

DOH Technical Assistance Webinar

Thursday, September 14, 2023, at 11 a.m. CST.



Purpose:

This document summarizes the questions asked during the DOH Technical Assistance Webinar on **Thursday, September 14, 2023, at 11 a.m. CST** and the responses provided. Moreover, we are also including relevant questions asked to the DOHCommunityPrograms@cityofchicago.org email and responses. Please note that some answers may have additional context or be revised for conciseness.

Question and Answer – DOH Technical Assistance Webinar:

Q1: If you have two programs under one stream, say TACIT, do you make separate bids? Does iSupplier let you make two separate bids? And how does that work?

A1: The TACIT RFP does allow for an agency to submit separate bids in iSupplier.

Q2: Could see how you got to the RFP, but can you show again in ISupplier how that is done?

A2: A live demonstration was held navigating the City's eProcurement Solicitations website: https://eprourement.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE&PON_NEGOTIATION_STATUS=ACTIVE

Q3: Is the committee reviewing the RFPs are those committee members selected from the public or from the Department of Housing?

A3: Evaluation Committee scorers will be DOH Employees and other City Employees.

Q4: Regarding the RFP submission, I know it's due September 28th, will it shut down at 12:01?

A4: Yes, no submissions will be accepted after the deadline and DOH is not allowed to review or score applications submitted after the deadline.

Q5: Would any of the RFPs extend legal services to people in housing-related litigation or legal advice or representation to organizations engaged in fair housing advocacy?

A5: The TACIT RFP lists several legal advocacy areas. Please see the full TACIT RFP for more details. Some of the housing legal services include legal eviction and foreclosure defense and estate planning. Nonprofit legal agencies are also welcome to apply to the other categories so long as they provide a TACIT-related program under the category.

Q6: I can find the RFP, but I can't edit the section. Can you show me a little more?



A6: Organizations must be logged into the solicitation to view the questions, respond to the questions, and review the documents within the RFP. If there are additional challenges navigating the system or a technical error occurs, please contact iSupplier Customer Support at required documentation is not appearing, please reach iSupplier Customer Support at 312-744-HELP (4357).

SARFS and HCC:

Q7: Do Davis Bacon and the prevailing wage rate still apply to the SARFS program?

A7: Please review the full SARFS RFP details to review requirements to adhere to local, state, and federal program mandates. Given the change in program model to homeowners only, Illinois Prevailing Wage will not apply to the program.

Q8: Are employees' salaries considered among the 40% for the program or must go toward repairs?

A8: As part of the delegate agency contract onboarding process, selected delegate agencies must submit a program budget, detailing how any award extended will be used for the program year. DOH is requesting that at least 40% of the SARFS budget be used for a combination of materials and supplies and home improvement to existing buildings. Under the program budgets, staff salaries are a separate line item.

Q9: Under SARFS, does the \$15,000 construction grant limit include materials and labor?

A9: Yes.

Q10: If our Housing Counseling Agency provides counseling and education under all six topics, which ones should our organizations prioritize? What is DOH expecting the ideal candidate to cover?

A10: Organizations are welcome to select all six categories and selected agencies will be given goals at the beginning of the program year.

but Under the Housing Counseling Centers, if we are considering the capacity to deliver all or some but, if we are to deliver just part or some of the topics are there any preferences or should we go off our expertise? Is there any guidance for this?

A11: We don't have any additional guidance in that we want you to apply under the tracks you feel stronger with. DOH does want to highlight the new topics under HCC, which include Rental and Condo Counseling and Education.



Q12: Regarding the SARFS program option 1, option 2, and option 3; option 3 has a requirement to maintain separate budgets for single-unit and multi-unit work. Can you clarify if two separate budgets are needed here?

A12: For the RFP Application process only one budget is required. Please use the budget template attached to the RFP application. If your agency is selected to be a SARFS delegate agency for FY24, you will be asked to submit separate budgets during the contract execution meetings. One budget will be for single units and the other will be for multi-units.

TACIT

Q13: Could you provide some clarifying information for the TACIT activity “Supportive Services for Marginalized People”. Under this objective, is an applying organization required to provide both advocacy and supportive services or can they select one track.

A13: The TACIT program funds housing-related activities otherwise not covered through another RFP. Respondents can decide with their program staff how they would like to structure their program under this model and what deliverables they would like to set for themselves. Previously, we have had agencies that provided both advocacy and supportive services as well as organizations that one did one of them. Be sure to include in a detailed manner in your application what services and/or advocacy efforts your organization hopes to undertake with this TACIT funding.

Q14: Additionally, does the advocacy have to be a direct result of the supportive services? What levels of effective advocacy are acceptable for this model?

A14: Programs operating under the TACIT program model are required to provide expert-level training, technical assistance, education, or services in a housing-related topic. Organizations can work on a combination of housing-related advocacy and housing-related supportive services or have those two actions be independent of each other. To add additional context to your question, agencies are encouraged to provide a detailed description and question to DOHCommunityPrograms@CityofChicago.org.

Q15: Under the “Supportive Services for Marginalized People” track, would legal representation be considered a direct service here? Specifically, cases based on discrimination such as race, voucher status, criminal record etc.

A15: Historically, legal representation like this has fallen under the “Supportive Services for Marginalized People” track. Please review the RFP and all tracks for additional details as well as some examples of what some of these tasks may look like. If you have additional question or need additional clarification, please send all questions to DOHCommunityPrograms@CityofChicago.org and we can get back to you with more details.



Q16: We are in South Shore and have created a tenant association. We have noticed that an association for senior residents is needed due to the harsh conditions they are living in. Would the TACIT program be suitable for this?

A16: Please keep in mind that the TACIT program is a Citywide program and is expected to provide services across the city. If your organization can provide housing-related services citywide this would be a great fit! If you need any additional clarification, please send your question to the DOHCommunityPrograms@CityofChicago.org.

Question and Answer – Email:

Q17: Is the TACOM program part of this RFP?

A17: No, the TACOM program is not part of the FY24 DOH-CERESI RFP. DOH will exercise its authority to extend all TACOM program delegate agency contracts by one year subject to delegate agency program performance.

Q18: Is the CHDO program part of this RFP?

A18: No, the CHDO Capacity Building Delegate Agency award is not part of the FY24 DOH-CERESI RFP. DOH will exercise its authority to extend all CHDO delegate agency contracts by one year subject to delegate agency program performance. Please note, the CHDO Capacity Building Award is a separate process from the CHDO Certification requirements, which is a non-monetary certification review process.

Q19: I am not a vendor with the City of Chicago. How can I register to be a vendor with the City of Chicago and how long does it take?

A19: To obtain credentials to iSupplier, please visit the City's Procurement Services iSupplier Portal website- <https://www.chicago.gov/city/en/depts/dps/isupplier/vendor-registration.html>. Your agency will need to navigate to the New Vendors with the City of Chicago section and follow the instructions there. Note, DOH does not manage the vendor registration process, and therefore, we do not have a specific timeline. However, the processing time can vary upwards to three weeks.

Q20: The RFP asks for a work program and a budget to be uploaded as a required document. Where can I find those documents?



A20: Organizations that are applying are advised to view the full RFP carefully, which includes viewing the solicitation in iSupplier. Within the iSupplier solicitation, agencies will be able to locate additional required documents, including:

1. Conflict of Interest Questionnaire
2. Customer Support Information
3. Budget Form Instructions
4. Budget Form
5. Work Program Instructions
6. Work Program
7. HUD National Objective Narrative
8. Attachment 01: RFP

Please use the scroll functions in your browser to navigate to the correct area. If for any reason the required documentation is not appearing, please reach iSupplier Customer Support at 312-744-HELP (4357).

Q21: The SARFS RFP has a requirement that 40% of the budget must be spent on a combination of materials and supplies and home improvement to existing buildings. For agencies that leverage subcontractors, how can they comply?

A21: SARFS is a minor repair program in which Senior homeowners are the direct beneficiary of the program. To ensure assistance to senior homeowners is maximized, DOH has moved towards setting parameters. For FY24, DOH expects all SARFS budgets to reflect 40% of costs allocated to the combination of materials and supplies and home improvement to existing buildings. An agency hiring people directly or via subcontractors will have to follow the same guidelines.

Q22: I was not able to attend the Technical Assistance webinar, is there a copy of the recording?

A22: Yes, a copy of the recording can be found on our website and on YouTube using the following link - <https://www.youtube.com/watch?v=mCoXxcSogzg>.

Q23: My organization provides technical support or assistance to other organizations, including housing stakeholders, can I apply for TACIT?

A23: The Technical Assistance: Citywide (TACIT) RFP seeks delegate agencies to provide expert-level training, technical assistance, education, or services in a **housing-related topic**. DOH wants to emphasize that technical assistance must be related to housing (e.g., fair housing, sustainable building, and ensuring programs comply with ADA requirements for housing programs or services). Providing more generalized technical assistance to organizations in the housing space is



insufficient to satisfy the requirements of TACIT. If your organization fits the housing-related program criteria, we welcome your organization to apply.

Q24: Question Number Eight (8) within the Housing Counseling Centers program asks for an agency to identify the Federal or State sources that will fund your agency and the associated dollar values. Does the question refer to the program's funding or the agency in general?

A24: Question #8 in the RFP requests all the agency's Federal or State funding sources to support your overall agency, not just the program. There will be a separate section (budget form) in which we will request the cost associated with the program.

Q25: Is the indirect cost (de minimis rate of 10%) covered?

A25: Agencies with an approved Negotiated Indirect Cost Rate Agreement (NICRA) will be able to submit a copy of their approved NICRA. IN the absence of a NICRA, agencies may use up to 10% de minimis rate. Please note, use of the indirect cost must comply with 2CFR Part 200 of the Uniform Administrative Requirements. Moreover, the City reserves the right to limit the indirect cost rate.