

FY2016 HUD CoC COMPETITION PERMANENT HOUSING NEW PROJECTS

New Project Application Introduction and Instructions



**FY2016 HUD CoC COMPETITION PERMANENT HOUSING NEW PROJECTS
REQUEST FOR APPLICATION**

DUE Wednesday, July 20, 2016 BY 5:00 P.M.

(untitled)

This announcement serves as the opportunity for agencies to submit an application for Rapid Re-housing (RRH) and Permanent Supportive Housing (PSH) funding from the HUD Continuum of Care (CoC) Homeless Assistance Grant Program.

The Chicago Continuum of Care may create new projects through the Permanent Housing Bonus up to 5% (**\$3,122,407**) of the Annual Renewal Demand, or through the Reallocation process, for the following projects:

- Permanent Supportive Housing projects that will serve 100 percent chronically homeless families and individuals, including youth or
- Rapid Rehousing projects that will serve homeless individuals, families, or unaccompanied youth coming directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations

PLEASE NOTE: Additional funds may be available through reallocation (not yet determined). Projects may be asked to scale up or scale down their project based upon total funds available. Projects may at this time apply for *any amount* up to \$3,122,407.

Introduction

The objective of the Chicago Continuum is to fund housing projects that help meet the goals of Plan 2.0. Funding for these projects is provided through the HUD Continuum of Care (CoC) Homeless Assistance Grant Programs (under the HEARTH Act). **Selection by the New Project Selection Committee does not guarantee funding as funding is contingent on availability.**

This application includes detailed questions regarding population served, project financing, staffing, and service delivery. Agencies are asked to demonstrate past performance working with homeless individuals and/or families, including the submission of two outside references that can attest to the agency's capacity and performance on similar projects. **Please keep the narrative portion of the application no longer than 4 pages for each section (16 pages total).**

Selection Process

The new project selection process consists of the following:

- **Step 1:** Agencies are invited to submit an application to be reviewed by the New Project Selection Committee and the Committee will select finalist candidates. Applicants not selected as finalists will receive written notification within 10 business days.
- **Step 2:** After the Committee makes its final selection(s) for the new project(s), all finalists will be required to complete a HUD Project Application. All Chicago staff will assist agencies with the process, and the deadline is set by HUD.

IMPORTANT NOTE: Applications will be reviewed by the New Project Selection Committee by no later than July 25th. All applicants must ensure a staff representative is available to provide an in-person presentation between 9am and 1pm on Wednesday, July 27th at All Chicago, should your proposal be selected as a finalist.

Application Packet

This application packet consists of three parts:

- Introduction, Information and Instructions
- Eligible Program Requirements
- Application

All applications must be submitted online via SurveyGizmo by **WEDNESDAY, JULY 20, 2016 BY 5:00 P.M.** Applications submitted after the deadline will not be reviewed or considered

Additional Information

New Project Selection Committee

All applications for the new projects will be reviewed by the New Project Selection Committee, which is established by the Chicago Continuum of Care Board of Directors. The Committee is comprised of at least one member from each of the following stakeholder groups: Persons of Lived Experience, Service Providers, Government, and At-Large.

The Committee will be responsible for applicant reviews and selection at each stage of the process. No member of the New Project Selection Committee, or their organization, will have a new project application pending for the 2016 HUD application process. **Applicants may not use Committee Members or their organizations as references for their project.**

IMPORTANT NOTE: Applications will be reviewed by the New Project Selection Committee by no later than July 25th. All applicants must ensure a staff representative is available to provide an in-person presentation between 9am and 1pm on Wednesday, July 27th at All Chicago, should your proposal be selected as a finalist.

Coordinated Entry Requirement

All HUD CoC-funded projects are required to participate in the locally established Coordinated Entry process. If funded, all projects will be required to use a common referral list – known currently as the Central Referral System (CRS) (subject to change). **All referrals must come from the common referral list**, which prioritizes the most vulnerable homeless households (singles and families). Vulnerability will be determined using the Vulnerability Index®, a research-based tool for identifying and prioritizing the homeless population for housing.

Contact Information

Questions may be directed to the All Chicago CoC Programming Team at CoCPrograms@allchicago.org.

Threshold Requirements



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Threshold Requirements for all New Projects

The proposed project must meet the following threshold criteria:

1. Apply as a 501c3 organization, for *any amount up to* \$3,122,407 for Rapid Rehousing and/or Permanent Supportive Housing to be used within a period of one year of contract execution.
2. Utilization of the Housing First model. The Housing First model is an approach that centers on providing homeless people with housing options first and subsequently provide services as needed. It is “housing-based” with an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing.
3. Provide supportive services that are voluntary, flexible and consumer-driven using Harm Reduction principles.
4. Allocate 80% of the total HUD share to housing (leasing, rental assistance, and/or operations); no more than 20% of the HUD dollars may be allocated to supportive services (service dollars can only be used for case management). Project must also be able to provide *at least* 25% match of the total amount (minus leasing dollars).
5. Be ready to proceed in calendar year 2017. New projects that propose to use existing units must begin to house homeless clients during calendar year 2017.
6. Use Chicago’s Homelessness Management Information System (HMIS) to capture client information on individuals and families who need homeless services. Must participate quarterly in the HMIS data quality assessments.
7. Be deemed by the New Project Selection Committee to have sufficient organizational experience and financial capacity to develop and operate the project.
8. Project must be in alignment with the Chicago Program Model (RRH or PSH) and Chicago’s Plan 2.0.
9. Project must be located within the City of Chicago city limits.
10. Be able to meet the HUD criteria, as outlined in the FY2016 Continuum of Care Notice of Funding Availability (NOFA).

Program Elements



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Required Program Elements by Program Type (as Determined by the Continuum of Care)

Please refer to the Chicago Plan 2.0: A Home for Everyone [Program Models Chart](#)

	Permanent Supportive Housing	Rapid Re-Housing
Program Description	Long-term leasing or rental assistance with supportive services for disabled, highly-vulnerable populations. Programs can operate on a project-based or scattered-site model.	Short/Medium-term tenant-based leasing or rental assistance with supportive services for individuals and families who need temporary assistance on their path to stable housing.

<p>Program Elements</p>	<ul style="list-style-type: none"> • Rental subsidies (no time limit) • Participants have at least one year leases • Coordination between property management or landlord and service provider • Provision of, or linkage to child focused assessment and appropriate services for families • Direct provision of or linkage to range of needed services including medical care, mental health care, substance abuse treatment, employment training/placement, legal assistance, parenting support, etc. • Provision of or linkage to intensive community-based case management services, which may scale down over time as the household becomes more independent. • Benefits acquisition (assessment, application, and follow up) • 24-hour on call services/on-site supervision if appropriate • Community-building activities • Assistance in accessing housing relocation resources/supports (security deposits, utilities, furnishings, etc) • Strives to meet the Illinois Dimensions of Quality's core practices 	<ul style="list-style-type: none"> • Coordination between property management or landlord and service provider • Provision of, or linkage to child focused assessment and appropriate services for families • Direct provision of or linkage to range of needed services including medical care, mental health care, substance abuse treatment, employment training/placement, legal assistance, parenting support, etc. • Benefits acquisition (assessment, application, and follow up) • Assistance in accessing housing relocation resources/supports (security deposits, utilities, furnishings, etc) • Use a common assessment tool to determine eligibility and prioritize participants
<p>Time Frame</p>	<p>No time limit</p>	<p>Short-term (3 months) or medium term (3-24 months) assistance</p>

Target Population	Highly-vulnerable individuals and families coming from the streets and/or shelters. Clients will be identified from the Central Referral System (CRS) or established Coordinated Entry protocols.	Literally homeless individuals and families. Clients will be identified from the Central Referral System (CRS) or established Coordinated Entry protocols.
Expected Outcomes	<ul style="list-style-type: none"> • 85% of clients will remain permanently housed for 12 months • 80% of participants who exit program to enter Permanent Housing • 85% of participants without a source of reportable income at program entry will obtain cash benefits • 85% of participants without a source of reportable income at program entry will obtain non-cash benefits • 85% of participants will maintain/increase benefits, employment or a combination of both • 50% of households served will move into housing within 30 days of CRS referral to agency (date household is pulled from CRS) • The remaining 50% of households served will move into housing within 60 days of CRS referral to agency (date household is pulled from CRS) 	<ul style="list-style-type: none"> • 55% of households will exit to permanent destinations • 80% of households exiting to permanent destinations will remain in permanent housing at 3 and 6 month follow-up • 70% of households will not return to homelessness in the following 12 months • 75% of households will maintain or increase income • 50% of households served will move into housing within 30 days of RRH referral to agency • The remaining 50% of households served will move into housing within 60 days of RRH referral to the agency

Application



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Please complete and submit General Information, narratives to questions in Section 1 through Section 5, and submit the required attachments. **Please keep the narrative portion of the application no more than 16 pages (4 pages each section).**

Applicant General Information

1. Applicant General Information- Primary Contact *

Agency Name

Project Name

First Name

Last Name

Agency Street Address

Apt/Suite/Office

City

State

Zip

Phone Number

Email Address

2. Secondary Contact *

First Name

Last Name

Phone Number

Email Address

3. Total HUD Requested \$ *

4. Total Projected Budget \$ (Total HUD Requested + at least 25% Match) *

5. HUD Grant Type: *

- Permanent Supportive Housing
- Rapid Re-Housing

6. Number of Units Projected: *

7. Type of Units: *

- Scattered Site
- Project Based

8. Projected Target Populations (*check all that apply*): *

- Male
- Female
- Transgender
- Singles
- Families
- Veterans
- Youth
- Chronic Homelessness
- Ex-Offenders
- Mental Health Issues
- Chronic Health/Physical Disability
- Substance Use
- Domestic Violence
- HIV/AIDS
- Other - Write In (Required)

*

9. Geographical Location of Units by Chicago Community Areas:

Please see [City of Chicago Community Areas Map](#) for assistance.

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Albany Park | <input type="checkbox"/> East Side | <input type="checkbox"/> Logan Square | <input type="checkbox"/> Rogers Park |
| <input type="checkbox"/> Archer Heights | <input type="checkbox"/> Edgewater | <input type="checkbox"/> Loop | <input type="checkbox"/> Roseland |
| <input type="checkbox"/> Armour Square | <input type="checkbox"/> Edison Park | <input type="checkbox"/> Lower West Side | <input type="checkbox"/> South Chicago |
| <input type="checkbox"/> Ashburn | <input type="checkbox"/> Englewood | <input type="checkbox"/> McKinley Park | <input type="checkbox"/> South Deering |
| <input type="checkbox"/> Auburn Gresham | <input type="checkbox"/> Forest Glen | <input type="checkbox"/> Montclare | <input type="checkbox"/> South Lawndale |
| <input type="checkbox"/> Austin | <input type="checkbox"/> Fuller Park | <input type="checkbox"/> Morgan Park | <input type="checkbox"/> South Shore |
| <input type="checkbox"/> Avalon Park | <input type="checkbox"/> Gage Park | <input type="checkbox"/> Mount Greenwood | <input type="checkbox"/> Uptown |
| <input type="checkbox"/> Avondale | <input type="checkbox"/> Garfield Ridge | <input type="checkbox"/> Near North Side | <input type="checkbox"/> Washington Heights |
| <input type="checkbox"/> Belmont Cragin | <input type="checkbox"/> Grand Boulevard | <input type="checkbox"/> Near South Side | <input type="checkbox"/> Washington Park |
| <input type="checkbox"/> Beverly | <input type="checkbox"/> Greater Grand Crossing | <input type="checkbox"/> Near West Side | <input type="checkbox"/> West Elsdon |
| <input type="checkbox"/> Bridgeport | <input type="checkbox"/> Hegewisch | <input type="checkbox"/> New City | <input type="checkbox"/> West Englewood |
| <input type="checkbox"/> Brighton Park | <input type="checkbox"/> Hermosa | <input type="checkbox"/> North Center | <input type="checkbox"/> West Garfield Park |
| <input type="checkbox"/> Burnside | <input type="checkbox"/> Humboldt Park | <input type="checkbox"/> North Lawndale | <input type="checkbox"/> West Lawn |
| <input type="checkbox"/> Calumet Heights | <input type="checkbox"/> Hyde Park | <input type="checkbox"/> North Park | <input type="checkbox"/> West Pullman |
| <input type="checkbox"/> Chatham | <input type="checkbox"/> Irving Park | <input type="checkbox"/> Norwood Park | <input type="checkbox"/> West Ridge |
| <input type="checkbox"/> Chicago Lawn | <input type="checkbox"/> Jefferson Park | <input type="checkbox"/> O'Hare | <input type="checkbox"/> West Town |
| <input type="checkbox"/> Clearing | <input type="checkbox"/> Kenwood | <input type="checkbox"/> Oakland | <input type="checkbox"/> Woodlawn |
| <input type="checkbox"/> Douglas | <input type="checkbox"/> Lakeview | <input type="checkbox"/> Portage Park | |
| <input type="checkbox"/> Dunning | <input type="checkbox"/> Lincoln Park | <input type="checkbox"/> Pullman | |
| <input type="checkbox"/> East Garfield Park | <input type="checkbox"/> Lincoln Square | <input type="checkbox"/> Riverdale | |

Section 1: Population Questions



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1. Please provide a narrative indicating how the project will meet the requirements outlined in the program model description located early in this application. Also, describe your agency's experience in operating a program using this kind of model. If you do not currently operate a program using this kind of model, please provide a description of a similar project and your agency's experience with the similar project type.

2. What is your agency's experience serving people who are/have been homeless? Please include data from the type(s) of program(s) your agency currently operates or has recently operated in the past. Unless otherwise stated, provide data from the past 24 months or most recent two grant cycles.
 - *If your agency currently operates or has recently operated any Interim, Supportive Services Only, Permanent Housing with Short Term Supports, Rapid Re-Housing, or Youth Transitional Housing programs:*
 - For each HUD-funded project operated, provide the percentage of clients who left the program and exited to a permanent housing option within two years of entry.*

- For each HUD-funded project operated, provide the occupancy rate over the past 24 months. Explain contributing factors for any rates below 80%.*
- *If your agency currently operates or has recently operated any Permanent Supportive Housing programs:*
 - For each HUD-funded project, provide the percentage of clients over the last two years who exited to other permanent housing options.*
 - For each HUD-funded project, provide the percentage of those who stayed in the program for 12 months or more, and the percentage of those who stayed in the program for 24 months or more, for all clients served in the past two years.*
 - For each project, provide the occupancy rate over the past 24 months. Explain contributing factors for rates below 80%.*
- *If your agency does not operate any of the programs listed above, please provide a description of a project which your agency currently operates or has recently operated that is similar:*
 - Provide a description of each project and similarities to the Chicago Program Model for which you are applying (RRH/PSH).
 - For each project, provide the percentage of clients who left the program and exited to other HUD/non-HUD funded programs.

3. Can the agency demonstrate, through past performance outcomes data, its ability to positively impact system performance? Please provide additional details or applicable data to support the following:

- Ability to rapidly house persons experiencing homelessness
- Ability to successfully place persons in permanent housing
- Ability to retain persons in permanent housing for 12 months or more
- Ability to prevent returns to homelessness
- Ability to increase employment or other income

Note: Agencies may be asked to submit APRs or other reports to verify the data provided and/or past performance.

4. How does your agency plan to implement the use of the established Coordinated Entry procedures (currently Central Referral System (CRS)) for this project?

5. Describe your agency's experience in serving individuals experiencing homelessness who have high vulnerability and service needs (i.e. high barrier, chronically homeless, etc.).

6. Describe the eligibility requirements for your proposed project that are in alignment with Housing First philosophy (please be sure to include any guidance taken from your agency's mission, HUD, and/or Plan 2.0).

** Please calculate occupancy rate as the percentage of all available units at full capacity in the project that were occupied over the course of the year from January 1, 2015 – December 31, 2015.*

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Section 2: Service Deliverable Questions



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1. What is the full-range of supportive services that will be provided within this project? What is the case management ratio for the proposed project? Will case management and other supportive services be provided directly by the agency or leveraged through other existing providers? If leveraging through existing providers, please name the providers and provide a brief history of your agency's partnership with those providers.
2. Explain how your agency is able to provide for the various service needs of clients in light of taking all referrals from the established Coordinated Entry System. Describe how your policies and practices can accommodate clients with various types of disabilities as defined by HUD (including substance use/abuse, mental health barriers, dual diagnosis, and health-related). Also, describe how your project will be compliant with the Americans with Disabilities Act (ADA) standards.
3. Please provide an outline or organizational chart of the specific staffing pattern required for this project, including the titles and qualifications for all new positions that will be added to support the entire project, including HMIS staff dedicated to data entry and data quality. Please explain the process for bringing on the staff necessary to make the project successful.
4. Since HUD-funding for supportive services is limited to 20% of the HUD-portion of budget, how does your agency plan to acquire additional service dollars to fit the needs of the project?

5. Please describe the participation rates of your clients in various mainstream resources for your current programs and how you will ensure that new clients enroll in all available mainstream resources.
 - If applicable, describe your agency's involvement with mainstream benefit best practice programs, such as the SSI Outreach and Access to Recovery (SOAR) model, Medicaid, Medicare, etc.
6. What are the consequences for tenants who are lease compliant, but do not engage in services?
7. In the past year, how many individuals (number and percentage) in your housing project(s) were asked to leave? Within this number, how many were asked to leave due to non-payment of rent? How many for violations of program regulations? How many were legally evicted? Please state the number of clients involuntarily discharged and the reasons. Please specify what violations led to program exits and what efforts your program made to avoid discharging a client. Also, please describe where the clients left to and any efforts made by your agency to secure additional housing options for these clients.
8. Describe the involuntary and voluntary discharge process for your new project.
9. Does your organization provide property management services? If so, how do your property managers interact with your case managers? If not, how do your case managers interact with property managers and/or landlords? Please describe any systems you have in place for case managers and property managers to work together to avoid eviction of program participants.
10. Describe the tenants' rights and leasing agreements that will be utilized

for the new project.

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Section 3: Organizational & Fiscal Capacity



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1. Does your agency have unexpended HUD grants? If this occurred within the last past 3 years, please list the year, grant number, and unspent amount of the unexpended grants along with an explanation of the reason the grants were unexpended.
2. Have you had any fiscal audit findings or concerns with any HUD or non-HUD grants? If so, please list them and provide an explanation.
3. List any current housing programs the agency currently operates. If this is the first housing program for the agency, what capacity building activities

have been completed that will support a successful project? List partners, consultants, training programs, etc.

4. New HUD-funded projects are required to fully participate in Chicago's Homelessness Management Information System (HMIS).

- If your agency currently uses HMIS, provide the following agency-wide data: HMIS ID number for each existing project, the number of your agency's staff trained in HMIS, and the percentage of beds reported in HMIS.
- Does your agency participate in the HMIS Data Quality process?
- Does your current Agency Technical Administrator (ATA) participate in bi-monthly meetings/trainings?
- If your agency does not currently use HMIS, please provide a narrative that explains the agencies' technological capacity to operate an information system on a daily basis.

5. Complete a total project budget using the budget spreadsheet provided with the application*. Also, in the spreadsheet, be sure to include sources of match and leverage in addition to HUD funds for this project. HUD will require at least 25% match for the entire HUD request. Also, the CoC is requiring that each agency budget for user license costs related to HMIS. Agencies should include \$160 in the HMIS budget for each person who will be doing data entry for this project per HUD requirement.

**Note that the Committee may recommend budget adjustments to your project based on the final selections.*

***Applicants may not have the actual 25% match and leverage in hand at time of this application but if selected and funded will need to provide match and leverage documentation to HUD.*

6. The Committee values project diversity, and may decide to put forth several projects for FY2016 funding; therefore, please describe options for scaling up or scaling down the project (with new number of units and case management staff) as well as reasoning for scaling by the amounts provided.

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Section 4: Readiness to Proceed



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1. If your project involves acquisition, construction, and/or rehab*:
 - a. What is the timeline you are projecting for your project, including the dates for:
 - funding applications and expected announcement dates (for pending applications),
 - when funding was secured (for secured funding sources),
 - construction/rehab beginning and completion,
 - lease-up beginning, and
 - achieving full occupancy.
 - b. How will you deal with project delays that are inevitable in the housing development process to ensure the population would be housed within the timeframe outlined by HUD?
 - c. Do you have site control? If not, have you identified a site and when will you have site control?

- d. Please provide a narrative for your development and operating budget.
- e. Please provide a letter of support from your current Alderman, in addition to the two other reference letters required in the application (see below).

**HUD has not funded acquisition, rehab, and/or construction in previous years.*

2. What is the location of the proposed site, if you are doing development or master leasing?

3. Please describe your proposed project configuration (number of bedrooms, size of bedrooms, etc.).

4. If your project involves scattered site housing:

- a. How will the housing be identified? How will your agency ensure that HUD Data Quality Standards are met?
- b. What experience does your agency have in identifying available units? How do you propose to find units for this project?
- c. What experience does your agency have in working with landlords? Have you made contact with landlords that could potentially participate in this project? If so, please provide a list of potential landlords. (Please note: HUD also requires an environmental review of all master leased and development projects during the HUD evaluation process.)
- d. If your project proposes scattered site units in more than one geographic location of the city, please demonstrate how your agency maintains familiarity with all different geographic areas proposed, including service linkages in those areas. Please also describe how your agency deals with some of the inefficiencies serving city-wide might pose (i.e. case managers driving from one side of the city to the other for home visits).

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Attachments



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Reference Letters: As part of the application, agencies are asked to submit reference letters from two persons or organizations outside the agency who will describe the agency's capacity and performance on similar housing projects. Reference letters should be on agency letterhead and signed by an authorizing representative from the organization.

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Agency Policies: Provide copies of agency policies regarding project eligibility requirements, client rights, referral procedures, and program termination. Please provide no more than 6 attachments.

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Agency Audit: Include a copy of your agency's most recent financial audit within 9 months of the end of the fiscal year, including management letters as applicable. Please provide no more than 3 attachments,

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Financial Audit forms: Include the agency's TWO most recent Employer's Quarterly Federal Tax Return, Form 941 and the most recent 990 IRS Form (Return of Organization Exempt from Income Tax). Please provide no more than 4 attachments.

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Budget Spreadsheet: Include a completed version of the Budget Spreadsheet for the entire project amount (not just the HUD requested amount).

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Submission

all Chicago 

making homelessness history

WARNING!

Click below to review a
PDF of your responses
BEFORE clicking submit.
All submissions are
considered **FINAL**.

Authorized Representative Signature (type name and title): *

Thank You!



Thank You!

Thank you for completing a 2016 HUD New Projects Application.

Reminder: Submission of an Application is not complete until each agency has submitted and received a submission confirmation email.

All FY2016 HUD New Projects Applications are due on WEDNESDAY, JULY 20, 2016 by 5 p.m.

If you require any additional information, please contact

CoCPrograms@allchicago.org.