Please stand by, the webinar will begin shortly.

Department of Family and Support Services Youth Services: Youth Enrichment Chicago Housing Authority (CHA) Summer Program RFP

Release Date: February 14, 2023
Due Date: March 21, 2023 at 12 pm (noon)

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House Keeping

o Due to the volume of participants, everyone has been placed on mute.

o Please use the questions box to notify us of any technical issues.

o We will address the questions at the midpoint and end of the presentation.

o This webinar is being recorded. A copy of the recording will be posted on the DFSS YouTube channel with a link to the recording and a .pdf of these Power Point slides will be posted to the DFSS webpage at: https://www.chicago.gov/city/en/depts/fss.html under the 'Alerts" and/or "Funding Opportunities" tabs. This will take up to five business days.

Agenda

➢ Welcome and Introductions

➢ Purpose

➢ Background

➢ Program Requirements

➢ Performance Goals/Outcomes

➢ Guidance for Respondents

➢ Selection Criteria

➢ Basis of Award

➢ Timeline

➢ Technical Assistance for Applicants and eProcurement

➢ Questions

CITY OF CHICAGO

REQUEST FOR PROPOSALS (RFP) FOR
Enrichment Chicago Housing Authority Summer Program
RFQ# 9305

ISSUED BY:
CITY OF CHICAGO DEPARTMENT OF FAMILY AND SUPPORT SERVICES

All proposals must be submitted via the eProcurement system.
http://www.cityofchicago.org/eprocurement
Questions concerning the RFP should be directed to:

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Director of Enrichment Programs
Department of Family and Support Services
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Chicago, Illinois 60622
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LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER

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Purpose of the RFP

➢ The Department of Family and Support Services (DFSS) seeks to fund agencies who have experience in implementing out-of-school time programs for young people ages 6 to 21 in Chicago. The DFSS Summer Chicago Housing Authority CHA Program Request for Proposals (RFP) seeks to provide funding for delegates to implement **safe, supportive, interactive,** and **engaging** youth development activities, primarily for youth who are residents of CHA in Douglas, Grand Boulevard, Near West Side, Riverdale, Roseland, and Washington Park.

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Youth CHA Summer Program RFP

Goals

➢ All Enrichment CHA Summer delegates will provide youth with meaningful and enriching programming that leads to young people feeling safe and supported by trained practitioners; builds and reinforces social, emotional, and cognitive skills; develops positive relationships and belonging with peers and adults; and provides leadership opportunities.

➢ Ultimately, the Enrichment portfolio is seeking to enact policies and practices to engage and support Chicago communities and change the odds for children & youth by implementing best practices at the point-of-service.

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Background

➢ Research has found that out-of-school time programs foster protective factors in several ways, including providing children and youth with access to caring adults and by promoting their health and well-being

➢ Participation in out-of-school time programs fosters the development of young people, resulting in a more positive self-concept, better problem solving and decision-making, more interpersonal skills, higher sense of belonging and connectedness, competence, self-efficacy, and agency

➢ The protective factors that participation in out-of-school time programs can provide have also been linked to fewer problems in childhood and adolescence, including lowered rates of substance abuse, fewer problem behaviors, and improved performance in school

➢ These programs and activities provide critical foundations that support goals for healthy development and violence prevention

➢ Out-of-school time programs have a unique ability to adapt and expand services to meet the needs of the young people they serve

➢ This was especially true during the pandemic, when DFSS-funded programs pivoted to ensure that the basic needs of families were being met and that families could navigate the changing learning environments

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Current State and Priorities for Improvement

➢ *Current State*

- In 2022, DFSS funded 400 to 19 CHA Enrichment Year-Round and Summer programs that served over 487 youth ages 6 to 18
- Out of 1,584 youth that were surveyed in summer 2022, 84% reported having a positive relationship with an adult in the program, 88% reporting feeling more hopeful about the future, and 77% reported the program helping to strengthen or build new friendships.
- Over 50% of youth in CHA Enrichment programs lived in the six priority areas-Riverdale (25%), Near West Side (10%), Douglas (6%), Washington Park (3%), Roseland (3%), and Grand Boulevard (5%). About 15% of youth resided in Near North Side (7%), Oakland (4%), and North Lawndale (4%)

➢ *Priorities for Improvement*

- Prioritize enrollment of underserved youth and ensure appropriate support and services
- Programming that fosters positive youth development through accessible and equitable approaches
- Program design that continues to be more aligned with research in youth development and out-of-school time programming
- Focused programming and developmentally appropriate activities based on youth needs
- Prioritize continuous improvement, focusing on using data to make programmatic decisions

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Target Population

➢ The Youth CHA Summer program intends to **serve 280** CHA youth

➢ Priority community areas are Douglas, Grand Boulevard, Near West Side, Riverdale, Roseland, and Washington Park

➢ Eligibility for this program is restricted to youth who are current residents of CHA (as demonstrated by a CHA Client ID number), who are between the ages of 6 and 21

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CHA Community Areas

⭐ **Douglas**

⭐ **Grand Boulevard**

⭐ **Near West Side**

⭐ **Riverdale**

⭐ **Roseland**

⭐ **Washington Park**

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Target Population

➢ DFSS is seeking respondents with a proven track record in implementing out-of-school time programs tailored to serve CHA youth residents in Chicago

➢ DFSS asks respondents to design and deliver a high-quality out-of-school time program that meets the needs of children and youth through safe, supportive, interactive, and engaging youth activities, especially those who are in community areas where youth have had adverse experiences and have fewer opportunities to participate in activities

➢ Programs must use a positive youth development framework that promotes learning, leadership, and positive peer-to-peer social connections

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Program Requirements

➤ All Enrichment CHA programs will provide children and youth with access to asset-based, positive youth development programs that recognize, utilize, and enhance youth's strengths and promote positive outcomes for young people. The program must offer youth opportunities for new experiences to foster positive relationships including connections to caring adults, and to support enriching activities and safe spaces in community settings

Name of Program Model	Enrichment CHA Summer Program
Rate per Youth Slot	$1,200
Number of Youth Slots	2:20
Staff: Youth Ratio	2:20 ratio for base cohort with additional cohorts added at a ratio of 1:10 increments
Program Dosage & Frequency	• Programs must offer a minimum of **120 total** hours of programming for the summer for at least **six weeks**, between June and August • Hours may include evenings and weekends
Youth Program Completion Goal (80% of Program Dosage)	Youth need to participate at least **96** hours a summer

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Program Requirements

Enrichment CHA Program Requirements (Year-Round & Summer)	
Age Groups	• 6-10 years • 11-13 years • 14-17 years • 18-21 years Respondents may select multiple age groups
Staff: Youth Ratio	2:20 ratio for base cohort with additional cohorts added at a ratio of 1:10 increments
Program Recruitment	CHA youth residents from the following priority community areas: Douglas, Grand Boulevard, Near West Side, Riverdale, Roseland, and Washington Park. Eligibility for this program is restricted to youth who are between the ages of 6 and 21
Program Specialty Areas	• Arts, Culture & Music (e.g., band, choir, music theory, dance, theatre, performance poetry, spoken word, drama, creative writing, filmmaking, etc.) • Science, Technology, Engineering, & Math (e.g., STEM, coding programs, robotics, digital literacy/digital learning, etc.) • Health & Wellness (e.g., sports, fitness, nutrition, wellness, etc.) • Academic tutoring & support (e.g., grade promotion support, academic recovery, large and small group tutoring, reading intervention programs, etc.) • College & career/job readiness (e.g., career advising/coaching, college preparation, career and technical education, etc.)
Program Components	• Create safe and supportive spaces for youth • Foster positive connections with caring adults • Foster youth voice and agency in program decision-making • Activities designed and implemented using **S**equenced, **A**ctive, **F**ocused, **E**xplicit (S.A.F.E.) elements • Consistent and intentional staff onboarding and training opportunities • Consistent and intentional opportunities for parent/family and community engagement

Program Requirements

RFP pages 10-13

➢ Respondents will recruit, hire, and manage program staff, using a 2:20 staff to youth ratio

➢ Program staff should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community

➢ Program staff will ensure program objectives are met for the overall program while also providing individual and group support, instruction, and coaching to youth participants in a culturally competent environment

➢ Duties may also include administrative functions, such as data entry and data collection

➢ Preference will be given to agencies who hire program staff with experience in youth development, youth education, and/or out-of-school time, and those who come from the communities in which the program is located

➢ *See RFP page 12 for examples of roles and responsibilities for program staff*

Program Requirements

➢ Prior to the program start date, staff must have:

- Federal Fingerprint Background check (required every five years from date of initial check)
- Illinois Mandated Reporter Training, Certificate, & Acknowledgment of Mandated Reporter Status Form (Every 6 years)
- Cardiopulmonary resuscitation (CPR) and First Aid Certification (every two years)

➢ All documentation must be current and entered in the database system for verification prior to the program start date. Staff/volunteers cannot work with youth until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check.

➢ Program staff will be required to participate in DFSS-sponsored professional learning meetings and deliver all necessary training to staff who interface directly with youth. Learning meetings will provide delegate agencies with a shared learning experience that features discussions of:

- Pertinent youth development issues/challenges
- Best practices in the youth development and out of school time fields
- Staff professional development
- Support around data use and analysis
- Cultivation of professional and personal networks
- Training on City of Chicago processes and procedures

Program Requirements

➢ Enrichment Program Procedure Requirements

- **Programmatic Changes:** Agencies are required to notify the DFSS Enrichment Youth Services Coordinator and the Director of the Youth Services Enrichment Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in your work plan in the system database within thirty (30) days of the change

- **Program Written Procedures:** Agencies are required to have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies are also required to have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures

- **Program Close-Out Procedures**: DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason

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Performance Goals and Outcomes

➤ To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators. We will monitor the outcomes below through data collection from youth, parent/guardian, and staff at the end of the summer:

- 85% of youth will report feeling safe and supported after their program experiences
- 85% of youth will report learning a new skill or an increase in their skills after their program experience
- 85% of youth will report positive relationships with adult(s) and peers after their program experience
- 85% of youth will report feeling a sense of connectedness and belonging after their program experience

➤ To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track monthly output metrics from delegate agencies that may include, but are not limited to:

- 90% of youth slots will be filled at any given time
- 90% of youth will meet the target population criteria
- 80% average daily program attendance
- 85% of youth will complete the summer program (i.e., attend at least **96** hours a summer)

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Guidance for Respondents

This RFP seeks respondents that can serve targeted community areas: Douglas, Grand Boulevard, Near West Side, Riverdale, Roseland, and Washington Park; collaborative applications are strongly encouraged.

➢ Awards will be made by community area.

➢ Respondents seeking funding for multiple sites in different community areas are required to apply for each community area separately.

➢ DFSS will make recommendations for contract awards by community area balancing program location, target population, age group, and program specialty area.

➢ **Respondents can only apply for a community area in which they can demonstrate a physical address**.

➢ DFSS intends to award up to 14 agencies, each receiving 20 slots per contract.

Guidance for Respondents

Number of Summer CHA RFP Anticipated Awards

	Anticipated Number of Youth Slots in 2023	Anticipated Number of Selected Agencies in 2023
Total	280	Approximately 10-14 agencies

➢ Respondents are encouraged to collaborate in order to allow agencies to sub-contract and expand an organization's network to deliver programming

Budget Proposal

➢ Respondents applying for the Summer CHA program RFP will budget for a rate of **$1,200 per youth**, with a minimum of **20 youth** per program and additional increments of **10 youth**

➢ The anticipated cost of a Summer program for the minimum number of 20 youth is $24,000

➢ Should Respondents apply for more than the minimum 20 youth, they can plan to increase their budget by $12,000 for each additional increment of 10 youth

➢ *See RFP page 12 for additional information about budget categories*

Number of Youth	Rate per Slot	TOTAL
20	$1,200	$24,000
CHA Summer Program Sample Budget Breakdown		
Category	Description	Sample Allocation
Personnel	Salaries, overtime, salary adjustments, etc.	$10,000
Professional and Technical Services	Consultants, speakers, trainings, etc.	$3,000
Materials and Supplies	Office supplies, snacks, books, training materials, etc.	$5,000
Travel/ Transportation	Bus cards, mileage, parking, etc.	$2,400
Indirect Cost	Administration cost (15% cap)	$3,600
Total Budget for 20 Youth		$24,000

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Budgets or Cost Proposals

➢ The term of contract(s) executed under this RFP will be from May 1, 2023, through December 31, 2024

➢ The budget period is from May 1 to September 30 of every year funded

➢ Funding amount if for ONE program cycle of funding (one summer)

➢ Please submit a sample budget for ONE program cycle of funding (one summer)

➢ Cost category definitions are attached as *Budget Instructions* in every RFP

➢ Be thoughtful and inclusive when developing your budget. Apply for your program's actual costs

➢ Use the reasonable costs question on the application to discuss how you determined the costs reflected in the budget

➢ Administrative costs will be capped at 15% percent per application

➢ All respondents must be able to demonstrate a minimum 15% percent in-kind match

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Budgets or Cost Proposals – Common Errors

Common mistakes we see on budgets are:

➢ Fringes – check your calculations

➢ Supplies – these are frequently under or over budgeted

➢ Make sure your job description titles and your job description uploads have the same title. Also put a brief description of the job in the budget document itself, if you have not discussed it specifically in your application

➢ Put your budget in the appropriate column

➢ Show your match

➢ Read budget instructions carefully!

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Selection Criteria – Community Involvement

The Respondent:

➢ Demonstrates a clear understanding of the youth in the community area in which they are proposing their program location, including their needs and challenges as well as their strengths and opportunities

➢ Has the relevant competencies, capabilities, and/or infrastructure needed to provide appropriate services to young people in the proposed community area

➢ Describes how the agency is seeking to be more inclusive in their internal operations

➢ As organization and with its Board reflects and engages the diverse people of the communities it serves

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Selection Criteria - Organizational Capacity

The Respondent:

➢ Demonstrates that program staffing is sufficient for the level of services proposed, staff are qualified, culturally competent and/or reflective of the communities to be served

➢ Has adequate systems and processes to support monitoring program expenditures and fiscal controls

➢ Has adequate Human Resources capacity to hire and manage staff

Selection Criteria – Strength of Proposed Program

The Respondent:

➢ Provides a clear connection between their proposed program activities and the outcome goals of the RFP

➢ Provides a clear and specific description of how the program will incorporate each of the Program Components as outlined in the RFP

➢ Clearly describes how they will ensure that program activities are developmentally appropriate for the age groups the program proposes to serve

➢ Clearly outlines how the proposed program will identify, recruit, and retain the youth they are proposing to serve, including ensuring the program will reach underserved youth

➢ Provides a detailed description of how the proposed program will collaborate with other entities to provide comprehensive services to the youth they serve

➢ Provides a detailed description of how they will gather youth feedback and how they will incorporate it into improving the program

Selection Criteria – Performance Management, and Outcomes

The Respondent:

➢ Demonstrates evidence of strong past performance in the same or similar out-of-school time programs against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to youth ages 6 to 21

➢ Has the relevant systems and processes needed to track and report performance on program outcomes

➢ Has experience using data to inform/improve its services or practices and describes a strong desire to engage in continuous improvement processes

➢ Has the relevant systems and practices needed to collect and store key participant and performance data

Selection Criteria – Reasonable Costs, Budget Justification, and Leverage of Funds

The Respondent

➢ Demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan

➢ Has the fiscal capacity, as demonstrated by its auditing process, to implement the proposed program

➢ Leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)

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Selection Criteria - Attachments

➢ Please upload the following documents:

- Liability Insurance
- Board Member Identification
- SAM Certification
- Certificate of Good Standing
- By Laws and Articles of Incorporation
- Financial Statement or 990 Form
- IRS Determination Letter
- Program Budget Forms
- City of Chicago Compliance Acknowledgement
- Conflict of Interest
- Memorandum of Understanding or Linkage Agreements
- Youth Coordinator or Program Leader Job Description

➢ Be sure to attach **reports, studies or other documentation that show performance** toward reaching the program goals, demonstrate results and accomplishments

➢ Be sure to attach the **resumes for key staff** that are overseeing the program

Basis of Award

➢ DFSS may consider additional factors in selection to ensure systems-level needs are met; geography, program specialty area, and ability to serve specific sub-populations

➢ DFSS will make recommendations for contract awards within Community Areas balancing program location, target population, age group, and program specialty area

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Selection and Transition Timeline

➢ **Pre-proposal webinar – February 24, 2023**

➢ **Applications due – March 21, 2023, at 12 p.m. (noon)**

➢ **Budget period Year 1 – May 1, 2023 to September 30, 2023**

➢ **Budget period Year 2 – May 1, 2024 to September 30, 2024**

➢ **Programming period – Between June and August, a total of 120 program hours over the course of at least 6 weeks (aligning with CPS summer break)**

Deadline

Applications are due on March 21, 2023 at 12:00, Noon

Application Tips

- **Start Early!!**
  - If you have never done business with the City of Chicago, register into iSupplier/eProcurement ASAP
  - Read RFP narratives, selective criteria, and application questions closely. Use the information in the RFP for guidance in formulating your answers.
  - Organizations submitting more than one proposal may do so by **submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.**

- Review application questions and make sure you fully answer all questions
  - Remember there is a 4,000-character limit for all questions
  - Do not use the back button on your browser while completing the application
  - Use spell check and don't forget to attach required attachments

- Do not wait until the last moment, submit 24-48 hours in advance of the deadline
  - Late applications will not be accepted (NO EXCEPTIONS)
  - You can "submit" your application and amend it later up until the due date/time.
  - Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.

- **Save Often!!**

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Technical Assistance

➤ Make use of the eProcurement hotline for help at 312-744-4357 (HELP). **The hotline operates during business hours only, Monday-Friday 9-5**

➤ You can also email questions on Registration and eProcurement Technical Assistance for Delegate Agencies to:

CustomerSupport@cityofchicago.org

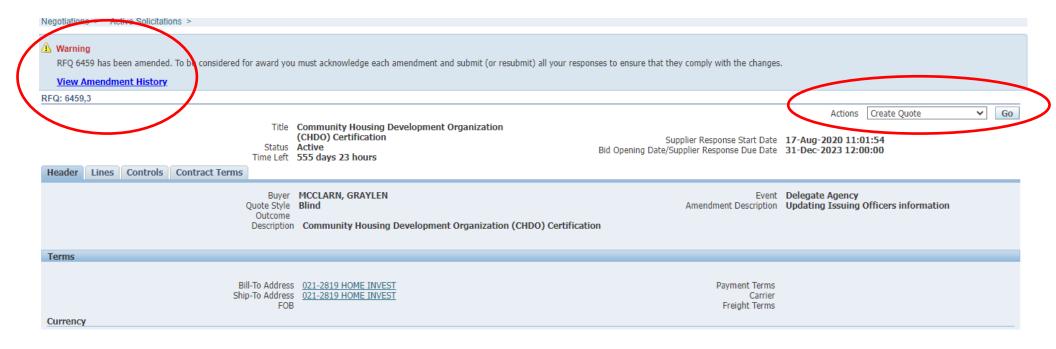➤ There are many Training Materials (Documents and Videos) available at: https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html

Save often, submit early!

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How to Accept an Amendment

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How to accept an amendment – Step 1

➢ The RFP you are interested in has been amended. In order to start an application, you will need to acknowledge and accept the amendment first in order to start your application. (Please not that the RFP shown in this and subsequent slides is an example).
To accept the amendment, click on "View Amendment History".

➢ If the RFP has not been amended (yet), select "Create Quote" from the drop-down menu in the "Actions" box and click on "Go". This will take you to the application page, where you can get started.
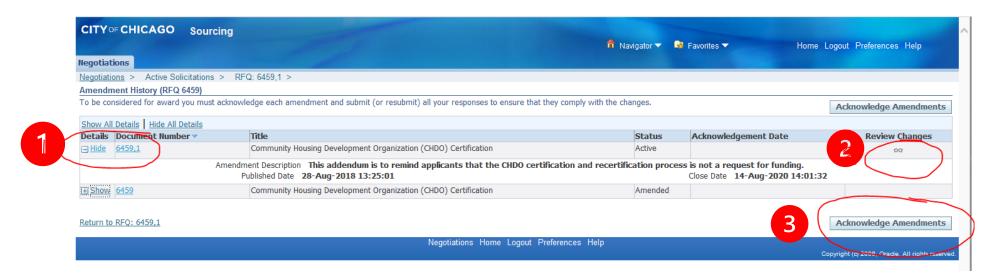
How to accept an amendment – Step 2

➢ To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1) To review the amended changes to the RFP, click on the infinity or eyeglass icon (2) To acknowledge receipt and understanding of these changes and proceed, (3) click on the "Acknowledge Amendments" button.

➢ By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.
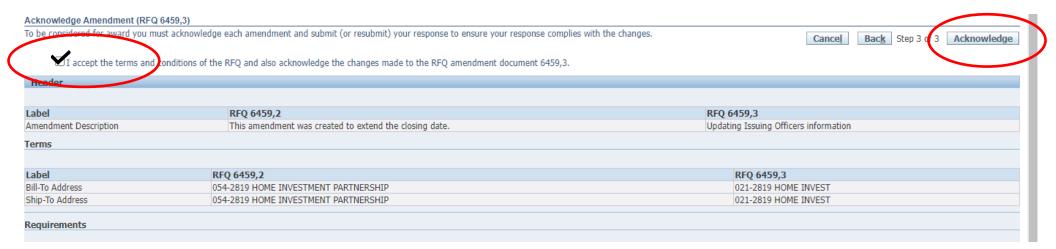
How to accept an amendment – Step 3

➢ When you get to this screen, click on the "I accept…" check box and then click on "Acknowledge"

Acknowledge Amendment (RFQ 6459,3)
To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

Cancel | Back | Step 3 of 3 | Acknowledge

☑ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,3.

Header

Label	RFQ 6459,2	RFQ 6459,3
Amendment Description	This amendment was created to extend the closing date.	Updating Issuing Officers information

Terms

Label	RFQ 6459,2	RFQ 6459,3
Bill-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST
Ship-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST

Requirements

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How to accept an amendment – Step 4

➢ Click on "Yes" to indicate that you confirm your acknowledgement of the amendment.
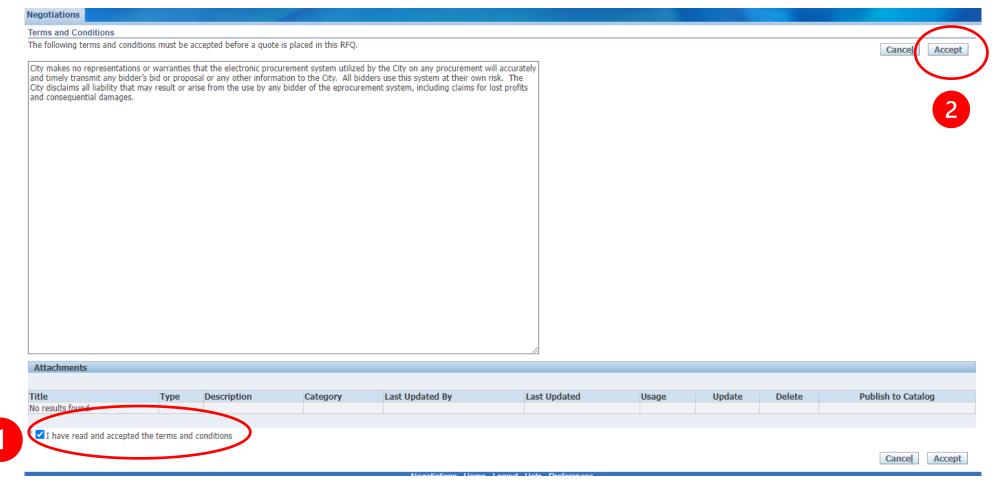
How to accept an amendment – Step 5

➢ Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on "Accept" to accept them.

➢ This is the final step in acknowledging and accepting the amendment.

Negotiations

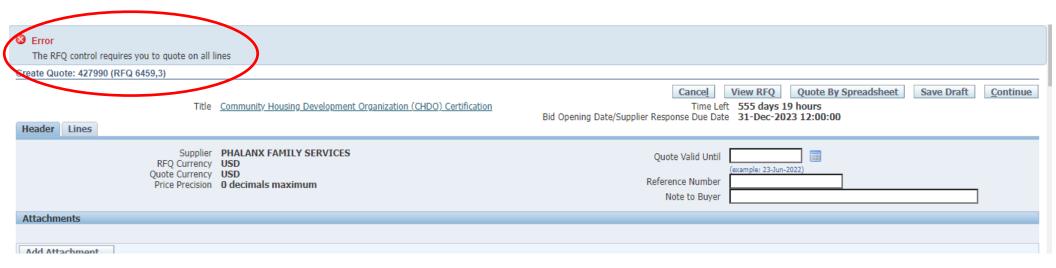**Terms and Conditions**

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Cancel | Accept

2

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

1 ☑ I have read and accepted the terms and conditions

Cancel | Accept

Negotiations Home Logout Help Preferences

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How to Submit an Application

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How to submit an application - Step 1

➢ When you are ready to submit, start by saving your draft one last time. Then click Continue.

How to submit an application - Step 2

➢ If you are missing information, you will be given an error message on the top of the page.

How to submit an application - Step 3

➢ Usually, the error messages direct to something left undone in the application.

➢ In the last example, the error message indicated that the lines (found under the lines tab) had not been filled out.

How to submit an application - Step 4

➢ In this example, the error is about an unanswered question in the application (or Requirements section). The Quote Value refers to your (in this case, missing) answer.

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How to submit an application - Step 5

➢ Once your application is free from errors, you are ready to proceed and submit! At this point, clicking "Continue" should put your application into the "Review and Submit" phase.

How to submit an application - Step 6

➢ This is your last chance to review all your data and confirm that it is accurate. Check your attachments and scroll to the bottom of the screen to see all your responses.

Header

Title	Chicago Early Learning Community-Based Programs RFP #2		Time Left	20 days 3 hours
Supplier	Claridigm Inc		Close Date	15-Jul-2019 12:00:00
RFQ Currency	USD		Quote Valid Until	
Quote Currency	USD		Reference Number	
Price Precision	Any		Note to Buyer	

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details | Hide All Details

Details Section

⊟ Hide Contact Information

Requirement	Target Value	Quote Value
First Name		John
Last Name		Chicago
Telephone		864-855-9999
E-mail Address		TheBestAgency@childcare.com
Contact Type		Email Applicant

⊟ Hide Organization Information

Requirement	Target Value	Quote Value
Legal Organization Name		Super Leaders Academy Nation
Address		18555 E. 32nd St
City		Chicago
State		IL
Zip		60699
Telephone Number		845-251-XXXX
Federal Employer Identification Number		84-992289
DUNS Number		92-8992-5110
Head of Agency Name		Jane Doe
Head of Agency Title		Executive Director
Head of Agency Contact Telephone		845-251-XXXX
Head of Agency E-mail Contact		JaneDoe@superLeadersAcademy.com
Chief Finance Officer Name		Terry Doe Jr.
Chief Finance Officer Title		Finance Officer
Chief Finance Officer Telephone		845-251-XXXX
Chief Finance Officer E-mail		terrdoe@superLeadersAcademy.com
Website Address		NA
Year Org. Established		2008
Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement		Yes

⊞ Show Geographic Area(s) Served

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How to submit an application - Step 7

➢ At the bottom of the screen you will be asked to provide an electronic signature. Be sure to fill in the signature before checking the box!

How to submit an application - Step 8

➤ Then click "**Submit**".

Youth CHA Summer Program RFP

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How to submit an application - Step 9

➢ Make sure that you see this submittal confirmation screen. The eProcurement system will send a confirmation email within 24 hours of your submission. Please call or email me if you desire confirmation prior to then.

Program Questions?

Maria D. Guzmán-Rocha, Ph.D.

Director of Enrichment Programs

312-746-7474

maria.guzman-rocha@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org