

HUD CoC Project Component Change Request for Letters of Interest DUE FRIDAY, JULY 18, 2014 AT 5PM

This announcement serves as the opportunity for agencies to submit a Letter of Interest (LOI) for changing their existing project component to a new Permanent Supportive Housing (PSH) or Rapid Re-housing (RRH) project as part of the HUD Continuum of Care (CoC) Homeless Assistance Grant Program.

After the Panel completes an initial review of the LOI, agencies selected by the New Projects Panel will be invited to submit a full application.

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 Panel does not guarantee approval of Project Component Change and reallocation of funding.**

SELECTION PROCESS

The Project Component Change process consists of 4 steps:

Step 1: Interested agencies must submit a Letter of Interest (LOI) to be reviewed by the New Project Selection Panel. The Panel will select the most qualified agencies to submit an application in Step 2. Agencies not selected to move on to Step 2 will receive written notification within 10 business days.

Step 2: Once invited, agencies should submit an application to be reviewed by the New Project Selection Panel and the Panel will select finalist candidates to move on to Step 3. Applicants not selected as finalists will receive written notification within 10 business days.

Step 3: Finalists will be invited to make a brief presentation to the New Project Selection Panel on September 22 or 23, 2014 providing an opportunity to clarify and elaborate on their written application. **Please save these dates as this is the only opportunity to present to the Panel.**

Step 4: After the Panel makes its final selection(s) for the Project Component Change, all finalists will be required to complete a HUD Project Application. Chicago Alliance staff will assist agencies with the process, and the deadline is set by HUD. It is typically due within 1 to 2 weeks after the final selection is made.

LOI SUBMISSION INSTRUCTIONS

Agencies must complete the Project Outline, Certification List and brief letter expressing interest in applying for a Project Component Change to a new Permanent Supportive Housing or Rapid Re-Housing project.

All LOIs must be submitted online via SurveyGizmo by **5 p.m. on Friday, July 18, 2014**. **LOIs submitted after the deadline will not be reviewed or considered.**

CONTACT INFORMATION

Questions may be directed to the Chicago Alliance CoC Programming Team at CoCPrograms@allchicago.org or
Loren Seeger 312-379-0301 x35
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HUD CoC Project Component Change Request for Letters of Interest DUE FRIDAY, JULY 18, 2014 AT 5PM

Elizabeth Perez 312-379-0301 x20

ADDITIONAL INFORMATION

New Project Selection Panel

All LOIs and applications for the Project Component Change will be reviewed by the New Project Selection Panel, which is established by the Chicago Planning Council on Homelessness. The Panel is comprised of 12 members:

- Andrea Dakin, AIDS Foundation of Chicago
- Becki Martello, Lived Experience Commission
- Khen Nickele, Illinois Department of Human Services, Division of Mental Health
- Gwendolyn Turner, Lived Experience Commission
- Towanda Acosta, Christian Community Health Center
- Dorothy Yancy, Lived Experience Commission
- Stephanie Sideman, CSH
- Tony Mastracci, Plan Advisory Committee
- Past Member, TBD
- Past Member, TBD
- Past Member, TBD
- Planning Council on Homelessness Member*, TBD

*Members with an * after their name are also Chicago Planning Council on Homelessness Members*

The Panel will be responsible for applicant reviews and selection at each stage of the process. No member of the New Project Selection Panel, or their organization, will have a Project Component Change pending for the 2014 HUD application process. **Applicants may not use Panelists or their organizations as references for their project.**

Central Referral System (CRS) Requirement

If funded, all projects will be required to use a common referral list – known as the Central Referral System (CRS). **All referrals must come from CRS**, which will prioritize 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.

A common assessment and referral point is a primary goal of Plan 2.0, and this referral approach also expands upon Chicago's 2010 participation in the [100,000 Homes Campaign](#), which created a by-name registry of homeless persons and prioritized them for PSH based on their vulnerability. CRS will not be able to filter for specific subpopulations but is currently working to develop the capability to pull less vulnerable consumers for whom rapid re-housing is an appropriate model.

**HUD CoC Project Component Change
Request for Letters of Interest
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ELIGIBLE PROJECT REQUIREMENTS (pages 3-4)

Threshold Requirements for all Project Component Changes:

The proposed project must meet the following threshold criteria:

1. Apply as a 501c3 organization that has an existing Continuum of Care grant that the agency is willing to reallocate to Permanent Supportive Housing or Rapid Re-Housing. Funding reallocated through the New Project process will be committed to only the new applications of the existing funded agency.
2. The amount requested must be equal to the total amount of the existing project. The agency must convert all units of an existing project to the new component type (if applicable).
3. 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.
4. Provide supportive services that are voluntary, flexible and consumer-driven using Harm Reduction principles.
5. 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 a 25% match of the total grant amount (minus leasing dollars).
6. Be ready to proceed in calendar year 2015. Project Component Changes that propose to use existing units must begin to house homeless clients during calendar year 2015.
7. 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.
8. Be deemed by the New Project Selection Panel 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.
9. Project must be in alignment with the Chicago Program Model and Chicago's Plan 2.0.
10. Project must be located within the City of Chicago city limits.
11. Be able to meet the HUD criteria, as outlined in the 2014 Continuum of Care Notice of Funding Availability (NOFA). *The 2014 NOFA has not been released by HUD as of yet. Please note that any criteria listed in the LOI or Application is subject to change depending on information provided in the NOFA once it is released.*

**HUD CoC Project Component Change
Request for Letters of Interest
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Required Program Elements by Program Type (as Determined by the Continuum of Care)

**Please note that the Program Elements are currently being revised and are subject to change.*

	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.
Program Elements	<ul style="list-style-type: none"> • Rental subsidies (no time limit) • 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"> • Rental Assistance must be administered by a State, unit of general local government, or a public housing authority • 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
Time Frame	No time limit.	Short-term (3 months) or medium term (3-24 months) assistance.
Target Population	Highly-vulnerable individuals and families coming from the streets and/or shelters. Clients will be identified from the Central Referral System (CRS).	Short-term (3 months) or medium term (3-24 months) assistance. The local Continuum of Care may set a maximum amount or percentage of rental assistance that a program participant may receive and/or a maximum number of months that a program participant may receive rental assistance.
Expected Outcomes	<ul style="list-style-type: none"> • 85% of clients will remain permanently housed for 12 months • 65% of clients will remain permanently housed for 24 months • 85% of those without a reliable source of income at program entry will increase their income within the first year through acquisition of benefits, employment, or a combination of both • 75% of clients will avoid incarceration annually 	<ul style="list-style-type: none"> • 55% of households will exit to permanent destinations • 80% of households exiting to permanent destinations will remain in the same 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

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Request for Letters of Interest
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Letter of Interest

Please complete and submit the Project Outline, Certification List, and brief (no more than 1,200 words each) letter of interest expressing your agency's interest in changing the current project component to either a Permanent Supportive Housing or Rapid Re-Housing project. Be sure to include information about your agency's experiencing in providing housing or services to the target population, and as much detail about the project as possible.

PROJECT OUTLINE

Applicant General Information			
Applicant Agency:			
Project Name:			
Project Contact Name:			
Project Contact Email			
Project Contact Phone			
Secondary Contact Name:			
Secondary Contact Email:			
Secondary Contact Phone:			
Agency Address:			
Total HUD Request: <i>(Must match current grant amount)</i>	\$	Total Project Budget: <i>(Total HUD Request + 25% Match)</i>	\$
Current HUD Grant Type:	<input type="checkbox"/> Supportive Services Only	<input type="checkbox"/> Transitional Housing	<input type="checkbox"/> Permanent Housing
Requested HUD Grant Type (PSH/RRH):			
Number of Units Projected:		Scattered Site or Project Based?	

**HUD CoC Project Component Change
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<p>Projected Target Population (check all that apply):</p>	<p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Singles <input type="checkbox"/> Families <input type="checkbox"/> Veterans <input type="checkbox"/> Youth <input type="checkbox"/> Criminal Background <input type="checkbox"/> Mental Health <input type="checkbox"/> Chronic Health/Physical Disability <input type="checkbox"/> Substance Use <input type="checkbox"/> Domestic Violence <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Chronic Homeless </p>		
<p>Geographical Location of Units by Chicago Community Areas:</p> <p>City of Chicago Community Areas Map</p>	<p> <input type="checkbox"/> Albany Park <input type="checkbox"/> Archer Heights <input type="checkbox"/> Armour Square <input type="checkbox"/> Ashburn <input type="checkbox"/> Auburn Gresham <input type="checkbox"/> Austin <input type="checkbox"/> Avalon Park <input type="checkbox"/> Avondale <input type="checkbox"/> Belmont Cragin <input type="checkbox"/> Beverly <input type="checkbox"/> Bridgeport <input type="checkbox"/> Brighton Park <input type="checkbox"/> Burnside <input type="checkbox"/> Calumet Heights <input type="checkbox"/> Chatham <input type="checkbox"/> Chicago Lawn <input type="checkbox"/> Clearing <input type="checkbox"/> Douglas <input type="checkbox"/> Dunning <input type="checkbox"/> East Garfield Park <input type="checkbox"/> East Side <input type="checkbox"/> Edgewater <input type="checkbox"/> Edison Park <input type="checkbox"/> Englewood <input type="checkbox"/> Forest Glen <input type="checkbox"/> Fuller Park </p>	<p> <input type="checkbox"/> Gage Park <input type="checkbox"/> Garfield Ridge <input type="checkbox"/> Grand Boulevard <input type="checkbox"/> Greater Grand Crossing <input type="checkbox"/> Hegewisch <input type="checkbox"/> Hermosa <input type="checkbox"/> Humboldt Park <input type="checkbox"/> Hyde Park <input type="checkbox"/> Irving Park <input type="checkbox"/> Jefferson Park <input type="checkbox"/> Kenwood <input type="checkbox"/> Lakeview <input type="checkbox"/> Lincoln Park <input type="checkbox"/> Lincoln Square <input type="checkbox"/> Logan Square <input type="checkbox"/> Loop <input type="checkbox"/> Lower West Side <input type="checkbox"/> McKinley Park <input type="checkbox"/> Montclare <input type="checkbox"/> Morgan Park <input type="checkbox"/> Mount Greenwood <input type="checkbox"/> Near North Side <input type="checkbox"/> Near South Side <input type="checkbox"/> Near West Side <input type="checkbox"/> New City <input type="checkbox"/> North Center </p>	<p> <input type="checkbox"/> North Lawndale <input type="checkbox"/> North Park <input type="checkbox"/> Norwood Park <input type="checkbox"/> O'Hare <input type="checkbox"/> Oakland <input type="checkbox"/> Portage Park <input type="checkbox"/> Pullman <input type="checkbox"/> Riverdale <input type="checkbox"/> Rogers Park <input type="checkbox"/> Roseland <input type="checkbox"/> South Chicago <input type="checkbox"/> South Deering <input type="checkbox"/> South Lawndale <input type="checkbox"/> South Shore <input type="checkbox"/> Uptown <input type="checkbox"/> Washington Heights <input type="checkbox"/> Washington Park <input type="checkbox"/> West Elsdon <input type="checkbox"/> West Englewood <input type="checkbox"/> West Garfield Park <input type="checkbox"/> West Lawn <input type="checkbox"/> West Pullman <input type="checkbox"/> West Ridge <input type="checkbox"/> West Town <input type="checkbox"/> Woodlawn </p>

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CERTIFICATION LIST

Please check the applicable components of your agency and/or project below.

- Agency can provide proof of a 501c3 tax-exempt status.
- Agency can provide a clean, independent financial audit completed within 9 months of the end or its most recently completed fiscal year.
- Agency can demonstrate that it has met payroll obligations consistently for at least the last six months through the agency's most recent Employer's Quarterly Federal Tax Return, Form 941.
- Agency can provide a current 990 IRS Form: Return of Organization Exempt from Income Tax.
- Agency can demonstrate that the project will provide a 25% match of the total amount (minus leasing dollars).
- Agency can demonstrate that the project would be ready to begin in the year 2015.
- Agency has experience in providing housing and/or services to individuals or families experiencing homelessness.
- Agency has experience in providing, or is prepared to implement, housing and/or services that utilize the philosophies of Harm Reduction and Housing First.
- Agency is prepared to receive all clients for the project from the Central Referral System (CRS).
- Agency is prepared to utilize Chicago's Homeless Management Information System to capture client-level data on all clients in the project.
- Agency is requesting no more than 20% of their HUD funding for services, and no less than 80% for leasing, rental assistance, and/or operations.

LETTER OF INTEREST NARRATIVES

- Please submit a brief (no more than 1,200 words) letter of interest expressing your agency's interest in changing the existing project to a new Permanent Supportive Housing or Rapid Re-Housing project. Be sure to include information about your agency's experience in providing housing or services to the target population, the number of participants served, and as much detail about the proposed project as possible.

**HUD CoC Project Component Change
Request for Letters of Interest
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- Please submit a brief (no more than 1,200 words) narrative that outlines the agency's plan to ensure that existing project participants are not exited into homelessness.

ONLINE SUBMISSION ONLY