HSPB
Homeless Services Planning Board of Schenectady County

FY2026 Rank & Review Renewal Application
Part 1: Data & Objective Measures Section

Note: this section of the application is based on Federal Fiscal Year 25 APR reports (10/1/2024-9/30/2025). 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 FFY25 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 50% of the total points available on this application. In this Tool, objective criteria makes up 50% of the points available in this application

1. Utilization Rate: **Max 20 Pts**

Using the FY25 Project Application and Federal Fiscal Year 2025 (FFY25) 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: _____ **Households: _____**	**January**		
	April		
	July		
	October		
	Average:		

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

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

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

20pts= 90-100%; 10 pts =70-89%; 5 pts = 0-69%

Points Earned: _____

2. 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: _____

3. Service Agreements and MOUs **Max 30 Pts.**

Does your agency have Service Agreements or MOU's with any of the following service programs? HUD encourages supportive service agreements that meet individual needs and advance individual progress towards self-sufficiency and independent living goals. You will receive 5 points for each selected. *You will need to submit a copy of this agreement or verification of in-house services 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
- ☐ Employers

Points Earned:_____

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4. On-Site Services **Max 15 Pts.**

Does your project provide on-site services for any of the following? You will receive five points for each service checked.

- ☐ Mental Health – 5pts
- ☐ Substance Abuse – 5 pts
- ☐ Peer Recovery Specialists or Peer Support and Recovery Navigation – 5 pts

Points Earned:_____

5. Individual Service Plans **Max 10 Pts.**

Will your project require an individual service plan and require participation agreements with support services as part of your program? Please include a copy of your participation agreement to receive full points.

- ☐ Yes – 10 pts (service agreement must be attached)
- ☐ No - 0 pts

Points Earned:_____

6. Partnerships for Increased Employment: **Max 10 pts.**

Do you partner with any of the following to help participants increase employment and employment-based income? You will need to attach a copy of the agreement(s) to receive full points. (You can only choose one).

- ☐ Workforce Development
- ☐ Childcare Organizations
- ☐ Local Employers

Points Earned:_____

7. CoC Participation **Max 10 Pts**

In the last twelve months (May 2024-May 2025, has the agency staff actively participated in any CoC committees? *Participation will be confirmed by the Collaborative Applicant using Membership and Committee Rosters/Attendance Lists.*

□ **2 Committees and 50% Membership attendance (10 pts)**
□ **1 Committees and 50% Membership attendance (8 pts)**
□ **0 Committees (0 pts)**

□ HSPB Board	□ Governance Committee	□ CoC/Applications Committee
□ Data Committee	□ HMIS Advisory	□ Regional DV Committee
□ RSAC	□ Regional Youth Committee	

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 (answer only a or b)

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: _____**

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. **Only choose one.**

- ☐ Youth – 10 pts
- ☐ Individuals over the age of 55+ – 10 pts
- ☐ Families – 10 pts
- ☐ Survivors of Domestic Violence (DV) – 10 pts
- ☐ No priority population – 0 pts

Points Earned:_____

SYSTEMS PERFORMANCE DATA:

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

10. Length of Time between Project Start Date and Residential Move-in Date **Max 4 Pts**
(Attachment 1)

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 will be weighted in the final score for site-based/TH/SSO projects.*

On FFY25 APR Q22c, refer to the column "Average length of time to housing".

14 days or less= 4 pts; Greater than 14 days = 0 pts

Points Earned: _____

11. Positive Outcomes (Attachment 2) **Max 15 Pts**

For PSH, RRH, and TH programs, an outcome is positive if a client is a stayer or exited to a PH destination that does not have a subsidy attached. Use **Attachment 4** to see project score.
This question will be weighted in the final score for SSO projects.

Scoring ranges created based on a standard deviation.

Points Earned: _____

<72% = 0 pts; 72% - 86% = 7.5 pts; 87% - 100% = 15 pts

12. Positive Outcomes (Attachment 3) **Max 5 Pts**

Has at least 20% of your participants exited to a positive housing destination that does not have a subsidy attached?

- ☐ Yes – 5 pts
- ☐ No – 0 pts

Points Earned: _____

13. Exits to Homelessness (Attachment 4) **Max 10 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. *This question will be weighted in the final score for SSO projects.*

Scoring ranges created based on a standard deviation.

Points Earned: _____

>0% = 0 pts; 0% = 10 pts

14. Returns to Homelessness (Attachment 5) **Max 5 Pts**

Was your projects returns to homelessness less than 8% after 24 months?

- ☐ Yes – 5 pts
- ☐ No – 0 pts

Points Earned: _____

15. 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.

15a. What percentage of **clients (leavers)** gained or increased **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 or is an SSO project.

Points Earned: _____

15b. What percentage of **clients (stayers)** gained or increased **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.*

Points Earned: _____

16. Increase in Employment Income **Max 8 Pts**

Did at least 20% of your program participants show an increase in employment-based income at annual assessment? This will be confirmed with your HMIS administrator

- ☐ Yes – 8 pts
- ☐ No – 0 pts

Points Earned: _____

17. Increase Employment Income Leavers **Max 8 Pts**

Did at least 25% of your program leavers have an increase in employment-based income? - This will be confirmed with your HMIS administrator.

- ☐ Yes – 8 pts
- ☐ No – 0 pts

Points Earned: _____

18. Tracking Participant Outcomes (Attachment 7) **Max 5 Pts**

When tracking participant outcomes in HMIS and Comparable Databases: Is your projects unknown exit destinations in HMIS less than 10%?

- ☐ Yes – 5 pts
- ☐ No – 0 pts

Points Earned: _____

OTHER PART 1 QUESTIONS:

19. Coordinated Entry: **Max 5 Pts**

Responses will be verified with the CE lead.
This question will be weighted in the final score for SSO projects.

19a. Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process?

□ **Yes - 1.5 pts** □ **No - 0 pts**

19b. Has your agency attended at least 75% of the bi-weekly CE meetings in the last year?

□ **Yes - 1 pt** □ **No - 0 pts**

19c. 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 - 1.5 pts** □ **No - 0 pts**

19d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU?

□ **Yes - 1 pt** □ **No - 0 pts** **Points Earned_____**

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FY2026 Rank & Review Renewal Application
Part II – Project / System Performance Narratives

PROJECT INFORMATION

Organization Name:_____

Project Name:_____

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

FY26 Funding Request: _____

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

Number of beds as listed in Esnaps: _____

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 and how this will remove barriers to stable housing and increase participant self sufficiency
- Supplementary services available to participants and how this will remove barriers to stable housing and increase participant self sufficiency
- How you formulate an individualized service plan for each participant and how you effectively communicate the need for participants to engage in supportive services
- How your project coordinates services with other funded and non-funded providers to leverage services (if applicable.).

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20. Cooperation with Local Law Enforcement/ First Responders **Max 5 Pts**

How does your agency cooperate with local law enforcement and first responders to help reduce encampments and enhance public safety?

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

Max 5 Pts

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. Connection to Services **Max 5 Pts**

Describe how your project identifies individuals experiencing serious mental illness and connects them with the services necessary to promote stability.

Partnerships with programs such as Assertive Community Treatment Teams or other models that combine intensive care coordination, assertive outreach and comprehensive treatment are highly encouraged.

23. Substance Abuse Service Connections **Max 5 Pts.**

Does your project currently partner with Drug Court or other specialty courts serving individuals with mental and substance use disorders? Please describe how your project coordinates with these providers to support stability and movement towards independence, including leveraging court orders.

24. Supporting Self-Sufficiency **Max 10 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.).

25. Dedicated Domestic Violence Projects *Only*- Positive Outcomes/Safety Max 5 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 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.

26. Dedicated Youth Projects *Only*- Positive Outcomes **Max 5 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 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.

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CoC NY-507: Schenectady County Homeless Services Planning Board (HSPB)

Please provide a 12-month Budget Proposal (required for review):

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Leasing	$	
B. Rental Assistance	$	
C. Support Services	$	
1. Salaries	$	
2. Benefits	$	
3. Other	$	
D. VAWA (New eligible activity)	$	
E. Rural Costs (New eligible activity)	$	
F. Operating	$	
G. Admin (up to 10%)	$	
H. Total Project Costs	$	
MATCH	**AMOUNT**	**SOURCE**
I. 25% Match Requirement	$	

FY26 Continuum of Care Competition – Rank & Review Certification
Project Threshold Review

Instructions:

All agencies applying for CoC funding must review and sign off on the below Project Eligibility Threshold, Project Quality Threshold (broken down by New Projects and Renewal Projects), and Post Award Requirements as part of the Rank & Review process. Please return to CARES with your Rank & Review applications.

Project Eligibility Threshold (pg. 59-61 of the FY26 CoC NOFO)

Applicants who fail to meet the following threshold eligibility requirements are ineligible to apply for funds during this competition. Please review the following requirements and sign off at the end of the document to verify your project eligibility.

(1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in the Act and the Rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation).

(2) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal, state, local, or private resources.

(3) Project applicants must submit the required certifications specified in this NOFO.

(4) The population to be served must meet program eligibility requirements as described in the Act, the Rule, and section III.G.10 of this NOFO.

(5) Project applicants, except Collaborative Applicants that only receive awards for CoC Planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

(6) Project applicants must certify affirmatively to the following:

- The project applicant will not engage in racial preferences or other forms of illegal discrimination.
- The project applicant will not operate drug injection sites or "safe consumption sites," knowingly distribute drug paraphernalia on or off of property under their control, permit the use or distribution of illicit drugs on property under their control, or conduct any of these activities under the pretext of "harm reduction."

I Certify that my project is eligible to apply for HUD CoC funding under the above criteria:

Signature of applicant: _____

FY26 Continuum of Care Competition – Rank & Review Certification
Project Threshold Review

RENEWAL Projects: Project Renewal Threshold (pg. 61-62):

CoCs must consider the need to continue funding for projects expiring in CY 2026 (January 1, 2026 to December 31, 2026) when applying for FY 2026 CoC and YHDP funding. Renewal projects must meet the minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFO or they will be rejected from consideration for funding:

(1) When considering renewal projects for award; HUD will review information in eLOCCS, APRs, and information provided from the local HUD CPD field office; including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

(a) whether the project applicant's performance met the plans and goals established in the initial application, or grant as amended;
(b) whether the project applicant demonstrated all timeliness standards for grants being renewed have been met, including those standards for the expenditure of grant funds;
(c) the project applicant's performance in assisting program participants to achieve and maintain self-sufficiency and independent living and records of success, except dedicated HMIS projects are not required to meet this standard; and
(d) evidence of unwillingness of project applicants to accept technical assistance, a history of inadequate financial accounting practices, indications of project mismanagement, a drastic reduction in the population served, program changes have been made without prior HUD approval, or the loss of project site control.

(2) HUD reserves the right to reduce or reject a project application submitted during the CoC Program Competition for the following reasons:

(a) outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
(b) audit finding(s) for which a response is overdue or unsatisfactory;
(c) history of inadequate financial management accounting practices;
(d) evidence of untimely expenditures on prior award;
(e) history of other major capacity issues that have significantly affected the operation of the project and its performance;
(f) history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
(g) history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
(h) evidence that the project has previously or currently conducts activities that subsidize or facilitate racial preferences or other forms of illegal discrimination or conduct activities that rely on or otherwise use a definition of sex other than as binary in humans.
(i) evidence that the project operates drug injection sites or "safe consumption sites," knowingly distributes drug paraphernalia on or off of property under their control, permits the use or distribution of illicit drugs on property under their control, or conducts any of these activities under the pretext of "harm reduction."

I Certify that my RENEWAL project will pass quality threshold review to apply for HUD CoC funding under the above criteria:

Signature of applicant: _____

Post Award Requirements and Administration (pg. 107-109)

If your project is chosen for funding in this round of the competition you must agree to follow the applicable provisions in the Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance-2025. You must comply with these applicable provisions:

1. The Fair Housing Act (42 USC 3601-3619) and Civil Rights laws which encompass the Fair Housing Act and related authorities (24 CFR 5.105(a))
2. Affirmatively Furthering Fair Housing (AFFH) requirements, (42 USC § 3608(e)(5)) and implementing regulations at 24 CFR 5.150 et seq.as amended by 90 FR 11020.
3. Economic Opportunities for Low-and Very Low-income Persons (12 USC 1701u) requirements, including those listed at 24 CFR part 75
4. Compliance with Immigration Requirements (8 U.S.C. 1601-1646; Executive Order 14218)
5. Accessible Technology requirements, (29 USC § 794d, 29 USC 794, 42 USC 12131-12165) and implementing regulations at 36 CFR part 1194 (Section 508 regulations),24 CFR§ 8.6 (Section 504 effective communication regulations), 28 CFR part 35, subpart H (DOJ Web Access Rule), and 28 CFR part 35, subpart E (DOJ's Title II communications regulations)
6. Ensuring, when possible, small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms receive consideration consistent with 2 CFR 200.321
7. Equal Participation of Faith-based Organizations in HUD Programs and Activities consistent with 42 U.S.C. 2000bb et seq.; 42 U.S.C. 2000d et seq.; 24 CFR 5.109; and Executive Orders 14202, *Eradicating Anti-Christian Bias* and EO 14205, *Establishment of the White House Faith Office*.
8. Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 USC § 4601 et seq.) (URA) requirements, 49 CFR part 24, and applicable program regulations
9. Participation in HUD-Sponsored Program Evaluation (12 USC 1701z-1; 12 USC 1702z-2; 24 CFR part 60; and FR-6278-N-01)
10. OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200)
11. Drug-Free Workplace requirements (2 CFR part 2429)
12.HUD requirements related to safeguarding resident/client files (e.g., 2 CFR 200.303(e))
13. The Federal Funding Accountability and Transparency Act of 2006 (2 CFR part 170) (FFATA), as amended
15. Accessibility for Persons with Disabilities requirements (29 USC § 794) and implementing regulations at 24 CFR parts 8 and 100; 28 CFR part 35
16. Applicable Violence Against Women Act requirements in the Housing Chapter of VAWA (34 USC § 12491-12496) 24 CFR part 5, subpart L, and program-specific regulations.
17. Conducting Business in Accordance with Ethical Standards/Code of Conduct, including 2 CFR 200.317, 2 CFR 200.318(c) and other applicable conflicts of interest requirements
18. Build America, Buy America (BABA) Act procurement purchase requirements
20. Environmental requirements that apply in accordance with 24 CFR part 50 or part 58
22. Unless prohibited by law and to the extent permitted under the Freedom of Information Act (FOIA), your application and post-award content may be released to the public in response to FOIA requests, except to the extent that certain information may be withheld under a FOIA exemption (5 USC § 552(b); 24 CFR 15.107(b)). HUD may also share your information within HUD or with other Federal agencies if HUD determines that sharing is relevant to the respective program's objectives.
23. Waste, Fraud, Abuse, and Whistleblower Protections. 41 USC § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce.

Under 41 U.S.C. § 4712, employees of a contractor, subcontractor, grantee, subgrantee, and personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. (See Federal Contractor or Grantee Protections | Office of Inspector General, Department of Housing and Urban Development (hudoig.gov))

24. Implementing Presidential Executive Actions affecting federal financial assistance programs, as advised by the Department, unless otherwise restricted by law: Executive Order (EO) 14219 (Ensuring Lawful Governance and Implementing the President's "Department of Government Efficiency" Deregulatory Initiative); 14218 (Ending Taxpayer Subsidization of Open Borders); guidance resulting from the White House Task Force established by 14202 (Eradicating Anti-Christian Bias) and the Senior Advisor to the White House Faith Office assigned by 14205 (Establishment of the White House Faith Office); 14182 (Enforcing the Hyde Amendment); 14173 (Ending Illegal Discrimination and Restoring Merit-Based Opportunity); 14168 (Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government); 14151 (Ending Radical and Wasteful Government DEI Programs and Preferencing); and 14148 (Initial Rescissions of HarmfulExecutive Orders and Actions)

In addition:

1. Awards made under this NOFO will not be used to conduct activities that subsidize or facilitate racial preferences or other forms of illegal discrimination, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; or conduct activities that rely on or otherwise use a definition of sex as other than binary in humans 14332 (Improving Oversight of Federal Grantmaking).
2. Awards made under this NOFO will not be used to fund, promote, encourage, subsidize or facilitate the use of illicit drugs.
3. Awards made under this NOFO will not be used to fund any project, service provider, or organization that operates drug injection sites or "safe consumption sites," knowingly distributes drug paraphernalia on or off of property under their control, permits the use or distribution of illicit drugs on property under their control, or conducts any of these activities under the pretext of "harm reduction." 14321 (Ending Crime and Disorder on America's Streets).
4. All agreements or contracts made with subrecipients under this NOFO must contain the identical terms and conditions as those in the grant agreement issued by HUD.

Any additional or conflicting terms and conditions must be approved by HUD.

I certify that if my project is awarded funding in the FY26 CoC NOFO Competition, I will comply with all of the above per the CoC Application requirements:

Signature of applicant: _____