



2011 NOFA Evaluation Instrument Frequently Asked Questions II – June 1, 2011

A Home for Everyone

Below is the second set of frequently asked questions regarding the 2011 Evaluation Instrument. Please note, you can always access FAQ documents on the Chicago Alliance's [website](#).

Deadline

Q: When are the Evaluation Instruments due?

A: Evaluation Instruments are due to the Chicago Alliance's offices, located at 205 W. Wacker Drive, Suite 1321, Chicago, IL, by **5pm on Friday, June 17th**. We encourage you to turn it in well before the deadline.

Program Models Chart

Q: Where can I find a copy of the Program Models Chart?

The Program Models Chart (revised May 2010) can be found on the Chicago Alliance's website by visiting the "Archives" section → under "Chicago's Plan to End Homelessness" or directly by visiting this link: http://www.thechicagoalliance.org/documents/Approved_Program_Models_Chart_5-19-10_Revised.pdf

Priority 1 - No Clients Left the Program

Q: For the questions in Priority 1 that are scored based on the outcomes of persons who left the project, as reported in the HUD APR, how are projects that had no one leave scored?

A: For these questions, projects that had no one leave the project will receive full points.

Priority 2 - Participation in HMIS

Q: When should I complete and attach Appendix G for questions 7A and 7B?

A: Appendix G is only required for rare circumstances that are outlined in detail in the Evaluation Instrument (page 27 for 7A, and page 28 for 7B). If your agency falls into one of these circumstances, be sure to check the box where it says, "Appendix G attached" and attach the completed Appendix G. Note that Appendix G has separate sections for 7A and 7B, and you need to only complete the applicable portions of the appendix.

Q: Where is the 220 report in ART?

A: Your ART inbox will only show a set number of reports per screen. By scrolling down to the bottom of the ART screen, you will see hyperlinks to page 2 and 3 where you can find additional ART reports. Report 220 is usually on the second page.

Q: For question 7B, how will you compare the HUD 40118 Report from ServicePoint to the Transitional APR (TAPR) since the TAPR does not ask the question in the same way?

A: Projects that completed a TAPR are required to submit a paper copy of the old HUD 40118 APR in addition to the TAPR as part of their 2011 Evaluation Instrument submission. We will use the numbers from the old HUD 40118 APR to score question 7B.

Priority 3 - Special Needs Populations

Q: How is the total served (denominator used to calculate percentages for Sections A & B) calculated?

A: The total served is calculated using data from your most recently submitted HUD APR, Question 2. More specifically, reviewers will use data in APR, Question 2a+2b for # singles served plus # families served (if applicable) to calculate the total served.



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Priority 4 - Project Operations, Section B: Expenditure of Funds

Q: I have a Low-Income Housing Trust Fund grant, for which my agency is now the direct grantee rather than just the project sponsor. How do I report on the "Expenditure of Funds" (section B) for Priority 4?

A: All former Low-Income Housing Trust Fund projects should report their expenditure of funds for the particular grant amount that was awarded to them by the Low-Income Housing Trust Fund. Do not report on the expenditure of the *entire* Low-Income Housing Trust Fund grant, as was done in the 2010 Evaluation Instrument – just report on the amount awarded to and spent by your particular project/agency.

CAEH NOFA Staff Contact Information

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HMIS Staff Contact Information

All technical questions related to HMIS must be directed to the Department of Family and Support Services (DFSS) via the HMIS Training & Technical Assistance Help Desk - (312) 744-3282.

Detailed information on how to contact DFSS can be found in Appendix D (page 49) in the 2011 Evaluation Instrument.