



**Intent to Renew (ITR)**  
2019 Renewal Applicants  
for  
U.S. Department of Housing and Urban Development (HUD)  
Homeless Assistance Programs  
Continuum of Care (CoC)

Chicago Continuum of Care Intent to Renew are due February 4<sup>th</sup>, 2019 at 4pm  
Submit responses (with attachments) via SurveyGizmo

# Executive Summary

The Evaluation Tool Subcommittee and All Chicago, the Collaborative Applicant, revised the Local Evaluation Instrument (LEI) and process for 2019. The new, revised LEI and process were updated to:

1. Simplify the LEI for agencies and All Chicago;
2. Minimize risk to the Chicago CoC by ensuring all agencies and projects are in compliance with HUD requirements and meet local programmatic and fiscal priorities and thresholds;
3. Create a collaborative process that provides and emphasizes proactive support and technical assistance to agencies and projects in order to strengthen the Chicago CoC.

The Local Evaluation Instrument is now a two-part process with the following components:

1. Intent to Renew (ITR)
  - a. Cover Page
  - b. Certification Checklist
    - i. Fiscal Criteria
    - ii. Programmatic Criteria
    - iii. HMIS Data Quality
    - iv. HEARTH Act Compliance
  - c. Initial Desk Audit
2. Local Evaluation Instrument (LEI)
  - a. Project Performance Report
  - b. Housing First Assessment
  - c. Engagement of Persons with Lived Experience (PLE) Assessment

The Chicago Continuum of Care (CoC) is requiring agencies interested in renewing projects for funding in the F Y 2019 HUD Continuum of Care Program Consolidated Application to submit an Intent to Renew (ITR). An ITR is required for all projects to be considered for inclusion in the FY2019 Continuum of Care (CoC) Consolidated Application to the U.S. Department of Housing and Urban Development (HUD). HUD will review applications and make the final funding recommendations.

Renewal applicants are required to complete this ITR by answering all questions and providing the documentation that is required to pass the threshold. Renewal applicants that pass the threshold will be recommended for submission of the Local Evaluation Instrument in the spring of 2019 (including the Project Performance Report, Housing First Assessment, and Engagement of Persons with Lived Experience (PLE) Assessment), which will be scored and could be used for ranking projects during the FY2019 Notice of Funding Availability (NOFA) Competition. The renewal applicants will eventually submit their applications in

e-snaps and be included in the HUD CoC competition. All Chicago will review the ITR using the approved 2019 Chicago CoC Local Evaluation Instrument Process. For each part of the ITR, the agency/project will either “pass” or “pass with findings”. Agencies/projects that pass with findings will have the opportunity to receive technical assistance (TA) from All Chicago and be asked to resolve their findings prior to commencement of the Local Evaluation Instrument. The agency/project is required to respond to all areas in which there is a “pass with findings” and if the agency/project fails to do so, the agency/project will not be able to submit the Local Evaluation Instrument. If the agency/project responds but adequate changes are not submitted to enable a “pass,” the agency/project will be able to submit the Local Evaluation Instrument but will also be designated to receive further targeted technical assistance and, if necessary, a corrective action plan. Agencies/projects may utilize the appeal process to dispute a “pass with findings” designation, but it is recommended to commence with technical assistance in case the appeal is ultimately denied.

Projects are considered eligible for renewal in the 2019 CoC competition if:

- The current contract will expire in calendar year 2019
- The project has been included in the final 2019 Grant Inventory Worksheet (GIW);
- The project has passed all requirements outlined in the ITR;
- The project has met any other requirements outlined in the FY2019 HUD CoC Notice of Funding Availability (NOFA).

The CoC reserves the right not to renew grants that have exhibited serious capacity issues in prior grant years (including performance and financial problems); do not sufficiently participate in HMIS; have unresolved monitoring issues; and/or do not meet the priorities of the CoC.

# Background Information

The U.S. Department of Housing and Urban Development (HUD) states that one of the primary responsibilities of the CoC is to develop a review process for selection and ranking criteria for prioritizing renewal and new projects for CoC funding. This is especially important for those communities that submit multiple renewal and new project requests to compete for funding.

In order to rank and select projects, communities should have a mechanism that demonstrates decisions were based on pre-established selection criteria that were logical and fair. Criteria may include but is not limited to capacity to implement and manage the proposed project, experience working with the target population, and cost effectiveness. In addition, all project applications should be evaluated and ranked based on the degree to which they improve the CoC's system performance. Any projects found to be lower performing should be reallocated to higher performing projects through the CoC local selection process.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding.

When considering renewal projects for award; HUD will review information in eLOCCS, APRs, and information provided from the local HUD CPD field office; including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

- (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
- (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
- (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard; and
- (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- (a) outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) audit finding(s) for which a response is overdue or unsatisfactory;
- (c) history of inadequate financial management accounting practices;
- (d) evidence of untimely expenditures on prior award;
- (e) history of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

# 2019 Intent to Renew - Cover Page

Chicago Continuum of Care

## Lead Agency Information

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Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Contact Person(s) for Questions about this ITR

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Executive Director

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Project(s) Information

Number of Projects: \_\_\_\_\_

### Complete the following information for *each* project:

Name of Project: \_\_\_\_\_ HMIS ID: \_\_\_\_\_

Project Address (Project-based only): \_\_\_\_\_

Program Model Type (HUD): \_\_\_\_\_ Chicago Program Model Type: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Number of Beds: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ Grant Start Date: \_\_\_\_\_ Grant End Date: \_\_\_\_\_

Has the project recently consolidated? \_\_\_\_\_

Is the agency interested in consolidating this project with another if the opportunity is available in the NOFA? \_\_\_\_\_

Has the project made any major changes in the last 12 months, or expects to make changes in the next 12 months, such as grant consolidation; change in service priorities or population; or loss of funding? If yes, detail these changes.  
\_\_\_\_\_  
\_\_\_\_\_

## Intent to Renew

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Please confirm whether you intend to renew your project application(s) in the 2019 grant cycle:

- Yes, the project(s) would like to be considered for renewal**
- No, this project will not be renewed in the 2019 grant cycle.** *If a project does not renew and would like to receive future funding, it will have to reapply through a competitive grant process and the project type may no longer be eligible.*

## Name and Signature of Person who completed the Intent to Renew

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I certify on behalf of my agency that all information contained in this application is accurate and true, based on our current project records. I understand that falsifying or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# 2019 Intent to Renew – Certification Checklist

Chicago Continuum of Care

## I Fiscal Criteria

### HUD Monitoring Findings

Yes

No

1. Were any of the agency’s projects monitored by HUD in calendar year 2017 or 2018?  Yes  No


2. For any of the projects monitored in calendar year 2017 or 2018, were there any HUD findings?  Yes  No


3. Have all the HUD findings from 2017 or 2018 been resolved?  Yes  No


*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.*

### Fiscal Year

4. What is your agency’s fiscal year?

### Recent Financial Statement

Yes

No

5. Does the agency have an annual financial statements audit completed within 9 months of the end of the fiscal year?  Yes  No

*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)*

**Single Audit**

**Yes**

**No**

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)

**Match**

**Yes**

**No**

7. Will your agency be able to provide the match requirement for all of your renewal projects?

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.

## II | Programmatic Criteria

### Coordinated Entry System (CES)

	Yes	No	N/A
8. Do all of the agency's projects participate in the CES for individuals, families or youth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### Annual Performance Report (APR)

	Yes	No	N/A
9. Was the last APR submitted on time for each project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the last APR been accepted by HUD for each project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


11. Due date of last APR for each project:

If the answer to #9 or #10 is N/A, please explain.


## Housing First Approach

### Housing First Supporting Documents

Please provide the following supporting documents to verify the project's Housing First approach and adherence to HUD regulations. The documents will be reviewed for consistency with housing first practices such as 1) not screening out participants based on factors such as income, substance use, criminal record, and experience with domestic violence and 2) not terminating participants based on factors such as failure to participate in supportive services, failure to make progress on a service plan, substance use, loss of income or failure to improve income, being a victim of domestic violence, and any other activity not typically found in Chicago lease agreements. The purpose of this review is to minimize risk and proactively support agencies and programs in this area due to the priority and importance that HUD places on the Housing First approach. **Additional guidance for these attachments is included in the [Initial Desk Audit Guidance](#).**

 **Attachment D: Intake Procedure and Packet** – Attach a written process for filling vacancies, a description of the intake procedure, and a list of the forms/handouts used during intake.

 **Attachment E: Eligibility Criteria** – Attach written eligibility criteria in alignment with housing first

 **Attachment F: Discharge/Termination Policy** – Attach discharge/termination policy and forms, grievance policy/procedure and forms



📄 **Attachment G: Service Plan** – Attach a service plan template and a written procedure that includes expectations of how and when to complete a service plan

📄 **Attachment H: Participant Handbook and Rights** – Attach the participant handbook, orientation materials, postings, or any other documents, and describe how/when the information is provided to participants

📄 **Attachment I: Lease & Occupancy Agreements** – Describe the leasing/rental assistance set up for the project, attach as applicable the lease, sublease, occupancy agreement, or checklist used to evaluate participant-held leases

### III | HMIS Data Quality

The Continuum of Care (CoC) Program Interim Rule (24 CFR 578) places a high emphasis on having a functioning and comprehensive Homeless Management Information System (HMIS) in the CoC jurisdiction. HMIS is critical to gathering unduplicated, aggregated data on homelessness in the community both for the CoC and Emergency Solutions Grant (ESG) Programs. HMIS data is crucial in identifying and housing individuals through CES and assessing system strengths and needs in addressing and ending homelessness.

**HMIS Implementation**

	Yes	No	N/A
12. Do all of the agency’s projects have an HMIS ID created in ServicePoint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do all of the agency’s projects enter data into HMIS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**Data Quality**

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All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements.

	Yes	No	N/A
14. Have all of the agency’s projects submitted reports to the HMIS team for the following four Quarterly Data Quality Assessment periods?			
<ul style="list-style-type: none"> <li>• January 2018</li> <li>• April 2018</li> <li>• July 2018</li> <li>• October 2018</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. If your agency participated in the Quarterly Data Quality Assessment in the most recent period (October 2018), did all of the agency’s projects receive indications that they met each of the following expectations of the review?			
<ul style="list-style-type: none"> <li>• Assessment data fields with missing rates below five percent</li> <li>• No erroneous Child Only Entries</li> <li>• Entries entered within two days of event</li> <li>• Bed/unit utilization within expected range:               <ul style="list-style-type: none"> <li>▪ Emergency Shelters: 80%-105%</li> <li>▪ Interim Housing: 80% - 105%</li> <li>▪ Transitional Housing: 80% - 105%</li> <li>▪ Permanent Supportive Housing: 85% - 105%</li> <li>▪ Safe Haven: 85% - 105%</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## IV | HEARTH Act Compliance

This section of the ITR asks questions of all renewal projects to ensure compliance with the requirements of the HEARTH Act. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

### Policies & Procedures

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

<b>Confidentiality</b>	<b>Yes</b>	<b>No</b>
16. 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.	<input type="checkbox"/>	<input type="checkbox"/>
17. 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Person of Lived Experience Participation</b>	<b>Yes</b>	<b>No</b>
18. The agency provides the opportunity for participation of at least one homeless or formerly homeless individual on the board of directors or other equivalent policymaking entity.	<input type="checkbox"/>	<input type="checkbox"/>
19. Does the agency currently have on its board of directors or other equivalent policymaking entity a participant who has experienced homelessness?	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the homeless or formerly homeless individual been homeless or a resident of an agency project in that last 10 years?	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the homeless individual currently experiencing homelessness or a current program participant?	<input type="checkbox"/>	<input type="checkbox"/>
22. Please provide the name (first name, initial of last name) or HMIS ID of the homeless or formerly homeless individual.		
<b>Family Projects Where There is at Least One Parent &amp; One Child</b>	<b>Yes</b>	<b>No</b>
In any project, does the agency serve at least one household that consists of one parent and one or more children 18 and under?	<input type="checkbox"/>	<input type="checkbox"/>
23. 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?	<input type="checkbox"/>	<input type="checkbox"/>
24. 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?	<input type="checkbox"/>	<input type="checkbox"/>
25. Are the agency and applicable project(s)' policies and practices consistent with the laws related to providing education services to individuals and families?	<input type="checkbox"/>	<input type="checkbox"/>

- 26. 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)?
- 27. Are services delivered where the child is living or does the project provide a space for home based, early childhood services?
- 28. Does the agency and applicable project(s) facilitate on-site development screening for all children that enter the program?
- 29. Does the agency and applicable project(s) actively assist the families in accessing child care?
- 30. 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?
- 31. 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)?
- 32. 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)?
- 33. Do the program's administrative, service-delivery, and living facilities utilize space and materials to promote healthy parent-child engagement that fosters healthier relationships?

**Rent Reasonableness**

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All housing leased with CoC funds or where rental assistance payments are made with CoC funds must have rental amounts that are reasonable in relation to rents being charged for comparable unassisted units.

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 34. Are all of your agency's your projects required to calculate rent reasonableness?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. If the answer to #34 is yes, please verify that the project(s) ensure funds spent on leasing or rental assistance are for reasonable rental amounts. | <input type="checkbox"/> | <input type="checkbox"/> |

*If the answer to #34 is no, please explain.*

**Attachment J: Rent Reasonableness Form & Procedure**

Attach:

- All programs that utilize CoC funds to pay the rent for units or structures must submit a written procedure explaining the method used to determine rent reasonableness and the frequency with which it is conducted.
- Also submit a copy of the form(s) used by the program in this process.

Additional guidance for this attachment is included in the [Initial Desk Audit Guidance](#).

## Housing Quality Standards

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
All housing leased with CoC funds or where rental assistance payments are made with CoC funds must meet applicable Housing Quality Standards (HQS).


	Yes	No
36. Are all of your agency's projects required to meet Housing Quality Standards?	<input type="checkbox"/>	<input type="checkbox"/>
37. If the answer to #36 is yes, please verify that the project(s) meet applicable Housing Quality Standards.	<input type="checkbox"/>	<input type="checkbox"/>

*If the answer to #36 is no, please explain.*

### Attachment K: Housing Quality Standard Form

Attach:

 The policy or procedure that outlines the frequency and other expectations of HQS inspections. Note: In general, all programs that provide housing that is supported with leasing or rental assistance funds under the CoC program must conduct HQS inspections for units.

 The form used to complete Housing Quality Standards inspections.

Additional guidance for this attachment is included in the [Initial Desk Audit Guidance](#).