



## Frequently Asked Questions

### 2019 CoC Competition – Local Evaluation Instrument

#### General Questions

- 1. When is the Local Evaluation Instrument due?**  
The deadline is Monday, May 13, 2019, at 4:00pm.
- 2. In Grant Management Question 1, which grant number should I list?**  
Provide the grant number for the **most recently completed** grant year.
- 3. Grant Management Questions 1 and 2 ask for identification of projects that consolidated under the 2019 NOFA. Is that a mistake?**  
Yes. Please identify projects that consolidated under the 2018 NOFA. We have posted an updated version of the Instruction Manual to the website.
- 4. Will the Persons of Lived Experience Input Question 3 be scored on the number of specific examples for each bullet point, or number of overall specific examples?**  
When evaluating this question, All Chicago will look at the number of overall specific examples shared that cover the areas listed in the bullet points. The agency is not expected to provide examples for every bullet point on the list.
- 5. If two projects merged under the 2018 NOFA, should Grant Management Question #4 be completed?**  
It is not necessary to complete this particular question for the following types of projects: projects that spent 100% of funds or any project that was new in 2019 or merged, consolidated, or transferred in 2018.
- 6. For Coordinated Entry Question #3, why are there 0 points given for enrollment to housing in less than 7 days?**  
This was discussed by the Evaluation Instrument Committee. Data was reviewed and realistic practices were discussed both from site-based and scattered-site projects. The committee felt it was unrealistic even for a site-based project to have a time from enrollment to housing that is less than 7 days. Most of the projects that fell into this category of less than 7 days had an actual value of 0 days in the data that was reviewed. Having 0 days correlates to incorrect data entry.
- 7. For grant management Question #4, will this be scored on the last grant that ended or the grant that ended in 2018?**  
You should answer this question based on the grant that ended in 2018. For example, if a grant ended on February 1, 2019, do not answer based on that grant year. Answer based on the grant that ended on February 1, 2018.



## HUD Evaluation Report Questions

- 1. How are participants who were referred through Better Health through Housing (BHH) counted in the Coordinated Entry section?**  
Participants referred through BHH will not count against the project. All Chicago will pull the list of participants housed through BHH and remove them from the report for the Coordinated Entry questions. This will occur after May 13 when All Chicago downloads the data for each project.
- 2. How is a project scored in the Coordinated Entry section if the project must use the CHA referral list first before getting referrals from Coordinated Entry?**  
In the project performance section of the SurveyGizmo form, there is a question that appears for PSH projects to complete to identify whether the project's rental subsidy is funded by a different source other than HUD CoC program funding. If the primary referral source is something other than Coordinated Entry because of that other funding source, the project will not be scored on the Coordinated Entry questions.
- 3. How is a project scored in the Coordinated Entry section if the CES is used for all beds but all beds have CHA subsidies and must be approved by CHA prior to move in?**  
Because the project is using the CES as the primary referrals source for all beds, the project will be scored using the scoring criteria that is provided in the Instruction Manual. When creating the scoring criteria, the Evaluation Instrument Subcommittee had a discussion regarding the possible factors that cause delays for projects. To address that, they looked at the data from all projects to come up with the scoring ranges.
- 4. If a participant transferred between projects, how will that impact the scoring of the Coordinated Entry questions?**  
Transfers will count as utilization of Coordinated Entry. If you are seeing an issue with a transfer not appearing on the report as a Coordinated Entry referral, please send an email to [CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org) and provide us with the client's HMIS ID and which project they transferred into. There is not a way to fix the data that will impact the report, so All Chicago will keep a list and manually update the reports after downloading the data on May 13.
- 5. How will All Chicago pull the HUD Evaluation Report for a grant that covers more than one project?**  
Projects should notify All Chicago if there is anything different about the way the HUD Evaluation Report needs to be pulled. You can notify All Chicago by sending an email to [CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org), for instance, if there is a grant that needs to combine the report from two different projects with different HMIS IDs.
- 6. How will All Chicago pull the HUD Evaluation Report for a consolidated grant?**  
The report will be run to include both projects together in their consolidated configuration.
- 7. What is the universe of clients that will be counted in the project performance questions?**  
The HUD Evaluation Report encompasses households that were housed. It was brought to All Chicago's attention that there was an error and that other households were being included in



the report. That error has been fixed. If you encounter a similar issue, please send a question to the HMIS helpdesk first before contacting [CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org).

**8. How does the report calculate utilization? If a project shows under-utilization because the units were occupied but some of the beds were not, is there any way this can be addressed?**

The report is set up to calculate utilization based on the number of units, not the number of beds. If it appears that the report is calculating utilization based upon beds, please submit a ticket to the HMIS help desk.

**9. How will unit utilization be calculated for a project that serves more than the number of units that it is contracted to serve?**

Unit utilization is calculated with the number of units that were reported for a project on the HIC in 2018. Therefore, the denominator of the formula will need to be corrected if the project has served more than the contracted amount. If this is the case for your project, please send an email to [CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org) to notify All Chicago of the number of units that are specified in the project's HUD grant.

**10. What should I do if the number of units pulling into the Evaluation Report is incorrect?**

Please submit a ticket with the [HMIS helpdesk](#).

**11. For Question #5 under the "Income and other supports" section, (What percentage of households entering the project without a source of non-cash benefits went on to maintain them?), why is the report showing a percentage higher than 100%?**

A problem was identified and has been fixed. If you are experiencing this problem, please run the report again. Submit an [HMIS helpdesk](#) ticket if you continue experiencing this problem.

**12. If a question does not apply to a project, how does that affect the weighted scoring?**

Questions that do not apply to a project, will be removed from the scoring. For example, if there are 4 questions in one weighted section and one question is not applicable, the scores the project receives on the remaining three questions will be combined and given the assigned weight for the section. If an entire section is not applicable to a project, then the project will receive full points for that section. If a project had no exits in CY 2018, for example, and therefore had no new entries into their project then, the project would receive full points for the Coordinated Entry section.