

City of Chicago
Request for Proposals (RFP)
for
PlayStreets Implementation Grant
RFP #DA-41-3006-

Key Dates

RFP Release Date	January 3, 2017
Pre-Submitted Conference	January 13, 2017
Proposal Due	January 24, 2017
Contract Start Date	February 1, 2017

All proposals must be submitted through Cybergrants.com

http://www.cybergrants.com/pls/cybergrants/quiz.display_question?x_gm_id=5130&x_quiz_id=7406&x_order_by=1

**PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M. CENTRAL
DAYLIGHT SAVINGS TIME by:**

Tuesday, January 24, 2017

NO PROPOSALS WILL BE ACCEPTED FOR ANY REASON AFTER THIS DEADLINE

For further information

Contact Herminia Vanna at 312-747-8820 or herminia.vanna@cityofchicago.org

City of Chicago
Department of Public Health
Division of Community Affairs

Rahm Emanuel
Mayor



Julie Morita M.D.
Commissioner



**City of Chicago
Request for Proposals (RFP)
for
PlayStreets Implementation Grant**

I. PURPOSE

A. Overview

The Chicago Department of Public Health (CDPH) is providing funding for one or two successful Respondents through this Request for Proposals (RFP) for the implementation of PlayStreets in target communities in Chicago from January 1, 2017 through December 31, 2017 with most services expected to occur during summer months.

PlayStreets focuses on increasing access to safe outdoor spaces for play and physical activity for children and their families in Chicago neighborhoods that face disproportionate rates of childhood obesity and limited access to safe outdoor play space. PlayStreets also provides new opportunities for small community-based organizations in the targeted neighborhoods to increase their knowledge, capacity and resources to help improve health and well-being among local residents. This is in line with Healthy Chicago 2.0, the citywide plan to improve health equity by providing new opportunities for communities to improve their health.

Successful Respondents will work with local community-based organizations to plan and host 150 PlayStreets. PlayStreets are scheduled events that provide children and their families with safe, supervised spaces along residential streets, temporarily closed to traffic, to enjoy outdoor activities, such as sports, games, and dancing. Together, we will promote play and physical activity, substitute play and physical activity for sedentary activity, bring together community partners and local residents to conduct and attend events focused on physical activity and healthy living and strengthen neighborhood-level capacity.

B. Key Definitions

Adequate Youth-Focused Physical Activity Programming: organized physical activity that is moderate to vigorous in intensity and targeted to a specific group of participants. The Center for Disease Control and Prevention (CDC) describes moderate to vigorous physical activity as follows:

Generally speaking, on a scale of 0 to 10, where sitting is a 0 and the highest level of activity is a 10, moderate-intensity activity is a 5 or 6. When a child does moderate-intensity activity, his/her heart beats faster than normal and he/she breathes harder than normal. Vigorous-intensity activity is a level 7 or 8. When a child does vigorous-intensity activity, his/her heart beats much faster than normally, and he/she breathes much harder than normally. More information from the CDC on physical activity for children available at: <http://www.cdc.gov/physicalactivity/everyone/guidelines/children.html>.

Recommended PlayStreets activities include but are not limited to: relay races, hula hooping, hopscotch, jump roping, games (e.g., Red Rover), sports (e.g., softball, basketball, etc.), and group activities (e.g. Zumba, dancing). The following is a suggested list of types of equipment and supplies to make available at PlayStreets: sidewalk chalk, jump ropes, hula hoops, soft balls of various sizes, balls or equipment required for sports or other programming.

Block Clubs: Block Clubs are groups of people who have homes and families on a given block and come together to improve the quality of life in their neighborhoods.

CAPS Member Group: A CAPS Member Group is a community based organization, church, or school

with a designated individual who regularly attends and represents his/her group at the monthly Chicago Alternative Policing Strategy (CAPS) local beat meeting.

CDPH: CDPH refers to the Chicago Department of Public Health, the granting agency.

Community-Based Organizations (CBO): Nonprofit groups that work at a local level to improve life for residents. The focus is to build equity across society in all streams - health care, environment, quality of education, access to technology, access to spaces, etc. CBO's implement PlayStreets activities, with help and oversight from the Respondent and CDPH. Examples of CBOs include churches, schools, block clubs, non-profits and CAPS Member Groups.

PlayStreets: an initiative that provides children and adults with, safe, supervised spaces to enjoy outdoor activities, such as sports, games and dancing. A PlayStreets requires a street to be closed to through traffic with no parking allow children and adults to play in the streets safely. It allows communities to open up their streets to pedestrians for play and exercise on a recurrent basis, and is a quick and low-cost way to create active play space. Individual PlayStreets events are implemented by community-based organizations (CBOs) who apply to have a PlayStreets. During the PlayStreets, the organizers supervise participants and coordinate staff and/or volunteers who run scheduled and unscheduled activities, such as Zumba, relay races, and jumping rope. PlayStreets are regularly scheduled (usually once weekly) and operate during daylight hours. PlayStreets events tend to occur on residential streets with little traffic.

PlayStreets Event: A PlayStreets event is defined as a minimum of 3 continuous hours or more of adequate youth-focused physical activity programming, excluding time for set-up and clean-up that occurs on one day and is overseen and coordinated by the Respondent and implemented by a CBO. Playstreets will be hosted late spring and early fall (for example conducting a PlayStreets event every Wednesday between 9:00 a.m. and 12:00 p.m.. from June through August, or conducting a PlayStreets event every other Saturday between 1:00 and 4:00 p.m. during the summer.Project/Program Director: This is an individual who is employed and/or hired by the delegate agency and is responsible for the overall oversight of the implementation and conduct of the PlayStreets project. This person will serve as the primary liaison between the delegate agency and CDPH.

Regions: For the purposes of this grant opportunity, the city has been divided into two regions: North and South. The North Region consists of community areas 1 – 32, 76 and 77. The South Region consists of community areas 33 – 75. For the names, numbers, and geographical distribution of community areas in Chicago, see map of Chicago Community Areas on Page 6 of the RFP.

Successful Respondent(s): A Successful Respondent is the organization that submits a successful proposal response to the PlayStreets RFP and is awarded a delegate agency contract with the CDPH to perform the scopes of services outlined below.

Target Communities: Target Communities are areas within the city of Chicago that are specifically selected by Respondents as communities that will house PlayStreets events. National studies of childhood obesity have found that obesity prevalence is higher among Hispanic/Latino and African American youth than among Whites. Additionally, youth living in low income households tend to be at higher risk of obesity than those in higher income households. These trends are mirrored among adults in Chicago, with higher rates of self-reported obesity in adults being associated with low income, non-White race-ethnicity, and less education. For these reasons, the target communities for this RFP are neighborhoods in the city with substantial numbers of residents with these demographic risk factors for obesity. Neighborhoods with limited or no access to safe places where outdoor recreation and play can occur are also part of the target communities.

Possible models to consider as examples of how to select target communities are:

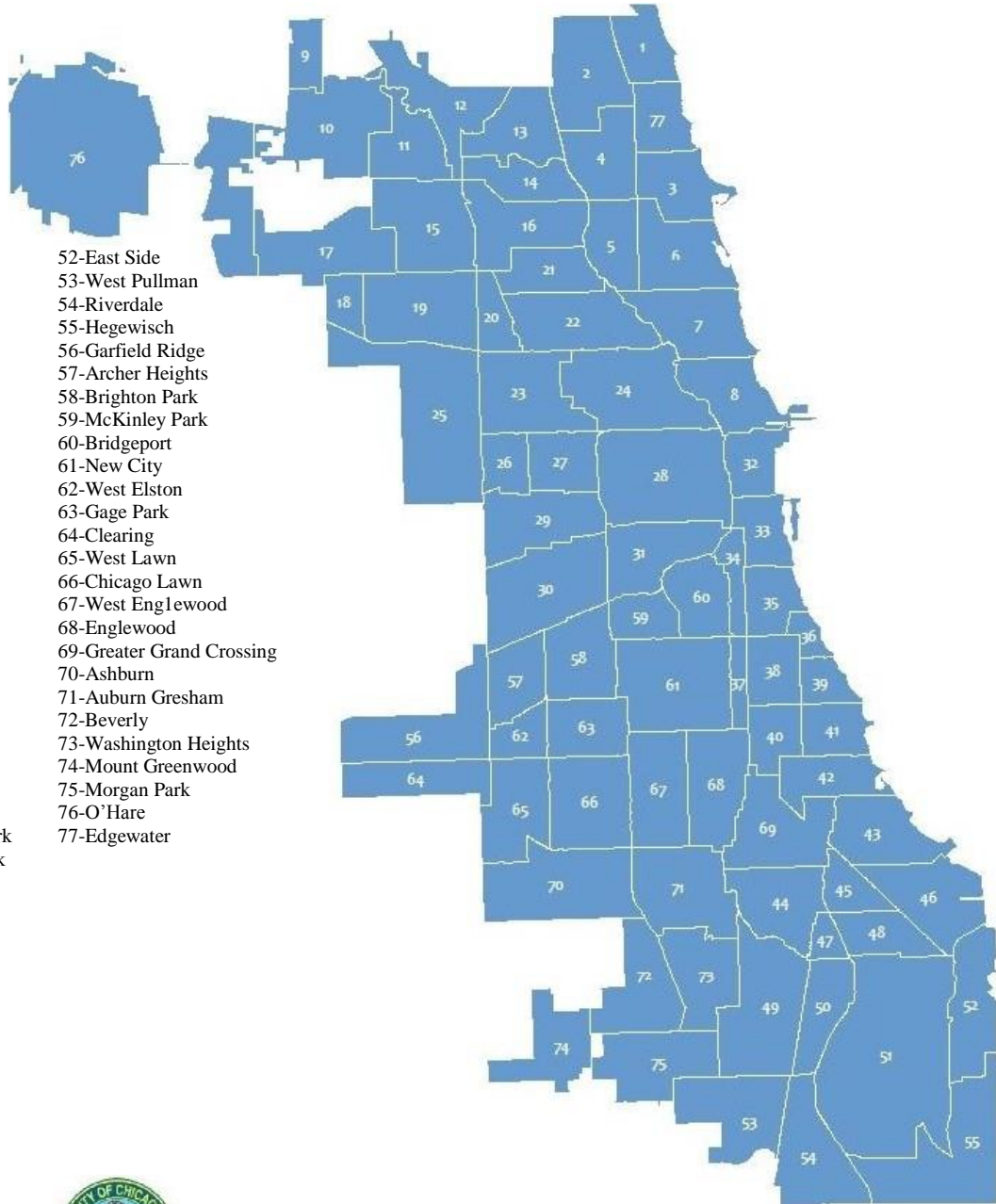
- The Consortium to Lower Obesity in Chicago Children (CLOCC) has piloted many of its activities in 10 vanguard community areas in Chicago. These communities were selected due to their high incidence of childhood obesity, strength of partnerships among community members, and connections to prior CLOCC work. You can find more information at <http://www.clocc.net/about/vanguard.html>.
- Local Initiatives Support Corporation/Chicago's (LISC/Chicago) New Communities Program is a long-term initiative to support comprehensive community development in 16 Chicago neighborhoods. You can find more information at <http://www.newcommunities.org/whoware/index.asp>.

A. Chicago Community Areas

City of Chicago Community Areas

- 1-Rogers Park
- 2-West Ridge
- 3-Uptown
- 4-Lincoln Square
- 5-North Center
- 6-LakeView
- 7-Lincoln Park
- 8-Near North Side
- 9-Edison Park
- 10-Norwood Park
- 11- Jefferson Park
- 12-ForestGlen
- 13-NorthPark
- 14-Albany Park
- 15-Portage Park
- 16-Irving Park
- 17-Dunning
- 18-Montdare
- 19-Belmont Cragin
- 20-Hermosa
- 21-Avondale
- 22-Logan Square
- 23-Humboldt Park
- 24-West Town
- 25-Austin
- 26-West Garfield Park
- 27-East Garfield Park
- 28-Near West Side
- 29-North Lawndale
- 30-South Lawndale
- 31-Lower West Side
- 32-Loop
- 33-Near South Side
- 34-Armour Square
- 35-Douglas
- 36-Oakland
- 37-Fuller Park
- 38-Grand Boulevard
- 39-Kenwood
- 40-Washington Park
- 41-Hyde Park
- 42-Woodlawn
- 43-South Shore
- 44-Chatham
- 45-Avalon Park
- 46-South Chicago
- 47-Burnside
- 48-Calumet Heights
- 49-Roseland
- 50-Pullman
- 51-South Deering

- 52-East Side
- 53-West Pullman
- 54-Riverdale
- 55-Hegewisch
- 56-Garfield Ridge
- 57-Archer Heights
- 58-Brighton Park
- 59-McKinley Park
- 60-Bridgeport
- 61-New City
- 62-West Elston
- 63-Gage Park
- 64-Clearing
- 65-West Lawn
- 66-Chicago Lawn
- 67-West Englewood
- 68-Englewood
- 69-Greater Grand Crossing
- 70-Ashburn
- 71-Auburn Gresham
- 72-Beverly
- 73-Washington Heights
- 74-Mount Greenwood
- 75-Morgan Park
- 76-O'Hare
- 77-Edgewater



II. BACKGROUND

The mission of CDPH is to make Chicago a safer and healthier place by working with community partners to promote health, prevent disease, reduce environmental hazards, and ensure access to health care for all Chicagoans. The goal of PlayStreets aligns with the mission of the CDPH by promoting health and wellness through the creation of healthier, safer environments. The PlayStreets initiative involves multiple partners, including CBOs and various city departments and agencies, such as the Chicago Department of Transportation, Chicago Police Department, and Chicago Park District.

PlayStreets events are regularly scheduled street closings in residential areas that provide children and adults with safe, supervised spaces to enjoy outdoor activities, such as sports, games, and dancing. Providing space for children to engage in physical activity is critical in Chicago where childhood obesity, particularly for racial minorities, has outpaced the national epidemic.

III. ELIGIBILITY REQUIREMENTS FOR RESPONDENTS

In order to be eligible for these funds, the Respondent must meet the following criteria:

- Be a non-profit with 501(c)3 status.
- Be located in the City of Chicago.
- Have organizational experience collaborating with CBOs and other stakeholders (e.g., school, church, block club, CAPS member group).
- Have demonstrated knowledge of and experience designing and implementing community-based programs that encourage health and wellness in underserved communities.
- Have demonstrated fiscal responsibility and capability to manage funds.

Respondents may apply for one or both regions but must submit a **separate** proposal for each category.

IV. PRE-PROPOSAL CONFERENCE

An Pre-Proposal Conference has been scheduled for this RFP to be held on Friday January 13, 2017 at 11:00 a.m. The purpose of the Pre-Proposal Conference is to provide an overview of this RFP, describe the proposal review process, and answer questions from prospective Respondents. Organizations planning to submit a proposal for funding are strongly encouraged to participate in the Pre-Proposal Conference. The Pre-Proposal Conference will be held at the following location and date:

Pre-Proposal Conference
Friday, January 13, 2017
11:00 a.m. – 12:00 p.m.
Chicago Department of Public Health
333 South State Street, 2nd Floor Board Room
Chicago, IL 60604

V. AVAILABLE FUNDING

A total of \$245,000 is available in funding for the implementation of PlayStreets in the City of Chicago. Awards will be made for the two eligible service regions (the North Region which consists of Community Areas 1 – 32, 76 and 77 and the South Region which consists of Community Areas 33 – 75). The successful Respondent for each service region will be awarded \$122,500 to oversee and coordinate the implementation of PlayStreets events during May 1, 2017 through October 31, 2017. Respondents may apply for one or both regions but must submit a separate proposal for each category. CDPH may make appropriate changes to the allocations and amounts in this RFP as necessary as it relates to geographic dispersion.

Contract renewal is possible for up to two (2) additional periods, each period not to exceed one year, and contingent on funding availability and prior program and fiscal performance.

VI. ELIGIBLE PROGRAM ACTIVITIES AND PRIORITIES

A. Program Activities

PlayStreets is an initiative that provides children and adults with safe, supervised spaces to enjoy outdoor activities, such as sports, games and dancing on a consistent and regular basis between late spring and early fall (for example, conducting a PlayStreets event every Wednesday between 9:00 a.m. and 12:00 p.m. from June through August, or conducting a PlayStreets event every other Saturday between 1:00 p.m. and 4:00 p.m. from during the summer). The goal of PlayStreets is to promote health and wellness by increasing access to safe play spaces for children and adults living in target communities in Chicago. Objectives include increasing the local capacity of community-based organizations to implement PlayStreets; promoting play and physical activity through activity conducted at the PlayStreets; substituting play and physical activity for sedentary activity; and bringing together community partners and local residents to conduct and attend events focused on physical activity.

Eligible activities include implementing PlayStreets, including providing equipment for, publicizing, setting up, and cleaning up for PlayStreets events; working and communicating with local partners and city departments, including Department of Transportation and Police Department; fulfilling logistic requirements associated with PlayStreets, including applying for street closure permits and background checks for adults supervising PlayStreets; and conducting additional activities, as proposed by the community-based organization, to promote health and wellness around topics such as nutrition and physical activity.

Planning, preparation, implementation, evaluation, and any other costs associated with completion of program requirements must be included and accounted for in the budget. Examples of planning activities include establishing relationships with local residents and partners, working and communicating with the Chicago Park District and Chicago Police Department, obtaining background checks for adults supervising PlayStreets, providing proof of insurance, and applying for street closure permits through the Chicago Department of Transportation. Respondents may choose to supplement the grant funds available through this RFP, for example through in-kind donations of play equipment or volunteering time to plan or supervise PlayStreets. All of this should be noted in the budget.

B. Service Regions

The service category funding and number of awards are listed in the table below.

Eligible Service Regions	Estimated Funds Available	Estimated Number of Awards
PlayStreets Implementation (North Region*)	\$122,500	1
PlayStreets Implementation (South Region**)	\$122,500	1
TOTAL	\$245,000	2

* The North Region consists of community areas 1 – 32, 76 and 77.

** The South Region consists of community areas 33 – 75. (please refer to “Chicago Community Areas” map on Page 6)

C. Funding Requirements and Priorities

Funds are available to plan and implement PlayStreets in targeted Chicago communities. The target communities for this RFP are areas of the City of Chicago that are underserved, have high rates of child obesity, and have little or no access to space to enjoy outdoor recreational activity and play. National studies of childhood obesity have found that obesity prevalence is higher among Hispanic/Latino and African American youth than among Whites. Additionally, youth living in low income households tend to be at higher risk of obesity than those in higher income households. These trends are mirrored among adults in Chicago, with higher rates of self-reported obesity in adults being associated with low income, non-White race-ethnicity, and less education. For these reasons, the target communities for this RFP are neighborhoods in the city with substantial numbers of residents with these demographic risk factors for obesity. Neighborhoods with limited or no access to safe places where outdoor recreation and play can occur are also targeted.

Any successful Respondent found to be non-compliant with the standards at any time, will be held responsible and required by the City of Chicago to restore any damages and/or costs associated with non-compliance.

D. Scopes of Services

The Successful Respondent(s) will:

1. Define and describe specific target community areas in either the North or South Regions in which PlayStreets will occur and outline the rationale for choosing these areas as target communities.
2. Ensure that PlayStreets is implemented in such a manner that provides children and adults with safe, supervised spaces to enjoy outdoor activities, such as sports, games, dancing and opportunities for ongoing physical activities.
3. Ensure PlayStreets is conducted between May and October 2017, with the majority of events

- expected to occur during the summer months.
4. Identify a minimum of 5 or more CBOs who will oversee the actual implementation of PlayStreets in their community/neighborhood.
 5. Submit a list of CBOs or similar entities that will be conducting PlayStreets activities to CDPH.
 6. Develop a mechanism to reimburse CBOs for the cost of their staff time and supplies, with a maximum amount per CBO of \$5,000, for the duration of the project period (May through October 2017) to implement PlayStreets in their communities.
 7. Upon being awarded final approval from CDPH, be able to quickly execute planning process with CBOs for implementation of PlayStreets events.
 8. Work with the CBOs to obtain street closure permits and obtain approval from local aldermen and if necessary, residents.
 9. Upon being awarded final approval from CDPH, delegate agencies will jointly provide trainings to CBO's across both South and North regions.
 10. Submit a calendar of PlayStreets events to CDPH which includes a schedule of the youth-focused programming and physical activities planned.
 11. Perform activities described in the schedule of events and programming submitted.
 12. Provide the necessary supplies, equipment (e.g., play equipment), and barriers to close street ends to conduct PlayStreets events.
 13. Ensure that a system is in place for completing standard background checks on any staff members or volunteers who will be in direct contact with children.
 14. Collect and submit program data on PlayStreets events to CDPH, according to CDPH specifications.
 15. Submit a plan for identifying and reporting safety concerns.
 16. Implement a citywide marketing campaign for PlayStreets.

VII. INSTRUCTIONS FOR COMPLETING A PROPOSAL

A. Proposal Guidelines

This section provides information on proposal requirements and submission guidelines. Page limits for each section are included. (See the section on Submission Guidelines for formatting instructions.) Include a table of contents reflecting major categories and corresponding page numbers. Use headings and subheadings to ensure that your proposal covers all the required elements. Only documents requested in this RFP or directly related to the RFP should be submitted. Any unsolicited material submitted with a proposal will not be considered.

Respondents must complete the City's electronic Economic Disclosure Statement and Affidavit, at <https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

Respondent's Mission and Experience

Provide a narrative describing your organization's mission and experience in providing the service category in this proposal. Discuss how the proposed program may be supported by other programs offered by your organization. Provide a brief description of the following, as it relates to the organization:

- Prior experience or demonstrated ability working with disadvantaged, underserved communities
- Prior experience or demonstrated ability to work with children less than 18 years of age
- Prior experience or demonstrated ability to work with issues of health and wellness and/or other public health issues
- Prior experience or demonstrated ability to conduct group physical activity and organize structured activities for youth

- Prior experience or demonstrated ability to work with community-based organizations, including providing capacity building
- Prior experience or demonstrated ability to organize programs involving community-based organizations
- Prior experience or demonstrated ability to recruit, manage, and work with volunteers

Target Population(s) and Collaborations

- Justify the community or communities (i.e., geographic community areas or region(s) of Chicago) in which your organization is proposing to work. In doing so: (1) describe the barriers to physical activity in the community/communities in which you are proposing to work; and (2) use data (for example, obesity, violence, and/or access to public parks and recreational spaces such as Chicago Park District parks and YMCAs) to justify your answer.
- Identify and describe the demographic and social/environmental characteristics of the target communities this project will serve.
- Describe your organization's experience in and capability to providing services to the target population(s).
- Describe any prior work, linkages, or collaborations formed in the target community or geographic area, or, if relevant, outside of the target community or geographic area.
- A community RFP to select CBO partners is a requirement of this proposal. Successful Respondents will work with local CBOs to plan, schedule and host PlayStreets events. Complete Appendix C to indicate potential CBOs you may solicit to complete a community RFP, and in which community areas of Chicago they work.

Cultural and Linguistic Capacity

Describe the Respondent's history of involvement and relationship with its target population(s) and within its geographic area.

- Discuss any cultural and linguistic barriers anticipated in the implementation of this initiative.
- Explain how your organization will address those barriers.
- Describe any innovative or successful activities Respondent has undertaken in order to improve its cultural and linguistic capacity.

Technical Capabilities

Discuss resources both inside and outside the organization that will enhance its ability to carry out the proposed program objectives. Provide examples that demonstrate the organization's abilities and experience in the following areas:

- Data collection and reporting
- Performing evaluations or studies (for example, program evaluations or needs assessments), including the ability to evaluate the quality of services provided
- Budget/fiscal management/capability to manage funds
- Continuous quality improvement activities
- Staffing planning groups including meeting preparation and logistics
- Communication (oral ,written, electronic, translation)

Description of Proposed Project and Work Plan; No page limit for the Program Work Plan form (see Appendix D)

This section describes the proposed project in detail, including the geographic area, target population, and activities that will be involved in PlayStreets implementation. This section explains how these elements come together to create the proposed project.

- Be specific about how the project will meet the physical activity needs of the target population. Be specific about how your organization will work with CBOs to meet the requirement to conduct PlayStreets on a consistent and regular basis between late spring and early fall during the project period May 1, 2017 through October 31, 2017.
- Describe how your organization will work with CBOs to implement PlayStreets and the mechanism you will use to reimburse CBOs for the cost of their staff time and supplies, including the number of CBOs and dollar range of the amounts that will be provided, with a maximum amount per CBO of \$5000. You may propose a mechanism to provide stipends that involves an alternate amount upon CDPH pre-approval.
- Develop a detailed work plan using the template in Appendix D to demonstrate how your organization will carry out the activities listed in the Scopes of Services. Describe the roles and responsibilities of staff as it relates to these activities.

Provide Description of organizations efforts to improve health equity, in line with [the Healthy Chicago 2.0 plan](#).

Personnel

Provide qualifications of individuals who will be involved in the project and the percentage of their time they will spend on the project. Include résumés or curriculum vitae of Project/Program Director and all staff associated with program. Include supporting documentation that supports the your programmatic and administrative abilities such as management staff resumes, certifications, licenses, in-house training, or other evidence.

Budget and Justification

Provide a narrative description of the proposed project budget including the following points:

- Describe your fiscal capacity and stability to manage the proposed project.
- All contracts will be paid on a reimbursement basis. Describe your demonstrated capacity to operate on a reimbursement basis.
- Describe and justify all costs proposed in the budget. The budget and narrative must meet all requirements set forth below.
- Provide a budget using the Budget Forms in Appendix E. The maximum amount of the bid may not be increased after the proposal is received. The proposed budget is subject to change during contract award negotiation.

This section provides the format for the required budget explaining how each line item will be expended. Respondent may request funds through this RFP to support the following costs:

- Personnel Salaries
- Stipends
- Operating Costs
- Professional/Technical Costs
- Materials and Supplies

- Equipment
- Transportation and Travel Expense
- Administrative Expenses

A description of each expense category is presented below.

Personnel Salaries: For these costs, provide the following information: the name of the employee and job title, number of positions, annual salary, number of pay periods, and percentage of time to be charged to this project, the amount of the CDPH share, other share, and the total cost. Provide a brief budget justification explaining the duties of each employee assigned to the project. If the Respondent has not yet identified individuals to fill salaried positions, indicate that these individuals are yet to be hired (TBD). Make sure to show your calculations.

Example

Position/Title	No.	Annual Salary (\$)	% of Time Spent	CDPH Share (\$)	Brief Summary of Job Responsibilities
Project Director	1	\$40,000	50	\$20,000 (Remaining salary will come from delegate agency.)	Will oversee the implementation of the project. Will serve as the liaison and contact person on behalf of the delegate agency for the Chicago Department of Public Health (CDPH).
Physical Activity Coordinator	1	\$36,000	50	\$9,000 (Remaining salary will come from delegate agency \$18,000) and donation from XYZ organization	Will plan and coordinate physical activity programming for PlayStreets. Will seek training from Chicago Park District and train community-based organizations in physical activities for children during PlayStreets.
Data Specialist	1	\$10,000	25	\$2,500	Will be in charge of collecting and organizing requested data from delegate agency and community-based organizations. Will report data to Project Director, who will report to CDPH.

Fringe Benefits: For these costs, provide the following information: the amount of fringe benefits requested (which should also isolate FICA and Medicare costs at 7.65%); medical insurance including dental and vision coverage, if applicable; worker's compensation and disability insurance; life insurance, if applicable; vacation time; and sick pay benefits, etc. Please include elements that are included in the fringe benefit amount. Fringe benefits must be based on the Respondent's established personnel policies. Show all calculations (formula used to determine final cost).

Note: If a fringe benefit is not listed, you cannot be reimbursed for it.

Stipends: For the purposes of this RFP, a stipend is defined as a fixed sum of money to be paid to a CBO to defray the cost of related program expenses (i.e., payments to volunteer leaders, additional

supplies, and healthy snacks for PlayStreets participants) associated with the CBO's implementation and conduct of PlayStreets in a neighborhood. It is suggested that these stipends not exceed \$5,000 per CBO, and be based upon the number of PlayStreets events conducted by the CBO and the anticipated number of participants for each event conducted by the CBO. Respondents to this RFP are required to develop and describe a mechanism to provide such stipends to the CBOs with which they will be working. Include a full description of this mechanism in the Description of Proposed Project and Work Plan section.

Operating Expenses: Respondents must delineate expenditures for items related to any programmatic activities integral to this project (e.g., telephone, advertising, printing, duplication, equipment leasing/maintenance, messenger services, facility maintenance, technical meeting costs and postage).

Professional/Technical Costs: List and justify all fees to be paid to consultants and subcontractors, noting the number of hours to be devoted to the project and specific responsibilities. Consultant fees will be allowed on a limited basis only, and should not to be used in place of staff support. This category may include sub-contractual services that facilitate program delivery, as well as services that increase client access or to assess client satisfaction. However, regardless of the function, the consultant must not have been a member of the delegate agency's Board of Directors during the 12-month period preceding the date of the delegate agency's request for funding. Additionally, the consultant may not serve as a Board member during the 12-month period following the completion of the funded project period.

Note: The City of Chicago will require the successful Respondents to identify any consultants and subcontractors that will be part of the proposed program. If they have not yet been identified, it should be indicated in the budget justification. Once identified, they must be pre-approved by the CDPH project officer before they begin any services to be funded through this proposal and included in the Respondent's electronic Economic Disclosure Statement (EDS).

Materials and Supplies: Itemize and justify programmatic materials, including office supplies that will be used by program staff in service delivery. Programmatic equipment (e.g., sports equipment, street closure barriers, computers) that is less than \$5,000 and/or for which normal life expectancy is less than one year should be included in Materials and Supplies account and must also be itemized and accompanied by a justification.

Note: The purchase and use of laptop computers, tablets, or other electronic devices on which electronic protected health information will be created, transmitted, received, or maintained must follow the requirements of the Health Insurance Portability and Accountability Act (HIPAA) security rule (45 C.F.R. Part 164, Subpart C) and the *Guidance to Render Unsecured Protected Health Information Unusable, Unreadable, or Indecipherable to Unauthorized Individuals*, from the United States Department of Health and Human Services, available at <http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brguidance.html>.

Equipment: Itemize and justify programmatic equipment (e.g., desks, chairs, computers, file cabinets) that is \$5,000 or more and/or for which normal life expectancy of more than one year.

Note: CDPH must approve and catalogue all equipment purchases of \$500 or greater.

Transportation and Travel Expenses: Funding for transportation should be requested only as appropriate for program needs. Program-specific transportation expenses may include transit passes, vouchers, or expenses incurred in operating Respondent-leased/owned vehicles. Out-of-town travel is not

an allowable expense.

Local Travel: Delineate amounts for public transportation and mileage reimbursement at the current federal rate available at <http://www.gsa.gov/mileage>. Include here the expenses to operate Respondent-leased/owned vehicles that are used in program delivery. All drivers and vehicles used for this program must have valid licenses and insurance. If an employee intends to request reimbursement for mileage, then the City of Chicago must be listed as an additional insured.

Administrative/Indirect Costs: Administrative/indirect costs up to 10% of direct costs must be specifically delineated and justified in the proposal. The Respondent must provide a brief narrative justification for the amount requested. Examples of administrative and indirect costs include: rental costs for administrative office space, office utilities, insurance, payroll, personnel, voucher processing and financial reporting. Administrative costs may also include partial salaries of administrative staff (e.g., executive director or office manager). Respondents must retain records of the expenses actually charged against any contract that is awarded as a result of the RFP. Agencies with a limited capacity to administer the fiscal responsibilities associated with their programs are encouraged to subcontract with a third-party agent.

Note: Agencies funded through this RFP will be required to comply with various insurance specifications established by the City of Chicago: these include workers' compensation, auto liability, commercial liability and professional liability. These requirements also apply to all subcontractors and consultants. See Appendix A.

VIII. SUBMISSION GUIDELINES

All programmatic questions regarding this RFP (i.e., objectives, review criteria, work plan, budget components, etc.), and assistance with the proposal guidelines should be referred to:

Herminia Vanna
Chicago Department of Public Health
Telephone: 312-747-8820
E-mail: herminia.vanna@cityofchicago.org

**Department of Public Health
DePaul Center – Room 200
333 South State Street
Chicago, Illinois, 60604**

Proposals must be submitted by 4:00 p.m. Central Standard Time on January 10, 2017. No extensions will be permitted. No late applications will be accepted.

- A. All proposals must be submitted via **Cybergrants:**
http://www.cybergrants.com/pls/cybergrants/quiz.display_question?x_gm_id=5130&x_quiz_id=7158&x_order_by=1

B. Required Documentation

- Internal Revenue Service 501(c)3 tax exempt determination letter

- Copy of Respondent’s Articles of Incorporation
- Copy of the Respondent’s most recent Financial Statement
- If \$500,000 or more received in federal funds during fiscal year, copy of an audit conducted in accordance with OMB Circular A-133 Audit
- List of Board of Directors (must include place of employment for each member)
- Proof of Insurance – See Appendix A
- Minimum of three (3) letters of support from CBOs or partners in the intended target communities to demonstrate previous experience within the target communities.
- A Letter of Commitment is required from any outside resource cited in the proposal who will be working with the Respondent and whose role is essential to the program.
- Respondents must complete the City’s electronic Economic Disclosure Statement and Affidavit, at <https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

IX. EVALUATION OF PROPOSALS

All proposals that are received on time will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by the CDPH to be incomplete will not be further considered. CDPH reserves the right to waive irregularities that, within its sole discretion, CDPH determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived.

The Review Panel will evaluate and rate all remaining proposals based on the Evaluation Criteria listed below. The Review Panel forwards its recommendations and comments to the Program management. Final funding decisions are made by the Commissioner of Public Health. All Respondents will be notified of the results in writing.

Evaluation Criteria:

- Respondent’s relevant experience in providing the proposed service
- Documented coordination and collaboration with CBOs and other program participants
- Identification and description of the socio-demographic characteristics of the target population and physical activity needs of the target population
- Respondent’s cultural capability and linguistic capacity and technical capabilities (e.g., data collection and reporting abilities)
- Comprehensiveness and soundness of proposed program approach and Work Plan
- Soundness of proposed budget and Respondent’s financial capacity and stability to manage a program of the size and scopes contemplated

Past contractual performance will be considered for Respondents with prior contracts with the City of Chicago.

CDPH reserves the right to recommend qualified funding proposals out of rank in order to ensure adequate geographic distribution. If an insufficient number of qualified proposals are submitted, CDPH reserves the right to directly solicit and select appropriate community-based providers to fill in the gaps.

X. REPORTING AND OTHER REQUIREMENTS FOR SUCCESSFUL RESPONDENTS

All successful Respondents will be required to submit monthly program reports, vouchers on a monthly

basis, and participate in all City and CDPH-sponsored site visits, evaluations, audits and quality assurance activities. Vouchers must be accompanied by the appropriate documentation and contain adequate details for all expenses for which reimbursement is requested.

XI. 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.

9. False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance 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)

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

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

(c) 1-21-030 Enforcement.

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

**City of Chicago
Request for Proposals (RFP)
for
PlayStreets Implementation Grant
RFP #DA-41-3006-**

Insurance Requirements

Respondent must provide and maintain at Respondent's own expense or cause to be provided, during the term of the Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

- 1) Workers Compensation and Employers Liability
Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work or a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

- 2) Commercial General Liability (Primary and Umbrella)
Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage's must include the following: All premises and operations, products/completed operations, separation of insured's, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or services.

Sub-contractors performing work for the successful Respondent(s) must maintain limits of not less than \$1,000,000 with the same terms herein.

- 3) Automobile Liability (Primary and Umbrella)
When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the successful Respondent(s) must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

- 4) Blanket Crime
The successful Respondent(s) must provide Blanket Crime Insurance or equivalent covering all persons handling funds under this Agreement, against loss by dishonesty, robbery, destruction or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit shall be written to cover losses in the amount of the maximum monies collected or received and in the possession of the successful Respondent(s) at any given time.

- 5) Professional Liability
When any program or project managers/administrators or other consultants perform work or services in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$1,000,000. When policies are

renewed or replaced, the policy retroactive date must coincide with, or precede, start of work or services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

6) Valuable Papers

When any plans, records, reports, media, data, files and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

7) Directors and Officers Liability

Directors and Officers Liability Insurance must be maintained in connection with this Agreement with limits of not less than \$ 1,000,000. Coverage must include any actual or alleged act, error or omission by directors or officers while acting in their individual or collective capacities. When policies are renewed or replaced, the policy retroactive date must coincide with or precede commencement of services by the successful Respondent(s) under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

B. ADDITIONAL REQUIREMENTS

The successful Respondent(s) must furnish the City of Chicago, Department of Public Health, Room 200, 333 South State Street, Chicago IL, 60604, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverage's have an expiration or renewal date occurring during the term of this Agreement. The successful Respondent(s) must submit evidence of insurance on the City of Chicago Insurance Certificate Form or equivalent prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain certificates or other insurance evidence from the successful Respondent(s) is not a waiver by the City of any requirements for the successful Respondent(s) to obtain and maintain the specified coverage's. The successful Respondent(s) must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve the successful Respondent(s) of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

The insurance must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverage's must be borne by the successful Respondent(s). The successful Respondent(s) hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents or representatives.

The coverage's and limits furnished by the successful Respondent(s) in no way limit the the successful Respondent's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by the successful Respondent(s) under this Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If the successful Respondent(s) is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured. The successful Respondent(s) must require Sub-contractor to provide the insurance required herein, or the successful Respondent(s) may provide the coverage for Sub-contractors. Sub-contractors are subject to the same insurance requirements of the successful Respondent(s) unless otherwise specified in this Agreement.

If the successful Respondent(s) or Sub-contractors desire additional coverage's, the party desiring the additional coverage is responsible for the acquisition and cost.

Notwithstanding any provisions in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

**City of Chicago
Request for Proposals (RFP)
for
PlayStreets Implementation Grant
RFP #DA-41-3006-**

Title Page

Agency Name:	
Agency Administrative Mailing Address:	
Agency Service Site Address:	
Agency Tax Identification Number:	
Service Category Applying for:	Total Amount Requested:
Executive Director:	President of the Board of Directors:
Executive Director's Phone Number:	Executive Director's Email Address:
Primary Program Contact Person:	
Primary Program Contact's Phone Number:	Primary Program Contact's Fax Number:
Primary Program Contact's Email Address:	
Fiscal Agent Name (if applicable):	
Fiscal Organization Mailing Address:	
Fiscal Agent's Phone Number:	Fiscal Agent's Fax Number:
Fiscal Agent's Email Address:	
Signature of the Executive Director:	Date:

**City of Chicago
Request for Proposals (RFP)
for
PlayStreets Implementation Grant
RFP #DA-41-3006-03-**

Proposed Collaborating Partners

Name of Community-Based Organization	CBO Contact	CBO Address	Chicago Community Areas Currently Served

**City of Chicago
Request for Proposals (RFP)
for
PlayStreets Implementation Grant
RFP #DA-41-3006-**

Program Work Plan

SCOPES OF SERVICES <i>What are we going to do?</i>	RESOURCES <i>Who will do this? What inputs are needed?</i>	ACTIVITIES <i>How are we going to do this?</i>	TIMELINE <i>Include start and end dates, specified to the week and month. Year is assumed to be 2017, unless otherwise specified.</i>
Example 1: Conduct PlayStreets in 10 underserved community areas in Chicago.	10 community-based organizations will be identified to implement PlayStreets in Community Areas 57, 59, 61, 62, and 63.	Reach out to 10 or more community-based organizations to conduct PlayStreets.	Select at least 10 CBOs to implement PlayStreets in their neighborhood in May.
Example 2: Conduct PlayStreets training for at least 10 CBOs in May	Project Director will organize PlayStreets training for CBOs	Work with CDPH and the Chicago Park District to conduct training for PlayStreets	Between May 23 and 25 provide PlayStreets training to at least 10 CBOs

**City of Chicago
Request for Proposals (RFP)
for
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RFP #DA-41-3006-**

Budget Forms

Budget Summary

FORM 1

A. Delegate Agency: _____	F. Supplier/Site #: _____
B. Program Name: _____	G. PO #: _____
C. Department: _____	H. Release #: _____
D. Contract Term: _____	I. Funding Strip: _____
E. 2013 Allocation: _____	J. CFDA #: _____
	Agency Phone Number _____
	Email Address _____

K. Program Budget Summary for Year: _____

Note: The entire budget for this program must be shown.

(1) Item of Expenditure	(2) Account #	(3) Grant Share	(4) Other Share	(5) Total
Personnel	0005	\$0	\$0	\$0
Fringe Benefits	0044	\$0	\$0	\$0
Operating/Technical	0100	\$0	\$0	\$0
Professional & Technical Services	0140	\$0	\$0	\$0
Travel	0200	\$0	\$0	\$0
Materials & Supplies	0300	\$0	\$0	\$0
Equipment	0400	\$0	\$0	\$0
Indirect ____ %	0801	\$0	\$0	\$0
Other – Specify	0999	\$0	\$0	\$0
Other – Specify	0999	\$0	\$0	\$0
Other – Specify	0999	\$0	\$0	\$0
Other – Specify	0999	\$0	\$0	\$0
TOTALS		\$0	\$0	\$0

*** ALL COLUMNS/ROWS MUST BALANCE ***

L. Percentage of total project costs paid by Other Share: ____%

M. Delegate Authorization	N. City Authorization
Signature of Delegate Official/Date	Signature of Department /Date
Name (Type or Print)	Name (Type or Print)
Title (Type or Print)	Title (Type or Print)

Personnel Budget

FORM 2

A. Delegate _____

Agency: _____

B. _____

Department: _____

C. Program Name: _____

D. Federal Employer Identification #: _____

E. Personnel Budget Allocation for: _____

(1) Position Title	(2) No.	(3) Rate (\$)	(4) Number of Pay Periods	(5) % Time Spent on Project	(6) Grant Share	(7) Other Share	(8) Total Cost	(9) Job Responsibilities
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
(10) TOTAL	0			0.00%	\$0	\$0	\$0	Totals must match Form 1 Acct #0005

*** ALL COLUMNS/ROWS MUST BALANCE***

F. Fringe Benefits and Total Personnel Costs

Item	Grant Share	Other Share	Total Cost	Calculations
11a. Social Security	\$0	\$0	\$0	= .0620 x Line 10
11b. Medicare	\$0	\$0	\$0	= .0145 x Line 10
12. State Unemployment Insurance	\$0	\$0	27 \$0	
13. State Workers Compensation	\$0	\$0	\$0	
14. Other (Please List)	\$0	\$0	\$0	
15. Other (Please List)	\$0	\$0	\$0	
16. Total Fringe Benefits (Lines 11-15)	\$0	\$0	\$0	Totals must match Form 1 Acct #0044
17. Total Personnel Costs (Line 10 Plus Line 16)	\$0	\$0	\$0	

Non-Personnel Budget

FORM 3

A. Delegate _____

Agency: _____

B. _____

Department: _____

C. Program Name: _____

D. Federal Employer Identification #: _____

E. Personnel Budget Allocation for: _____

*** ALL COLUMNS/ROWS MUST BALANCE***

(1) Item of Expenditure	(2) Acct #	(3) Grant Share	(4) Other Share	(5) Total Cost	(6) Description and Justification for City Share and Total Cost
Personnel	0005	\$0	\$0	\$0	
Fringe Benefits	0044	\$0	\$0	\$0	
Operating/Technical	0100	\$0	\$0	\$0	
Professional & Technical Services	0140	\$0	\$0	\$0	
Travel	0200	\$0	\$0	\$0	
Materials & Supplies	0300	\$0	\$0	\$0	
Equipment	0400	\$0	\$0	\$0	
Indirect ___%	0801	\$0	\$0	\$0	
Other – Specify	0999	\$0	\$0	\$0	
Other – Specify	0999	\$0	\$0	\$0	
Other – Specify	0999	\$0	\$0	\$0	28
(7) TOTALS		\$0	\$0	\$0	Totals must match Form 1 Non-Personnel Accounts