

**SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB)  
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.

**PROJECT INFORMATION**

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

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

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

Project Type: PSH RRH TH SSO (some questions will be weighted depending on project type)

Is your project site-based?  Yes  No

\* Federal Fiscal Year 2023 (FY23): October 1, 2022 – September 30, 2023

\*\* 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 FY23.

- Utilization Rate** -Using the project’s FY23 Project Application and Federal Fiscal Year 2023 (FY23)\* 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 5A in Project Application)		Actual number served during PIT (Questions 7b and 8b in APR)	
		Persons	Households
<b>Persons:</b> _____	January		
	April		
	July		
<b>Households:</b> _____	October		
		Average:	

**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= 90-100%; 10 pts =70-89%; 5 pts = 0-69%

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

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

**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 2B to respond)

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

**3. Impact on Chronic Homeless: (10 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.) (Attachment 6A & 6B)**

**(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 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** 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.)(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 7 to see project score.

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

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

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. Use attachment 8 to see project score.

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

**9. Length of Time between Project Start Date and Residential Move-in Date (1 possible pt) (Attachment 9)**

On APR Q22c, refer to the column “Average length of time to housing”. Use attachment 9 to see project score.

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

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

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).

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

**11. Priority Population**

Does your project serve a population in the CoC with severe or unique service needs?

- Project serves 100% clients with mental health &/or substance use disorders=5pts**
- No priority population = 0 pts**

**12. Continuum Participation.** In the last twelve (12) months (May 2023 – May 2024) 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**



**17. 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**

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**

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**

**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**	6	
3	Impact on CH**	10	
4	Positive Outcomes**	20	
5	Exits to Homelessness**	20	
6	Income Growth**	20	
7	Number of Conditions at Start*	5	
8	Clients with zero income*	5	
9	LOT btwn Start & Move-In**	1	
10	Health Insurance*	5	
11	Priority Populations*	5	
12	CoC Participation*	10	
13	CoC Participation Cont.*	10	
14	Voucher Submission*	5	
15	Unspent Funds*	20	
16	Monitoring*	2	
17	Coordinated Entry*	10	
18	Housing First*	10	
19	Anti-Discrimination*	3	
	<b>TOTAL</b>	182	

*\*\*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.*

**SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD  
(HSPB)**

**RANK & REVIEW APPLICATION 2024**

**PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES**

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

**Project Type:** \_\_\_\_\_

**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. Project goals and achievements

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

After seeing your preliminary **Part 1 score**, please identify up to 4 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 #\_\_

Part 1 Question #\_\_

## **2. Diversity and Inclusion: (0-7 pts)**

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.

- 3 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;
- 2 pt for participating in outside committees or workgroups that promote DEI in the CoC

## **3. Including Transgender and Gender Non-conforming clients: (0-7 pts)**

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

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

#### **4. Feedback from Clients (0-7 pts)**

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

- 3 pts if applicant specifies how often clients are asked for feedback about their programs and services.
- 4 pts if applicant provides an example of feedback from a client 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.

- 7 pts if agency describes the ability to provide services and support to a population(s) with the most severe service needs in Schenectady County.
- 5 pts if the agency provides specific examples of services or leveraging of partnerships provided to support clients with severe service needs.

## **7. 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.

### **8. Racial Equity and Barriers to Participation (0-10 pts)**

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 homelessness population? What steps have you taken or will take to eliminate the identified barriers?

- 4 pts if the applicant describes involvement in CoC/community-wide efforts to discuss and address racial barriers to housing;
- 6 pts if the applicant describes tangible actions taken at the agency and/or project level to eliminate identified barriers.

### **9. 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.

**10. 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	40*
2. Diversity and Inclusion	7
3. Including LGBTQIA+	7
4. Feedback from Clients	7
5. Staff with Lived Experience	5
6. Addressing Severe Service Needs	12
7. Housing First	5
8. Barriers to Participation	10
9. DV Projects Only	6
10. Youth Projects Only	6
<b>Total Available</b>	<b>105</b>

\*Please note that 40 is the maximum number of points possible for this question. Only a project that scored zero points on the 4 highest-valued questions would be eligible to receive 40 points. Actual point ranges will vary depending on which questions from Part 1 an applicant chooses to respond to.