

## 2022 Business Plan Questions

### HUD Compliance

**C.1. Is the project description the same as submitted in the PPE? If not, please describe the changes to the project below, and what factors necessitated the change (this question is not scored)**

*Maximum characters: 1500. You have 1500 characters left*

**C.2. High Need Populations Served: In the past year, which HUD defined populations have been served by this project?**

*Check all that apply to indicate your project's commitment to serving those with the highest needs. New Projects, please indicate this project's target populations. (1 point for each population served up to a maximum of 5 points).*

- Chronically homeless persons
- LGBTQ persons
- Youth
- Veterans
- Low- or no-income persons
- Current substance abuse, significant health or behavioral health challenges, or functional impairments
- Coming from the streets
- Criminal history
- Abuse/victimization or a history of victimization/abuse, Domestic Violence, Sexual Assault, Childhood Abuse
- None

**C.3. Housing First. Project participants are NOT terminated for:**

*Check all that apply to show this project's commitment to utilizing a Housing First approach. (1 point per each criterion met up to a maximum of 5 points).*

- Failure to participate in support services
- Failure to make progress on a service plan
- Loss of income
- Being a victim of domestic violence
- Any other activity not included in a typical lease agreement
- None

**C.4. Low Barrier. Project does NOT screen participants out for:**

*Check all that apply to show this project's commitment to a low barrier approach. (1 point for each criterion met up to a maximum of 5 points).*

- Too little or no income
- Active substance abuse or history of substance abuse
- Criminal record
- Victim of Domestic Violence
- Any other activity not included in a typical lease agreement
- Not Applicable

**C.5. Referring to the housing first self-assessment in the reference library, describe how your program uses a Housing First model. Include examples of how your project will address barriers of those with criminal histories in accessing housing. (e.g., landlord engagement, partnerships/collaborations with reentry providers, etc.)**

*Refer to the Housing First Assessment located in the Reference Library. (Maximum 3 points possible).*

*Maximum characters: 1500. You have 1500 characters left.*

**C.6. Mainstream Benefits. Which of the following methods do you employ to help participants secure mainstream benefits? (up to 5 points possible)**

*Check all that apply. (1 point for each criterion met up to 5 points maximum).*

- Project provides transportation assistance to appointments
- Use of a single application form for 4 or more benefits
- Annual follow-ups to ensure benefits are received and renewed
- Helping participants applying for SSI/SSDI get the technical assistance they need
- Having a staff person who has completed SOAR training in the past 24 months
- None

**C.7. Average Unit Utilization. What was the project's average unit occupancy rate in the most recent APR?**

*(Up to 5 points possible).*

- 95% or over (5 points)
- 90% to 94.9% (4 points)
- 80% to 89.9% (3 points)
- Less than 80% (0 points)
- New project proposed - no data available (0 points)
- Project is in first operating year (0 points)
- Renewal, awarded with no HUD start date (0 points)

**C.8. HUD Housing Stability Goals: PSH = 80% participants remain or exit to other permanent housing, or TH = 80% leavers exit to permanent housing. Referring to this project's most recent completed APR, participants met the following:**

*Calculate: PSH Total stayers (Q05a) + total who exited to PH (Q23a)/Total persons served (Q05a)*

*TH=Total who exited to PH (Sage 23a+23b)/Total Leavers (Sage 05a). (Maximum 10 points possible).*

- Met goal of 80% remaining or exiting to permanent housing destination - 10 points
- Had at least 65% remaining or exiting to permanent housing destination - 5 points
- Had less than 65% remaining or exiting to permanent housing destination - 0 points
- New project proposed or no data available for bed occupancy rate - 0 points
- Project has not completed first operating year – 0 points
- Renewal, awarded with no HUD start date – 0 points

**C.9. HUD income goals are that 50% of participants (leavers and stayers) meet employment income OR total income measures. Referring to this project's most recent completed APR, participants (both leavers and stayers) met the following:**

*Refer to your most recent completed APR (Q18), (Q19a3) (Maximum 10 points possible).*

- At least 50% met employment income OR total income measures - 10 points
- At least 25% met employment income OR total income measures - 5 points
- Less than 25% met employment income OR total income measures - 0 points
- New project proposed or no data available for income goals - 0 points
- Project has not completed first operating year – 0 points
- Renewal, awarded with no HUD start date – 0 points

**C.10. Timely drawdown of HUD Funds. Funds must be drawn on a minimum quarterly basis. If your project is a renewal, please enter drawdown dates from last project year. (Maximum 4 points possible).**

- \_\_\_\_\_ Drawdown date for Quarter 1
- \_\_\_\_\_ Drawdown date for Quarter 2
- \_\_\_\_\_ Drawdown date for Quarter 3
- \_\_\_\_\_ Drawdown date for Quarter 4

\_\_\_\_\_ Renewal, awarded with no HUD start date – 0 points

**D.1. Were HUD funds unspent from this project in the last operating year? State the unspent amount as a percentage of this project's total HUD award. If funds were unspent, please also add the total dollar amount.** (0 – 5 % unspent (5 points), 5.1 - 10% or less of funds unspent (4 points), 10.1 - 15% or less of funds unspent (2 points), 15.1% or more of funds unspent (0 points))

\_\_\_\_\_ Total HUD Award

\_\_\_\_\_ Total Dollar amount unspent

\_\_\_\_\_ Percentage of HUD Award unspent

\_\_\_\_\_ New Project Proposed (N/A)

\_\_\_\_\_ Project is in its first operating year - See Q7. From PPE

**D.2. HUD Reporting Requirements - Annual Progress Report (APR) for last operating year**

*Check all that apply. If your project has not yet completed its first operating year. (Maximum 5 points possible).*

- APR submitted on time - 5 points
- APR submitted after due date - 0 points
- New project proposed – 0 points
- Project is in its first operating year – 0 points
- Renewal, awarded with no HUD start date – 0 points

**D.3. Compliance with McKinney-Vento laws regarding education of homeless students.**

*Please check all that apply. (Maximum 4 points possible).*

- Agency has a dedicated staff person to coordinate linkages to services for homeless students (1 point)
- Agency has policies and procedures around this requirement (1 point)
- Agency has adopted policies and procedures **through** board action (1 point)
- If serving children, there are written agreements with agencies serving infants, toddlers and pre-school children (1 point)
- Not Applicable

## CoC Project Questions

**D.4. Upload completed 2022 COST FORMS (see Required Documents). Cost Form must show a funding request, appropriate to scope/size of project, with sufficient detail indicating reasonable, justified costs to program activities and 25% non-federal cash match.**

*Select one. (Maximum 6 points possible; up to 5 points possible for cost forms and 1 point possible for cash match).*

- This project has a minimum 25% cash match.
- This project has insufficient cash match

**D.5. Program modifications: Have you made modifications to this project in the last year? What qualitative or quantitative evidence indicated a need for modifications or indicated the strength of the project if you did not make modifications?**

*If this is a proposed new project, or a HUD project awarded without a start date, please state N/A. (Maximum 2 points possible). Maximum characters: 1500. You have 1500 characters left.*

**D.6. New Projects: Provide the timetable established to achieve proposed project goals. How will the project be staffed? Are there any obstacles to successful implementation?**

*Please respond to each part of the question. (Maximum 10 points possible). If renewal, please state N/A. Maximum characters: 2000. You have 2000 characters left.*

## Linguistic and Cultural Competency

*Please describe efforts and strategies to broaden the inclusivity of your organization to ensure non-discrimination and equal access to persons regardless of race, culture, ethnicity, gender identity, sexual orientation, disability or language.*

**D.7. Describe the process used to ensure persons of persons of all races, ethnicities, gender identities, sexual orientations, and abilities have equal opportunity and access to the project. Indicate the degree to which participants mirror the CoC homeless demographics and steps taken to improve racial equity in the provision and outcome of services.**

*Please respond to each statement. (Maximum 2 points possible, 1 point per statement) Maximum characters: 1500.*

**D.8. Provide an explanation of changes made within your organization to improve service delivery to culturally diverse populations. Identify dates of Cultural Competency training or educational instruction to agency leadership, staff or board provided to build awareness, knowledge and skills related to cultural difference.**

*Please respond to each statement. (Maximum 2 points possible, 1 point per statement). Maximum characters: 1500.*

**D.9. Identify the data used to develop a plan to support the organization's goals for cultural competency. Describe how information used to notify persons served of their right to receive language assistance and consumer related materials is provided within your organization.**

*Please respond to each statement. (Maximum 2 points possible, 1 point per statement). Maximum characters:1500.*

## Organization's Demonstrated Capacity

**E.1. What other organization(s) review and verify the practices of your organization? What kind of application or process initiated your relationship with this reviewing entity? Answer N/A if no other organization(s) review and verify your practices.**

*Reviewing organizations cannot include DuPage County, U.S. Dept. of Housing & Urban Development (HUD) or the agency auditor. Maximum characters: 1500. You have 1500 characters left.*

**E.2. What types of reviews were completed by the organization(s) listed in Question 19 and what were the results of those reviews? Check all that apply. See "Required Documents" tab. **UPLOAD REQUIRED FOR FUNDING LETTER, CERTIFICATION, OR ACCREDITATION DOCUMENT.** (Scored with Q20. for a maximum 5 points possible - scoring matrix for this question in the Ranking Criteria in the Reference Library).**

- Application Process
- Financial and organizational review of the agency
- Program review of the agency
- Site visit
- Result was funding, certification, licensure, or accreditation (upload documentation)
- Not applicable

**E.3. How does your agency actively participate in the Continuum of Care?**

*Please check all that apply Points will be awarded based on input from appropriate Continuum Committees Chairs and HMIS team. (Up to 15 maximum points possible; see 2022 CoC Ranking Criteria).*

- Active and regular participation in one CoC committee
- Active and regular participation in two CoC committees
- Active and regular participation in more than two CoC Committees

- Agency staff member has been Committee Chairperson within last year
- Agency staff member has participated in special CoC projects, subcommittees, etc.
- Participation in HMIS (meets the expectations as outlined in Ranking Criteria)
- Domestic Violence Service Provider with data base comparable to HMIS
- Agency participation in Street Count (see Ranking criteria)
- Not Applicable

**E.4. If any of your previous answers require more detail, or if there is something else you would like to state about the project, please do so. Otherwise, please state "N/A."**

*Maximum characters: 2000. You have 2000 characters left.*

### **Domestic Violence (for DV Projects Only)**

**Is this a Domestic Violence Project? If yes, please answer the questions below:**

**F.1. Describe how agency collects information to determine need for homeless services for survivors of DV and their families who are defined as homeless at 24CFR 578.3 (4). (Up to maximum 5 points possible).**

*Maximum characters: 2000. You have 2000 characters left.*

**F.2. Describe your project's previous performance in serving survivors of domestic violence, dating violence, sexual assault or stalking and the ability to house this population and improve program safety outcomes. (Up to maximum 5 points possible).**

*Maximum characters: 2000. You have 2000 characters left*