

# **City Of Chicago**

## **COMMUNITY DEVELOPMENT DELEGATE AGENCY APPLICATION**

**CDBG YEAR XXXIX (2013)**

### **WEB APPLICATION INSTRUCTIONS, PROGRAM DESCRIPTIONS AND SELECTION CRITERIA**

**Applications are to be entered and submitted through the Internet-Based application:  
May 1, 2012 thru May 31, 2012**

**The City does not accept paper applications. Applications can only be submitted through the internet-based system. The internet-based system closes at Midnight on May 31, 2012. Supplemental application material must be submitted to the Lead Department (per department specifications) by Monday, June 11, 2012 to be considered for FY2013 funding. Applications for which supplemental information is received after due date and time may be deemed non-responsive and, therefore subject to rejection.**

**City of Chicago  
Rahm Emanuel  
Mayor**

**Office of Budget and Management  
Alexandra Holt, Budget Director**

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# REGISTRATION PROCESS

## REGISTRATION PROCESS

The 2013 Community Development Grant Application requires all agencies to register prior to accessing the online application.

**Registration is available from April 16, 2012 - May 31, 2012.** During the registration phase, agencies will be able to create an account for their delegate agency, specify contact information, assign a main contact, and create additional user accounts.

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

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

## LOGIN

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

Login

User Details

\* Username:

\* Password:

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

Useful Documents

[» CDGA Registration Process \[PDF\]](#)

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

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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 from **May 1, 2012 through May 31, 2012**.

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 click on the Contact Us link ([CDGA\\_help@cityofchicago.org](mailto:CDGA_help@cityofchicago.org)) 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.

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

## 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

**Useful Documents**

>> [CDGA Registration Process \[PDF\]](#)

>> [CDGA Online Application Instructions \[PDF\]](#)

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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):

**Useful Documents**

>> [CDGA Registration Process \[PDF\]](#)

>> [CDGA Online Application Instructions \[PDF\]](#)

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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) for which the previous funding application was submitted under. 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 register the agency information for the current FEIN. You will be allowed two attempts at entering the FEIN before being directed to the Delegate Info page.

## DELEGATE FOUND

### Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT  
CITY OF CHICAGO

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#### 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 Name --

My delegate agency is not listed above

#### Useful Documents

>> [CDGA Registration Process \[PDF\]](#)

>> [CDGA Online Application Instructions \[PDF\]](#)

 Get ADOBE® READER®

If the FEIN number you provided has matched a delegate registration from a prior year, you will be prompted to select your delegate agency from a drop down list before continuing with the registration. A company may contain multiple divisions for a single FEIN. Select the division you are registering and click "Next" to continue.

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

## DELEGATE DETAILS

The image shows two overlapping screenshots of the 'Delegate Details' form. The left screenshot is the main form, and the right one is a slightly offset version of the same form. A red arrow points from the FEIN field in the left form to the FEIN field in the right form. Both forms have the following fields: Delegate Name (text input), FEIN (##-#####) (text input), Corporate Status (dropdown menu with '--- Select Corporate Status ---'), and Year Org Established (YYYY) (text input). At the bottom of each form are three buttons: 'Previous', 'Cancel', and 'Next'.

From the Delegate Details screen, you can 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. Otherwise, you will have an opportunity to edit the information under the Review Summary screen.

### 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.

### EMPLOYER IDENTIFICATION NUMBER (FEIN):

Provide the FEIN for the organization. If your FEIN number already exists in the system, you will be prompted to select the delegate agency for which you are applying.

#### \*\*\* NOTE \*\*\*

**If you do not have a Federal Employer Identification Number (FEIN), you must apply for one. Information about obtaining an FEIN can be found by visiting the Internal Revenue Service website at: [HTTP://WWW.IRS.GOV/BUSINESSES/](http://www.irs.gov/businesses/), click on Employer Identification number or call 1-800-829-4933. YOU MUST HAVE AN EMPLOYER ID NUMBER TO APPLY**

### CORPORATE STATUS:

Select the corporate status that best applies to your agency. Delegate agencies are required to select whether they are a "Faith Based Organization."

### YEAR ORG ESTABLISHED:

List the year the organization was established.

Click "**Next**" to continue.



## DELEGATE CORPORATE ADDRESS DETAILS

### Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT  
CITY OF CHICAGO

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#### Delegate Corporate Address Details

\* Mailing Address: Mailing Address

N

CHICAGO IL

#### Useful Documents

- >> [CDGA Registration Process \[PDF\]](#)
- >> [CDGA Online Application Instructions \[PDF\]](#)



Enter and/or edit the corporate address details for your agency. Agencies may consist of multiple addresses. The address used for registration must be the main site for the program being registered.

#### ADDRESS:


Provide the mailing address of the main site that provides services for your organization. If there is more than one branch for the participating agency, provide the primary mailing address. Include the city, state, and zip code for which the primary facility is located.

**\*\*\* NOTE \*\*\***

You will have the ability to add additional Site Addresses for your agency once the registration has been completed and you are logged into your account.

For the Registration Process use the main site address for your agency.

## CONTACT INFORMATION

<p><b>Contact Information</b></p> <p>* <b>First Name:</b> <input type="text"/></p> <p>* <b>Last Name:</b> <input type="text"/></p> <p><b>Title:</b> <input type="text"/></p> <p>* <b>Phone (###-###-####):</b> <input type="text"/></p> <p><b>Fax (###-###-####):</b> <input type="text"/></p> <p>* <b>Email:</b> <input type="text"/></p> <p>* <b>Username:</b> <input type="text"/></p> <p>* <b>Password:</b> <input type="password"/></p> <p>* <b>Enter Password Again:</b> <input type="password"/></p> <p><input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Next"/></p>	<p><b>Useful Documents</b></p> <p>&gt;&gt; <a href="#">CDGA Registration Process [PDF]</a></p> <p>&gt;&gt; <a href="#">CDGA Online Application Instructions [PDF]</a></p> <p></p>
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Enter and/or edit the contact information on this screen. If you entered an FEIN at the beginning of the registration process and your delegate agency was found your contact information will already be entered in the fields. If the information is incorrect, you can edit it directly on this screen. Otherwise, you will have an opportunity to edit the information under the Review Summary screen.

### **NAME, TITLE, PHONE, FAX, EMAIL:**

Provide the name, title, phone number (including area code), fax number, and email address of the main contact person. **Please make sure you have access to the email address entered. You will receive an email confirmation with a link that you will need to click on to complete the registration process.**

### **USERNAME/PASSWORD:**

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

**\*\*\* NOTE \*\*\***

Once the registration process has been completed, the main contact will be able to create additional user accounts (optional) under their login. By creating additional user accounts, other individuals can help with the application process by adding and/or editing application information. All additional user accounts will have their own username and password.

The additional user accounts do not have the ability to modify delegate information and/or create additional user accounts.

The user will receive an email with their login information once the additional user account has been created.

## REVIEW SUMMARY

### Community Delegate Grant Application


OFFICE OF BUDGET AND MANAGEMENT  
CITY OF CHICAGO

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#### Review Summary

**Delegate Agency Details** 

**Delegate Name:** ORGANIZATION NAME  
**FEIN:** 99-9999999  
**Corporate Status:** Not For Profit  
**Year Org Established:** 1997

**Corporate Address Details** 

**Address 1:** 121 N LA SALLE ST  
**Address 2:**  
**City, State, Zip:** CHICAGO, IL 60601

**Contact Details** 


**Username:** jsmith  
**Name:** John Smith  
**Title:** Administrator  
**Phone:** 312-555-1234  
**Fax:** 312-555-1235  
**Email:** kgloff@citytechinc.com

#### Useful Documents

>> [CDGA Registration Process \[PDF\]](#)

>> [CDGA Online Application Instructions \[PDF\]](#)



The Review Summary allows you to preview the entered information and 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

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#### 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](#)

#### Useful Documents

- >> [CDGA Registration Process \[PDF\]](#)
- >> [CDGA Online Application Instructions \[PDF\]](#)



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 \*\*\***

You are required to follow the instructions and link in the confirmation email to complete the registration process before being able to log in and access the online application.

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

1. Check your Spam/Junk mail folder to see if the email has been redirected from the Inbox.
2. Use the **Contact Us** link in the Registration page footer to request assistance.
3. Call 312-744-0358 for assistance.

**COMMUNITY DEVELOPMENT DELEGATE AGENCY GRANT  
PROPOSAL FOR YEAR 2013 FUNDING**

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**ASSISTANCE:**

During the 2013 CDGA Application period, we will be available online at [cdga\\_help@cityofchicago.org](mailto:cdga_help@cityofchicago.org), by telephone at 312-744-0358, by clicking on "contact us" located on the application screen to help you with any problems you may encounter during regular business hours; Monday through Friday from 9:00 a.m. to 5:00 p.m. We will answer all questions as quickly as possible.

If you need further assistance, contact the City Department serving as lead agency for the type of proposal you are submitting.

As always, we recommend you start your application as soon as possible. The system will be open at Midnight May 1, 2012 and will close at Midnight, May 31, 2012.

Please refer to the Program Descriptions and Selection Criteria booklet, when completing the Web-Based Application.

**PROGRAM DESCRIPTIONS AND SELECTION CRITERIA BOOKLET:**

This booklet contains the following:

- A) Program descriptions and selection criteria
- B) Calendar of CDGA Highlights
- C) Section 3 Information (HUD Regulations)
- D) CDAC Position on Accessibility
- E) Sub-recipient Financial Accountability Information

**NOTE: NONPROFIT APPLICANTS THAT DID NOT RECEIVE CDBG FUNDING IN 2012 MUST SUBMIT THE FOLLOWING SUPPLEMENTAL DOCUMENTS BY JUNE 11, 2012:**

- A) Two copies of organization's list of Officers and Board of Directors.
- B) Two copies of By-laws and Charter (up-to-date).
- C) Two copies of current Certificate of Good Standing from Secretary of State.
- D) Two copies of IRS 501(c)(3) status.
- E) Other requirements as specified in the application booklet and in the program design section for each program and department.

**(It is critical that you refer to departmental program instructions to determine any additional requirements).**

**NOTE: IF YOU RECEIVED FUNDING IN 2012 AND THERE WERE CHANGES TO ANY OF THE FOLLOWING DOCUMENTS, YOU MUST SUBMIT THEM BY 4:30 P.M. MONDAY, JUNE 11, 2012:**

- A) Two copies of a list of the organization's officers and Board of Directors.
- B) Two copies of any changes made to your by-laws or charter (merger, name change, etc.).
- C) Two copies of Certificate of Good Standing from Secretary of State.
- D) Other requirements specific to programs

**(It is critical that you refer to departmental program instructions to determine any additional requirements).**

## GENERAL SELECTION CRITERIA

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(Applicable to All Programs)

### GENERAL

- Enter and submit CDGA through internet-based system. **Submit supplemental information to applicable department by 4:30 p.m. Monday, June 11, 2012.**
- Applicants must comply with all applicable Federal, State and City requirements necessary to execute and perform services under a contract funded by this application.
- Delegate agencies must be **Nonprofit organizations** [unless specifically stated otherwise in the program selection criteria], as evidenced by incorporation in the State of Illinois, and must have 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.

### PROGRAMMATIC

- In the case of programs providing services to a geographical area (area-wide benefit), the area(s) served 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).
- In the case of programs providing services to individuals (direct benefit), the individuals serviced must meet low/moderate income criteria. Delegate agencies must be willing to maintain records regarding income eligibility of each client served.
- Provide evidence of financial, physical and human resources 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).
- Delegate agencies must service clients/communities only within the City of Chicago.
- Completeness of application package and overall quality of the proposal.

### 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 or contractual obligations with the City. All applicants must be able to prove that there are no outstanding liens or taxes owed to City, State or IRS.
- Evidence of other (non-City) financial support and/or fund raising accomplishments for the organization need to be provided.
- Fifteen percent leveraging on all programs.
- Applicants must comply with all applicable Federal, State and City requirements necessary to execute and perform services under a contract funded.
- Applicants must adhere to the City's auditing requirements for Federal Expenditures. Federal Expenditures are expenditures from any Federal funding source received 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. Therefore, CDBG funds are Federal funds. 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 its auditor as soon as possible in order to accurately project the cost of the audit for inclusion in its budget. The amount of CDBG funds budgeted for the audit should be proportional to the percentage of CDBG funds relative to other funds by 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.

**CITY OF CHICAGO FALSE STATEMENTS  
THE FOLLOWING CITY ORDINANCES ARE RELEVANT:**

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance, regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract, economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels, or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

Any respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability, in FY12 or in the future, to successfully operate this program, must attach a letter to their proposals outlining the circumstances of these issues. This includes any pending IRS matters, or any pending audit finding by federal, state or local government. Failure to disclose any and all relevant information may result in a respondent being determined ineligible or, if after selection, may result in termination of a contract.

## HIGHLIGHTS OF THE ANNUAL CDGA CALENDAR

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- Monday, April 16, 2012:** Community Development Delegate Application (CDGA) Workshop  
Harold Washington Library  
400 S. State Street, Cindy Pritzker Auditorium  
Registration– 12:00 p.m.  
Workshop-1:00 p.m.  
Grant Writing Workshops-1:00 p.m.; 3:00 p.m.; 5:00 p.m.  
Online Registration opens
- April 18, 2012 - April 30, 2012:** Department & OBM Technical Assistance Workshops- Dates, Time and Location- See Back of Program Book
- May 1, 2012 - May 31, 2012:** The City does not accept paper applications. Applications can only be submitted through the internet-based system. The internet based system closes at Midnight on May 31, 2012. Applications cannot be submitted after the internet-based system closes. Supplemental application material must be submitted to the Lead Department (per department specifications) by **4:30 p.m. Monday, June 11, 2012** to be considered for FY 2013 funding.
- Applications for which supplemental information is received after due date and time may be deemed non-responsive and, therefore, subject to rejection.
- June - August 2012:** Departments review applications and prepare recommendations for Office of Budget and Management (OBM) consideration.
- Mid-October 2012:** Mayor introduces the 2013 Draft Action Plan, which includes the CDBG Budget Recommendations, CDBG Proposed Budget, and submission to City Council.
- The second Community Development Public Hearing will be held. Citizens will have the opportunity to comment on the Draft Action Plan.
- Mid-October/November 2012:** The City Council deliberations/approval will begin for the 2013 Action Plan, which includes the Community Development Block Grant Year XXXIX Budget.
- December 2012:** Notification of delegate agencies awards or denials will be mailed.
- January 1, 2013:** Year XXXIX CDBG program begins.
- January/February 2013:** Execution of sub-grant agreements with delegate agencies.



## IMPORTANT REMINDERS

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**The City does not accept paper applications. Applications can only be submitted through the internet-based system. The internet-based system closes at Midnight May 31, 2012. Supplemental application material must be submitted to the Lead Department (per department specifications) by Monday June 11, 2012 to be considered for FY 2013 funding. Applications for which supplemental information is received after due date and time may be deemed non-responsive and, therefore, subject to rejection.**

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

### **SUBMITTING APPLICATION:**

Submitting this application does not ensure that you will receive an award of 2013 funds. **The City assumes no liability for costs incurred in submitting this application or for costs incurred in anticipation of receiving an award of 2013 funds.** If you receive an award of 2013 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 2013 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.

### **SUPPLEMENTAL DOCUMENTATION:**

**Supplemental documentation must be submitted to the department you are applying for no later than Monday, June 11, 2012 before 4:30 p.m.** supplemental information not received or received after the due date may be deemed non-responsive and, therefore, subject to rejection.

### **NONPROFIT SUPPLEMENTAL DOCUMENTS: SEE PAGE 13 FOR INFORMATION**

### **ASSISTANCE:**

If you need any further assistance, contact the city department serving as the lead agency for the type of proposal which you are submitting. For further general information regarding the CDBG program, contact the Office of Budget and Management at (312) 744-0358 or [CDGA\\_help@cityofchicago.org](mailto:CDGA_help@cityofchicago.org)

### **Central Contractor Registration (CCR)**

All current and potential agencies are required to register in CCR in order to be awarded grants. CCR collects, validates and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note "assistance awards" includes grants, cooperative agreements and other forms of federal assistance. Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Any information provided in your registration may be shared with authorized federal government offices registration does not guarantee funding. In order to register for CCR you must have a Data Universal Numbering System (DUNS) number. This number is provided free of charge by D&B, you can call them at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform>.

Organizations applying for assistance awards (e.g. grants) from the federal government need to register in CCR. Because this is a federal grant, all agencies applying through the Community Delegate Grant Application process need to register.

## HOW TO REGISTER:

Step 1: Access the CCR online registration through their home page at <http://www.ccr.gov>. Click on "Start New Registration", you must enter your DUNS number to begin the registration process. When entering your DUNS number, enter only the numbers do not include dashes.

Step 2: Prior to registering in CCR, you will be asked to select one of the following:

1. I am **not** a U. S. government entity.
  2. I am a U.S. government entity.
- (Choose number 1)

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the information needed is as follows:

1. DUNS Number
2. Legal Business Name and Doing Business As (DBA);
3. FEIN Number;
4. Registration URL;
5. Address, City, State, and Zip;
6. Mailing address, if different;
7. Business start date;
8. Fiscal Year End Date;
9. Average number of employees, including all affiliates;
10. Average annual receipts, including all affiliates;
11. Types of relationship with U.S Federal Government (pick grants, contract or both);
12. Type of organization: U.S. Federal, State, Local, Business or Organization;  
(Click on Business or Organization and answer the next section);
13. Type of organization;
14. Profit structure;
15. CCR point of contact;
16. CCR alternate contact;
17. Banking information;
18. Compensation information

If you have questions about CCR please contact them at 1-866-606-8220, check their website for help, or contact Latoya Vaughn at 312-744-9564.

# **APPLICATION INSTRUCTIONS**

## APPLICATION INSTRUCTIONS FOR PROPOSAL FORMS

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To be considered for 2013 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 to which you are applying.

Submitting this application does not ensure that your organization will receive an award of 2013 funds. **The City assumes no liability for costs incurring 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 can only be submitted through the internet-based system. The internet-based system closes at Midnight May 31, 2012. Supplemental application material must be submitted to the Lead Department (per department specifications) by Monday, June 11, 2012 to be considered for FY2013 funding. Applications for which supplemental information is received after due date and time may be deemed non-responsive and, therefore, subject to rejection.**

### PROPOSAL SCREENS:

- 1) Logging In
- 2) Dashboard
- 3) Application Program Identification
- 4) Cover Page
- 5) Parts I - IV
  - a. Part I Applicant Information
  - b. Part II Proposal Description
  - c. PIAD Models
  - d. Part III Monitoring and Evaluation Procedures
  - e. Part IV Auditing Requirements – Parts 1 & 2
- 6) Forms 1 - 6
  - a. Form 1 Personnel Budget
  - b. Form 1A Fringe Benefits
  - c. Form 2 Non-Personnel Budget
  - d. Form 3 Budget Summary
  - e. Form 4 Work Program
  - f. Form 4A Applicant Funding Overview
  - g. Form 5 Service Area Information
  - h. Form 6 CDBG National Objectives
- 7) Final Submission Page
- 8) List of Documentation Requirements

## LOGGING IN

---

The 2013 Community Development Delegate Agency Grant application is available through the following link:

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

Additional links are available on the official City of Chicago website at: [www.cityofchicago.org](http://www.cityofchicago.org)

The 2013 Community Development Grant Application requires all agencies to be registered prior to accessing the online application. Registration is available from **April 16, 2012 - May 31, 2012**.

Once you have created a Username and Password and completed the registration process you can log in to access the CDGA online application from **May 1, 2012 through May 31, 2012**.

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

**\*\*\* 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 (CDGA\_help@cityofchicago.org) in the page footer. This will allow you to send an email with your question(s). Your request will be forwarded to the appropriate support person for follow-up.**

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

# DELEGATE AGENCY DASHBOARD

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

Home Applications Site Addresses Users Delegate Agency

TEST DELEGATE - BY JOHN P C  
Agency Admin: [Henri Youngman](#)

## Delegate Agency Dashboard

**Latest News**

05/28/2009

**IMPORTANT REMINDER**

All supplemental documents must be delivered to the department you are applying to by 4:30pm on Monday, June 7, 2010

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Once you log in to the CDGA online application, you will be taken to the Delegate Agency Dashboard for your account. This page will post news and information. 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 is where you will 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.

**\*\*\* NOTE \*\*\***

**The person assigned as the administrator for the account will also see links for Delegate Agency and Users under the login.**

### 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

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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	<a href="#">Edit</a>   <a href="#">Delete</a>

**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.

Select a Previous Application

**New Application**

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

HOMELESS SERVICES

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

**Useful Information**

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

Get ADOBE READER

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

Firefox 3  
The best yet

Windows Internet Explorer 7

The Applicant Program Identification is the starting point for new and existing applications for the 2013 fiscal year.

### SUBMITTED AND IN-PROGRESS APPLICATIONS:

This area displays any applications that have already been started and/or submitted for 2013. The online application allows you to work on an application over multiple sessions. Applications that have been started, but not submitted, will have a status of In Progress. These applications can be edited or deleted from this location. Once an application has been formally submitted, the status will change to submitted and is no longer 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 last year as a starting point for the application for this 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 be filled with all programs offered in 2013. You can 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 on this screen to continue on to the next step. If you are a new Delegate and this is the first time you are using the online application website, you will begin by using the Create a New Application option.

**\*\*\* PLEASE NOTE THE FOLLOWING \*\*\***

**You can submit multiple applications under the same account login.**

**Not all sections of the 2012 application will transfer to the 2013 application. Delegate agencies are responsible for completing and ensuring all sections of the application have been filled in.**

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

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



## COVER PAGE

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

[My Account](#) | [Logout](#)

Home Applications Site Addresses Users Delegate Agency

Applicant Proposal Monitor & Evaluation Forms Review & Submit

### Cover Page

- Application Year: 2013
- Application ID: 11098
- Dept/Program Name: CDPH - HIGH RISK PRIMARY HEALTH CARE - HIV PREVENTION

#### Organization Information

**Name:**  
TEST POSITIVE AWARE NETWORK (TPAN)

**Address:**  
5537 N BROADWAY  
CHICAGO IL 60640

**Year Org Established:**  
1987

**Corporate Status:**  
Not For Profit

**FEIN:**  
36-3591116

#### Project Information

\* **Project Name:**

\* **Contact Person:**

\* **Requested Amount \$:**


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TEST POSITIVE AWARE NETWORK (TPAN)  
Agency Admin: [Brad McLaughlin](#)


#### Useful Information


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

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



» 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 on the Delegate Agency page.

### 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 for which you are seeking for your project.

## PART I - APPLICANT INFORMATION

### Part I. Applicant Info

#### Brief Project Description:

Provide a 2-4 sentence description of your project. A more complete description is required in Part II: Proposal Description. (1,000 characters)

You have **1000** characters remaining

#### Office Hours

- 24 hours a day  
 Use hours of operation below

##### Monday

Closed

##### Tuesday

Select --> 07:30AM to 05:30PM

##### Wednesday

Select --> 07:30AM to 05:30PM

##### Thursday

Select --> 07:30AM to 05:30PM

##### Friday

Select --> 07:30AM to 05:30PM

##### Saturday

Select --> 08:30AM to 05:00AM

##### Sunday

Closed

← Previous

 Save

Next →

#### BRIEF PROJECT DESCRIPTION:

Provide a 2-4 sentence description of your project. A more complete description is requested in Part II: Proposal Description.

**\*\*\*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

---

**Part II. Proposal Description**

A. In a clear and concise manner, provide a brief narrative summary of the project; its scope, problems addressed, and results anticipated. (4,000 characters)

You have 4000 characters remaining

B. Specifically describe the project's prior accomplishments and the year it began operation. (4,000 characters)

You have 4000 characters remaining

C. Are other financial, physical, and human resources in the community being leveraged? (4,000 characters)

You have 4000 characters remaining

D. Please 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 another approach. (4,000 characters)

You have 4000 characters remaining

**A.** In a clear and concise manner, provide a brief narrative summary of the project: its scope, problems addressed, and results anticipated. There is a limit of 4,000 characters for this field.

**B.** Specifically describe the projects, prior accomplishments, and the year it began operation. There is a limit of 4,000 characters for this field.

**C.** Identify other financial, physical, and human resources in the community being used to supplement agency resources, such as, creating a referral system involving public and private agencies or sharing the use of facilities, staff, and databases. There is a limit of 4,000 characters for this field.

**D.** Please, 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 another approach. There is a limit of 4,000 characters for this field.

## PROBLEM, INTERVENTION, ACTIVITIES AND DELIVERABLES (PIAD)

**PIAD Models**

You must include at least one (1) PIAD Model to continue with this application. Provide a summary of the project using the Problem / Intervention / Activity / Deliverable (PIAD) model. Select the Create PIAD link to begin.

<a href="#">Problem</a>	<a href="#">Intervention Activity</a>	<a href="#">Deliverables</a>	<a href="#">Action</a>
No PIAD Model(s) found.			
<a href="#">Create PIAD</a>			

Problem

You have 4000 characters remaining

Intervention Activities

You have 4000 characters remaining

Deliverables

You have 4000 characters remaining

[Add PIAD](#)

**You must include at least one (1) PIAD Model to be able to continue with the application process.**

**Add a PIAD Model by clicking on the “Create PIAD” link and filling in the Problem, Intervention Activities, and Deliverables fields. Once you have entered all of the necessary information, click on the “Add PIAD” button. A summary of the PIAD Models you have added will display at the top of the screen.**

You can Edit and/or Delete the PIAD Model(s) that have been added by clicking on the appropriate link under the Action column.

**Note: PIAD Models are not carried from previous applications they must be created each year.**

The following chart shows how to use the Problem, Intervention Activities, and Deliverables (PIAD) model to summarize programs:

	<b>Problem*</b>	<b>Intervention Activity(ies)**</b>	<b>Deliverable(s)***</b>
<b>Example #1</b>	Inaccessible bathrooms and kitchens	Modify bathrooms and kitchens	Accessible bathrooms and kitchens
<b>Example #2</b>	Lack of knowledge regarding health, child development and parenting.	Community-based education for health, childcare and parenting. Regular contact by home educator.	Improved parenting and childcare skills. Reduction of child abuse and neglect.

\*A “Problem” is a societal issue/concern that a program addresses. A program may address more than one problem.

\*\*An “Intervention Activity” is a course of action that addresses a problem. There may be several intervention activities per problem.

\*\*\*A “Deliverable” is an outcome of an intervention activity. There may be several deliverables per intervention activity.

## PART III – MONITORING AND EVALUATION PROCEDURES

**Part III. Monitoring & Evaluation**

A. Describe the methods your agency will employ to evaluate the project's progress and record project accomplishments. (4,000 characters)

You have **4000** 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

[← Previous](#)      [Save](#)      [Next →](#)

**A.** Describe the methods your agency will employ to evaluate the project's progress and record project accomplishments. There is a limit of 4,000 characters for this field.

**B.** Describe how your agency will monitor program expenditures and ensure that appropriate fiscal controls and records are in place. There is a limit of 4,000 characters for this field.

**C.** You must complete all sections on the page before clicking save; if you do not, you will lose all of your information.

**\*\*\* 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

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

ORGANIZATION NAME  
Agency Admin: [John Smith](#)

### Part IV. Audit Requirements

A. What is your agency's fiscal year?

  
mm/dd/yyyy

B. When do you intend to conduct an audit of this contract?

  
mm/dd/yyyy

C. Will your audit be annual or biennial (once every other year, covering 2 years)?

Annual  
 Biennial

[← Previous](#)   [Next →](#)

**A.** What is your agency's fiscal year? – *Self Explanatory*

**B.** When do you intend to conduct an audit of this contract? – *Self Explanatory*

**C.** Will your audit be annual or biennial (once every other year, covering two years)? – *Self Explanatory*

## PART IV – AUDIT REQUIREMENTS – PART 2

Applicant Proposal Monitor & Evaluation **Forms** Review & Submit ORGANIZATION NAME  
Agency Admin: [John Smith](#)

### Part IV. Audit Requirements Con't

D. If your agency anticipates receiving other federal funds for any program during 2010, please identify the source and the amount.

[Create Agency Level Fund](#)

Program Description	Amount	
<input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add Agency Level Fund"/>

E. If your agency anticipates receiving other federal/state funds during 2010 for the program for which you are applying, please identify the source and the amount.

[Create Program Level Fund](#)

Program Description	Amount	
<input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add Program Level Fund"/>

**D.** If your agency anticipates receiving other federal funds for any program during 2013, please identify the source and the amount. Indicate from which federal agency you will receive funding and the amount that you will receive.

You can 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.

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 2013 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

**Form 1A. Personnel Budgets**

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.

<a href="#">Position / Title</a>	<a href="#">Employee Name</a>	<a href="#">Time Spent</a>	<a href="#">Salary</a>	<a href="#">City Share</a>	<a href="#">Other Share</a>	<a href="#">Action</a>
No Personnel Entry found.						

[Create Personnel Budget](#)

**Employee Name:**  **Position/Title:**

**Job Description**

You have 500 characters remaining

**Salary**  **Time Spent**  %

**Program Share:**  - **City Share:**  = **Other Share:**

The purpose of the Personnel Budgets form is to estimate the total personnel costs the applicant expects to incur in operating its project in year 2013, 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. Next, fill in the necessary fields and click on the Add Personnel Entry button.** A summary of the Personnel Budget(s) you have added will be displayed at the top of the screen. You can Edit and/or Delete the personnel entries by clicking on the appropriate link under the Action column.

**EMPLOYEE NAME:**

Enter name of current employee in this position. If currently vacant, please type “vacant”.

**POSITION/TITLE:**

List the position (even if the salary will be paid exclusively with a non-CITY “other share” funding source) that will be funded under this project during the year 2013.

**JOB DESCRIPTION:**

Briefly describe the duties and responsibilities associated with each position.

**SALARY \$:**

Enter the corresponding salary rates (annually), if there are different rates for the same positions, separately.

**TIME SPENT %:**

Often times an employee spends only a fraction of his or her time on a project because they are engaged in other projects that the non-profit organization is operating. Please indicate for each position (employee) to be funded in year 2013 the percentage (%) of time that will be spent on this project.

**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 2013 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** into the appropriate areas. **Other Share** will be filled automatically.

**FORM 1B- FRINGE BENEFITS**

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

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

ORGANIZATION NAME  
Agency Admin: [John Smith](#)

### Form 1B. Fringe Benefits

Fringe Type	Multiplier	Max City Share	City Share	Other Share	Notes	Action
Medicare T...	0.0145	\$ 580.00	\$ 500.00	\$ 80.00	akdjfalkdf	<a href="#">Edit</a>   <a href="#">Delete</a>
Totals:		\$ 580.00	\$ 500.00	\$ 80.00		

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--

Previous Next

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 2013 funds. The share of fringe costs to be allowed by 2013 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.

You can add Fringe Benefits by selecting the benefit 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 can Edit and/or Delete the benefits by clicking on the appropriate link under the Action column.

**F.I.C.A.:**

Federal Insurance Contribution Act tax: Otherwise known as Social Security and Medicare Tax.

- The employee tax rate for social security is 4.2% (amount withheld). The employer tax rate for social security is 6.2% (12.4% total). The 2010 wage base limit was \$106,800, it is unchanged for 2013.
- The employee tax rate for Medicare is 1.45% (amount withheld). 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 2013 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 in this matter. Of the total salary of the personnel budget, please show the percentage of this total to be borne by 2013 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 CDBG program. Of the total salary of the personnel budget, please show the percentage of this total to be borne by 2013 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 input for all other Fringe Benefit calculations.**

## FORM 2 – NON-PERSONNEL BUDGET

Form 2. Non-Personnel Budgets

<a href="#">Item of Expenditure</a>	<a href="#">CDGA Share</a>	<a href="#">Other Share</a>	<a href="#">Description</a>	<a href="#">Action</a>
No Non-Personnel Budget Entry found.				
<a href="#">Create Non-Personnel Budget</a>				

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

CDGA Share  
\$

Other Share  
\$

Description & Justification

You have 1000 characters remaining

[Add Non-Personnel Budget](#)

[Previous](#) [Next](#)

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. Input 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 in the necessary information and then 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 costs.

### DESCRIPTIONS/JUSTIFICATIONS:

Please provide a description of the expenditure items.

**OTHER PROGRAM COST (ACCOUNT 0900):**

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 CDBG funds budgeted for the audit should be proportional to the percentage of CDBG funds relative to other funds covered by the audit.

Applicants spending **less than \$500,000** 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 applicant receives from the City. Agencies 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. City departments should contact the City Comptroller’s Insurance Section at (312) 744-7923 with questions regarding your agencies’ insurance requirements.

**LOCAL TRANSPORTATION:**

The automobile allowance for applicant staff is the same as the allowance for City employees – 55.5 cents per mile. The “per person” reimbursement cannot exceed \$350 per month.

## FORM 3 – BUDGET SUMMARY

### Community Delegate Grant Application

OFFICE OF BUDGET AND MANAGEMENT  
CITY OF CHICAGO

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

### Form 3. Budget Summary

- **Project Year:** 2011
- **Log Number:** 7716
- **Program Name:** HOMELESS SERVICES
- **Delegate Name:** IRVING PARK YMCA
- **Project Name:** Homeless Project
- **Contact Name:** Mark Langan

Account	Item of Expenditure	City Share	Other Share	Total Cost	% by Other Share
0005	Personnel	\$ 0.00	\$ 30000.00	\$ 30000.00	100.00 %
0044	Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	00.00 %
0100	Operating/Technical	\$ 5000.00	\$ 5000.00	\$ 10000.00	50.00 %
0140	Professional & Technical Services	\$ 15000.00	\$ 5000.00	\$ 20000.00	25.00 %
0300	Materials & Supplies	\$ 1000.00	\$ 0.00	\$ 1000.00	00.00 %
0400	Equipment	\$ 0.00	\$ 0.00	\$ 0.00	00.00 %
0900	Other	\$ 0.00	\$ 0.00	\$ 0.00	00.00 %
Totals:		\$ 21000.00	\$ 40000.00	\$ 61000.00	

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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 input in the personnel budget, fringe benefit, and non-personnel budget screens. If any of the information is incorrect or needs to be changed, please make the changes to the corresponding screen.**

## FORM 4A – WORK PROGRAM

Form 4A. Work Program

**2010 Output Planned by Quarter & Total**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unduplicated Q1	Unduplicated Q2	Unduplicated Q3	Unduplicated Q4
<input type="text"/>	<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

**Add Work Program** ←

← Previous Next →

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 in the necessary information and then click on the "Add Work Program" button.** A summary of the Work Program(s) you have added will be displayed at the top of the screen. You can 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 subprogram activities that will be carried out to fulfill the program. Break down the program into subprograms. For example, an agency that is funded to provide minor repairs and modifications to elderly and disabled housing units may have the following subprograms:

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

The subprograms should reflect the CDGA funded projects.

**DELIVERABLES:**

List the service or product being delivered. Provide the projected deliverables in numbers for each identified by quarter and total.

**PERFORMANCE MEASURES:**

Please consider the following process based performance measures:

1. Mission
2. Cost speed of service delivery
3. Customer/resident satisfaction

## FORM 4B – APPLICANT FUNDING

Applicant
Proposal
Monitor & Evaluation
Forms
Review & Submit

TEST POSITIVE AWARE  
 NETWORK (TPAN)  
 Agency Admin: [Brad McLaughlin](#)

Application ID: 11098

### Form 4B. Previous Non-CDBG Funding

Funding Source	Amount	Department	Funding Year	Action
OTHER	\$ 20000.00	Department of Public Health	2012	<a href="#">Edit</a>   <a href="#">Delete</a>
Totals:	\$ 20000.00			

One Previous Funding Entry found.

[Create another Funding Source](#)

Funding Source	Amount	Department	Funding Year	
-- Select --	\$ <input style="width: 50px;" type="text"/>	-- Select --	2012	<div style="display: flex; align-items: center; gap: 5px;"> <span style="font-size: 1.5em; color: red;">➔</span> <input type="button" value="Save"/> </div>

The purpose of this form is to serve as a readily available record of the applicant's **yearly** city funding history and total current funding sources. The applicant should identify all funds awarded to your agency by the City of Chicago last year. Please list the City Department and the dollar amount under the appropriate funding category.

To add funding, select the funding source from the drop down list, enter in the dollar amount, and select the department from the drop down list. Click the add button to add the funding. A summary of the funding you have added will be displayed below the selection fields. You can edit and/or delete the work program entries by clicking on the appropriate link under the action column.

## FORM 5 – SERVICE AREA

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

TEST POSITIVE AWARE NETWORK (TPAN)  
Agency Admin: [Brad McLaughlin](#)

Application ID: 11098

Form 5A. Service Area

The project will primarily serve the following areas as indicated by each address entered below.


Service Area Location	Facility Type	Facility Description	Ward	Community Area	Census Tract	% Served	Action
-----------------------	---------------	----------------------	------	----------------	--------------	----------	--------

No Service Areas found.

Select a location and enter the percentage of services provided.

Corporate Address

5537 N BROADWAY  
CHICAGO, IL 60640

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

Existing Site Address

New Site Address

- A. The corporate address listed is the address entered for the Delegate Agency. If the address is incorrect, you can edit the information under the Delegate Agency menu option at the top of the screen.

Next, select whether you provide services out of your corporate address. If you select “Yes”, you will need to provide a percentage of the services provided at that location. The percentage of services must be equal to or greater than 10%, the percentage must add up to 100%.

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

TEST POSITIVE AWARE NETWORK (TPAN)  
Agency Admin: [Brad McLaughlin](#)

Application ID: 11098

### Form 5A. Service Area

The project will primarily serve the following areas as indicated by each address entered below.

Service Area Location	Facility Type	Facility Description	Ward	Community Area	Census Tract	% Served	Action
5537 N BROADWAY			48	77	030700	50	<a href="#">Edit</a>   <a href="#">Delete</a>
Totals:						50.0	

One Service Area found.

Select a location and enter the percentage of services provided.

New Site Address

Site Address:  N

Facility Type:

Facility Description:

You have 500 characters remaining

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

**B.** 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. If you select “Yes”, you will be required to provide 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 agency. Addresses can be added by selecting from an existing Site Address or by creating a new Site Address.

You will also be asked if the site is a facility, if “Yes” choose from the drop down list the type, then give a short description.

#### **ADDING FROM AN EXISTING SITE ADDRESS**

If adding from 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 you have added will display at the top of the screen along with the calculated ward, community area, census tract, and percentage (%) served. You can add additional Site Addresses for the areas you serve in the City boundaries.

**\*\*\* 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%.**

## FORM 5B – SERVICE AREA

Applicant
Proposal
Monitor & Evaluation
Forms
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ORGANIZATION NAME  
 Agency Admin: [John Smith](#)

### Form 5B. Service Area

The project will primarily serve the following areas as indicated by each address entered below.

**C. What City of Chicago wards does your agency provide services to:**

Map showing Chicago wards 1 through 50. Major streets labeled include 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, Harlem 7200 W, Cicero 4800 W, Western 2400 W, and State 0 W.

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

← Previous
Next →

**C. To what City of Chicago wards does your agency provide services?**

From this screen you can choose other Wards that your program serves. Service areas already chosen will be pre-populated.

## FORM 6 – NATIONAL OBJECTIVES

Application ID: 9633

### Form 6. National Objectives

#### Brief Project Description

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

B.  Limited Clientèle Activities (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.  L/M Housing Activity (LMH)

D.  L/M Job Activity (LMJ)

[← Previous](#)

[Save](#)

[Next →](#)

The purpose of this form is to verify that every program or project to be funded in Year 2012 complies with the CDBG National Objectives. In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the following national objectives of the program:

Benefiting low and moderate (L\M) income persons  
L\M Area Benefit (LMA)  
L\M Limited Clientele (LMC)  
L\M Housing (LMH)  
L\M Jobs (LMJ)

Aiding in the prevention or elimination of slums or blight; or  
Slum or Blighted Area (SBA)  
Spot Blight (SBS)  
Urban Renewal Completion (SBR)<sup>1</sup>

Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. Examples of urgent need are major catastrophes or emergencies such as floods and earthquakes. **The Delegate Agency's programs funded with CDBG do not meet the criteria of this national objective.**

<sup>1</sup> The Delegate Agency's programs funded with CDBG, will not meet the Urban Renewal Completion national objective.

**National Objective:** You should check the appropriate box to show which National Objective you are meeting. The project can only meet one national objective.

A low and moderate (L\M) 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 Clientele 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* is an activity that 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,



## FINAL SUBMISSION

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

Welcome back: hyoungman  
[My Account](#) | [Logout](#)

Home Applications Site Address Users Delegate Agency

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

TEST DELEGATE - BY JOHN C  
Agency Admin: [Henni Youngman](#)

### Final Submission

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

- **Project Year:** 2011
- **Program Name:** OUT-OF SCHOOL TIME
- **Delegate Name:** TEST DELEGATE - BY JOHN C
- **Project Name:** Test out of school time
- **Contact Name:** Henni Youngman

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:** 03/29/2010

[← Previous](#) [Submit →](#)

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Once you have completed your application, you will be brought to 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 and 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.

**\*\*\* IMPORTANT NOTE \*\*\***

**CLICKING ON THE SUBMIT BUTTON WILL SUBMIT YOUR APPLICATION.**

**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 and all necessary documents are in order prior to submitting the application.**

# THANK YOU


TEST POSITIVE AWARE NETWORK (TPAN)  
Agency Admin: [Brad McLaughlin](#)

## Thank You

You have submitted the following Application:

- Application ID: 11098
- Project Year: 2013
- Program Name: HIGH RISK PRIMARY HEALTH CARE - HIV PREVENTION
- Delegate Name: TEST POSITIVE AWARE NETWORK (TPAN)
- Project Name: HIV Testing
- Contact Name: Brad McLaughlin

**Important**

 **Print the Submitted Application**

Supplemental application material must be submitted to the Lead Department by **Monday, June 11, 2012 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
- 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

[Back to Applications Menu](#)

Congratulations! You have officially submitted your application for the 2013 Community Development Delegate Agency Grant.

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

**\*\*\* NOTE \*\*\***

**This page highlights the supplemental information that should be sent to the Lead Department by Monday, June 11, 2012 before 4:30pm.**

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

# **PROGRAM DESCRIPTIONS**

## DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

### Program: Cultural Outreach

---

#### **PROGRAM DESCRIPTION:**

Provide high quality arts programming for underserved youth, seniors, and people with disabilities in low/moderate income communities citywide.

#### **PROGRAM DESIGN:**

Offers high quality instructional art programs, including: workshops, classes, and performances in performing, literary, visual, and media arts.

#### **SELECTION CRITERIA:**

- Review panels composed of artists, arts administrators, arts advocates, and educators representing a broad range of the community evaluate Cultural Outreach Program applications.
- Grant applications are evaluated on the criteria listed below. Refer to the criteria when completing each section of the application. Proposals are not expected to address each criterion equally, but should address all criteria as completely as possible within the framework of the applicant's mission and goals.

#### **ARTISTIC MERIT:**

- Priority will be given to arts organizations with at least a *two-year* track record of producing and/or presenting high-quality instructional arts programs
- Proposed arts programming should be on-going throughout the year
- Artistic or service philosophy expressed with clarity and purpose
- Proposed arts programming should be high quality
- Activities must be artistically or culturally unique
- Activities encourage the development of Chicago artists
- Organization must submit resumes of the artistic and administrative staff involved in the proposed project showing qualifications to carry out proposed programming
- Organization must show evidence of thoughtful program design to assure that the project will be participatory, engaging, and challenging to participants
- Organization is conscientious about evaluating programming impact
- Organization must show evidence of the artistic quality of its program through video, audio, photos, or printed support material

#### **SOCIAL MERIT:**

- Activities provide arts and/or cultural education opportunities to Chicago youth, seniors or people with disabilities
- Activities address social issues of contemporary significance
- Activities promote and involve cross-cultural exchange
- Activities serve constituencies and communities that are underserved by arts or cultural opportunity
- Activities demonstrate commitment to community service

**ORGANIZATIONAL DEVELOPMENT:**

- Organization demonstrates ability to organize, implement, and successfully complete programming plans
- Priority will be given to projects for which substantial funds have been raised from other public and private sources
- Project must include employment of professional teaching artists in the planning and implementation of the project
- Organization must demonstrate the experience and competence level of the administrative and artistic staff involved in the project
- Organization is governed by an active Board of Directors
- Organization demonstrates its primary business operation and majority of programs are in Chicago
- Organization demonstrates commitment to effective organizational development
- Organization must have sufficient general liability insurance

**FISCAL ACCOUNTABILITY:**

- Organization and project budgets are realistic
- Organization shows effectiveness in fundraising from private and public sources
- Organization demonstrates a significant percentage of earned income

**APPLICATION QUALITY:**

Overall quality and completeness of application, copies, and support documentation

**ARTISTIC SUPPORT DOCUMENTATION**

Submit only one sample or set of recently completed artistic support documentation that relates to your artistic programs. Select one of the following:

**DVD / VHS Video Cassette (1)**

Select a 3-minute segment. Please CUE and LABEL.

**CD / Audio Cassette (1)**

Select a 3-minute segment. Please CUE and LABEL.

**JPEGS on CD-R (6)**

Title each with first and last name in order 1 – 6.

**Photographs (6)**

Workshop and class documentation only.

**Manuscript (1) or Poems (6)**

Must be written by program participants

*(Manuscript Excerpts: Maximum 10 pages)*

**\*\* Digital images must be jpegs**, no larger than 1 megabyte each (total maximum size: 6 megabytes). Please use the following naming convention: organizationname1.jpg, organizationname2.jpg, organizationname3.jpg, etc. in the order you would like the images to be viewed. Submit images on a CD-R labeled with the organization name in permanent marker.

**CULTURAL OUTREACH PROGRAM DOES NOT FUND:**

- Competitions, parades, festivals, pageants, or outdoor murals
- Capital improvements, equipment, purchase of property or real estate, and retirement of accumulated deficits
- Organizations applying through a fiscal agent
- Public agencies (federal, state, municipal), hospital, primary and secondary schools, colleges, universities, and religious institutions
- *Also refer to the General Selection Criteria*

**2012 STATISTICS FOR THIS PROGRAM:**

Agencies funded: 25  
Applications received: 29  
Range of funding: \$7,500 to \$36,000

**CONTACT:**

Cultural Grant Making

Division [CulturalGrantMaking@cityofchicago.org](mailto:CulturalGrantMaking@cityofchicago.org) <http://www.cityofchicago.org/city/en/depts/dca/provdrs/grants.html>

**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
SENIOR SERVICES**

**PROGRAM: HOME DELIVERED MEALS**

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**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 DESIGN:**

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.

#### **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:**

- 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.

**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, 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.

**ADDITIONAL REQUIREMENTS:**

- Detailed description of proposed Home Delivered Meals Program meeting the criteria stated above.
- Licenses/certifications of staff assigned to program.
- Copy of Official Articles of Incorporation.
- 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.

**CONTACT:**

Alexandra Lyons Coney: (312) 743-1985 [alexandra.cooney@cityofchicago.org](mailto:alexandra.cooney@cityofchicago.org)  
Nikki Proutsos: (312) 743-0178 [nproutsos@cityofchicago.org](mailto:nproutsos@cityofchicago.org)

**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
SENIOR SERVICES**

**PROGRAM: INTENSIVE CASE ADVOCACY AND SUPPORT (ICAS) FOR AT-RISK SENIORS**

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**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 DESIGN:**

All clients assisted through the ICAS program will be referred directly from the Department of Family and Support Services (DFSS). DFSS-Senior Services 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 Discussion meetings

**PROGRAM 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: number of services attempted to be placed per client
- 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

## **PROGRAM DESIGN REQUIREMENTS**

### **THE FOLLOWING MUST BE ADDRESSED IN APPLICANT'S RESPONSE**

1. How will your ICAS program address the needs of at-risk/self-neglect seniors?
  - 1b. How will your ICAS program assist the following clients?
    - those that are reluctant or difficult to work with
    - those that are hoarders
    - those that have unmedicated mental health issues
    - those that are living in unsafe/inappropriate housing situations
2. What previous experience has your organization had working with at-risk/self-neglect seniors?
3. How will proposed ICAS program be staffed? Include resumes and/or job descriptions for all positions that will have supervisory and/or direct interaction with ICAS clients.
4. What direct assistance services will applicant offer under ICAS?  
(i.e. mental health counseling, money management, translation assistance, transportation, home repairs, food pantry delivery, escort, shopping, short-term emergency housing)  
*Any service listed should 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 other funding source is not considered direct assistance. These should be listed under #5. (e.g. Low Income Home Energy Assistance Program (LIHEAP), Small Accessible Repairs for Seniors (SARFS), Community Care Program (CCP) Services). Referrals to other programs are not considered a direct assistance service.*
  - 4b. If offering translation services; specific in what languages?
5. List current programs and services offered by agency which ICAS client may utilize if eligibility requirements are met (i.e. home health services, adult day services, LIHEAP, SARFS, medication management, CCP Services)

### **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 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 client hours 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 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 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.
  - a. 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 \$90,000  
 Funding is fee-for-service: \$60 per hour (average 20 hours per client)  
 \$15.00 per hour for translation-only services

**CONTACT:**

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## YOUTH PROGRAMMING INTRODUCTION:

The City of Chicago Department of Family and Support Services (DFSS) remains committed to its goal of creating a premier out-of-school time system that provides every young person the opportunity to participate in high quality, structured programs that enable young people to stay safe, succeed in school and prepare for bright futures.

DFSS is seeking delegate agencies to provide curriculum-based programs with measurable outcomes. In the department's efforts to ensure age-appropriate activities, the department will continue to support programming in three distinct age categories, for youth 6-12, 13-15, and 16-18 years of age.

DFSS will allocate funding to ensure that a diverse array of high quality, structured programs are available to children and young people throughout the city of Chicago within the following funding categories:

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

- **Out-of-School Time**
  - o Arts and Culture
  - o Sports, Fitness, Health and Nutrition
  - o Academic/Vocational Support and Enrichment
  - o Science, Computer and Technology
- **Summer and School Breaks Programming**
- **Gang Intervention and Prevention**
- **Mentoring**
- **Counseling**

Special consideration will be given to programs that can demonstrate that they address the three greatest challenges facing our youth today: high rates of violence, school dropout and unemployment.

**Note: Throughout the contract period, selected delegate agencies may be asked to adjust programming schedules to align with the Chicago Public Schools' Full School Day initiative.**

In 2013, the DFSS will continue to integrate and require that all youth delegate agencies selected participate in DFSS's Program Quality Initiative. Participation will require that agencies complete assessments of their programs throughout the contract period.

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

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

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

**In addition, selected delegate agencies will be required to complete Employability Assessments for all children and youth participants.** DFSS will provide on-going training to support delegate agency implementation of the Employability Assessment. Throughout the contract period, 100% of children and youth attending the program must be assessed.

**The Employability Assessment focuses on five domains:**

1. **Fundamental:** Appearance/Hygiene, Timeliness and Oratory/Speaking.
2. **Work Ethic/Character:** Attitude, Accountability/Integrity, Self-Control and Ambition/Initiative.

3. **Problem Solving:** Supervision, Procedure/Rule Following, Problem Solving Approach and Information Management.
4. **Interpersonal:** Verbal Communication, Active Listening, Feedback and Teamwork (two people or more).
5. **Computer:** Computer Literacy

The Employability Assessment is conceived as a tool 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.

As part of a high quality program, the health and wellbeing of children and youth is critical. In line with this and Healthy Chicago, the Public Health Agenda for Chicago, 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 Youth Services is committed to improving the health and wellbeing of young Chicagoans. With the City's recent launch of Healthy Chicago, a public health agenda for Chicago, and Healthy Places, a citywide initiative to address obesity in Chicago by creating healthier environments where Chicagoans live, work, learn, and play, Chicago is poised to take bold action and goal-driven results.

With this in mind, DFSS is **encouraging** our delegate agencies to incorporate the following nutrition and physical activity policies into their programming:

- DFSS delegate agencies providing Out-of-School Time (OST) programs/activities 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 Out-of-School Time (OST) programs/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.

DFSS will provide more information and details in the coming months.

These specific program areas are further described in this CDBG WEB APPLICATION INSTRUCTIONS, PROGRAM DESCRIPTIONS AND SELECTION CRITERIA BOOKLET.

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.

**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
YOUTH SERVICES**

**PROGRAM: OUT-OF-SCHOOL TIME**

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**PROGRAM DESCRIPTION:**

The program will provide distinct, structured, age appropriate activities for youth ages, 6-12, 13-15, and 16-18 years.. Programs should be geared toward supporting children and youth development in the areas of self-awareness, self-management, social awareness, relationship skills and responsible decision making.

The programs offered should build skills in the following but not limited areas:

Appearance/Hygiene	Attitude	Accountability/integrity
Timeliness	Self-control	Ambition/initiative
Oratory/Speaking	Problem-solving	Effective Verbal Communication
Active Listening	Positive response to feedback	Teamwork
	Computer literacy	

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

**PROGRAM REQUIREMENTS:**

All Out-of-School Time 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 DFSS work plan developed for each agency.

**OST Program Design Requirements:**

- Programs are comprehensive and use multiple strategies to address critical needs in a child's or youth's life.
- Programs use varied teaching methods/approaches to raise awareness and build skills.
- Programs are offered with the appropriate frequency (attendance/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/workshops.

**OST Program Requirements/Measures/Deliverables:**

- 100% of program data will be entered into the Cityspan tracking system (for all required program components).
- 100% of participants will be assessed using the Employability Assessment .
- Agency will participate in the Youth Program Quality Intervention (YPQI) process which includes completion of trainings (Basics and Methods) by the end of the 1<sup>st</sup> quarter of program, completion of Internal and External Assessment by the end of the 2<sup>nd</sup> quarter of program and develop a Program Improvement Plan (if needed).
- Agency is required to track and document outcomes for youth participating in their program as described in the CDBG Youth Program Offering section, which follows.
- Agency is required to voucher monthly.
- Agency will be required to participate in two professional development sessions focusing on strategies for improving the financial management function of the organization.
- Agency is required to attend DFSS delegate agency meetings.
- Agency is required to provide DFSS a copy of the program curriculum prior to beginning program.



**OST Scheduling Requirements:**

In 2013, funding levels will vary depending on the period of operation for each delegate agency. The following are the operational/scheduling options for Out-of-School Time.

All OST programs will be required to operate 5 days per week.

**Year-Round Program** - 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** – approximately 39 weeks, and does not include winter, spring or summer breaks, but should include other non-school days.

For programs targeting the school breaks, please refer to the Summer and School Breaks Programming description.

**OST Staffing Requirements** (Documents are required to be submitted with all other supplemental documents):

- **CPR/First Aid certified** – at least 1 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.
- **Resumes and Qualifications**- Provide resumes and qualifications for instructors/program staff, especially when in specialized program sub-categories (e.g. arts, technology, etc.).

**OST Reporting and Cityspan Reporting Requirements:**

- Complete CDBG Intake Form for 100% youth participating in the CDBG youth program annually.
- Complete work plan and budget documents upon contract approval annually.
- Track CDBG program attendance weekly.
- Track CDBG events and workshops weekly.
- Record Employability Assessment scores for 100% of youth participants.

**OST Community Collaboration Requirements:**

Refer youth to other agencies for additional/needed services.

### CDBG Youth Program Offerings

Please review the program offerings below prior to selection. Each box contains information on:

- Program goal and focus area.
- Program model and design.
- Program activity category.
- Program outcomes.

<b>PROGRAM AREA:</b>	<b>OUT-OF-SCHOOL TIME</b>
<b>PROGRAM CATEGORY:</b>	<b>ACADEMIC/VOCATIONAL SUPPORT &amp; ENRICHMENT</b>
PROGRAM GOAL/FOCUS AREA:	<ul style="list-style-type: none"> <li>▪ Provide academic support</li> <li>▪ Drop-out prevention</li> <li>▪ Reconnect youth with educational resources/opportunities</li> <li>▪ Provide remedial education services</li> </ul>
PROGRAM MODEL/DESIGN:	<ul style="list-style-type: none"> <li>▪ Open at least 5 days per week</li> <li>▪ Regular assessment of youth progress in specific educational areas (Cityspan)</li> <li>▪ Report cards to determine progress (Cityspan)</li> </ul>
PROGRAM ACTIVITY CATEGORIES:	<ul style="list-style-type: none"> <li>▪ GED preparation and attainment</li> <li>▪ One-on-one tutoring</li> <li>▪ Group tutoring with a 1;10 ratio</li> <li>▪ Study skills focus</li> <li>▪ Reading clubs/literacy programs</li> <li>▪ College prep focus</li> <li>▪ Trade/vocational training</li> </ul>
PROGRAM OUTCOMES	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> <li>4. Maintain at least 80% average daily attendance.</li> </ol>

<b>PROGRAM AREA:</b>	<b>OUT-OF-SCHOOL TIME</b>
<b>PROGRAM CATEGORY:</b>	<b>SCIENCE, COMPUTER AND TECHNOLOGY</b>
PROGRAM GOAL/FOCUS AREA:	Learn skills in computer or a technology area that is beyond everyday computer usage
PROGRAM MODEL/DESIGN:	<ul style="list-style-type: none"> <li>▪ Participants learn about the field of science and/or technology</li> <li>▪ Participants learn about jobs in the field</li> <li>▪ Participants learn how to apply what they have learned</li> <li>▪ Linkage and/or referral to advanced programs</li> </ul>
PROGRAM ACTIVITY CATEGORIES:	<ul style="list-style-type: none"> <li>▪ Web design</li> <li>▪ Training specifically focused on technology or computers</li> <li>▪ MS office certification</li> <li>▪ Vocational</li> <li>▪ Multi-Media</li> <li>▪ Robotics and mechanics</li> <li>▪ Green industries such as conservation, alternative fuel development, community gardens, etc.</li> </ul>
PROGRAM OUTCOMES	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> <li>4. Maintain at least 80% average daily attendance.</li> </ol>

<b>PROGRAM AREA:</b>	<b>OUT-OF-SCHOOL TIME</b>
<b>PROGRAM CATEGORY:</b>	<b>ARTS &amp; CULTURE</b>
PROGRAM GOAL/FOCUS AREA:	<ul style="list-style-type: none"> <li>▪ Support excellence in the arts, both new and established; bring the arts to all youth; and provide leadership in arts education</li> <li>▪ Provide access and awareness of arts and culture</li> <li>▪ Provide for creative expression</li> <li>▪ Increase cultural awareness</li> <li>▪ Develop skills in the arts</li> <li>▪ Training in arts and culture</li> <li>▪ Display/demonstrate their acquired skills in a concluding work, event, play or exhibit</li> </ul>
PROGRAM MODEL/DESIGN:	<ul style="list-style-type: none"> <li>▪ Program must have an arts/cultural curriculum or program model</li> <li>▪ Programs need instructor with minimum of one year experience in arts/culture field program being provided</li> <li>▪ Collaboration with other arts/ cultural experts, institutions, etc.</li> <li>▪ Clear project milestones, deliverables, products at the end of each session(fall, winter, spring, summer)</li> <li>▪ Youth must provide input into the program design and the product deliverables</li> </ul>
PROGRAM ACTIVITY CATEGORIES:	<ul style="list-style-type: none"> <li>▪ Dance</li> <li>▪ Music</li> <li>▪ Theater</li> <li>▪ Visual Arts/Creative</li> <li>▪ Graphic Arts</li> <li>▪ Multi-media</li> <li>▪ Culinary Arts programs</li> <li>▪ Architecture and design</li> </ul>
PROGRAM OUTCOMES	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> <li>4. Maintain at least 80% average daily attendance.</li> </ol>

<b>PROGRAM AREA:</b>	<b>OUT-OF-SCHOOL</b>
<b>PROGRAM CATEGORY:</b>	<b>SPORTS, FITNESS, HEALTH AND NUTRITION</b>
PROGRAM GOAL/FOCUS AREA:	To provide an opportunity for physical activities and education that will benefit the overall health of the youth participants. Youth will gain knowledge in fitness and develop a positive and healthy lifestyle so youth can make and sustain healthy choices.
PROGRAM MODEL/DESIGN:	<ul style="list-style-type: none"> <li>▪ Positive change in eating habits</li> <li>▪ Positive change in lifestyle choices</li> <li>▪ Awareness of health and fitness</li> <li>▪ Sportsmanship</li> <li>▪ Increase in physical activity</li> </ul>
PROGRAM ACTIVITY CATEGORIES:	<ul style="list-style-type: none"> <li>▪ Sport (please identify sport conducted)</li> <li>▪ Team building through sports and fitness</li> <li>▪ Tournaments and competitions (funding for running these)</li> <li>▪ Recreational therapy</li> <li>▪ Fitness Boot Camp</li> </ul>

<b>PROGRAM AREA:</b>	<b>OUT-OF-SCHOOL</b>
<b>PROGRAM CATEGORY:</b>	<b>SPORTS, FITNESS, HEALTH AND NUTRITION</b>
	<ul style="list-style-type: none"> <li>▪ Health Education</li> <li>▪ Nutrition Education</li> <li>▪ Life Skills (as related to health and behaviors)</li> <li>▪ Hygiene</li> </ul>
PROGRAM OUTCOMES	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> </ol>

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**PROGRAM: SUMMER AND SCHOOL BREAKS PROGRAMMING**

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**PROGRAM DESCRIPTION:**

The purpose of the Summer and School Breaks program is to provide opportunities for children and youth during school breaks and the summer months. The Summer and School Breaks model allows the agency to provide program opportunities that are aligned with school holidays, Spring break, Winter break, Summer break and the Track E school schedule. Program can also include field trips.

**PROGRAM REQUIREMENTS:**

- 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)
- On school breaks which includes Spring Break (one week), Winter Break (two weeks) and Summer Break programs will operate for six hours per day.
- Agency must identify the age group to be served: 6 to 12, 13 to 15, and/or 16 to 18.
- Agencies are required to identify whether the program is serving Track E Schedule schools and/or students.
- The requested dollar amount should not exceed \$25,000 for this model.

<b>PROGRAM AREA:</b>	<b>OUT-OF-SCHOOL TIME</b>
<b>PROGRAM CATEGORY:</b>	<b>SUMMER AND SCHOOL BREAKS PROGRAMMING</b>
PROGRAM GOAL/FOCUS AREA:	Provide opportunities for children and youth during school and summer months (including Winter and Spring Breaks).
PROGRAM MODEL/DESIGN:	<ul style="list-style-type: none"> <li>▪ Program must operate from 9-11 weeks</li> <li>▪ All summer and school breaks only model must operate a minimum of 5 days a week 6 hours per day</li> <li>▪ All programs must be age specific( 6-12 years of age, 13-15 years of age, and 16-18 years of age)</li> </ul>
PROGRAM ACTIVITY CATEGORIES:	<ul style="list-style-type: none"> <li>▪ Summer camps (may include sports and recreation, arts and culture, etc.)</li> <li>▪ Field trips</li> </ul>
PROGRAM OUTCOMES:	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> <li>4. Maintain at least 80% average daily attendance.</li> </ol>

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## **PROGRAM: GANG INTERVENTION AND PREVENTION**

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### **PROGRAM DESCRIPTION:**

The goal of the Gang-Intervention Program is to engage youth that are gang members or affiliated with gangs in some way, in activities that lead to positive life changing outcomes and to prevent younger youth from engaging in gang activity. Delegate agencies will be required to conduct outreach to youth ages 13-18 years of age, provide case management, referrals and resources to youth and their families, collaborate with the existing gang intervention network to leverage human and physical resources. In addition, this program focuses on educating youth ages 6-12 years of age who are at risk of joining gangs about the consequences of gang affiliation and identification of positive alternatives.

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.

### **PROGRAM REQUIREMENTS:**

- Delegate agency must be able to conduct street outreach in specific high risk communities targeting youth ages 13-18 years of age.
- Delegate agency must be able to demonstrate their ability to build 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 reconnects 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.
  - Conducting gang prevention and awareness workshops for children 6-12 years old in schools.
- Delegate agency must establish safe haven site(s) for youth to participate in activities that foster 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/Vocational training
  - Remedial/Alternative education assistance
  - Group/Individual counseling, including connecting to mental health services
  - Substance abuse services
  - Mentoring
- The funded agencies will maintain following forms:
  - Client intake assessments.
  - Consent/release forms to serve clients.
- Targeted youth and their families will be provided with a variety of services to assist them to adopt pro-social values and access to services that will meet their social, educational and vocational needs.

For youth ages 6-12 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 and anti-bullying training, peer mediation, etc.
- 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.

Agencies can work with other community agencies or develop a new network of agencies that provide support and resources to the target population. 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.

**GIP Scheduling Requirement:**

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

**GIP Program Requirements/Measures/Deliverables:**

- 100% of program data will be entered into the Cityspan tracking system (for all required program components).
- 100% of participants will be assessed using the Employability Assessment.
- Agency will participate in the Youth Program Quality Intervention (YPQI) process which includes completion of trainings (Basics and Methods) by the end of the 1<sup>st</sup> quarter of program, completion of Internal and External Assessment by the end of the 2<sup>nd</sup> quarter of program and develop a Program Improvement Plan (if needed).
- Agency is required to track and document outcomes for youth participating in their program.
- Agency is required to voucher monthly.
- Agency will be required to participate in two professional development sessions focusing on strategies for improving the financial management function of the organization.
- Agency is required to attend DFSS delegate agency meetings.

**GIP Staffing Requirements:** (Documents are required to be submitted with all other supplemental documents):

- **CPR/First Aid certified** – at least 1 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.
- **Resumes and Qualifications**- Provide resumes and qualifications for instructors/program staff, especially when in specialized program sub-categories (e.g. arts, technology, etc.).

**GIP Reporting and Cityspan Reporting Requirements:**

- Complete CDBG Intake Form for 100% youth participating in the CDBG youth program annually.
- Complete work plan and budget documents upon contract approval annually.
- Track CDBG program attendance weekly.
- Track CDBG events and workshops weekly.
- Record Employability Assessment scores for 100% of youth participants.

**GIP Community Collaboration Requirements:**

Refer youth to other agencies for additional/needed services.

PROGRAM AREA	INTERVENTION/PREVENTION
PROGRAM CATEGORY	GANG INTERVENTION/PREVENTION
PROGRAM ACTIVITY CATEGORIES	<ul style="list-style-type: none"> <li>▪ Employment assistance</li> <li>▪ Remedial/alternative education assistance</li> <li>▪ Group/individual counseling</li> <li>▪ Referrals for substance abuse services</li> <li>▪ Mentoring individual/families</li> <li>▪ Support services</li> <li>▪ Prevention education and training</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Social Intervention Activities</li> <li>▪ Mental Health Services</li> <li>▪ Restorative Justice</li> </ul> <p><i>If agency does not provide the above services, linkages should be made.</i></p>
PROGRAM GOAL/FOCUS AREA	<ul style="list-style-type: none"> <li>▪ Support youth in obtaining job readiness skills &amp; education services.</li> <li>▪ Refer youth to appropriate linkages (family/individual counseling/substance abuse/treatment)</li> <li>▪ Youth to provide opportunities for positive social values.</li> <li>▪ Reduce risk of violent behavior.</li> </ul>
WHEN	All Year
PROGRAM MODEL/DESIGN	<ul style="list-style-type: none"> <li>▪ 5 days/nights/weekends.</li> <li>▪ Provide case management and document appropriately youth served</li> </ul>
PROGRAM DELIVERABLES	<ul style="list-style-type: none"> <li>▪ Educational workshops</li> <li>▪ Peer lead workshops</li> <li>▪ Number of outreach sessions</li> <li>▪ Number of community projects</li> <li>▪ Number of referrals</li> <li>▪ Number of client/family assessments</li> <li>▪ Number of collaborations</li> <li>▪ Responding to community crisis when appropriate.</li> </ul>
PROGRAM OUTCOMES	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> </ol>

## PROGRAM: MENTORING

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### PROGRAM DESCRIPTION:

The goal of the Mentoring Program is to connect youth to trained, caring adults that provide guidance to youth to support their personal development. Mentoring is defined as the practice of coaching, guiding, and teaching the success strategies to help mentees achieve their life goals. A good mentor is a valuable asset and can provide a fresh perspective of looking at problems and situations; asks questions, listens and offers information, contacts, and support.

Delegate agencies must use an inter-generational approach to bond youth and adults for the provision/passing along of knowledge and experience in an organized and structured fashion. The agency must provide a safe, secure and stable relationship between an adult and child. Mentors must spend minimally two hours per interaction, at least twice per week.

### PROGRAM REQUIREMENTS:

#### Mentoring Program Design Requirements:

- Comprehensive use of multiple strategies to address critical needs in youth lives.
- Varied teaching methods/approaches to raise awareness and build skills.
- Programs are offered in sufficient dosage (attendance/participation) to produce and maintain desired effects.
- Theory driven, based on information and research.
- Promote positive relationships with peers and adults.
- Sociologically and culturally relevant, tailored to community and cultural norms.

#### Mentor Requirements:

- **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, as well as other personal in-depth issues of this nature. The mentee's interview could include information about their educational and career goals, interests and hobbies, and an assessment of reading and writing skills (if tutoring is involved).
- **Provide Appropriate Matching** - staff assesses the mentor and review possible matches. Once a young person is identified, all should meet and agree to the match, including the mentee's guardian if the relationship does not specify the nature and location of activities. All should sign a contract with program criteria and responsibilities described thoroughly.
- **Provide Appropriate Training** - activities should minimally include an orientation session that includes the developmental needs of youth. Additional training should include but not be limited to: effective communication skills, setting healthy boundaries and limits, cultural awareness, promote 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 to ensure compatibility between mentor and mentee.
- **Communicate Appropriately with the Mentee's Family** - all parent(s) or guardian(s) should be made aware of the child's involvement in the programs 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.



**Mentoring Scheduling Requirements:**

**Entire Year:** Mentoring agencies are required to function for a whole calendar year, which is also equivalent to the entire 2013 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 –** Mentor/Mentee interaction should be a minimum of two hours for each mentoring session at least twice a week.

**Mentoring Program Requirements/Measures/Deliverables:**

- 100% of program data will be entered into the Cityspan tracking system (for all required program components).
- 100% of participants will be assessed using the Employability Assessment.
- Agency will participate in the Youth Program Quality Intervention (YPQI) process, which includes completion of trainings (Basics and Methods) by the end of the 1<sup>st</sup> quarter of program, completion of Internal and External Assessment by the end of the 2<sup>nd</sup> quarter of program and develop a Program Improvement Plan (if needed).
- Agency is required to track and document outcomes for youth participating in their program.
- Agency is required to voucher monthly.
- Agency will be required to participate in two professional development sessions focusing on strategies for improving the financial management function of the organization.
- Agency is required to attend DFSS delegate agency meetings.

**Mentoring Staffing Requirements:** (Documents are required to be submitted with all other supplemental documents):

- **CPR/First Aid certified** – at least 1 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.
- **Resumes and Qualifications**- Provide resumes and qualifications for instructors/program staff, especially when in specialized program sub-categories (e.g. arts, technology, etc.).

**Mentoring Reporting and Cityspan Reporting Requirements:**

- Complete CDBG Intake Form for 100% youth participating in the CDBG youth program annually.
- Complete work plan and budget documents upon contract approval annually.
- Track CDBG program attendance weekly.
- Track CDBG events and workshops weekly.
- Record Employability Assessment scores for 100% of youth participants.

**Mentoring Community Collaboration Requirements:**

Refer youth to other agencies for additional/needed services.

<b>PROGRAM AREA:</b>	<b>MENTORING</b>
<b>PROGRAM CATEGORY:</b>	
PROGRAM ACTIVITY CATEGORIES:	<ul style="list-style-type: none"> <li>▪ Economic mentoring</li> <li>▪ Peer-to-Peer mentoring</li> <li>▪ Inter-generational mentoring (seniors to youth)</li> </ul>
PROGRAM GOAL/FOCUS AREA:	<ul style="list-style-type: none"> <li>▪ Provide positive youth/adult relationships through regular one-on-one interaction, guidance</li> </ul>
WHEN:	Specify: <ul style="list-style-type: none"> <li>▪ All year</li> </ul>
HOW:	<ul style="list-style-type: none"> <li>▪ One-on-one</li> </ul>

<b>PROGRAM AREA:</b>	<b>MENTORING</b>
<b>PROGRAM CATEGORY:</b>	
	<ul style="list-style-type: none"> <li>▪ Group (1:5 ratio)</li> </ul>
PROGRAM MODEL/DESIGN:	<ul style="list-style-type: none"> <li>▪ Case Management</li> <li>▪ One-on-one (adult to youth)</li> <li>▪ One-on-one (older youth to younger youth)</li> <li>▪ One group activity once a month (all mentors and all mentees)</li> <li>▪ Leverage funds to pay youth if you want to pay youth</li> </ul>
PROGRAM OUTCOMES:	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> <li>4. Participation of mentors and mentees</li> </ol>

## **PROGRAM: CHILD AND ADOLESCENT COUNSELING SERVICES (AT RISK YOUTH)**

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### **PROGRAM DESCRIPTION:**

The Child and Adolescent Counseling program will provide group and individual counseling. The goals of the Child and Adolescent Counseling Services Program Design are: continue to provide low- and moderate-income families and individuals with access to a wide range of services; to try to relieve youth of the symptoms that place them at odds with their environment and provide an integrated, coordinated system of needs/services and opportunities for young people in their out of school time.

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](http://www.idfpr.com)) A licensee must supervise those individuals that are license eligible.

Services must promote positive changes in cognition, behavior and emotional health. Services should enhance positive coping mechanisms. 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 individual providing the service. The licensed supervisor must sign documents completed by licensed-eligible individuals. In addition to counseling staff, programs can assign masters' leveled interns in the above- mentioned disciplines.

### **PROGRAM REQUIREMENTS:**

#### **Counseling 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.
- **Evaluation** - pre/post developmental assets (see addendum for list of developmental assets) test, interviews with participants, satisfaction surveys completed by participants, teachers, parents and referent, numbers of successfully closed cases, number of cases closed due to lack of contact, etc.

#### **Counseling Scheduling Requirements:**

Counseling 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 and does not include winter, spring or summer breaks but should include other non-school days.

**Counseling Program Requirements/Measures/Deliverables:**

- 100% of program data will be entered into the Cityspan tracking system (for all required program components).
- 100% of participants will be assessed using the Employability Assessment.
- Agency will participate in the Youth Program Quality Intervention (YPQI) process, which includes completion of trainings (Basics and Methods) by the end of the 1<sup>st</sup> quarter of program, completion of Internal and External Assessment by the end of the 2<sup>nd</sup> quarter of program, and develop a Program Improvement Plan (if needed).
- Agency is required to track and document outcomes for youth participating in their program.
- Agency is required to voucher monthly.
- Agency will be required to participate in two professional development sessions focusing on strategies for improving the financial management function of the organization.
- Agency is required to attend DFSS delegate agency meetings.

**Counseling Staffing Requirements:** (Documents are required to be submitted with all other supplemental documents):

- **CPR/First Aid certified** – at least 1 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.
- **Resumes and Qualifications**- Provide resumes and qualifications for instructors/program staff, especially when in specialized program sub-categories (e.g. arts, technology, etc.).
- Prior to provision of services, each counselor must submit a copy of their degrees and licenses.

**Counseling Reporting and Cityspan Reporting Requirements:**

- Complete CDBG Intake Form for 100% youth participating in the CDBG youth program annually.
- Complete work plan and budget documents upon contract approval annually.
- Track CDBG program attendance weekly.
- Track CDBG events and workshops weekly.
- Record Employability Assessment scores for 100% of youth participants.

**Counseling Community Collaboration Requirements:**

Refer youth to other agencies for additional/needed services.

<b>PROGRAM AREA:</b>	<b>COUNSELING</b>
<b>PROGRAM CATEGORY:</b>	<b>INDIVIDUAL GROUP FAMILY (OPTIONAL)</b>
<b>PROGRAM GOAL/FOCUS AREA:</b>	<ul style="list-style-type: none"> <li>▪ Program should be clinical, one-on-one; supervision by licensed clinical social worker, licensed LCSW, or LCPC or Psy.D</li> <li>▪ To offer counseling opportunities to youth that may not have this service in their neighborhood</li> <li>▪ Free counseling services</li> <li>▪ Reduce risk behaviors</li> <li>▪ Reduce emotional stress</li> </ul>
<b>WHEN:</b>	All year
<b>HOW/WHERE:</b>	<ul style="list-style-type: none"> <li>▪ School based</li> <li>▪ Home based</li> <li>▪ Office based</li> </ul>

<b>PROGRAM AREA:</b>	<b>COUNSELING</b>
<b>PROGRAM CATEGORY:</b>	<b>INDIVIDUAL GROUP FAMILY (OPTIONAL)</b>
<b>PROGRAM MODEL/DESIGN:</b>	<ul style="list-style-type: none"> <li>▪ Parent workshops (when possible, if model allows, sometimes not appropriate for parents to meet WITH youth, but could do workshops with them outside of meetings with youth)</li> <li>▪ Meet with each youth minimum of 1 hour with documentation of initial assessment</li> <li>▪ Create a case management plan for each youth</li> <li>▪ Document one time sessions that may not occur again in program year</li> </ul>
<b>PROGRAM OUTCOMES:</b>	<p>Agencies are required to track and document outcomes for youth participating in their program in the following areas:</p> <ol style="list-style-type: none"> <li>1. Academic improvement.</li> <li>2. Life skills improvement.</li> <li>3. Improving peer to peer interaction.</li> </ol>

**SELECTION CRITERIA:**

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/activities for the population identified and the extent to which the proposals meet the following:

**PROGRAM DESIGN REQUIREMENTS:**

- How does your program address the needs of youth in your community?
- Narrative adequately describes the proposed program.
- Includes a detailed schedule of activities, hours and days of operation and location of program activities.
- Includes a plan to evaluate the program.

**DEMONSTRATION OF ADMINISTRATIVE CAPACITY:**

- 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 seeking funding are included.

**DEMONSTRATION OF FISCAL SOUNDNESS:**

- 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 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 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, 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 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.
- 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:
  - Program co-located and having written linkage agreement with other social service programs.
  - Provision of services to un-served or underserved communities or populations.

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**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
DOMESTIC VIOLENCE PROGRAM**

**PROGRAM: FAMILY VIOLENCE PREVENTION INITIATIVE**

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**PROGRAM DESCRIPTION:**

The Family Violence Prevention Initiative funds community-based agencies to provide assistance and advocacy to persons who have been victims of domestic violence or abuse (physical, sexual, or emotional), including teens who have been victimized in an intimate relationship. Programs should provide services while strengthening the problem-solving capabilities and building self-sufficiency of victims.

**PROGRAM DESIGN:**

The five Program Models include:

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
5. Support Services for Economic Stability for Victims of Domestic Violence

**1. COUNSELING & CASE MANAGEMENT SERVICES 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. 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.
- Individual or group interaction between a trained domestic violence worker and a client or group of clients (including providing information, referral, support, guidance, education, problem solving, discussing options and related services).
- Client advocacy (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**

Applicants 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 (contact by a trained 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. Providing transportation or carfare to court.
- Individual or group interaction between a trained domestic violence worker and a client or group of clients (including providing information, referral, support, guidance, education, problem solving, discussing options and related services).

### **3. LEGAL SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE**

Applicants 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 intervention 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.
- Intervening with law enforcement personnel 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. 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 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.

### **5. SUPPORT SERVICES FOR ECONOMIC STABILITY 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. Services should include (but are not limited to):

- Individual case management and assessment to assist participants in reviewing personal circumstances, strengths, and options related to employment and/or educational improvement.
- Development of individual service plans for education to increase employability including enrollment in college, vocational or technical school, English as a Second Language classes, or GED classes.
- Individual or group education to address barriers and obstacles to employment; i.e. criminal history, substance abuse, childcare, transportation, housing, employment related immigration issues, time management, credit problems.
- Individual or group education on financial literacy; i.e. budget planning, credit management, banking and saving, purchasing a home or entering into a lease, using financial institutions, income tax credits, identifying all available sources of income including public benefits.
- Referrals to programs that increase job readiness provide job training, or job placement.
- Referrals to available legal resources such as dissolution of marriage, U-Visa, VAWA, etc.

#### **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 developing a service plan.
- The percentage of clients completing their service plan.
- The percentage of clients who 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 percentage of clients completing the necessary forms and going to court to obtain an Order of Protection
- The percentage of clients obtaining 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.

## **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.

## **5. SUPPORT SERVICES FOR ECONOMIC STABILITY FOR VICTIMS OF DOMESTIC VIOLENCE**

- The percentage of clients developing a service plan for achieving economic stability.
- The percentage of clients completing their service plan for achieving economic stability.
- The percentage of clients completing financial literacy education.
- The percentage of clients receiving referrals to child care, transportation or other services which address barriers to employment.
- The percentage of clients referred to educational institutions and follow up with these clients.
- The percentage of clients referred to job readiness or job placement programs and follow up with these clients.
- 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 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 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.
- 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 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 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.
- 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 (current or from 2012) with agencies such as 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.
  - e. curriculum to be used for Economic Stability instruction (for Economic Stability applicants only)

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Total 2012 funding:

Applications received for 2012: **57**

Programs funded for 2012: **40**

Range of funding: **\$15,000.00 - \$109,073.00**

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**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
HUMAN SERVICE DELIVERY**

**EMERGENCY FOOD BOX & SUPPLEMENTAL FOOD BOX PROGRAMS**

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**PROGRAM DESCRIPTION:**

The Department of Family and Support Services' (DFSS), Emergency Food Box and Supplemental Food Box Program provides emergency food boxes containing nutritious food to low-income families/individuals involved in a crisis or emergency situation. Emergency Food Boxes will be made available at all six DFSS Community Service Centers and Outstations. Supplemental Food Boxes will be made available to Outstations.

**PROGRAM DESIGN:**

DFSS serves a diverse population; therefore, food items must satisfy a variety of ethnic groups of all ages. Sensitivity to nutritional needs and dietary constraints due to age, allergies/medical conditions, veganism/vegetarianism and religious practices is necessary.

**Emergency Food Box**

- **Family Food Box** – provides a family of three to four people with non-perishable food items that can be prepared. Each box should contain enough provisions to last at least three days. Contents include non-perishable food items such as canned foods, pasta, rice, beans and crackers.
- **Single Food Box** – provides one person with non-perishable food items that can be prepared. Each box should contain enough provisions to last at least three days. Contents include non-perishable food items such as canned foods, pasta, rice, beans and crackers.

**Supplemental Food Box**

- **Supplemental Food Box** – provides fresh fruit and/or vegetables for a family of three or four to last at least three days or to last a single person six days. Contents include fresh fruits and/or vegetables such as bananas, apples, celery, carrots and lettuce.

**PROPOSED APPLICANTS:**

Applicants must demonstrate the ability to deliver the following services. Services should include (but are not limited to):

- Produce approximately 75,000 or more Emergency Food Boxes per year.
- Produce approximately 30,000 or more Supplemental Food Boxes per year.
- Distribute and deliver food boxes to the six DFSS Community Service Centers and a network of more than twenty (20) outstations located throughout the city.
- Provide additional food upon demand due to an emergency, natural disaster, or special request (Thanksgiving and other holiday observances).
- Space to store up to a three-month reserve.
- Maintain City of Chicago and Federal sanitation standards.
- Use and explain the use of donated foods and explain the disposition of unaccepted foods.
- Maintain adequate labor force to perform necessary tasks.
- Work closely with DFSS to redesign program if needed to respond to population shifts and any other changes.
- Respond to DFSS requests to produce food boxes for city-wide distribution.
- Develop daily, weekly or monthly reports that represent inventory, production and budget.
- Database/method to track distribution of all products.
- Maintain on file agreements with DFSS designated Outstations to distribute Emergency and/or Supplemental Food Boxes in accordance with DFSS guidelines.
- Monthly meetings with DFSS program staff.

**SELECTION CRITERIA:**

The following criteria will be reviewed:

- Cost effectiveness of program.
- Competitive pricing and leveraging of resources

- Applicant's past experience with large-scale distribution processes.
- 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.
- Sample contents of a Family Emergency Food Box – no constraints.
- Sample contents of a Family Emergency Food Box – with constraints.
- Sample contents of a Supplemental Food Box.
- Clear statement of the cost of one Single Emergency Food Box – no constraints.
- Clear statement of the cost of one Single Emergency Food Box – with constraints.
- Clear statement of the cost of one Family Emergency Food Box – no constraints.
- Clear statement of the cost of one Family Emergency Food Box – with dietary constraints.
- Clear statement of the cost of one Supplemental Food Box
- Capacity/ability to meet program performance goals.
- Other relevant experience.
- Also see the General Selection Criteria.

**PERFORMANCE GOALS:**

- Number of Emergency and Supplemental Food Boxes distributed.
- Outstation satisfaction with delivery and quality of food product received (as determined by surveys to Outstations).
- Timeliness of distribution of products to Centers and Outstations.

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Total 2012 funding:

Applications received for 2012: 1

Programs funded for 2012: 1

Range of funding for 2012: \$668,571

**CONTACT**

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**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
HUMAN SERVICE DELIVERY**

**PROGRAM: FOOD SUPPLY TO HOMELESS SHELTERS**

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**PROGRAM DESCRIPTION:**

The Food Supply to Shelters Program provides bulk quantities of food to approximately 60 homeless shelters as determined by the Department of Family and Support Services (DFSS).

**PROGRAM DESIGN:**

DFSS serves a diverse population; therefore, food items must satisfy a variety of ethnic groups of all ages. Food items include the following:

- Fresh fruit and vegetables
- Nonperishable food items in bulk
- Other requirements as specified by DFSS.

**PROPOSED APPLICANTS:**

Applicants must demonstrate the ability to deliver the following services. Services should include (but are not limited to):

- Distribute and/or deliver fresh fruit and vegetables to shelters located throughout the city.
- Ability to properly store and handle food.
- Staff is qualified as food handlers.
- Conduct site visits to ensure the sanitary storage condition for food 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 adequate labor force to perform necessary tasks.
- Develop daily, weekly or monthly reports that represent inventory, production and budget.
- Database/method to track distribution of all products.
- Maintain on file agreements with DFSS designated Shelters to distribute Food Supply to Shelters (fresh fruits and vegetables) with DFSS guidelines.
- Meet monthly with DFSS program staff.
- Maintain an effective and efficient method to monitor agencies utilizing services.

**SELECTION CRITERIA:**

The following criteria will be reviewed:

- Cost effectiveness of program.
- Competitive pricing and leveraging of resources.
- Applicant's past experience with large-scale distribution processes.
- Knowledge of population served particularly in terms of nutritional needs.
- Adequacy and accessibility of facilities and equipment.
- Ability to demonstrate quality control over programs and products.
- Capacity/ability to meet program performance goals.
- Willingness to distribute within a geographic area designated by the department.
- Clear statement of the number of distributions and the pounds of food to be distributed by the funds sought.
- Other relevant experience.
- Also see the General Selection Criteria.

**PERFORMANCE GOALS:**

Programmatic success will be determined by but not limited to the following measures:

- 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 product received (as determined by periodic surveys to shelters).

- Timeliness of distribution of products to shelters.

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Total 2012 funding:

Applications received for 2012: 2

Programs funded for 2012: 1

Range of Funding for 2012 funding: \$284,369

**CONTACT**

Joel Mitchell, Deputy Commissioner: (312) 743-1524 [www.cityofchicago.org/fss](http://www.cityofchicago.org/fss)

## DEPARTMENT OF FAMILY AND SUPPORT SERVICES - WORKFORCE SERVICES

### Overview of DFSS' Workforce Services

The Department of Family and Support Services (DFSS), helps Chicago residents access job readiness services, career counseling, job placement assistance, vocational skills training, and other workforce programs. The goal of these programs and 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 of residents.

The current economic challenges and high unemployment rate facing the city necessitate changes in the design of Chicago's workforce delivery system. As a result DFSS envisions funding programs that:

1. Target high need populations such as persons who are homeless, persons with prior felony backgrounds, persons with limited English proficiency and persons who are low income and have low skills;
2. Represent a balanced geographic distribution of locations throughout the City of Chicago;
3. Leverage resources;
4. Link to the larger Workforce Investment Act (WIA) funded system; and
5. Provide comprehensive quality services to Chicago job seekers.

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.

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. In 2012, the city of Chicago and County of Cook are in the process of a county-wide consolidation of WIA funded programs with the goal of developing regional strategies to leverage resources that result in better service to residents and businesses.

DFSS' funded programs will supplement the WIA-funded programs by focusing on high-need populations. As the consolidation progresses, DFSS will provide guidance on system coordination opportunities to agencies within our network.

This application includes the following three program designs:

1. Employment Preparation and Placement
2. Customized Industry-Specific Training and Placement Services
3. Transitional Jobs Programs

Funding for these three programs comes from three primary sources: City corporate dollars, including funds targeting Prisoner Re-Entry Services; federal Community Development Block Grant (CDBG) funds; and federal Community Service Block Grant (CSBG). Each of these 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 delegates through the regulations and requirements of each funding source. Despite the differences in the 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.

**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**PROGRAM: EMPLOYMENT PREPARATION AND PLACEMENT**

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**PROGRAM DESCRIPTION:**

The goal of the program is to provide employment preparation and placement services tailored to the needs of high need populations such as persons who are homeless, persons with prior felony convictions, persons with limited English proficiency and persons who are both low income and have low 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 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 DESIGN:**

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

- 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 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 retaining individuals in 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 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.

**SELECTION 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 respondent's capacity and experience in serving the target population.
- The respondent's prior experience in managing CDBG programs 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. Respondents 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 possess 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.*

**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:

- Screening and assessment
- Employment counseling
- Successful Completion of Job Readiness Training
- Credentials Earned
- Enrollment into Advanced Training
- Job placement in permanent full time employment
- Job retention at 30, 90 and 180 days

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

This is a new program design.

Anticipated Funding Range: \$75,000- \$175,000

**Agencies should submit ONLY one application for this program design**

**CONTACT:**

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## DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### PROGRAM: CUSTOMIZED INDUSTRY SPECIFIC TRAINING AND PLACEMENT SERVICES

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#### PROGRAM DESCRIPTION:

In an effort to increase responsiveness to Chicago's businesses, the Department of Family and Support Services (DFSS) is providing customized 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, and 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 and must 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 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 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.

#### PROGRAM DESIGN:

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

- 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, i.e., Certified Nursing Assistant (CNA) 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 employer 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, 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 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.

#### **SELECTION 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, participation in curriculum development, documented intention to hire, and past performance placing participants).
- The applicant's ability to properly manage the program and to meet programmatic and fiscal objectives.
- 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. The likelihood for achieving the proposed outcomes as well as the cost efficiency of each outcome. Respondents 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 possess 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.*

#### **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:

- Screening and Assessment
- Employment Counseling

- Successful completion of Job Readiness Training
- Successful completion of Industry-Specific Skills Training
- Credentials Earned
- Placement in permanent full-time employment or advanced training
- Job Retention at 30, 90 and 180 days

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Number of Applications Received: 24

Number of Applications Funded: 14

Anticipated Range of Funding for 2012: \$75,000 - \$175,000

**Agencies should ONLY submit one application for this program design.**

**CONTACT:**

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## DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### PROGRAM: TRANSITIONAL JOBS PROGRAM

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#### **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. DFSS is funding programs that specifically target high need populations such as persons who are homeless, persons with prior felony convictions, persons who have limited English proficiency and persons who are both low income and low skilled.

**Note: TJ programs currently funded through the City of Chicago's corporate funds for prisoner reentry will be funded through this solicitation.**

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 DESIGN:**

**The application must include the following information. Please address each item in the indicated 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.

#### SELECTION 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 of administering a transitional jobs program. This includes the extent to which the proposal documents the organization's fiscal and administrative capacity. Applicants must include a description of the organizations' fiscal and administrative capacity including insurance coverage, payroll schedule (i.e., weekly, bi-weekly, timekeeping 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 placements
- The extent to which the program links 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. Respondents 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.

- Demonstrate applicant's capacity to properly manage the program and meet programmatic and fiscal objectives.
- The extent to which the proposed staff possess 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.

**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.

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Number of Applications Received: 19

Number of Applications Funded: 7

**Range of Funding:** \$150,000-\$200,000

**Agencies should submit ONLY one application for this program design.**

**CONTACT:** Christopher Mendoza, Project Coordinator: (312) 746-8853

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**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT  
PROGRAM: HOUSING TECHNICAL ASSISTANCE AND SUPPORT (HTAS)**

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**PROGRAM DESCRIPTION:**

The Department of Housing and Economic Development (“HED”) Housing Technical Assistance Support (“HTAS”) programs provide constituents with resources to remain, locate 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 HED Housing Technical Assistance and Support objectives:

1. One-on-one counseling and workshops for current homeowners, prospective homebuyers and homeowners facing or in foreclosure;
2. Minor repairs and accessibility related improvements for seniors; and
3. Housing services technical assistance within specified communities and/or citywide.

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

**CATEGORY 1: HOMEOWNERSHIP COUNSELING SERVICES (HCS)**

**PROGRAM DESIGN:**

Agencies must be a current HUD-approved Housing Counseling Agency in good standing to participate in this category. Eligible agencies shall provide the following services:

1. A minimum of six (6) hours pre-purchase education workshop(s) on topics such as: budget, credit, affordability, down payment assistance, mortgage options, subprime lending and the home buying and closing process; also including HED affordable purchase programs and one (1) to two (2) hours of individual pre-purchase evaluation
2. Post-purchase one-on-one counseling and/or workshops on topics such as: refinancing options, mortgage analysis, tax exemptions, home maintenance programs and awareness of predatory lending.
3. Foreclosure prevention counseling and workshops on topics such as: foreclosure laws and timelines, loss-mitigation options, negotiating work-out options and assist homeowners to make informed lending choices.

**CATEGORY 2: SMALL ACCESSIBLE REPAIRS FOR SENIORS (SARFS)**

**PROGRAM DESIGN:**

Work specifications approved under this category should solely relate to (1) accessibility-related improvements, and (2) 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:**

- The installation of ramps for the purpose of increased accessibility
- Repair and/or retro-fitting of the bathroom and water closet for the purpose of increased accessibility
- Repair and/or retro-fitting of the kitchen for the purpose of increased accessibility
- Installation and/or repair of assistive devices for the purpose of increased accessibility
- Miscellaneous small-scale modifications for the purpose of increased accessibility.
- 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.



### **CATEGORY 3: HOUSING SERVICES TECHNICAL ASSISTANCE**

#### **PROGRAM DESIGN:**

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

#### **Technical Assistance – Citywide (TACIT):**

Grant applications in this category will be **citywide in focus**. 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 and single family 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.
- 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.

#### **Technical Assistance – Community (TACOM):**

Grant applications in this category will be **community focused**. 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 home care 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: CATEGORY-SPECIFIC**

### **Category 1: Homeownership Counseling Services**

1. Current HUD approval for the agency as a Housing Counseling Agency
2. A comprehensive six hour pre-purchase counseling curriculum and trained counseling staff
3. Application should identify trained foreclosure prevention counseling staff and present a time management process with timelines for responding to homeowners.
4. Ability to track **and report** outcomes of services, such as list of ready buyers, mortgages secured and homes purchased, outcomes of foreclosure prevention.

### **Category 2: Small Accessible Repairs for Seniors:**

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.

### **Category 3: Housing Services Technical Assistance**

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.

## **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 required format
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 as one hard copy and in digital format by 4:30pm CST Wednesday June 6, 2012. Hard copy submissions should be delivered to: HED Housing, 121 N. LaSalle Room 1000, Chicago, IL 60602 Attn: Leona Barth. Label envelope with Agency name and specific Program to which the supplemental documentation pertains. Digital submissions should be emailed to: [HED2013Housing@cityofchicago.org](mailto:HED2013Housing@cityofchicago.org).

1. Copy of HUD Certification (for Housing Counseling Services).
2. Proposed 2012 Cost Allocation Plan for all of the agency's costs and anticipated revenue sources showing how the agency proposes to allocate the requested 2012 award.
3. 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 2010-2013.
4. Agency's Funding Diversification Plan that explains how the agency will find other funding sources.
5. Current Certificate of Good Standing from the Secretary of State.
6. Board governance policies (if available)

For a) agencies that are **not** currently 2012 delegates or b) 2012 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 2011 Cost Allocation Plan
6. IRS Not-For-Profit designation
7. Agency's Strategic Plan (if available)

**PRIOR YEAR STATISTICS FOR THESE PROGRAMS:**

**NUMBER OF AGENCIES FUNDED: 78**  
**RANGES OF AWARDS: \$15,000 - \$241,308**

CONTACT: Leona Barth, Program Supervisor, Homeownership Center, Housing Bureau, HED

Phone: CDGA at 312-744-0358 for assistance

Email: [Leona.Barth@cityofchicago.org](mailto:Leona.Barth@cityofchicago.org) Visit HED at: [www.cityofchicago.org/HED](http://www.cityofchicago.org/HED)

**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT (HED)  
PROGRAM: COMMERCIAL SUPPORT SERVICES (CSS)**

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**PROGRAM DESCRIPTION**

HED's Commercial Support Services (CSS) program provides funding to not for profit organizations to serve as either place-based or sector-based delegate agencies that assist HED in fulfilling the City's economic development objectives within the City of Chicago. For 2013, HED is seeking proposals for Business Development projects.

**PROGRAM DESIGN**

Place-based CSS project activity should include:

- Contact with businesses;
- Consultations and ongoing support to businesses;
- Educational events for businesses;
- A list of available real estate; and
- When applicable, marketing tif programs and redevelopment sites in tif areas to prospective businesses, developers and investors.

Sector-based CSS project activity should include:

- Contact with businesses;
- Consultations and ongoing support to businesses;
- Educational/outreach materials and events about the sector; and
- Coordination of sector specialization with agencies doing place-based CSS projects.

CSS project results should include:

- Increased businesses opened, expanded and retained;
- Increased jobs created and retained;
- Increased public and private funds invested; and
- Increased cases of businesses getting solutions to their issues.

**PERFORMANCE MEASUREMENT**

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

- Work plan fulfillment and contract compliance;
- Timeliness and quality of reporting;
- 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**

Applications will be evaluated based on the following criteria:

The applicant's existing capacity based on:

1. Staff assigned to the CSS project
2. The Board of Directors composition/structure
3. The agency's experience with economic development projects
4. CSS 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

Strength of the applicant's project proposal based on:

1. Responsiveness to the CSS Program expectations

2. Responsiveness to the CDGA Application, including both timeliness, quality and completeness
3. Justification for the project, including constituent need and relevance of the applicant to fulfill the need

## **SUPPLEMENTAL DOCUMENTATION**

### **HED Supplemental Documentation for CSS Applications**

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

1. **Proposed 2013 CSS Work Plan** using HED's template and submitted in Excel format only.
2. **Profiles** submitted in Excel format only:
  - a. **District or Sector Profile:** its character, trends, assets, challenges, number of businesses, and improvements/declines over time (max. 150 words)
  - b. **Agency Profile:** year chartered, year started as a CSS delegate, mission, and major accomplishments (max. 150 words)
  - c. **District or Sector Strategy:** 2013 issues your agency will target, your approach to address them and expected results, and changes in strategy if any over the years (max. 150 words)
3. **2013 Cost Allocation Plan** showing the proposed CSS funding and all other fund sources/allocations.
4. **Fiscal pie charts for 2011, 2012, and 2013** showing the applicant's aggregate City funding as a percentage of the agency's overall fund sources.
5. **Current Certificate of Good Standing** from the Secretary of State for the agency's charter.
6. **Membership Profile** for member-based agencies for 2011, 2012 and 2013 listing:
  - a. Total number of businesses in agency's service area or sector; and
  - b. Target and actual number of members in agency's service area or sector in Chicago.

Submissions for agencies that are not currently a CSS delegate or are 2012 CSS delegates with changes to any of the following:

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 CSS project
4. Agency's total service boundary and the proposed program boundary for CSS contract activities
5. Agency's Fiscal Policies & Procedures Manual and Employee Handbook
6. Agency's 2012 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 **4:30pm CST Wednesday, June 6, 2012** to [HEDDelegate@cityofchicago.org](mailto:HEDDelegate@cityofchicago.org). A hard copy is not needed.

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**

2013 funding may be based on a funding formula using a combination of base and index-based awards. Base awards may start at approximately \$15,000. Index-based awards may be determined on a case by case basis.

## **CONTACT**

Gina M. Caruso, Assistant Commissioner, Economic Development Bureau, HED  
Email: [gina.caruso@cityofchicago.org](mailto:gina.caruso@cityofchicago.org) Visit HED at: [www.cityofchicago.org/HED](http://www.cityofchicago.org/HED) CDGA PH 312-744-0358

**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT (HED)  
PROGRAM: LOCAL INDUSTRIAL RETENTION INITIATIVE (LIRI)**

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**PROGRAM DESCRIPTION**

HED's Local Industrial Retention Initiative (LIRI) program provides funding to not for profit organizations to serve as either place-based or sector-based delegate agencies that assist HED in fulfilling the City's economic development objectives within the City of Chicago. LIRI projects will focus on the City's 24 Industrial Corridors or within a targeted industry sector. For 2013, HED is seeking proposals for Business Development projects.

**PROGRAM DESIGN**

Place-based LIRI project activity should include:

- Contact with businesses;
- Consultations and ongoing support to businesses;
- Educational events for businesses;
- Lists of businesses and available real estate;
- When applicable, marketing TIF programs and redevelopment sites in TIF areas to prospective businesses, developers and investors.

Sector-based LIRI project activity should include:

- Contact with businesses;
- Consultations and ongoing support to businesses;
- Educational/outreach materials and events about the sector;
- Coordination of sector specialization with agencies doing place-based LIRI projects.

All LIRI project results should include:

- Increased businesses opened, expanded and retained;
- Increased jobs created and retained;
- Increased public and private funds invested;
- Increased cases 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**

Applications will be evaluated based on the following criteria:

The applicant's existing capacity based on:

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

Strength of the applicant's project proposal based on:

1. Responsiveness to the LIRI Program expectations
2. Responsiveness to the CDGA Application, including both timeliness, quality and completeness
3. Justification for the project, including constituent 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. Templates are available at [www.cityofchicago.org/HED](http://www.cityofchicago.org/HED).

1. **Proposed 2013 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:** its character, trends, assets, challenges, number of businesses, and improvements/declines over time (max. 150 words).
  - b. **Agency Profile:** year chartered, year started as a LIRI delegate, mission, and major accomplishments (max. 150 words).
  - c. **District or Sector Strategy:** 2013 issues your agency will target, your approach to address them and expected results, and changes in strategy if any over the years (max. 150 words).
3. **2013 Cost Allocation Plan** showing the proposed LIRI funding and all other fund sources/allocations.
4. **Fiscal pie charts for 2011, 2012, and 2013** showing the applicant's aggregate City funding as a percentage of the agency's overall fund sources.
5. **Current Certificate of Good Standing** from the Secretary of State for the agency's charter.
6. **Membership Profile** for member-based agencies for 2011, 2012 and 2013 listing:
  - a. total number of businesses in agency's service area or sector; and
  - b. target and actual number of members in agency's service area or sector in Chicago.

Submissions for agencies that are not currently a LIRI delegate or are 2012 LIRI delegates with changes to any of the following:

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 2012 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 **4:30pm CST Wednesday, June 6, 2012** to [HEDDelegate@cityofchicago.org](mailto:HEDDelegate@cityofchicago.org). A hard copy is not needed.

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

2013 funding may be based on a funding formula using a combination of base and index-based awards. Base awards may start at approximately \$15,000. Index-based awards may be determined on a case by case basis.

### CONTACT

Nora L. Curry, Financial Planning Analyst, Economic Development Bureau, HED  
Email: [Nora.Curry@cityofchicago.org](mailto:Nora.Curry@cityofchicago.org) Visit HED at: [www.cityofchicago.org/HED](http://www.cityofchicago.org/HED) CDGA PH 312-744-0358

**DEPARTMENT OF PUBLIC HEALTH**  
**PROGRAM: HIV/AIDS HOUSING PROGRAM**

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**PROGRAM DESCRIPTION:**

The HIV/AIDS Housing program funds community-based organizations that 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. The residential housing services include affordable housing and supportive services.

**PROGRAM GOAL:**

The program goals: that assisted households are able to maintain a stable living environment in housing that is safe, decent, and sanitary; to reduce risk of homelessness; and to improve access to HIV/AIDS treatment and other healthcare related services.

**Program Design:**

Eligible applicants must currently have an established residential housing program and demonstrate the ability to address the following program components:

- 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.

**Selection Criteria:**

- 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:	5
Range of Funding:	\$40,500 - \$107,396
Total Available Funding:	\$315,296

**CONTACT(s):**

Evelyn Vazquez, MS  
Director of HIV Housing  
Department of Public Health  
STI/HIV Division  
312-747-8853  
evelyn.vazquez@cityofchicago.org

Marc Sellers, BS  
Public Health Administrator III Chicago  
Chicago Department of Public Health  
STI/HIV Division  
312-747-5851  
marc.sellers@cityofchicago.org



**DEPARTMENT OF PUBLIC HEALTH**  
**PROGRAM: PRIMARY HEALTH CARE FOR THE HOMELESS PROJECT**

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**PROGRAM DESCRIPTION:**

The Primary Health Care for the Homeless Project provides funding for agencies operating community-based programs that offer health care, social services and advocacy to individuals and families impacted by homelessness. Eligible activities for funding should include direct health services, immunizations, case management, follow-up, and health education directed toward improving the health of individuals and families impacted by homelessness. The targeted population is homeless adults with or without infants and children.

**PROGRAM GOAL:**

Provide primary health care, health education, social services, case management, resources and referrals to address the needs of the high risk and homeless population.

**PROGRAM DESIGN:**

Successful applicants will demonstrate the ability to address the following program components:

- Provision of health care services to the high risk, underserved, homeless population, including:
  - Recruitment, such as street outreach and case-finding.
  - Primary health care
  - Preventive health services and education
  - Medical case management and follow-up
  - Counseling services and follow-up
- Participant access to additional services either within or outside the agency, including details of collaboration/linkage/memorandum 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.
- Strategy and 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.
- Documentation of health education sessions.

**PERFORMANCE MEASURES:**

Measures must be documented to show success and effective 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 not limited to:

- The number of adults and infants/children receiving medical and social services (Unduplicated).
- The number and percentage of successful linkages made for substance abuse, mental health assistance, housing, ongoing healthcare.
- 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:**

- 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 & Resumes MUST be included**).
- Demonstration of how program effectiveness will be evaluated.
  - 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  
Total Funding: \$79,753  
Range of funding: \$32,633 - \$47,120

**CONTACT:**

April Watkins, Public Health Administrator III, (312) 745-1309  
**[April.Watkins@cityofchicago.org](mailto:April.Watkins@cityofchicago.org)**

## DEPARTMENT OF PUBLIC HEALTH

### PROGRAM: HIGH RISK PRIMARY HEALTH CARE – HIV PREVENTION

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#### PROGRAM DESCRIPTION:

CDBG 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. CDPH is accepting applications for fiscal year 2012 for grants to enhance and expand HIV prevention services to these populations who engage in high-risk behaviors.

#### PROGRAM GOAL:

The mission of CDPH STI/HIV/AIDS Division is to work in partnership with the community to use the best public health practices for the prevention and treatment of STIs and HIV to promote the highest quality services for the health and well-being of those living with and impacted by STIs, HIV and AIDS. The ultimate goal is to reduce new HIV infections in Chicago.

CDPH is making these funds available to support this mission and to respond to the HIV Prevention Planning Group's (HPPG) current HIV prevention priorities. Further, CDPH intends these funds to be directly aligned with the National HIV/AIDS Strategy (NHAS) to reduce new infections, increase access to care, improve health outcomes for people living with HIV, and promote health equity. These goals will be achieved by increasing HIV testing, refer and link HIV positive persons to medical care and other essential services, and increasing program monitoring and accountability. This application is also consistent with CDC's HIV prevention priorities, NHAS and CDPH's *Healthy Chicago*. HIV Counseling, Testing, and Referral Services (HIVCTR), Linkage to Care, Hepatitis and STI integration are required activities in all proposed projects.

#### PROGRAM DESIGN:

All applicants apply through a competitive request for proposal process. All successful applicants must describe their ability to provide HIV prevention services in response to the needs of these high-risk populations by addressing the following program components:

- Organization's history and experience including proof agency has at least three years' experience providing HIV prevention services.
- Organization's ability to provide cultural 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, & Referral Services and Hepatitis integration.
- A work plan with measurable objectives and expected outcomes.
- A detailed budget with justification.
- Ability to implement the Program Evaluation and Monitoring System (PEMS) as outlined by CDC.
- Required City of Chicago documentation.

#### PERFORMANCE MEASURES:

- 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 Assistant Commissioner of the CDPH STI/HIV/AIDS Division. Final funding decisions are made by the Assistant Commissioner and Commissioner of Public Health.

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

**EVALUATION CRITERIA:**

Applications will be evaluated on adherence to the guidelines and responsiveness set forth in this RFP, including:

- 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

**CONTACT:**

David Amarathithada, MPH  
Director of HIV Prevention  
Chicago Department of Public Health, HIV/AIDS Division  
333 S. State Street, Room 200, Chicago, IL 60604  
Phone: (312) 747-9665  
Fax: (312) 747-9663  
Email: David.Amarathithada@cityofchicago.org

**DEPARTMENT OF PUBLIC HEALTH  
PROGRAM: FAMILY VIOLENCE PREVENTION INITIATIVE**

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**PROGRAM DESCRIPTION:**

From a public health perspective, family violence has a far reaching effect on individuals, families, neighborhoods and our broader society. It can contribute to homelessness as well as impact the healthy 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 the child's ability to form future healthy relationships without violence. Family violence affects a community's overall quality of life and sense of safety.

The Department of Public Health is committed to providing assistance to communities through its Community Development Block Grant (CDBG) Family Violence Prevention Initiative (FVPI). The goal of the program is to promote domestic respect and prevent family violence. This CDBG Initiative provides funding opportunities to agencies operating either community-based parenting skills or substance abuse prevention programs. Agencies can apply for this funding through one of these two channels; 1) parenting programs or 2) substance abuse prevention programs. 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.

**PROGRAM GOAL:**

To prevent family violence and promote domestic respect by providing funding to community-based agencies committed to incorporating family violence and childhood exposure to family violence prevention education and services into their existing parenting skills or substance abuse prevention programs.

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

- 1) Parenting Skills **OR**
- 2) Substance Abuse Prevention

**PROPOSAL APPLICATION FOR PARENTING SKILLS**

Complete an on-line application process composed of three parts and a section of required forms.

**PART I: APPLICANT INFORMATION**

**PART II: PROPOSAL DESCRIPTION**

- A)** Provide a brief narrative summary of the proposed project including; its scope, problems addressed and results anticipated. As you describe your project, be sure to include how you will address the required core elements:
- 1) **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
  - 2) **Childhood exposure to violence-** effects of exposure to violence, symptoms and response strategies
  - 3) **Child development-** as it relates to abuse; promotion of self-esteem
  - 4) **Positive discipline** strategies, observation of parent child interactions; stress management for parents; problem solving and conflict resolution capacity building
  - 5) **The identification and referral of community prevention resources** for family violence and childhood exposure to family violence; screening for domestic violence and childhood exposure to violence(screening questions provided by the Chicago Department of Public Health); written

linkages with qualified agencies or related programs within the applicant agency to address a range of preventive and social support services, including the needs of children identified as having been exposed to violence.

- B) Describe the project's prior accomplishments as well as identify the year the program began operation. If the program is new, describe relevant prior activities and accomplishments of your organization to demonstrate its program track record.
- C) Identify financial, physical and human resources in the community that you are/will be able to leverage for your proposed program.
- D) 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 some other approach.

**PIAD MODELS:** PIAD stands for Problem, Intervention, Activity and Deliverable. It forms the basis for your work plan. Provide a summary of the proposed project using the Problem/ Intervention/Activity/ Deliverable (PIAD) Model.

### **PART III: MONITORING AND EVALUATION**

Describe the methods your agency will employ to evaluate the project's progress and record project accomplishments. Please note that the following performance measures will apply to all funded Parenting Skills programs. Programs must provide documentation to demonstrate success and effective programming.

#### **Performance Measures for Parenting Skills Programs:**

Program achievement evidence:

- 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 listed in the delegate agency agreement (scope of services/work program and deliverables)
- The total number of unduplicated participants
- Annual Totals anticipated with Quarterly Plan 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

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### **PROPOSAL APPLICATION FOR SUBSTANCE ABUSE PREVENTION PROGRAM**

You will complete an on-line application process composed of three parts and a section of required forms.

#### **PART I: APPLICANT INFORMATION**

#### **PART II: PROPOSAL DESCRIPTION**

- A) Provide a brief narrative summary of the proposed project including; its scope, problems addressed and results anticipated. As you describe your project, be sure to include how you will address the required core elements:
  - 1) **Evidence-informed education on the effects of family violence** on the individual, family and community
  - 2) **How family violence relates to and intersects with the issue of substance abuse**

- 3) **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.
- B)** Describe the project's prior accomplishments as well as identify the year the program began operation. If the program is new, describe relevant prior activities and accomplishments of your organization to demonstrate its program track record.
- C)** Identify financial, physical and human resources in the community that you are/will be able to leverage for your proposed program.
- D)** 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 some other approach.

**PIAD MODELS:** PIAD stands for Problem, Intervention, Activity and Deliverable. It forms the basis for your work plan. Provide a summary of the proposed project using the Problem/Intervention/Activity/Deliverable (PIAD) Model.

### **PART III: MONITORING AND EVALUATION**

In this section describe the methods your agency will employ to evaluate the project's progress and record project accomplishments. Programs must provide documentation to demonstrate success and effective programming.

**Successful Substance Abuse Prevention Applicants** will demonstrate the ability to address a minimum of five of nine program components:

1. The understanding of family violence- definitions, warning signs, identification of local resources and prevention strategies.
2. The development of evidence-based substance abuse and family violence prevention programming.
3. Age appropriate substance abuse and family violence prevention education.
4. The development of multi-focused primary prevention strategies that include input from participants.
5. Opportunities for youth activities that promote resiliency and healthy substance and violence free relationships.
6. Family oriented substance abuse and violence prevention programming.
7. Participation in community coalitions and other collaborations organized to prevent substance abuse and family violence.
8. Compliance with required reporting.
9. Written linkage agreements with qualified agencies or related programs within the applicant agency to address the needs of children identified as having been exposed to family violence and/or in need of substance abuse treatment.

### **Performance Measures for Substance Abuse Prevention Programs**

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

Program achievement evidence:

- Description of evidence-informed program components
- Description of the evaluation plan
- Samples of data collection instruments (Must be included with other supplemental documentation)
- Performance goals for each activity listed in the delegate agency agreement (scope of services/work program and deliverables.

- The total number of unduplicated participants
- Annual Totals anticipated with Quarterly Plan projections
- Compliance with required reporting
- Demonstrated knowledge of appropriate program skills via Pre and Posttests
- Number and percentage of referrals made for intervention services for family violence, dating violence, childhood exposure to family violence

**SELECTION CRITERIA FOR BOTH PARENTING AND SUBSTANCE ABUSE PREVENTION PROGRAMS**

Successful candidates will 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:**

Total Funding:           \$276,373  
 Agencies Funded:        8  
 Range of Funding:       \$27,665 - \$41,604

**CONTACTS:**

Family Violence Prevention through Parenting Skills  
 April Watkins, Public Health Administrator III: (312) 745-1309

Family Violence Prevention through Substance Abuse Prevention  
 Arnedo Hamilton, Public Health Administrator III: (312) 747-9756

**SPECIAL NOTE:** Agencies applying for a Family Violence Prevention Initiative grant from the Department of Public Health can submit their proposal under ONE of two categories:

- 1). Parenting Skills
- 2). Substance Abuse Prevention

*Please specify on the cover page whether you are applying to the Department of Public Health for the Family Violence Prevention Initiative through Parenting Skills or through Substance Abuse Prevention.*



## MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES (MOPD)

### PROGRAM: INDEPENDENT LIVING PROGRAM (ILP)

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#### 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 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' care givers (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.
- Maintain an up-to date computerized database with client and service delivery demographics.
- Must use the City's Client Database System once it becomes available. 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 who 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 level 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 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.
- 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.
- Also see the General Selection Criteria, and Specific Criteria in the Supplemental MOPD Funding Proposal form.

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Agencies funded:	1
Applications received:	3
Range of Funding:	\$293,500
Total Program Budget:	\$293,500

**CONTACT:**

Deidre James, Program Director: (312) 746-5768 / (312) 744-6673 (voice) / (312) 744-7833 (TTY)  
Kimberly A. Taylor, Deputy Commissioner: (312) 746-5701 / (312) 746-5711 (TTY)  
[www.cityofchicago.org/Disabilities/](http://www.cityofchicago.org/Disabilities/)

## MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES (MOPD)

### PROGRAM: HOMEMOD

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#### **PROGRAM DESCRIPTION:**

The Home Mod 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 2009 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.

#### **PROGRAM PROCESS:**

- After a preliminary screening has been conducted of the clients' application and the household has passed all necessary clearances applicants 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 Home Mod program.
- The outcome of the assessments will be forwarded to MOPD. The clients determined eligible for the Home Mod program by MOPD will be referred to the Home Mod program service provider by the Home Mod 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.

#### **DIRECT AND INDIRECT PROGRAM BENEFITS:**

- 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.

#### **CLEARANCES THAT ARE SOUGHT:**

- 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: The Mayor's Office for People with Disabilities 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 Home Mod 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.
- 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 Home Mod Coordinator at the telephone number listed below.
- 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 Respondent must demonstrate expertise by successfully completing the design exercises of the Supplemental Application.
- Responsiveness to this RFP
- 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.
- Also see the General Selection Criteria and Specific Criteria in the Supplemental MOPD Funding Proposal form.

**PRIOR YEAR STATISTICS FOR THIS PROGRAM:**

Agencies Funded: 3  
Applications received: 3 complete  
Range of Funding: \$100,000 - \$482,000  
Total Program amount: \$732,000 (\$332,000 from CDBG 2012, \$ 400,000 other sources)

**CONTACT:**

Mark Nobriga, Coordinator of Special Projects: (312) 743-1523 (voice) / (312) 744-7833 (TTY)  
Kimberly A. Taylor, Deputy Commissioner: (312) 746-5701 (voice) / (312) 746-5711 (TTY)

**MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES (MOPD)**  
**PROGRAM: PERSONAL ASSISTANCE/HOMEMAKER SERVICES**

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**PROGRAM DESCRIPTION:**

Provides Personal Assistance/Homemaker services to Chicago residents with disabilities. 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. This program offers services to people with disabilities who require such assistance to either maintain or secure employment. Additionally, heavy duty homemaker services are 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.
- Maintain an up-to-date computerized client database of all MOPD clients.
- Must be willing and equipped to use the City's Enterprise Case Management Client Database System.
- 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.
- *Also see General Selection Criteria on Page vii and Specific Selection Criteria in the supplemental MOPD Funding Proposal form.*

## **PRIOR YEAR STATISTICS**

Agencies funded: 2  
Applications received: 3  
Range of Funding: \$150,000 to \$162,558  
Total Program: \$312,558

## **CONTACT**

Deidre James, Program Director

Kimberly A. Taylor, Deputy Commissioner [www.cityofchicago.org/Disabilities](http://www.cityofchicago.org/Disabilities)

## **DEPARTMENTAL CONTACT INFORMATION**

### **Mayor's Office for People with Disabilities**

Kimberly A. Taylor, Deputy Commissioner  
2102 W. Ogden  
Chicago, IL 60612  
312-746-5701 TTY: 744-5711

FOR GENERAL INFORMATION CONCERNING  
THE CDGA APPLICATION PROCESS Office of  
Budget and Management  
312-744-0358



**OFFICE OF BUDGET AND MANAGEMENT**  
**EARNED INCOME TAX CREDIT (EITC) ORGANIZATION SELECTION CRITERIA**

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**PROGRAM DESCRIPTION**

From January until April, families earning up to \$50,000 and individuals earning up to \$25,000 can get their income taxes prepared for free. The federal Earned Income Tax Credit (EITC) can return more than \$5,700 to those whose are eligible. Volunteers, coordinated by non-for-profit organizations, provide the service at local tax sites throughout the city.

**GENERAL**

- An organization must plan to operate at least six separate free tax preparation sites within the City of Chicago. Each site must be capable of serving at least 25 taxpayers per session. The organization must show that it plans on serving at least 1,000 taxpayers during tax filing season.
- An organization must be an approved IRS VITA provider.
- An organization must be a **not-for-profit organization**, as evidenced by incorporation in the State of Illinois, and must also have 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.

**PROGRAMMATIC**

- The area(s) served by each tax site must meet low/moderate income criteria, such that at least 51% of the population to be served is from low to moderate income households or exist in a location that best serves a low to moderate income population (according to 2000 census tract information available).
- In the case of programs providing services to individuals (direct benefit), the individuals serviced must meet low/moderate income criteria. An organization must maintain records regarding income eligibility of each client served.
- Provide any collaborations or partnerships with other public and private agencies related to your program design and objectives (Chicago Public Schools, City Colleges of Chicago, Chicago Public Schools, and Community Groups).
- An organization must service clients/communities only within the City of Chicago.
- Completeness of application package and overall quality of the proposal.

**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 or contractual obligations with the City. All applicants must be able to prove that there are no outstanding liens or taxes owed to City, State or IRS.
- Evidence of other (non-City) financial support and/or fund raising accomplishments for the organization need to be provided.
- The delegates are not funded with grant monies, but rather are funded out of Finance General. All performance measurement requirements and audit needs will be satisfied in accordance with City requirements.
- Delegate agencies must be not-for-profit organizations [unless specifically stated otherwise in the program selection criteria], as evidenced by incorporation in the State of Illinois, and must also have 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.

- Overall fiscal soundness, 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 or contractual obligations with the City.
- Applicants must comply with all applicable requirements necessary to execute and perform services under a contract funded.

**Contact:**

Chris Nash  
Assistant Budget Director  
Office of Budget and Management  
121 N. LaSalle Ave. Room 604 Chicago, IL 60602  
Phone: (312)744-3451  
Email: [Chris.Nash@cityofchicago.org](mailto:Chris.Nash@cityofchicago.org)

## DEPARTMENTAL CONTACT INFORMATION

### Department of Cultural Affairs and Special Events

Cultural Grant Making Division  
CulturalGrantMaking@cityofchicago.org  
<http://www.cityofchicago.org/city/en/depts/dca/provdrs/grants.html>

### Department of Family and Support Services

#### Senior Services

Alexandra Lyons Cooney, Deputy Commissioner  
1615 W. Chicago Avenue  
Chicago, IL 60622  
(312)-743-1985

#### Human Services

Arlene Ortiz, Deputy Commissioner  
1615 W. Chicago Avenue,  
Chicago, IL 60622  
(312)-746-4086 TTY: 312-744-2962

#### Youth Services

Carmen Alicea-Reyes  
1615 W. Chicago Avenue, 2<sup>nd</sup> FL  
Chicago, IL 60622  
(312)-743-0300

### Department of Health

Baronica Roberson, Deputy Commissioner  
333 South State Street, 2<sup>nd</sup> FL  
Chicago, IL 60604  
(312)-747-8841

### Department of Housing and Economic Development

Gina Caruso, Assistant Commissioner  
121 N. LaSalle Street, Room 703  
Chicago, IL 60602  
(312)-744-8356 TTY: (312)-744-2578

### Mayor's Office for People with Disabilities

Kimberly Taylor, Deputy Commissioner  
2102 W. Ogden  
Chicago, IL 60612  
(312)-746-5701 TTY: (312) 744-5711

**FOR GENERAL INFORMATION CONCERNING  
THE CDGA APPLICATION PROCESS Office of  
Budget and Management  
312-744-0358**

## DEPARTMENTAL TECHNICAL ASSISTANCE DATES

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### Department of Cultural Affairs and Special Events TBD

### Department of Family and Support Services

#### Youth Services

Date & Time: Tuesday, April 24, 2012; Wednesday, April 25, 2012; Thursday, April 26, 2012  
9:00- 10:30AM and 11:00AM- 12:30PM  
Location: 1615 W. Chicago, 1<sup>st</sup> Floor Conference Room  
Contact: Andrew Fernandez, 312-743-0938

#### Emergency Services

Date & Time: Tuesday, April 24, 2012, 10:00AM  
Location: 1615 W. Chicago, Room 249A  
Contact: Jennifer Schuler, 312-746-7291

#### Domestic Violence

Date & Time: Tuesday, April 24, 2012, 1:00PM  
Location: 1615 W. Chicago, Room 249A  
Contact: Jennifer Welch, 312-746-7448

#### Workforce Development

Date & Time: Monday, April 30, 2012, 2:00-4:30PM  
Location: King Center, 4314 S. Cottage Grove  
Contact: Dora Randle, 312-746-9137

#### Senior Services

Date & Time: Thursday, April 26, 2012, 3:00- 4:30PM  
Location: 1615 W. Chicago, 1<sup>st</sup> Floor Conference Room  
Contact: Jaime Hersh-White, 312-746-6867

### Department of Housing and Economic Development

Date & Location: Tuesday, April 17, 2012, Wright College, North Campus, 4300 N. Narragansett  
Friday, April 27, 2012, Daley College, 7500 S. Pulaski  
Parking Available at both Locations  
Time: April 17<sup>th</sup> – 9:00 a.m. to 12:00p.m. April 27<sup>th</sup> – 9:00 a.m. to 12:00 p.m.  
Contact: Gina Caruso, (312)-744-8356

### Department of Public Health

Date: Thursday, April 28, 2012  
Location: Chicago Department of Health Training Center, 1642 N. Besly Court.  
Time: 2:00 p.m. to 4:00 p.m.  
Contact: Marlita White - (312)-747-9756  
Dr. Agatha Lowe – 3132-747-9698

### Mayor's Office for People with Disabilities

Date: Thursday, April 19, 2012  
Time: 1:30 p.m. – 2:30 p.m.  
Location: 2102 W. Ogden (Conference Room)  
Contact: Diedre James – (312)-746-5768 (Personal Assist. Homemaker/ILP)  
Mark Nobriga – (312)-743-1523 (Home Mod)

### Office of Budget and Management

Date: Thursday, April 30, 2012  
Time: 10:00 a.m. – 11:30 a.m.  
Location: City Hall, 121 N. LaSalle, Room 604  
Contact: Graylen McClarn – (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:

- Section 3 residents residing in the Section 3 project's service area;
- Participants in HUD Youth build programs; and
- 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:

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

## CDAC POSITION ON ACCESSIBILITY

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The City of Chicago's Community Development Advisory Committee (CDAC), along with the Mayor's Office for People with Disabilities, endorses the goal that CDBG-funded agency programs and facilities be accessible to persons with disabilities, in accordance with the provisions of delegate agency service contracts. The following provides more information on accessibility issues:

Section 504: Section 504 of the Rehabilitation Act of 1973, as amended, guarantees specific rights in federally funded programs and activities to people who qualify as handicapped. Section 504 states: "No otherwise qualified handicapped individuals in the United States...shall solely by reason of handicap be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." The objective of Section 504 is the elimination of discrimination based on handicap.

Americans with Disabilities Act: This act covers several areas, which include: employment, public services (human services), public accommodations and telecommunications. The purpose of this Act is to ensure accessibility and prevent discrimination based on handicap.

Individuals with disabilities: Any person who has a physical or mental impairment that substantially limits one or more major life activities. The term "physical or mental impairment" may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, mental retardation, or mental illness. The term "major life activity" may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working.

Self-Evaluation Requirements: Each agency shall conduct a review and self-evaluation of its programs, policies, procedures, communications, employment practices, facilities, and other aspects of its programs to determine compliance with regulations concerning accessibility and non-discrimination based on disability. Any practices or policies that do not meet accessibility requirements shall be modified to achieve accessibility, and any discrimination revealed by the self-evaluation shall be corrected. An agency employing 15 persons or more shall: maintain the results of the above self-evaluation on file and make it available for three years; 2) designate an employee to coordinate compliance with HUD disability regulations; 3) adopt grievance procedures for people with disabilities; and, 4) provide proper notices that the agency does not discriminate based on disability.

For more specific information on Section 504 and the Americans with Disabilities Act, please refer to HUD's website:

**[www.hud.gov/offices/fheo/disabilites/sect504.cfm](http://www.hud.gov/offices/fheo/disabilites/sect504.cfm)**

Questions concerning the position of the CDAC should be directed to Ms. Dovetta McKee, Chairman of CDAC, at (312)744-9745.

Questions regarding any accessibility issues or contractual regulations should be directed to Karen Tamley, Commissioner of the Mayor's Office for People with Disabilities, at (312)744-7209, TT: (312)744-7833.

## SUB-RECIPIENT FINANCIAL ACCOUNTABILITY IN HUD-FUNDED CDBG PROGRAM

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As CDBG sub-recipients, you are an indispensable part of the Community Development Block Grant (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 \$500,000 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  
Fax Number: (202) 512-2233

or

Chicago Government Printing Office Bookstore  
One Congress Center  
401 South State Street, Suite 124  
Chicago, IL 60605-1225