



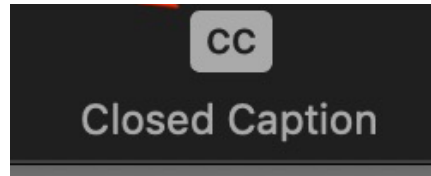
Welcome to the Nonprofit Capacity Building Readiness Summit

Non-profit Capacity Building Program

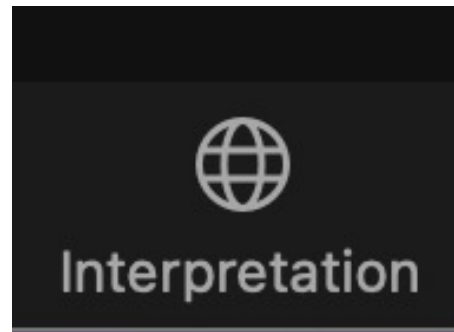
March 9th, 2023

Housekeeping

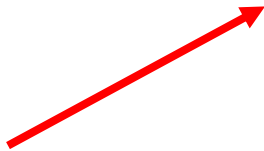
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- Enter questions into the chat box
- Contact sphcollaboratory@uic.edu for assistance during today's session
- This event is being recorded

Agenda

Time	
9:00- 9:15 am	Welcome and Remarks from Mayor Lightfoot
9:15- 9:25 am	Overview of City of Chicago Delegate Equity Strategy
9:25- 9:30 am	Overview of the Non-profit Capacity Building Program
9:30-9:35 am	How to find a Chicago Recovery Plan RFP
9:35 am- 10:30 am	Breakouts: Chicago Recovery Plan & Other RFP/Grant Opportunities <ul style="list-style-type: none">• Community Services• Community Development & Sustainability
10:30- 11:30 am	Breakouts <ul style="list-style-type: none">• What does it mean to apply for a city grant?• Application best practices and common mistakes• Federal grant management: reporting and compliance
11:30- 11:55 am	Upcoming Non-profit Capacity Building Sessions
11:55 am- 12:00 pm	Concluding remarks and post-session survey

Remarks from Mayor Lightfoot



Hello, everyone. I'm Mayor Lori Lightfoot,
and I'm excited to welcome you



Equity in Delegate Agency Contracting

Jaye Stapleton | Deputy Mayor for Education & Human Services



Contents

- Vision & Mission
- Data Summary
- Strategic Goals and Action



Vision & Mission

Vision

The City of Chicago provides the best quality health and human services through vendors, big and small, who represent the city's diversity and help grow their local communities.

Mission

The City of Chicago has committed to lift barriers to create a more level playing field for equitable participation and inclusion in the City's delegate agency contracting process.

This includes:

1. Reaching historically underrepresented organizations doing impactful work
2. Strengthening organizations indigenous to and led by individuals representing communities they serve
3. Increasing resources in high-need communities
4. Ensuring cultural competence
5. Being accountable for results

Data Analysis Informed Equity Priorities



In 2020, an initial analysis of data by the Office of Budget and Management (OBM) on delegate agency contracts across City departments indicated that the City of Chicago funded at that time nearly 400 non-profit delegate agencies across 7 departments through 1,200 contracts totaling over \$280 million.



In 2020-2021, data from iSupplier and self reported data provided by departments was analyzed to identify where contract city dollars with delegate agencies were being spent.



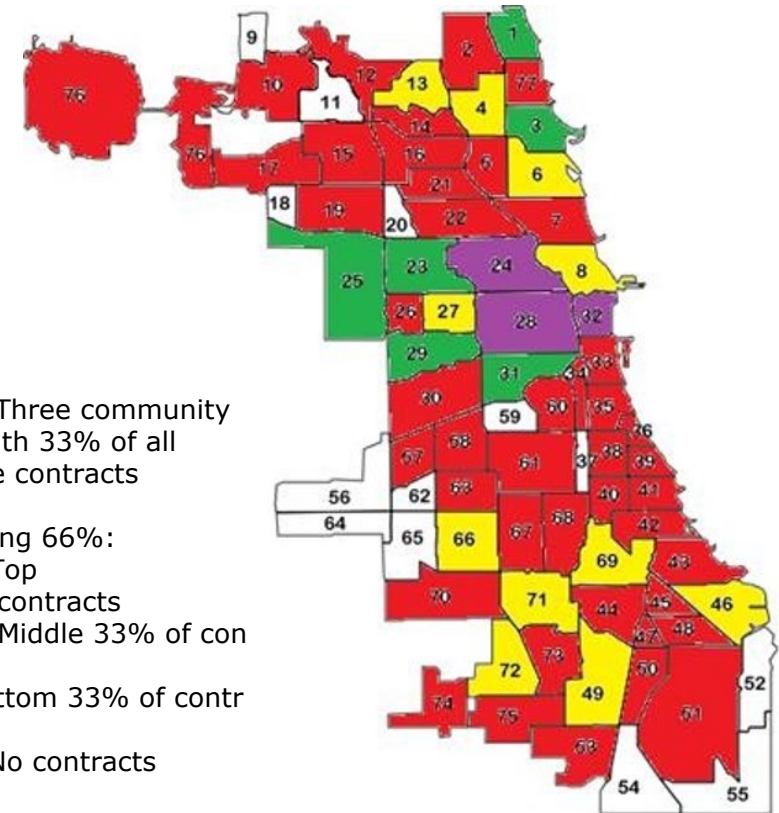
Available data was limited and could not be conclusive by itself.



Addressing the data gap became a priority of future equity work.

★ While Data Was Limited, Analysis Indicated Opportunity for Equity Impact

1. 92% of all contracts with delegates and 93% of all funds came from DFSS & CDPH
2. The top 10 delegate agencies accounted for 28% of total funding
3. A disproportionate share of agencies are headquartered in the CBD/Loop
4. Periphery communities received the fewest contracts and least delegate agency funding; and 13 communities had no funded agencies in them
5. Most contracts with delegate agencies have either small (\$100k-\$500k) or very small (less than \$100k) amounts



*Address information included in iSupplier can be of actual service location or just billing addresses. More specific data on service location is necessary to be conclusive on this matter.



Data Analysis Paired with Stakeholder Engagement

150+ people engaged (City Departments, current delegate agencies, non-funded organizations, philanthropy and community leaders) to share (1) the **main barriers** for contracting with the City; and (2) what **changes** must be implemented **to make the process more equitable**.

Key Insights:

1. The reimbursement model many times represents a barrier to smaller organizations.
2. The current subcontracting models can create further inequities or do not necessarily alleviate administrative burdens.
3. Delays in contract execution and payments impose hardships to delegate agencies.
4. Onerous paperwork processes do not always align with funding amounts and may be too cumbersome.
5. Community-based organizations many times are unaware of when contracting opportunities are available and do not have the staff or other resources to effectively respond to some of the funding openings.



An Existing Foundation Of Equity Language in RFPs Provided Opportunity For Expansion And Standardization

Examples of Equity Provisions	Existing RFPs
Includes Equity Vision and Goals	CDGA Book; CDPH RFPs; CDPH Violence Prevention Grants; CDPH Contact Tracing RFPs; DFSS Re-Entry Supports RFP; CDPH Health Equity Zones RFP
Requires Equity-Oriented Organizational Capabilities	DFSS Senior Services RFP
Preference for Local Hiring	Early Learning Family and Community Outreach RFP; CDGA Book; CDPH Health Equity Zones RFP
Identifies Target Neighborhoods	CDGA Book; CDPH Health Equity Zones RFP; Contact Tracing RFP; DFSS SCaN RFP; CDPH Street Outreach & Victim Services RFP
Requires Culturally/Linguistically Competent Services	DFSS DV RFP; DFSS Homeless Services RFP; Early Learning Support Services Family and Community Outreach Services
Requires Community Engagement	DOH CHDO Operating Assistance RFP; CDPH Health Equity Zones RFP
RFP Scoring Rubric Includes Equity Elements	DFSS Caregiver Respite RFP; DFSS Senior Services RFP; Early Learning Supports/Outreach; CDPH Health Equity Zones
Defines Small Organizations	CDPH RFPs



Framework for Equitable Social Services Contracting

The City of Chicago commits to conduct its delegate agency contracting in a manner which more effectively reaches historically underrepresented organizations doing impactful work, strengthens organizations indigenous to and led by individuals representing the communities they serve, and increases the resources available in high-need communities.

Through Chicago's equitable social services contracting framework, we will create social value in our contracts to help to make Chicago more equitable by distributing economic benefits throughout the communities that have traditionally been underrepresented. This will be achieved by 5 goals:

- 1. Reaching historically underrepresented organizations doing impactful work.**
- 2. Strengthening organizations indigenous to and led by individuals representing communities they serve.**
- 3. Increasing resources in high-need communities.**
- 4. Ensuring cultural competence.**
- 5. Being accountable for results.**

Working with community, public agencies, and non-profit and philanthropic partners, we will seek to undertake contracting process and policy reforms and align technical assistance and support.

Equity Strategies Across Depts Designed to Drive Transformational Change with Stakeholders

- Goals and actions directly connected to the mission.
- Implementation driven by actions tied to each goal and owned by City leads.
- City leads are responsible for:
 - convening workgroups;
 - implementation;
 - progress reporting.

Goal 1

Incorporate
Equity Practices
in Issuing RFPs
and Awarding
Contracts

Goal 2

Improve Access
to Information

Goal 3

Simplify
Paperwork
Requirements

Goal 4

Improve Delegate
Agency Cash
Flow

Goal 5

Support Capacity
Development of
Small Non-profits

Goal 6

Seek Opportunities
to Leverage City
Space to Expand
Access to Services

Goal 7

Create
Accountability
Through Clear
Metrics



Nonprofit Capacity Building Program

Isabel Velez Diez | Business Affairs and Consumer Protection

The COVID-19 pandemic has left many nonprofit organizations experiencing financial hardship. Nonprofits have experienced a significant increase in the demand for their services without a comparable increase in their financial and operational capacity to meet that demand.

Program description: To ensure a strong recovery for our City's nonprofits, the City of Chicago has created the Nonprofit Capacity Building Program. This program will provide technical assistance and capacity building services for disproportionately impacted nonprofits, helping to stabilize and scale their operations.

Curated events and seminars will be organized, specifically with the needs of nonprofits in mind. Topics and training will include:

- How to apply for City/Government Requests for Proposals (RFPs)
- Navigating iSupplier
- Upcoming City RFP Opportunities
- Compliance and Reporting Expectations
- Small group workshops
- These workshops will be facilitated by capacity-builders well oriented with the Chicagoland ecosystem (philanthropy, academia, for-profit, nonprofit, and governmental agencies).



Program Overview:

Nonprofit Capacity Building Program includes four types of programs:

- Readiness Summits: Quarterly virtual meetings covering best practices and common mistakes when applying for City RFPs and upcoming opportunities.
- Monthly Webinars
- Weekly Small-Group Workshops
- One-on-one Application Assistance



Description: Inform nonprofits in low to moderate income neighborhoods about what it takes to be ready to apply for grants and contracts funded by Chicago Recovery Plan and other economic recovery funding streams.

Format: Virtual half-day sessions

- Plenary Sessions
 - Presentations on Requests for Proposals (RFP) Best Practices & Common Mistakes
 - Presentations on upcoming RFP opportunities from the City, County and State
 - Presentations on Compliance & Reporting Expectations
- Small Group Workshops / Clinics
 - Small group workshops facilitated by capacity builders in the Chicagoland ecosystem (philanthropy, academia, for-profit, nonprofit and governmental agencies)
 - Deep dives on specific subject matters with opportunities for questions

Frequency: Quarterly



Description: Provide frequent, in-depth workshops on specific topics for disproportionately impacted nonprofit organizations seeking to apply for Recovery funding. In this category, capacity-builders will be expected to design in-depth workshop presentations as well as offer supplemental assistance for nonprofits, including group learning sessions and 1:1 coaching.

Expected Format can include:

- Live Webinars – 60-90 minute live webinar trainings to be recorded and posted online; deep dive presentations on specific subject matters
- Group Sessions – group sessions for nonprofit organizations to ask capacity building experts questions and to engage in collaborative, peer-to-peer learning from each other
- Individual Coaching Sessions – 1:1 support and feedback. Coaching sessions may be in-person or virtual.

Expected Frequency:

- Live Webinars: Once a month
- Small-group workshops: Once per week
- Individual Coaching: Ongoing



Monthly Webinars: Hosted by Women's Business Development Center

Apr-23	Apr-23	May-23
Corporate Governance for Nonprofits (4/11/23 @ 12pm)	From Strategy to Budget (4/27/23 @ 12pm)	How to Register your Nonprofit Organization in SAM.gov (5/25/23 @ 10am)

Weekly Small Group Workshops: Hosted by Women's Business Development Center

- All at 11AM
- March
 - 8th, 15th, 22nd
- April
 - 5th, 12th, 19th, 26th
- May
 - 3rd, 10th, 17th, 24th

1:1 assistance:

- Women's Business Development Center
 - Wednesdays & Thursdays
 - 9am to 1pm
- Greater Auburn Gresham Development Corporation
 - Mondays, Wednesdays, & Fridays
 - 1pm to 4pm

[Sign up! Chicago.gov/BACPRecoveryPlan.](https://chicago.gov/BACPRecoveryPlan)



Isabel Velez

Director of Economic Recovery

Diez

Department of Business Affairs and
Consumer Protection

Email:

Isabel.VelezDiez@cityofchicago.org

Phone: 312-744-5286





Finding a Chicago Recovery Plan RFP: iSupplier

Isabel Velez Diez | Business Affairs and Consumer Protection



Chicago Recovery Plan

What is the Chicago Recovery Plan?

- The Chicago Recovery Plan is the City's plan to amplify once-in-a-generation federal funding to create an equity-based investment strategy to catalyze a sustainable economic recovery from the COVID-19 pandemic.

Where does the funding come from?

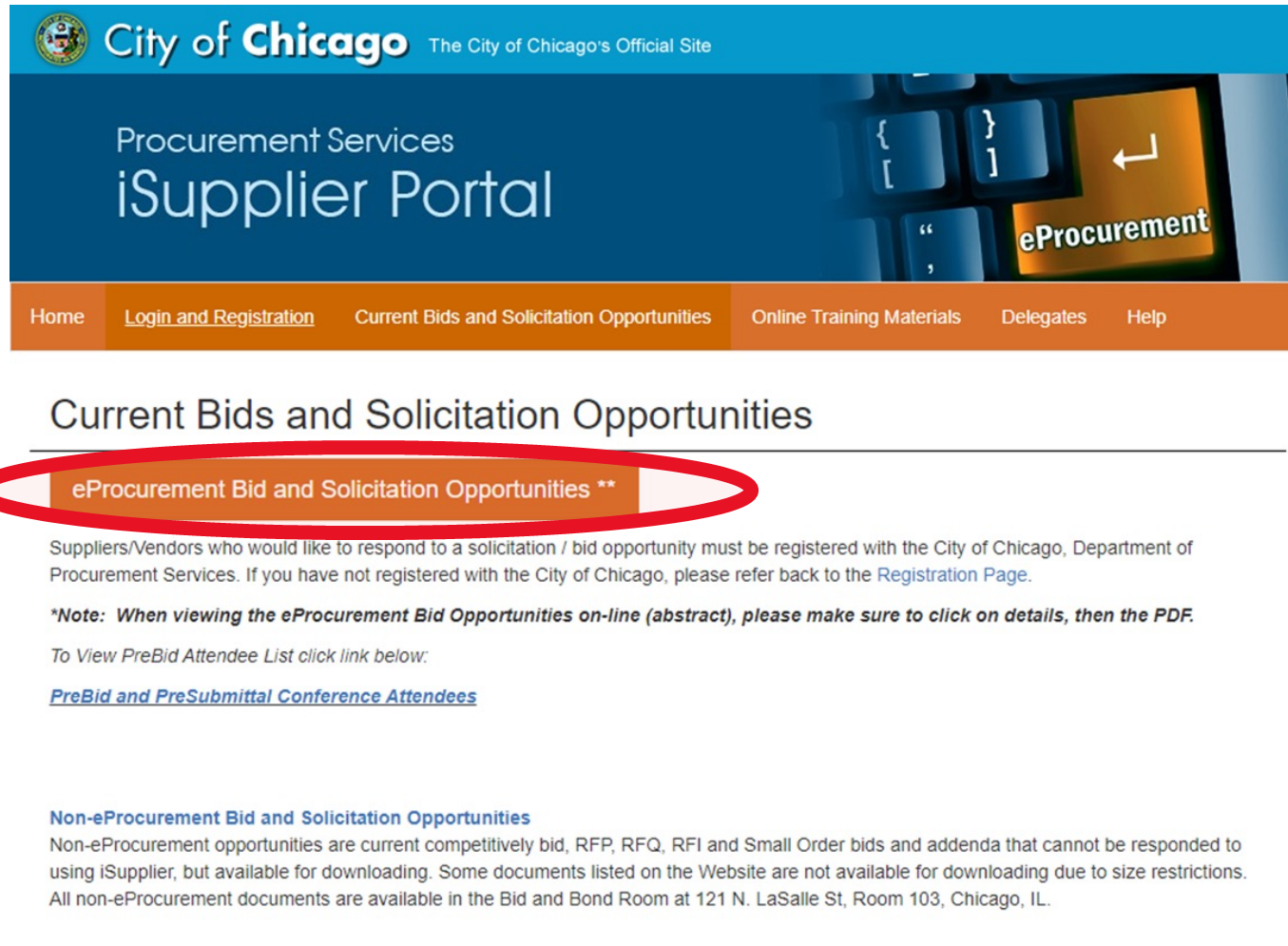
- The funding under the Chicago Recovery Plan, which includes funding from the American Rescue Plan Act ("ARP") and over \$600 million in local bond funds, is allocated alongside all other available resources in the City budget to maximize this opportunity over the next 3-5 year funding period.

Where can I learn more and see available RFPs/grants?

- Visit www.chicago.gov/RecoveryPlan to learn more

To find an RFP start at the Department of Procurement Services iSupplier portal:
<https://www.chicago.gov/city/en/depts/dps/isupplier/current-bids.html>

Begin by clicking on the orange button, circled below.



City of Chicago The City of Chicago's Official Site

Procurement Services
iSupplier Portal

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Current Bids and Solicitation Opportunities

[eProcurement Bid and Solicitation Opportunities **](#)

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

***Note:** When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.

To View PreBid Attendee List click link below:
[PreBid and PreSubmittal Conference Attendees](#)

Non-eProcurement Bid and Solicitation Opportunities

Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to using iSupplier, but available for downloading. Some documents listed on the Website are not available for downloading due to size restrictions. All non-eProcurement documents are available in the Bid and Bond Room at 121 N. LaSalle St, Room 103, Chicago, IL.



Clicking on the orange button will take you a page where ALL procurement opportunities for the City of Chicago are listed. Clicking on the words Previous and Next will allow you to scroll through the complete list until you find the RFP you are looking for. Clicking on the infinity or eyeglass icon will allow you to see the solicitation including the application questions without having to start an application.


Login

City of Chicago eProcurement Solicitations





Details




Document [PDF File](#)

To view or download solicitations without logging in, click the  icon at the Online Bid link, then click [Document PDF File](#) to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Abstracts

Status

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Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
DEPT OF STREETS & SANITATION	Commodities		9275	1188913C	1188913C: SAFETY SHOES, BOOTS AND ICE CLEATS (MOBILE UNIT SERVICE)	01-MAR-2023 08:00:00	01-MAR-2023 08:00:00	09-MAR-2023 11:00:00		03-MAR-2023 12:00:00	
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		9263	1251436	1251436: Canal Street Viaduct Rehabilitation: Jackson Blvd. to Harrison St.	20-JAN-2023 09:00:00	20-JAN-2023 09:00:00	04-APR-2023 11:00:00		16-MAR-2023 16:00:00	
DEPARTMENT OF WATER MANAGEMENT	Construction		9234,3	1231603	1231603: SWPP Boiler Room Renovation Project	12-JAN-2023 12:00:00	12-JAN-2023 12:00:00	15-MAR-2023 11:00:00		10-FEB-2023 16:00:00	
DEPARTMENT OF WATER	Construction		9220,2	1249096	1249096: Term Agreement for	04-JAN-2023	04-JAN-2023	10-MAR-2023		27-JAN-2023	

City of Chicago eProcurement Solicitations


[Details](#)

To view or download solicitations without logging in, click the [Details](#) icon at the Online Bid link, then click [Document PDF File](#) to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Form Details (Abstract): RFQ 9214

Status **Active**

[Document](#) [PDF File](#)

Abstract

Event Program/Model
Solicitation Number
Specification Number
Solicitation Title

Delegate Agency
DFSS-ARP-DV-LSFGBVS
9214
1261264
DFSS: Division on Domestic Violence,
Prevention Education on GBV & HT RFP

Advertisement Date
Supplier Response Start Date
Supplier Response Due Date
Protected Markets

10-FEB-2023 09:00:00
24-MAR-2023 12:00:00

Other Details Section

Other Details

Pre-Solicitation Meeting

*Type	Attendance	Pre-Solicitation Conference Date & Time	Pre-Solicitation Conference Location
Pre-Solicitation Conference	Strongly Suggested	22-Feb-2023 12:00:00	https://attendee.gotowebinar.com/register/5244764351810242653

Deadline for Questions

[Return to Abstracts](#)

If you wish to look at the RFP document without starting an application, click on the “PDF file” (circled). This will open a .pdf file of the RFP and the application questions.



Open and Upcoming RFPs & Grants: Q1-Q2 2023

Breakout Sessions

9:35- 10:30 am



Overview

- **Session Goals:**

- To give nonprofits a preview of upcoming RFP and grant opportunities from departments

- **Time:**

- Approx. 9:30am – 10:30am CT

- **Content:**

- Departments will present on Chicago Recovery Plan opportunities as well as others
- Content and timelines are subject to change

Two Breakout Room Options:

Track A (Room 1) – Community Services

- Chicago Department of Public Health
- Department of Family & Support Services
- Broadband

Track B (Room 2) – Community Development

- Department of Planning & Development
- Department of Housing
- Department of Business Affairs & Consumer Protections
- Department of Cultural Affairs & Special Events



Track A: Community Services

Community Services –

- Chicago Department of Public Health
- Department of Family & Support Services
- Broadband



Chicago Department of Public Health (CDPH)

Department of Family & Support Services (DFSS)

Broadband



Chicago Department of Public Health (CDPH)

Program Name	Program Description	Launch Date	Close Date
Street Medicine	Seeking qualified organizations that operate Street Medicine programs across the city in order to prevent, respond to, and reduce the impact of COVID-19 and other infectious diseases in homeless encampments.	3/3	4/3
Adult Tobacco Cessation-Integration of Adult Tobacco Cessation Services	Implementing system-level changes that integrate evidence-based cessation models into routine care and services	March/April	April/May
Adult Tobacco Cessation-Integration of Bidirectional Electronic Referral to Illinois Tobacco Quitline	Supporting evidence-based cessation interventions through integration of electronic referrals to the Illinois Tobacco Quitline	March/April	April/May
Community Breast Health Services	Community Breast Health Services Providing mammography and diagnostic imaging services	March/April	April/May
Community Breast Health Services	Providing evidence-based patient navigation	March/April	April/May



Chicago Department of Public Health (CDPH)

	Program Name	Program Description	Launch Date	Close Date
●	Lead Abatement and Mitigation Services Lead Hazard Control and Healthy Homes	Seeking a lead organization to manage the financial assistance of the Lead-based Paint Hazard Reduction program	March/April	April/May
●	Sobering Center	A facility to enhance public safety and health outcomes by providing an alternative to emergency room/jail for publicly intoxicated individuals to initiate recovery	Q2	Q2
●	Diversion Housing	Stabilization housing that integrates primary care, mental health, and substance use treatment services for persons experiencing homelessness who are cycling through the crisis response system. diversion housing	Q2	Q2



Chicago Department of Public Health (CDPH)

Department of Family & Support Services (DFSS)

Broadband

★ Doing Business with DFSS

- All our RFPs are posted on the eProcurement website. This is the only place you can complete an application.
- Information about our RFPs are posted on the DFSS website under the Alerts and Funding Opportunities sections. <https://www.chicago.gov/city/en/depts/fss.html>
- All DFSS RFPs have an application period of four to six weeks.
- Consider attending our webinars. It's a great place to get your questions answered.
- No late applications are accepted.

Department of Family & Support Services (DFSS) - current opportunities

Program Name	Program Description	Launch Date	Close Date
CAPABLE	An evidence-based, interdisciplinary intervention and fall prevention program.	2/2/23	3/16/23
Prevention Education on Gender-based Violence and Human Trafficking	Providing GBV/HT outreach, education, and awareness in formats and settings where young people and/or caregivers are predominately served or are seeking services.	2/10/23	3/28/23
Youth Enrichment - Summer	Summer youth programming for youth ages 6-24	2/14/23	3/21/23
Youth Enrichment -CHA Summer	Summer youth programming for CHA resident youth ages 6-24	2/14/23	3/21/23
Workforce Re-Entry Programs -Service Expansion -Spring Forward Reentry and Employment Navigation	Support for up to 300 returning citizens with re-entry & employment services to facilitate their access to resources and employment opportunities.	2/17/23	3/23/23
Workforce Re-Entry Programs -Service Expansion -Spring Forward Housing Navigation	Housing navigation services to facilitate access to housing and housing supportive services for returning citizens served by the program above.	2/17/23	3/23/23
Shelter Infrastructure Initiative RFQ	A Request for Qualifications for existing shelter providers to perform rehab/upgrade work on their shelter spaces.	2/22/23	3/24/23

Department of Family & Support Services (DFSS)

Program Name	Program Description	Launch Date	Close Date
Services Coordination and Navigation (SCAN) Program	Service coordination and navigation program for youth ages 14-24 at the highest risk for violence in 15 targeted community areas within the city.	May 2023	June/July 2023
Youth Community Justice Initiative	Provides assistance to families that have been impacted by the juvenile justice system by providing Know Your Rights workshops and legal aid to youth with a history of juvenile detention.	July 2023	August 2023
My CHI, My Future Microgrants	Provides funding for one delegate with experience in grants management to distribute youth focused micro-grants to community-based organizations in 15 regions across the city.	Q2	Q2
Tax Prep Chicago	Offer free federal and state tax return preparation and filing services, and conduct an outreach campaign to increase awareness about the service and mainstream banking and financial stability services.		
Legal Services for Unaccompanied Youth	Provide/coordinate legal services for unaccompanied youth.	Q2	Q2

Department of Family & Support Services (DFSS)

Program Name	Program Description	Launch Date	Close Date
Flexible Housing Pool	Connect individuals with complex needs to supportive housing and increase access to needed services. Organization should be able to perform a range of housing-related functions and can collaborate with service providers, property owners, and public agencies to manage this program.	Q2	Q2
Low Barrier Shelter	Help people living in encampments navigate the housing system to secure permanent housing while temporarily sheltering them in a low barrier navigation center.	Q2	Q2
Homeless Prevention Call Center	Provide, manage, collect data, and staff the Call Center which connects at-risk and homeless people and families with programs and services and to gather data for effective future service planning.	Q2	Q2
Early Childhood/Head Start Support Services (multiple RFPs)	Health, Nutrition, Mental Health, Dental, Strategic Communications and Recruitment, Program Design and Management, Professional Development Coordination, Disabilities Services, Family and Community Outreach, and Transportation.	Q2	Q2



Chicago Department of Public Health (CDPH)

Department of Family & Support Services (DFSS)

Broadband



Broadband

Program Name	Program Description	Estimated Award Amount	Launch Date	Close Date
Digital Equity Learn-to-Own Grants	Funding for community-based organizations to run an educational program that trains individuals on computer and digital literacy basics. Upon completion of the educational program, community members earn a device to take home and use.	TBD	Spring 2023	TBD
Neighborhood Broadband Connectivity Pilots	Funding and physical assets available for broadband entities offering affordable, quality service to communities with low rates of broadband connectivity or who were otherwise disproportionately harmed by the pandemic.	TBD	Spring 2023	TBD

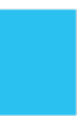


Track B:

Community Development

Community Development

- Community Investments
- Housing
- Small Business
- Arts & Culture



Department of Planning & Development

Department of Housing

Department of Business Affairs & Consumer Protections

Department of Cultural Affairs & Special Events

Sustainability

Department of Planning & Development (DPD)

Program Name	Program Description	Estimated Award Amount	Launch Date	Close Date
● Equitable Transit Oriented Pre-Development Grants	Grants for ETOD initiatives that involve renovation or new construction for affordable housing, mixed-use, or small-business uses. Pre-development funding is for early-stage initiatives that are looking to clarify scope, do detailed cost-estimating, confirm zoning compatibility & more and funding for shovel ready development projects for construction cost.	Up to \$150,000	1/27/2023	3/14/2023
● Community Wealth Building Planning & Pre-Development Grants	Grants for CWB initiatives focus on "local, democratic, and shared ownership and control." (e.g. worker cooperatives, community investment vehicles.) Funding is for early-stage initiatives that are looking to clarify scope, do detailed cost-estimating, confirm zoning compatibility & more.	Up to \$150,000	1/18/2023	3/15/2023
● Storefront Activation (Corridor Focus)	Activating vacant buildings for commercial use, facade improvements along key commercial corridors	TBD	March/April 2023	TBD
Community Development Grants	General community development grants to support the build-out or rehabilitation of commercial spaces for organizations providing catalytic impact through a revenue generating amenity in Chicago neighborhoods	Up to \$250,000	ongoing	August



Department of Planning & Development

Department of Housing

Department of Business Affairs & Consumer Protections

Department of Cultural Affairs & Special Events

Sustainability



Department of Housing (DOH)

Program Name	Program Description	Estimated Award Amount	Launch Date	Close Date
RFI: Decarbonizing/Retrofitting Low to Moderate Income Housing (1 to 4 unit residential)	Request for Information on development of program to fund decarbonizing/retrofitting 1 to 4 unit residential homes (single family; small multifamily)	N/A	Feb 2023	3/13/23
RFP: Decarbonizing/Retrofitting Low to Moderate Income Housing (1 to 4 unit residential)	Building off the RFI, the RFP will solicit proposals from qualified organizations to administer the decarbonization/retrofit program for 1 to 4 unit residential homes	\$15M (total)	Spring 2023	Summer 2023
Cooperative Home Buyer Assistance Program	(tentative) Program to support cooperative and other shared-ownership models for affordable housing. The best program delivery method is still being designed/determined.	\$2-3M (total)	Spring 2023	Summer 2023
Low-Income Housing Tax Credit (LIHTC) - Permanent Supportive Housing Track and Set-Aside	<p>The City's LIHTC Qualified Allocation Plan is the city's biannual RFP process for affordable housing development resources.</p> <ul style="list-style-type: none"> PSH set-aside: all selected developments are expected to contain 5% permanent supportive housing units PSH Track: For the first time DOH will reserve some funding specifically for all-PSH developments 	\$20M+	6/5/2023	7/7/2023



Department of Planning & Development

Department of Housing

Department of Business Affairs & Consumer Protections

Department of Cultural Affairs & Special Events

Sustainability

Department of Business Affairs & Consumer Protection

Program Name	Program Description	Estimated Award Amount	Launch Date	Close Date
Small Business Storefront Activation Program	Grants to delegate agencies to support small business pop-ups in vacant storefronts along their commercial corridors	Up to \$150K per organization. \$3M total	March/April	TBD
Central City Recovery Program	Grants to delegate agencies to support small business pop-ups in vacant storefronts along commercial corridors downtown	Per organization TBD. \$1.25M total	March/April	TBD
Good Food Fund	Grant to a delegate agency to manage the Good Food Fund. The Good Food Fund will provide capital and business coaching to food entrepreneurs	Up to \$7M	March	TBD
Good Food Incubator	Grant to a delegate agencies who will provide capital, kitchen space, and business coaching to food entrepreneurs starting or expanding their business	Per organization TBD. \$2M total	March	TBD
Nonprofit Capacity Building, Phase 2	Grant to delegate agencies to provide high-tough capacity building services to Chicago nonprofits	Per organization TBD. \$15M total	April/May	TBD
Supplier Development Program	Grant to delegate agencies to provide back-office support and business assistance to small businesses in the construction industry in order to assist them in acquiring city contracts	TBD	March/April	TBD
Small Business Tech Enablement Program	Grant to a delegate agency to provide tech enablement services to 1,000 small businesses	Per organization TBD. \$3M total	April/May	TBD



Department of Planning & Development

Department of Housing

Department of Business Affairs & Consumer Protections

Department of Cultural Affairs & Special Events

Sustainability

Department of Cultural Affairs and ★ Special Events (DCASE)

Program Name	Program Description	Estimated Award Amount	Launch Date	Close Date
Chicago Arts Recovery Program	Nonprofit arts and culture organizations of all sizes can apply for grants to support recovery from the COVID-19 pandemic. Grants will support solution-oriented initiatives in marketing and audience development, facility access and management, technology, planning, and workforce development.	\$50,000 - \$250,000	2/2/2023	3/16/2023
CityArts Program	General operating grants for nonprofit arts and culture organizations of all sizes. Grants are renewable for one year.	\$10,000 - \$50,000	2/10/2023	3/24/2023
RFP: Technical Assistance & Program Support Service Providers	This RFP will solicit proposals from qualified consultants and facilitators to lead technical assistance, learning cohorts, marketing strategies, research and evaluation, community marketing and design, and evaluation for grantees of the Together We Heal Creative Place Program and the Chicago Arts Recovery Programs.	\$100,000 - \$200,000	3/20/2023	4/14/2023
Chicago Presents	Presenting support for free, public programs. Application open on a rolling basis.	\$10,000 - \$75,000	February 2023	TBD
Neighborhood Access Program	Grants for all types of place-based arts and culture activities that are by neighborhood residents, for neighborhood residents.	\$5,000 - \$50,000	April 2023	May 2023



Department of Planning & Development


Department of Housing

Department of Business Affairs & Consumer Protections

Department of Cultural Affairs & Special Events

Sustainability

Sustainability

Program Name	Program Description	Estimated Award Amount	Launch Date	Close Date
Clean Water Restoration	RFP to acquire skimmer boats	\$5M	TBD*	TBD*
Green Alleys	Installation of "green alleys" - build to (forthcoming) design specifications	TBD	TBD*	TBD*
Expand Neighborhood Power Project	Building off successful pilot project to retrofit community anchor institutions; RFP seeks to expand project; selected organization(s) will run the full scope of decarb retrofit installations, from site selections through installation	\$10M	Q2	Q2 or Q3
Library Solar	RFP(s) seeking subcontractors for energy conservation measures and solar installation on select libraries	TBD	Q2 or Q3*	Q2 or Q3*
Industrial Community Solar	RFP seeking organization(s) for installation of solar (rooftop or ground mounted solar TBD) and administer community solar pilot project	\$5M	Q2 or Q3*	TBD*
African American Heritage Water Trail	RFP seeking organization(s) for site development of Ton Farm and other site(s)	TBD	Q2 or Q3*	TBD
Low Carbon Mobility	RFP seeking organization(s) for bike distribution program	TBD	TBD	TBD
Climate Infrastructure Fund 	Climate Infrastructure Fund provides grants to nonprofit organizations and small businesses for climate infrastructure projects: renewable energy/energy efficiency; electric vehicles/charging stations; green infrastructure	\$50,000 - \$250,000	N/A	Q3



Concurrent Breakout Sessions

10:30- 11:30 am

Concurrent Sessions

Session 1	What does it mean to apply for a city grant? <ul style="list-style-type: none">• <i>Audience: new or somewhat familiar with city grants</i>
Session 2	Application best practices and common mistakes <ul style="list-style-type: none">• <i>Audience: anyone</i>
Session 3	Federal grant management: reporting and compliance <ul style="list-style-type: none">• <i>Audience: experienced in government grants</i>

All sessions will be recorded and posted for later viewing



Session 1: What it means to apply to a City Grant

Quarterly Nonprofit Readiness Summit
Thursday, March 9, 2023



Goals of this Session

- Share the basics of the City of Chicago RFP/grant process both internally and externally
- Help you understand if your nonprofit is ready to apply for a City grant
- Explain key terminology and systems
- Ideal Audience: Nonprofits that have never applied for a City RFP before

Agenda

10:30 – 10:50am: Presentation (20 min)

10:50 - 11:05am: Panel Discussion (15 min)

11:05 – 11:25am: Q&A (20 min)

11:25-11:30am: Wrap-Up and Next Steps (5 min)

What is an RFP?

- RFP stands for “Request for Proposal”
- Issued by departments to invite local community organizations to apply to contract with us to provide services (e.g. youth employment, small business development, mental health services, etc.)
- Applicants who get selected are known as “delegate agencies”
- All RFPs are posted online at the Department of Procurement Services website

Key Stakeholders in the Process

- **Nonprofit Applicant**
 - Register Organization on iSupplier
 - Research RFP Solicitations and Submit Proposals
 - Create and Submit Payment Requests
- **Issuing Department**
 - Develop and Manage RFPs and Programs
 - Provide program-specific technical assistance and training
 - Review vouchers (invoices) for processing
- **Department of Procurement Services**
 - Register delegate agency in iSupplier
- **Office of Budget Management**
 - Manage delegate agency eProcurement process
 - Provide training
- **Finance**
 - Process Payments

Behind the Scenes: Contracting Lifecycle

RFPs are designed at the department level, often in partnership with the Mayor's Office, and utilizing the procedures built by the Office of Budget Management, Finance, Procurement, Department of Law, among other internal city operations departments. The process can vary across departments, original funding source, etc. Generally, the steps that take place during the lifecycle of an RFP are:

1. Develop a program model
2. Develop and release the Request for Proposal (RFP) and Scoring Rubric
3. Provide Public Notice
4. Conduct Pre-bidder Conference
5. Update information in iSupplier
6. Evaluate proposals and select delegates
7. Develop and Execute Contract



First things first....

- Are you eligible? To be eligible, you must:
 - Be an Illinois-based nonprofit, 501(c)(3) organization
 - Be incorporated at least 12 months prior to applying (by January 2021)
 - Be a Chicago resident company – City street address is necessary! No P.O. Boxes.
 - Primarily serve the residents of the city of Chicago (demonstrate that, on average, half of all programming occurs within the city of Chicago limits).
- Can these funds support your work?
 - Funding restrictions are based on federal and/or city uniform guidance, other statutory requirements, etc.
 - Examples of restrictions include, but are not limited to: Capital improvements, the purchase of permanent, depreciable equipment valued at more than \$5,000, organizations applying on behalf of an organization/program for which they serve as a fiscal agent or fiscal sponsor, and so on.
- Do you have all of the general/administrative materials required?

RFP General Requirements:

- **Complete responses to RFP questions**
- **Required documentation**
 - Articles of Incorporation
 - Insurance
 - SAM Registration Status
 - State Good Standing Letter
 - Board of Directors
 - Financial Statements from most recently completed fiscal year
 - Budgets under \$300,000, Federal Form 990, 990EZ or 990N e-postcard
 - Budgets over \$300,000, Federal Form 990 OR an audit
 - If e-postcard or FY20 statements, submit AG990 or board approved year-end financials statement
 - FY20 financials can be accepted if your fiscal year end date is between June 30 – December 31
 - Cost Allocation Plan (if indirect cost is included)
- **Examples of possible additional documentation/compliance reviews**
 - Indebtedness
 - Debarment
 - Risk Assessment
 - Open Audits and Findings
 - Proof of 501(c)(3) status – copy of IRS letter
 - Annual Adjusted Income
 - Board and Staff demographics

★ Tips for First-Time Applicants!

- RFPs are posted for at least two weeks, but typically four weeks
- Always read the RFP in full
- Review the Evaluation Criteria and the Associated Weights/Scoring Value
- Attend the Pre-bidders Conference and any application assistance workshops that are offered! Different departments conduct these sessions different ways, but that information is available in each RFP
 - For example, when an RFP is released to the public by DFSS, within two weeks the program manager will conduct a webinar to review the technical and programmatic requirements
 - If an applicant is unable to attend the webinar, a link is emailed to anyone who downloads the RFP and is posted to the DFSS website

Submission Process:

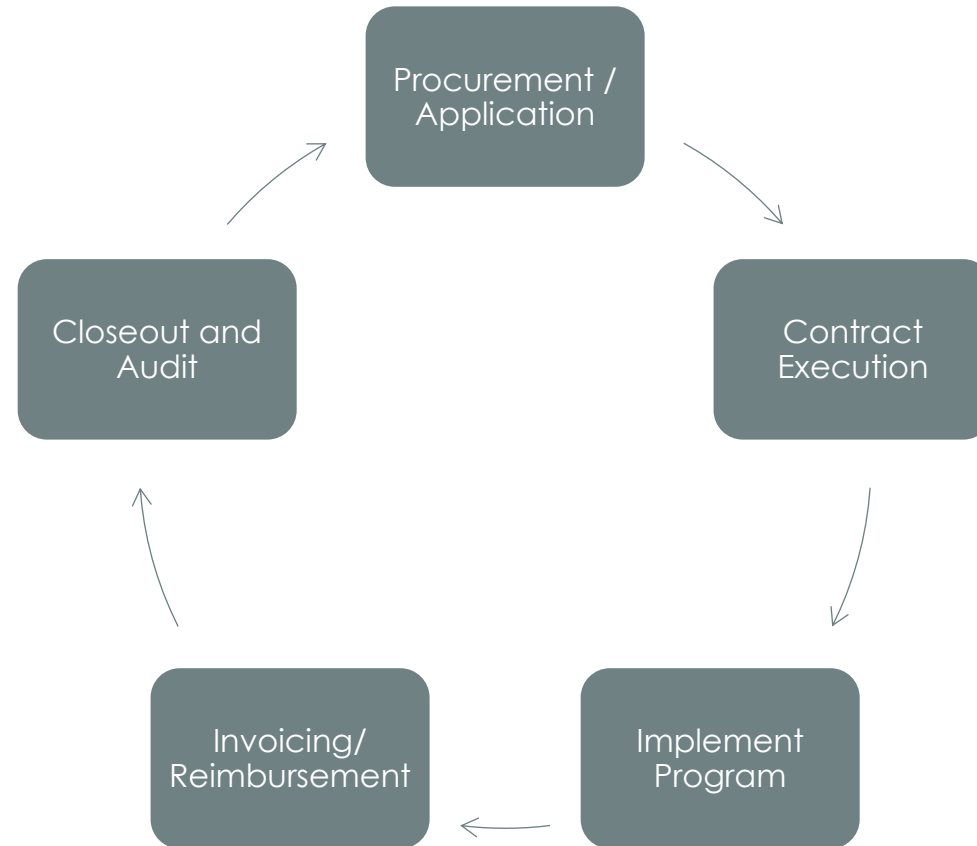
- All applications must be submitted by 12 noon on the day of RFP due date.
- Submit early. Late applications will not be accepted
 - Set calendar reminders for deadlines
- You'll get email from WorkflowMailer@cityofchicago.org
 - If Users do not receive email, check spam, blocked emails, or contact your organization's IT person for assistance

Application Review Process

- Applications are reviewed by Department staff and sometimes external partners.
- Each proposal is evaluated based on the criteria listed in the RFP by multiple readers.
- Awards are made based on a variety of factors, including proposal scoring, funding availability, and community need.

Contract Lifecycle

The complete lifecycle of a contract with the city of Chicago has critical steps throughout the duration: applying for an RFP and being selected as the delegate is step one.



What is iSupplier?

- To apply, an agency must be registered through iSupplier.
- iSupplier is a Real-Time Online Purchasing System with Data Export
- Full Service System Allows Agencies to:
 - Manage Delegate Agency Info
 - Review & Respond to Solicitations
 - Submit RFP
 - Submit Vouchers/Invoices for Payment
 - Communicate with Departments

Registering in iSupplier

- Information on how to register for iSupplier can be found on the Department of Procurement Services website
- All vendors must have
 - Federal Employer Identification Number (FEIN)
 - IRS W9
- Registration through iSupplier takes approximately three to five business days
- **We encourage delegate agencies to register in iSupplier at least 6 weeks before then plan to submit an application for an RFP**

iSupplier Site

- ☐ Registration
- ☐ Finding and Responding to RFP's
- ☐ Training Information and Alerts

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





Registration and Requirements

All vendors must have:

- Federal Employer Identification Number (FEIN)
- IRS W9 for registration and confirmation of vendor business information.
- **Vendor Names MUST MATCH Articles of Incorporation**

New Delegates /Grantee and Existing Delegate Agencies

<https://www.chicago.gov/city/en/depts/dps/isupplier/login-register.html>



Who to Contact for Assistance

- **Questions on Registration:**
CustomerSupport@cityofchicago.org or (312)744-4357
- **iSupplier Technical Assistance for Delegate Agencies:**
CustomerSupport@cityofchicago.org or (312)744-4357
- **Training Materials (Documents and Videos):**
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>





Useful Links

City of Chicago Search Online:

<http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do>

Vendor/Delegate Agency Registration:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>

Funding Opportunities:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>





Session 2: Best Practices & Common Mistakes

Quarterly Nonprofit Readiness Summit
Thursday, March 9, 2023



Goals of this Session

- Share best practices in RFP/grant applications
- Share common mistakes in RFP/grant applications
- Ideal Audience: Nonprofits that have applied and been declined from City RFPs/grants

Agenda

10:30 – 10:50am: Presentation (20 min)

10:50 - 11:05am: Panel Discussion (15 min)

11:05 – 11:25am: Q&A (20 min)

11:25-11:30am: Wrap-Up and Next Steps (5 min)



5 Best Practices

1. Understand Exactly What the City Department Is Looking For
2. Follow Directions
3. Write Detailed, Yet Succinct Responses
4. Showcase Expertise and Knowledge of the Space
5. Highlight Community Partnerships & Support



Best Practice #1

1. Understand Exactly What the City Department Is Looking For

- Read the entire RFP, from beginning to end, before starting application
- Review any other additional background materials (e.g. resources on department website)
- Attend application webinars or pre-submittal conferences
- Ask questions! Submit questions in writing to program manager

2. Follow Directions

3. Write Detailed, Yet Succinct Responses

4. Showcase Expertise and Knowledge of the Space

5. Highlight Community Partnerships & Support



Best Practice #2

1. Understand Exactly What the City Department Is Looking For
2. **Follow Directions**
 - Strictly following application directions in responses
 - Respond to the questions being asked
 - Submit all requested materials
3. Write Detailed, Yet Succinct Responses
4. Showcase Expertise and Knowledge of the Space
5. Highlight Community Partnerships

Best Practice #3

1. Understand Exactly What the City Department Is Looking For
2. Follow Directions
3. **Write Detailed, Yet Succinct Responses**
 - Responses should include both a broad summary of the variety of work the org has done (and/or plans to do) as well as a few detailed examples to paint a picture
 - Responses are tailored to the RFP, not overly generalized
 - Stay within the word limit
4. Showcase Expertise and Knowledge of the Space
5. Highlight Community Partnerships & Support



Best Practice #4

1. Understand Exactly What the City Department Is Looking For
2. Follow Directions
3. Write Detailed, Yet Succinct Responses
4. **Showcase Expertise and Knowledge of the Space**
 - Including a clear statement showing an understanding of the issue / request and how they will address the task
 - Data-driven understanding of the population/community you seek to serve
 - Programmatic and financial staff are specialists and experts in the space or they partner with external experts
5. Highlight Community Partnerships & Support



Best Practice #5

1. Understand Exactly What the City Department Is Looking For
2. Follow Directions
3. Write Detailed, Yet Succinct Responses
4. Showcase Expertise and Knowledge of the Space
5. **Highlight Community Partnerships & Support**
 - Established good working relationships with other community organizations and stakeholders

5 Common Mistakes

1. Incomplete or Irrelevant Answers
2. Incomplete Budget
3. Lacking a Clear Plan or Strategy
4. Assumptions that Evaluator Is Familiar with Organization's Work
5. Last-Minute Submission

Common Mistake #1

1. Incomplete or Irrelevant Answers

- Answers are not tailored to the RFP; clear they did not read the RFP in full
- Proposing alternative programming, rather than what the RFP is asking for
- Duplicative answers despite irrelevance to question

2. Incomplete Budget

3. Lacking a Clear Plan or Strategy

4. Assumptions that Evaluator Is Familiar with Organization's Work

5. Last-Minute Submission

Common Mistake #2

1. Incomplete or Irrelevant Answers
2. **Incomplete Budget**
 - Not submitting a budget at all; or submitting an incomplete or unrealistic budget
 - Budget does not follow the requirements from the RFP
3. Lacking a Clear Plan or Strategy
4. Assumptions that Evaluator Is Familiar with Organization's Work
5. Last-Minute Submission



Common Mistake #3

1. Incomplete or Irrelevant Answers
2. Incomplete Budget
3. **Lacking a Clear Plan or Strategy**
 - Responses focus too much on the problem and not enough on the specific activities the Applicant will conduct to address the stated problem
 - Lack of clarity on what work will be done and what the results will be
4. Assumptions that Evaluator Is Familiar with Organization's Work
5. Last-Minute Submission

Common Mistake #4

1. Incomplete or Irrelevant Answers
2. Incomplete Budget
3. Lacking a Clear Plan or Strategy
4. **Assumptions that Evaluator Is Familiar with Organization's Work**
 - Not providing thorough responses because organization has worked with the City before
 - Assumptions that the evaluation committee is familiar with history of organization and their previous work
5. Last-Minute Submission

Common Mistake #5

1. Incomplete or Irrelevant Answers
2. Incomplete Budget
3. Lacking a Clear Plan or Strategy
4. Assumptions that Evaluator Is Familiar with Organization's Work
5. **Last-Minute Submission**
 - Waiting until the last minute to submit the response and running into tech issues that prevent you from submitting
 - Thinking the deadline was 11:59 p.m. (midnight), when most are due at 11:59 a.m. (noon)



Session 3: Federal Grant Management: Reporting & Compliance

Quarterly Nonprofit Readiness Summit
Thursday, March 9, 2023



Goals of this Session

- Help you understand if your nonprofit is ready to apply for a Federal grant administered by the City
- Explain key federal grant terminology and systems
- Ideal Audience: Nonprofits that have been a delegate agency for a City grant but not yet for a federally-funded program

Agenda

10:30 – 10:50am: Presentation (20 min)

10:50 - 11:05am: Panel Discussion (15 min)

11:05 – 11:25am: Q&A (20 min)

11:25-11:30am: Wrap-Up and Next Steps (5 min)



Key Topics

- **Explanation of Sub-Recipient and Vendor Contracts**
- **Uniform Guidance**
- **Grant Project and Budget Monitoring**
- **Disallowed costs**
- **Record Retention**
- **Capital Equipment/Expenditures**
- **Federal Reporting and Compliance**



Determination of Sub-Recipient (Delegate Agency) and Contractor (Vendor)

- The federal government identifies requirements for Sub-Recipients (Delegate Agencies or DAs) and Contractors (Vendors).
- Federal awards expended by a DA would be subject to audit and program monitoring requirements, while those expended by a vendor may not (exceptions are made for specific Professional Service agreements that are subject to program requirements, as identified by the Department at the time of determination).
- The payments received for goods or services provided as a vendor would not be considered federal awards.



Checklist to aide in the proper identification of a Sub-recipient or Contractor

Sub-Recipient (Delegate Agency): is a non-federal entity that receives a sub-award from a pass-through entity (“the City”) to carry out part of a program.

- ☐ Substantive, programmatic work or an important or significant portion of the research program or project is being undertaken by the other entity.
- ☐ Responsible for program design and implementation.
- ☐ Determines eligibility and determines who is eligible to receive what federal assistance (i.e. clients).
- ☐ Has responsibility for programmatic decision making.
- ☐ Has its performance measured against whether the objectives of the federal program been met.
- ☐ Responsible for the adherence to applicable federal program requirements outlined in the federal award.
- ☐ Uses federal funds to carry out a program of the organization as compared to providing goods and services for a program of the pass-through entity.
- ☐ Retains some element of programmatic control and discretion over how the work is carried out.
- ☐ Provides programs for a public purpose and does not profit from the program

Contractor (Vendor): An entity that receives a contract as defined below:

- ☐ Obtain goods or services within normal business operations to carry out agreement.
- ☐ Provides the goods and services within normal business operations.
- ☐ Provides goods and services for private benefit.
- ☐ Operates in a competitive environment.
- ☐ Provides goods or services that are ancillary to the operation of the federal program.
- ☐ Is not subject to compliance requirements of the federal program.



Uniform Guidance

200.01 - 200.099 – A

Acronyms and Definitions

- Non-Federal Entity
- Pass Thru Entity
- Subrecipient vs. Subcontracting

200.200 – C

Pre-Award Requirements

- Use of Agreements
 - Fixed Awards
- Publicizing Funding Opportunities
- Performance Requirements
- Risk Assessment
- Merit and Risk
- Certifications

200.300 – D

Post-Award Requirements

- Period of Performance/Program Implementation
- Management Efforts
- Performance Measurement and Data
- SAM Requirements
- Monitoring, Compliance and Financial Requirements
- Financial Systems
- Internal Controls
- Prompt Payment
- Closeout and Reporting
- Record Retention
- FFATA

200.300 – E

Cost Principles

- Allowable Cost and Cost Recovery
- Salary and Wages – Time and Effort Tracking
- Direct and Indirect Cost

200.500 – F

Audit Requirements

- Threshold Requirements
- Sample Selections

Appendices I-XI

- Contract Provisions
- Central Service Cost Allocation Plans
- Compliance Supplement
- Reporting Requirements
- Misc.



Federal Guidelines

Organization must abide by Federal terms and conditions, including:

- Drug Free Workplace Act
- Lead Paint Requirements
- Americans with Disabilities Act (ADA)
- Age Discrimination Act of 1975



Federal Guidelines

Additional items to include with contract packet:

- Certification of good standing with the Secretary of State. The electronic Corporation File Detail Report is preferred:
 - https://www.ilsos.gov/departments/business_services/corp.html
- Letter from the Department of the Treasury, Internal Revenue Service, designating organization as a tax exempt organization.
- Financial statements for your most recently completed fiscal year
- Articles of incorporation

Federal Guidelines

System for Award Management (SAM) Registration

- This system is used to 1) register to do business with the U.S. government, 2) update or renew entity registration, 3) check status of an entity registration, and 4) search for entity registration and exclusion records
- Tutorial and resources at [SAM.gov](https://sam.gov)

Federal Funding Accountability and Transparency Act Subaward Reporting (FFATA)

- We are required to report all grants of \$50,000 or more in this system.
- These grantees will complete an additional form to:
 - Disclose if your organization receives (1) 80 percent or more of its annual gross revenues in U.S. federal contracts; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts
 - Disclose if the public has access to information about the compensation of the executives in your business or organization.
 - Names and Total Compensation of top 5 highest paid employees at organization



Federal Guidelines

General Federal Administrative Systems and Identifiers

- Each federal agency utilizes different systems for programmatic and financial reporting; however, there are systems that are common across all grants.

Catalog of Federal Domestic Assistance (CFDA) (Identifier)

- Grants can be reviewed by subject, functional use, eligible applications, agency, CFDA#, etc. Users can view uses and restrictions of money, eligibility requirements, award process, examples of funded projects, etc. *This information can be found at: <https://www.cfda.gov/>.*

Automated Clearinghouse (ACH)

Grant Project and Budget Monitoring

Grant activities must:

- Conform to the eligible activities
- Occur within the period of performance – 10/1/2022 - 12/31/2024
- Meet the objectives of the program description

Grant budgets:

- Should reflect the projected cost of the proposed activities – not more, not less
- Variance from the budget must be reported
- New costs or expenses must be pre-approved

Costs that are NEVER allowable

- Contributions and donations
- Fundraising
- Entertainment
- Lobbying
- Investment management costs
- Fines, penalties, settlements
- Alcoholic beverages

Record Retention

- Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award must be retained.
- Enterprise's standard retention period is six (6) years from the date of submission of final expenditure report (in closeout).
- The federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, have a right of access to any documents, papers, or other records pertinent to the federal award.

Documentation for ARPA funded projects must be maintained until December 31, 2031

★ What is a Capital Asset/Equipment?

Capital Asset and Equipment: land, facilities, equipment, and intellectual property with a useful life 1 year or greater



LAND



FACILITIES



EQUIPMENT

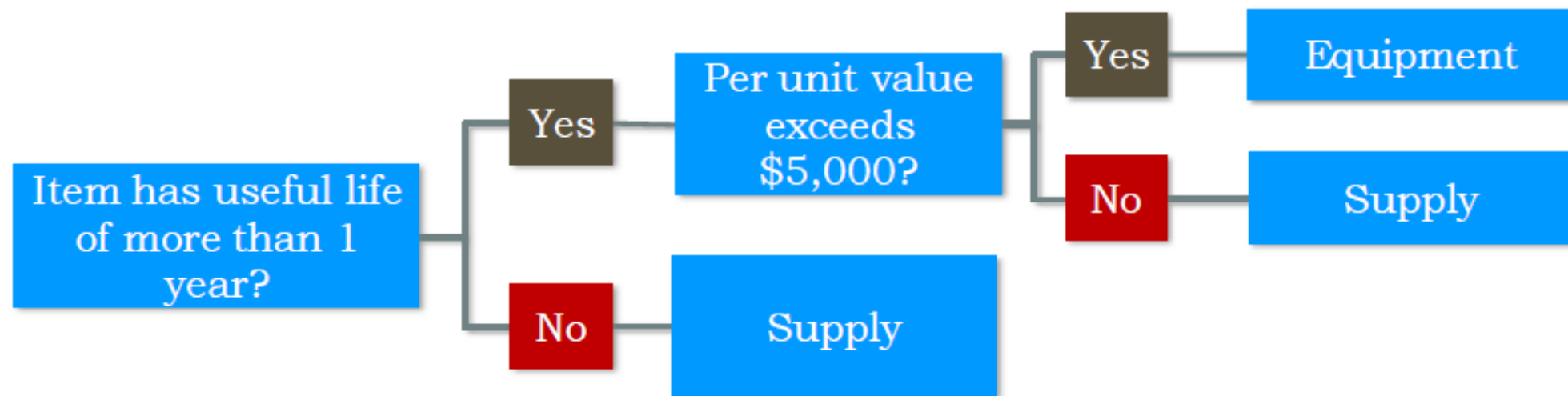


INTELLECTUAL
PROPERTY



Capital Equipment or A Supply?

- **Capital Equipment** will have a:
 - Useful life of 1 year or greater
 - Per-unit acquisition cost that either exceeds the recipient's established capitalization level or \$5,000



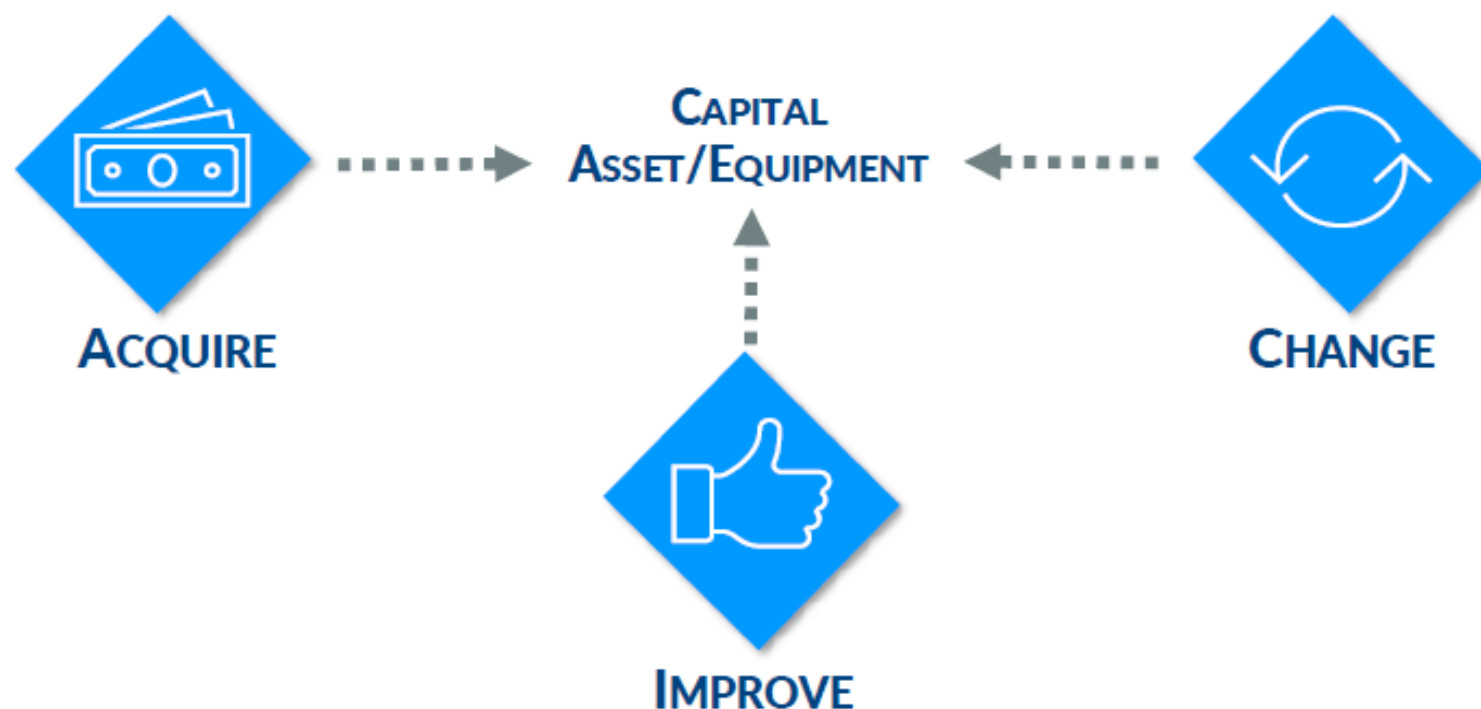


Definition of a Capital Expenditure

- Capital Expenditure as an **expense** for **assets or equipment** that:
 1. Makes additions, improvements, or changes that increases its value
 2. Has a useful life of one year or more
 3. Has a per unit cost that either exceeds \$5,000 or the capitalization level established by the nonfederal entity

★ What is a Capital Expenditure?

- **Capital Expenditure:** an expense funds to acquire, improve, or change a capital asset or equipment





Capital Projects

Grantees receiving support for capital expenditures must provide:

- Total expected capital expenditures, including pre-development costs, if applicable
- Projected/actual construction start date (month/year)
- Projected/actual initiation of operations date (month/year)
- Quarterly details on capital expenditures
- Preliminary drawings and renderings
- Bids received for construction contracts (minimum of 2)
- Certified copies of the construction and/or architect contracts including bonding for payment by sureties
- Confirmation that contractors abide by all relevant City and Federal requirements including Illinois Prevailing Wage
- License and insurance for selected contractors
- Proof of property ownership (Deed), executed lease or right of entry w/authorization for proposed work
- Permit application numbers and proof of all required Department of Buildings permit approvals

Federal Reporting and Compliance

- Accounting and Payroll Systems
- Performance Tracking and Reporting
- Compliance, Monitoring, and Audit
- Closeout and Documentation Retention



City of Chicago: Nonprofit Capacity Building Program

Additional Resources

11:30- 11:55 am





Three Additional Program Offerings

1. Topic-specific **Webinars** for preparing your organization to apply for Chicago Recovery Plan grants
2. Weekly Small Group **Workshops** to review a current Chicago Recovery Plan grant opportunity and discuss issues of interest to your organization
3. Individual **Counseling Sessions (1:1 Technical Assistance)** to address your organization's unique questions as it relates to Chicago Recovery Plan opportunities



Upcoming Topic-Specific Webinars

- *Corporate Governance for Nonprofit Organizations* – April 11 @ 12:00 PM
 - Explore essential governance concepts, such as the legal framework behind the corporate governance structure, the role of the board of directors, types of board committees, as well as good governance policies.
- *Fundraising 101 for Small Nonprofits* – April 21 @ 12:00 PM
 - Fundraising 101 will offer an overview of the fundamentals of fundraising and the key elements of sustainable growth for your organization. We will discuss how you can make an effective case for your vision, identify the tools and even more methods to fund your mission.
- *From Strategy to Budget* – April 27 @ 12:00 PM
 - Learn how to determine the cost of your services so you can accurately bid on a contract
- *How to Register your Nonprofit in SAM.gov* – May 25 @ 10:00 AM
 - SAM.gov is the gateway to Federal Grants. Learn about this resource and what you need to do to gain access for your organization



Small Group **Workshops**

- Informal sessions with a non-profit counselor and nonprofit staff members like you.
- Review a current Chicago Recovery Plan grant opportunity to gain familiarity with their format and requirements
- Raise questions about issues and challenges you are facing and get help on the journey to Chicago Recovery Plan grant opportunities
- Every Wednesday at 11:00 AM



Individual Counseling Sessions

- One-on-one technical assistance with a non-profit counselor
- Individualized support for your needs as you proceed on the journey to apply for Recovery funding and grow your organization
- Mondays 1:00 to 4:00 PM
- Wednesdays 9:00 AM to 4:00 PM
- Thursdays 9:00 AM to 1:00 PM
- Fridays 1:00 to 4:00 PM



Next Readiness Summits

- Focusing on open and upcoming Requests for Proposal
- May 18, 2023
- August 17, 2023



Two-step Registration Process

- Visit the Intake Form which is accessible from the City of Chicago's web page for this program:
 - <https://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>
- 1. Indicate your interest in attending all Webinars, Weekly Workshops, Counseling Sessions as well as future Summits
 - Complete the form once for EACH event you wish to attend
 - The first time you complete the form you will be asked for background information that will not be requested when you use the form again
- 2. When you complete the form, you will receive a subsequent email with instructions on how to register for the event in which you have interest



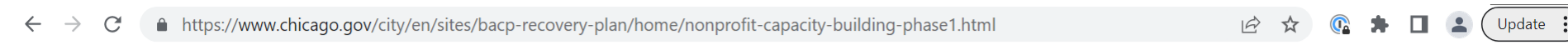
Step 1: Program Web Site

The screenshot shows a web browser displaying the Chicago.gov website. The address bar shows the URL: <https://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>. The page header includes the Chicago logo and the text "CHICAGO". Below the header is a navigation menu with links: HOME, SMALL BUSINESS SUPPORT, NON-PROFIT CAPACITY BUILDING, FOOD EQUITY, NEWS/UPDATES, and ADDITIONAL RESOURCES. The main content area has a breadcrumb trail: Home / Nonprofit Capacity Building – Phase 1. The title of the page is "Nonprofit Capacity Building – Phase 1". The text describes the role of nonprofits and the impact of the COVID-19 pandemic. It states that the City of Chicago has created the Nonprofit Capacity Building Program to provide technical assistance and capacity building services. A list of topics and training includes:

- How to apply for City/Government Requests for Proposals (RFPs)
- Navigating iSupplier
- Upcoming City RFP Opportunities



Step 1: Program Web Site



- Upcoming City RFP Opportunities

- Compliance and Reporting Expectations

- Small group workshops

- These workshops will be facilitated by capacity-builders well oriented with the Chicagoland ecosystem (philanthropy, academia, for-profit, nonprofit, and governmental agencies).

The Nonprofit Capacity Building Program will offer participants direct access to partner organizations that can help with Application Assistance. The goal of Application Assistance is to provide frequent, in-depth training and one-on-one coaching on specific topics for disproportionately impacted nonprofits seeking to apply for Recovery funding and grow their organizations. This individualized aide with be crucial to nonprofits that may be new to the City's RFP system or feeling overwhelmed by the application process.

This program is part of the Chicago Recovery Plan, the City's plan to amplify once-in-a-generation federal funding to create an equity-based investment strategy to catalyze a sustainable economic recovery from the COVID-19 pandemic. To learn more about this Program and BACP's Recovery Plan efforts, please visit [Chicago.gov/BACPRecoveryPlan](https://www.chicago.gov/BACPRecoveryPlan).

Program Overview:

Nonprofit Capacity Building Program includes four types of programs:

- **Readiness Summits:** Quarterly virtual meetings covering best practices and common mistakes when applying for City RFPs and upcoming opportunities.
 - Schedule: Next Readiness Summit will be **Thursday, March 9, 2023 from 9:00 AM – 12:00 PM.**
 - [Tentative agenda](#)
- **Monthly Webinars**
- **Weekly Small-Group Workshops**
- **One-on-one Application Assistance**


Participant Sign Up - Register Here

Click here!





Step 1: Program Sign Up Form

**CHICAGO**

**Department of Business
Affairs and Consumer
Protection (BACP) - Nonprofit
Capacity Building
Intake Form**

The City of Chicago Nonprofit Capacity Building Program (NCBP) provides access to curated counseling and education programs for Chicago area nonprofits. In order to access the program, an organization representative must complete this form in its entirety. Be prepared to provide organization background information and to confirm what communities you serve and whether or not your organization experienced COVID impact. After completing the form, you will receive an email with the next steps.

[NCBP Assistance Opportunities](#)


Program opportunities are listed at the bottom of the form. To access them, you must first select events or individual counseling. If you select events, you will see three options: Summit, Webinar or Workshop. Additional information about each event type is provided below. Select one of these options

Last Name *

Title *

Email *

Phone *



+1 () -

Organization Background

Have you previously completed this form? *

(Yes, No)

Yes

Program Selection

Program Selection *

☐ Register for Event (Summit, Webinar, Workshop)

☐ Register for Individual Counseling Session



Program Sign Up Confirmation

← → ↻ <https://app.smartsheet.com/b/form/f850d9bb605c4190867f01869fbb42d2?confirm=true> Update



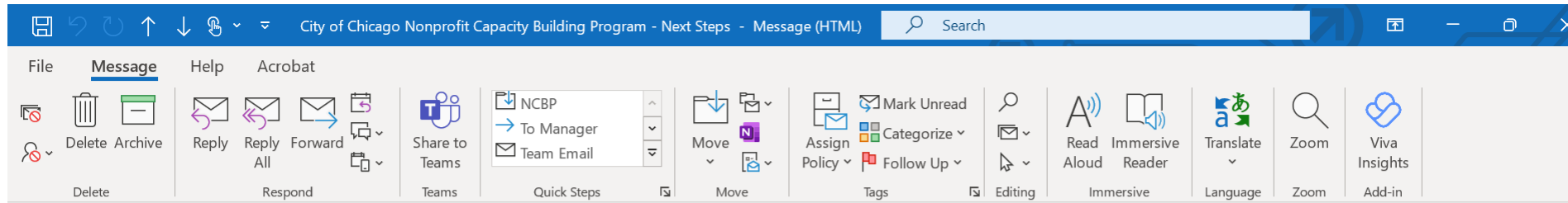
Success! We've captured your response.

To return to the BACP Nonprofit program click here: <http://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>

To register for another event, click here: <https://app.smartsheet.com/b/form/f850d9bb605c4190867f01869fbb42d2>



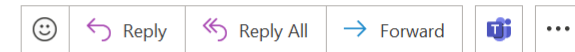
Step 2: Program Registration Email



City of Chicago Nonprofit Capacity Building Program - Next Steps



readyforrecovery@wbdc.org via Smartsheet <automation@app.smartsheet.com>
To Clark McCain



Wed 3/1/2023 4:21 PM



Hello Clark,

Thank you for your interest in the BACP Nonprofit Capacity Building Program. In order to complete your registration for individual counseling, please click the link below or copy and paste it into your web browser. This will take you to another page that must be completed to confirm your registration for . If you have questions or need additional assistance to complete your registration, please email ReadyForRecovery@wbdc.org.

<https://bacpnonprofit.as.me/schedule.php>

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City of Chicago
Department of Business Affairs and Consumer
Protection

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Chicago, IL 60602
(312) 744-6060
Chicago.gov/BACP



@ChicagoBACP





Thank you for joining us!

Non-profit Capacity Building Program Readiness Summit

March 9th, 2023