

REQUEST FOR PROPOSALS (RFP)
For
The Ending Veteran Homelessness Initiative

Issued by:
CITY OF CHICAGO
Department of Family and Support Services
On
January 7, 2015

All proposals shall be submitted via the Cyber Grants system to:

Maura McCauley
Director of Homeless Prevention, Policy & Planning
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, Illinois 60622

The application can be accessed at:

http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=5130&x_proposal_type_id=37058

PROPOSALS MUST BE RECEIVED NO LATER THAN
4:30 P.M. CENTRAL TIME on January 29, 2015



Evelyn Diaz
Commissioner
Department of Family and Support Services

Rahm Emanuel
Mayor
City of Chicago

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SECTION I. Invitation

A. Purpose of the RFP

In 2014, Mayor Emanuel announced his intention to end homelessness among Chicago's veterans. This is part of a larger national initiative spearheaded by the United States Department of Veterans Affairs (VA) working in partnership with the Department of Housing and Urban Development (HUD) and many local affiliates including the Chicago Housing Authority (CHA); All Chicago (a partnership of the Chicago Alliance, the Emergency Fund and the Learning Center); and the Corporation for Supportive Housing. As part of this initiative, the City of Chicago's Department of Family and Support Services (DFSS) is releasing this RFP to solicit interested and qualified Respondents to provide and coordinate the services necessary to contribute to accomplishing this goal.

This RFP is specifically seeking applicants for two different functions. First, we are seeking organizations capable of providing housing and case management for veterans. Second, we are seeking a system coordinator that will provide programmatic oversight and coordination for the entire Chicago effort to eliminate veteran homelessness. Respondents may apply separately to manage for one or both components described in this RFP.

The permanent supportive housing and case management service component of the initiative will facilitate permanent housing for homeless veterans with high service needs while providing the housing stability services necessary to support retention of permanent housing. The City of Chicago's contribution to this effort will be to provide up to 52 permanent supportive housing units managed by the Chicago Low Income Housing Trust Fund and the supportive services to promote housing stability. Landlords working with the Trust Fund through this program may be eligible to receive annual rental subsidies for renting to veteran participants.

Permanent Supportive Housing (PSH) Respondents to this RFP will work collaboratively with DFSS to achieve the following goals:

- 1) Successfully engage and house homeless veterans in stable permanent housing;
- 2) Promote housing retention through supportive services including the following:
 - Connect participants with a source of income and health care benefits;
 - Engage participants in substance abuse treatment, if applicable; and
 - Engage participants in mental health services, if applicable.

DFSS proposes to contract with one or two delegate agencies for these services. The total amount for these operations will not exceed \$200,000. DFSS expects that this level of funding will support services that enable up to 52 veteran headed households to move into housing. Funding awarded will support services only. Additionally, selected respondents will be required to work in collaboration with other City of Chicago Departments and delegate agencies to coordinate their outreach and engagement activities to homeless veterans, find suitable landlords willing to participate in the program and assist them with the Chicago Low Income Housing Trust Fund application process as needed. DFSS will facilitate these relationships as

necessary.

Additionally, DFSS anticipates awarding one contract of up to \$50,000 to a qualified Respondent to provide system coordination services to Chicago's overall veteran housing initiative which is part of the national 25 Cities Initiative (www.25Cities.com). In conjunction with Chicago's 25Cities Leadership Team and Coordinated Access Steering Committee this coordinator will develop oversight and coordination procedures for the 25Cities Initiative and overall coordinated assessment and housing placement system as it moves towards implementation, in order to provide system partners the coordination and follow-up necessary to ensure that all veteran participants are seamlessly and comprehensively matched with the appropriate housing resources needed to break their personal cycles of homelessness.

B. Background

The Department of Family and Support Services was created through the consolidation of several former city departments and offices, including the Departments of Children and Youth Services, Human Services, and Senior Services, the Mayor's Office of Domestic Violence and parts of the Mayor's Office of Workforce Development, and the Ten Year Plan to End Homelessness, in order to provide more coordinated services for the city's most vulnerable citizens. The mission of DFSS 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."

The department provides services for seniors, victims of domestic violence, ex-offenders, children and youth. This program will be housed in DFSS's Homeless Services Division. The Homeless Services Division works in partnership with other government and community organizations to collectively address the needs of those in crisis. Specifically these programs target persons experiencing homelessness or those at risk of homelessness. Areas of focus include strategic planning, support for shelter and social service providers, grant making activities, Shelter Plus Care and other supportive housing programs, homeless outreach and engagement, service events, and special projects.

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

C. Chicago's Plan to End Homelessness

In 2012, a wide range of stakeholders in Chicago's Continuum of Care developed an updated set of strategies to prevent and end homelessness. Chicago's "Plan 2.0" is a broad-ranging, seven-year action plan that reaffirms and builds on the core tenets outlined in Chicago's original Plan

to End Homelessness –prevention, housing first, and wraparound services -- and identifies new strategies to improve access and opportunity for those most in need.

Plan 2.0 is divided into seven strategic priorities that represent the most cutting-edge thinking on preventing and ending homelessness from around the country.

1. **The Crisis Response System:** Create an effective crisis response system that prevents homelessness whenever possible and rapidly returns people who experience homelessness to stable housing.
2. **Access to Stable and Affordable Housing:** Create and maintain stable and affordable housing for households who are experiencing or at risk of homelessness.
3. **Youth Homelessness:** Create a comprehensive, developmentally appropriate menu of services for youth who experience homelessness in order to prevent homeless youth from becoming the next generation of homeless adults.
4. **Employment:** Increase meaningful and sustainable employment opportunities for people experiencing or most at risk of homelessness.
5. **Advocacy and Civic Engagement:** Engage all of Chicago in a robust plan that creates a path to securing a home for everyone in our community.
6. **Cross-Systems Integration:** Work across public and private systems of care to ensure ending homelessness is a shared priority.
7. **Capacity Building:** Ensure a strong homeless assistance system capable of implementing Plan 2.0 goals and HEARTH Act performance standards.

Creating a coordinated assessment and housing placement system and increasing collaboration with the U.S. Department of Veterans Affairs through integrated outreach and improved access to veteran-specific housing programs are key objectives of Plan 2.0.

C. The HEARTH Act

In 2009, the HEARTH Act amended and re-authorized the McKinney-Vento Homeless Assistance Program. It also created a new Emergency Solutions Grant (ESG) Program and Continuum of Care Program; significantly revised the definitions of the homeless and chronically homeless; and created a new definition of at-risk of homelessness. The HEARTH Act has significant implications for how homeless services, including interim housing and permanent supportive housing, are managed, funded, structured, and evaluated. Central to the Act is a great emphasis on reducing the length of homelessness; reducing recidivism; and reducing the overall number of households experiencing homelessness. Given its comprehensive nature, DFSS uses the federal HEARTH Act definitions and guidelines in the development of the majority of its homelessness programming although non-federal funding sources may be used.

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

This initiative is administered by the Department of Family and Support Services through funding received from the City of Chicago's Corporate Fund. Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago. Selected Respondent will be required to comply with all laws, regulations, policies and procedures

imposed by funding sources. Additionally all delegate agencies must comply with the Single Audit Act if applicable.

DFSS anticipates awarding one or two contracts for a total amount of \$200,000 the PSH portion of this RFP and one \$50,000 contract for the coordination piece of this RFP. ***Successful respondents will be able to demonstrate a cash or in-kind match of at least 10%.***

Funding is subject to the availability of funds and no advances are anticipated to be given. Respondents should be aware that payment for services by the City will be made on a reimbursement basis. Respondents should not plan to receive their first payment until up to 60 days after the execution of the delegate agreement. **Respondent must be able to proceed with program operations within a reasonable period of time following award notification.**

The term of contract(s) executed under this RFP will start **March 1, 2015 through December 31, 2015** for the first year. Based on need, availability of funds and delegate agency performance, DFSS may extend this term for up to two additional periods, each not to exceed 12 months.

Should the initial Respondent's contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent.

E. Rate of Reimbursement

Funds will be paid through a line-item reimbursement requiring the timely submission of vouchers for work previously performed. Proper documentation of service delivery, using the required reporting tools, is required.

F. Eligible Respondents

This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public.

Respondents whose existing contracts with the City of Chicago 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, and/or 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.

SECTION II: RFP and Submission Information

A. Proposal Deadline and Submittal Procedures

Due to the one day delay in releasing this RFP; the due date for submission of proposals has been changed to:

January 29, 2015

Please fill out an application via our Cyber Grants system. Cyber Grants can be accessed via a link on the DFSS website where you downloaded this RFP or by going to this address:

http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=5130&x_proposal_type_id=37058

B. Pre-Proposal Conference

A Pre-Proposal conference will be held on:

**Thursday, January 15, 2015, 10:00 a.m. – 11:30 p.m.
Department of Family and Support Services
1615 W. Chicago Ave., Conference Room 249A.**

Attendance at this conference is not mandatory but is highly advised.

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

C. Contact Person Information

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail.

For answers to program-related questions please contact:

Maura McCauley: Maura.McCauley@cityofchicago.org

All other questions regarding the administrative aspects of this RFP may be directed to:

Julia Talbot: jtalbot@cityofchicago.org

D. Timeline

Proposal Release Date:	January 7, 2015
Bidders Conference:	January 15, 2015
Proposal Due:	January 29, 2015
Award Letters:	February 12, 2015

Section III. Program Information, Requirements, and Scope of Services

The Ending Veteran Homelessness Initiative RFP seeks to support two distinct activities; engaging and housing homeless veterans via permanent supportive housing ("Permanent

Supportive Housing”) and to provide overarching coordination of the initiative’s many partners (“System Coordination”).

A. Permanent Support Housing

The overarching goals of the Ending Veteran Homelessness Initiative are to:

- Successfully engage and house homeless veterans in stable permanent housing
- Promote housing retention through supportive services and crisis intervention services that prevent homelessness.

Services will be specifically targeted to veterans who are living in public spaces or shelters and meet Category 1 (Literally Homeless) of the HUD definition of homelessness. Priority will be given to veterans who are not eligible for VA housing programs due to their discharge status or length of service as well as veterans who prefer not to receive services from the VA. Veterans will be eligible for this program based on high acuity determined by a standardized vulnerability assessment.

These goals will be achieved through the following program elements:

- Street outreach and in-reach at shelters and community agencies and placement of homeless veterans into permanent supportive housing
- Provision of supportive services that address housing stability and crisis intervention services that prevent homelessness
- Integration with existing homeless services and veteran services system components (25Cities/Coordinated Access)

Permanent Supportive Housing

The Chicago Low-Income Housing Trust Fund will provide subsidies for approximately 52 units of housing. The contracted Respondent will work to identify landlords that will work with the Trust Fund Rental Subsidy Program and are willing to lease to veteran families. The Respondent will then assist landlords successfully file an application with the Trust Fund in order for them to participate in this Initiative. For more information on the Trust Fund, see

http://www.cityofchicago.org/city/en/depts/dcd/supp_info/chicago_low-incomehousingtrustfund0.html

Supportive Services

This grant will fund intensive engagement through street outreach to identified places where unsheltered homeless persons gather and in-reach to shelters and community agencies where veterans may be identified, housing location, navigation, assistance with completing housing application paperwork and the transition to housing and ongoing case management services that focus on housing retention, connection a source of income, and substance abuse and/or mental health treatment, if applicable.

Services will emphasize housing assessment, housing retention, connection to a source(s) of income and health care benefits, and substance abuse and/or mental health treatment as

applicable. The selected respondent(s) will be expected to identify other service providers that an individual may engage with and coordinate service provision accordingly.

Proposed services should also include crisis intervention services that help prevent future homelessness. These services include landlord/tenant education and support related to lease compliance (e.g. rent payment and/or behavioral concerns) and may include linkages to or provision of services to address acute mental health crises that impact safety and housing stability.

Integration with Existing System Components

Selected respondents will be required to work in collaboration with DFSS and the Chicago 25Cities Initiative and future coordinated access and housing placement implementation efforts to coordinate outreach, navigation and housing placement. DFSS will facilitate an introduction with the 25Cities Initiative and all other partners as desired necessary.

1. Client Documentation Requirements

Homelessness Documentation Requirements

Appropriate documentation for current homelessness includes:

- i. Written, dated verification from street outreach staff stating the time periods the client received services, bounded by dates; and
- ii. Information obtained during the intake process, such as a short written statement about the client's current homeless status indicating that they are living unsheltered (car, abandon building, place not meant for human habitation); and,
- iii. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets;
- iv. For individuals exiting an institution – one of the forms of evidence above and:
 - Discharge paperwork or written/oral referral, or
 - Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution including the beginning and end dates of that stay.

Disability Definition and Documentation Standards for Permanent Supportive Housing

DFSS anticipates that some individuals will be housed through permanent supportive housing programs that require a documented disability in addition to homelessness for program eligibility. The Continuum of Care Interim Rule defines disability as the following:

- i. A person shall be considered to have a disability if he or she has a disability that:
 - a. Is expected to be long-continuing or of indefinite duration;
 - b. Substantially impedes the individual's ability to live independently;
 - c. Could be improved by the provision of more suitable housing conditions; and
 - d. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury.*
- ii. A person will also be considered to have a disability if he or she has a developmental disability.

- iii. A person will also be considered to have a disability if he or she has AIDS or any conditions arising from the etiologic agent for AIDS, including infection with HIV.

Disability Documentation Standards

The HEARTH Act requires written documentation of disability status for programs where disability is an eligibility criterion. The final rule provides that written documentation of disability status includes the following:

- i. Written verification of the disability from a professional licensed by the state to diagnose and treat the disability AND his or her certification that the disability is expected to be long-continuing or of indefinite duration AND substantially impedes the individual's ability to live independently;
- ii. Written verification from the Social Security Administration.
- iii. The receipt of a disability check (e.g. Social Security Disability Insurance check or Veteran Disability Compensation);
- iv. Intake staff-recorded observation of disability that, no later than 45 days of the application for assistance, is confirmed or accompanied by evidence;
- v. Other documentation approved by HUD.

In cases when disability is observed but documentation is not available prior to move-in, staff must record observations of disability on the intake form and document attempts to obtain documentation during the 45-day period in case notes.

2. General Operating Requirements

i. Reporting and Recordkeeping

Agencies are encouraged to meet the following reporting requirements:

- There are written policies for intake procedures and criteria for program admission, grievance procedures, and other pertinent policies. Respondents must provide copies of such procedures with this application for funding.
- Current participation or demonstrated willingness to participate in the HMIS system.
- All clients must be entered into HMIS.
- Currently participation or willingness to participate in the annual Point-in Time Count.

ii. Operational and Collaboration

DFSS requires funded agencies to comply with the following:

- Agency must accept DFSS referrals as a result of DFSS' direct outreach to the homeless.
- Agency must partner with DFSS in efforts to respond to emergency conditions caused by weather, fires and other unforeseen events that may cause an increase in the need for homeless services.
- Agency must participate in meetings, technical assistance, and service activities held by DFSS.
- Agency must establish formal written linkage agreements with other service providers to assist clients in accessing mainstream resources (such as TANF, job training, Medicare, Veteran's services, substance abuse treatment, Social Security).

- All funded agencies will be encouraged to participate in the Chicago Alliance to End Homelessness and engage in planning and policy activities and discussions as appropriate and desired.
- Agencies will participate in project advisory meetings as directed by DFSS.

iii. Staff Qualifications

Desirable staff requirements include demonstrated experience providing street outreach to individuals with chronic mental health and/or substance use issues, veterans, housing location and permanent supportive housing services, language capacity and cultural competency among staff.

iv. Fiscal Management

- Maintains internal accounting in accordance with Generally Accepted Accounting Principles (GAAP).
- The organization shall receive an annual independent audit, audit review or equivalent.
- The organization shall have internal fiscal control procedures.

v. ADA Compliance

Respondent must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA).

3. Outcome Performance Measures

Respondents will be regularly evaluated based on performance measures such as housing placement, housing retention rates and percentage of participants active in case management. Actual measures will be established in the scope of services when the grants are awarded. All funded organizations/networks must also use the Homeless Management Information System (HMIS) for this project and participate in an advisory group to evaluate the best practices of this model.

B. System Coordination

The System Coordinator will be awarded to one Respondent who, working closely with the Chicago's 25Cities Leadership Team will provide coordination services to all 25Cities participant organizations. The purpose of this coordination will be to achieve economies of scale, determine the best, most effective services and delivery models to the Initiative's participants individually and as a group and to ensure that participants are able to smoothly transition between providers and services as needed without experiencing unintended or unnecessary gaps or lapses.

Specifically, Respondents interested in the System Coordination piece should be capable of providing the following activities in order to achieve the following goals.

1. Program Elements

- Comprehensive oversight of the coordinated access system components including outreach and assessment, the housing referral process and housing placement process.
- Coordination and follow-up with all system partners to ensure that households progress between phases of the assessment and housing system by assigning identified households to outreach entities, notifying outreach/shelter entities when a housing match is available and working with the housing provider to ensure successful housing placement and/or addressing issues with the match. This may occur with intentional coordination meetings and also with individual program contact and follow-up.
- Coordination and reporting with the coordinated access data system, including monitoring data system usage and data quality.
- Status reporting to 25Cities Leadership team, Coordinated Access Steering Committee and Planning Council and City of Chicago.
- With Leadership Team guidance, recruitment of new community partners.
- Leadership within the 25Cities Initiative and other coordinated access initiatives that evolve from this project.

2. Goals

- Oversight of the coordinated access system components from managing the list of assessed veteran households to matching them with housing providers to ensure that none fall through the cracks.
- Identification and reporting of system challenges that need to be addressed as the system is scaled up, including policy recommendations for the Coordinated Access Steering Committee and Planning Council.
- Coordination and follow-up with all project partners – outreach staff, coordinated outreach entity, HMIS/CRS data managers, housing providers and other public entities such as the Department of Family and Support Services and the VA.

3. General Operating Requirements

i. Reporting and Recordkeeping

Agencies are encouraged to meet the following reporting requirements:

- Current participation or demonstrated willingness to participate in the HMIS system.
- Current participation or willingness to participate in the annual Point-in Time Count.

ii. Operational and Collaboration

DFSS requires funded agencies to comply with the following:

- Agency must participate in meetings, technical assistance, and service activities held by DFSS.
- Agency must establish formal written linkage agreements initiative partners.
- All funded agencies will be encouraged to participate in the Chicago Alliance to End Homelessness and engage in planning and policy activities and discussions as appropriate and desired.
- Agencies will participate in project advisory meetings as directed by DFSS.

iii. Staff Qualifications

Desirable staff requirements include demonstrated experience with coordination of complex systems (preferably related to outreach, engagement and housing location and placement), language capacity and cultural competency among staff and provision of training and technical assistance to community partners.

iv. Fiscal Management

- Maintains internal accounting in accordance with Generally Accepted Accounting Principles (GAAP).
- The organization shall receive an annual independent audit, audit review or equivalent.
- The organization shall have internal fiscal control procedures.

v. ADA Compliance

Respondent must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA) for office space leased for this initiative.

4. Outcome Performance Measures

Respondents will be regularly evaluated based on performance measures such as housing placement and engagement of partners. Actual measures will be established in the scope of services when the grants are awarded. All funded organizations/networks must also use the Homeless Management Information System (HMIS) for this project as relevant and participate in an advisory group to evaluate the best practices of this model.

Section IV. Evaluation and Selection Procedures

A. Evaluation Process

Each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Selected Respondent must be ready to proceed with the proposed program within a reasonable period of time upon contracting.

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. The Commissioner upon review of recommended agency (ies) may reject, deny or recommend agencies that have applied for grants based on previous performance and/or area need.

The Department of Family and Support Services (DFSS) reserves the right to ensure that all mandated services are available citywide, and provided in a linguistically and culturally appropriate manner.

B. General Selection Criteria

The Proposals will be evaluated on the Respondent's ability as defined in this RFP. The following criteria will be used in evaluating all proposals:

Points	Criteria
20	<p>Previous Program Experience</p> <p>Respondent should demonstrate knowledge of the populations to be served or similar populations and the way in which these populations should be served as evidenced by previous or current operation of a successful program of a similar nature.</p> <p>Provide evidence of financial, physical, and human resources leverage in the community. Also describe any collaborations or partnerships with other public and private agencies related to your program design and objectives (Examples: referral system, linkage agreements, and neighborhood coalitions).</p>
30	<p>Administrative/Fiscal Capacity</p> <p>Respondent will demonstrate that it has the resources and expertise to assume and meet all administrative and fiscal requirements. This includes the Respondent's fiscal (including financial management systems), technological, management, administrative and staff capabilities.</p> <p>Respondents will have experience contracting with the City of Chicago and/or other government or private agencies to administer grants of similar size and complexity to the one they are applying for through this application.</p> <p>Overall fiscal soundness, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year. All respondents must be current on all prior financial or contractual obligations with the City. All respondents must be able to prove that there are no outstanding liens or taxes owed to City, State or IRS.</p> <p>Evidence of other (non-City) financial support and/or fundraising accomplishments for the organization.</p> <p>Respondents must adhere to the City's auditing requirements.</p> <p>Agency's demonstrated fiscal and administrative capacity. For current DFSS providers, DFSS will consider all DFSS program and fiscal monitoring reports, as well as expenditure reports indicating agency's ability to expend funds in a timely manner.</p> <p>Facility Assessment. Agencies must meet ADA and local code regulations related to office space. Failure to respond or meet the criteria in the Facility Assessment will be taken into consideration.</p> <p>Substantially leverage other non-DFSS public and private funding sources by providing a cash or in-kind match of 10% or more of requested funding. The intent of this Application is to fund a portion of a program's total annual budget, and not to be a program's sole funding source. Therefore, Respondents that provide for leverage in</p>

	their proposed budget will be considered more responsive.
30	<p>Program Design and Administration</p> <p>Respondent will demonstrate program and administrative design specifically tailored to the goals of the program.</p> <p>Proposals will be rated based on the criteria and considerations listed above. System level considerations (such as geographic location, need to target underserved populations, etc.) may be taken into account in final ratings and funding decisions. The selection process will also consider how the proposed program fits into the larger homeless provider network achieving a comprehensive, citywide system of care that supports Plan 2.0 and aligns with HEARTH Act standards.</p> <p>Agency's program experience and capacity, including experience operating the program model or a program of similar nature.</p> <p>Agency's program implementation, scope, and outcomes. The Respondent's program design must be consistent with the program model described in this Application. Proposals will be evaluated on the expertise and ability of the agency to address the required key elements of the proposed program model and fulfill the required program outcomes. The agency must demonstrate an evaluation strategy that is feasible and can reasonably measure program impact. Proposals will be evaluated based on the Respondent's prior performance for the program model being implemented, if applicable. Prior performance will be evaluated based on the Respondents' narrative response to this Application as well as review of programs' prior performance (based on DFSS quarterly reports).</p> <p>Agency's proposed staffing. Proposals will be evaluated on the extent to which the Respondent demonstrates staffing patterns necessary to operate the program in accordance with the program model's design and outcomes. Respondents must demonstrate an adequate plan for staff supervision.</p> <p>Service coordination and integration. Respondents must demonstrate their capacity to locate and leverage new neighborhood partners on an on-going basis. Proposals will be evaluated on the extent to which the Respondent has linkage agreements and partnerships with providers of the following services: employment training and placement; health care; substance use services; mental health assessment and treatment; life skills training; financial literacy. Proposals will be evaluated on the extent to which clients will have the ability to access these services either on-site or at a nearby location.</p> <p>Align with the goals of Plan 2.0 and anticipated HEARTH standards as they relate to coordinated assessment and access to resources.</p> <p>Exhibit flexible admissions criteria, to assure that there are sufficient programs available to respond to system needs.</p>

	Best represent outcome-based programming. This is programming that can be measured by meaningful outcomes, rather than solely by the reporting of activities.
20	<p>Quality of Proposed Budget</p> <p>How realistic and accurate is the budget. Does it align with the proposed program's narrative? Does the budget indicate at least at 10% match?</p> <p>Proposals will be evaluated based on their proposed budget request and the number of clients to be served.</p>

DFSS reserves the right to seek clarification of information submitted in response to this Application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary.

Selections will not be final until the City and the 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.

Section V. Legal and Submittal Requirements

A. City of Chicago Economic Disclosure Statement (EDS)

Respondents are required to execute the Economic Disclosure Statement annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process. More information about the on-line EDS system can be found at:

<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (is) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

1. A debtor in bankruptcy; or
2. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
3. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
4. A defendant in any criminal action; or
5. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or

6. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
7. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Evelyn Diaz. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant Agreement Obligations

By entering into this grant agreement with the City, the Respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding Authority

These initiatives are administered by the Department of Family and Support Services through funding received from the City of Chicago with the possibility of later funding being added from additional county, state and Federal sources. Consequently, all guidelines and requirements of the City of Chicago must be followed. Selected Respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources during the time of which the funding source is being used. Additionally, all selected Respondents must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Funded Respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate" included in the on-line application. The Insurance Certificate of Coverage is only required for those Respondents who are selected for a grant agreement award at which time more information will be given. However, a preliminary version of this certificate must be provided when responding to the RFP as the City of Chicago cannot enter into contracts with Respondents without the insurance.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw

in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. 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 an 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 a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees. The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

2. 1-21-020 Aiding and Abetting.

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

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 Coun. J. 12-15-04, p. 39915, § 1)

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

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

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

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

2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a)

a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

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

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

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

6. If selected for grant award, Respondents are required to (a) execute the Economic

Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

7. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

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

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

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

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

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

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the 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.