



Delegate Agency Solicitation #6197 (RFP)

CDGA CDPH Crisis Intervention: Bullying and Suicide Prevention Project

Specification Number:704195

Required for use by: DEPARTMENT OF HEALTH

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 31-MAY-2018

Deadline for Questions:

Buyer: MCCLARN, GRAYLEN

Email Address: Graylen.McClarn@cityofchicago.org

Phone Number: 3127449745

Pre-Solicitation Conference Date and Time: N/A

Pre-Solicitation Conference Location: N/A

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

RAHM EMANUEL
MAYOR

Dr. Julie Morita
Commissioner

Specification Number: 704195

Type of Funding:

Title: CDGA CDPH Crisis Intervention: Bullying and Suicide Prevention Project

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1 Header Information

1.1 General Information

Title	CDGA CDPH Crisis Intervention: Bullying and Suicide Prevention Project		
Description	CDGA CDPH Crisis Intervention: Bullying and Suicide Prevention Project		
Preview Date	16-APR-2018 09:00:00	Open Date	16-APR-2018 09:00:00
Close Date	12:00 PM Central Time, 31-MAY-2018	Award Date	Not Specified
Time Zone	Central Time	Buyer	MCCLARN, GRAYLEN
Quote Style	Blind	Email	Graylen.McClarn@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	01-JAN-2019	Effective End Date	31-DEC-2019
Ship-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States	Bill-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States
Payment Terms	IMMEDIATE	Carrier	
FOB	CITY OF CHICAGO	Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact
First Name Provide your answer below
Last Name Provide your answer below
Telephone Number Provide your answer below

Contact
E-mail Address Provide your answer below
Contact Type Provide your answer below
Organization Information
Legal Organization Name Provide your answer below
Address Provide your answer below
City Provide your answer below
State Provide your answer below

Organization Information
Zip Provide your answer below
County Provide your answer below
Organization Telephone Number Provide your answer below
Federal Employer Identification Number Provide your answer below
DUNS Number Provide your answer below
Head of Agency Name Provide your answer below

Organization Information
Head of Agency Title Provide your answer below
Head of Agency Contact Telephone Provide your answer below
Head of Agency E-mail Contact Provide your answer below
Website Address Provide your answer below
Year Org. Established Provide your answer below
Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement Circle one from the response values below: Yes No
Organization Overview

<p>Organization Overview</p> <p>What is the mission of your organization and what are its major accomplishments in the last 12 months? Provide your answer below</p>
<p>Please provide a narrative overview of your agency. The narrative should, at a minimum, address the following items: the agency's philosophy; services or programs provided; the number of years that the agency has provided these services and current demographics regarding service area(s) including client populations served and geographic delivery area. Provide your answer below</p>
<p>Please attach your agency's organizational chart. An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicating where the proposed project will fit into the organizational structure and identify any staff positions of shared responsibility. Provide your answer below</p>
<p>Monitoring</p> <p>Please describe how you will measure the project's performance, collect data and track or verify outcomes? Discuss who will be responsible for monitoring and reporting program progress and their specific qualifications. Provide your answer below</p>
<p>Please describe how your organization will monitor program expenditures and ensure that appropriate fiscal controls and records are in place. Provide your answer below</p>
<p>Program Summary</p> <p>Please provide the title of your proposed program.</p>

Program Summary
..... Provide your answer below
Please describe the proposed program. (1)The narrative should include the need or problem to be addressed, as well as the population to be served or the area to benefit. (2)Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and the anticipated results. (2a) Make sure to address the required core elements identified in the Program Description section of the RFP. Provide your answer below
Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out the activity and state whether the agency has a personnel policy manual, affirmative action plan and grievance procedures. Provide your answer below
Please attach an up-to-date resume for the individual who will manage the program for which you are requesting funding. Provide your answer below
Please explain how you propose to coordinate services with other community agencies. Provide your answer below
Describe the staffing plan for this project, summarize job descriptions and the agency's ability and plan to hire and retain staff for the project. Provide your answer below

Program Summary
Auditing Requirements
What is your agency's fiscal year? Provide your answer below
When do you intend to conduct an audit of this contract? Provide your answer below
Will your audit be annual (once a year) or biennial (once every two years)? Circle one from the response values below: Annual Biennial
Does your agency anticipate receiving funding from any Federal or State agency for this program during 2019? Circle one from the response values below: No Yes
Please identify the Federal or State sources that will be funding your agency and the associated dollar values. Type Optional Provide your answer below
Additional Locations
Does your organization operate additional sites outside of your corporate location? Circle one from the response values below: Yes No
Geographic Area(s) Served

Geographic Area(s) Served
Please provide the street number for your site 1 address. Type Optional Provide your answer below
Please identify the street direction associated with your site street address. Type Optional Provide your answer below
Please provide the street name. Type Optional Provide your answer below
Please provide the city. Type Optional Provide your answer below
Please provide the zip code. Type Optional Provide your answer below

Geographic Area(s) Served
<p>In which ward is this site located?</p> <p>.....</p> <p>Type Optional</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the street number for your site 2 address.</p> <p>.....</p> <p>Type Optional</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please identify the street direction associated with your site 2 street address.</p> <p>.....</p> <p>Type Optional</p> <p>.....</p> <p>Circle one from the response values below:</p> <ul style="list-style-type: none">N.S.E.W.
<p>Please provide the street name for site 2 .</p> <p>.....</p> <p>Type Optional</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the city for site 2.</p> <p>.....</p> <p>Type Optional</p> <p>.....</p> <p>Provide your answer below</p>

Geographic Area(s) Served
Please provide the zip code for site 2. Type Optional Provide your answer below
In which ward is site 2 located? Type Optional Provide your answer below
Please provide the street number for your site 3 address. Type Optional Provide your answer below
•Please identify the street direction associated with your site 3 street address. Type Optional Circle one from the response values below: N. S. E. W.
Please provide the street name for site 3. Type Optional Provide your answer below
Please provide the city for site 3.

Geographic Area(s) Served
..... Type Optional Provide your answer below
Please provide the zip code for site 3. Type Optional Provide your answer below
In which ward is site 3 located? Type Optional Provide your answer below
Please provide any additional wards outside of your corporate or site locations your organization provide services? Type Optional Provide your answer below
Work Program
Using these instructions, please complete and attach the Work-Program Form provided. Provide your answer below

Work Program

Please indicate how you will identify clients and retain them in the program, as appropriate. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.

.....
Provide your answer below

Please describe your performance outcomes over the last 12 month period.

.....
Provide your answer below

Include an implementation schedule with the work plan.

.....
Provide your answer below

Budget Information

Requested Grant Amount

.....
Value Type **Numeric Value only**

.....
Provide your answer below

Please provide the total amount (including funding from other sources) that you plan to devote to this program.

.....
Provide your answer below

Using these instructions, please complete and attach the budget forms provided.

.....
Provide your answer below

Budget Information
<p>Please describe your financial capacity (cash-flow) to expend funds prior to reimbursement. Provide your answer below</p>
<p>Please describe your plans to use other funding on this program. In this section, only describe funds that are secured. Provide the sources of funds, amount of funds and how these funds will be used. Provide your answer below</p>
<p>Please describe your plans to seek new funding to supplement City funding. Describe the sources to which you will apply, the amounts sought and the proposed use of those funds. Provide your answer below</p>
<p>Please describe your donated goods and services. Estimate the value of these services and describe how you arrive at these amounts. Provide your answer below</p>
<p>Please explain why you consider your program costs to be reasonable. Provide your answer below</p>
Service Provision
<p>Please describe how being the lead agency you will identify, collaborate and partner with local content experts and concerned stakeholders to accomplish the stated goals:</p>

<p>Service Provision</p> <ul style="list-style-type: none">· To identify, convene and engage in action, relevant Chicago based providers and interested stakeholders.· To maximize data sharing, technical assistance, leveraging emerging research and investigations and community responsiveness to Bullying and Suicide in Chicago.· To identify, adapt, and maximize the use of evidence informed materials and curricula for use in Chicago communities and with specific at-risk populations.· To provide trainings to expand public awareness and provider competency to support youth and families with related concerns through training and technical assistance.· To ensure youth and family leadership and engagement in this and other Bullying and Suicide prevention and response initiatives. <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your agency experience convening, training and building partnerships with youth, parents, providers and other stakeholders related to bullying and suicide prevention.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Are you able to engage partners and stakeholders related to bullying and suicide prevention? Describe your plan to achieve the geographic reach needed to engage the high need communities or populations.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe the program’s plan to address all elements in the RFP. Specify if any external partners will support key elements and describe the agreements. Ensure that all agreements are attached.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your plans to sustain the effort with grant and fund development to continue the program beyond the award period.</p> <p>.....</p> <p>Provide your answer below</p>

Service Provision
<p>Please describe your agency’s plan to work with other partners and stakeholders to build capacity in restorative practice approaches.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your plans to evaluate the project and report successes, challenges, and lessons learned so that the project may be sustained and expanded.</p> <p>.....</p> <p>Provide your answer below</p>
Organizational Capacity
<p>Does your agency have three or more years of experience collaborating with other providers of bullying, suicide and related initiatives? Describe the overall work and history of the organization.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your agency experience with providing bullying and suicide prevention efforts. Detail convening, collective action, prevention and promotion activities, separately. Detail training and capacity building experience separately. Where the applicant has engaged a MOU partner to address a component of the above, detail that expertise in the appropriate section for this response.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your agency’s approach and experience linking clients to ongoing behavioral health and other social services that best fit their diverse needs. Please describe how you monitor secured referrals.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your agency’s experience providing culturally competent services to clients in the target</p>

Organizational Capacity
service area (e.g., Chatham and/or Austin), understanding of the needs of those specific communities, and familiarity with the current landscape of service providers in the target area. Provide your answer below
Please describe your agency’s familiarity with bullying and suicide research and practice concerns. Discuss any existing relationships, collaborations. Provide your answer below
Please describe your agency’s recent experience engaging with criminal justice systems, particularly with local police districts, as well as any experience serving justice-involved populations and the agency’s understanding of the Restorative Justice model. Provide your answer below
National Objective
Did you read the HUD National Objective Narrative_LMC? Circle one from the response values below: Yes No
City of Chicago Compliance Acknowledgement
Do you acknowledge the Compliance with Laws, Statutes, Ordinances and Executive Orders for the City of Chicago? Circle one from the response values below: Yes NO
Conflict of Interest
Did you complete and attach the Conflict of Interest Questionnaire? Circle one from the response values below: Yes No

1.4 Attachments

Name	Data Type	Description
ATTACHMENT: 01 Crisis Intervention	Web Page	

Specification Number: 704195

Type of Funding:

Title: CDGA CDPH Crisis Intervention: Bullying and Suicide Prevention Project

1.5 Response Rules

- Solicitation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the solicitation before the Close Date
- Buyer may manually extend the solicitation while it is open

2 Price Schedule

2.1 Line Information

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1	0005 - Personnel	1	USD		
2	0044 - Fringe Benefits	1	USD		
3	0100 - Operating/Technical	1	USD		
4	0140 - Professional and Technical Services	1	USD		
5	0200 - Travel	1	USD		
6	0300 - Materials and Supplies	1	USD		
7	0400 - Equipment	1	USD		
8	0801 - Indirect	1	USD		
9	0999 - Other	1	USD		

2.2 Line Details

2.2.1 Line 1 0005 - Personnel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.2 Line 2 0044 - Fringe Benefits

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.3 Line 3 0100 - Operating/Technical

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.4 Line 4 0140 - Professional and Technical Services

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.5 Line 5 0200 - Travel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.6 Line 6 0300 - Materials and Supplies

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.7 Line 7 0400 - Equipment

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.8 Line 8 0801 - Indirect

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.9 Line 9 0999 - Other

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		



MAYOR RAHM EMANUEL

2019-2020

**COMMUNITY DEVELOPMENT GRANT APPLICATION (CDGA)
REQUEST FOR PROPOSAL (RFP)**

CITY OF CHICAGO

OFFICE OF BUDGET AND MANAGEMENT (OBM)

APPLICATIONS MUST BE ENTERED AND SUBMITTED ONLINE AT:

[HTTP://WWW.CITYOFCHICAGO.ORG/EPROCUREMENT](http://www.cityofchicago.org/eprocurement)

PAPER APPLICATIONS WILL NOT BE ACCEPTED

SYSTEM WILL OPEN AT 9AM (CT), MONDAY, APRIL 16, 2018

APPLICATIONS DUE AT 12:00 PM (CT), THURSDAY, MAY 31, 2018

OBM will host a Technical Assistance (TA) Session

**MALCOLM X COLLEGE
1900 W. JACKSON BOULEVARD
APRIL 11, 2018 AT 9 A.M.**

To register for CDGA TA Sessions, go to:

<http://www.signupgenius.com/go/10c0b4cadaa23a1f94-cdga>

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GENERAL INFORMATION

Purpose of this RFP

On behalf of the Chicago Department of Public Health (CDPH), OBM is releasing this request for proposal (RFP) to fund various social service, housing and economic development programs for fiscal years 2019 and 2020. OBM will host a technical assistance (TA) session to provide information and guidance for applicants interested in applying for funding under the programs listed in this RFP as well as training for the City of Chicago's (City) online grant system application, eProcurement.

Submittal of an application does not ensure that you will receive an award. The City assumes no liability for costs incurred in submitting this application or for costs incurred in anticipation of receiving an award. If you receive an award, the award will not be final until your organization and the City have fully negotiated and signed a grant agreement. All payments of funds, as well as the terms and conditions of the grant agreement, will be subject to the annual appropriation and availability of funds as well as the terms and conditions of the grant agreement. The City may, in its sole discretion, reduce the compensation payable under the grant agreement. The grant agreement will terminate on whichever date comes earlier, the last day of the fiscal period for which sufficient appropriation was made or when funds appropriated for payment under the grant agreement are exhausted, OR as otherwise provided under the grant agreement.

Applicants must follow the directions of this RFP and all responses must be complete, legible, and coherent. Applicants' conformity to the RFP 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 reserves the right to accept any proposal or any part or parts thereof and reject any or all proposals.

DPH Program: Crisis Intervention: Bullying and Suicide Prevention Project

PROGRAM DESCRIPTION:

The Healthy Chicago (HC) 2.0 policy agenda references root causes and core action areas that, through strategic investments and improvements, will reduce gaps in health equity and improve the health and safety of Chicagoans. There are four HC violence reduction goals that inform DPH's violence prevention efforts: (1) Decrease incidence of victimization and exposure of violence and strengthen community protective factors, (2) Strengthen families to reduce the cycle of violence within families, (3) Reduce mass incarceration and inequitable police attention in communities of color, and (4) Support the process of Chicago being a Trauma Informed (TI) city. Each goal is further supported by actionable strategies. The 2019 Bullying and Suicide Prevention Project aligns with several strategies calling for improved interventions and access to supports and improved public and provider awareness.

The Centers for Disease Control (CDC) defines bullying as any "unwanted aggressive behaviors(s) by another person (youth, groups of youth, non-sibling, and non-dating partner) involving an actual or perceived power imbalance. These behaviors are repeated, or thought to have the likelihood of being repeated. Bullying may occur in person or via the use of electronic media or devices." According to the Illinois Department of Public Health, suicide is the 3rd leading cause of death for adolescents, 10 -19, in Illinois. IDPH also reports that youth who experience bullying, feel depressed and experience dating violence (all three) are six times as likely to attempt suicide.

The Bullying and Suicide Prevention program is primarily focused on the following goals:

- To identify, convene and engage in action, relevant Chicago based providers and interested stakeholders.
- To maximize data sharing, technical assistance, leveraging emerging research and investigations and community responsiveness to Bullying and Suicide in Chicago.
- To identify, adapt, and maximize the use of evidence informed materials and curricula for use in Chicago communities and with specific at-risk populations.
- To provide trainings to expand public awareness and provider competency to support youth and families with related concerns through training and technical assistance.
- To ensure youth and family leadership and engagement in this and other Bullying and Suicide prevention and response initiatives.

The program should specifically convene a leadership team and seek guidance from DPH’s Office on Violence Prevention and Behavioral Health; the Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ) Health and Outreach program, and the Adolescent Health division. Beyond traditional Bullying and/or Suicide Prevention partners in Chicago, the program should engage existing restorative practices networks and partners in the trauma-informed and behavioral health development community to maximize synergies.

Note: When needed, an applicant can elect to secure a content expert as a contracted partner to ensure all areas of expertise are represented in the application. This agreement must be detailed in the application and the signed hardcopy must be attached as a supplemental document. All workplans, budgets and deliverables should be fully integrated into a single application.

PROGRAM REQUIREMENTS:

All program specific questions, requirements, forms, or templates that applicants must answer or complete will be available on the eProcurement application for this program.

PROGRAM MEASURES:

Describe the methods your agency will employ to evaluate the project’s progress and record project accomplishments. Selected applicants will submit monthly reports and should have access to the Internet and the ability to use Microsoft Excel spreadsheets. Applicants must routinely provide documentation to demonstrate success and effectiveness and participate in DPH designated evaluation activities.

Applicants must detail a plan to collect data for and report on the following performance measures (*additional measures may be added*):

Process

- Number of Bullying and Suicide focused trainings, presentations, and coaching sessions offered to youth, parents, community members, faith leaders, providers, and others (ensure ability to document demographics – race, gender, age group, income level, where possible)
- Number of individuals trained and coached who go on to promote and/or offer designated training “services” (ensure your ability to document demographics – race, gender, age group, income level, where possible)
- Number of people who, once trained, go on to deliver Bullying and Suicide Prevention “services” (ensure ability to document demographics – race, gender identity, age group, income level, where possible)
- Number of persons participating in Bullying and Suicide prevention public awareness activities – clustered by age (youth vs. adults)
- Number of reports developed

- Number of capacity building trainings to stakeholders/community organizations held (administrative and/or governance)
- Number of collaborative/network meetings with community stakeholders and/or partners (and related outcomes)
- Number of social media promotion events and impressions across the contract term
- Number of on-time and accurate voucher and monthly reports submitted across the contract term
- Number of referral partners identified
- Number of person referred to partners for clinical (or other) supports

Impact/Outcome

- Improve social networks and sustained collaborations
- Decrease social norms that promote or encourage violence and unhealthy behaviors
- Promote community-oriented positive social norms
- Increase sense of collective efficacy and willingness to assist others
- Increase in knowledge of risk and protective factors

Deliverables:

- Provide a minimum of 2 trainings per month
- (Using available data and knowledge of the population) Ensure training and outreach is delivered in close proximity to communities or populations with greatest needs (community stakeholders will refine this plan once convened)
- Train at a minimum: 150 youth, 150 adults, and cross train 10 stakeholders (collaborative) partners
- Routinely convene a collaborative of 5 or more stakeholders (from diverse communities and disciplines)
- Demonstrate participation in a collective impact effort where data is shared and co-reported at the community level and leveraged by city partners (DPH)

SELECTION CRITERIA:

Successful candidates must provide:

- Well detailed description of the population(s) to be served
- Demonstrated need for the program to conduct outreach and identify stakeholders in each of the communities suggested in the program plan
- Sufficient staffing to manage the program (roles must be defined)
- Demonstrate staff competency in the specific roles designated in the project; Submit job descriptions and resumes of staff.
- Program design that reaches the intended audience and addresses the intended goals; workplan must be attached.
- Applicant must be able to train, coach, and support community members and stakeholders in Bullying and Suicide prevention. Three (3) letters of support required to support training experience.
- A plan to promote Bullying and Suicide prevention in social media and at local events
- Two (2) letters of support from partner agencies that can speak to the applicant's experience and expertise in convening partners and achieving goals.
- Detailed quality assurance/evaluation plan
- Detailed sustainability plan and grants seeking goals to ensure viability beyond the award period

- Detailed and accurate budget that denotes how expenses will be tracked and monitored for auditing and compliance (Administrative cost will not exceed 10% of total budget)
- Willingness to collaborate with the HC 2.0, ReCAST, and other CDPH initiatives
- Ability to ensure on time monthly reporting, vouchering and scheduled budget utilization
- A detailed Year End Report (to be defined by funder)
- Existing capacity to track, monitor, and report on program metrics, staff time and program materials and other purchases

PRIOR YEAR STATISTICS FOR THIS PROGRAM:

New program model for 2019-2020, prior year statistics not applicable.

Applications received:	0
Projects funded:	0
Range of funding:	0
Total funding:	\$100,000

PROGRAM CONTACT:

Delrice Adams
 Public Health Administrator III
 312-745-0440

Delrice.Adams@cityofchicago.org

Website: www.cityofchicago.org/cdph

Eligibility Requirements

This is a competitive process open to not-for-profit community-based organizations (unless specifically stated otherwise in the “Program Description” section of this document). Applicants must provide their federal 501(c)(3) tax-exempt designation and State of Illinois articles of incorporation as verification of their not-for-profit status. Applicants are required to deliver services within the city of Chicago and to Chicago residents only.

Applicants with existing contracts with the City that are not in good standing will not be considered for new funding. In addition, respondents that have had a City contract terminated for default, are currently debarred, or have been issued a final determination by a City, State, or Federal agency for performance of a criminal act, or abridgement of human rights or illegal/fraudulent practices will not be considered for new funding.

Funding Sources

All final awards will be subject to the availability of funds from the sources identified below. For more information about the various rules and regulations that may govern the use of these funding sources, visit the specific web site referenced by each funding source.

- City of Chicago Local Funds
- U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG)
- U.S. Department of Housing and Urban Development (HUD): Emergency Solutions Grant (ESG)

- (http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs)
- Illinois Housing Development Authority (IHDA): Foreclosure Prevention Funds
 - (<http://www.ihda.org/>)
- Illinois Department of Commerce and Economic Development: Community Services Block Grant (CSBG)
 - (<https://www.illinois.gov/dceo/CommunityServices/HousingAssistance/CSBG/Pages/default.aspx>)
- Illinois Department of Human Services (IDHS): Emergency and Transitional Housing Funds
 - (<http://www.dhs.state.il.us/page.aspx?>)

Anticipated Term of Contract and Funding Source

The term of contracts executed under this RFP will be for two consecutive one-year periods. The first year funding award will cover the period of January 1, 2019 to December 31, 2019. Based on performance and availability of funds, the contract may be extended for an additional year, from January 1, 2020 to December 31, 2020. Additional extensions may be granted, not to exceed one additional year. Programs may be funded with a combination of federal, state, or local funds with each funding source representing a separate contract. Final awards are contingent on the availability of funds from the various sources identified above.

Compliance

Applicants must comply with all applicable federal, state, and City requirements necessary to execute and perform services under a contract funded by this application.

CDGA TECHNICAL ASSISTANCE (TA) SESSION (“PRE-BIDDERS CONFERENCE”)

The Office of Budget & Management (OBM) will host one technical assistance (TA) session, also known as the Pre-Bidders Conference, which will include a brief overview of the HUD-funded programs, overview of the Community Development Advisory Committee (CDAC), Fair Housing, breakout sessions for individual programs, and an overview of the online eProcurement system. Staff from City departments that oversee the various programs included in this RFP will be in attendance to host informational sessions, respond to questions, and offer any other assistance needed. All applications must be submitted on the City’s eProcurement system at: <http://www.cityofchicago.org/eprocurement>. Training sessions will be available to assist in navigating the eProcurement system. **Participation in the TA session is strongly encouraged.**

To sign up and register for the TA session please visit:
<http://www.signupgenius.com/go/10c0b4cadaa23a1f94-cdga>

RFP, PROGRAM SPECIFIC, AND EPROCUREMENT QUESTIONS

Technical Application and General Content of the RFP

Questions regarding the general content of this RFP or the online eProcurement system must be submitted in writing to OBMGMU@cityofchicago.org. OBM will compile all questions and post answers

to commonly asked questions on its website. Questions will be answered within 24 hours and those received after regular business hours will be answered the following business day.

Program Specific

Program specific questions must be submitted in writing to the appropriate program liaison identified below:

- **Chicago Department of Public Health (DPH)** – Ann Cibulskis: Ann.Cibulskis@cityofchicago.org

HIGHLIGHTS AND KEY DATES ON THE CDGA CALENDAR

CDGA RFP Release	April 9, 2018
Technical Assistance Session	April 11, 2018
2019 CDGA Application Opens	April 16, 2018 at 9:00 AM CT
2019 CDGA Application Closes	May 31, 2018 at 12:00 PM CT
Applicants Notified of Funding Recommendations	October-November 2018*
2019 Annual Appropriation Recommendations Released and CDBG Public Hearing Held	Mid-October 2018*
City Council Deliberates Proposed Budget	October-November 2018*
City Council Votes on FY2019 Budget	November 2018*
Final Award Notifications Sent to Organizations	December 2018*
Program Year Begins	January 1, 2019
Sub-grantee Agreements Executed	January 1, 2019*

*Dates are tentative and based on FY2019 Budget cycle

EVALUATION AND SELECTION CRITERIA

Each lead department administering the programs listed in this RFP will evaluate and score all proposals based upon the criteria identified in the Program Description. During the evaluation process, lead departments reserve the right to consult with community advisory groups or committees, external experts, other City departments, and public and private funders.

The Applicant must show to the complete satisfaction of the lead department that it has the necessary facilities, ability, and financial resources to provide the services specified in the Program Descriptions in a satisfactory manner. The lead department may make reasonable investigations deemed necessary and proper to determine the ability of the Applicant to perform the work and the Applicant shall furnish to the lead department all information that may be requested. The lead department reserves the right to reject any application if the materials or information provided by the Applicant fail to satisfy the lead department that the Applicant is properly qualified to carry out the obligations of the contract and to complete the work described in the Program Description.

Evaluation of the Applicants qualifications shall include:

- The ability, capacity, skill, and the financial and other necessary resources to perform the work or provide the service required.
- The ability to perform the work or provide the service promptly or within the time specified, without delay or interference.
- The experience and efficiency of the agency.
- The quality of work and performance of previous contracts or services, as applicable.

Final department funding recommendations must be approved by the Chicago City Council (as appropriate) and are subject to the availability of funds.

Once submitted and RFP is closed, no proposal may be amended or substituted, unless an addendum is issued by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional information or clarification is required.

The table on the following page lists the maximum score an applicant can receive, along with examples of the review criteria for each section. Lead departments may incorporate additional criteria for specific program models.

APPLICATION REVIEW CRITERIA

The maximum points an application can receive is 100. There are additional requirements identified in the Program Descriptions section of this document.

Points	CRITERIA
25	<p>Organizational Capacity</p> <ul style="list-style-type: none"> • The Applicant identifies qualified staff responsible for program oversight, management, fiscal oversight, and evaluation and performance management methods. • The Applicant provides evidence of successful past program performance or success in initiating, maintaining, and completing a similar program, and consistently meeting program goals.
25	<p>Proposed Program</p> <ul style="list-style-type: none"> • The Applicant serves a high need community area (defined as an area of 51% low to moderate income residents); an area with a service gap; and/or serves an under or unserved population. • The Applicant clearly demonstrates quality experience and accomplishments in providing services to target population. • The Applicant clearly defines the activities to be undertaken or the services to be provided. • The Applicant’s proposed goals and service delivery is appropriate based on agency capacity and past experience.
20	<p>Reasonable Costs, Budget Justification, and Leverage of Funds</p> <ul style="list-style-type: none"> • The Applicant demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan. • Overall, the Applicant is fiscally sound, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the current fiscal year. • The Applicant proposes a reasonable cost per person or per unit and provides justification for the level of funding requested. • The Applicant leverages other non-local funds to support total program cost.
20	<p>Program Quality and Impact</p> <ul style="list-style-type: none"> • The Applicant has documented collaborations or partnerships with other public and private agencies that support or enhance resources for the target population.
10	<p>Overall Responsiveness</p> <ul style="list-style-type: none"> • The Applicant completed the application in an accurate manner, answers all questions with sufficient detail to demonstrate knowledge and capacity to carry out the proposed program(s), and submits all necessary information or documentation.

COMPLIANCE WITH LAWS, STATUTES, ORDINANCES, AND EXECUTIVE ORDERS

Grant awards will not be final until the City of Chicago and the applicant have fully negotiated and executed a grant agreement. All payments under Agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the applicant in anticipation of a grant agreement. As a condition of a grant award, applicants must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City or other unit of government and no other officer, employee, or agent of the City or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The applicant covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The applicant further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All applicants agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the applicant that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the applicant has negotiated, entered into, or performed in violation of any of the provisions of [Governmental Ethics Ordinance, Chapter 2-156] shall be voidable by the City.
3. Drug-free Workplace: Selected applicants shall establish procedures and policies to promote a Drug-free Workplace. The selected applicant shall notify employees of its policy for maintaining a drug-free workplace and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected applicant shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials: Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago as amended (Municipal Code), it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the Agreement shall be grounds for termination of the Agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a “business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the

Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Legal Compliance: Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including: Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).
6. Economic Disclosure Statement: If selected for grant award, applicants are required to (a) execute the Economic Disclosure Statement and Affidavit and (b) indemnify the City as described in the Agreement between the City and the successful applicants.
7. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4: Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% (Owners), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% (Sub-owners) and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the Identified Parties), shall make a contribution of any amount to the Mayor of the City of Chicago (the Mayor) or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, RFP or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

- “Other Contract” means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.
- “Contribution” means a “political contribution” as defined in Municipal Code Ch. 2-156, as amended.
- “Political fundraising committee” means a “political fundraising committee” as defined in Municipal Code Ch. 2-156, as amended.

8. Hiring Practices:

- a) The City is subject to the June 24, 2011 “City of Chicago Hiring Plan” (the “2011 City Hiring Plan”) entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.
- b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.
- c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support

of or in opposition to political organizations or parties or candidates for elected public office.

- d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.

INSURANCE REQUIREMENTS

Insurance requirements are applicable at the time of contract execution.

A) Required Insurance –The kinds and amounts of insurance required are as follows:

- 1) Workers Compensation and Employers Liability: Workers Compensation as prescribed by applicable law covering all employees who are to provide services under a grant agreement and Employers Liability coverage with limits of not less than \$100,000 each accident, illness, or disease.
- 2) Commercial General Liability (Primary and Umbrella): Commercial General Liability Insurance or equivalent with limits of not less than \$500,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: all premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or services.
- 3) Automobile Liability (Primary and Umbrella): When any motor vehicles (owned, non-owned and hired) are used in connection with work or services to be performed, Sub-grantee must provide Automobile Liability Insurance with limits of not less than \$300,000 per occurrence for bodily injury and property damage.
- 4) Professional Liability: When any professional consultants perform work or services in connection with a grant agreement, Professional Liability Insurance covering errors, omissions, or negligent acts, must be maintained with limits of not less than \$500,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work or services on a grant agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.
- 5) Medical/Professional Liability: When any medical services are performed in connection with a grant agreement, Medical/Professional Liability Insurance must be provided to include coverage for errors, omissions and negligent acts related to the rendering or failure to render professional, medical or health services with limits of not less than \$1,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with or precede the start of work or services on the grant agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.
- 6) Builders Risk: When any Sub-grantee performs any construction, including improvement, betterments, and/or repairs, Sub-grantee must provide All Risk Builders Insurance to cover materials, supplies, equipment, machinery and fixtures that are part of the structure.

B) Related Requirements

- 1) If coverage has an expiration or renewal date occurring during the time for performance of the grant agreement, Sub-grantee must furnish renewal certificates to the Federal Funds Insurance Unit at the address listed in Section 2.5 of the grant agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the grant agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the City to obtain certificates or other insurance evidence from Sub-grantee is not a waiver by the City of any requirements for sub-grantee to obtain and maintain specified coverage. Sub-grantee must advise all insurers of

the grant agreement provisions regarding insurance. Non-conforming insurance does not relieve sub-grantee of your obligation to provide insurance as specified here. Nonfulfillment of the insurance conditions may constitute a violation of the grant agreement, and the City retains the right to stop work or services or terminate the grant agreement until proper evidence of insurance is provided.

- 2) The sub-grantee must provide for 30 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.
 - 3) All deductibles or self-insured retentions on referenced insurance coverage must be borne by sub-grantee.
 - 4) Sub-grantee will waive and agree to require their insurers to waive their rights of subrogation against the City, its employees, elected officials, agents or representatives.
 - 5) The coverage and limit furnished by sub-grantee in no way limits sub-grantee's liabilities and responsibilities specified within the grant agreement or by law.
 - 6) Any insurance or self-insurance programs maintained by the City do not contribute to the insurance provided by sub-grantee under the grant agreement.
 - 7) The required insurance to be carried is not limited by any limitations expressed in the indemnification language in the grant agreement or any limitation placed on the indemnity in the grant agreement given as a matter of law.
 - 8) If sub-grantee is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.
 - 9) Sub-grantee must require all subcontractors to provide the insurance required in the grant agreement or sub-grantee may provide the coverage for sub-contractors. All subcontractors are subject to the same insurance requirements of sub-grantee unless otherwise specified in the grant agreement.
 - 10) If sub-grantee or sub-contractors desire additional coverage, the party desiring additional coverage is responsible for the acquisition and cost of such additional protection.
 - 11) Notwithstanding any provisions in the grant agreement, the City maintains the right to modify, delete, alter, or change these requirements.
- C) If you need additional information related to insurance, please call the Department of Finance (Finance) at (312) 744-7923.

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 in whole or in part with HUD funds and which involve housing construction, housing rehabilitation or other publicly-funded construction. There are minimum dollar thresholds for determining whether a Section 3 project is subject to Section 3 requirements. In order to demonstrate compliance with Section 3, recipients, contractors and subcontractors must meet specific hiring and contracting goals. Under these goals, there are resident and business preferences that dictate the order in which Section 3 residents and businesses are to be hired.

DOLLAR THRESHOLDS

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

NUMERICAL GOALS

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

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

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

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

PREFERENCES

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

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

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

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

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

SUB-RECIPIENT FINANCIAL ACCOUNTABILITY IN FEDERALLY FUNDED PROGRAMS

CDBG sub-recipients/ “Delegate Agencies” are an indispensable part of the CDBG program. Delegate Agencies provide the City and HUD with assurances 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 sub-recipients to make sure that needed services are delivered in a cost-effective manner. In the past, some sub-recipients have encountered administrative problems in achieving their mission. The following are key regulations defining Federal administrative requirements for nonprofit sub-recipients:

In 2013, the Federal Office of Management and Budget (OMB) issued final guidance on administrative requirements, cost principles and audit requirements for federal awards (which includes research grant awards). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110 and A-122 (which have been placed in 2 CFR Parts 220, 225, 215 and 230): Circulars A-89, A-102 and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up

Copies of the OMB Circulars that are superseded by this guidance are available on OMB’s Website at https://www.whitehouse.gov/omb/grants_circulars. The final guidance consolidates the guidance previously contained in the aforementioned citations into a streamlined format that aims to improve both the clarity and accessibility. This final guidance is located in Title 2 of the Code of Federal Regulations.

The following is a more detailed explanation of audits that might be required in connection with Subpart F of 2 CFR Part 200, Sections 200.500 through 200.512.

If the sub-recipient is a nonprofit corporation and is expending federal funds totaling \$750,000 or more during its fiscal year, it must submit under Subpart F section 200.501 a single audit in accordance with section 200.514 or a program-specific audit in accordance with the provisions of Subpart F section 501c and 200.507.

If the sub-recipient is a nonprofit corporation and is expending federal funds under this and other agreements totaling less than \$750,000 during its fiscal year, then the sub-recipient, under Subpart F section 200.501 is exempt from federal audit requirements for that year, except as noted in section 200.503 Relation to other audit requirements. However, records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office.

The audit must cover the time period specified by Subpart F section 200.507 for program-specific audits. In addition to the audit opinion, reports, and schedules required by, section 507 the program-specific audit shall include the following financial statements: (1) Statement of Financial Position (Balance Sheet) (if applicable) and (2) Statement of Activities (Revenue and Expenses). The City may perform, or cause to be performed, various monitoring procedures relating to the sub-recipient’s award(s) of federal funds, including, but not limited to, “limited scope audits” of specific compliance areas. The sub-recipients must submit the audit reports within 6 months after the end of the audit period. The sub-recipient will submit the audit, within this time frame, to their lead department and to Finance’s Internal Audit Division.

If a Single audit is required, the sub-recipient will also send a copy of the audit, within the time frame indicated in Subpart F section 200.512, to the Federal Audit Clearinghouse. Further, the sub-recipient 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 sub-recipient’s lead department and Finance’s Internal Audit Division. The City also retains its right to independently audit the sub-recipient. If the sub-recipient is found in non-compliance with these audit

requirements, by either the City or any federal agency, the sub-recipient may be required to refund financial assistance received from the City or any federal agency or agencies.

The City may in its sole discretion audit the records of sub-recipients or its subcontractors, or both, at any time during the term of the grant agreement or within 5 years after the City, and, if applicable, the federal government determines that sub-recipients have met all closeout requirements for the grant agreement in connection with the goods, work, or services provided under the grant 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 the sub-recipient or any of its subcontractors has overcharged the City in the audited period, the City will notify sub-recipient. The sub-recipient must then promptly reimburse the City for any amounts the City has paid sub-recipient due to the overcharges and also some or all of the cost of the audit.

