2020 Local Evaluation
Instrument Process:
Intent to Renew

Beginner Training

Presented by: Karen Kowal
Housekeeping

• Take a break as needed
• Bathroom door codes:
  – Women: 9995
  – Men: 5999
• Please be mindful of noise when entering/exiting
• Questions
Introductions

Our Team:
• Nicole Bahena, Vice President of Community Partnerships
• Karen Kowal, Director of Continuum of Care Programs
• Jennifer Fabbrini, Program Manager
• Elizabeth Perez, Senior Program Manager
• Margaret Smith, Program Manager
• Max Burns, Program Coordinator, Continuum of Care
• Bridget Doveatt, Senior Program Coordinator, Coordinated Entry
• Torelen Winbush, Training Coordinator
• Megan Hamann, Social Work Intern

You!
• Name
• Agency
• Program Types
• Experience with Evaluation Instrument
Training Objectives

To ensure all agencies know and understand:

1. The Local Evaluation Instrument (LEI) Process
2. How it may be used to determine funding priorities for Chicago
3. The Intent to Renew and its purpose
4. How to successfully complete and submit the Intent to Renew on time
LOCAL EVALUATION INSTRUMENT
PROCESS OVERVIEW
Local Evaluation Instrument Context

• The Local Evaluation Instrument Process is a tool used by the CoC to evaluate project performance, project operations, and general grant management

• Developed and updated annually by the Local Evaluation Committee

• Administered by the Collaborative Applicant for the Chicago CoC (All Chicago)
  – HUD requires that the CA evaluate and monitor all projects
Local Evaluation Instrument Context

• Local
  – CoC Board of Directors establishes goals, policies and priorities for the CoC and funding process, based on HEARTH Act and Plan 2.0 priorities
  – Ranking Committee (Project Prioritization Work Group) typically utilizes the results in determining ranking priorities
  – Determine projects to receive a monitoring review

• HUD
  – **CoC Program Competition** NOFA released by HUD outlines national priorities and application requirements
  – Funds are competitively awarded
Local Evaluation Instrument Context

• System performance Measures
  – Length of time homeless
  – Extent those who exit return to homelessness
  – Thoroughness in reaching those experiencing homelessness
  – Overall reduction in homelessness
  – Jobs and income growth
  – Reducing first-time homelessness
NOFA Cycle

The Longitudinal Systems Analysis (LSA)

Housing Inventory & Point In Time Count (HIC / PIT)

CoC Registration

System Performance Measures (SysPM)

Grant Inventory Worksheet (GIW)

Local Evaluation Process (Renewals)

New Projects Process

HUD NOFA Competition Release
• Project Applications Submission
• CoC Application Submission
• Ranking and Review (Priority Listing)

Jan - March

Oct - Dec

July - Sept

April - June
Overview of CoC Application Process

Two Part Process:

- Local Evaluation Instrument Process (January - April)
- HUD Application Process (Dependent Upon Release of the NOFA)
Local Evaluation Process

2020 Goals

• Simplify the LEI for agencies and All Chicago;
• Minimize risk to the Chicago CoC by ensuring all agencies and projects are in compliance with HUD and meeting local priorities and thresholds both programmatically and fiscally;
• Create a collaborative process that provides and emphasizes proactive support and technical assistance to agencies and projects in order to strengthen the Chicago CoC.
2020 Chicago CoC
Local Evaluation Process

Intent to Renew
❖ Certification Checklist
❖ Initial Desk Audit

Local Evaluation
❖ Grant Management
❖ Project Performance Report
❖ Person of Lived Experience Section

✓ No Technical Assistance Needed
✓ Technical Assistance Needed

✓ Scored
## 2020 Local Evaluation Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 9, 2019</td>
<td>Release Guidance for Intent to Renew</td>
</tr>
<tr>
<td>January 13, 2020</td>
<td>Intent to Renew Period Released</td>
</tr>
<tr>
<td></td>
<td>• Training on Intent to Renew (Week of January 13th)</td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>Intent to Renew Deadline / All Chicago Review</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>Intent to Renew Report Card Released / TA Period Begins</td>
</tr>
<tr>
<td></td>
<td>• March 9-13, 2020 - Initial ITR Calls with Partner Scheduled; Training on Report Card</td>
</tr>
<tr>
<td></td>
<td>• March 27th, 2020 - Follow up &amp; Revisions due from Partners</td>
</tr>
<tr>
<td></td>
<td>• April 15, 2020 - All Chicago issues final Report Cards</td>
</tr>
<tr>
<td>April 20, 2020</td>
<td>Local Evaluation Instrument Released</td>
</tr>
<tr>
<td></td>
<td>• Training on Local Evaluation Instrument (Week of April 20th)</td>
</tr>
<tr>
<td>May 18, 2020</td>
<td>Local Evaluation Instrument Deadline</td>
</tr>
<tr>
<td>June 1, 2020</td>
<td>All Chicago Releases Preliminary Scorecards / Appeal Period Begins</td>
</tr>
<tr>
<td></td>
<td>• Training on Scorecards (Week of June 1st)</td>
</tr>
<tr>
<td>July 24, 2020</td>
<td>All Chicago issues Final Scorecards</td>
</tr>
</tbody>
</table>
INTENT TO RENEW
Who is Required to Submit?

- Agencies with a CoC-funded project operating between January 1, 2019 and December 31, 2019, in order to be eligible to apply for renewal in FY2020 NOFA
  - New Projects awarded in FY2018 and started in 2019
  - Consolidations in operation in 2019 should apply as a consolidation
    - Applied during the FY2019 NOFA then submit separately
  - HMIS and CE-SSO projects do NOT need to complete at this time.

- Any agency **not** interested in renewing a CoC grant for FY2020 NOFA must contact All Chicago ASAP

- Agencies **do not** need to submit an Intent to Renew for projects **not** funded in FY2019 NOFA

- If you are unsure if a project needs to submit an Intent to Renew, contact [CoCPrograms@allchicago.org](mailto:CoCPrograms@allchicago.org). Exempt projects have already been notified.
Submission Information

One survey per agency

- The survey is designed for the agency to input information about all of its projects within one survey submission.

- Agencies do not have to submit a separate survey for each project.

- Each checklist question is formatted to ask you to identify if there is a different response for a project or set of projects.

- Each file upload question allows you to upload multiple sets of files - different files for different projects. Please use a cover page to clearly identify which files relate to which projects.
Submission Information

• Online submission via SurveyGizmo.com

• Paper submissions will not be accepted. For further information, please review the Submission Policies and full Instruction Manual
2019 Intent to Renew Overview

1. Cover Page

2. Certification Checklist
   a) Fiscal Criteria
   b) Programmatic Criteria
   c) HMIS Data Quality
   d) HEARTH Act Compliance

3. Initial Desk Audit
Cover Page

• Agency Information
• Contact Person for Questions about the ITR
• Executive Director Name
• Project Information
Cover Page: Project Information

• # of Projects

• Complete Information about EACH project
  • Typical Project Information
    – Project Name
    – HMIS ID
    – Model Type
    – Grant Info
    – Funding Source of Housing Component (NEW)
  • Consolidation
  • Major Changes

• Intent to Renew Certification for Projects
# Certification Checklist: Fiscal Criteria

<table>
<thead>
<tr>
<th>HUD Monitoring Findings</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Were any of the agency’s projects monitored by HUD in calendar year 2017, 2018, or 2019?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. For any of the projects monitored in calendar year 2017, 2018 or 2019, were there any HUD findings?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Have all the HUD findings from 2017, 2018 or 2019 been resolved?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If the answer to #1 is “No,” questions 2-3 will be skipped.

**Attachment A: HUD Monitoring Documentation (if applicable)**

Attach:
- HUD Monitoring Letter (indicating findings or lack thereof)
- If there were any findings that were resolved, attach the HUD close out letter (indicating resolution of findings)
- If there are any unresolved findings, attach the correspondence submitted to HUD to attempt to resolve the finding(s) as well as any additional response(s) from HUD

If the answer to #3 is “No,” explain in a narrative why the finding(s) remain unresolved.
Certification Checklist: Fiscal Criteria

Fiscal Year
4. What is your agency’s fiscal year?

Recent Financial Statement
5. Does the agency have an annual financial statements audit completed within 9 months of the end of the fiscal year?

If the answer to #5 is “No,” explain why a financial statements audit has not been completed within 9 months. Indicate when the financial statements audit is expected.

Attachment B: Annual Financial Statement Audit
Attach:

- Most recently completed audited financial statement (complete package)
# Certification Checklist: Fiscal Criteria

<table>
<thead>
<tr>
<th>Single Audit</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| 6. For the most recently completed audit year, was the organization required to undergo a single (Uniform Guidance) audit?  
See instruction manual for additional information. | ☐ | ☐ |

## Attachment C: Single Audit Report or Management Letter

Attach:

- Single audit report (complete package)
- OR

- If not required to undergo a single (uniform guidance audit), submit one of the following:
  - Auditor’s management letter (if issued by your auditor)
  - Auditor’s Communication With Those Charged With Governance, referred to as an AU 260 letter (this communication is required to be issued in connection with an audit)
  - A “Communicating Internal Control Related Matters Identified in an Audit” letter, referred to as an AU 265 letter (if issued by your auditor)
Certification Checklist: Fiscal Criteria

<table>
<thead>
<tr>
<th>Match</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Will your agency be able to provide the match requirement for all of your renewal projects?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Match must equal 25 percent of the total grant request including admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule.

For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third part will provide such services and value towards the project.
# Certification Checklist: Programmatic Criteria

## Coordinated Entry System (CES)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Do all of the agency’s projects participate in the CES for individuals, families or youth?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If the answer to #8 is N/A, please explain why this question does not apply to the project.

## Annual Performance Report (APR)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Was the last APR submitted on time for each project?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10. Has the last APR been accepted by HUD for each project?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

11. Due date of last APR for each project:

If the answer to #9 or #10 is N/A, please explain.
Certification Checklist: Desk Audit

Additional guidance for these attachments is included in the Initial Desk Audit Guidance.

- **Attachment D: Recordkeeping Policy** – Attach the agency’s policy for keeping program participant records.

- **Attachment E: Conflict of Interest Policy** – Attach the agency’s conflict of interest disclosure form and policy.

- **Attachment F: Occupancy Charges and Rental Payments** – Attach for each project how occupancy charges or rental payments are calculated; how they are reevaluated and how utility costs are calculated.

- **Attachment G: Connection to Mainstream Benefits, including SSI/SSDI Outreach, Access, and Recovery (SOAR)** – Attach a description of the process used to assess and connect participants to mainstream benefits, including whether the project uses a single application for multiple benefits. Include SOAR as applicable. *(Note: SOAR is informational and will not have assigned TA)*

- **Attachment H: Supportive Services** – Attach for each project menu of services, process to track, referral tracking process, assessment process and form. *(Note: This attachment is informational and will not have assigned TA)*

- **Attachment I: Internal Data Standards** – Attach the internal data review process; communication plan regarding data; training of new users to database; and intake assessment if updated in 2019. *(Note: SOAR is informational and will not have assigned TA)*
Certification Checklist: HMIS Data Quality

<table>
<thead>
<tr>
<th>HMIS Implementation</th>
<th>Yes</th>
<th>No</th>
<th>N/A DV Exclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Do all of the agency’s projects have an HMIS ID created in ServicePoint?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*Only victim service agencies serving survivors of domestic violence and legal service agencies are exempt from participation in HMIS (select N/A).*
Certification Checklist: HMIS Data Quality

All Chicago as the HMIS Lead recognizes the challenges with the data quality process throughout 2019. Due to these challenges, the 2020 ITR excludes any questions related to data quality. Questions about erroneous child-only entries, utilization, timeliness and miss data elements have been removed. All Chicago is working to refine the process in 2020 and anticipates including questions about data quality in the 2021 ITR.
Certification Checklist: HEARTH Compliance

Policies & Procedures

Does the project have the following HEARTH required policies and procedures in place?

<table>
<thead>
<tr>
<th>Confidentiality</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. The agency agrees to maintain the confidentiality of non-HMIS records pertaining to any individual or family who receives family violence prevention or treatment services with HUD CoC funding.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14. The agency and listed project(s) take measures to ensure that the address or location of any family violence shelter project in the Chicago CoC, which is assisted with HUD CoC funds, will not be made public, except with written authorization of the person responsible for the operation of such project.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Person of Lived Experience Participation

<table>
<thead>
<tr>
<th>Person of Lived Experience Participation</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Does the agency currently have on its board of directors or other equivalent policymaking entity a participant who has experienced homelessness as defined by HUD? If no, please explain why:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16. Has the homeless or formerly homeless individual been homeless or a resident of an agency project in that last 10 years?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17. Is the homeless individual currently experiencing homelessness or a current program participant?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>18. Please provide the name (first name, initial of last name) or HMIS ID of the homeless or formerly homeless individual.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Certification Checklist: HEARTH Compliance

<table>
<thead>
<tr>
<th>Family Projects Where There is at Least One Parent &amp; One Child</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>In any project, does the agency serve at least one household that consists of one parent and one or more children 18 and under? If no, the following questions will be skipped.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19. Does the agency and applicable project(s) accept all families with children 18 and under without regard to the age or gender of any child?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20. Does the agency and applicable project(s) ensure that a staff person has designated responsibility for ensuring that children are enrolled in school and connected to appropriate services in the community?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>21. Are the agency and applicable project(s)’ policies and practices consistent with the laws related to providing education services to individuals and families?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>22. Does the case management model include developmentally appropriate intake and service planning for each member of the family as an individual (including bio psychosocial or other appropriate assessment)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>23. Are services delivered where the child is living or does the project provide a space for home based, early childhood services?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>24. Does the agency and applicable project(s) facilitate on-site development screening for all children that enter the program?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>25. Does the agency and applicable project(s) actively assist the families in accessing child care?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>26. Does the agency and applicable project(s) have written procedures that require agency workers to provide guidance and support around enrolling children in pre-school or school?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>27. Does the agency and applicable project(s) connect families to Chicago Public School’s Students in Temporary Living Situations (STLS) liaisons and/or inform families of their homeless student rights (this applies to all program model types EXCEPT Permanent Supportive Housing and Rapid Rehousing, whose participants do not qualify for the STLS Program)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>28. Does the agency and applicable project(s) assess, track and monitor the health of children in the program, including providing assistance with connecting to health care provider(s)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>29. Do the program’s administrative, service-delivery, and living facilities utilize space and materials to promote healthy parent-child engagement that fosters healthier relationships?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Initial Desk Audit Document List

- Attachment A: HUD Finding Documentation
- Attachment B: Annual Audit
- Attachment C: Single Audit (if applicable)
- Attachment D: Recordkeeping Policy
- Attachment E: Conflict of Interest Policy
- Attachment F: Occupancy Charges and Rental Payments
- Attachment G: Connection to Mainstream Benefits, including SSI/SSDI Outreach, Access, and Recovery (SOAR) (*Note: SOAR is informational*)
- Attachment H: Supportive Services (*Informational*)
- Attachment I: Internal Data Standards (*Informational*)
Naming Conventions & Cover Page for Attachments

• For the cover page and the file naming conventions,
  – if only one version to submit for all projects, then put “all” instead of listing all the HMIS IDs.
  – If different versions for different projects, indicate the HMIS ID in the cover page and the file name.

• Cover Page is available for download in SurveyGizmo

• File Naming for Attachments A-I:
  – Attachment Letter_Agency Name (or acronym)_HMIS ID(s) or Project Name(s)
  – Example: Attachment_D_ReallyAwesomeHousingAgency_1234_4321
Scheduling Technical Assistance

• Schedule technical assistance sessions in advance
• Give 3 days and times for your 30 minute technical assistance call
• Make every effort to choose one of your choices.
Submission Information

Final Review

- Click link to download PDF of response
- Ensure all responses are correct (including attachments)
- If submitted prior to deadline and need to make correction: may need to re-submit entire Intent to Renew
Submission Information

Final Submission

– Confirmation Email sent to address listed under Primary Contact and Executive Director

– Save this confirmation email for your records

– May take several minutes to arrive after submission.

– Check your Spam or Junk folder. If you do not receive it after 30 minutes, contact CoCprograms@allchicago.org to have the email re-sent
Reminder!

• Intent to Renews are due via online submission no later than:

  4:00pm (CST) on February 10, 2020

• Late submissions will not be accepted
Submission Information

• Tips
  
  – All agencies are encouraged to submit early, if possible, to avoid issues with meeting the deadline
  
  – Only one staff person at a time should access survey and it may be best to designate one person responsible for entering all information
  
  – Review and utilize Instruction Manual when completing the Intent to Renew
  
  – Contact All Chicago staff if needed, with questions not answered in the FAQs or Instructions
Review Information

• All Chicago staff will review over 40 submissions of the Intent to Renew and an unknown number of Initial Desk Audit documents.

• All Chicago will reach out to agencies if a document is missing or to clarify if the document is correct. Please respond as quickly as possible.

• ITR Feedback Reports will tentatively be issued by March 2\textsuperscript{nd}
Feedback Report

No Technical Assistance Needed

- Document meets expectations
- Agency does not need to make any changes
- Project moves forward to submit the Local Evaluation

Technical Assistance Needed

- Document does NOT meet expectations
- Agency will need to make changes and resubmit the document.
- Documents will be reviewed and reassessed
- Agency will receive technical assistance
Technical Assistance

• All Chicago will provide Technical Assistance to any agency that has a “Technical Assistance Needed”

• Technical assistance could be individualized or in a cohort

• What is a “Technical Assistance Needed” cannot be achieved before the release of the Local Evaluation in April?
  – Receive further targeted technical assistance and, if necessary, a “Modifications Necessary” plan
Appeals Process

• Because this is a collaborative process, there should be no need for appeals for the Intent to Renew

• If an agency chooses to appeal, they may follow the appeals process as outlined in the Chicago CoC Charter
Monitoring Process

• Agencies may be chosen for monitoring based on their Intent to Renew

• The Monitoring Work Group is finalizing the 2020 Monitoring Process and selection criteria.

• The 2020 Monitoring Process will NOT require agencies to resubmit documents from the Initial Desk Audit
Local Evaluation Instrument

• Released in April 2020
• Scored Portion
• Components:
  ❖ Grant Management
  ❖ Project Performance Report
  ❖ People of Lived Experience Questions
Training Materials

- All materials are now posted in the Online Training Portal and on the All Chicago website:
  
  https://allchicago.org/COC/COCProgramCompetition

- Intent to Renew PDF
- Evaluation Instrument Online Submission Links
- Instructions and Other Resources
Contact Information

• **CoCprograms@allchicago.org** (preferred)

• Phone: 312-379-0301
  - Karen Kowal – Extension 143
  - Jennifer Fabbrini – Extension 130

• Business hours are from 9am to 5pm Monday through Friday. Please allow 24-48 hours for a response
Thank you!

REMINDER:

Intents to Renew are due via online submission no later than:

4:00pm (CST) on February 10, 2020