

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2022

PART 1: DATA-RELATED/OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT: 6/30/2022

PROJECT INFORMATION

Organization Name: _____ Contact Person: _____

Project Name: _____

Project Type: PSH RRH TH SSO (regular)

* *Federal Fiscal Year 2021 (FY21): October 1, 2020 – September 30, 2021*

** *To complete this Rank & Review Tool, use only persons that have an entry (i.e., intake, admission, and move-in date) in HMIS in FFY21.*

1. Utilization Rate

MAX 35 POINTS

Using the FY21 Project Application and Federal Fiscal Year 2021 (FY21)* APR, complete the following chart to calculate utilization rate (round up to closest whole number.) Please attach relevant pages of Application and APR to this application.

Projected number served during average PIT (Project Application Question 5A)	Actual number served during PIT (APR Questions 7 and 8)		
Persons: _____ Households: _____		Persons	Households
	January		
	April		
	July		
	October		
	Average:		

Persons: Average Actual _____ / Projected _____ = **Utilization** _____%

Households: Average Actual _____ / Projected _____ = **Utilization** _____%

1a. Did your project meet its projected number of households and/or persons served** during the year (100% or more utilization)? **Yes - 20 points** **No - 0 point**

1b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 95% in *both* households *and* persons? **Yes - 15 points** **No - 0 point**

2. Data Quality & Completeness (project specific): Based on FY21 APR

MAX 5 POINTS

Yes No

2a. Is there an error rate of 5% or more of your project participants' PII?

- 2b. Is there an error rate of 5% or more of your universal data elements?
- 2c. Is there an error rate of 5% or more of your Income and Housing data?
- 2d. Is there an error rate of 5% or more of your Chronic Homelessness data?

ANY Yes - 0 points ALL No - 5 points

3. Timeliness of Data:

MAX 5 POINTS

Use the APR question Q6 e. Timeliness and for the Percent of Project Start Records add the Number of Project Start Records in the rows "0 Days" and "1-3 Days" and compare with the sum of all rows. For the Percent of Project Exit Records add the Number of Project Exit Records in the rows "0 Days" and "1-3 Days" and compare with the sum of all rows.

3a. Is the percent of Project Start records entered within 3 days 90% or greater?

Yes - 2.5 points No - 0 points

3b. Is the percent of Project Exit records entered within 3 days 90% or greater?

Yes - 2.5 points No - 0 points

4. Impact on Chronic Homeless: Attachment 1

MAX 10 POINTS

Total points = % system impact * total available pts

Permanent Supportive Housing Programs ONLY

During FY21, the CoC's PSH projects served **16** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

4a. Total number of CH persons this project served in FY21: _____

4b. Of the total CH admitted by the CoC, note the % this project served in FY21: _____%

Rapid Rehousing Housing Programs ONLY

During FY21, the CoC's RRH projects served **2** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

4c. Total number of CH persons this project served in FY21: _____

4d. Of the total CH admitted by the CoC, note the % this project served in FY21: _____%

Transitional Housing Programs ONLY

During FY21, the CoC's TH projects served **0** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

4e. Total number of CH persons this project served in FY21: _____

4f. Of the total CH served by the CoC, note the % this project served in FY21: _____%

5. Positive Outcomes FFY 21: Attachment 2

MAX 15 POINTS

Total points = % system impact * total available pts

Permanent Housing Programs: During FY21, there were **197** persons with positive outcomes noted across all CoC PSH programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2** ____%

Rapid Rehousing Projects: During FY21, there were **96** persons with positive outcomes noted across all CoC RRH programs. *An outcome is positive for RRH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2** ____%

Transitional Housing Programs: During FY21, there were **22** persons with positive outcomes noted across all CoC TH programs. *An outcome is positive for TH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2** ____%

6. Exits to Homelessness FFY 21: Attachment 3 **MAX 11 POINTS**
Total points = total available points - (% system impact * total available points)

Refer to Attachment 3 showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%

7. Income Growth System Impact: Attachment 4
Total points = % system impact * total available pts

7a. Earned Income (FFY 21) **MAX 7 POINTS**
Refer to Attachment 4 (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY21: ____%

7b. Non-Employment Cash Income (FFY 21) (Please refer to Q19 on APR) **NO POINTS**
Refer to Attachment 4 (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY21: ____%

8. Income Growth – Project Performance **MAX 16 POINTS**
(Refer to APR Q19. Cash Income – Changes over Time to respond to questions below.)

8a. What percentage of **stayers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a1. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%
75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = 1 pts; 0% = 0

8b. What percentage of **stayers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%
50-100% = 3pts; 15-49% = 2 pts; 0-14% = 0 pts

8c. What percentage of **leavers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a2. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

8d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

50-100% = 3pts; 15-49% = 2 pts; 0-14% = 0 pts

9. Priority Population

MAX 10 POINTS

What percentage of households served were a priority population? (Refer to APR Q5, Q6, Q13 and Q14b)

- 100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 10 pts**
- ≥ 50% CH, Youth, Veteran, or Victims of DV = 5 pts**
- No priority population = 0 pts**

10. Mainstream Benefits (i.e. SNAP, TANF, WIC, Medicaid)

MAX 8 POINTS

Number of adults and heads of household leaving with non-cash benefits as a percent of all adult and head of household leavers _____ (Refer to APR Q20. Non-Cash Benefits.)

80-100% = 8 pts; 60-79% = 7 pts; 40-59% = 2 pts; 0-39% = 0 points

11. Health Insurance

MAX 7 POINTS

Number of people leaving with health insurance as a percent of all leavers _____ (Refer to APR Q21. Health Insurance. Please attach.)

95%-100%= 7 pts, 80%-94% = 5 pts, 50%-79% = 2 pts, 0%-49% = 0 pts

12. Housing First

MAX 5 POINTS

Housing First is a recovery-oriented approach to ending homelessness by rapidly housing individuals **without** screening out or terminating based on any of the below criteria. Does your project screen out or terminate based on any the following? **Any Yes - 0 All No - 5 pts**

	Yes	No
Having too little or no income	<input type="checkbox"/>	<input type="checkbox"/>
Current or past substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Criminal record including Sex-Offender Status (except for state-mandated restrictions)	<input type="checkbox"/>	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Failure to participate in supportive services	<input type="checkbox"/>	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>	<input type="checkbox"/>

13. Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down?

13a. Did the project draw down CoC funds from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)

Yes 5 pts No 0 pts

14. Continuum Participation

MAX 10 Points

Does the project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (CARES will verify via attendance sheets) Yes 10 pts No 0 pts

Board

Governance

Membership

Rank & Review

CE

Planning

HHTF

HMIS

15. Coordinated Entry [Note: This question will be weighted for GPD Projects.] **MAX 10 Points**

15a. Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process? Yes 2 pts No 0 pts

15b. Do you regularly attend the bi-monthly SPOA/CE meetings? Yes 2 pts No 0 pts

15c. Have all agency staff participating in the Coordinated Entry process received the required CE and HMIS/CE in HMIS training? Yes 2 pts No 0 pts

15d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU? Yes 2 pts No 0 pts

16. Project Monitoring (Please only select one):

MAX 2 Points

16a. Did your Project complete the CoC Monitoring forms and documentation by the due date with no findings/concerns? Yes 2 pts No 0 pts

16b. Did your Project complete the CoC Monitoring forms and documentation by the due date with findings/concerns that were resolved? Yes 1 pt No 0 pts

16c. Did not complete CoC Monitoring forms and documentation by the due date. Yes 0 pts

17. Does your agency have an anti-discrimination policy? (Please attach) Yes 5 pts No 0 pts

**SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)
RANK & REVIEW APPLICATION 2022
PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES**

FY22 Funding Request: _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

PROJECT DESCRIPTION

(This section provides reviewers with a synopsis of your project; it is not scored).

Provide a brief project overview (300-word limit) to describe program characteristics listed below:

- Target Population
- # of participants served based on Federal FY21 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

1. Utilization (0-20 pts)

This question should be answered **only** by projects that scored zero points on Question 1 of the 2021 Rank & Review Application Part 1.

Please explain why your project did not achieve 100% utilization (In response to Question 1 on Part 1 Data Tool) for the number of projected /contracted households and/or persons served during Federal Fiscal Year 2021 (10.1.20-9.30.21).

2. Leveraging and Coordination of Services (0-5 pts)

Describe how your project coordinates services with other funded and non-funded providers to leverage services. How has increased collaboration among providers affected the project's housing stability? (250 words or less)

3. System Performance- Housing Stability (0-5 pts)

What strategies does your program use to ensure clients who exit to a permanent housing destination remain stably housed? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly states the strategy your program uses.*
- *Up to 2.5 pts awarded if the narrative clearly state(s) examples.*

4. System Performance – Income (0-5 pts)

What support does your project provide to clients to increase non-employment cash income and employment cash income?"

- *Up to 2.5 points awarded if the narrative clearly describes how the project supports clients with increasing non-employment cash income.*
- *Up to 2.5 points awarded if the narrative clearly describes how the project supports clients with increasing employment cash income.*

5. Diversity and Inclusion (0-5 pts)

Does your program/agency have Diversity, Equity, and Inclusion (DEI) training for its staff? If yes, how does that impact the project? If not, what steps are you planning to take to implement a training? (250 words or less)

6. Responding to Current Trends (0-2 pts)

Looking at the Part 1 Tool did your program score lower on any of the data related questions as a result of the Covid pandemic, please explain.

7. Domestic Violence Projects Only – Positive Outcomes/Safety (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability and ensure safety for victims of domestic violence across the CoC? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability and ensure safety for victims of domestic violence across the CoC.*

8. Dedicated Youth Projects Only - Positive Outcomes (0-5 pts)

Outcomes considered positive for youth programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability across the CoC? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*