

2022 Schenectady CoC –Project Rank & Review Renewal Application

SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB)
RANK & REVIEW APPLICATION 2022
PART 1: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: July 6, 2022

PROJECT INFORMATION

Informational Only

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: PH (this includes RRH)=10 pts. TH=9 pts. SSO=10 pts.

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

*** For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS (i.e., intake, admission and move-in date) in Federal FY21.*

5. **Utilization Rate** -Using the project’s FY20 Project Application and Federal Fiscal Year 2021 (FY20) * APR, complete the following chart to calculate the project’s utilization rate. **(round up to the closest whole number)**. *Please print and attach the corresponding questions from the Project Application and APR to this application.*

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

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

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

- 5a. Did your project meet its projected number of households *and/or* persons served** during the year (100% or more utilization)? **Yes - 10 points** **No - 0 point**

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5b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 100% in *both* households *and* persons?

Yes - 5 points

No - 0 points

6. **Data Quality & Completeness:** On your FY21 APR: (total of 5 possible pts.)

6a. Based upon FY21 APR Q6 is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing? Yes – 0 pts. No – 2.5 pts

6b. Timeliness of Data Entry: Based on the FY21: Do you have any project start records at 11+ days? Yes – 0 pts. No – 2.5 pts

7. **Impact on Chronic Homeless (10 possible pts.)**

Permanent Supportive Housing Programs: During Federal FY 21, the CoC **PSH projects** served a total of **136** chronically homeless individuals. Please refer to **Attachment 1** to note the following: (Total points=% system impact*total available pts.)

7a. The total number of chronically homeless persons served by this project FY21: _____ (no pts)

7b. Of the total CH served by the CoC, note the % this project served in FY21: _____ **Rapid**

Rehousing Programs: During Federal FY 21, the CoC **RRH projects** served a total of **13** chronically homeless individuals. Please refer to **Attachment 1** to note the following:

(Total points=% system impact*total available pts.)

7c. The total number of chronically homeless persons served by this project FY21: _____ (no points)

7d. Of the total CH served by the CoC, note the % this project served in FY21: _____

Transitional Housing Programs: During Federal FY 21, the CoC **TH projects** served a total of **0** chronically homeless individuals. Please refer to **Attachment 1** to note the following:

(Total points=% system impact*total available pts.)

7e. The total number of chronically homeless persons served by this project FY21: _____ (no points)

7f. Of the total CH served by the CoC, note the % this project served in FY21: _____

8. **Financial Drawdowns.** Does your project draw down funds, at a minimum, quarterly? Please attach the last three (3) LOCCS drawdowns. Yes=3 No=0

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9. Funds Spent. Please complete the table below based on information from the project's most recently completed contract.

| | Amount Awarded (\$) | Amount Expended (\$) | Percentage Spent (Expended/Awarded) |
|----------------------------|------------------------|-------------------------|--|
| Leasing | | | |
| Rental Assistance | | | |
| Supportive Services | | | |
| Operations | | | |
| Admin | | | |
| Total | | | |

9a. Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down? _____

90-100%=20, 80-89%=16,70-79%=12, 60-69%=8,50-59%=4, >50%=0

9b. Did the project draw down CoC funds for the project from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)

Yes 5 pts **No 0 pts**

10. Coordinated Entry Process. Does your project participate in the Coordinated Entry process as demonstrated by any of the following criteria: Check all that apply? **(2 points each)**

_____ receive referrals for potential new participants ONLY through the CE process (or through a parallel process for DV providers).

_____ submit referrals.

_____ house referrals.

_____ does your agency follow up on referrals within 14 days.

_____ has your agency attended at least half of the CE meetings this year.

_____ Have all agency staff participating in the Coordinated Entry process received the required CE/CE HMIS training?

10a. If not, are you an SSO program? **Yes (5 points)**

11. Housing First. Does the project screen out or terminate based on any the following?

All checked=10, anything else=0

| | Yes | No |
|--------------------------------------|--------------------------|--------------------------|
| Having too little or no income | <input type="checkbox"/> | <input type="checkbox"/> |
| Active or history of substance abuse | <input type="checkbox"/> | <input type="checkbox"/> |

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| | | |
|---|--------------------------|--------------------------|
| Criminal record with exceptions 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"/> |

12. Continuum Participation. In the last twelve (12) months (May 2021 – May 2022) there have been a total of 2 Membership Meetings and 4 Board Meetings. What percentage of these 6 meetings have the project staff attended, and thereby actively participated in the CoC planning process? This will be verified by the Collaborative Applicant. _____% of meetings were attended by this agency.

75-100%=10, 50-74%=5, 25-49%=1, 0-24%=0

12b. Continuum Participation. In the last twelve (12) months (May 2021 – May 2022), has the project staff actively participated in any CoC committees? This will be verified by the Collaborative Applicant.

- 2 Committees and 50% attendance=10**
- 1 Committees and 50% attendance=5**
- 0 Committees =0**

Please check off any of the following you have actively participated in:

- Continuum of Care Committee
- Governance Committee
- Data Committee
- Strategic Planning Committee of the Board

13. Project Monitoring.

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

13b. Did your Project complete the CoC Monitoring forms and documentation by the due date with findings/concerns that were resolved? Yes=1 No=0

13c. My agency did not complete the CoC Monitoring forms and documentation by the due date. Yes=0

14. Does your agency have an anti-discrimination policy? (please attach) Y=5 N=0

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Permanent Supportive Housing or Transitional Housing

Note: Our Youth funded SSO program is excluded from this section.

16. Exits to Homelessness: Attachment 3 (10 possible pts.)

Refer to Attachment 3 showing all project leavers and note the percentage of those who exited to the shelter or the street ____% (Total points=% system impact*total available pts.)

17. Positive Outcomes (10 possible pts.) (Total points=% system impact*total available pts.)

Permanent Housing Programs: During FY21, there were **457** 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 **35** 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 61 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:** ____

18. Income Growth – System Impact (5 possible pts.)

(Total points=% system impact*total available pts.)

Refer to **Attachment 4** (which measures **total income growth** between the two most recent client assessments for stayers; and between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

19. Income Growth – Project Performance

(Refer to APR Q19. Cash Income – Changes over Time to respond to questions below.)

19a. 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% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

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19b. 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: _____%
75-100% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19c. 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% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19d. 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: _____%
75-100% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

20. Priority Population

What percentage of beds are dedicated to a priority population? *Please attach Project Application Q4B. and/or 5B.*

- 100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 5 pts**
- >50% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 3 pts**
- No priority population = 0 pts**

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SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB) RANK & REVIEW APPLICATION 2022 PART 2: PROJECT/SYSTEM PERFORMANCE NARRATIVES

PROJECT INFORMATION

Informational Only

1. FY21 Funding Request: \$ _____
Leasing \$ _____
Rental Assistance \$ _____
Supportive Services \$ _____
Operations \$ _____
Admin \$ _____

2. **Housing Projects Only:** Number of Contracted Units/Beds/Vouchers _____
Support Service Only Projects: Projected persons/households served during an average PIT _____
3. Total # Participants served (as noted on the most recent APR): _____
4. What is the cost per bed (divide the number of proposed beds by the total budget): _____

PROJECT DESCRIPTION

Provide a brief project overview that clearly describes the project’s unique characteristics.
Response must be 250 words or less.

Provide a brief project overview to describe program characteristics listed below:

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

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5. **Utilization Rate:** This question should be answered **only** by projects which scored zero points on Q5 in Part 1 above. If your project did not achieve 100% utilization (i.e. number of projected/contracted households and/or persons served) during Federal Fiscal Year 2021, please explain why in 250 words or less. **(0 to 10pts)**

6. **Leveraging and Coordination of Services.** Please describe how your project coordinates services with other funded and non-funded providers in order to leverage services in 250 words or less. **(0 to 5pts)**

- **Up to 2.5 points if project gives specific examples of how project coordinates services with other CoC members.**
- **Up to 2.5 points if project gives specific examples of how project coordinates services with other non-CoC funded agencies.**

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7. **Financial Draw Downs:** Did the project spend at least 90% of total awarded funds? (Refer to Part 1 Q9 above). If the project expended less than 90% of total awarded funds, please explain why in 250 words or less. **(0 to 10 pts)**
8. **Move on Strategy:** HUD defines Move on Strategy as how programs work to help program participants, who no longer require intensive services, transition from CoC Program funded PSH beds to other housing assistance programs (including, but not limited to HCV and Public Housing) in order to free up CoC Program funded PSH beds to be used for persons experiencing homelessness. Briefly describe what you will be doing in FY22 to work with participants to create strategies and plans for moving on? **(0 to 10 points)**

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9. 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, you program uses.**
- **Up to 2.5 pts awarded if the narrative clearly state(s) an example.**

10. 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 non-employment cash income.**

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11. DV Providers Only: Positive Outcomes/Safety

The CoC acknowledges that positive outcomes for domestic violence programs may be measured differently than mainstream permanent supportive housing programs. With that being said, how does your agency contribute to the housing stability and ensure safety for victims of domestic violence of clients within this CoC funded program? Please explain in 250 words or less. **(0 to 5 points)**

- **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.**

12. Youth Providers Only: Positive Outcomes

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.**

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Permanent Supportive Housing or Transitional Housing Only

Note: Our Youth funded SSO program is excluded from this section.

13. Housing Stability: Please comment on any unique circumstances that affected the housing stability goal and affected the housing stability performance: (Refer to Part 1 Q15) Response must be 250 words or less. (0 to 5pts)

14. Diversity and Inclusion (0-1 pt.) 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)

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15. Current Trends

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. 2 pts.

16. Referring to Part 1 Tool Q6b. Timeliness of Data Entry: Based on the FY21: Do you have any project start records at 11+ days? If you did not receive points please explain why? (1 pt.)

Homeless Services Planning Board (HSPB)
RANK & REVIEW APPLICATION 2022
ATTACHMENTS CHECKLIST

APR Question 7

APR Question 8

APR Question 19a1 and 19a2

Project Application Question 5A

Project Application Q4B and/or 5B

Anti-Discrimination Policy