

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2024

PART 1: DATA-RELATED/OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT: June 20, 2024

Note: This Section of the Application is based on Federal Fiscal Year 23 APR reports (10/1/2022- 9/30/2023). Data sources have been submitted to HUD via Longitudinal Systems Analysis (LSA's) and are used to evaluate projects to ensure data cleanliness.

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 FFY23.**

1. Utilization Rate

MAX 15 POINTS

Using the FY23 Project Application and Federal Fiscal Year 2023 (FY23)* 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: _____	January		
	April		
	July		
	October		
	Average:		
Households: _____			

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 (95% or more utilization)? **Yes - 15 points** **No - 0 point**

Points Earned: _____

2. Data Quality & Completeness (project specific): **MAX 15 POINTS**

(Attachment 2b) Based on FY23 APR Q6

2a. Based upon FY23 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 - 5 points**

2b. FY23 APR Q6E Timeliness of Date Entry: Do you have any number of projects start records at 11+ days? Attachment (2b)

Yes- 0 points **No- 5 points**

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

Yes - 5 points **No - 0 points**

Points Earned: _____

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

To show the impact towards the CoC goal of ending Chronic Homelessness, refer to Attachment 3 to see project score.

Points Earned: _____

4. Positive Outcomes: (Attachment 4) **MAX 15 POINTS**

For PSH, RRH, and TH programs, an outcome is positive if a client is a stayer or exited to a PH destination. Use attachment X to see project score.

Points Earned: _____

5. Exits to Homelessness: (Attachment 5)

MAX 10 POINTS

Please use Attachment X showing all project leavers and note the project score based on those who exited to the shelter or the street.

Points Earned: _____

6. Income Growth – Project Performance (Attachment 6a & 6b)
POINTS

MAX 20

(Based on APR Q19. Cash Income- Changes over Time to respond to questions below)

6a. What percentage of clients gained or increased employment income or non-employment income at program exit? (Note percent in Q19a2. Row 5, Column 9). Use attachment X to see project score **(10 points)**

****This question will be weighted if your project had no leavers in the year analyzed.**

Points Earned: _____

6b. What percentage of clients gained or increased employment income or non-employment income between start and annual assessment? (Note percent in Q19a1 Row 5, Column 9) Use attachment X to see project score **(10 points) *Waived for TH & RRH Projects***

Points Earned: _____

7. Physical and Mental Health Conditions- Number of conditions at start **MAX 5 POINTS**
(Attachment 7) *Waived for TH & RRH Projects*

Based on APR Q13 a2- Number of Conditions at Start

Projects serving clients with 2 or more conditions at project entry may be considered as serving those with the most severe service needs. This question awards points to projects serving those with 2 or more conditions at entry. Use attachment X to see project score.

≥50% = 10 points, 49-30%= 5 points, 29-0%= 0 points

Points Earned: _____

8. Percent of Clients who entered with zero income
(Attachment 8)

MAX 10 POINTS

Clients without any income have higher barriers to remaining stably housed. This measure, based on APR Q18, identifies programs that are serving higher-needs clients by giving points to those projects that serve more clients with zero income at program entry. Use attachment X to see project score.

≥50% = 10 points, 49-30%= 5 points, 29-0% = 0 points

Points Earned: _____

9. Length of Time Between Project Start Date and Residential Move-in Date MAX 10 POINTS (Attachment 9)

On APR Q21c, refer to the column “Average length of time to housing”. Use attachment X to see project score.

This question measures the average time it takes for a client who is entered into your project to move into a permanent housing destination. This question is waived for Transitional Housing Projects.

0-7= 10 points, 8-30 = 5 points, 31-90 = 2 points, 91+ = 0 points

Points Earned: _____

10. Health Insurance- Percentage of Stayers with Health Insurance at Annual Assessment (Attachment 10) MAX 10 POINTS

On ARP Q21, divide the total from rows 15 & 16 by the total number of persons served in APRQ5 to see the percentage. Use attachment X to see project score.

100% = 10 points, 99-90% = 7.5 points, 89-70% = 2 points, 69-0% = 0 points

Points Earned: _____

11. Priority Population (based on data from the Coordinated Entry Priority List) MAX 10 POINTS

100% Chronically Homeless (CH), Serious Mental Illness, Substance Abuse, or Survivors of DV = 10 pts

≥ 50% Chronically Homeless (CH), Serious Mental Illness, Substance Abuse, or Survivors of DV = 5 pts

No priority population = 0 pts

Points Earned: _____

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:

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

Yes - 0 pts **No - 5 pts**

13. Continuum Participation

MAX 10 Points

Does the project or agency staff regularly (at least 50% of meetings) 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 Membership HHTF Planning
- Rank & Review CE HMIS

14. 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**

15. HUD Drawdowns

MAX 5 Points

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

0% returned = 5 points; 1-50% returned = 2.5 points; 51-100% returned = 1 points

Points Earned: _____

15a. Did the project draw down CoC funds from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of the last three drawdowns.)

Yes 5 pts **No 0 pts**

16. Project Monitoring

MAX 4 POINTS

16a. Did your agency participate in CoC Fiscal and/or Program Monitoring and provide all required documentation by the specified due date with **No findings or concerns**?

Yes 2 pts **No 0 pts**

16b. 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**

17. Coordinated Entry

MAX 8 POINTS

[Note: CoC Lead will verify all responses.]

17a. 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**

17b. Does your agency regularly attend the bi-monthly SPOA/CE meetings?

Yes 2 pts **No 0 pts**

17c. 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**

17d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU?

Yes 2 pts **No 0 pts**

18. Certified SOAR-Trained Staff (0-5 pts)

MAX 5 POINTS

Does your agency have a certified SOAR-trained staff person that your program participants can access that assists with SSI/SSDI applications?

Yes 5 pts

No 0 pts

Calculate your Part 1 score (CARES will provide a final scorecard)

	Question	Points Available	Points Earned
1	Utilization Rate*	15	
2	Data Quality & Completeness*	15	
3	Impact on Chronic Homelessness*	10	
4	Positive Outcomes**	15	
5	Exits to Homelessness**	10	
6	Income Growth**	20	
7	Health Conditions*	5	
8	Clients with Zero Income at Start*	10	
9	LOT Between Start Date and Move In**	10	
10	Health Insurance*	10	
11	Priority Population*	10	
12	Housing First*	5	
13	CoC Participation*	10	
14	Anti-Discrimination*	6	
15	HUD Drawdowns*	5	
16	Project Monitoring*	4	
17	Coordinated Entry*	8	
18	SOAR Trained Staff*	5	
TOTAL		173	

***Questions indicate a System Performance Measure question. Rank & Review applications must have **at least 20%** of program score based on SPMs to get full points on the annual CoC NOFO Application. SPMs make up 70/XXX points on the application.*

Questions indicate Objective Measures. Rank & Review applications must have **at least 33% of program score based on objective measures to get full points on the annual CoC NOFO Application. Objective measures make up 195/XXX points on the application.*

**SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)
RANK & REVIEW APPLICATION 2024
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 FY23 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

1. Utilization

MAX 15 POINTS

This question should be answered **only** by projects that scored zero points on Question 1 of the 2024 Rank & Review Application Part 1.

Please explain why your project did not achieve 95% 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 2023 (10.1.22-9.30.23). Please provide details regarding why you were not able to meet your projected utilization rate and details regarding how your program plans to address this moving forward.

2. Addressing Program Challenges in Part 1

MAX 25 POINTS

After seeing your preliminary Part 1 Score, please identify up to 3 questions from Part 1 where you did not score full points. Applicants can use this section to detail unique circumstances for why they did not score full points. Reviewers may score up to 50% of the points lost in Part 1 for each question identified. CARES will calculate total points available for each question.

Part 1 Question # _____ Points Available _____

Part 1 Question # _____ Points Available _____

Part 1 Question # _____ Points Available _____

3. System Performance- Housing Stability

MAX 5 POINTS

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

MAX 5 POINTS

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

MAX 5 POINTS

Please tell us what your agency has done over the last year to promote Diversity, Equity and Inclusion (DEI) at the program and agency level. (250 words or less)

- 2 pts for providing a specific example of an action or initiative taken to promote DEI.
- 2 pts for identifying specific hiring initiatives to increase DEI within your agency.
- 1 pt for participating in outside committees or workgroups that promote DEI.

6. Racial Equity and Barriers to Participation

MAX 10 POINTS

Has your project identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homeless population? What steps have you taken or will take to eliminate the identified barrier?

*Some Barriers might include language barriers, consistent access to transportation, access to the Coordinated Entry process, lack of consistent communication from provider agencies, etc.

- 4 pts if the applicant describes barriers to participation faced by those over-represented in the local homeless population.
- 6 pts if the applicant describes tangible actions taken at the agency and/or project level to eliminate identified barriers.

7. Including Transgender and Gender Non-conforming clients:

MAX 5 POINTS

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)?

[LGBTQIA+ Fair Housing Toolkit: Developing Inclusive Housing Practices that Support LGBTQIA+ Individuals - HUD Exchange](#)

- 2pts if agency describes how information is provided to clients and staff on how to report housing discrimination.
- 2pts if the agency describes training provided to agency staff to ensure a safe and equitable atmosphere for clients.
- 3pts if agency describes any MOUs or partnerships with agencies specifically geared towards LGBTQ+ participant needs.

8. Feedback from Clients**MAX 5 POINTS**

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

- 2.5 pts if applicant specifies how often clients are asked for feedback about their programs and services.
- 2.5 pts if applicant provides an example of feedback from a client that was implemented to make a positive change in the program.

9. Staff with Lived Experience**MAX 6 POINTS**

Does your agency employ people with lived experience of homelessness? If so, are they involved in any decision-making or policy creation?

- 2 pts if agency employs people with lived experience of homelessness.

- 2 pts if agency describes how employees with lived experience are involved in decision making and/ or policy creation.
- 2 pts if agency describes professional development opportunities provided for staff with lived experience of homelessness.

10. Addressing Severe Service Needs

MAX 12 POINTS

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

Describe the severe service needs of clients within your project, and why the services provided in your project are needed in the CoC. Please use local data (e.g., Coordinated Entry numbers) and examples to back up your claim if applicable.

- 7 pts if agency describes the ability to provide services and support to a population(s) with the most severe service needs within the CoC
- 5 pts if the agency adequately demonstrates/ cites evidence of the need for their project in the community due to their capacity to serve those with the most severe service needs.

11. Domestic Violence Projects Only – Positive Outcomes/Safety MAX 5 POINTS

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.*

12. Dedicated Youth Projects Only - Positive Outcomes MAX 5 POINTS

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.*

13. Housing First

MAX 5 POINTS

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.

Five Core Principles of Housing First:

1. Immediate access to permanent housing with no housing readiness requirements
 2. Consumer choice and self-determination
 3. Recovery orientation
 4. Individualized and client driven supports.
 5. Social and community integration
- 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.

Question	Total Points Available
1. Utilization Rate	15
2. Poor performance in Part 1	25
3. System Performance-Housing Stability	5
4. System Performance-Income	5
5. Diversity and Inclusion	5
6. Addressing Racial Barriers	10
7. Including Trans and Gender Non-Conforming Clients	5
8. Feedback from Clients	5
9. Staff with Lived Experience	6
10. Addressing severe service needs	12
11. DV Projects Only	5
12. Youth Projects Only	5
13. Housing First	5
Total points available	108