

RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE (RCHSC)
RANK AND REVIEW APPLICATION 2024
PART 1: DATA-RELATED/OBJECTIVE QUESTIONS
APPLICATION DUE DATE: JUNE 20, 2024

Note: This section of the Application is based on Federal Fiscal Year 23 APR reports (10/01/2022-09/30/2023). Data sources have been submitted to HUD via Longitudinal Systems Analysis (LSAs) and are used to evaluate projects to ensure data cleanliness.

Organization Name: _____ Contact Person: _____

Contact Person Email Address: _____

Project Name: _____

Project Type: PSH RRH TH SSO (regular)

**** To complete this Rank & Review Tool, use all persons served in HMIS in FFY23.**

1. Utilization: *Max 30 pts*
Using the project's FY23 Project Application and Federal Fiscal Year 2023 (FY23) * APR, complete the chart below to calculate the utilization rate (round up to the closest whole number). Please attach relevant pages of Application and APR to this application. * *Federal Fiscal Year 2023 (FFY23): October 1, 2022 – September 30, 2023*

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

Households: Average Actual _____ / Projected _____ = Utilization _____%

Persons: Average Actual _____ / Projected _____ = Utilization _____%

1a. Did your project meet its projected number of *either* households or persons served during the year (100% or more utilization)?

Yes 15 pts No 0 pts

1b. The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100% in *both* households and persons?

Yes 5 pts No 0 pts

1c. Did your project serve over 100 individuals?

Yes 10 pts No 0 pts

Points Earned: _____

2. Data Quality & Completeness (project specific): Based on FY23 APR Max 10 pts

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

Yes - 0 pts No- 6 pts

2b. Timeliness of Data Entry: Based on **new participants** in your project in FFY23 APR Q6E: Do you have any project start records at 11+ days. Attachment 2B

Yes - 0 pts No- 2 pts

2c. Was the most recent APR submitted on time?

Yes - 2 pts No- 0 pts

Points Earned: _____

3. Impact on Chronic Homelessness

Max 5 pts

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 25 pts

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

Points Earned:_____

5. Exits to Homelessness: Attachment 5

Max 20 pts

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

Max 20 pts

(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 X to see project score. **(10 points)**

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 5f, Column g) Use **Attachment 6b** 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 10 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 X to see project score.

Points Earned:_____

8. Percentage of Clients who entered with zero income **Max 10 pts**
(Attachment 8)

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.

Points Earned:_____

9. Priority Population **Max 5 pts**

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

- 100% Chronically Homeless (CH), Youth, Veteran, or Survivor of DV= 5 pts
- >50% Chronically Homeless (CH), Youth, Veteran, or Survivor of DV= 3 points
- No priority population= 0 pts

Points Earned:_____

10. Length of Time Between Project Start Date and Residential Move-in-Date **Max 10 pts**

On ARP 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.

Points Earned:_____

11. Health Insurance- Percentage of Stayers with Health Insurance at Annual Assessment

(Attachment X)

Max 10 pts

On APR Q21, divide the total from rows 15 & 16 by the total number of persons served in APR Q5 to see the percentage. Use attachment X to see project score.

Points Earned:_____

12. Housing First

Max 5 pts

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

13. Anti-Discrimination

Max 6 pts

13a. 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**

13b. If yes, does your agency’s policy include explicit language about holding regular training to educate staff on Anti-discrimination policies and practices, accepted language/terms, and prohibiting specific discriminatory actions by program personnel?

- Yes 3 pts**
- No 0 pts**

14. Certified SOAR Trained Staff

Max 5 pts

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

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

15. Total Awarded Funds

Max 5 pts

What dollar amount did this project return in the most recently ended contract? _____

(The score for this question will be determined by the percentage of program funds returned in relation to overall contract)

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

Points Earned:_____

16. ELOCCS Drawdowns

Max 5 pts

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

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

17. CoC Participation

Max 5 pts

Does the project or agency staff regularly participate in the Board meetings and at least 1 of the following committees, attending at least 75% of the meetings?
(CARES will verify via attendance sheets) **CHOOSE ONLY ONE**

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Board | <input type="checkbox"/> NOFA | <input type="checkbox"/> Regional Advisory Board on Youth Homelessness (RABYH) |
| <input type="checkbox"/> Coordinated Entry | <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Regional Racial Justice Advisory Committee (RRJAC) |
| <input type="checkbox"/> Prevention | <input type="checkbox"/> Systems Committee | |

18. Coordinated Entry

Max 10 pts

(CoC CE Lead will verify all responses)

18a. Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process including the parallel process for DV providers?

- Yes 4 pts No 0 pts

18b. Does your project staff attend at least 75% of the bi-weekly Housing Review Team meetings?

- Yes 2 pts No 0 pts

18c. 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

18d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU?

- Yes 2 pts No 0 pts

19. Project Monitoring (Select only 1 below)

Max 2 pts

19a. Did your Project complete the CoC Monitoring forms and documentation with no findings/concerns?

Yes 2 pts **No 0 pts**

19b. Did your Project complete the CoC Monitoring forms and documentation with findings/concerns that were resolved?

Yes 2 pt **No 0 pts**

19c. Did not complete CoC Monitoring forms and documentation.

Yes 0 pts

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

| | Question | Points Available | Points Earned |
|----|--------------------------------------|------------------|---------------|
| 1 | Utilization Rate* | 30 | |
| 2 | Data Quality & Completeness* | 10 | |
| 3 | Impact on Chronic Homelessness* | 5 | |
| 4 | Positive Outcomes** | 25 | |
| 5 | Exits to Homelessness ** | 20 | |
| 6 | Income Growth ** | 20 | |
| 7 | Health Conditions* | 10 | |
| 8 | Clients with Zero Income at Start* | 10 | |
| 9 | Priority Population* | 5 | |
| 10 | LOT Between Start Date and Move In** | 10 | |
| 11 | Health Insurance* | 10 | |
| 12 | Housing First* | 5 | |
| 13 | Anti-Discrimination* | 6 | |
| 14 | SOAR Trained Staff* | 5 | |
| 15 | Returned Funds* | 5 | |
| 16 | ELOCS Drawdowns* | 5 | |
| 17 | CoC Participation* | 5 | |
| 18 | Coordinated Entry* | 10 | |
| 19 | Monitoring* | 2 | |
| | | | |
| | TOTAL | 198 | |

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 90/198 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 123/198 points on the application.

1. Utilization:

Max 10 points

This question should be answered *only* by projects that scored zero points on Question 1 of the 2021 Rank & Review Application Part 1.

Please explain why your project did not achieve 100% utilization due to circumstance beyond the project's control (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.

2. 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 and include action steps on how they would address it. **Reviewers may score up to 50% of the points lost in Part 1 for each question identified.** CARES will calculate total available points for each question.

2a. Part 1 Question # _____ total available points for this question _____

2b. Part 1 Question # _____ total available points for this question _____

2c. Part 1 Question # _____ total available points for this question _____

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) an example.

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 in the context of their lives, goals, and service plans?

- 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 cash income from employment.

5. Diversity 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.

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

6. Including Transgender & Gender Non-conforming Clients **Max 5 points**

How does your program ensure equitable housing options and support services options that are tailored to support people who identify as LGBTQ+ (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 agency describes training provided to agency staff to ensure a safe and equitable atmosphere for clients
- 3pts if agency describes any MOU's or partnerships with agencies specifically geared towards LGBTQ+ participant needs

7. 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 homelessness population? What steps has your project taken to remove barriers for these populations to assist in getting them connected to services?

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

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

8. Feedback from Clients

Max 7 points

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

- 3 pts if the applicant specifies how often clients are asked for feedback about their programs and services;
- 4pts if applicant provides an example of feedback from a client that was implemented to make 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?

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

10. Addressing Severe Service Needs**Max 12 points**

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 in Rensselaer County
- 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. 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.

12. **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?

- 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.

13. **Youth-Serving Projects – *Positive Outcomes***

Max 5 points

Outcomes considered positive for youth (under age 25) may not be the same as positive outcomes for other Permanent Supportive Housing populations. How does your agency contribute to housing stability for youth across the CoC?

- Up to 2.5 pt awarded if the narrative clearly describes positive outcomes for youth through the provider lens.
- Up to 2.5 pt awarded if the narrative clearly describes how the agency contributed to positive housing stability for youth across the CoC.

| Question | Total Points Available |
|--|------------------------|
| 1. Utilization Rate | 10 |
| 2. Poor performance in Part 1 | 37.5 |
| 3. System Performance-Housing Stability | 5 |
| 4. System Performance-Income | 5 |
| 5. Diversity and Inclusion | 5 |
| 6. Including Trans and Gender Non-Conforming Clients | 5 |
| 7. Barriers to Participation | 10 |
| 8. Feedback from Clients | 7 |
| 9. Staff with Lived Experience | 6 |
| 10. Addressing severe service needs | 12 |
| 11. Housing First | 5 |
| 12. DV projects only | 5 |
| 13. Youth projects only | 5 |
| 14. Total points available | 117.5 |
| Total Score: | |