

**REQUEST FOR PROPOSALS (RFP) FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS
(CDBG-ARRA)**

NEIGHBORHOOD CLEAN-UP PROGRAM

JULY 22, 2009

**CITY OF CHICAGO
DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

**RESPONSES MUST BE RECEIVED NO LATER THAN
Monday, August 24, 2009
AT 4:30 P.M. CST**

One original of the proposal and **three copies** should be submitted in a sealed envelope or package labeled as shown below:

Neighborhood Clean-Up Program
Name and Address of the Respondent

Responses should be addressed and returned to:

Arlene Ortiz, Deputy Commissioner, Human Service Delivery
Department of Family and Support Services
1615 W. Chicago Ave, 3rd Floor
Chicago, IL 60622

**DFSS will host a Bidders Conference:
Thursday, July 30, 2009, 2:00 P.M. – 4:00 P.M.
At the
The Martin Luther King Community Service Center
4314 S. Cottage Grove Ave.**

**RICHARD M. DALEY
MAYOR**



**MARY ELLEN CARON
COMMISSIONER**

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1. Purpose of the RFP

The recently enacted federal stimulus package, the American Recovery and Reinvestment Act (ARRA), increases the amount of funding available through the Community Development Block Grant (CDBG) program. Under the stimulus packet, CDBG-ARRA dollars will be used to expand the Neighborhood Clean-Up Program which will be administered by the City of Chicago through the Departments of Family and Support Services (DFSS) and the Department of Streets and Sanitation, Bureau of Forestry.

These funds will be administered at the federal level by the Department of Housing and Urban Development (HUD). DFSS anticipates additional guidance to be released by this agency at a later date. In the meantime, the City of Chicago and other local areas are being encouraged to immediately begin identifying organizations with the qualifications and experience to rapidly implement programs during the fall of 2009.

The Neighborhood Clean-Up Program is a year-round work and job-training program targeted at engaging, training and employing hard-to-employ populations with an emphasis on the formerly incarcerated. The work of the program involves alley vegetation control, debris removal in alleys, vacant lots and commercial strip cleaning. Participants will become knowledgeable in operating gas powered weed wackers; mowers; hand saws; pruners; loppers; edgers; de-weeding devices and picks, and they will acquire worker safety skills that are compliant with current Occupational Safety and Health Administration (OSHA) Standards. Participants will gain work experience and job training through participating in projects carried out by sub-recipients of the City. The project period is October 1, 2009 to March 31, 2012.

The City of Chicago is seeking applicants who can design and manage an innovatively designed program that closely manages these work service programs. The Respondent's design elements of the program should reflect the Respondent's ingenuity, experience and creativity.

A. Background

In 2009, Mayor Richard M. Daley created the Department of Family and Support Services and appointed Mary Ellen Caron, PhD, as the Commissioner, in order to provide more coordinated services for the city's most vulnerable citizens. The mission of FSS is as follows:

"The Chicago Department of Family and Support Services is dedicated to supporting a continuum of coordinated services to enhance the lives of Chicago residents, particularly those most in need, from birth through the senior years. The department works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a

network of community-based organizations, social service providers and institutions.”

CDBG-ARRA funding is administered by the Human Service Delivery Division of DFSS. The Human Service Delivery Division is responsible for the implementation of services that help people in need maintain and gain stability and achieve self-sufficiency. This division oversees workforce development services, six Community Service Centers, Domestic Violence programs and other special initiatives, and Ex-Offender Re-Entry programs.

For further information about these and the other opportunities offered through the Department of Family and Support Services, please visit the DFSS website: www.cityofchicago.org/fss

B. Anticipated Term of Contract and Funding Source(s)

The term of contracts executed under this RFP will be from October 1, 2009 to March 31, 2012. At this time, the CDBG ARRA funding for the Neighborhood Clean Up Program is anticipated as one time only funding.

Applicants must be able to proceed with program operations upon award notification.

C. Eligible Respondents

This is a competitive process open to all entities: non-profit, for-profits, faith-based, private and public. However, for-profits are prohibited from adding a profit line in their budget requests. DFSS will consider geographic location and availability of services in final funding decisions.

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

2. RFP and Submission Information

A. Proposal Deadline and Submittal Procedures

Please send one original and three (3) copies by 4:30 P.M. on Monday, August 24, 2009 to:

Arlene Ortiz, Deputy Commissioner, Human Service Delivery
Department of Family and Support Services
1615 W. Chicago Ave.
Chicago, IL 60622

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. All proposals must be complete. Incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged. Time stamped receipts will be issued as proof of timely submittal.

No proposal will be considered complete and therefore reviewed unless the original copy is delivered and received at DFSS offices.

Proposals received after the due date and time may be deemed NON-RESPONSIVE and, therefore, subject to rejection.

B. Contact Person Information

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. Please direct any questions to the appropriate liaison. For answers to program-related questions please contact the following people:

Carol Kennedy, carolkennedy@cityofchicago.org
Christopher Mendoza, cmendoza@cityofchicago.org

All other questions regarding the administrative aspects of this RFP may be directed to: Julia Talbot, jtalbot@cityofchicago.org.

C. Pre-Submittal Conference

A Pre-Submittal conference will be held on Thursday, July 30th, 2009, 2:00 P.M. 4:00 P.M. at the Martin Luther King Community Service Center, 4314 S. Cottage Grove Ave.

All those interested in attending should contact, Latresha Chase, Latresha.Chase@cityofchicago.org, and write “CDBG-ARRA-Pre-Bidders Conference” in the subject line. Please give the names of those wishing to attend and the agency name. Please RSVP by July, 29 2009.

To request reasonable accommodation for the pre-submittal conference, please contact, Monica Rafac, mrafac@cityofchicago.org. Requests for accommodations will be accepted up to 48 hours prior to the event.

D. Timeline

This is the anticipated timeline for the CDBG-ARRA Neighborhood Clean Up Program.

RFP Released (posted on web site), hard copies	July 22, 2009
RFP Bidders Conference	July 30, 2009
RFP Due	August 24, 2009
Award Notifications made	September 15, 2009
Program Year Begins	October 1, 2009

3. Scope of Services

Overview

The Neighborhood Clean-Up Program is a year-round work and job-training program that involves alley vegetation control, debris removal in alleys, vacant lots and commercial strip cleaning. Participants will become knowledgeable in operating gas powered weed wackers; mowers; hand saws; pruners; lopers; edgers; de-weeding devices and picks, and they will acquire worker safety skills that are compliant with current OSHA Standards. In addition, training shall be provided in proper pruning techniques before being allowed to trim vegetation and trees. This training will enhance participants' entrance into maintenance and landscaping careers.

Providing work experience and training for hard-to-employ populations, including the formerly incarcerated, is a top priority of the City of Chicago, especially as the issue of prisoner re-entry has taken on new urgency in recent years. Helping these individuals attach to the workforce has been shown to reduce recidivism.

The project will last two and a half years, with two cohorts lasting one year each. During their one-year work experience and job training period, cohorts **(A cohort consist of 10 work crews, with a compliment of 10 participants per crew working 20 hours per week with the remaining 15 hours per week devoted to unsubsidized job training)** will function as paid members of a work crew. Participants will gain work experience and job training through participating in projects carried out by sub-recipients of the City.

Given the two components and the general requirements of this RFP, for clarity this section is organized into two sections.

I. Social service scope of service.

II. Work services project, including the scope of service and the requirements that each department mandates to complete these tasks.

The City of Chicago expects program innovation and requires that the Respondent(s) provide close management and execution of work services projects. The Respondent's design elements of the program should reflect the Respondent's ingenuity and experience.

The selected Respondent(s) will provide participants with a job-readiness program designed to provide the participant with the skills and knowledge necessary to meet the demands of the work services projects. The Respondent will also provide intensive one-on-one support for participants to resolve barriers to longer-term employment. In addition to work experience, the Respondent(s) must also provide professional development services to the participants. Professional development services may include workshops on problem solving,

communication skills, workplace literacy, financial literacy and job interview training.

It is anticipated that participants may cycle in and out of the work experience program and into longer-term full time, unsubsidized employment. The goal of the program is to provide participant's real work related skills as well as provide job training that will assist the participants in obtaining full-time permanent employment.

I. Social Service - Scope of Service

Participant Recruitment

The Respondent(s) can recruit participants from a variety of sources, with a special emphasis on working with parole offices, work release centers and other community-based organizations as long as the participants meet program eligibility requirements and are currently unemployed or underemployed.

Participants must be City of Chicago residents.

Assessment

Respondent(s) must institute program services that begin with an initial screening and drug testing, followed by a review of program requirements. Participants testing positively for drugs may not participate on a work services project. Respondents are expected to connect those who fail drug testing to appropriate drug treatment and intervention services. Individuals who complete drug treatment programs may return for acceptance to the program. Respondents must re-test individuals who failed their initial drug test and subsequently complete drug treatment programs to confirm that the individuals test negatively for drugs **before** allowing participation on any work services project.

In addition, Respondent(s) should assess participants in the areas of academic skills, vocational skill development, employment experience, and vocational goals and interests. Respondent(s) should use the assessment to assist the participants in their development of both short-term employment goals and long-range career plans.

On-the-Job Supervision

Most workforce development models feature a "train and place" service sequence. This model features a "place and train" sequence, which has been proven more effective with hard-to-employ populations. Respondent(s) will place participants on work crews and will designate a supervisor or job coach to provide immediate on-the-job instruction of work skills and habits to participants. Full time supervision by Respondent(s) while participants' complete work services projects is critical. In addition to providing instruction and supervision, the supervisor must ensure successful execution and completion of the work services projects.

Case Management

Respondent(s) will assign a case manager to each participant. This case manager will provide vocational counseling, arrange for supportive services, and monitor participant progress toward the obtainment of more long-term competitive employment. Depending on the size of the grant and structure, the case manager may also be a job coach supervisor.

The Respondent must provide intensive case management, job search and job readiness training, job placement; follow up service and tracking at 30, 60 and 90-day intervals. Intensive case management includes, but is not limited to the following:

- Frequent contact and monitoring of participants' progress
- Timely assessment, intervention and referrals as appropriate, for identified issues and barriers to program participation and employment
- Regular and timely contact with the referring case manager regarding participants' participation and progress
- Maintaining detailed participant case files including: participant attendance records; payroll records; assessment results used for barrier identification/removal; completed resume; current status of participant in program; employment verification; and work progression plan, as applicable, detailing participation requirements and expected goals of the participant in the program.

Supportive Services

The Respondent(s) will provide participants with public transit passes to and from the work assignment for a minimum but not limited to the first two weeks of the program, retrieval of identification documents, and work related uniforms or equipment.

Job Seeking Skills Training

The Respondent(s) will train participants on skills such, as but not limited to: interviewing, resume writing, application writing and job search strategies.

Job Placement Assistance

The Respondent(s) is responsible for assisting participants in securing unsubsidized employment beyond the work services projects.

Post-Employment Follow Up

Ongoing follow up with the participants will be provided by the Respondent to ensure successful re-integration into the community and retention of stable employment.

II. Work Services Project – Scope of Service

Cooperating City Department(s): Department of Streets and Sanitation (DSS)

Brief General Description

The Neighborhood Clean-Up Program is a year-round work and job-training program that involves alley vegetation control, debris removal in alleys, vacant lots and commercial strip cleaning. Participants will become knowledgeable in operating gas powered weed wackers; mowers; hand saws; pruners; lopers; edgers; de-weeding devices and picks, and they will acquire worker safety skills that are compliant with current OSHA Standards. In addition, training shall be provided by the City's Bureau of Forestry in proper pruning techniques before being allowed to trim vegetation and trees. This training will enhance participants' into maintenance and landscaping careers.

Estimated annual hours of work: 119,600 hours

Estimated hourly rate per participant: \$10.60

Estimated hours work per week: 20 hours

Work crew configuration: 10 participants and 1 supervisor for a total of 11 participants per crew. We anticipate 10 work crews per year.

Estimated participants served: 115 per year

Program Period: October 1, 2009 to March 31, 2012

Equipment Requirements

Gas power weed-wackers, brooms, rakes, shovels, bags, mowers, hand saws, pruners, lopers, edgers, de-weeding devices, picks, etc.

Skill Requirements

Participants must have knowledge of worker safety skills that are compliant with current OSHA Standards. Crew personnel shall be directly supervised by the Respondent.

Specifications and Responsibilities:**a. Exterior Grounds Maintenance**

- Respondent will be required to provide tools, garbage bags and transportation to participants performing the work. Lots to be serviced will be provided daily by DSS, Bureau of Street Operations. A detailed list of the work completed shall be provided to DSS at the close of business daily.

- Respondent is responsible and liable for the actions of the crews under his direction. Work performed, which is not under the jurisdiction of the City of Chicago, is **not** authorized.
- Patrol entire area for any litter or debris on lot. Collect all litter in bags and pile larger objects in one (small areas) or several (large areas) piles making available to be removed.
- Inspect and report any problems other than litter (i.e. abandoned vehicles, large fly dumps that cannot be removed by hand, high weeds, graffiti on billboards or adjacent buildings).
- Arrange and assist all removal operations of debris piles with DSS Ward Superintendents who will provide refuse truck upon completion of clean up efforts.
- Will perform snow removal per requested.
- Sweep all sidewalks and curb areas surrounding property to remove any fine debris generated during clean up.

b. Tree Pit Maintenance

- Lift Tree Grates exposing area underneath to be cleaned, cut, and remove high growing weeds.
- Rake all debris from area or use shovel-scraping area to gather small items including cigarette butts. Bag all debris and prepare for pick up from Refuse Collection Crew.
- Replace wood chips in depressed areas leveling as close to top surface as possible. (DSS will provide wood chips).

c. Trimming New Tree Planting

- Trimming shall consist of trimming all branches and suckers below 6 feet high and trimming shall be of a flush cut type.
- Tools shall be provided by the Selected Respondent and shall be of a non-power nature (i.e. hand pruners, pull saws and loppers)
- Debris removal: Respondent shall remove all branches and tree debris from work site, raking where necessary.
- Training- 1-day minimum of training shall be provided by the Bureau of Forestry and workers must demonstrate their knowledge of proper pruning techniques before being allowed to trim. Furthermore, workers

will be required to have additional training as necessary until they can effectively trim trees.

- All travel to and from and during work shall be provided by the Respondent.
- Proper insurance and bonding are required by the vendor.
- Work locations shall be provided by DSS.
- Oversight of the project shall be performed by DSS.
- All proper safety gear shall be provided by the vendor.
- All work crewmembers must wear proper identification at all times.
- City of Chicago reserves the right to dismiss any Respondent or work crewmember of said Respondent for non-performance.
- Respondent required to carry a tree-trimming permit at all times while trimming.

d. Communications

- Respondent must provide a mechanism for DSS representatives to maintain continuous communication with the respondent's field supervisor(s) at no additional cost to the City. The respondent must provide cellular phone numbers for this purpose.
- Respondent shall have communication abilities with the field crews at all times.
- DSS shall have availability to the above communication at all times.

e. Submittals

The Respondent will provide the following information to DSS upon Grant award:

- A Pre-arranged Route Sheet listing the order that sites will be serviced. The Route Sheet must be approved by the Commissioner of DSS and may be revised at the direction of DSS.
- A list of equipment to be utilized in the performance of the tasks listed above upon Grant award.
- Names and cell phone numbers of designated supervisors.

f. Vouchering

Upon Grant award, original invoices must be forwarded by the Respondent to DFSS. Invoices must be submitted in accordance with the mutually agreed upon time period between the Respondent, DFSS and DSS. ***For-profit Respondents are prohibited from vouchering directly for profit. Additionally, competitive applications will maintain administrative costs below 10% of the total budget request.***

5. Evaluation and Selection Procedures

A. Evaluation Process

A committee selected by DFSS will evaluate and rate all proposals based upon the criteria outlined below. The committee may also request interviews with respondents. However, DFSS reserves the right to award contracts on the basis of initial proposals received without further discussions. Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection.

B. Evaluation Criteria

Each application will be evaluated on the strengths of the application and the responsiveness to the selection criteria outlined below. DFSS reserves the right to consult with other city departments or public or private funders during the evaluation process. Additionally, DFSS will consider geographic location and availability of services in final funding decisions.

Potential grantees **must be ready to proceed** with commencing the grant in the time frame outlined below.

The following criteria will be used in evaluating all applications.

i. Previous Programmatic Experience

Applicants should demonstrate knowledge of the populations to be served or similar populations and in the way in which these populations should be served as evidenced by previous or current operation of a successful program in the desired field.

ii. Administrative/Fiscal Capacity and Experience

Applicants will demonstrate the ability to assume and meet all payroll and fiscal requirements of CDBG-ARRA program. Administrative capacity will also take into account staffing, supervising and program monitoring experience and capacity. This includes reviewing current and past contractual performance on City of Chicago funded contracts.

iii. Innovative Project Design

Applicants will demonstrate program design and administrative features that are specifically tailored to the populations served. Programs serving the previously incarcerated (ex-offenders) will be given greater priority.

iv. Cost Effectiveness

Applicants will demonstrate that their proposed program is cost effective and that each proposed cost can be justified as both necessary and reasonable to the program's operation. Successful proposals will contain their administrative costs to 10 percent or less of their total programmatic costs.

C. Selection

Selections will not be final until the City and respondent have fully negotiated and executed a contract. The city assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a fully executed contract.

D. Technology Requirements

The provider must have a PC/laptop with a valid email account to which communication receiving and sending is appropriate.

The provider must also have a working fax machine to be able to receive and send faxes daily.

The provider may be expected to interface with the City of Chicago's Enterprise Case Management System - Client Activity Management System (ECM-CAMS). Requirements for operating this system are detailed below:

Desktop computers must at minimum have internet access - dial up is acceptable but high-speed/broadband is preferable, Window XP Professional (Service Pack 2) or higher, Internet Explorer v.7 or higher (no Netscape), a graphics card that can support 1024x768. Security specs must include: a) automatic operating system upgrades, b) firewall protection, c) automatic virus upgrades and d) anti-spy-ware software; at this time there are no laptop specs but this may change.

The provider must identify at least one staff who will be trained to work with the City of Chicago, DFSS computer programs.

E. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds.

The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As

a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

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

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

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be void-able by the City.

3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic

partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); 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 of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).

6. If selected for grant award, respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.

7. Pursuant to Mayoral Executive Order No. 05-1, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the "Respondent"), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the

City of Chicago (the "Mayor") or to his political fund-raising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fund-raising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fund-raising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fund-raising committee.

If Respondent violates this provision or Mayoral Executive Order No. 05-1 prior to the award of an agreement resulting from this request for qualifications/proposals/ information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fund-raising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

For purposes of this provision only, individuals are "'Domestic Partners'" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b). a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

"Political fund-raising committee" means a "political fund-raising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.

F. False Statements

1. 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 or regulation, or who knowingly falsifies any statement of material fact made in connection with a proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for 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 the section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p.39951, & 1)

2. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of an act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coined. J. 12-15-04, p.39951, & 1)

3. 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 Coined. J. 12-15-04, p.39951, & 1).

APPLICATION

Formatting

Submitted proposals must adhere to all of the following requirements:

- One original and three copies will be submitted for each proposal
- One complete set of the proposal containing original signatures in blue ink signed by an authorized representative of the organization will be marked "Original".
- Recycled paper
- 8 1/2 x 11 letter size
- Double-sided printing
- One inch margins
- Double-spaced
- 12-point font

**CDBG-ARRA
NEIGHBORHOOD CLEAN UP PROGRAM
Agency Application Information**

Legal Name of Applicant Agency	Federal Employer Identification Number (FEIN)		
Administrative/Mailing Address		Ward	Community Area
Executive Director	Executive Director's Phone Number		
Executive Director's Fax Number	Executive Director's Email Address		
Contact Person for Proposal	Contact Person's Phone Number		
Contact Person's Fax Number	Contact Person's Email Address		

Type of Organization (check one)

<input type="checkbox"/>	Not-for-Profit Agency	<input type="checkbox"/>	For-Profit Agency	<input type="checkbox"/>	Faith-Based Agency
<input type="checkbox"/>	Other, if yes Description:				

Amount Requested: \$ _____

Agency Statement of Certification

This proposal has been duly authorized by the governing body of the proposed. The proposed activities, dates, availability of resources, staff, cost, and all statements made are true and correct. The applicant will comply with all rules and regulations of the funding agency and will revise this proposal if necessary.

Authorized Signer's Name	Authorized Signature
Authorized Signer's Title	Date Signed

Proposals must contain the following information:

1. **Cover Letter:** An authorized representative of the Respondent must sign a cover letter. The cover letter must identify the work services project(s) that the Respondent's work training program is proposing to complete and contain a commitment to provide services in accordance with all terms and conditions of the RFP. In addition, the cover letter must contain an overview of the experience and background of the Respondent, or Respondents if this is to be a partnership. If a partnership, the fiscal agent must be identified and each of the collaborating partners' principal place of business and the name and telephone number of the principal contact person. Further, Respondents must provide the full address (including the street address and zip-code) for their administrative offices as well as for each service location that will be utilized for the provision of services. **The Cover Letter should not exceed 1 page.**
2. **Executive Summary:** The Executive Summary must provide an overview of the project. The overview should contain aspects of the Work Service Project component, the Social Service component and the Job Training component. **The Executive Summary should not exceed 2 pages.**
3. **Program Design Narrative:** In this section the Respondent must thoroughly explain their plan to meet the mandatory elements of both the social services and work services components of the Program. The narrative should be concise, but contain enough detail to ensure that the evaluation committee understands the Respondent's social services, job training and work services program activities and how participants will be chosen and their flow through Respondent's program. **The program design narrative should not exceed 8 pages and should include the following, clearly marked and in the same order:**
 - a. Description of recruitment tactics, where participants will be recruited, methods of recruitment, how program eligibility will be determined, and the identified geographic area or wards of the City served.
 - b. Description of the enrollment, orientation and assessment process. This description should include: where the enrollment/orientation will take place, the duration of orientation, which will be responsible and topics covered. The Respondent must also provide information on the drug screening process, who will provide the screenings, etc.
 - c. Description of the Respondent's prior experience working with ex-offenders. The description should include the type(s) of service(s) offered to ex-offenders (i.e. counseling, job readiness, job placement, etc). **Outcome(s) of this service(s) should also be included.**

- d. Description of the Respondent's administrative and financial capacity and processes for the Program. The Respondent should clearly identify its ability to meet payroll, its payroll schedule, timekeeping and payroll procedures and process for administering tax records. **All wages and payroll deductions are the responsibility of the Respondent.**
- e. Description of Respondents' facilities available for use in connection with the program.
- f. Description of case management process. The following should be included: who will be responsible for case management, what will be the ratio of case manager(s) to participant(s), what experience have case managers had working with ex-offenders, how will case managers assist participants in developing skills and habits for employment.
- g. Description of job readiness training. The description must include the types of training (i.e., resume writing, interviewing etc.), who will be providing the training, frequency of training, etc.
- h. A description of the industry and employer for which participants will be trained. (Include job descriptions from targeted employer) A service delivery flowchart, showing the timing and venue of services for the employer, contractor and participant.
- i. 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, proof of current compliance must be **included** with the application. **Include additional page(s) and documentation.**
- j. Description of **unsubsidized** job placement and job development process. Responses should include the following: strategies for recruiting businesses (include letters of support from businesses), how the Respondent will match participants to appropriate unsubsidized employment opportunities.
- k. Description of retention services. Fully describe how participants will be retained in unsubsidized employment for 30, 60 days and 90 days.
- l. Description of outcomes. How many participants will be recruited, enrolled, placed on work crews and placed in other unsubsidized jobs, and retained for 30, 60 and 90 days.

- m. Description of personnel. The professional qualifications and specialized experience of committed personnel.

4. Work Services Project Narrative:

- a. All Respondents must describe past work experience on similar type projects, utilizing similar skills, equipment and materials, as may be proposed in their proposal.
- b. All Respondents must submit a detailed work plan describing their approach to completing the project as specified. Responses should explain the coordination and logistics of completing the tasks and inventory of equipment, vehicles and tools needed as well as quality control methods for ensuring task is completed to City satisfaction. Also include in the work service project bid a complete detail of charging method for parts and supplies, delineating sources of supply and price list references and describing any discount or mark-up from trade price list.
- c. Description of the on-the-job work crew. Fully describe this phase of the program. Responses should include: an overview of how participants will flow into the work crew activity and a detailed description of the plan for supervision of participants and instruction in work skills and habits while on the crew.
- d. All Respondents must describe a staffing plan outlining responsibilities and experience of key personnel committed to the project. Please include the number of work crewmembers and plans for rotating, supervising crewmembers and overall project management plan.
- e. Respondents must include a proposed work schedule for the work service component as well as the job training component. Please note participants will work 20 hours per week with the remaining 15 hours dedicated to non-paid job training.

- 5. Budget/Bids:** Please submit one budget for the social service component of the project and a separate bid for the proposed work services project. The social service budget must include line items detailing all personnel, equipment, supplies and other charges to the project (i.e. bus passes). The work services project bid must contain the proposed hourly rate or service rate. Respondents must have sufficient cash flow to pay participants prior to being reimbursed by the City of Chicago.

6. **References:** Submit, preferably, at least 3 references from previous or current projects. The references should include:
 - i. Company Name
 - ii. Company address
 - iii. Contact person and phone number
 - iv. Date of Service
 - v. Brief description of services provided
 - vi. Dollar value of work

7. **Attachments:** Respondents may submit any letters of support or agreement such as letters of collaboration from referring entities or social services partners or letters from employers who have previously hired persons with prior felony convictions as applicable.

Budget Instructions

Competitive proposals will contain their administrative costs to 10 percent or less of their total programmatic costs.

BUDGET SUMMARY- Form 1

The purpose of this form is: 1) to summarize, by item of expenditure, the total budget of a program or project to be funded in whole or in part with Senior Services/AAA funds; and 2) to specify the share of total cost charged to the awarded grant program and the share of total cost charged to other matching or supplemental funding sources.

Please show both the expenses that will be paid for with awarded funds and those that will be paid for with other share. Numbers should be rounded to the nearest dollar.

- A. Delegate - Name of Delegate Agency.
- B. Department Program - filled out by City Department.
- C. Project Name - Name of project.
- D. Department - filled out by City Department.
- E. Contract Term - Indicate beginning (month/day/year) and ending (month/day/year) of contract period.
- F. Allocation – Indicate the amount of awarded funds allocated for this project.
- G. Vendor Code Number - filled out by City Department.

- H. Service Contract Number - filled out by City Department.
- I. Fund/Dept./Organization # - filled out by City Department.
- J. Project Budget - Columns (1) and (2): Item of expenditure and account number -The required information has already been provided in these two columns. Delegate budgets are limited to the accounts listed on the Budget Summary. In exceptional cases, City Departments may obtain approval to use "other" accounts by contacting their budget analyst at the Office of Budget and Management.

Personnel Costs (Account 0005) - salaries, stipends, overtime, salary adjustments.

Fringe Benefits (Account 0044) - term life insurance, worker's compensation, health insurance, unemployment insurance, dental plan, Medicare.

Operating/Technical Costs (Account 100) - accounting, auditing (**if anticipating expending \$500,000 or more in federal funds**), legal, publications, rental of property, rental of equipment/services, repair/maintenance of property, repair/maintenance of equipment, utilities, telephone, local transportation, postage, advertising, technical meeting costs, general liability insurance, reproduction, dues, promotions, memberships, messenger service.

Professional and Technical Services (Account 0140) - consultants/subcontractors.

Materials and Supplies (Account 0300) - stationery and office supplies, tools, materials and supplies, books and related material.

Equipment Costs (Account 0400) - office machinery, furniture and furnishings, equipment, and communication devices. If purchases are \$5,000 or greater a property inventory must be maintained.

Other Program Costs (Account 0900) - expenses that do not fit in the other account categories.

If you are unsure how to categorize a specific cost, please call your departmental contact.

The OMB Circular A-122 "Cost Principles for Nonprofit Organizations" establishes federal cost principles of awarded grant funding, contracts and other agreements with nonprofit organizations.

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; a fidelity bond (if applicable); 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 Division, Maria Santiago 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 - .485 cents per mile. The per-person reimbursement cannot exceed \$250 per month.

Column (3): Provider Share of Cost - Summarize by budget line item the of the awarded budget allocation for this program or project.

Column (4): Other Share - Summarize by budget line item the share of the project's cost which will be funded with matching or supplemental public or private funds. If funding is supporting the agency's general operations then "Other Share" should represent all non-funded awarded operating support.

Column (5): Total Cost - Add columns (3) and (4) to derive the amount of the total budget for the program or project.

- K. Percentage of Total Project Costs Paid by Other Share - Column 4 divided (\div) by Column 5.
- L. Delegate Authorization – To be signed by appropriate signatory of applicant organization.
- M. City Authorizations – Filled out by City Department.

PERSONNEL BUDGET - FORM 2

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

- A. Name of Delegate Agency
- B. Self-explanatory.
- C. Self-explanatory.

D. Federal Employer Identification Number - The Internal Revenue Service (IRS) assigns a 9-digit Federal identification number to every organization employing one or more individuals. Indicate the subrecipient's number in the space provided. Should an agency have questions concerning its identification number, call the IRS at (800) 829-1040.

E. Personnel Budget Allocation

Column (1): Position Title - List all positions (even those for which the salary will be paid exclusively with a "other share" funding source) that will be funded under this project during.

Columns (2) and (3): Number and Rate - For each position listed in Column (1) indicate the number of employees to be funded and the corresponding salary rates (either annually or hourly). If there are different rates for the same position, list the rates one under another.

Column (4): % of Time Spent on Project - Often an employee spends only a fraction of his or her time on the funded project because they are engaged in other sub-recipient projects. Please indicate for each employee to be funded, percentage (%) of time that will be spent on this project. If the employee is part time, please show the percentage (%) of the hours they work on this project out of the total hours they work.

Column (5): Awarded Grant Share of Total Cost - For each position listed, please indicate the amount of total salary cost to be paid with grant funds.

Column (6): Total Cost - To determine the total salary cost for each position; multiply Column (3) by Column (2) for each position/rate. Then multiply this amount by the percentage of time to be spent on the project Column (4) and put the final amount in Column (6).

Column (7): Brief Summary of Job Responsibilities - Describe briefly the duties and responsibilities associated with each position listed in Column (1).

Line (8): Positions/Salaries Subtotals - Add the number of positions to be funded for this project and indicate the number at the bottom of Column (2). Also, subtotal Columns (5) and (6) to derive respectively the funded share of total cost and the total salary cost.

F. Fringe Benefits and Total Personnel Costs: Both the federal and state governments require employers to pay various employee taxes and contributions. These taxes and contributions, along with certain fringe benefits that a sub-recipient may wish to offer its employees, are funded eligible expenses. The share of fringe costs to be borne by funded

amount must be reasonably proportional to the share of the salary costs borne by funded amount. Please estimate these various costs on the form where indicated. You must have written organizational policies to support those costs.

Line (9): F.I.C.A. and Medicare - Federal Insurance Contribution Act tax otherwise known as the Social Security Tax and Medicare.

Line (9a): The Social Security Tax is computed every payroll period as 6.2% of total payroll, up to \$97,500 per employee year.

Line (9b): The Medicare Tax is computed every payroll period as 1.45% of total payroll per employee year.

For further information regarding the F.I.C.A., contact the Internal Revenue Service at 800-829-1040 or refer to Publication 15 - Circular E. Calculate the funded share of the total F.I.C.A. cost for the annual value of the contract in columns (5) and (6) respectively.

Line (10): 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 (312) 793-1905. In Columns (5) and (6) show respectively the share of this total to be borne by funded share and the total State Unemployment Insurance Cost.

Line (11): 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. In Columns (5) and (6) show respectively the share of this total to be borne by funded share and the total State Worker's Compensation Insurance cost.

Lines (12-13): Other - Please 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 .008 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 grant awarded eligible expenses. In Columns (5) and (6) show the GRANT AWARD share and the total cost for each benefit listed.

Line (14): Subtotal Fringe Benefits - Add lines (9) through (13) to obtain the total fringe benefits (account number 0044).

Line (15): Total Personnel Costs - Add lines (8) and (14) in both Column (5) and (6), to obtain both the Grant award Share of the total costs and the Total Personnel Costs for the project.

NON-PERSONNEL BUDGET - FORM 3

The purpose of this form is to estimate and justify the non-personnel line item amounts shown on the Budget Summary (Form 1).

- A. Name of Delegate Agency.
- B. Self-explanatory.
- C. Self-explanatory.
- D. Detailed Schedule of Non-Personnel Allocations

Columns (1) and (2): Item of Expenditure and Account Number - List the account descriptions and the corresponding account numbers specified on the Budget Summary (Form 1) which are applicable to this project. *Do not include the personnel account.*

Column (3): Grant award Share of Cost - Indicate the share of the total cost listed in Column (3) that will be paid from awarded Grant.

Column (4): Total Cost - Indicate the total amount of funds budgeted for each item of expenditure specified in Column (1).

Column (5): Line Item Description and Justification - Each amount of budgeted funds listed in Column (4) must be justified. Please show all calculations. Include quantities and unit costs wherever possible (add additional sheets if necessary).

Column (6): Total - Indicate the totals for Columns (3) and (4).

Additional Required Attachments

1. One (1) copy of original Proposal plus three (3) copies.
2. A cover letter affirming the respondent's commitment to provide the goods and services described in its proposal, signed by an authorized representative of the respondent's organization.
3. IRS Statement of tax exempt status, if applicable. (For non-profits only).
4. Copy of Official Articles of Incorporation.

5. Copy of the most recent Department of Public Health Inspection Report (include the detail report) for the facility or facilities where the food will be served, prepared, packaged, and/or stored.
6. Applicant's most recent fiscal audit report or a pre-approved equivalent.
7. National Objectives Form (see following page).
8. Certificate of Insurance (see following page).

National Objectives Form

It is a requirement of that all CDBG funded programming self identify one of the following four national sub-objectives as part of the application process.

The qualifying National Object for this the proposed program type is "Activities Benefiting Low and Moderate Income Persons. Additionally, CDBG funding requires further identification.

Please Check the box next to the appropriate criterion listed below. For the purposes of this program, the anticipated activity associated with the work of the Neighborhood Clean Up Program will be: d. Low and Moderate Job Activity.

Organization Name: _____

Please circle one activity:

- a. Area Benefit Activities
- b. Limited Clientele Activities (LMC)
- c. Low and Moderate Housing Activity (LMH)
- d. Low and Moderate Job Activity (LMJ)

CA/CN Initials: _____

INSURANCE CERTIFICATE OF COVERAGE

Named Insured: _____
Address: _____
(Number and Street)

(City) (State) (ZIP)

Specification #: _____
RFP: _____
Project #: _____
Contract #: _____

Description of Operation/Location

The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the City of Chicago. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the City of Chicago at the address shown on this Certificate. This certificate is issued to the City of Chicago in consideration of the contract entered into with the named insured, and it is mutually understood that the City of Chicago relies on this certificate as a basis for continuing such agreement with the named insured:

Type of Insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
General Liability <input type="checkbox"/> Claims made <input type="checkbox"/> Occurrence <input type="checkbox"/> Premise-Operations <input type="checkbox"/> Explosion/Collapse Underground <input type="checkbox"/> Products/Completed-Operations <input type="checkbox"/> Blanket Contractual <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution				CSL Per Occurrence \$ _____ General Aggregate \$ _____ Products/Completed Operations Aggregate \$ _____
Automobile Liability				CSL Per Occurrence \$ _____
<input type="checkbox"/> Excess Liability <input type="checkbox"/> Umbrella Liability				Each Occurrence \$ _____
Worker's Compensation and Employer's Liability				Statutory/Illinois Employers Liability \$ _____
Builders Risk/Course of Construction				Amount of Contract
Professional Liability				\$ _____
Owner Contractors Protective				\$ _____
Other				\$ _____

- a) Each Insurance policy required by this agreement, excepting policies for worker's compensation and professional liability, will read: "The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago."
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for severability of Interest (cross liability) applicable to the named insured and the City.
- c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.
- d) The receipt of this certificate by the City does not constitute agreement by the City that the insurance requirements in the contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice	
Certificate Holder/Additional Insured City Comptroller's Office Federal Funds Insurance Unit 33 North LaSalle Street, Room 800 Chicago, Illinois 60602	Signature of Authorized Rep. _____ Agency/Company: _____ Address _____ Telephone _____

For City use only
Name of City Department requesting certificate: (Using Dept.) _____
Address: _____ ZIP Code: _____ Attention: _____