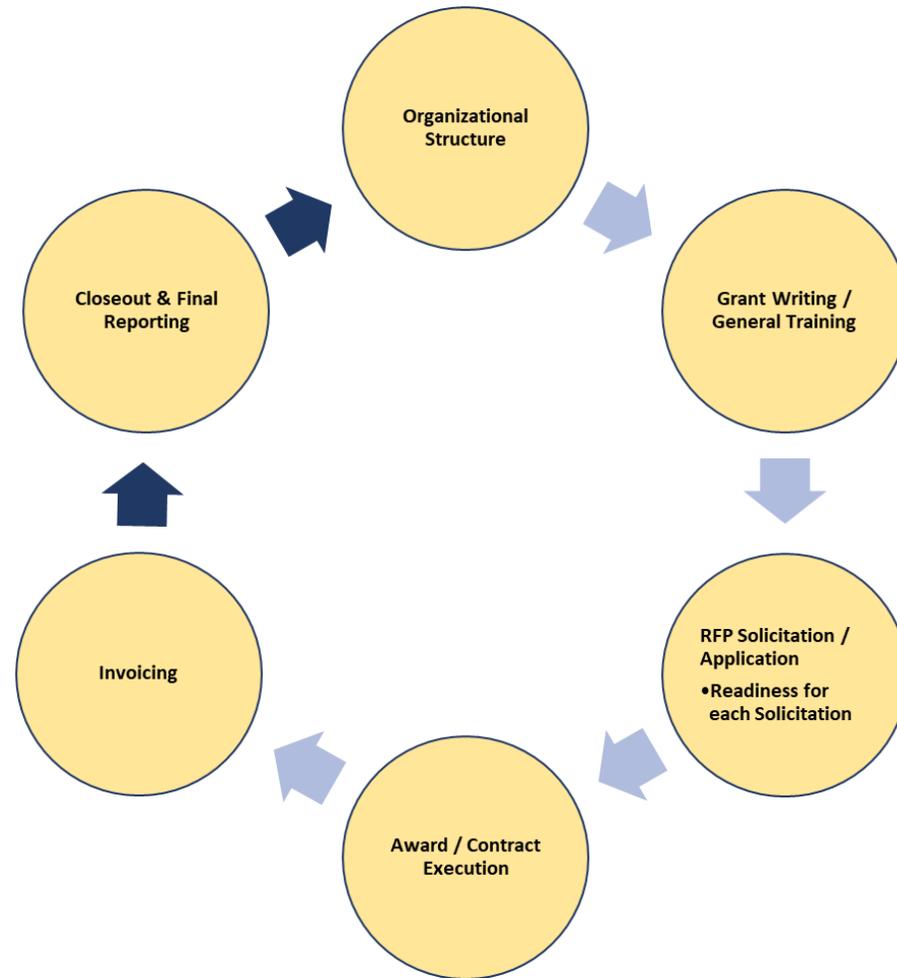


General City Requirements for Subrecipients

- Financial Reporting System
 - Policies and Procedures
- Federal Employer Identification Number
- DUNS and SAM Registration Status (*if federal or state-funded*)
 - Articles of Incorporation
- State Good Standing Certification (*current*)
 - Board of Directors
 - Insurance (*as applicable by scope*)
 - Economic Disclosure Statement (EDS)
 - Financial Statements (*updated annually*)
- Cost Allocation Plan (*if indirect cost is included*)



City of Chicago Grant Lifecycle



Advancing City of Chicago Funds

- To address the needs of Delegate Agencies who do not have sufficient capital to implement programs, the City is in the process of issuing a Delegate Agency Advance Policy
- Under certain Delegate Agency Agreements, the City will provide advances of funds, based on the following criteria:
 - Organization is under financial hardship (signed self-attestation and tax forms required)
 - Funds do not exceed 25% of annual spend



Payment Plan Options for City Debt

Payment Plans

- Business Recovery Payment Plan
- Administrative Hearing Debt
- Parking and Camera Enforcement Debt
- Utility Billing Debt

Debt Forgiveness

- Utility Billing Relief
- Clear Path Relief Pilot Program (“CPR”) Starting Q2 2022





CHICAGO DEPARTMENT OF PROCUREMENT SERVICES OVERVIEW

DPS (Department of Procurement Services) is the contracting authority for the procurement of goods and services for the City of Chicago.

We work together as a team and with our customers to guarantee an open, fair, and timely process by establishing, communicating and enforcing superior business practices.



Vendor Registration



iSupplier Registration

- iSupplier Portal: www.chicago.gov/eprocurement
- You must be a registered Vendor to access the “iSupplier” Portal Online eProcurement System for all purchasing activities.
- As a registered Vendor in the iSupplier Portal you will be able to:
 - View and Respond to Bids / Solicitations online
 - View Orders, Payments, Invoices past and present
 - Update Your Company Information – contacts, address, phone, email
- Allow 3 business days for registration!



Procurement Types



- Competitive Bids
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)



Competitive Bids



- Formal bid solicitation (> \$250,000)
- Advertisement
 - Chicago Tribune newspaper (classified section)
- Website
 - www.chicago.gov/eProcurement
- Bid & Bond Room
 - City Hall Room 103
- Bid solicitation period
 - 10 – 30 calendar days



Competitive Bids



- Bid Submittal

- Fill in all required Information
- Note: Certain bid documents must be submitted and executed with the bid, if not, the bid could be REJECTED.
- Sign / execute the document
- Notarize document
- Upload electronic documents into iSupplier/ eProcurement system



Competitive Bids



- **Bid Submittal**

- Performance bond may be required for construction bids
 - ✓ Will not exceed 10% of the contract amount
 - ✓ Scan acceptable with bid submission, original bond from surety company required upon recommendation of award
- **All bids must be TIMELY (11 a.m. or 4 p.m.) on the bid opening date. A bid at 11:01 a.m. or 4:01 p.m. will not be accepted!**
- **All bids must be submitted electronically through the City's iSupplier/eProcurement system**



Competitive Bids



Bid Openings

- Day: Monday – Friday (except City holidays)
- Time: 11:00 am (bids), 4:00 pm (RFPs/RFQs)
- Location: Live-streamed on [youtube.com/chicagodps](https://www.youtube.com/chicagodps) (May attend live at City Hall – Bid & Bond Room 103)



Competitive Bids



Award Process

BIDS

- Determination is made regarding the bidder's responsiveness and responsibility for award
- Contract awarded to the lowest responsive and responsible bidder meeting City specifications

RFP

- Determination is made regarding the bidder's responsiveness and responsibility for award
- Award is made to the highest rated and ranked respondents



Competitive Bids



RFQ

- City “pre-qualifies” companies to build a vendor pool to respond to future task orders (individual projects).

- Most commonly used for A & E design contracts and certain categories of consulting



Disadvantaged Business Enterprises (DBE) Participation Requirements

DBE goals apply to federally funded projects

Code of Federal Regulations, 49 CFR Part 26

Rules regarding participation by

Disadvantaged Business Enterprises on federally
funded projects.o add text



Subcontractor Certifications

For Federally Funded Projects

- A firm must be certified DBE by one of the following certifying entities:
- City of Chicago
- Chicago Transit Authority
- Metra
- Pace
- Illinois Department of Transportation (IDOT)



Ways to Achieve Compliance

- The prime contractor is a DBE
- Joint venturing with DBEs
- Subcontracting a portion of the work to one or more DBE vendors
- Purchasing materials that are used in the performance of the contract from one or more DBE



Contract Monitoring and Compliance

- Monitor the actual utilization of DBEs that have been listed as subcontractors on a compliance plan.



Reporting Requirements

Prime contractors are responsible for submitting:

- Monthly and quarterly subcontractor payment confirmation
- Weekly certified payrolls
- Waivers of lien (due at contract closeout)



DPS Website

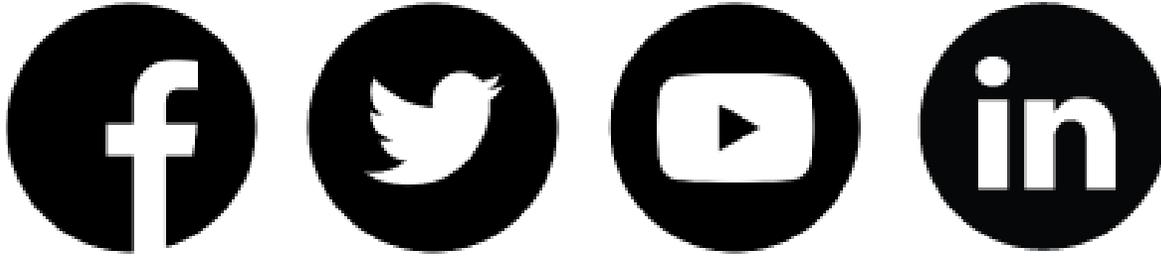


www.chicago.gov/eProcurement

- Awarded contracts and modifications
- Payments
- Bid tabulations
- Weekly bid opportunities
- Searchable MBE/WBE/DBE Directory
- Bid incentives
- Regulations

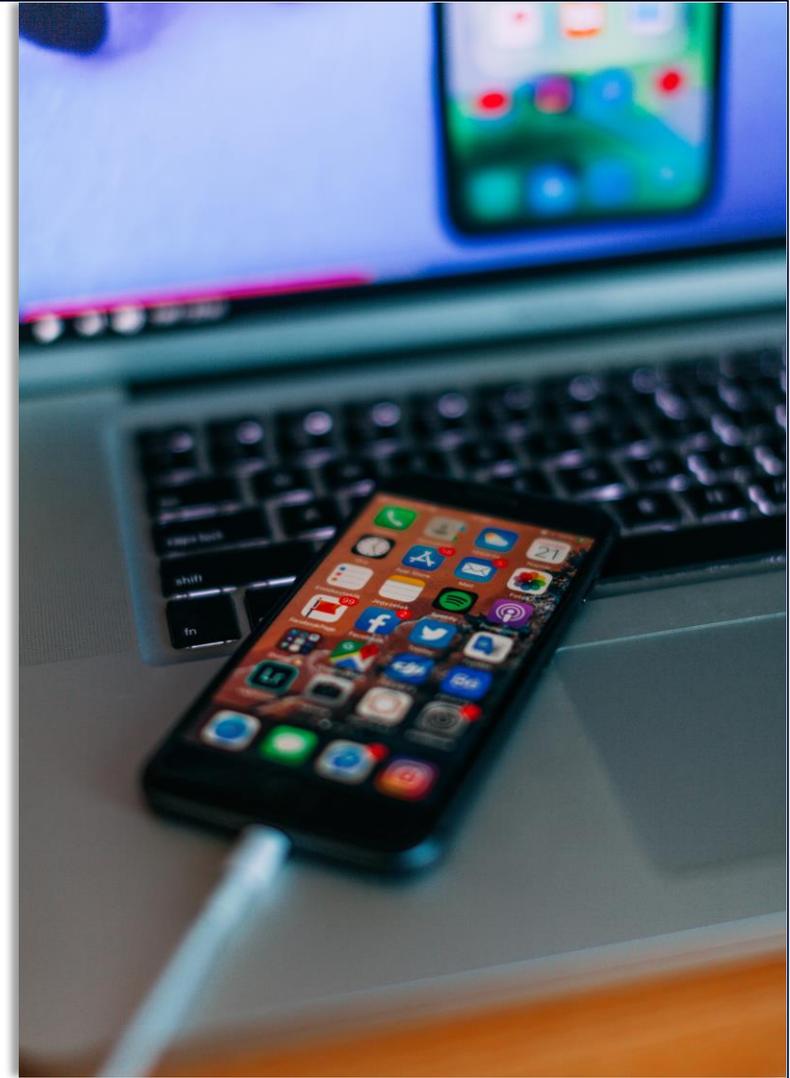


Follow DPS on social media



@CHICAGODPS

Did you find this workshop helpful? Share it on social media using **#DPSWorkshops** and spread the word to help the City business community learn about the programs and initiatives available at the City of Chicago.





Questions & Answers



Plenary Session 3 - COMPLIANCE

Reshma Soni, Comptroller, City of Chicago

Dean Constantinou, Deputy Chief Financial Officer, Cook County

Lori Beeler, Director, State of Illinois

Reporting Requirements



Compliance

Treasury

Provide data for reporting according to Treasury Category

- Performance Indicators and Programmatic Data
- Evidence Based Interventions
- Project Demographic Distributions

Collection of reporting metrics across all County ARPA programs



Impact & decision-making

City/County/State

- Adherence to performance metrics according to City/County/State priorities for each program
- Collection of metrics for impact assessment, decision-making, public dissemination



Transparency

Public

- Communication of impact according to all of our constituent priorities
- Transparency of ARPA spending
 - Recovery Plan Performance Report publicly available



Internal Controls

Best Practice	Description	Example
1. Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
2. Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
3. Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
4. Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
5. Record maintenance and retention	Creation and storage of financial and non-financial records	Storage of all subrecipient payment information



Uniform Guidance: Financial Management

- 1 Identification of all federal awards received and expended and the federal programs under which they were received
- 2 Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with reporting requirements
- 3 Records that identify the source and application of funds for federally-funded activities
- 4 Effective control over, and accountability for, all funds, property, and other assets
- 5 Comparison of expenditures with budget amounts for each federal award
- 6 Written procedures to implement the payment requirements in Section 200.305
- 7 Written procedures for determining the allowability of costs in accordance with Subpart E (Cost Principles)

Non-federal entities must have financial management systems that allow for:



Uniform Guidance: Procurement

Uniform
Guidance
procurement
rules require
the City to:

- 1 Have documented **procurement procedures**
- 2 **Maintain procurement records** that detail:
 1. History of the procurement
 2. Rationale for method of procurement
 3. Selection of contract type
 4. Contractor selection or rejection
 5. Basis for contract price
- 3 Take “all necessary affirmative steps” to **assure that minority businesses, women’s business enterprises and labor surplus area firms are used** when possible – but cannot require local vendors
- 4 **Conduct cost or price analyses** for all procurements in excess of the Simplified Acquisition Threshold



Uniform Guidance: Monitoring & Reporting

- Performance reports must be submitted at the interval required by the federal agency or pass-through entity
- **Performance reports must contain:**
 1. Comparison of actual accomplishments to the objectives of the federal award established for the period
 2. Reasons why established goals were not met, if appropriate
 3. Additional pertinent information including analysis and explanation of cost overruns or high unit costs

Note: Construction/infrastructure performance reports have different requirements and onsite inspections

- Compliance Audits



Post Award Accountability Requirements

- Grant agreements include periodic (usually quarterly) financial and performance reporting to ensure appropriate use of state funds
- At grantee's fiscal year end, audit requirements begin
 - Grantees must submit a Consolidated Year End Financial Report (CYEFR). CYEFR includes all expenditures by grant(s) that were active during the grantee's fiscal year.
- Indirect cost rate election system
 - Election to use the de minimis rate is valid indefinitely
 - Indirect cost rates must be negotiated annually



Your Opinion and Feedback Matters

- Grantee experience and suggestions help shape improvements - grantees make up approximately 40% of GATA Committees
- State agencies offer regular input on GATA implementation - feasibility vs. design / intention
- GATA listening sessions and state agency led collaborations are committed to improve the user experience

We can't change the federal grant requirements, but we can improve how we carry them out



Equitable Access to Grant Funds is a Priority

- City/County/State – We are successful when our grantees are successful
- We want grant funds to be utilized by community-based organizations and others with limited grant experience
 - Recognize significant learning curve to understand requirements, submit a competitive application and comply with post-award terms
 - Targeted efforts are underway to connect resources to interested parties

Goal: Make grant administration support and grant funds accessible so new entities can partner with all of us in the City, County and State





Questions & Answers



www.greaterchicagotogether.org



We will resume at 1 P M