2020 Intent to Renew (ITR) Instructions

Each agency will submit one ITR form in SurveyGizmo. In the form, agencies will be asked to provide agency and project-level information, including whether each project intends to apply for renewal funding. All projects receiving HUD CoC funding, except the Housing Management Information System (HMIS) and Coordinated Entry Supportive Services Only (CE-SSO) that were operating in 2019, must be included in the agency's ITR in order to be considered for renewal funding. This includes all new projects that were operating in 2019. For projects that consolidated in 2019 (under the FY 2018 NOFA), submit them as consolidated. If you applied to consolidate projects under the FY 2019 NOFA, submit those as individual projects. Projects not receiving FY 2019 funding are not eligible for renewal in FY 2020.

Accessing the Intent to Renew Form

You can find the Intent to Renew form here. Please note that each agency is required to have a username and password to login to the form because known fields are automatically populated including your agency name, project name(s), and HMIS ID(s). Please click here to look up your username and password.

- More information about the ITR, including these instructions, is also available via PDF.
- All Chicago will also update a list of Frequently Asked Questions (FAQs) as questions are received and post it to the website.

Deadline for Submission

The deadline to submit your 2020 Intent to Renew form is **Monday, February 10th at 4:00 PM (CST).** Submissions will only be accepted online via SurveyGizmo.

Trainings

All Chicago will hold three trainings following this release. All CoC-funded projects are strongly encouraged to attend **at least** one training. Please limit attendance to the person(s) who will be completing the Intent to Renew form on behalf of your agency and ensure that at least one person from your agency attends one of these trainings. Although technical aspects of SurveyGizmo will be

covered in both the webinar and in-person trainings, attendees in need of a higher level of SurveyGizmo user assistance are recommended to register for one of the in-person trainings.

- **Webinar:** This webinar training will provide an overview of the 2020 Intent to Renew for Chicago's HUD CoC Funded Projects. Agency representatives will have the opportunity to ask questions about the Desk Audit and Certification Checklist questions and criteria. Additionally, brief technical instructions will be provided regarding how to use SurveyGizmo to fill out the ITR. *Note: since this is a webinar, you will need to register in both the Online Training Portal and GoToWebinar.* **REGISTER HERE**. If you are unable to attend the training, you can access the archive after the live event. If you need a higher level of support with SurveyGizmo user instructions, *we strongly suggest* attending the in-person training. Find out more details about that below.

OR

- **In-Person Training (Beginner):** This training will be offered on **Tuesday, January 14, 2020, 1:00-3:00pm, at All Chicago, 651 W Washington Blvd, Suite 504**. This in-person training will provide an overview of the 2020 Intent to Renew for Chicago's HUD CoC Funded Projects. Agency representatives will have the opportunity to receive information and ask questions about the Desk Audit and Certification Checklist questions and criteria. Additionally, technical instructions will be provided regarding how to use SurveyGizmo. If you are an experienced SurveyGizmo user, you may consider attending the webinar training instead. Space will be limited so we ask that you send only those that will be completing the Intent to Renew on behalf of your agency. **REGISTER HERE.**

First time using the training portal? Here are instructions. Register as a new user here.

Additionally, we have created a Power Point presentation that provides TA on using SurveyGizmo. You can navigate through these slides at your own pace or use them to search for assistance on a particular technical issue. The name of the course is "2020 Intent to Renew SurveyGizmo Technical Assistance."

Questions?
If you have any questions, we recommend reviewing the instructions within the ITR form and the FAQs. If your question is not answered there, please contact us at CoCprograms@allchicago.org.