REQUEST FOR PROPOSALS (RFP)

For

Overnight Shelter for Youth: Low-Demand, Low-Threshold

Issued by:
CITY OF CHICAGO
(The Department of Family and Support Services)
on
November 2, 2012

ONE (1) ORIGINAL and TWO (2) COPIES OF THE PROPOSAL
TO BE SUBMITTED

All proposals shall be submitted in sealed envelopes or packages addressed and forwarded 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 outside of the envelope or package must clearly indicate the title of this RFP, “Overnight Shelter for Youth – Low-Demand, Low-Threshold” the name and address of the Respondent and the date and time the proposal is submitted.

PROPOSALS MUST BE RECEIVED NO LATER THAN
4:30 P.M. CENTRAL TIME on December 3, 2012

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
This RFP is soliciting interested and qualified Respondents to provide low-demand, low-threshold shelter services to unaccompanied homeless youth aged 18-24 in a facility that meets all health and safety standards and operates for up to twelve consecutive hours. The Department of Family and Support Services seeks Respondents to create new or expand existing low-demand, low-threshold shelter programs for the target population. New applicants must propose year-round shelter operations, while applicants that currently operate seasonal shelter must propose to expand operations to year-round.

B. Background
The Department of Family and Support Services was created out 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. Homeless Services works in partnership with government and community organizations in an effort to collectively address the needs of those in crisis, targeting 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. Human Service Delivery is responsible for the implementation of services that help people in need maintain and gain stability and achieve self-sufficiency.

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.

With the release of Plan 2.0, Mayor Rahm Emanuel announced an annual investment of $2.0 million focused on new and expanded services and shelter beds for homeless youth, a priority identified by the Chicago Task Force on Homeless Youth. Through this RFP for low demand, low threshold shelters, DFSS will invest in approximately 100 year-round shelter beds to make progress on the Plan 2.0 objective to create a menu of service options for homeless youth to prevent them from becoming the next generation of homeless adults.

**D. The HEARTH Act**
The HEARTH Act is an amendment of Helping Families Save Their Homes Act of 2009, 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. The new ESG Program emphasizes preventing homelessness for those at-risk and rapidly re-housing those that are currently homeless. Given its comprehensive nature, DFSS uses the
HEARTH Act definitions and guidelines in the development of the majority of its homelessness programming although other funding sources may be used.

E. Anticipated Term of Contract and Funding Source(s)
This initiative is administered by the Department of Family and Support Services through funding received from Illinois Department of Human Services. Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago and the State of Illinois must be met. Federal, state and local corporate funds may be used to support this program during the contract term contemplated under this RFP. 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.

Funding is subject to the availability of funds. Delegate Agency should be aware that payment for services by the City will be made on a reimbursement basis. Delegate agency 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.

A delegate agency agreement award will be made for the three year period, The term of contract(s) executed under this RFP will run from January 1, 2013 through December 31, 2013 based on need, availability of funds, federal and state program regulation and design, and delegate agency performance, DFSS may extend this term for up to two additional one-year periods.

The extension option is contingent upon successful performance of the program and services provided, and upon availability of funds. 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.

F. Rate of Reimbursement
Funds will be paid through a line-item reimbursement. Proper documentation of service delivery, using the required reporting tools, is required. Funding is subject to the availability of funds. Second and third fiscal years’ funding will be dependent upon successful evaluation of the program and services and upon availability of funds.

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

Respondents must also leverage a 25% cash match to support operation of the proposed program, as DFSS intends to fund a portion of the program and not the full cost.
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; 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

Please send one original copy by 4:30 p.m. on December 3, 2012 to:

Maura McCauley
Director of Homeless Prevention, Policy & Planning
Department of Family and Support Services
1615 W. Chicago Ave., 3rd Fl.
Chicago, Illinois 60622

Additionally, please e-mail an exact and complete scanned copy of your proposal, budget and ALL attachments to: homelessservicesrfp@cityofchicago.org by December 3, 2012, 4:30 p.m. Both the paper original and e-mailed copies are required for the submission to be considered complete.

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

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

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

B. Pre-Proposal Conference

A Pre-Proposal conference will be held on Friday, November 9, 2012, 10:00 am -11:00 am at the Department of Family and Support Services, 1615 W. Chicago Ave., 1st Floor Conference Room. 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. Format of the Proposal

All Proposals must be prepared on 8 ½” x 11” letter size paper, typed, with page numbers, 1” margins, minimum 12 pt. font. It is the City’s policy to encourage the use of reusable, recycled, recyclable and chlorine-free paper in the submission of all RFP documents. Proposals must be securely bound to ensure that the entire contents remain complete and intact. Submit one (1) complete original signature set (clearly marked) “originals” of all RFP documents.

In addition to the requested information stated in accompanying application and budget files (constituting the narrative and budget portions of the proposal), Respondents must supply the following additional information in their response to this RFP identified in the list below in items 4-12). The proposal should consist of the following items, in this order:

1. A proposal cover sheet signed by an authorized representative of the Respondent’s organization (found in the accompanying application packet).
2. Written responses and supporting documentation to questions (found in the accompanying application packet).
3. An itemized budget request developed using the guidelines and budget forms (found in the accompanying application packet/files).
4. The Homeless Facility Assessment (Attachment B)
5. A System for Award Management (SAM) number. For information on how to obtain a SAM number for your organization, please refer to the following website: https://www.sam.gov/portal/public/SAM/
6. Proof of 501c3 Good Standing from the IRS (for non-profits only). This can be accomplished by filling out the following form and printing the result for inclusion in your application packet.
7. IRS Statement of tax exempt status, if applicable. (For non-profits only.)
8. Copy of Official Articles of Incorporation.
9. A copy of the applicant’s most recent fiscal audit report.
10. Certificate of Insurance
11. A Certificate of Good Standing from the Illinois Secretary of State’s Office.
12. A Certificate of Economic Disclosure will be required for all awarded contracts but is not required at the time of submission.

D. E-Mail Submissions

Often large files cannot be quickly or successfully electronically submitted to us. If your application packet consists of these files, we highly recommend the use of file compression software such as Win Zip (which can be downloaded for a free trial period at http://www.winzip.com/downwz.htm) or any other similar software in order to keep your e-mail submissions to a single e-mail.

If you find yourself working with files that are not easily compressed or are compressed but still very large, we suggest considering a file location service such as Drop Box
https://www.dropbox.com/ or Google Drive
https://www.google.com/intl/en_US/drive/start/index.html (which provide free storage for a limited number of GB) or any similar service which will allow you to upload the necessary file to a virtual location and send us a link allowing access to your submission folder. The City of Chicago does not in any way endorse any particular program or software.

E. 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

F. Timeline

<table>
<thead>
<tr>
<th>Proposal Release Date:</th>
<th>November 2, 2012</th>
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</thead>
<tbody>
<tr>
<td>Bidders Conference:</td>
<td>November 9, 2012</td>
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<tr>
<td>Proposal Due:</td>
<td>December 3, 2012</td>
</tr>
<tr>
<td>Award Letters:</td>
<td>January 1, 2013</td>
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Section III. Scope of Services
A. Program Model
The goal of the Overnight Shelter for Youth: Low-Demand, Low-Threshold model is to provide low-demand, site-based, short-term housing designed to remove unaccompanied youth ages 18-24 from the imminent danger of being on the street through temporary housing and provision of linkages to support services and stable housing. This funding may support new programming or expand existing shelter programming in that capacity is increased either via the number of beds or the number of days in which the shelter operates (e.g. seasonal to year-round). Respondents that are current Seasonal Youth Overnight Shelter providers must propose expanding operations to year-round. DFSS expects all programs to be safe and welcoming for all youth, including LGBTQI youth, victims of abuse, runaway youth and youth involved with the criminal or juvenile justice system. Accordingly, DFSS expects delegate agencies to ensure that staff are appropriately trained and experienced in working with vulnerable youth and their families, and sensitive to the diverse cultures and backgrounds of the youth to be served.

Target Population
The target population served by the Overnight Shelter for Youth: Low-demand, low-threshold model will be:

- Youth aged 18 to 24
Youth either living on the street, in shelter (emergency or interim, but not 24 month HUD-defined transitional housing program), or “couch surfing” (i.e. meaning that they are securing housing on a night-by-night basis, with no secure place to stay on a regular basis)

- Youth who are not presenting for services with a parent or guardian.

**Document Requirements**
Appropriate documentation for current and chronic homelessness includes:

- 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) or in an emergency shelter, transitional shelter or interim housing program; and,
- Written, dated verification from street outreach, emergency shelter, transitional shelter, and/or interim housing programs stating the time periods the client received services, bounded by dates; or,
- Documentation of a HUD-defined disability including: HIV/AIDS, substance use disorder, mental illness, or physical disability.

Additionally, for persons who are “chronically homeless,” documentation must show that: 1) the individual has experienced either four episodes of homelessness within the past three years (with each episode meeting the Interim Continuum of Care Rule guideline) or has been homeless for the past 12 months consecutively, and that 2) the person has a disability such as mental illness, a substance use disorder, or HIV/AIDS.

**B. Program Design Description**
Overnight Shelter for Youth: Low-Demand, Low-Threshold programs provide shelter to unaccompanied males and females youths ages 18 to 24, on a nightly basis for up to 12 consecutive hours. Youth Overnight Shelter programs must have a staff to client ratio of at least one staff person on-site at all times for every 50 clients services (1:50). Youth Overnight Shelter programs are expected to engage clients in accessing support services and to assess clients for rapid-re-housing options (either through direct service or through referral to another program that conducts this screening). Additionally, Youth Overnight Shelter programs will coordinate with youth drop-in centers for service and outreach purposes.

**Key Elements**
Successful respondents will demonstrate their ability to:

- Be responsive during extreme weather emergencies.
- Perform a basic needs assessment.
- Have formal written linkage agreements with support services providers or youth drop-in centers that have available and accessible services for shelter clients. Services include employment, detoxification referrals, and case management within the specific geographic region. DFSS will assist in connecting drop-in centers and shelter programs.
- Engage clients in accessing support services and to assess clients for rapid-re-
housing options (either through direct service or through referral to another program that conducts this screening).

- Ensure that Housing Option Screening Tool is performed on 100% of households upon program entry (within one week of program entry) – either through direct services or referral to a program that conducts this screening. Providers will also be expected to utilize Chicago’s Central Referral System for permanent supportive housing applications when applicable and participate in future coordinated access efforts within the Continuum of Care.

- Track and document clients’ departure from the program.

- Not limit the amount of days a client can seek shelter. However, program is expected to engage clients in rapid re-housing efforts.

C. Overall Programmatic Standards and Guidelines
DFSS, in order to maintain continuity and access to equivalent services across the homeless system, has determined that the standards below will be the minimum required by shelter service providers to be considered for funding where appropriate.

a. General

1. There are written policies for intake procedures and criteria for shelter admission, grievance procedures, and other pertinent policies. Respondents must provide copies of such procedures with this application for funding.
2. All clients must have a completed Housing Options Survey Tool (HOST) survey included in the client file.
3. All clients must be entered into HMIS.
4. Clients are allowed to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits.

b. Administration

1. The shelter shall not discriminate on the basis of race, religion, national origin, sexual orientation, or disability. Shelters serving families with children shall also not discriminate on the basis of the sex or age of the children or the size of the family.
2. The shelter shall not require clients to participate in religious services or other forms of religious expression.
3. The shelter's Board of Directors shall meet at least on a quarterly basis and set overall policy for the shelter. Respondents must provide a copy of the Board of Director’s scheduled meetings for the current year.
4. The shelter shall have a policy manual which includes the shelter's purpose, population served, program description, non-discrimination policy and confidentiality statement.
5. The shelter shall have a secured storage space for confidential documents relating to clients and personnel and limit the access to such files.
6. The shelter must have a written policy to ensure the confidentiality of records pertaining to any individuals provided family violence prevention or treatment.
services. Respondents must provide a copy of such procedures with this application for funding.

7. The shelter must perform an evaluation of the effectiveness of the services offered, at least annually.

c. Facility
1. The shelter shall comply with applicable local zoning, fire, environmental, health, and safety standards and regulations which apply to the safe operation of the shelter. The site must be ADA compliant and meet local building and safety codes.
2. The physical premises and equipment must be maintained in a clean and sanitary condition, free of hazards and in good repair. Corrections must be made within a reasonable time from notification of a problem.
3. A bed is provided for each guest.
4. The shelter shall make provision for clean linens for each client. There shall be procedures to provide for the sanitizing of all linens and sleeping surfaces.
5. The shelter shall provide sufficient showers/baths, wash basins and toilets which are in proper operating condition for personal hygiene. These should be adequate for the number of people served. Clean towels, soap and toilet tissue shall be available to each client.
6. The shelter shall have private space to meet with clients.
7. The shelter shall have laundry facilities available to clients or a system available for like services.
8. The shelter shall provide adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. Sufficient electrical sources shall be provided to permit the use of essential electrical appliances while assuring fire safety.
9. The shelter shall have a fire safety plan which includes at least the following:
   a. A posted evacuation plan;
   b. Fire drills, conducted at least quarterly;
   c. Fire detection systems which conform to local building and fire codes; and
   d. Adequate emergency lighting and fire exits.
10. The shelter shall have adequate provision of the following services:
    a. Removal of garbage;
    b. Pest control services;
    c. Proper ventilation and heating/cooling systems; and
    d. To ensure that entrances, exits, steps and walkways are kept clear of garbage and other debris, ice and snow and other hazards.

d. Health
1. The shelter must have available at all times first aid equipment and supplies in case of a medical emergency.
2. All staff on duty shall have access to a telephone. Emergency telephone numbers shall be posted conspicuously near the telephone.
3. The shelter shall assure that at least one staff person on duty trained to provide first aid.
4. The shelter shall have a procedure for making referrals to appropriate medical providers.
5. The shelter shall have a written policy regarding the possession and use of controlled substances as well as prescription and over the counter medication.
6. The shelter shall provide a secure place for the storage of medications.

e. Food Services  (Only for shelters providing prepared meals for residents)
1. Shelters providing food service shall make adequate provisions for the sanitary storage and preparation of foods.
2. Shelters must have food handlers’ certification if preparing food on site.
3. Meals are nutritionally balanced.
4. Shelters providing food service for youth and pregnant mothers shall make provisions to meet their nutritional needs.

f. Personnel
1. Adequate on-site staff coverage is provided during all hours of shelter operation.
2. The shelter has written personnel policies in effect, which also include a Code of Ethics for all shelter personnel.
3. The shelter must maintain an organizational chart of all paid staff working for the shelter. All titles will have a written job description for each position type, which includes responsibilities and minimum qualifications.
4. The shelter shall have written policies for the selection of all paid personnel in conformance with the EEO guidelines.
5. For shelters that serve youth, the shelter must conduct background checks on staff that interacts with youth.
6. The shelter will require all staff that interacts with children to complete annually the Mandated Reporter training required by the Illinois Department of Children Services (DCFS) at https://www.dcfstraining.org/manrep/index.jsp.
7. The shelter shall have adequate, trained, on-site staff coverage during all hours the shelter is open to residents, unless individual secured units are provided.
8. All shelter staff shall receive training in at least the following:
   a. Emergency evacuation procedures;
   b. Client confidentiality requirements;
   c. Emergency procedures for medical, psychiatric, and other crisis situations;
   d. First aid procedures;
   e. Appropriate chains of authority or command within the shelter;
   f. Referral procedures to relevant community resources;
   g. Cultural competency; and
   h. Shelter operational procedures.

  g. Operations
1. In addition to sleeping arrangements and food, the shelter shall provide the following basic needs:
a. Humane care which preserves individual dignity;
  b. A clean and secure environment; and
  c. Referrals to other resource agencies or programs.

2. The shelter must have a written intake policy which includes the admittance criteria.

3. The shelter must, in addition to entering client information into HMIS, maintain a roster of clients residing in the shelter.

4. The shelter must post and read, or otherwise make known, the rules, regulations and procedures of the shelter. Respondents must provide copies of such rules with this application for funding.

5. As stated above, the shelter must post and read, or otherwise make known, the rights and responsibilities of shelter clients that shall include a grievance procedure for addressing potential violations of their rights. Respondents must provide copies of such procedures with this application for funding.

6. The shelter must report child abuse and endangerment as required by law. See the DCFS Mandated Reporter requirement above.

7. The shelter must only require clients to perform duties directly related to daily living activities within the shelter.

8. The shelter must provide access to a public or private telephone for use by shelter clients to make and receive calls.

9. The shelter must maintain records to document services provided to each client.

10. The shelter must provide accommodations for shelter clients to store personal belongings.

11. The shelter must provide a safe, secure environment and have policies to regulate access.

12. The shelter must encourage the involvement of clients in the decision making processes of the shelter. This can be accomplished in a variety of ways, including having resident advisory councils to give input into the operations of the shelter, or having homeless or formerly homeless people on the board, or having homeless or formerly homeless people trained and hired as staff, etc.

13. The shelter must allow current clients to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits.

14. The shelter must maintain a daily log to record, at a minimum, all unusual or significant incidents.

15. The shelter must have a policy, if applicable, for the maintenance of client “savings” accounts and fees associated with those accounts.

h. Fiscal Management

1. There shall be an accounting system, which is maintained in accordance with Generally Accepted Accounting Principles (GAAP).

2. The shelter shall receive an annual independent audit or audit review.

3. The shelter shall have internal fiscal control procedures.
4. The shelter shall have a record of accountability for client’s funds or valuables entrusted to the shelter.

i. Facility Assessment
To be considered for funding, agencies must have site control where applicable. The site must be ADA compliant and meet local building and safety codes. To demonstrate that the site meets all the required criteria, Respondents must complete the Facility Assessment portion of the application. As part of the assessment, Respondents must attach required color photos of the designated areas.

D. Requirements
a. Reporting
   To be considered for funding, agencies must meet the following reporting requirements.
   - Participation in the HMIS system.
   - Youth Overnight Seasonal Shelter Services must participate in the Shelter Bed Clearinghouse. Respondents agree to adhere to all associated activities and reporting requirements. This includes providing notification to DFSS of available bed capacity twice daily at times specified by DFSS.
   - Participation in the annual Point-in Time Count.

b. 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 meet 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.
   - All funded agencies will be encouraged to participate in the Chicago Alliance to End Homelessness engaging in planning and policy activities and discussions as appropriate and desired.

c. Staff Qualifications and Requirements
   Additional desirable staff requirements include demonstrating language capacity and
cultural competency among staff and incorporating formerly homeless youth into the program as appropriate.

**d. Outcome Performance Measures**
- 100% of Households will attain their basic needs for shelter, food and safety
- 100% of Households will be screened for housing options (Housing Options Screening Tool) either through direct service or referral
- 50% of Households will be connected to supportive services
- 20% of Households will obtain more stable housing

DFSS reserves the right to reduce the monthly reimbursement based on poor performance outcome measurements.

**Section IV. Evaluation and Selection Procedures**

**A. Evaluation Process**
An evaluation committee selected by DFSS will evaluate and rate all proposals based on the evaluation criteria outlined below. Each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria outlined below. DFSS reserves the right to consult with other city departments or public or private funders during the evaluation process. Selected Respondent must be ready to proceed with proposed program within a reasonable timeframe 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 agencies 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 in each geographic region, and provided in a linguistically and culturally appropriate manner. All funded organizations must also utilize the Homeless Management Information System (HMIS) for this project and participate in an advisory group to evaluate the best practices of this model.

**B. General Selection Criteria**
Each application will be evaluated on the strengths of the application and responsiveness to the selection criteria outlined below. The following criteria will be used in evaluating all proposals:

1. **Previous Programmatic Experience**
   - 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.
   - Provide evidence of financial, physical, and human resources leverage in the community. Also provide any collaborations or partnerships with other public
and private agencies related to your program design and objectives (Examples: referral system, linkage agreements, neighborhood coalitions or partnerships with Chicago Public Schools).

2. Administrative/Fiscal Capacity and Experience
   - Respondent will demonstrate 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.
   - Overall fiscal soundness, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year. All applicants must be current on all prior financial or contractual obligations with the City. All applicants must be able to prove that there are no outstanding liens or taxes owed to City, State or IRS.
   - Evidence of other (non-City) financial support and/or fund raising accomplishments for the organization.
   - Applicants must adhere to the City’s auditing requirements for Federal Expenditures. Federal Expenditures are expenditures from any Federal funding source received directly or indirectly (pass through) from the City, State, or Federal government.

3. Program Design and Administration
   Respondent will demonstrate program and administrative design specifically tailored to the goals of the program.

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 all programs fit together to achieve a comprehensive, citywide system of care that supports Plan 2.0 and aligns with HEARTH Act standards.

C. Additional Evaluation Criteria
   In addition to general selection criteria, proposals will be evaluated on the following criteria:

   - Agency’s program experience and capacity, including experience operating the program model or a program of similar nature, and experience serving youth or other vulnerable populations.
   - Agency’s cost per client served. Proposals will be evaluated based on their proposed budget request and the number of clients to be served.
   - 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.
Substantially leverage other non-DFSS public and private funding sources by providing a cash or in-kind match of 25% 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 their proposed budget will be considered more responsive.

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).

Agency’s proposed staffing and hours of operation. 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.

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: case management; employment training; health care; housing placement; substance use services; mental health assessment and treatment (for youth and children); child care; life skills training. 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.

Homeless Management Information System (HMIS). Agencies selected for funding under this Application will be required to participate in and submit reports as required via the HMIS. Participation in HMIS will be evaluated based on agency’s entry and exit of clients, and entry of universal data elements into the HIMS system. DFSS staff will produce and consider reports indicating programs’ HMIS performance.

Facility Assessment. Agencies must meet ADA and local code regulations to operate a drop-in center. Failure to respond or meet the criteria in the Facility Assessment will be taken into consideration.

The following priorities may be taken into consideration when making final funding decisions. Priority may be given to programs that:

- Align with the goals of Plan 2.0 and anticipated HEARTH standards by focusing on rapid re-housing and supportive services needed to keep youth housed.
- Target underserved populations and exhibit flexible admissions criteria, to assure that there are sufficient programs available to respond to system needs.
- Best represent outcome-based programming. This is programming that can be measured by meaningful outcomes, rather than solely by the reporting of activities.

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.

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

D. Project Location and Accessibility to People with Disabilities
Respondent must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA). Additionally, the Department of Family and Support Services reserves the right to ensure that all mandated services is available in each geographic region, and provided in a linguistically and culturally appropriate manner.

Section V. Legal and Submittal Requirements
A description of the following required forms has been included for your information. Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this proposal. A complete list of what forms will be required at the time of contracting is listed at the end of this section.

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 (i) 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
The City intends to award grants to selected Respondents for the period beginning January 1, 2013 and ending December 31, 2013 with the right to extend the agreement for up to two (2) additional one-year periods. Grant agreement extensions may be made by the City based on the availability of funds, the need to extend services, and the Respondent’s performance. 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
This initiative is administered by the Department of Family and Support Services and Illinois Department of Human Services (Emergency Transitional Housing Program). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago and State of Illinois must be met. Additionally all successful 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” (see attachment A). 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. Please refer to Attachment A for more information.

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.


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 May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the June 24, 2011 "City of Chicago Hiring Plan" (the "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 Shakman Accord and the City Hiring Plan prohibit 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 or the Shakman Monitor's Office related to the grant agreement.