

2023 Local Evaluation Instrument

Contact Information

Agency Name *

Person Completing this Form *

First Name *

Last Name *

Phone Number *

Email *

Title *

Grant Management

1. Measurement of the percentage of funds the project spent for the grant year that was completed in 2022. (4 points)

Review the LEI Instruction Manual for details about how this question is scored.

Please answer the following set of questions for **each** project at your agency that did **not** spend 100% of funds for the grant year that was completed in 2022. To answer these questions for multiple projects, after the first project is completed, click on 'Add Another Project' at the bottom. Skip this question for any project that has spent 100% of funds, or for any project that is exempt from this question. Projects that were new or transferred in 2022 are exempt. Projects that reallocated in the previous cycle where reallocation has not yet gone into effect are exempt.

Note: All Chicago will receive data from HUD about expenditures which is why you are not asked to provide what percentage of funds were spent.

Project
Name:

HMIS
ID:

Grant
Number:

1a. Explain the reason the project did not spend 100% of the funds.

1b. Is the project willing to reallocate funds in 2023?

- Yes
- No

If willing to reallocate, provide the amount.
(\$)

Add Another
Project

1. Which of the following did the agency use to seek input from participants **at least once in 2022?** (3 points)

(Check all that apply.)

- Survey
- Advisory council
- Townhalls, community/resident meeting
- Representative with lived experience on the Board of Directors
- Suggestion box
- Other method of actively seeking input (specify):

*

For each of the above selected methods, you must upload evidence of the method used. Below is a list of suggested types of evidence that can be provided for each method.

| Method | Example of evidence that could be provided |
|--|---|
| Survey | Summary of survey results |
| Advisory Council | Attendance list, Meeting minutes |
| Townhalls, community/resident meeting | Attendance list, Meeting minutes |
| Representative with lived experience on the Board of Directors | Board list with member of lived experience indicated |
| Suggestion box | Photo of suggestion box |
| Other method of actively seeking input (specify) | Best possible evidence your agency has to document accountability |

Please upload your documentation here.

Browse...

2. Describe the intentional steps the agency has taken to ensure there is at least one method for participants to provide feedback completely anonymously. (2 points)

(maximum 300 words)

3. Describe how the agency (in calendar year 2022) involved current or former program participants, or other people with lived experience of homelessness, in planning or performing program operations and/or providing services through employment or volunteer roles (beyond having a board member of lived experience)? (2 points)

(maximum 300 words)

Certification of time period.

Check this box if the example you are describing took place in 2022.

Narrative:

4. Does the agency include one or more people of lived experience on its Board of Directors or other policy making entity? (2 points)

(Check all that apply.)

Person/people of lived experience on the Board of Directors

Person/people of lived experience on other policy-making entity (specify the entity):

*

None of the above

5. Describe **one example within the last year** (January 1, 2022 - December 31, 2022) of a change made to a program, process or policy that resulted from direct input provided by a program participant(s) or Board member(s) of lived experience. (5 points)

Please describe the most impactful example of a change during the 2022 calendar year. Please address each of the sub-questions below.

a) Describe what change was implemented as a direct result of input.

b) When did this example take place?

c) Detail the method used to actively collect the input that gave rise to this change.

d) Detail the steps taken to review and consider the input among agency staff, decision making entity or Board.

e) List all ways the program or policy change was communicated to program participants.

Diversity, Equity, and Inclusion Section

1. Describe the agency's efforts to advance diversity, equity, and inclusion within the agency and/or its programs in 2022. For each effort, describe how it is implemented. (Informational)
(maximum 300 words)

2. Describe any steps the agency is taking to work towards its leadership staff being reflective of the diversity of its participants. Please include demographic data (race/ethnicity/gender) on the make-up of your leadership staff. Your agency can choose to include demographic data in the narrative portion of the question or upload a document such as an excel spreadsheet with information. Upload the number of leadership staff at your agency, the number of leadership staff that identify by race, number of leadership staff that identify by ethnicity, and number of leadership staff that identify by gender. Please do not include any personal identifiable information in your upload. (Informational)
(maximum 300 word)

What positions would your agency consider as leadership staff?

Submission of leadership staff demographic data.

Check this box if your agency is uploading a file with demographic data of leadership staff.

Actions the agency is taking to work towards achieving a leadership staff that is reflective of its participants.

Upload demographic data of leadership staff here.

Browse...

3. Describe equitable internal policies and procedures that have been implemented at your agency. If no said policies or procedures currently exist, describe any existing plans for developing and implementing them. (informational)
(maximum 300 words)

For the above question, upload the described policies and procedures. If language is part of a larger document, ensure that the pertinent sections are highlighted.

Browse...

Project Performance Section

If your agency has a project that does not use HMIS because it serves survivors of domestic violence, upload the performance data in an excel file here. You will receive an email from All Chicago with a specific excel template to use. If you have not received this email, please contact cocprograms@allchicago.org.

If all of your agency's projects use HMIS, please skip this question.

Browse...

Certification of dedicated youth projects

Check this box if your agency has projects that are dedicated to serving youth.

Question 10. If your agency has projects that are dedicated to serving youth, please input data for each project for the following questions. To answer these questions for multiple projects, after the first project is completed, click on 'Add Another Project' at the bottom.

Project Name

HMIS ID

Number of heads of households under the age of 18 enrolled in this project in 2022.

Number of heads of households under the age of 18 enrolled in this project in 2022 with health insurance.

Number of heads of households under the age of 18 enrolled in this project in 2022 without health insurance.

Add Another
Project

Certification of youth TH
projects

Check this box if your agency has any youth TH projects.

Question 11. If your agency has youth TH projects, please input data for each project for the following questions. To answer these questions for multiple projects, after the first project is completed, click on 'Add Another Project' at the bottom.

Project Name

HMIS ID

Number of exits from this project in 2022 to Other Destinations specified as dormitories.

Add Another
Project

Question 16. If your agency has youth TH projects, please input data for each project for the following questions. To answer these questions for multiple projects, after the first project is completed, click on 'Add Another Project' at the bottom.

Project Name

HMIS ID

Number of adult participants who exited the program in 2022 with a high school diploma OR were enrolled in an educational program at time of exit.

Add Another
Project

Certification of EHV

Utilization

- Check this box if your agency has projects that utilized EHV's.
-

Question 15. If your agency has projects that utilized EHV's, please input data for each project for the following questions. To answer these questions for multiple projects, after the first project is completed, click on 'Add Another Project' at the bottom.

Project Name

HMIS ID

Number of EHV's from project leased from April 2022 - December 2022.

Add Another
Project

Certification

Verify the following: *

- By checking this box and entering the Authorized Representative name in the space below, I certify (1) to the statements contained in this form (2) that the information throughout the application is true, complete, and accurate to the best of my knowledge and (3) all supporting documentation will be made available if selected for a site visit conducted by CoC representatives and All Chicago staff.
-

Authorized Representative Signature: *

Clear

Sign name using mouse or touch pad

Signature of