2019 CoC Competition New Projects Application – Permanent Housing

[INSTRUCTION MANUAL]

Contents

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

    o RRH or joint TH PH models

    o youth-focused projects (at least 10%)

    o expand existing projects

    o serving both individuals and families

- 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.

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.

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

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 <u>not</u> 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 <u>in writing</u> 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 <u>arise on the day of submission</u> 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 <u>notifying All Chicago of a corrected submission</u>. 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.

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.

Other Helpful Resources

All Chicago Website: www.allchicago.org/COC/COCProgramCompetition
HMIS Helpdesk: https://hmis.allchicago.org

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 <u>not</u> receive CoC Program Funding

Agencies that do <u>not</u> 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**

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

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.

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: Did the Project receive a Letter of Consistency from the Coordinated Funding Pre-Application Committee?
Question Type/Method: SurveyGizmo
Guidance: For New Applications only, indicate whether you received a Letter of Consistency. All Chicago will verify information.
Scoring: This is an informational question and will not be scored. New applications that did not receive a letter of consistency will not be reviewed.

Question #5: Which HUD Project Model 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 #6A: Which population(s) will the project serve?
Question Type/Method: SurveyGizmo
Guidance: Indicate the population. Choose all that apply.
Scoring: This is an informational question and will not be scored.

Question #6B: If applicable, Will the Project serve 100% of the following sub-populations?
Question Type/Method: SurveyGizmo
Guidance: Indicate the sub-population, if applicable.
Scoring: This is an informational question and will not be scored.

Question #6B.2: If your project will serve any of the populations identified in question #6B above, please describe your agency's experience in serving the target population in the last 12-months.
(MAXIMUM 1,500 CHARACTERS)
Question Type/Method: SurveyGizmo
Guidance: If the project indicated that it served 100% of a sub-population, then state the agency's experience with the target population.
Scoring: *Total Points* **= 1** based on sufficient information is provided to describe history of experience, directly related to the target population selected

Question #6C: Projected Number of New Units

Question Type/Method: SurveyGizmo

Guidance: Indicate the population. Choose all that apply.

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

Question #7 What is your agency's experience serving people who are/have been homeless? Please include data from the type(s) of program(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. Expansion projects will be scored based on the Project's submission from the 2019 Local Evaluation Instrument using the chart below.

Scoring: *Total points* = 5 Points

New Applications
Award 1 point for each metric and narrative if provided.
- Retention in Housing
- Exits to Permanent Housing
- Maintain or Increase Income
- Maintain or Increase Mainstream Benefits
- Maintain housing after exit
Subtract 1 point if data is not from last 12 months or 2 grant cycles (2015-2018)

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

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Question #8: How will your project use Coordinated Entry to identify potential clients and fill available units? For DV how will you identify clients and fill units?

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide data for the following indicators if available and provide an explanation of the data. Expansion projects will be scored based on the Project's submission from the 2019 Local Evaluation Instrument using the chart below.

Scoring: *Total points* = 4 points

New Application
Utilization of CES or Days from Match to Housing
Award 1 point per each of the following (4 points maximum): 1) utilization of HMIS and 2) Coordinated Entry, 3) connection with housing providers and 4) information provided to describe matching process/protocols.
For DV providers: Must include the following:
1) Utilization of a comparable database
2) Utilization of CE or similar referral network
3) Connection with housing providers
4) information provided to describe matching process/protocols
Subtract 1 point if any of the above are missing

Expansion Applications
Note: If a project in calendar year 2018 had no exits and therefore no need to utilize Coordinated Entry to fill a vacancy, then the project will receive full points for this question.

CE 1	What percentage of those housed in your project in 2018 were matched to your project through Coordinated Entry?	1	1 points for >= 60% 0 points for <60%	PSH, RRH,
CE 2	For those matched to your project and housed in 2018, how many days on average did it take from match to housing?	1	1 points for < =60 Days 0 points for >60 days	PSH, RRH,
CE 3	For those housed in 2018, how many days on average did it take from enrollment to housing?	1	1 points for <= 45 Days 0 points for >=45 days	PSH, RRH
CE 4	What percentage of referrals has an initial Needs Statuses update within 2 days?	1	1 points for >= 60% 0 points for <% 60	PSH, RRH

Question #9: Please describe the program'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: New Applications should provide a narrative regarding their ability to collect data electronically. Expansion projects will be scored based on the Project's submission from the 2019 Intent to Renew.

Scoring: *Total points = 5 points*

New Application

Award one point per the following (5 points maximum):
1) information about current or planned equipment,
2) internet access,
3) staff capacity,
4) how will you ensure data quality and
5) plan to participate in HMIS (both current users and not);
For DV providers, discuss plan for utilizing same points as above but for comparable database

Expansion Applications

Award full points if project based HMIS Data Quality standards for the ITR. 0 points if Corrective Action plan.

Question #10: Answer the following questions with a Yes or No:

Question Type/Method: SurveyGizmo

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

Scoring: *Total points = **5***. 1 point will be awarded per response that is in alignment with Housing First.

Question #11: Answer the following questions with a Yes or No:

Question Type/Method: SurveyGizmo

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

Scoring: *Total points = **4***. 1 point will be awarded per response that is in alignment with Housing First.

Question #12: If you indicated 'Yes' to any box in questions 11B-D or 12 A-D or 'No' to question 11A, please describe the extent to which this project will adopt a Housing First approach, defined as housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.

Question Type/Method: SurveyGizmo

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

Scoring: *Total points =* **varied**. Return 1 point for each point lost in 11 and 12 if the resolution exhibits:

1) ensuring participant choice

2) rapid entry into project with no preconditions,

3) no required service participation, or services are voluntary,

4) a person-centered service plan or goals, and

5) few or no reasons to discharge from project.

Question #13: For New Applications: Give a brief overview of your project

For New Expansions: Choose the reasons for expansion that apply:
- ☐ Increase the Number of Homeless Persons served
- ☐ Provide Additional Supportive Service to Homeless Persons

Then, complete the chart and/or provide a narrative as applicable.

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide a narrative. Expansion projects state their reason(s) for expansion and then complete the applicable subsequent questions.

Scoring: *Total points =* 6 points

New Application

Award 1 point if sufficient information is provided regarding the project overview to determine necessary details (i.e. program outline, population served, etc.).
- Describe need
- Identify target population – (should link to question 3 in previous section)
- Project plan – project type, beds/units, setup, etc.
- Project Outcomes – performance outcomes-based Program Model Chart
- Coordination with other providers – linkages, services, etc.
- Reason why HUD dollars are needed

Expansion Applications

Award 6 points for sufficient information regarding the following aspects as applicable:
- Complete of chart regarding increase in person served (All Chicago so verify current grant numbers)
- Description of need to serve more homeless persons
- Reason project was chosen for expansion
- Explanation of increased and/or expansion of services provided
- Explanation of increased frequency and/or intensity of services
- Reason for increases indicated

Section: Project Description

Question #14: Describe how participants will be assisted to obtain and remain in permanent housing.

Question Type/Method: SurveyGizmo

Guidance: Provide a narrative response on how the project will assist participants in obtaining and remaining in permanent housing. (Maximum 2,000 Characters).

Scoring: *Total points =* **2**.

1) Award 1 point if "obtain" includes at least one of the following: working with landlords, client choice on where to live, or no use of background checks.

2) Award 1 point if "remain" includes at least one of the following: case management, tenancy supports, harm reduction, motivational interviewing, trauma-informed care, or eviction prevention.

Question #15: Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

Question Type/Method: SurveyGizmo

Guidance: Project should respond to the questions regarding assisting participants increase their income.

Scoring: *Total points = 3*.

1) Award 2 points for response including both of the following: connection to employment resources and SSI/SSDI through SOAR.

2) Award 1 additional point for any one of the following: connection to education, volunteer opportunities or other resources to promote participant's personal recovery plan.

Question #16A: For all supportive service available to participants, indicate who will provide them and how often they will be provided.

Question Type/Method: SurveyGizmo

Guidance: Project should complete the following chart.

Scoring: *Total points = 3*.

1) Award 1 point for case management provided by own agency

2) Award 1 point for case management provided on a weekly or monthly basis

3) Award 1 point for a complete chart

Question #16B: For any service listed above that will NOT be provided by the applicant. Please name the provider, the provider's role and experience providing the service.

Question Type/Method: SurveyGizmo

Guidance: Project should provide the information regarding any service not provided by the applicant.

Scoring: *Total points = 3*. Award 3 points if all aspects are listed:
- Provider
- Role
- Experience delivering the service.

Question #16C: What is the case management ratio for the project?

Question Type/Method: SurveyGizmo

Guidance: Project should respond to the questions regarding ratio of clients to one case manager.

Scoring: *Total points = 1*.

Award 0 points if case management ratio is less than 1:15 or greater than 1:45, and
Award 1 point if it falls within this range.

Question #17: Please describe your project's voluntary and involuntary discharge policy for this project**.**

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide a narrative that in alignment with Housing First Approach. Expansion projects will be scored based on their 2019 Intent to Renew.

Scoring: *Total points = **4***

New Application

Award full points if the project's written discharge policies include all of the following:

a. An internal, due process hearing or investigation prior to discharging the consumer.

b. Assistance with locating other housing (for housing projects) or service (for SSO projects) options, if needed.

c. A statement that the agency will make and document all reasonable attempts to avoid discharging consumers onto the street or without needed services.

d. A policy allowing consumers to remain in the project even if they require an absence of 90 days or less due to the reasons outlined below:

    i. Substance use treatment intervention Yes No

    ii. Mental health treatment intervention

    iii. Hospitalization

    iv. Incarceration

Subtract 1 point if any of the above is missing.

Expansion Applications

For Expansion: All Chicago will review ITR feedback report. Projects with an unresolved Corrective Action Plan will receive 0 points.

Question #18A: Please describe how your project will assist clients in accessing and enrolling in all available mainstream resources.

Question Type/Method: SurveyGizmo

Guidance: Project should respond with a narrative response. (Maximum characters 1,500).

Scoring: *Total points = **3***.

    Award 1 point per the following descriptions: how this project will specifically assist clients in

    1) accessing and

    2) enrolling and

    3) listing of specific mainstream services (i.e. TANF, SSI/SSDI, etc.)

Question #18B: Identify whether the project will include the following activities

Question Type/Method: SurveyGizmo

Guidance: Project should respond to each question regarding the activities

Scoring: *Total points = **5***. Award 1 point for each YES up to 5 points total.

Question #19: Describe the project's interactions with property management services or landlords as applicable.

Question Type/Method: SurveyGizmo

Guidance: If your agency provides property management service, then explain the interaction between property managers and your case managers? If your agency does not provide property management services, then explain how do your case managers interact with property managers and/or landlords? Please describe any systems you have in place for case managers and property managers to work together to avoid eviction of program participants. (Maximum characters – 1,500)

Scoring: *Total points =* **3**. Note: 19A is informational. Points will be awarded for the following:

Question #20: Describe the tenants' rights and leasing agreements that will be utilized for the new project.

Question Type/Method: SurveyGizmo

Guidance: New Applications should provide a narrative. Expansion projects with be evaluated based on their 2019 Intent to Renew submission

Scoring: *Total points =* **2**

New Application

Award full points if specific and appropriate information is provided regarding
1) tenants' rights and
2) leasing agreements

Expansion Applications

For Expansion: All Chicago will review ITR feedback report. Projects with an unresolved Corrective Action Plan will receive 0 points.
1) frequency,
2) consistency and
3) positive outcomes demonstrated to avoid participant eviction

Section: Budget Information & Financial Capacity

Question #21A-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 #21F: 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 #22: 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 #23 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 <u>not</u> 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<u>:</u>   *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
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

Section: Readiness to Proceed

Question #24: 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

Question #25: Does your project involve acquisition, construction, and/or rehab*?
Question Type/Method: SurveyGizmo
Guidance: Response and narrative will be used from the Pre-Application process regarding the following aspects:

1. What is the location of the proposed site?
2. What is the timeline you are projecting for your project, including the dates for:
   a. funding applications and expected announcement dates (for pending applications),
   b. when funding was secured (for secured funding sources),
   c. construction/rehab beginning and completion,
   d. lease-up beginning, and
   e. achieving full occupancy.
3. How will you deal with project delays that are inevitable in the housing development process to ensure the population would be housed within the timeframe outlined by HUD?
4. Do you have site control? If not, have you identified a site and when will you have site control?

Scoring: *Total points* = 1 point for reasonableness

Question #26: Please describe your proposed project configuration (number of bedrooms, size of bedrooms, etc.)
Question Type/Method: SurveyGizmo
Guidance: Provide a narrative up to 1,000 characters.
Scoring: *Total points = **1***. Award point if sufficient and specific configuration information is provided and aligned with other narrative and budget questions