



Frequently Asked Questions

2020 CoC Competition Intent to Renew

1. When is the Intent to Renew due?

The deadline is February 10, 2019 at 4pm.

2. If my agency has more than one project, do I need to submit the Intent to Renew SurveyGizmo form for each one?

No, each agency only submits one time. The survey allows you to upload information on multiple projects. However, please clearly label your attachments so that All Chicago will be able to determine which attachment is for which project.

3. I found the link to the cover page you would like us to use in SurveyGizmo. Do I need to print out my documents and scan them back in with the cover page?

The purpose of the cover page is so that you don't have to upload the same document multiple times. If one document is the same for multiple projects at your agency, list those projects on the cover page.

We do not want you to have to print out documents just to scan them back in with a cover page. If you are able to make the cover page and supporting documentation into one file (through Adobe Acrobat or using an online PDF editor to combine files), that would be great. However, if you are unable to do that, you can upload the cover page as one file and the supporting documentation as another. Please upload the files in the order that you would like us to see them in. Please also use the following standard naming convention for your files: Attachment Letter_Agency Name (or acronym)_HMIS ID(s) or Project Name(s). We appreciate your effort to clearly label and organize your files – this will greatly help All Chicago with the review process!

4. Can I save my work in SurveyGizmo so I don't have to complete the survey in one sitting?

Yes. Once you have logged in with the provided username and password, locate the black bar running across the top of your webpage. Inside the black bar on the right-hand side, you will see "Click here to save and continue later." Click there and enter your email address. You will receive an email containing a new survey link. Use that link each time you want to return to your survey and pick up where you left off. Save the work you've done on each survey page by clicking "Next" at the bottom of the page.



5. My agency applied for a new project in the last NOFA cycle. HUD has not yet released funding announcements. Should I include this new project in the Intent to Renew?

No. The Intent to Renew is for projects that were in operation during 2019.

6. My agency applied to consolidate projects in the last NOFA cycle. Should I submit the ITR on the consolidated project or keep the separate projects?

Keep the projects separate. The projects entered in the Intent to Renew should be the projects that were in operation in 2019.

7. What should I do if the HMIS ID that was pre-populated for one of my projects is incorrect?

Please email cocprograms@allchicago.org to notify us of the mistake and then correct it in the SurveyGizmo form.