

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2023

PART 1: DATA-RELATED/OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT: June 21, 2023

PROJECT INFORMATION

Organization Name: _____ Contact Person: _____

Project Name: _____

Project Type: PSH RRH TH

Is your project site-based? Yes No

**** To complete this Rank & Review Tool, use only persons that have an entry (i.e., intake, admission, and move-in date) in HMIS in FFY22.**

*** Federal Fiscal Year 2022 (FFY22): October 1, 2021 – September 30, 2022**

1. Utilization Rate

MAX 15 POINTS

Using the FY22 Project Application and Federal Fiscal Year 2022 (FY22)* 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 (Esnaps Project Application Q5A)	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 (90% or more utilization)? **Yes - 10 points** **No - 0 point**

1b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 85% in *both* households *and* persons? **Yes - 5 points** **No - 0 point**

2. Data Quality & Completeness (project specific): Based on FY22 APR **MAX 14 POINTS**

2a. Based upon FY22 APR Q6 is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing, and Chronic Homelessness (CH)?

Yes - 0 points **No - 2 points**

2b. Timeliness of Data Entry: Based on FY22 APR Q6E, please list the number of project start records that fall in each category below:

Number of project start records at 11+ days _____

Number of project start records from 7-10 days? _____

Number of project start records from 4-6 days? _____

Zero project start records beyond 3 days Yes

No Start records beyond 3 days = 10 pts; 4-6 days = 6; 7-10 days = 3 pts; Any Start records at 11 + days = 0 pts

2c. Was the most recent APR submitted on time (Please attach documentation)?

Yes - 2 points **No - 0 points**

3. Impact on Chronic Homeless: Attachment 1 **MAX 10 POINTS**

Permanent Supportive Housing Programs

During FY22, 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:

≥ 30% = 10; 7-30% = 7.5 pts; 1-6% = 3 pts; 0% = 0 pt

Rapid Rehousing Housing Programs

During FY22, 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:

>62% = 10pts; 19-62% = 7.5 pts; 9-18% = 5pts; 1-8% = 2.5 pts; 0% = 0 pts

Transitional Housing Programs

During FY22, 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:

≥ 30% = 10 pts; 7-30% = 7.5 pts; 1-6% = 5 pts; 0% = 0 pts

3a. Total number of CH persons this project served in FY22: _____

3b. Of the total CH served by the CoC, note the % this project served in FY22: _____%

4. Positive Outcomes: Attachment 2 **MAX 15 POINTS**

Permanent Housing Programs: During FY22, there were **136** 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** ____%

>30 = 15 pts; 7-30% = 10 pts, 6-5% = 5 pts, 0% = 1 pts

Rapid Rehousing Projects: During FY22, there were 49 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** ____%

>71% = 15 pts; 63-71% = 10 pts; 19-62% = 7.5 pts; 9-18% = 5 pts; 1-8% = 2.5 pts; 0% = 0

Transitional Housing Programs: During FY22, there were 6 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** ____%

>30% = 15pts; 7-30% = 10 pts, 1-6% = 5 pts, 0% = 1 pts

5. Exits to Homelessness: Attachment 3

MAX 10 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: ____%

6. Income Growth System Impact: Attachment 4

>62% = 10 pts; 19-62% = 7.5 pts; 9-18% = 5 pts; 1-8% = 2.5 pts; 0% = 0 pts

6a. Earned Income (FFY 21)

MAX 10 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 FY22: ____%

6b. Non-Employment Cash Income (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 FY22: ____%

7. Income Growth – Project Performance

MAX 16 POINTS

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

7a. 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 pt; 0% = 0

7b. 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

7c. 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% = 1 pt; 0% = 0

7d. 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

8. 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**

9. Non-Cash Benefits **MAX 10 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

10. Health Insurance **MAX 10 POINTS**

Number of people leaving with health insurance as a percent of all leavers _____ (Refer to APR Q21. Health Insurance.)
95%-100% = 7 pts, 80%-94% = 5 pts, 50%-79% = 2 pts, 0%-49% = 0 pts

11. 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"/>
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**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**

- | | | | |
|--|-------------------------------------|-------------------------------|-----------------------------------|
| <input type="checkbox"/> Board | <input type="checkbox"/> Membership | <input type="checkbox"/> HHTF | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Rank & Review | <input type="checkbox"/> CE | <input type="checkbox"/> HMIS | |

13. Anti-Discrimination**MAX 6 Points**

Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF) **Yes 3 pts** **No 0 pts**

If yes, does your agency's policy ensure that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination? **Yes 3 pts** **No 0 pts**

14. HUD Drawdowns**MAX 5 Points**

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

14a. 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**

15. Project Monitoring

15a. Did your agency participate in CoC Fiscal and/or Program Monitoring and provide all required documentation by the specified due date? **Yes 2 pts** **No 0 pts**

15b. If monitoring resulted in any findings or recommendations requiring an action or follow-up, did your agency respond or address issues by the specified deadline? **Yes 2 pts** **No 0 pts**

16. Coordinated Entry [Note: CoC Lead will verify all responses.]**MAX 8 Points**

16a. Does this CoC 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**

16b. Does your agency regularly attend the bi-monthly SPOA/CE meetings? **Yes 2 pts** **No 0 pts**

16c. 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**

16d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU? **Yes 2 pts** **No 0 pts**

17. Does your agency have diverse individuals (BIPOC, LGBTQ+, historically under-represented individuals) in managerial and leadership positions? **Yes 2 pts** **No 0 pts**

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

FY23 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 to describe program characteristics listed below:

- Target Population
- # of participants served based on Federal FY22 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

1. Utilization (0-15 pts)

This question should be answered **only** by projects that scored zero points on Question 1 of the 2023 Rank & Review Application Part 1.

Please explain why your project did not achieve 90% 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 2022 (10.1.21-9.30.22).

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, Equity, 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?

If yes:

- Up to 2.5 points if the narrative references the training resources that are utilized to conduct DEI trainings for staff.
- Up to 2.5 points if the narrative describes how regular staff training improves the client experience.

If no:

- Up to 2.5 points if the narrative describes the timeframe when agencies plan to implement regular DEI trainings for staff.
- Up to 2.5 points if the narrative describes how agencies currently ensure that staff are providing inclusive services to clients.

6. Including Transgender and Gender Non-conforming clients: (0-5 pts)

How does your program ensure equitable housing options and support services for clients who identify as transgender or a gender other than singularly female or male (e.g., nonbinary, genderfluid, agender, culturally specific gender)?

7. Continued response to infectious disease (0-5 pts)

What has your agency done differently/implemented since the COVID-19 outbreak to quickly respond to infectious disease outbreaks? How will you implement these processes to effectively respond to future health emergencies?

8. Feedback from Clients (0-5 pts)

What proactive processes does your agency have to receive and incorporate feedback from persons with lived experience?

9. Addressing HUD-Defined Severe Service Needs (0-5 pts)

Does your project address HUD's definition of severe service needs and subsequent barriers to accessing housing? **Yes** **No**

Individuals considered as having severe barriers to housing include: high utilization of crisis or emergency services to meet basic needs (ERs, jails, and psychiatric facilities), history of victimization/abuse including domestic abuse, sexual assault, and childhood abuse, LOT Homeless, low/no income, risk of continued homelessness, significant challenges or functional impairments, substance abuse-current or past, unsheltered homelessness, vulnerability to illness or death, vulnerability to victimization.

If yes, please describe how your project addresses those needs. **(0-5 pts)**

10. 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.*

11. 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.*

12. Barriers to Participation

How does your project identify any barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and what steps has your agency taken to eliminate the identified barriers? (0-3pts)

13. Housing First

Describe how you operationalize a “Housing First” philosophy in your program’s implementation, including documented policies, trainings, or other processes related to “Housing First” that are operationalized at the program level. (0-5 pts)

- Up to 2.5 pts awarded if narrative provides examples of policies and procedures related to implementing “Housing First”.
- Up to 2.5 pts awarded if narrative provides examples of how “Housing First” philosophy is integrated into program delivery and service to all clients.

14. Length of Participation:

Using APR Q22c as a reference, please explain how your agency ensures that project participants are housed quickly after the project start date. (This question will be weighted for site-based programs). (0-5 pts)