

# DUTCHESS COUNTY CONTINUUM OF CARE (DCCoC)

## FY2025 RANK & REVIEW RENEWAL APPLICATION PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

### FY2025 RANK & REVIEW RENEWAL APPLICATION PART 1: DATA & OBJECTIVE MEASURES SECTION

Note: this section of the application is based on Federal Fiscal Year 24 APR reports (10/1/2023-9/30/2024). The data that has been submitted to HUD via Longitudinal Systems Analysis (LSAs) is used to Evaluate Projects\*.

*\*Only persons/household that have an entry (i.e., intake, admission, and move-in date) in HMIS in FFY24 are captured in the data assessed.*

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

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

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

Project Type:  PSH       RRH       TH       SSO

What is your HUD PIN for this Grant: \_\_\_\_\_

#### OBJECTIVE CRITERIA:

*This section must be worth 33% of the total points available on this application. In this Tool, objective criteria makes up 37% of the points available in this application.*

**1. Utilization Rate:** Using the FY24 Project Application and Federal Fiscal Year 2024 (FFY24) APR, complete the chart below to calculate utilization rate (round up to closest whole number).

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

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

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

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

20pts= 95-100%; 15 pts =94-89%; 10pts = 88-80%; 5 pts=79-70%;0 pts = < 70%

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

### 2. Timely ELOCCS Drawdowns

Max 5 Points

Did the project draw down funds from ELOCCS at least quarterly in the most recently ended contract?

*To receive full points, please attach copies of last three drawdowns from the most recently ended contract.*

Yes – 5 Points     No - 0 Points

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

### 3. Spending Down Funding

Max 10 Pts

What *percentage* of funding from your most recently ended contract was unspent and returned to HUD? *To receive full points, please attach a copy of the last drawdown from the most recently ended contract.*

% \_\_\_\_\_

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

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

### 4. Data Quality & Completeness (project specific):

Max 5 Pts

FY24 APR Q6: Is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing?

For more information see Attachment 1, source: FFY24 APR Q6

Yes- 0 points     No-5 points

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

### 5. Timeliness of Data Entry

Max 3 Pts.

Do you have any number of project start records at 11+days? (Use provided data attachment to respond, which only includes households newly entered into program within the federal fiscal year).

For more information see Attachment 2, source: FFY24 APR Q6E

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Yes-0 points     No-3 points

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

### 6. Service Agreements and MOUs

Max 20 Pts.

Does your agency have Service Agreements or MOU's with any of the following service programs? You will receive 4 points for each selected. *You will need to submit a copy of this agreement with your completed application to receive points.*

- Healthcare organizations
- Mental Health Service Providers
- Substance Use Providers
- Childcare Organizations (Headstart, Public Pre-K, Federal Home Visiting Programs, etc.)
- Workforce Development Programs

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

### 7. CoC Participation (0-5 pts)

Max 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 using Membership and Committee Rosters/Attendance Lists.*

- Yes- Steering Committee (2.5 pts)
- Yes- Membership Meetings (2.5 pts)
- No- (0) pts

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

### 8. Monitoring *(Responses will be verified by Collaborative Applicant staff, utilizing monitoring reports)*

Max 10 Pts

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

- Yes 10 pts             No 0 pts  
OR

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

- Yes 6 pts             No 0 pts

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

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#### 9. Priority Population

Max 10 Pts

Check the corresponding box if your project is dedicated to serving the following priority populations per section 3B (#2) of your last Esnaps application.

*To receive available points, please attach a copy of section 3B from your project's most recent Esnaps application.*

- 100% Chronically Homeless (CH), Youth, Veteran, or Survivors of DV=10 pts
- 100% Severely Mentally Ill; Chronic Substance Use Disorder; Physical/Developmental Disability = 5%
- No priority population = 0 pts

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

#### 10. Health Insurance

Max 5 Pts

Calculate your percentage of stayers with health insurance at Annual Assessment.

**For more information see Attachment 3, source: FFY24 APR Q21 Column 2, Row 14, 15, and 16; APR Q5. Scoring ranges created based on a standard deviation.**

*\*This question will be weighted in the final score if your project had no stayers with annual assessments.*

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

#### SYSTEMS PERFORMANCE DATA:

*This section must be worth at minimum 20% of the total points available in this application. In this Tool, systems performance makes up 25% of the points available in this application.*

#### 11. Length of Time between Project Start Date and Residential Move-in Date

Max 2 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 weighted in the final score for site-based projects.*

On FFY24 APR Q22c, refer to the column "Average length of time to housing".

This question was weighted in the final score for Transitional Housing projects for FY24.

**14 days or less= 2 pts; Greater than 14 days = 0 pts**

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

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### 12. Positive Outcomes (Attachment 4)

Max 20 Pts

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.

Scoring ranges created based on a standard deviation.

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

### 13. Exits to Homelessness (Attachment 5)

Max 20 Pts

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

Scoring ranges created based on a standard deviation.

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

### 14. Income Growth (Attachment 6a and 6b)

Max 20 Pts

Source: FFY24 APR Q19. Cash Income – Changes over Time

Scoring ranges created based on a standard deviation.

14a. What percentage of clients (leavers) gained or increased employment income or non-employment income at program exit? Use attachment 6a. to see project score.

(10 points)

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

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

14b. What percentage of clients (stayers) gained or increased employment income or non-employment income between start and annual assessment? Use attachment 6b. to see project score. (10 points)

*\*This question will be weighted in the final score if your project had no stayers with annual assessments. This was also weighted in the final score for TH and RRH projects.*

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

## SEVERE SERVICE BARRIERS

### 15. Physical and Mental Health Conditions- Number of conditions at Start

Max 5 Pts.

*\*This question will be weighted in the final score for TH and RRH projects.*

For more information, see Attachment 7, source: FFY24 APR Q13 a2- Number of Conditions at Start. Scoring ranges created based on a standard deviation.

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

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with 2 or more conditions at entry.

*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).*

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

### 16. Percentage of Clients who entered with zero income

Max 5 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.

*\*This question will be weighted in the final score for TH and RRH projects.*

**For more information, see Attachment 8, source: FFY24 Q18--Cash Income-Persons.**

**Scoring ranges created based on a standard deviation.**

*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).*

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

### OTHER PART 1 QUESTIONS:

### 17. Coordinated Entry:

Max 10 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 4 pts    No 0 pts

**17b.** Has your agency attended at least 75% of the monthly SPOA/CE meetings in the last year?

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 Victim Service Providers, do you have staff trained to participate in the comparable Coordinated Entry system and HMIS-comparable database?)

Yes 2 pts    No 0 pts

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

**Yes 2 pts**    **No 0 pts**

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

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#### PROJECT INFORMATION

Organization

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

Project

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

*The below information is provided to give reviewers an idea of your project. It is not scored.*

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

Leasing	\$ _____
Rental Assistance	\$ _____
Supportive Services	\$ _____
Operations	\$ _____
Admin	\$ _____

Number of beds as listed in Esnap: \_\_\_\_\_

#### **PROJECT DESCRIPTION**

Please provide a brief project overview.

Please include:

- The target population/s and number of participants served
- Number of contracted beds/units/vouchers
- Project goals and achievements

Please explain:

- The primary services provided to participants
- Supplementary services available to participants
- How your project coordinates services with other funded and non-funded providers to leverage services (if applicable.).

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#### SUPPLEMENTAL QUESTIONS TO PART 1:

*This is an opportunity to recoup points from Part 1. As such, the below questions' points are not added to the total number of points for this tool.*

#### 18. Utilization Rate

Max 7 points

**This question should be answered only by projects that received less than 7 points on Question 1 of the 2025 Rank & Review Application in Part 1. Through this narrative, you have the opportunity to increase your points to 8 total on Part 1, Question 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 FFY2024 (10.1.23-9.30.24)

- Up to 3.5 points if the agency has identified actions steps that they have taken to address/rectify under utilization
- Up to 3.5points if the agency can reference more recent data to show that their utilization rates are increasing.

#### 19. Reducing Exits to Homelessness

Max 10 points

**This question should be answered only by projects that received less than 10 points on Question 13 of the 2025 Rank & Review Application in Part 1. Through this narrative, you have the opportunity to increase your points to 10 total on Part 1, Question 13.**

Please discuss the strategies your project uses to reduce or prevent the number of households exiting your program to homelessness.

- Up to 5 points awarded if the narrative clearly describes how the project supports clients with maintaining housing and preventing returns to homelessness.
- Up to 5 points awarded if the agency can provide data to show that their efforts are successful in maintaining housing and preventing returns to homelessness.

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#### 20. System Performance – Income

Max 10 points

This question should be answered only by projects that received less than 10 points on Question 14 of the 2025 Rank & Review Application in Part 1. Through this narrative, you have the opportunity to increase your points to 10 total on Part 1, Question 14.

What support does your project provide to clients to increase/ maintain non-employment cash income and employment cash income?

- Up to 5 points awarded if the narrative clearly describes how the project supports clients with increasing/ maintaining non-employment cash income.
- Up to 5 points awarded if the narrative clearly describes how the project supports clients with increasing employment cash income and can provide data to show that their efforts are successful.

#### OTHER PART 2 QUESTIONS

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#### 21. System Performance- Housing Stability & Reducing Returns to Homelessness

**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 points awarded if the narrative clearly states the strategy your program uses.
- Up to 2.5 points awarded if the narrative clearly state(s) examples.

#### 22. Feedback from Clients

**Max 5 points**

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

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

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23.

Max 8 points

### Staff with Lived Experience

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

- Up to 3 points if agency employs people with lived experience of homelessness
- Up to 2 points if agency describes how employees with lived experience of homelessness are involved in decision-making and/or policy creation
- Up to 3 points if agency describes professional development opportunities for staff with lived experience of homelessness.

### 24. Addressing HUD-Defined Severe Service Needs (i.e. for those exiting unsheltered homelessness, those seeking treatment & recovery services)

Max 10 points

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

- Up to 5 points if agency describes the ability to provide services and supports to a population (s) with the most severe service needs within the CoC (i.e. persons coming from unsheltered homelessness, persons seeking treatment and recovery services, persons in need of mental health services).
- Up to 5 points if the agency adequately demonstrates/cites evidence (can be anecdotal) of the need for their project in the community due to their capacity to serve those with the most severe service needs.

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### 25. Supporting Self-Sufficiency

Max 5 Pts

One of the goals of CoC-funded programs is to provide services that result in self-sufficiency and independence of participants to the extent possible. Provide specific examples of accomplishments offered through your program that demonstrate participants' ability to live more independently. Examples will vary by program (i.e. housing stability, attaining or sustaining mainstream benefits, connecting participants to health, behavioral health or substance use disorder treatment, etc.).

### 26. Dedicated 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 survivors of domestic violence across the CoC?

- Up to 2.5 points awarded if the narrative clearly describes positive outcomes through the DV provider lens.
- Up to 2.5 points awarded if the narrative clearly describes how the agency contributed to positive housing stability and ensure safety for survivors of domestic violence across the CoC.

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#### 27. 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?

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