

**DUTCHESS COUNTY CONTINUUM OF CARE (DCCoC)**  
**RANK & REVIEW APPLICATION 2024**  
**PART I: DATA-RELATED/OBJECTIVE QUESTIONS**

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

Contact Person Email Address: \_\_\_\_\_

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

Project Type:       PSH     RRH     TH

Is Your Program Site Based:     Yes       No

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). Please attach relevant pages of the 2023 Renewal Application in Esnaps**

Projected number served during average PIT (Esnaps Project Application Question 5A)	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. What was your project's Utilization Rate Percentage for Persons and/or Households in FY23?  
 \_\_\_\_\_ %

100%-90% = 15 pts; 89%-80% = 10 pts; 79%-60% = 5 pts; 59%-40%= 3 pts; 39%-0 %= 0

Points Earned \_\_\_\_\_

**2. Data Quality & Completeness (project specific): Based on FY22 APR (0-12 pts.)**

**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?  Yes -0 pt  No-5 pts

**2b.** Timeliness of Data Entry: Do you have any number of projects start records at 11+days? (use slide 5 for project score)  Yes-0 pt  No-2 pts

**2c.** Was the most recent Annual Progress Report (APR) submitted on time?  Yes-5 pts  No-0 pt

**3. Positive Outcomes: (0-20 pts.) Points Earned\_\_\_\_\_**

For PSH, RRH, and TH, programs, and outcome is positive if a client is a stayer or exited to a PH destination. (Use slide 7 for project score).

**4. Exits to Homelessness: (0-20 pts.) Points Earned\_\_\_\_\_**

Use slide 9 showing all project leavers and note the project score based on those who exited to the shelter or the street.

**5. Income Growth – Project Performance (0-20 pts)**

**5a.** What percentage of **clients** gained or increased **employment income or non-employment income at program exit?** (Use slide 11 for PSH and slide 12 for TH). (10 points)

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

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

**5b.** What percentage of **clients** gained or increased **employment income or non-employment income between admission and annual assessment?** (Use slide 14 for PSH project score and slide 15 for TH). (10 points)

*\*\*This question will be weighted for RRH and TH projects.*

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

**6. Physical and Mental Health Conditions- Number of conditions at Start (0-5pts.)** 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 slide 17 to calculate project score).

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

**7. Percentage of Clients who entered with zero income (0-5 pts)**

Clients without any income have higher barriers to remaining stably housed. This measure 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 slide 19 to calculate project score).

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

**8. Length of Time between Project Start Date and Residential Move-in Date (0 pts)**

(See Slide 21) Please Note this question will not be scored.

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

**9. Health Insurance- Percentage of Stayers with Health Insurance at Annual Assessment**

(See Slide 23) (0- 5 pts)

Use slide 23 to calculate project score.

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

**10. Priority Population (0-10 pts)**

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 Survivors of DV = 10 pts
- 100% Severely Mentally Ill; Chronic Substance Use Disorder; Physical/Developmental Disability = 5 pts
- No priority population = 0 pts

**11. CoC Participation (0-8 pts)**

Does the project or agency staff regularly participate CoC Meetings in the past 12 months? (CARES will verify via attendance sheets) Check all that Apply:

- \_\_\_ Steering Committee (50% of Meetings) (4 pts)
- \_\_\_ Membership (50% of meetings) (4pts)

**12. Quarterly Vouchers (0-5 pts)**

Does the project submit quarterly vouchers for reimbursement from LOCCS?

- Yes 5 pts
- No 0 pts

**13. Returned Funds (0-10 pts)**

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: \_\_\_\_\_

**14. Monitoring (0-10pts)**

**14a.** a. Did your agency participate in CoC Program Monitoring and provide all required documentation by the specified due date?  **Yes 5 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- Action Required 5 pts**  **No 0 pts**

**15. Coordinated Entry: (0-15 pts)**

**15 a. PSH/RRH ONLY:** Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process?

**Yes 10pts**  **No 0 pts** (Transitional Housing Programs will be weighted)

**15b.** Do you attend at least 50% of the CE meetings over the past 12 months?

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

**16. Housing First (0-10pts)**

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**

**17. Anti-Discrimination (0-5 pts)**

**17a.** Does your agency's anti-discrimination policy include language that ensures that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?  **Yes 3pts**  **No 0 pts**

**17b.** Does your agency's anti-discrimination policy compliant with The Violence Against Women Act (VAWA)?  **Yes 2pts**  **No 0 pts**

**18. Certified SOAR-Trained staff (0-5 pts)**

**18a.** Does your program have a certified SOAR-trained staff person that assists with SSI/SSDI applications?  **Yes 3pts**  **No 0 pts**

**18b.** If yes, were applications submitted within the last 12 months through the Online Application Tracking (OAT) system?  **Yes 2 pts**  **No 0**

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

	Question	Points Available	Points Earned
1	Utilization Rate*	15	
2	Data Quality & Completeness*	12	
3	Positive Outcomes**	20	
5	Exits to Homelessness**	20	
6	Income Growth**	20	
8	Disabling Conditions*	5	
9	Clients with Zero Income at Start*	5	
10	LOT Between Start Date and Move In**	0	
11	Health Insurance*	5	
12	Priority Population*	10	
13	CoC Participation*	8	
13	Unspent Funds*	10	
14	Quarterly LOCCS Draws*	5	
15	Monitoring*	10	
16	Coordinated Entry*	15	
17	Housing First*	10	
18	Anti-Discrimination*	5	
19	SOAR Trained Staff*	5	
	<b>TOTAL</b>	<b>185</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. SPMs make up 60/275 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 195/275 points on the application.

**DUTCHESS COUNTY CONTINUUM OF CARE  
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: \$ \_\_\_\_\_

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:

- a. Target Population
- b. Number of participants served based upon Federal FY23 APR
- c. Number of contracted beds and units
- d. Cost per bed (HUD funding only)
- e. Support Services provided to participants within the program.
- f. Project goals and achievements

**1. Addressing Program Challenges in Part 1 (Program Related Questions and)**

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 94± of the points lost in Part 5 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: (0-5 pts) (Agency Question)**

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

- 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 in the CoC

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

How does your program ensure housing and support service options that are tailored to support people who identify as LGBTQIA+? [Check out HUD's LGBTQIA+ Fair Housing Toolkit.](#)

- 2 pts if agency describes how information is provided to clients and staff on how to report housing discrimination.
- 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 from Persons with Lived Experience of Homelessness (0-7 pts) (Agency Question)**

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 (0-6 pts) (Agency Question)**

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

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

Describe the severe service needs\* of clients within your project, and why the services provided in your project are needed in the CoC.

- 5 pts Describe the need for the project and the population served.
- 7 pts Describe how the agency has established capacity and the level of services that will support those with the highest service needs.

*\* Severe Service needs include those individuals or households needing the highest level of resources and staffing to successfully access housing, stabilize housing and remain housed. Conditions can include: illness and physical, mental and behavioral health, impaired cognitive function.*



## 7. Housing First (0-10 pts) (Program Question)

One of HUD's priorities requires all CoC funded programs to follow a Housing First Model. HUD will be incorporating Housing First as a requirement in future contracts. **Describe how you operationalize HUD's core principles of Housing First.**

**There are five core principles of HUD's Housing First Approach:**

- Immediate access to housing with no housing readiness requirements.
- Consumer choice and self-determination.
- Recovery orientation.
- Individualized and client-driven supports.
- Social and community integration.
  - **5 points for providing an example of three of the five core principles within your program.**
  - **5 points for providing an example of all five core principles within your program.**



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

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 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

**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?

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

**Part 2- Narrative Question Scoring**

Question	Total Points Available
1. Challenges to performance in Data Section-Part 1	30
2. Diversity and Inclusion	5
3. Including Trans and Gender Non-Conforming Clients	5
4. Feedback from Clients	7
5. Staff with Lived Experience	6
6. Addressing severe service needs	12
7. Housing First	5
8. Racial Equity and Inclusion	10
9. DV projects only	5
10. Youth Projects only	5
<b>Total Score</b>	<b>90</b>

final