Frequently Asked Questions
2019 CoC Competition Intent to Renew

1. When is the Intent to Renew due?

The deadline is February 4, 2019 at 4pm.

2. If my agency has more than one project, do I need to submit the Intent to Renew SurveyGizmo form for each one?

No, each agency only submits one time. The survey allows you to upload information on multiple projects. However, please clearly label your attachments so that All Chicago will be able to determine which attachment is for which project.

3. I found the link to the cover page you would like us to use in SurveyGizmo. Do I need to print out my documents and scan them back in with the cover page?

The purpose of the cover page is so that you don't have to upload the same document multiple times. If one document is the same for multiple projects at your agency, list those projects on the cover page.

We do not want you to have to print out documents just to scan them back in with a cover page. If you are able to make the cover page and supporting documentation into one file (through Adobe Acrobat or using an online PDF editor to combine files), that would be great. However, if you are unable to do that, you can upload the cover page as one file and the supporting documentation as another. Please upload the files in the order that you would like us to see them in. Please also use the following standard naming convention for your files: Attachment Letter_Agency Name (or acronym)_HMIS ID(s) or Project Name(s). We appreciate your effort to clearly label and organize your files – this will greatly help All Chicago with the review process!

4. Can I save my work in SurveyGizmo so I don't have to complete the survey in one sitting?

Yes. Once you have logged in with the provided username and password, locate the black bar running across the top of your webpage. Inside the black bar on the right-hand side, you will see "Click here to save and continue later." Click there and enter your email address. You will receive an email containing a new survey link. Use that link each time you want to return to your survey and pick up where you left off. Save the work you've done on each survey page by clicking "Next" at the bottom of the page.

5. My agency applied for a new project in the last NOFA cycle. HUD has not yet released funding announcements. Should I include this new project in the Intent to Renew?

No. The Intent to Renew is for projects that received funds during FY18.

6. *Updated*: My agency applied to consolidate projects in the last NOFA cycle. Should I submit the ITR on the consolidated project or keep the separate projects?

Keep the projects separate. The projects entered in the Intent to Renew should be the projects that received funding in 2018. However, in the text box provided for "Has the project made any major changes in the last 12 months, or expects to make changes in the next 12 months, such as grant consolidation…", you can notate if the project has been approved by HUD for consolidation and the new grant that it will fall under.

7. My agency is potentially interested in consolidating projects in the future. How do we know if the projects are eligible to consolidate? If we write that we are interested, is that a final decision?

The purpose of the question in the Intent to Renew is to collect a sense of which projects would be interested in consolidation if the opportunity arises again in the next NOFA cycle. If you select "Yes" you are not committing to it and you don't need to take any initial steps to determine eligibility at this point.

8. How should I answer question #10 if the APR is "Awaiting Director Review"?

Please see page 7 of the Instruction Manual for additional guidance regarding the various possible APR statuses.

9. In the Project Information section, is it okay to enter a higher grant amount than we asked for in previous years?

No, the grant amount should be the amount that was funded for FY18.

10. What is the grant start date if HUD granted an extension in the previous grant year?

When the project is renewed, the grant start and end date goes back to the original time frame before the extension. So, for example, if the grant end date is October 31, 2017 and the project receives an extension until December 31, 2017. When the grant is renewed the start date would be November 1, 2017 and that is what you should enter in the Intent to Renew Project Information section.

11. What should I do if the HMIS ID that was pre-populated for one of my projects is incorrect?

Please email cocprograms@allchicago.org to notify us of the mistake and then correct it in the SurveyGizmo form.

12. What should I do for question #3 if one of my projects had a HUD Finding and we haven't yet received a close-out letter from HUD?

If there are any unresolved findings, upload the correspondence submitted to HUD to attempt to resolve the finding(s) as well as any additional response(s) from HUD. If you have an email from HUD that the issue is resolved even though you haven't received a closeout letter, upload that message. You can also provide an explanation in the text box explaining the status of the finding and the steps that have already been taken.