

**2019 CoC Competition
New Projects
Application -
Coordinated Entry**

[INSTRUCTION MANUAL]



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Contents

Introduction	3
New Projects Process	5
What’s New	5
Who Should Submit a New Project Application?	5
Deadline and Submission Requirements	6
Deadline	6
Online Submission	6
Online Submission Link.....	6
SurveyGizmo Tips.....	6
Submission Policies	7
New Project Application Resources	8
Training Opportunities	8
SurveyGizmo Assistance	8
All Chicago Staff.....	8
Other Helpful Resources.....	9
Detailed Instructions	10
Section: Agency Overview.....	10
Section: Project Overview & Agency Capacity	13
Section: Project Description	15
Section: Budget Information & Financial Capacity	17
Section: Readiness to Proceed	18



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Introduction

The objective of the Chicago Continuum is to fund housing projects that help meet the goals of [Chicago's Plan 2.0: A Home for Everyone](#). Funding for these projects is provided through the HUD Continuum of Care (CoC) Homeless Assistance Grant Programs (under the HEARTH Act). Selection by the Project Prioritization work group does not guarantee funding as funding is contingent on availability.

The CoC Board of Directors have adopted the following system goals, which were developed by System Performance and Evaluation Committee (SPEC), to guide the work and priorities in 2019 and beyond. The 2019 Chicago CoC System Goals are as follows:

1. Reduce the number of persons who are homeless and are in the homeless system (One List), overall and for identified subpopulations.
2. Reduce the time persons remain homeless.
3. Homeless dedicated units should all be filled utilizing the coordinated entry system (CES).
4. Increase the earned income and/or other income of adults served in the homeless services system.
5. Increase persons who exit street homelessness to enter sheltered destination (ES, SH, TH, PH)

New projects should contribute to the attainment of these goals and benefit the CoC system as a whole.

At this time the CoC through the local evaluation instrument process is currently determining the amount of reallocation funding. This funding can be utilized to develop new or expansion projects of the types listed below. Please note that Coordinated Entry System (CES) and Homeless Management Information System (HMIS) project applications will have a different application. As of the release of this application, the FY 2019 NOFA has not been released but bonus project funding has typically been approximately 6% of the Annual Renewal Demand (ARD). However, the ARD has also not yet been confirmed by HUD but we approximate the bonus project funding will be around \$4 million. In addition, HUD anticipates providing bonus funding for domestic violence projects, but the amount is not known as of the date of this application. In FY2018 for the Chicago CoC the amount of DV bonus funding was \$5 million.

The Project Prioritization Work Group (PPWG) has set the following funding priorities for this year's cycle based on the community's current goals and system need as developed by the Pipeline Expansion work group:

- At least 70% of new units should be Rapid Re-housing
 - RRH or joint TH PH models
 - youth-focused projects (at least 10%)
 - expand existing projects
 - serving both individuals and families



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



- At most, 30% of new units should be Permanent Supportive Housing for Single Individuals, with a majority being through expansion of existing projects.
- Domestic Violence Bonus Funding will be available per the NOFA. HUD has indicated that this Bonus Funding will be available as a part of the FY 2019 NOFA.



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



New Projects Process

What's New

1. **New vs. Expansion Applications:** In 2019, the Project Prioritization Work Group introduced 2 processes for new projects per HUD guidance in previous NOFA cycles.
 - a. **Expansion Applications:** Expansion projects are those from existing HUD CoC Program grantees who wish to expand on their current grant by increasing the number of homeless persons served and/or providing additional supportive services to homeless persons.
 - b. **New Applications:** New applications are either for an agency that does not currently receive HUD CoC Program Funding OR an agency currently receiving HUD CoC Funding and is interested in a new target population or program model. For this process, agencies were to submit a pre-application through the newly created Housing Expansion Initiative process led by the Pipeline Expansion workgroup.
2. **CoC Participation:** This year CoC Participation will solely be based on whether the agency is a CoC member in good standing. A member in good standing is one that has paid their 2019 CoC dues by the deadline of the New Project application on June 3rd, 2019. All Chicago will run a report and determine if the project has met this threshold requirements.
3. **Grant Management:** Projects will respond to most questions via SurveyGizmo. However, this year's project applicants will no longer submit a worksheet regarding underspending of their grant funds. All Chicago will determine underspending through information provided by our local HUD office and then score this question. Agencies will still have the opportunity to provide an explanation regarding underspending.
4. **Project Performance for Expansion Applications:**
 - a. Expansion applications will be evaluated based on the projects past performance.
 - b. To simplify the process for the project performance section, All Chicago will use responses from the 2019 Local Evaluation Instrument to score questions about past performance. Projects had the opportunity from April 15th through May 13th, 2019 to verify and update their data before the close of the Local Evaluation Instrument period. Expansion applications should not make changes to this data for their New Project Application.

Who Should Submit a New Project Application?

Any agency that received notification from All Chicago by May 20th, 2019 that their New Project Expansion/CES/HMIS Survey was accepted, or the Chicago CoC's Housing Expansion Initiative Pre-Application Review Panel issued a letter of consistency. If you have questions regarding your agency's ability to apply, please contact CoCPrograms@allchicago.org.



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Deadline and Submission Requirements

Deadline

All New Project Applications are due to All Chicago by 4:00 PM (CST) on June 3rd, 2019. Agencies will be submitting their New Project Application – Permanent Housing online via Surveygizmo.com.

Paper copies will not be accepted, unless in the case of extreme hardship for the agency ([See: Submission Policies](#)).

Online Submission

Since 2014, the CoC has approved the use of Surveygizmo.com for the purposes of the New Project Application submissions. Surveygizmo.com is an online survey building software that allows us to streamline the submission process and significantly reduce the amount of time spent by both All Chicago and agencies. Submission of the New Project Applications will only be accepted via the online survey method, unless prior arrangements have been made with All Chicago for extreme hardship.

Online Submission Link

To submit the New Project Application, please [click here](#). This is the only submission link.

SurveyGizmo Tips

Save and Continue Feature: You should see a black bar running across the top of the page. On the right hand side, inside the black bar, there is text that says "Save and Continue later." Click here and enter your email to receive a unique link to your survey. You can use this link to reopen your survey at any time before submission. You will only need to do this once and can use the same link each time. Your survey responses will save whenever you navigate between pages by clicking "Back" or "Next." (Hint: If you complete a page and close the survey before clicking on "Next," the work you did on that page will not be saved.) Please be sure to keep the email that you receive containing the link. If you do not see the email, please check your junk mail folder. Sometimes you may experience a delay of a few hours in receiving the email from SurveyGizmo. The email will be from "noreply@surveygizmo.com." Check your email to ensure you've received the link before navigating away from the survey.

Moving Between Pages: All Chicago has not enacted the "required question" feature in SurveyGizmo for any of the questions in this year's Local Evaluation Instrument. By doing this, it is easy for you to skip ahead and navigate backwards and forwards through the form. However, even though the "required question" feature is not enacted, it is still necessary for you to provide an answer to every question that



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



applies to your agency/project(s). Please ensure that you complete all blank fields. An “N/A” option has been provided if there are cases in which that is an acceptable response

Recommended Browser: We recommend using **Firefox** or **Google Chrome** as your browser when working with SurveyGizmo.

Submission Policies

Authorized Representative: Only an Authorized Representative should submit the final New Project Application for your agency. An Authorized Representative should be a high-level person in the organization who is authorized to enter into contractual agreements. Typically, it is the CEO or Executive Director, though for large agencies it may be another senior level staff person. This representative will check the box to certify the submission and “sign” electronically by typing their name and title to authorize the submission.

Paper Submissions: Paper submissions will not be accepted unless the agency can demonstrate that utilizing the online format will present an extreme hardship. The use of paper format must be approved by All Chicago prior to the submission deadline. If you believe your agency will have an extreme hardship due to submitting the survey online, it is advisable to contact All Chicago as soon as possible in writing to request the paper submission format. All Chicago reserves the right to deny any request for paper submission.

Missing or Late Submissions: Projects that do not turn in a *New Project Application* by the stated deadline will not be reviewed by the PPWG. Agencies/Projects who have extreme extenuating circumstances that arise on the day of submission may file an appeal with supporting documentation. All Chicago will make a determination on the appeal and if needed, further appeals may be submitted in accordance with the Appeals policies set by the CoC Charter.

Multiple Submissions: Once a submission has been made, it will be considered final and corrections can only be made by re-submitting a **full survey** (before the deadline), including all responses and attachments, and notifying All Chicago of a corrected submission. In the case that multiple submissions are received for the same agency or project component, the last submission will be considered final unless the agency notifies All Chicago in writing via email to use a previous submission.

Reminder: **All submissions are due by 4:00 PM (CST) on June 3rd, 2019.** It is highly recommended that agencies submit as early as possible before the deadline so as to allow enough time to address any technical difficulties that may arise in submitting evaluations. Please check all responses and open all attachments to ensure accuracy prior to submission.



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



New Project Application Resources

Training Opportunities

All Chicago will conduct a Webinar for the New Project Application. **We highly recommend at least one representative from each agency attend this training.**

- **FY2019 New Project Application – Permanent Housing Training:** This training will be an overview of the process to submit a New Project Application – Permanent Housing and highlights difference between a New Application and an Expansion Application, including details on how to use SurveyGizmo.com for submission. This training will be on **May 23, 2-4pm, via [webinar](#)**. To register, login to the [All Chicago Online Learning Portal](#) and register for the course. Visit the [All Chicago Training Webpage](#) for instructions.

If you are unable to attend the training, the webinar will be recorded and made available shortly afterwards in the Online Learning Portal. All presentation slides will also be available in the Online Learning Portal. If you have any questions regarding these trainings, please contact the CoC Program team at CoCprograms@allchicago.org.

SurveyGizmo Assistance

A PowerPoint presentation is available as a resource that provides technical assistance regarding the use of Survey Gizmo. Within these slides you can find information about navigating through Survey Gizmo, utilizing the “save and continue” feature, uploading files, and other tips and tricks. You can navigate through these slides at your own pace or use them to search for assistance on a particular technical issue. Access the slides through the [All Chicago Online Learning Portal](#). After logging into the learning portal, search for and launch the course called “2019 Intent to Renew Survey Gizmo Technical Assistance.” The content is the same for the Intent to Renew process and the Local Evaluation Instrument. Find instructions for using the online learning portal at <http://www.allchicago.org/training>.

All Chicago Staff

All Chicago staff will also be available to respond to questions and provide technical assistance. However, agencies are highly encouraged to consult the full Instruction Manual prior to contacting All Chicago.

For all questions regarding the FY2019 New Project Application, please contact All Chicago staff at CoCprograms@allchicago.org or 312-379-0301. Business Hours are from 9am to 5pm, Monday through Friday. Please allow 24-48 hours for a response.



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Other Helpful Resources

All Chicago Website: www.allchicago.org/COC/COCProgramCompetition

HMIS Helpdesk: <https://hmis.allchicago.org>



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Detailed Instructions

This section provides guidance and instructions related to each section and question in the New Project Application – Permanent Housing. It is recommended for agencies to review everything in this section and prepare answers prior to entering information into SurveyGizmo.

Section: Agency Overview

Question #1. Is the agency a member of the CoC in good standing?

Question Type/Method: All Chicago Verification

Guidance: Agencies that paid 2019 dues by June 3, 2019 are considered members of the CoC in good standing. All Chicago maintains this information in the CoC membership database. Therefore, agencies do not need to submit an answer to this question. On or before June 5th, 2019, All Chicago will pull the list of member agencies that have paid 2019 dues to verify and score this question.

Scoring: This question is a Threshold question. Applications from members of the CoC in good standing will be reviewed and agencies that are not members of the CoC in good standing will **not** be considered for funding.

Question #2: Does the agency currently receive HUD CoC Program funding?

Question Type/Method: All Chicago Review of SurveyGizmo Submission or Verification of ITR

Guidance: Agencies that currently receive CoC Program Funding and participated in the 2019 Intent to Renew will not need to submit any documents. All Chicago will utilize the risk score from the Intent to Renew for this question.

The information below up to Question #3 pertains to agencies that currently do not receive CoC Program Funding

Agencies that do not currently receive CoC Program Funding will need to submit a recent financial statement per the guidance below. Agencies that complete a single audit should attach it. If the agency does not complete a single audit, then submit the most recent financial statement and management letter.

Recent Financial Statement

Agencies should have an audit completed for the agency within 9 months of the end of the most recently completed fiscal year. **Attach the agency's most recently completed financial statement audit.** As an example, if the agency's most recent year end is 6/30/2018, you will likely be able to attach the audit for 6/30/2018. If not, attach the audit for 6/30/2017 and make sure that this audit was completed by March 31, 2018. As another example, if the agency's most recent year end is 12/31/2018, you will likely attach the audit for the year that ended 12/31/2017 because the audit for the year that ended 12/31/2018 will not have been completed yet. Make sure that the 12/31/2017 audit was completed by September 30, 2018.

If an audit has **not** been completed within 9 months of the end of the fiscal year, please attach the last financial statement AND explain why the most recent has not been completed.

Single Audit



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



In general, agencies with \$750,000 in federal expenditures in a fiscal year are required to undergo a single (Uniform Guidance) audit. If the agency is required to have a single audit, **attach the agency's most recent single audit** (which should be for the same fiscal year as the attached financial statement audit). If the agency is not required to have a single audit, then determine which of the three letters (Auditor's management letter; Auditor's Communication with Those Charged With Governance – AU 260, or Communicating Internal Control Related Matters Identified in an Audit – AU 265) were issued by your auditors for the relevant fiscal year and **attach all such letters with the recent financial statement**. At a minimum, attach the AU 260 letter. If you have any questions regarding these letters, contact your auditor for clarification.

Please note that a single audit is different than a financial statement audit. However, most times auditors will package both together.

2019 Financial Risk Assessment

Introduction:

The Financial Risk Assessment process evaluates the financial statements, single audits and management representation letters of CoC funded agencies to develop a risk score for each agency. The risk assessment methodology was developed in collaboration with the CoC CFO workgroup. This risk score will determine whether an agency requires technical assistance prior to approval of its project renewal applications and will determine whether an agency will be selected for financial monitoring. Agencies will be classified as follows:

- Low Risk
- Medium Risk
- High Risk
- High Risk requiring technical assistance

Method:

All Chicago will review the financial statements and single audits of each agency. If a single audit is not required, All Chicago will review the following documents (if issued): auditor's management letter, AU 260 letter, and AU 265 letter. These documents will be scored based on the following scoring system.

Q. #	Risk Evaluation Item	Risk Points
1	Single Audit Required?	1 if No
2	Audit completed within nine months of year end?	1 if No
3	Financial Statements Auditor's Report	3 if modified
4	Single Audit Report	3 if modified
5	Internal control # of material weaknesses	2 per weakness
6	Internal control # of significant deficiencies	1 per weakness
7	Internal control # of instances of material noncompliance	2 per instance



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



8	Fed awards # of material weaknesses	2	per weakness
9	Fed awards # of significant deficiencies	1	per weakness
10	2 CFR Section 200.516(a) Disclosures	3	if Yes
11	Low Risk Auditee? (Yes or No)	1	if No

Under this scoring methodology, a perfect risk score is 0.

Agencies will be classified as follows:

- Low Risk: 0 -1 points
- Medium Risk: 2 -3 points
- High Risk: 4 points or more
- High Risk requiring technical assistance: 4 or more points and the agency receives risk points for questions 3 or 4 (modified/qualified opinion on the single audit or financial statement audit report).

Appeals:

All agencies will receive the detail of their risk score calculation. All components of the risk score may be appealed to the CFO workgroup, through All Chicago. Appeals can include mitigating circumstances that led to risk points being assessed. For example, an audit may have been completed after nine months due to issues with the auditor.

Scoring: All Chicago will complete the financial risk assessment. Agencies that receive results in a “High Risk requiring technical assistance” designation. Will not have their New Project Application reviewed.



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Section: Project Overview & Agency Capacity

Question #3: What type of Project?

Question Type/Method: SurveyGizmo

Guidance: Indicate whether the project is new or an expansion of an existing grant.

Scoring: This is an informational question and will not be scored.

Question #4: Which coordinated entry project type are you applying for?

Question Type/Method: SurveyGizmo

Guidance: Indicate the program model. Choose only 1.

Scoring: This is an informational question and will not be scored.

Question #5: What is your agency's experience implementing the project model selected above? Please include data from the type(s) of project(s) your agency currently operates or has recently operated in the past with outcomes similar to those outlined in the Chicago Program Model Chart. Unless otherwise stated, provide data from the past 12 months or most recent two grant cycles.

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide data for the following indicators if available and provide an explanation of the data.

Scoring: *Total points = 2 Points*



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Expansion Applications				
Retention	What percentage of households remained permanently housed for 12 months or exited to permanent destination within the first 12 months of enrollment?	1	1 Points if >=80% 0 Points if < 80%	PSH
Exits	What percentage of households exited to permanent destinations?	1	1 Points if >=80% 0 Points if <80%	PSH
			0.5 Points if >=55% 0 Points if <55%	RRH
	Of the households who exited to permanent destinations, what percentage remained permanently housed at 6-month follow up?	1	1 Points if >=80% 0 Points if <80%	RRH
Non-cash benefits	What percentage of households without a source of non-cash benefits at entry obtained non-cash benefits through mainstream resources?	0.5	0.5 Points if >=85% 0 Points if <85%	All Models
Non-cash benefits	What percentage of households with a source of non-cash benefits at entry maintained their non-cash benefits through 2018?	0.5	0.5 Points if >=85% 0 Points if <85%	All Models
Income	What percentage of households maintained or increased their income through cash benefits, earned income, or combination of both?	1	1 Points if >=85% 0 Points if <85%	All Models
Health Insurance	What percentage of adult program participants have health insurance?	1	1 Points if >=85% 0 Points if <85%	All Models



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Question #6: Describe your agency’s experience in working with the coordinated entry lead entity and the coordinated entry system’s workgroup structure?

Question Type/Method: SurveyGizmo

Guidance: Applications should provide data based on attendance and involvement with CES implementation.

Scoring: *Total points = 2 points*

Question #7: How will your project ensure alignment with coordinated entry system goals, policies, and practices?

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide a narrative regarding their onboarding plan for alignment with CES.

Scoring: *Total points = 4 points*

Question #8: Please describe the project’s ability to collect data electronically and your agency’s plan to participate in the Chicago CoC’s Homeless Management Information System (HMIS). Include information about current or planned equipment, internet access, and staff capacity. If your agency is not already a current HMIS participant, also describe your staffing plan for HMIS participation and whether you currently collect data in another electronic system.

Question Type/Method: SurveyGizmo

Guidance: Applications should provide a narrative regarding their ability to collect data electronically. .

Scoring: *Total points = 5 points*

Question #9: Describe the extent to which this project will ensure that the Chicago CoC is a Housing First system.

Question Type/Method: SurveyGizmo

Guidance: Project should respond to the questions regarding the implementation of a Housing First Approach.

Scoring: *Total points = 3.*

Section: Project Description

Question #10: Give a brief overview of your project.

Question Type/Method: SurveyGizmo

Guidance: Applications should provide a narrative.

Scoring: *Total points = 6 points*



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Question #11: Describe your project’s outreach strategies to find and engage clients who have been referred to housing system navigation.

Question Type/Method: SurveyGizmo

Guidance: Applications should provide a narrative and address issues such as geographic barriers and communication.

Scoring: *Total points = 4.*

Question #12: Describe how your project will ensure clients referred to housing system navigation are rapidly enrolled in permanent housing.

Question Type/Method: SurveyGizmo

Guidance: Applications will provide a brief narrative.

Scoring: *Total points = 4.*

Question #13: Describe your project’s strategy to ensure all clients obtain needed documentation and attend housing related appointments.

Question Type/Method: SurveyGizmo

Guidance: Applications will address how client’s needs are assessed and how those needs are determined.

Scoring: *Total points = 5.*

Question #14: What is the housing navigation ratio for the project. Then, describe your rationale for this ratio.

Question Type/Method: SurveyGizmo

Guidance: Applications will provide explanations of their identified ratio.

Scoring: *Total points = 1*

Question #15: Describe your plan to collaborate with housing providers to ensure clients understand the difference between housing system navigation support and their match to permanent housing.

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide a narrative that details the project’s plan to collaborate with the community.

Scoring: *Total points = 4*



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Section: Budget Information & Financial Capacity

Question #16A-E: Complete the questions and attach the budget spreadsheet.

Question Type/Method: SurveyGizmo

Guidance: Project should respond to each question and complete the budget spreadsheet. All projects should ensure 25% match will be secured if awarded.

Scoring: *Total points = 8.* Note: 21A-D are not scored. For 21E Award 1 point for each of the following:

Award 1 point per each of the following:

- 1) Reasonableness of the ratio of supportive services compared to source and number of units
- 2) Any amount in HMIS budget line item
- 3) Completed budget worksheet
- 4) Completed match worksheet

Additionally, award the following points for the percent match for the entire HUD request:

2 points for 25%

3 for between 25 and 50%

4 points for over 50%

Question #16F: Provide a narrative for your proposed budget.

Question Type/Method: SurveyGizmo

Guidance: Project should provide a budget narrative of no more than 2,000 characters.

Scoring: *Total points = 4.* Award full points if specific information and details provided are reasonable and in alignment with proposed budget.

Question #17: New Applications: Please provide an outline or organizational chart of the specific staffing pattern required for this project, including the titles and qualifications for all new positions that will be added to support the entire project, including HMIS staff dedicated to data entry and data quality. New Expansion: submit an outline or chart for the Project.

Question Type/Method: SurveyGizmo

Guidance: Chart should be in alignment with the application and proposed budget

Scoring: *Total points = 1.* Chart should be in alignment with the application and proposed budget



2019 New Project Application – Permanent Housing Instruction Manual

Due on **June 3rd, 2019 at 4:00pm**



Question #18 A-C: For New Applications and New Expansion who receive HUD CoC funding, provide a narrative explanation for any unspent funds (23B). For New Applications who do not receive HUD CoC Funding, explain your experience with administering a federal grant (23C).

Question Type/Method: SurveyGizmo

Guidance: New Applications who do not receive CoC Program funds should respond to 24C and provide a narrative with list of federal grants administered. New and Expansion projects that receive CoC Program funds, state their reason(s) for underspending.

Scoring: *Total points = 2*

New Application

- 1) Award 1 point for a system to track expenses towards grant and for tracking match for the project
- 2) Award 1 point for regular invoicing to for expenses (indicating frequency)

Expansion Applications

All Chicago will verify spending for past 3 years.

Award the following points:

2 points awarded for unspent amount did not exceed 5% for any grant

0 points awarded for excess of 5% unspent funds

Section: Readiness to Proceed

Question #19: State the anticipated start date (Month and Year) of your Project.

Question Type/Method: SurveyGizmo

Guidance: Provide anticipated start date.

Scoring: *Total points = 1.* Award 1 point for a 2020 start date