

2023 Chicago CoC Intent to Renew

Intent to Renew (ITR)
2023 Renewal Applicants for
U.S. Department of Housing and Urban Development (HUD)
Homeless Assistance Programs
Continuum of Care (CoC)

Chicago CoC Intent to Renew due: **March 24, 2023 at 4pm**

Chicago CoC's Renewal Evaluation Process Overview

The U.S. Department of Housing and Urban Development (HUD) states that one of the responsibilities of the Continuum of Care (CoC) is to develop a review process for prioritizing and ranking renewal projects for CoC funding. The Chicago CoC Board of Directors is the group of community stakeholders that sets local priorities for the CoC HUD funding. The Chicago CoC Board has designated All Chicago to act as the Collaborative Applicant. In this role, All Chicago is responsible for the local evaluation process with community input from the LEI Committee.

HUD makes final funding determinations, and information about how these determinations are made is provided each year in the annual Notice of Funding Opportunity (NOFO). For reference, a summary of rules that affect how HUD evaluates applications is in the appendix of this document.

There are two required steps in the Chicago CoC's locally developed review process for renewal projects: 1) Intent to Renew (ITR), and 2) Local Evaluation Instrument (LEI).

The ITR step is designed to minimize risk to the Chicago CoC by reviewing compliance with HUD requirements and verifying whether local priorities and thresholds are being met. While this stage of the process entails review and evaluation, the intention is to emphasize proactive support that will strengthen the Chicago CoC. Agencies are to answer the

questions transparently and honestly, and if a requirement or threshold is not met, there is space to receive technical assistance and room for the agency to demonstrate progress towards and capacity for future compliance. The CoC can decide not to renew a project if serious capacity issues, including performance and financial problems, insufficient participation in HMIS, unresolved monitoring issues, and other priorities of the CoC cannot be resolved by the agency through the technical assistance process. Another purpose of the ITR is for the CoC to receive notice of whether projects intend to renew and continue operating.

The LEI step is designed to quantify the performance of each project and measure the degree to which the project improves Chicago's system performance. The CoC Board establishes the ranking policies after the release of the NOFO from HUD, and the LEI score is one factor among others that are considered when determining the ranking policies. As stated above, HUD makes final funding determinations, and so renewal funding is not guaranteed upon submission of the LEI.

Steps in the 2023 renewal evaluation process (both ITR & LEI):

Open & close ITR – March 6 - March 24

Open & close LEI – April 3 – April 28

Preliminary reports (ITR & LEI) – May 19

Appeal process (LEI) – May 22 – June 16

Final reports (ITR & LEI) – June 21

ITR Overview

Who is required to submit the ITR?

All projects with HUD CoC Funding that were in operation for any length of time between 1/1/22 and 12/31/22, including system level coordination projects such as Coordinated Entry, HMIS lead, or the planning grant.

The ITR contains Yes/No checklist questions, narrative responses, and attachment uploads. Renewal applicants must complete this ITR by answering all questions and providing the requested documentation. The desk audit portion of the ITR is one in which topics are examined at greater depth either through narrative responses or requests for policies and procedures. Wherever possible, All Chicago will verify responses to questions through available information sources (for example, responses about APR submissions are verified in Sage). Additionally, All Chicago may ask agencies to provide documentation that supports their response when monitoring agencies and their projects.

Detailed ITR procedure and timeline:

All Chicago releases the ITR desk audit topics & guidance early – February 23

All Chicago opens the ITR form – March 6

All Chicago provides ITR virtual training – March 9 - [Register here](#)

Agencies submit ITR by deadline – March 24 at 4 pm

All Chicago sends preliminary reports to agencies – May 19

All Chicago sends final reports to agencies – June 21

ITR technical assistance (TA) procedure:

Preliminary and final reports will identify areas where the agency needs to address compliance or adherence to thresholds and priorities. These areas will be categorized as low, medium or high concern. Technical assistance will be provided according to need, and agencies will be responsible for addressing the issues.

a. High concern areas: All Chicago will ask agencies to begin addressing these areas as soon as preliminary reports are sent. To be recommended for renewal, agencies must resolve these issues or demonstrate sufficient capacity to address them, by the NOFO deadline or September 1, whichever is first.

b. Medium concern areas: All Chicago will ask agencies to begin addressing these areas after final reports are sent. All Chicago will schedule check-ins quarterly until resolved or until sufficient progress is made towards resolution.

c. Low concern areas: Low concern areas are those where the needs may be met through training and peer sharing without any follow-up submissions or check-ins. Agencies are responsible for following through on resolving these areas.

Follow the instructions below to save your work!

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 reads, 'Save and Continue later.' Click here and enter your email to receive a unique link to your ITR form. You can use this link to reopen your form at any time before submission. You will only need to do this once and can use the same link each time.

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 Alchemer. The email will be from "noreply@alchemer.com." Check your email to ensure you have received the link before navigating away from your ITR form.

IMPORTANT: Your responses will ONLY save whenever you navigate between pages by clicking 'Back' or 'Next.' If you complete a page and close the browser page before clicking on 'Next,' your responses will not be saved.

Picking Up Where You Left Off

You will only need to use the username and password given to you by All Chicago the first time you log into the ITR form. After that, use the Save and Continue feature to save your progress. You will revisit the form using the link you receive. If you accidentally try to use the username and password to pick up where you left off, you will not see the work you already completed.

Navigating Through the Form and Important Survey Tips

This survey is designed so that each agency, including agencies that have multiple HUD CoC-Funded projects, will submit only once.

Required questions: All Chicago has not enacted the required question feature in Alchemer for any of the questions in this form. By doing this, it is easy for you to skip ahead and navigate backwards and forwards through the form. 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. Question requesting a file upload will indicate if there are any scenarios in which a project may skip without uploading a document.

Handling different responses for multiple projects:When responding to the Certification Checklist questions, if the answer is 'No' for one or more of the agency's projects, select 'No' and list which project(s) the 'No' applies to. If the agency only has one HUD CoC-Funded Project, you do not have to enter the project name each time you answer 'No' since All Chicago is aware that you have only one project. However, if the agency has more than one HUD CoC-Funded Project and you select 'No,' ensure that you indicate which project(s) the 'No' response applies to. Click on 'Add Another Project' if you need to list more than one project name.

File Naming

Please use the following naming convention with the files that you upload for all attachments.

Attachment [Letter] _[Agency Name or acronym]_[Project HMIS ID(s) or Project Name(s)]

- Example 1 - If you are uploading attachment A for projects with HMIS IDs 1111 and 2222, the file would be named: Attachment A_Agency Name_1111 2222.
- Example 2 - If you are uploading attachment B and it is the same for all projects at your agency, the file would be named: Attachment B_Agency Name_All.

ITR Cover Page

Agency Name:

Agency Address:

Street

City

State

Zip
Code

Main Agency Phone
Number

xxx-xxx-xxxx

Contact Person for Questions about this ITR

Identify one or two people to act as a liaison between All Chicago and agency staff regarding any follow-up that occurs to resolve “technical assistance needed” designations. You may complete this field more than once.

First Name

Last Name

Phone Number

xxx-xxx-xxxx

Extension

Email Address

Title/Position

Add Another Contact
Person

Executive Director

The Executive Director will receive a copy of the agency's ITR feedback report. Please provide their name and contact information.

First Name

Last Name

Phone Number

xxx-xxx-xxxx

Extension

Email Address

Agency Information

1. Has the agency experienced changes of senior leadership in 2022 and 2023? If so, please list what position(s) experienced turnover and the name of the person currently in the position. If the position remains open, indicate that it is open.

Senior leadership includes any role reporting to (and including) the CEO/Executive Director.

2. Has the agency or individual project(s) made any 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, please explain these changes.

Project Information

Number of Projects:

The number of questions you see in this section depends on the number of projects your agency has. There is one numbered question for each of the projects at your agency.

If prepopulated information is incorrect, please make the corrections in the text field at the bottom of the project information section. **Do not delete or change the pre-populated information.** Complete all the missing information.

Complete the information below about Project #1.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

- Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

Please confirm whether you intend to renew your project application in the 2023 grant cycle. If you decide not to renew a project in the 2023 grant cycle, you do not have to submit responses for that project in the rest of the form. However, if you will renew at least one project, the rest of the form must be completed.

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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #2.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #3.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.



7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

Please confirm whether you intend to renew your project application in the 2023 grant cycle. If you decide not to renew a project in the 2023 grant cycle, you do not have to submit responses for that project in the rest of the form. However, if you will renew at least one project, the rest of the form must be completed.

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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #4.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type
(HI ID)

(NOFO)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount

- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #5.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #6.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.



7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS

provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

Yes. the project would like to be considered for renewal

No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #7.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type
(HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

- Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #8.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

Project-based

- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #9.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.



7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #10.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type
(HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.



7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

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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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Complete the information below about Project #11.

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

- Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to



Declaration of Intent to Renew

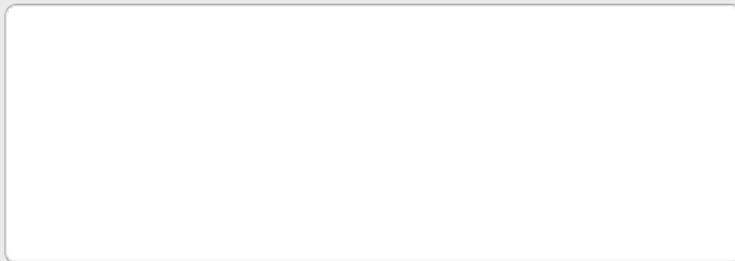
Please confirm whether you intend to renew your project application in the 2023 grant cycle. If you decide not to renew a project in the 2023 grant cycle, you do not have to submit responses for that project in the rest of the form. However, if you will renew at least one project, the rest of the form must be completed.

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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.



Complete the information below about Project #12.

1. Project name

1. Project name

2. HMIS ID

If this number is wrong, please provide the correct number in the text field at the bottom of this section.

If there are multiple IDs associated with one project, we have listed both. Again, if this information is wrong or missing please provide it in the text field at the bottom of this section.

3. Grant number (most recent)

If you have entered into a more recent grant, please provide the correct grant number in the text field at the bottom of this section.

4. Program model type (HUD)

PSH, RRH, TH, Safe Haven, Joint TH-RRH, SSO, Planning, or HMIS

5. Project Type:

- Project-based
- Scatter-site
- Both project-based and scatter-site
- Other - Write In

6. If the project was new in 2022, provide the date it started operating.

If this is not a new project, skip this field.

7. If the project consolidated since January 1, 2022 (i.e., completed first year as consolidated project), provide the start and end date of this grant and the surviving HMIS provider ID:

If the project did not consolidate, skip this field.

8. Would the agency consider consolidating this project with another if the opportunity is available in the FY2023 NOFO?

Yes No

Please identify to the best of your ability:

- a) which projects would consolidate
- b) combined grant amount
- c) which project would be the surviving grant
- d) what start and end dates would the combined projects go to

Declaration of Intent to Renew

Please confirm whether you intend to renew your project application in the 2023 grant cycle. If you decide not to renew a project in the 2023 grant cycle, you do not have to submit responses for that project in the rest of the form. However, if you will renew at least one project, the rest of the form must be

completed.

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.

- Yes, the project would like to be considered for renewal
- No, this project will not be renewed in the 2023 grant cycle.

Was any of the prepopulated information incorrect?

Please provide the correct information here. Also provide any additional narrative needed to explain any of the answers given above.

Desk Audit - A

In the desk audit section of the ITR, policies/procedures are requested for evaluation.

After reviewing submissions, All Chicago may have questions to discuss with the agency and may offer technical assistance based on information gathered through this process.

Attachment A: Homeless Documentation Policies/Procedures

All Chicago will refer to the criteria listed below when reviewing the policies/procedures to assess whether they address all the following:

- Overall practice of documenting the applicable homeless definition and meeting recordkeeping requirements for each HUD homeless category that is applicable to the project. These definition and recordkeeping requirements are outlined here.
- Adherence to HUD's order of priority of obtaining homeless documentation. Guide staff to prioritize homeless documentation types as follows [24 CFR 578.103(a)(3); 24 CFR 576.500(b)]:
 - First priority: third-party documentation
 - Second priority: intake worker observation
 - Third priority: self-certification.
- That agency staff ensures documentation of homelessness (e.g., third-party documentation, intake worker observation) provides clear evidence of the participant's homelessness status. For example, guidance for staff to ensure that a third-party letter contains specifics such as:
 - where the person specifically resided (e.g., name of shelter, etc.)
 - how the person who is writing the letter can verify the information (e.g., observed person on a CTA train on specific dates)
 - signatures and dates on the letter
- The agency's process for documenting staff's due diligence efforts to obtain the highest priority type of homeless documentation. For example:
 - Indicate that project staff must document their attempts to obtain the highest priority homeless documentation possible.
 - Include guidance for documenting the number of attempts to obtain homeless documentation and on what day staff attempted to obtain homeless documentation.
 - Include guidance on where staff should document attempts to obtain homeless documentation (e.g., case notes, phone logs, etc.).

To be completed for all program models, including PSH, RRH, TH, Joint TH-RRH, SH, and SSO.

Agencies must have written policies/procedures for documenting homeless status at entry into the project.

Please upload policies/procedures that outline the agency's process for documenting a participant's experience of homelessness in accordance with applicable requirements.

Browse...

Desk Audit - B

Attachment B: Chronic Homeless Documentation Policies/Procedures (PSH Projects ONLY)

All Chicago will refer to the criteria listed below when reviewing the polices/procedures to assess whether they address all the following:

- That the agency uses the Chronic Homeless Verification Packet.
 - Specifically, the policy demonstrates that the PSH project completes the Chronic Homeless Verification Packet Sections 1-4 (referral, disability documentation checklist, time accumulation worksheet, and chronic homelessness determination) for every enrolled participant. Exhibits I and II are optional and projects may use other sufficient documentation in place of these forms.
- That the agency has established/named which projects are required to use the Chronic Homeless Verification Packet.
- That the agency has internal guidance on how to use the Chronic Homeless Verification Packet. For example, the policy provides directions to staff including expectations for staff to be trained on using the Chronic Homeless Verification Packet.

Agencies with PSH projects should have policies/procedures for documenting chronic homeless status and are required to use the Chronic Homeless Verification Packet (for participants in PSH projects).

Please upload policies/procedures detailing this process.

Browse...

Attachment C: Lead-Based Compliance Policies/Procedures

All Chicago will refer to the criteria listed below when reviewing the polices/procedures to assess whether they address all the following basic lead-based paint requirements from the Lead Safe Housing Rule (LSHR) Toolkit:

- That the agency completes a lead screening worksheet for each household to establish if the agency is required to perform a visual assessment for the unit/participant. The agency is required to complete a lead screening worksheet for each household to demonstrate knowledge of whether a visual assessment is required.
- That the agency provides or ensures the landlord provides a lead disclosure notification form. The participant must sign the disclosure notification form by or prior to the lease signing date.
- That the agency provides or ensures that the landlord provides the 'Protect Your Family from Lead in Your Home' pamphlet. The agency also ensures that it documents evidence that the participant has received or has seen the pamphlet on or before the lease signing date. This evidence can be documented through an acknowledgement form, by including the pamphlet with the lease and saving it in the participant's file, or by using a disclosure notification form that also includes mention of the pamphlet.
- That the agency ensures that a visual assessment is completed in all instances when it is required under the LSHR.
- That the agency ensures that staff completing the visual assessment receive proper training and become certified to perform the visual assessment. Also, staff must complete the training and certification process on an annual basis.

To be completed for projects with housing units, including the following program models PSH, RRH, TH, Joint TH-RRH, and SH.

Agencies must adhere to lead-based paint safety requirements.

Please upload policies/procedures that outline the agency's process for meeting basic lead-based paint requirements.

Browse...

Certifications and Supporting Documentation - 1

I. HUD Monitoring Findings

This section relates to all HUD monitoring of both fiscal and programmatic requirements. All Chicago requests information about concerns in addition to findings for the purpose of developing training in the areas of greatest need.

All Chicago will evaluate whether the following criteria has been met: The program has documentation of HUD monitoring and has evidence of steps taken to work towards or complete the resolution of any findings in a timely manner. An agency will receive a Technical Assistance Needed designation if there are unresolved HUD monitoring findings and sufficient progress has not been made towards resolving the findings with HUD.

1. Are there any open/unresolved findings that were issued prior to calendar year 2022?

Yes No

Please explain in a narrative why the finding(s) remain unresolved.

2. Were any of the agency's projects monitored by HUD in calendar year 2022 or 2023?

Yes No

3. Name the projects that were monitored by HUD in 2022 or 2023.

Click "Add Another Project" to list multiple projects.

Project name & when it was monitored

Add Another
Project

4. Number of concerns:

5. List the concerns:

6. Number of findings:

7. List the findings:

8. Have all the HUD findings from 2022 or 2023 been resolved?

- Yes
- No
- N/A - there were no findings

Explain in a narrative why the findings remain unresolved:

Attachment D: HUD Monitoring Documentation

A project that has been monitored by HUD in calendar year 2022 or 2023 will submit these attachments:

- HUD Monitoring Letter (indicating findings or lack thereof)
- If there were findings, submit a copy of the correspondence the agency sent to HUD to attempt to resolve the finding(s) as well as any additional responses from HUD
- If findings have been closed, submit a copy of the HUD close out letter

Browse...

Certifications and Supporting Documentation - 2

II. Fiscal Section

9. Will your agency be able to meet the match requirement for all renewal projects?

Refer to the ITR Appendix for information about the match requirement.

Yes No

You selected "No" in Question 9. Please list which project(s) the "No" response applies to.

Click on "Add Another Project" to list more than one.

Project name

Explanation

Add Another
Project

10. What is your agency's fiscal year?

Provide the start and end date of the agency's fiscal year.

11. For the most recently completed fiscal year, was the organization required to undergo a Single (Uniform Guidance) audit?

In general, agencies with \$750,000 in federal expenditures in a fiscal year are required to undergo a single (Uniform Guidance) audit.

Yes No

If "Yes" to Single Audit: Attachment E is the Annual Financial Statement Audit and Attachment F is the Single Audit Report.

Most auditors will include the single audit report with the financial statement audit.

- If the single audit is included in Attachment E, then no additional attachments are needed.
- If the single audit was not included in Attachment E, then Attachment F is a copy of the most recent single audit (which should be for the same fiscal year as the attached financial statement audit).

If "No" to Single Audit: Attachment E is the Annual Financial Statement Audit.

For Attachment F, include the following letter from your auditor: ***Auditor's Communication with Those Charged with Governance – AU 260.***

Additionally, if either of the letters listed below were issued by your auditor, please include a copy of these letters with Attachment F:

- Auditor's management letter
- Communicating Internal Control Related Matters Identified in an Audit - AU 265

If you have any questions regarding these letters, contact your auditor for clarification.

Attachment E: Annual Financial Statement Audit

Attach the most recently completed audited financial statement (complete package).

As an example, if the agency's most recent year end is 6/30/22, you will likely be able to attach the audit for 6/30/22. If not, attach the audit for 6/30/21. As another example, if the agency's most recent year end is 12/31/22, you will likely attach the audit for the year that ended 12/31/21 because the audit for the year that ended 12/31/22 likely will not have been completed yet.

Browse...

Attachment F: Single Audit Report

If the organization underwent a Single (Uniform Guidance) audit, attach: Single audit report (complete package). It is not necessary to resubmit if this was already included in Attachment E.

If the organization did NOT undergo a Single (Uniform Guidance) audit, attach:

- 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)
- Auditor's management letter (if issued by your auditor)
- Communicating Internal Control Matters Identified in an Audit - AU 265 (if issued by your auditor)

Browse...

FINANCIAL RISK ASSESSMENTS

All Chicago uses a Financial Risk Assessment process to evaluate the financial statements, single audits and in cases in which a single audit is not required, certain communications issued by the auditors of CoC funded agencies. The risk assessment methodology was developed in collaboration with the CoC CFO workgroup. Through this process, a financial risk score is calculated for each agency. All agencies will receive the detail of their risk score calculation and can appeal any component of the score to the CoC Finance Committee, 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.

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. If the financial risk assessment completed by All Chicago results in a “High Risk requiring technical assistance” designation, the agency must receive technical assistance prior to approval of its project renewals and demonstrate the capacity to address any issues which can result in questioned or disallowed costs. If after technical assistance the agency cannot demonstrate the capacity to address the identified issues, then the agency’s grant(s) may not be recommended for renewal. Agencies classified as High Risk may be selected for financial monitoring and technical assistance after project renewal. Agencies classified as Medium Risk may also be selected for focused technical assistance and/or monitoring.

When reviewing the annual financial statement audit, All Chicago evaluates whether:

- An audit is completed within the prescribed time period for federal clearinghouse submission, if applicable. Generally, this time period is 9 months after the agency’s year end, but the deadline has been extended to 15 months for fiscal year ends from 6/30/21 to 6/30/23.
- The audit opinion indicates that the organization’s financial statements are fairly presented in accordance with generally accepted accounting procedures (GAAP).
- The audit opinion does not include any substantial doubt about the organization’s ability to continue as a going concern.

In the case of agencies that have a Single Audit, the following items will factor into the financial risk score:

- Whether the reports were issued within the prescribed time period for federal clearinghouse submission.
- Any modification of the financial statement opinion
- Any qualification of opinion with respect to a federal program.
- Any material weaknesses with regards to financial statements or federal awards
- Any significant deficiencies with regards to financial statements or federal awards

- Whether the organization is determined to be a low-risk auditee

In the case when no single audit is required, the following items will factor into the financial risk score:

- Was the agency required to undergo an audit in accordance with Government Audit Standards
- Any issues with management with respect to the audit.
- Any material weaknesses or significant deficiencies noted in the audit report of auditor letters to management

Please refer to the ITR Instruction Manual for a detailed breakdown of how risk points are awarded.

Certifications and Supporting Documentation - 3

III. Programmatic Section

12. Is access to any project at the agency contingent on sobriety, minimum income requirements, lack of criminal record, completion of treatment, participation in service, or other conditions?

Yes No

You selected "Yes" to Question 12.

Please explain the reason.

13. Do all of the agency's projects participate in Coordinated Entry?

Answer "Yes" if each of the agency's projects does at least **one** of the following:

- (a) - Refer people for a Coordinated Entry housing assessment
- (b) - Ensures all participants have access to the Coordinated Entry System
- (c) - Has a skilled assessor on staff to conduct assessments
- (d) - Requests matches for all vacancies through Coordinated Entry System, including the DV Coordinated Entry System if applicable
- (e) - Utilizes Coordinated Entry transfer requests for all transfers
- (f) - The CoC is aware that the project uses the CHA's vacancy matching process
- (g) - Fulfills matching requests
- (h) - Coordinates outreach efforts
- (i) - Coordinates or participates in System Integration Team meetings
- (j) - Oversees the Coordinated Entry System
- (k) - Performs housing system navigation

Yes No

You selected "No" in Question 13. Please list which project(s) the "No" response applies to.

Click on "Add Another Project" to list more than one.

Project name

Explanation

Add Another
Project

14. If the agency has a project that is PSH, RRH, TH, Joint TH-RRH or Safe Haven that does NOT do both (d) and (e) from the list above, what is the reason?

- A project uses the CHA vacancy matching process.
- A project is TH, has up until now been classified as "interim", and does not take participants from Coordinated Entry.
- Other reason for not doing both (d) and (e) - (Required to explain)
- Not applicable - all projects (of the types listed above) do both (d) and (e).
- Not applicable - the agency does not have a PSH, RRH, TH, Joint TH-RRH, or Safe Haven project.

Please identify and explain which project(s) do not do (d) and (e).

15. If a project participates in both Coordinated Entry and HMIS, does the agency update the Need Status within two business days of receipt of a referral in accordance with the Coordinated Entry Contact Protocol?

Yes No N/A

You selected "No" or "N/A" to Question 15.

Please explain the reason.

16. Was the last APR submitted on time for each project?

The APR must have been submitted to HUD in Sage. All Chicago will use Sage to verify that the status of the APR is "Submitted," "Accepted," or "Awaiting Director Review." If the APR was submitted on time and it has not been accepted due to a delay by HUD, it still qualifies as "submitted on time."

Yes No N/A

You selected "No" to Question 16.

Please list which project(s) the "No" response applies to.

Click on "Add Another Project" to list more than one.

Project name

Explanation

Add Another
Project

17. Has the last APR been rejected by HUD for any project?

Yes No N/A

You selected "Yes" to Question 17, indicating that an APR has been rejected.

Please list which project(s) and provide an explanation.

Click on "Add Another Project" to list more than one.

Project name

Explanation

Add Another
Project

You selected "N/A" to either Question 16 or 17.

Please explain the reason.

Project name

Reason for N/A

Add Another
Project

18. 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.

See the ITR Appendix for additional details about this regulation.

Yes No

You answered "No" to Question 18. Please provide an explanation.

19. 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.

See the ITR Appendix for additional details about this regulation.

Yes No

You answered "No" to Question 19.

Please provide an explanation.

20. 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?

See the ITR Appendix for more details about this regulation.

Yes No

You answered "No" to Question 20. Please provide an explanation.

a) Has the person experienced homelessness or been a resident of an agency project in the last 10 years?

(Not a HUD requirement - Informational)

Yes No

b) Is the person currently experiencing homelessness or a current program participant?

(Not a HUD requirement - Informational)

Yes No

c) Please provide the name (first name and initial of last name) or HMIS ID of the person who has lived experience of homelessness.

21. In any project, does the agency serve at least one household that consists of one parent and one or more children 18 and under?

Yes No

Provide the name of the project(s) that serve at least one household with a child under 18.

Choose "add another" to list more than one.

Project name

Add Another
Project

a) 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?

See the ITR Appendix for additional details about this regulation.

Yes No

b) Does the agency and applicable project(s) ensure that a staff person has designated responsibility for providing guidance and support around enrolling children in pre-school or school, ensuring that children are enrolled in school, connecting eligible families to the CPS Students in Temporary Living Situations (STLS) program, and connecting children to appropriate services in the community?

See the ITR Appendix for additional details about this regulation.

Yes No

c) Are the agency and applicable project(s)' policies and procedures consistent with the laws relating to providing education services to individuals and families?

See the ITR Appendix for additional details about this regulation.

Yes No

You answered "No" to Question 21 a, b, or c.

Please provide an explanation.

22. Does the agency adhere to Environmental Review requirements before committing funds or making fund-limiting actions such as signing a lease?

See ITR Appendix for additional details about this regulation.

Yes No N/A

You answered "No" or "N/A" to Question 22.

Please provide an explanation.

23. Does the agency have Standard Operating Procedures (SOP) for their CoC-funded projects?

See ITR Appendix for additional details about this regulation.

Yes No N/A

You answered "No" or "N/A" to Question 23.

Please provide an explanation.

24. Does the agency conduct an ongoing assessment of the supportive services needed by the residents of the project, the availability of such services, and the coordination of services needed to ensure long-term housing stability and make adjustments, as appropriate?

See ITR Appendix for additional details about this regulation.

Yes No N/A

You answered "No" or "N/A" to Question 24.

Please provide an explanation.

25. Does the agency have a formal termination of assistance process that includes receipt of written program rules and termination process, receipt of clear statement of the reasons for termination, an appeal of termination, and receipt of a written notice of final decision?

Yes No N/A

You answered "No" or "N/A" to Question 25.

Please provide an explanation.

26. Did the agency inspect all units at least annually during the grant period to ensure that the units continued to meet housing quality standards?

Yes No N/A

You answered "No" or "N/A" to Question 26.

Please provide an explanation.

Certification and Supporting Documentation - 4

IV. HMIS Section

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 the Coordinated Entry System (CES), and assessing system strengths and needs in addressing and ending homelessness.

27. Some projects serving survivors of gender-based violence and/or human trafficking (GBV/HT) are **exempt** from the requirement to participate in HMIS.

Does this apply to any of the agency's projects?

Yes No

You indicated one or more project does not use HMIS. Please answer the questions below.

Project
Name:

Does the project use a comparable database?

Yes No

Add
Another

You answered "No." Please provide an explanation.

You answered "Yes." Please name the database.

28. Do all of the agency's projects (not including any exempt projects listed in response to Question 27) have an HMIS ID created in ServicePoint?

Yes No N/A

You answered "No" or "N/A." Please provide an explanation.

Next Steps

The Intent to Renew is a collaborative process, and if a requirement is not met technical assistance will be provided.

All Chicago will send a preliminary report on **May 19** and a final report on **June 21**. These reports will include the results of the Intent to Renew and the Local Evaluation Instrument.

Intent to Renew Signature

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.

Directions: There is no requirement regarding who may sign, but it must be a person within the agency who has appropriate authority to do so. Provide the title and the date of submission.

*

Signature

Clear

Sign name using mouse or touch pad

Signature of

Title

Date



Once you go to the next page (review page), you will find the link to download a copy of your response at the bottom of the page.

Download and Review

Scroll to the very bottom of this page (below signature and date) and click on "Download PDF Version" to download a copy of your responses.

Please review your responses thoroughly **BEFORE** submitting your ITR to ensure that you have answered **ALL** questions. This is especially important since this form was not designed to require responses to individual questions.

All Chicago strongly recommends that you download and save the PDF so you have a copy of your completed ITR. You will not be able to download a copy after submitting the form.

WARNING

Please ensure you have answered all questions before submitting.

Thank You!

Thank you for submitting the 2023 ITR.

If you have any questions, please contact the All Chicago Program Team at cocprograms@allchicago.org.

An email confirmation has been sent to the ITR Contact Person(s) you identified. If you do not receive the email, please check your junk mail folder.