

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

**SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB)**  
**RANK & REVIEW APPLICATION 2023**  
**PART 1: DATA-RELATED QUESTIONS**  
**DEADLINE TO SUBMIT: JUNE 20, 2023**

**PROJECT INFORMATION**

*Informational Only*

1. Organization Name: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. Application Contact Person: \_\_\_\_\_
4. Project Type:     PH (this includes RRH)                       TH                       SSO  
    Is your project site-based?                       Yes                       No

*\* Federal Fiscal Year 2022 (FY22): October 1, 2021 – September 30, 2022*

*\*\* 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 FY22.*

5. **Utilization Rate** -Using the project’s FY22 Project Application and Federal Fiscal Year 2022 (FY22)\* 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
<b>Persons:</b> _____  <b>Households:</b> _____	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**

## 2023 Schenectady CoC –Project Rank & Review Renewal Application

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 FY22 APR: (total of 6 possible pts.)

6a. 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?  Yes - 0  No - 2 pts

6b. Timeliness of Data Entry: Based on the FY22: Do you have any project start records at 11+ days?  Yes - 0  No - 2 pts

6c. Was the most recent APR submitted on time and accepted?  Yes-2 pts  No - 0

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

**Permanent Supportive Housing Programs:** During Federal FY 22, the CoC PSH projects served a total of **127** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 24.1% = 10 pts; 16%-24%= 7.5 pts; 8.1%-15.9% = 5 pts; 0.3%-8% = 2.5 pts; 0%=0 pts

**Rapid Rehousing Programs:** During Federal FY 22, the CoC RRH projects served a total of **5** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 50% = 10 pts; 1-49%% = 8 pts; 0% = 0 pts

**Transitional Housing Programs:** During Federal FY 22, the CoC TH projects served a total of **2** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 50% = 10 pts; 1-49%% = 8 pts; 0% = 0 pts

7a. The total number of chronically homeless persons served by this project FY22: \_\_\_\_\_(no points)

7b. Of the total CH served by the CoC, note the % this project served in FY22: \_\_\_\_\_

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

## 8. Funds Spent

Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down (reference your final ELOCCS draw)? \_\_\_\_\_

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

## 9. ELOCCS

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: (up to 10 pts)

Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process?  **Yes 4pts**    **No 0 pts**

10a. Has your agency attended at least half of the bi-weekly CE meetings? (This will be confirmed by the CE lead)  **Yes 4 pts**    **No 0 pts**

10b. 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**

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

**All Yes=10, Any No=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"/>
Criminal record with exceptions 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/History of DV	<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"/>

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

**12. Continuum Participation.** In the last twelve (12) months (May 2022 – May 2023) there have been a total of 2 Membership Meetings and 4 Board Meetings. What percentage of these 6 meetings have agency 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**

**13. Continuum Participation.** In the last twelve (12) months (May 2022 – May 2023), has the agency 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
- Regional DV Providers Committee
- Regional Youth Providers Committee
- Strategic Planning Committee of the Board

## 14. Monitoring (0-2pts)

14a. Did your agency participate in CoC Program Monitoring and provide all required documentation by the specified due date?

**Yes 1 pts**

**No 0 pts**

14b. If monitoring resulted in any findings or recommendations requiring action or follow-up, did you respond or address issues by the specified deadline?

**Yes/No Action Required 1 pts**

**No 0 pts**

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

## 15. Anti-Discrimination (0-8 pts)

15a. Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF)

Yes 4 pts    No 0 pts

15b. If yes, does your agency’s policy include language that demonstrates a commitment to providing LGBTQ+ individuals and families with supportive services, shelter, and housing free from discrimination?

Yes 4 pts    No 0 pts

### Permanent Supportive Housing, Rapid Rehousing and 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.)

**Permanent Housing Programs:** During FY22, there were 443 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:** \_\_\_\_%

(≥21% = 10 pts; 14-20% = 7.5 pts; 7-13% = 5 pts; 1-6% = 2.5 pts; 0% = 0 )

**Rapid Rehousing Projects:** During FY22, there were 72 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:** \_\_\_\_%

(≥62% = 10 pts; 42-61% = 7.5 pts; 22-41% = 5 pts; 1-21% = 2.5 pts; 0% = 0)

**Transitional Housing Programs:** During FY22, there were 75 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:** \_\_\_\_

(≥ 50% = 10 pts; 20-49% = 7.5 pts; 10-19% = 5 pts; 1-9% = 2.5 pts; 0% = 0)

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

## 18. Income Growth – System Impact (10 possible pts.)

(≥ 15% = 10 pts; 10-14% = 7.5 pts; 6-9% = 5 pts; 1-5% = 2.5 pts; 0% = 0 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 FY22: \_\_\_\_\_%

## 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

**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 = 3 pts
- >50% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 2 pts
- No priority population = 0 pts

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

## SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB) RANK & REVIEW APPLICATION 2023 PART 2: PROJECT/SYSTEM PERFORMANCE NARRATIVES

### **PROJECT INFORMATION**

*Informational Only*

1. FY23 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. (unscored)

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

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

## 2023 Schenectady CoC –Project Rank & Review Renewal Application

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 2022, 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.**



## 2023 Schenectady CoC –Project Rank & Review Renewal Application

### 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 your 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 employment cash income.

### 11. 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)

## 2023 Schenectady CoC –Project Rank & Review Renewal Application

**12. Housing Stability:** Please comment on any unique circumstances or clients' severe service needs that affected the housing stability goal and/or affected the housing stability performance of your project: (Refer to Part 1 Q15) Response must be 250 words or less. (0 to 5pts)

### **13. Feedback from Clients (0-5 pts)**

How does your agency proactively receive and incorporate feedback from persons with lived experience of homelessness?

### **14. Continued response to infectious disease (0-2 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?

## 2023 Schenectady CoC –Project Rank & Review Renewal Application

15. 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.
16. **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). (0-1 pts)*
17. **Recruiting Diverse Individuals:** Does your agency have an established policy regarding prioritizing recruiting diverse individuals (BIPOC, LGBTQ+, historically under-represented individuals) to managerial and leadership positions?
- Yes 2 pts    No 0 pts
- If yes, please attach the policy;
- If no, please describe how you are planning to meet this in the future. (0-1pt)

# 2023 Schenectady CoC –Project Rank & Review Renewal Application

## *DV and Youth Providers Only*

### **18. 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.*

### **19. 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.*