

**ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)**

**RANK & REVIEW APPLICATION 2024**

**PART 1: DATA & OBJECTIVE MEASURES SECTION**

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 (LSAS) AND ARE USED TO EVALUATE PROJECTS TO ENSURE DATA CLEANLINESS.

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Application Contact Person: \_\_\_\_\_

Project Type:  PSH                       RRH                       TH                       SSO

- 1. Utilization Rate: Using the FY23 Project Application and Federal Fiscal Year 2023 (FY23) APR, complete the chart below to calculate utilization rate (round up to closest whole number).**

|  |  |                |                   |
|--|--|----------------|-------------------|
| <b>Projected number served during average PIT (Esnaps Project Application Question 5A)</b> | <b>Actual number served during PIT (APR Questions 7b and 8b)</b> |                |                   |
|  |  | <b>Persons</b> | <b>Households</b> |
| <b>Persons: _____</b><br><b>Households: _____</b>  | <b>January</b>   |                |                   |
|  | <b>April</b>   |                |                   |
|  | <b>July</b>  |                |                   |
|  | <b>October</b>   |                |                   |
|  | <b>Average:</b>  |                |                   |

**Persons:**      Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = **Utilization** \_\_\_\_\_%

**Households:** Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = **Utilization** \_\_\_\_\_%

What was your project utilization of households *or* persons served during the year? (use the higher of the two percentages)

15pts= 95-100%; 12 pts= 80-94%; 10 pts =70-79%; 5 pts = 0-69%

**Points Earned:** \_\_\_\_\_

**2. Data Quality & Completeness: FY23 APR Q6**

**2a.** 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? **Yes -0 points No-3 points Points Earned: \_\_\_\_\_**

**2b.** FY23 Timeliness of Data Entry: Do you have any number of project start records at 11+days? (Use provided data attachment to respond) **(Attachment 2b.)**

**Yes-0 points No-3 points Points Earned: \_\_\_\_\_**

**3. Impact on Chronic Homeless: (5 possible pts.) (Attachment #3)**

**Points Earned: \_\_\_\_\_**

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

**4. Positive Outcomes: (20 possible pts.) (Attachment 4) Points Earned: \_\_\_\_\_**

For PSH, RRH, and TH, programs, an outcome is positive if a client is a stayer or exited to a PH destination. Use Attachment 4 to see project score.

**5. Exits to Homelessness: (20 possible pts.) (Attachment 5) Points Earned: \_\_\_\_\_**

Please use Attachment 5 showing all project leavers and note the project score based on those who exited to the shelter or the street.

**6. Income Growth – Project Performance (20 possible pts.) (Attachments 6a. and 6b.)**  
**(Based on APR Q19. Cash Income – Changes over Time to respond to questions below.)**

**6a.** What percentage of **clients (leavers)** gained or increased **employment income or non-employment income at program exit?** (Note percent in **Q19a2. Row 5, Column 9**) Use attachment 6a. 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 (stayers)** gained or increased **employment income or non-employment income between start and annual assessment?** (Note percent in **Q19a1. Row 5, Column 9**) Use attachment 6b. to see project score. (10 points)

**Points Earned: \_\_\_\_\_**

**7. Physical and Mental Health Conditions- Number of conditions at Start (5 possible pts.) \*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. (See **Attachment 7** for more information)

*To calculate the percentage of clients with 2+ conditions at program entry, add APR Q13a2. Column 1 Row 3 and APR Q13a2. Column 1 Row 4 together. Divide by APR Q5 (Total Number of Persons Served).*

**77-100%= 5 pts; 38-76%= 2.5 pts; 0-37%= 0 pts**

**Points Earned:** \_\_\_\_\_

**8. Percentage of Clients who entered with zero income (5 possible pts)**

Clients without any income have higher barriers to remain 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. (See **Attachment 8** for more information)

*To calculate the percentage of adults with no income at program entry, divide APR Q18 Column 1 Row 4 by APR Q5 Row 2 (Total Number of Adults).*

**49%-100%= 5pts; 10-48%= 2.5 pts; 0-9%= 0 pts**

**Points Earned:** \_\_\_\_\_

**9. Length of Time between Project Start Date and Residential Move-in Date (2 possible pts)**

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 and SSO projects.*

On APR Q22c, refer to the column "Average length of time to housing".

**21 days or less= 2 pts; Greater than 22 days = 0 pts**

**Points Earned:** \_\_\_\_\_

**10. Health Insurance- Percentage of Stayers with Health Insurance at Annual Assessment (5 possible pts)**

To calculate the percentage of clients who retained or acquired health insurance, add APR Q21. Column 2 Row 14, 15 and APR Q21. Column 2 Row 16 together. Divide this number by APR Q5. (Total number of stayers).

**59-100%= 5 pts; 31-57%= 2.5 pts 0-30%= 0 pts**

**Points Earned:** \_\_\_\_\_

**11. Priority Population**

Check the corresponding box if your project serves 100% of the identified priority population(s)

- 100% Mental Health and/or substance use disorders = 5 pts**
- No priority population = 0 pts**

**12. CoC Participation (0-5 pts)**

Does the project or agency staff regularly (at least 50% of meetings) participate in any of the following CoC committees? *Participation will be confirmed by the Collaborative Applicant.*

- Yes- Membership Meetings only (3 pts)**
- Yes- Membership Meetings and at least one committee (5 pts)**
- No- (0) pts**

|                 |                         |                       |
|-----------------|-------------------------|-----------------------|
| Board           | HMIS Advisory           | Coordinated Entry     |
| Membership      | Strategic Planning      | Systems Collaboration |
| Fiscal Advisory | NOFA                    |                       |
| Governance      | Reg. Youth Homelessness |                       |

**13.**

a. Does the project submit vouchers for reimbursement of CoC funds to the UFA Program designee at least quarterly?

- Yes 3 pts**    **No 0 pts**

b. Does the project submit vouchers for reimbursement of CoC funds to the UFA Program designee at least *monthly*?

*(Responses will be verified by UFA staff)*

- Yes 2 pts**    **No 0 pts**

**14. What percentage of funding from your most recently ended contract was unspent and returned to HUD?**

% \_\_\_\_\_

0% = 10 pts; 1%-10% = 8pts; 11%-20% = 5 pts; 21%-40% = 2 pts; 40% ≤ 0 pts

**Points Earned:** \_\_\_\_\_

**15. Has this project returned funds to HUD more than once in the last 3 contract years?**

*(Responses will be verified by UFA staff)*

*Note: Participating in the UFA redirect and/or reallocation process does not count as returning funds.*

- No/NA- 6 pts**    **Yes (returned funds more than once in last 3 contract years)- 0 pts**

**Points Earned:** \_\_\_\_\_

**16. Monitoring (0-4pts)** (Responses will be verified by UFA staff)

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

Yes 4 pts

No 0 pts

**OR**

b. Did your agency participate in the most recent CoC Fiscal and/or Program Monitoring and provide all required documentation by the specified due date **with any findings addressed by the deadline provided?**

Yes 2 pts

No 0 pts

**17. Coordinated Entry: (up to 12 pts) (Responses will be verified with the CE lead)**

**17a.** Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process?  **Yes 6 pts**  **No 0 pts**

**17b.** Do you regularly attend the bi-weekly 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? (For DV agencies, do you have staff trained to participate in the comparable Coordinated Entry system and HMIS-comparable database?)

**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. Housing First**

Housing First is a recovery-oriented approach to end homelessness by rapidly housing individuals without screening out or terminating consumers based on any of the criteria below.

**Does your project screen out or terminate clients based on any the following?**

- Having too little or no income
- Active or history of substance abuse
- Criminal record with exceptions for state-mandated restrictions
- History of domestic violence
- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found in the project's geographic area.

**YES- 0 PTS**

**NO- 10 PTS**

**19. Anti-Discrimination (0-3 pts)**

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

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

*Note that this section is not required to complete. Agencies can use this scorecard to estimate their Part 1 score.*

|    | <b>Question</b>                      | <b>Points Available</b> | <b>Points Earned</b> |
|----|--------------------------------------|-------------------------|----------------------|
| 1  | Utilization Rate*                    | 15                      |                      |
| 2  | Data Quality & Completeness*         | 6                       |                      |
| 3  | Impact on Chronic Homelessness*      | 5                       |                      |
| 4  | Positive Outcomes**                  | 20                      |                      |
| 5  | Exits to Homelessness**              | 20                      |                      |
| 6  | Income Growth**                      | 20                      |                      |
| 7  | Health Conditions*                   | 5                       |                      |
| 8  | Clients with Zero Income at Start*   | 5                       |                      |
| 9  | LOT Between Start Date and Move In** | 2                       |                      |
| 10 | Health Insurance*                    | 5                       |                      |
| 11 | Priority Population*                 | 5                       |                      |
| 12 | CoC Participation*                   | 5                       |                      |
| 13 | Quarterly Vouchers*                  | 5                       |                      |
| 14 | Unspent Funds*                       | 10                      |                      |
| 15 | Returned Funds in last 3 yrs*        | 6                       |                      |
| 16 | Monitoring*                          | 4                       |                      |
| 17 | Coordinated Entry*                   | 12                      |                      |
| 18 | Housing First*                       | 10                      |                      |
| 19 | Anti-Discrimination*                 | 3                       |                      |
|    | <b>TOTAL</b>                         | <b>163</b>              |                      |

*\*\*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.*

*\*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.*

**ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)**  
**RANK & REVIEW APPLICATION 2024**  
**PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES**

Project Name: \_\_\_\_\_

Project Type:  PSH    RRH    SSO    TH    TH-RRH

Agency Name: \_\_\_\_\_

Applicant Contact Information: \_\_\_\_\_

FY24 Funding Request: \$ \_\_\_\_\_

**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:

- a. Target Population
- b. Services provided to participants
- c. Project goals and achievements

**1. Addressing Program Challenges in Part 1**

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 #\_\_

Part 1 Question #\_\_

Part 1 Question #\_\_

## **2. Diversity and Inclusion & Eliminating Barriers to Services: (0-20 pts)**

Please tell us what your agency has done over the last year to promote Diversity, Equity, and Inclusion (DEI) at the agency level. How has your agency identified and addressed barriers to participation, especially those related to race or ethnicity?

- 6 pts- How has your agency identified structural inequities within your agency and what steps have been taken to address those inequities?
- 6 pts if the applicant describes how their agency engages in the local Coordinated Entry process to ensure that barriers related to race/ethnicity are eliminated.
- 3 pt for participating in outside committees or workgroups that promote DEI in the CoC.
- 3 pts for identifying specific hiring initiatives to increase DEI within your agency.
- 2 pts for describing what goals your agency has to promote inclusion within your agency culture.

## **3. Including Transgender and Gender Non-conforming clients: (0-5 pts)**

How does your program ensure housing and support service options that are tailored to support people who identify as LGBTQIA+?

- 2 pts if agency describes training provided to agency staff to ensure a safe and equitable atmosphere for clients.
- 3 pts if agency describes any MOUs or partnerships with agencies specifically geared toward LGBTQ+ participant needs.

#### **4. Feedback & Decision-Making from Persons with Lived Experience (0-5 pts)**

What proactive processes does your agency have to receive and incorporate feedback from persons with lived experience of homelessness (clients and employees)?

- 2 pts if applicant specifies how often project participants are asked for feedback about their programs and services;
- 3 pts if applicant provides an example of feedback from a project participant that was implemented to make a positive change in the program.

#### **5. Staff with Lived Experience (0-5 pts)**

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;
- 3 pts if agency describes how employees with lived experience are involved in decision-making and/or policy creation.

## **6. Addressing Severe Service Needs (0-12 pts)**

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 and examples to back up your claim if applicable.

*Severe service needs are defined in this context as any condition or situation that impedes a person's ability to live independently.*

- 4 pts if agency describes the ability to provide services and support to a population(s) with the most severe service needs in Albany County.
- 4 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.
- 4 pts if agency describes an example of supports provided in this project that are able to help people with severe service needs to maintain stable housing.

**7. Domestic Violence Projects Only- Positive Outcomes/Safety (0-6 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?

- Up to 3 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.
- Up to 3 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 (0-6 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?

- Up to 3 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.
- Up to 3 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.

## Part 2 Application Score Breakdown

*For informational purposes only*

| <b>Question</b>                       | <b>Total Points Available</b> |
|---------------------------------------|-------------------------------|
| 1. Addressing Program Challenges      | 30*                           |
| 2. Diversity and Inclusion            | 20                            |
| 3. Including LGBTQIA+                 | 5                             |
| 4. Feedback from Project Participants | 5                             |
| 5. Staff with Lived Experience        | 5                             |
| 6. Addressing Severe Service Needs    | 12                            |
| 7. DV Projects Only                   | 6                             |
| 8. Youth Projects Only                | 6                             |
|                                       |                               |
| <b>Total Available</b>                | <b>89</b>                     |

\*Please note that 30 is the maximum number of points possible for this question. Only a project that scored zero points on the 3 highest-valued questions would be eligible to receive 30 points. Actual point ranges will vary depending on which questions from Part 1 an applicant chooses to respond to.