

# FY2016 HUD New Project Application: Coordinated Assessment SSO

## New Project Application Introduction and Instructions

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### HUD COORDINATED ASSESSMENT SSO NEW PROJECT APPLICATION

**Due Wednesday, July 20, 2016 at 5 p.m.**

This announcement provides the opportunity for agencies to apply for funding to develop and implement a Coordinated Assessment Supportive Service Only Project to serve the City of Chicago.

**(untitled)**

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## Introduction

In the FY16 HUD CoC Program Competition Notice of Funding Availability (NOFA), United States Department of Housing and Urban Development (HUD) has provided an opportunity through reallocation to create a Supportive Service Only (SSO) project specifically for Coordinated Assessment.

More information on Coordinated Assessment can be found at the following links:

- HUD 2016 HUD NOFA: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>
- HEARTH Act CoC Interim Rule: [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_Fo](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_Fo)
- HUD YouTube Video on Elements of Coordinated Assessment: <https://www.youtube.com/watch?v=9j9faz1cHQQ&feature=youtu.be>
- HUD Coordinated Assessment Additional Resources (search Coordinated Assessment): <https://www.hudexchange.info/>

**Funding for an SSO Coordinated Assessment project must come from reallocation only. The HEARTH Funding Opportunities Task Group (FOTG) will make a determination if funds are to be available through reallocation and what amount will be set aside for new Coordinated Assessment projects, if any. The amount of funding available has not yet been determined. Submitting an application does not guarantee the availability of funds or the opportunity to submit an application to HUD.**

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 complete this application and respond to the narrative portion of this application (see questions below).**

## 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 a finalist. Applicants not selected as finalists will receive written notification within 10 business days of the submission date.**
- **Step 2: After the Committee makes its final selection for a Coordinated Assessment SSO Project, the finalist will work with All Chicago to complete the New Project Application through e-snaps.**

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

## Application Packet

This application packet consists of three parts:

- Introduction, Information and Instructions
- Threshold 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 or outside of SurveyGizmo will not be reviewed or considered.

## Additional Information

### **New Project Selection Committee**

All applications for the Coordinated Assessment SSO will be reviewed by the New Project Selection Committee, which is established by the Chicago Continuum of Care Board of Directors. The Panel is comprised of at least one person selected by each of the following constituency group:

- At Large
- Funders
- Government
- Lived Experience
- Service Providers

The Committee will be responsible for applicant reviews and selection. No member of the New Project Selection Committee, or the organization with which they are affiliated, is eligible to apply for funding.

**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 25<sup>th</sup>. All applicants must ensure a staff representative is available to provide an in-person presentation between 9am and 1pm on Wednesday, July 27<sup>th</sup> at All Chicago, should your proposal be selected as a finalist.

## Contact Information

Questions may be directed to CoC Programs: [CoCPrograms@allchicago.org](mailto: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.**
2. **Apply for *any amount up to \$675,000* for the Coordinated Assessment SSO to be used within a period of one year of contract execution. PLEASE NOTE: Agencies may be asked to scale up or scale down their project based on the amount of funds available.**
3. **Provide supportive services that are voluntary, flexible, and consumer-driven.**
4. **Be ready to proceed in calendar year 2017.**
5. **Be prepared to 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.**
6. **Be deemed by the New Project Selection Committee to have sufficient organizational experience and financial capacity to develop and operate the project. If selected, must be ready to provide the most recent audit that has occurred within 9 months of the end of the fiscal year.**
7. **Project must be located within the City of Chicago city limits.**
8. **Be able to meet the HUD criteria, as outlined in the 2016 Continuum of Care Notice of Funding Availability (NOFA).**

## Application

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Please complete and submit General Information, narratives to the following questions and submit the required attachments.

**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 Project Budget \$ (Total HUD Requested + 25% Match) \*

**Section 1: Qualifications: Background, Approach & Experience**

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**Due Wednesday, JULY 20, 2016 at 5 p.m.**

**A) Qualifications: Background, Approach & Experience: Maximum 30 points  
(no more than three pages)**

- 1. Describe how this proposed Coordinated Assessment SSO opportunity aligns with your agency's mission.**
- 2. Please describe what you feel best illustrates your agency's capacity to provide Coordinated Assessment SSO.**
- 3. Describe your agency's experience in serving individuals experiencing homelessness – including specific descriptions of services provided to the chronically homeless, individuals, families, and youth.**
- 4. Describe what tools are used to collect data, evaluate impact, and drive programmatic decisions at your agency.**

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**Explanation of the Proposed Coordinated Assessment SSO**

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**Due Wednesday, JULY 20, 2016 at 5 p.m.**

**B.) Explanation of the Proposed Coordinated Assessment SSO: Maximum 40 points  
(no more than six pages)**

1. Describe how the proposed Coordinated Assessment SSO will work with the Chicago Continuum of Care to ensure that it supports Plan 2.0 and addresses the Continuum's changing needs and goals.
2. Describe how the proposed Coordinated Assessment SSO will cover the entire city of Chicago and will be accessible to all persons seeking assistance.
3. Describe how the proposed Coordinated Assessment SSO will advertise the program to all persons who could potentially benefit from programs offered in Chicago?
4. Describe how the proposed Coordinated Assessment SSO will reach those with the highest barriers to accessing assistance.
5. Explain the comprehensive, standardized assessment process the proposed Coordinated Assessment SSO will use.
6. Describe the referral process that the proposed Coordinated Assessment SSO will use to ensure that participants are directed to appropriate housing and/or services. Please address the components such as access, entry, assessment, and referral, at minimum.
7. Describe how the proposed Coordinated Assessment SSO will serve the chronically homeless, individual, families, and youth.
8. Describe the entire scope of this project.
9. If leveraging through existing providers, please name the providers and provide a brief history of your agency's partnership with those providers.
10. Provide an outline or organizational chart (not included in the six page limit) of required staff for the proposed Coordinated Assessment SSO, including the titles and qualifications for all new positions that will be added to support the entire project. Be sure to include HMIS staff. Please explain the process for bringing on the staff necessary to make the project successful.

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**Budget/Financial Stability**

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**C) Budget and Financial Stability: Maximum 30 points**

**(no more than three pages)**

- 1. How does your agency plan to acquire additional dollars to fit the needs of the project?**
- 2. Does your agency have unexpended HUD grants within the last three years? If so, please list the year, grant number, and unspent amount of the unexpended grants along with an explanation of the reason the grants were unexpended.**
- 3. Has your agency had any fiscal audit findings or concerns with any HUD or non-HUD grants? If so, please list them and provide an explanation.**
- 4. Has your organization experienced a financial deficit within the past three years? If so, please provide the years of deficit and amount, together with an explanation of each deficit.**
- 5. Please include sources of match and leverage (at least 25%) for this project.**
- 6. Complete a total project budget using the following categories:**
  - Supportive Services:
  - Admin (Up to 10%):
  - Total Assistance + Admin Requested (Total HUD Requested):
  - Cash Match:
  - In-Kind Match:
  - Total Match:
  - Total Budget (Total HUD Requested + Match) =

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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 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 quarters of Form 941 (Employer's Quarterly Federal Tax Return) and the most recent 990 IRS Form (Return of Organization Exempt from Income Tax).

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## Submission

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# WARNING!

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

## 5. Signature

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Sign name using mouse or touch pad

Signature of

## 6. Title

7. Date

**Thank You!**

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**Thank You!**

**Thank you for completing a 2016 HUD Coordinated Assessment SSO New Project Application.**

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