



Partners Ending Homelessness

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Agency Name:	
Program Name:	
Grant Identification #	
Fiscal Year (FY):	FY 2024
Operating Year:	
The number of HUD Units:	
The number of HUD Beds:	
Program Type:	
Grant Amount Total:	\$0.00
Leasing	\$0.00
Rental Assistance	\$0.00
Operations	\$0.00
Support Services	\$0.00
HMIS	\$0.00
Administration	\$0.00
Agency Representative(s) at review	
Review Date:	
Monitoring team at review:	
Total Score	0

References:

CoC Interim Rule:

[eCFR :: 24 CFR Part 578 -- Continuum of Care Program](#)

HMIS Specific:

[eCFR :: 24 CFR Part 578 -- Continuum of Care Program](#)

<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578?toc=1>

[2004 HMIS Data and Technical Standards Final Notice](#)

[Coordinated Entry Management and Data Guide \(Chapter 2\)](#)

Information and Documentation:

[eCFR :: 24 CFR Part 578 -- Continuum of Care Program](#)

Finances:

[eCFR :: 24 CFR Part 576 -- Emergency Solutions Grants Program](#)

[eCFR :: 24 CFR Part 85 -- Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments](#)

Folder Review:

[eCFR :: 24 CFR Part 5 -- General HUD Program Requirements; Waivers](#)

[eCFR :: 24 CFR Part 576 -- Emergency Solutions Grants Program](#)

[eCFR :: 24 CFR Part 578 -- Continuum of Care Program](#)

Client CM Review:

[eCFR :: 24 CFR 578.37 -- Program components and uses of assistance.](#)

[Common Reasons Why a Unit Fails HQS Inspection - 2-6-17.pdf](#)

Subpart E High-Performing Communities

§ 578.65 Standards.

§ 578.67 Publication of application.

§ 578.69 Cooperation among entities.

§ 578.71 HPC-eligible activities.

Please note that questions highlighted in red are scored as follows:

- If the answer is "No," a negative score is given, and the specified amount will be deducted from the total score.

- If the answer is "Yes," a zero score is given, and no points will be lost.

HMIS Privacy/Security:

			Project's Score	Scoring
<i>Questions in Blue are not scored in 2026.</i>				
1	HMIS Participation Consumer Notice is posted in a conspicuous location.			Yes= 0 No=-1
2	Has the program attended a new or refresher HMIS training this past year?			Yes= 2 No= 0
Section Total:			0	Max Score = 2 Min Score = -1

COC Policy Binder :

1	Agency policy for client privacy in HMIS - Policy should include a description of participant's rights, participant's options, the agency's responsibility to protect PPI/PHI*, and how agency will use and disclose a participant's information. See 2004 HMIS Data and Technical Standards Final Notice and Coordinated Entry Management and Data Guide (Chapter 2) (links below)			Yes= 0 No=-1
2	The agency has a documented process to ensure that first and last names are correctly spelled and that the DOB is accurate. Are all staff informed?			Yes= 0 No=-1
3	Agency procedure with an organized exit process includes proper communication of the discharged destination in the file. [24 CFR 578.91]			Yes= 0 No=-1
4	Agency policy and procedures for the secure storage and disposal of client information, covering both physical records and electronic data. Policies should detail safeguards in place to protect the confidentiality of clients' personally identifiable information, record.			Yes= 0 No=-1
5	Project HMIS user list matches the list in HMIS 100% within 72-hours of site visit.	Yes	0	Yes= 0 No=-1
Section Total:			0	Max Score = 0 Min Score = -4 (-5 in 2027)

Client Consent and Release of Information (ROI)

1	Is the agency using the current HMIS ROI plus Addendum (dated 4/6/2026 or later) ?			Yes= 0 No=-1
2	The Agency has a written policy for all clients to confirm homelessness. [24 CFR 578.103 (a)(3),(4),(6)]			Yes= 0 No=-3
3	The Agency has a written policy for documenting client disability. [24 CFR 578.23]			Yes= 0 No=-3
4	A policy states: Person(s) with lived experience are on the Board of Directors or involved in other policy-making groups. [24 CFR 578.75 (g)(1)]			Yes= 0 No=-1
5	The program has a formal procedure in place for terminating assistance to participants. [24 CFR 578.91]			Yes= 0 No=-1
6	A policy states that participants are not required to participate in inherently religious activities. [24 CFR 5.109(e)]			Yes= 0 No=-1
7	A policy states that participants cannot be denied benefits/services based on religion. [24 CFR 578.93 (c)]			Yes= 0 No=-1
8	A policy/procedure identifies a staff person designated as an educational liaison that will ensure children are enrolled in school, connected to Head Start, Part C of the Disabilities Act. [24 CFR 578.23(c)(5)]			Yes= 0 No=-1
9	A policy that states the age and gender of a child under age 18 is not used as a basis for denying any family's admission to the program. [24 CFR 578.93(e)]			Yes= 0 No=-1
10	Is there evidence that the recipient has implemented procedures to ensure availability of information on the existence and locations of facilities and services accessible to persons with disabilities?" [24 CFR 578.93(d)]			Yes= 0 No=-1
11	Does the recipient have written policies to comply with non-discrimination, Equal Opportunity & Fair Housing regulations in providing services? [24 CFR (578.93)]			Yes= 0 No=-1
12	The agency has a procedure for file reviews, action plans, and a timeline for correcting file deficiencies.			Yes= 0 No=-1
Section Total:			0	Max Score = 0 Min Score = -16

Page Total		0	Page Max Score = 2 Min Score = -21
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HMIS Data Intake and Exit :

Questions in Blue are not scored in 2026.			Project's Score	Scoring
1	Using the paper HMIS intake data collection forms which align with the 2026 Data Standards intake form.			Yes= 0 No=-1
2	The agency is actively monitoring program participation entries of clients. 80% of entries for all household members are completed in HMIS within 72 hours.			Yes= 0 No=-1
	The agency is actively monitoring program participation <i>exits</i> of clients. 80% of <i>exits</i> for all household members are completed in HMIS within 72 hours. * (for 2026 this will be a zero for everyone, but we will mark yes/no and give you your percentage for your reference)		0	Yes= 0 No=-1
3	There is congruity between the case record responses based on the applicable homeless definition. (Is the client homeless? Has housing status and prior living situation been completed appropriately?)			Yes= 0 No=-1
4	Income, non-cash benefits, and health insurance are updated at least annually and at exit.			Yes= 0 No=-1
4A	90% of discharge destination data is appropriately entered into HMIS on the Exit screen with the Notes section completed. You must have a brief note in the "Notes" box summarizing the reason for the client's exit and destination.			Yes= 2 No= 0
5	HMIS active client list matches the Project's active client list 100% (within 72 hours before the site visit)			Yes= 2 No= 0
6	APR 6d Chronic Homelessness (2 pts for all 0's/0% - not including the Count of total records column)			Yes= 2 No= 0
Section Total:			0	Max Score = 6 Min Score = -4 (Min Score=-5 in 2027)

APR 6a to 6c (1 pt for each 0%)

6a DQ Personally Identifiable Information			Scoring
1	Name		Yes= 1 No= 0
2	Social Security Number (At least last 4 digits)		Yes= 1 No= 0
3	Date of Birth		Yes= 1 No= 0
4	Race and Ethnicity		Yes= 1 No= 0
Section Total:			0 Max Score =4 Min Score = 0

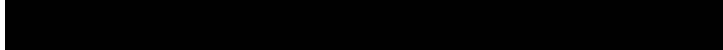
6b Universal Data Elements (5 pts)			Scoring
1	Veterans Status		Yes= 1 No= 0
2	Project Start Date		Yes= 1 No= 0
3	Relationship to Head of Household		Yes= 1 No= 0
4	Enrollment CoC (NY-500)		Yes= 1 No= 0
5	Disabling Condition		Yes= 1 No= 0
Section Total:			0 Max Score = 5 Min Score = 0

6c Income & Housing Data Quality (4 pts)			Scoring
	Destination		Yes= 1 No= 0

	Income & Sources at Start			Yes= 1 No= 0
	Income & Sources at Annual Assessment			Yes= 1 No= 0
	Income & Sources at Exit			Yes= 1 No= 0
	Section Total:		0	Max Score = 4 Min Score = 0
13a2, b2, c2 Number of Physical and Mental Health Conditions				
1	13a2 - Number of Conditions at Start			
1A	Condition Unknown = 0		0	Yes= 1 No= 0
1A	Client Doesn't Know/Client Prefers Not to Answer = 0		0	Yes= 1 No= 0
1B	Data Not Collected = 0		0	Yes= 1 No= 0
1	13b2 - Number of Conditions at Exit			
1A	Condition Unknown = 0		0	Yes= 1 No= 0
1A	Client Doesn't Know/Client Prefers Not to Answer = 0		0	Yes= 1 No= 0
1B	Data Not Collected = 0		0	Yes= 1 No= 0
1	13c2 - Number of Conditions for Stayers			
1A	Condition Unknown = 0		0	Yes= 1 No= 0
1A	Client Doesn't Know/Client Prefers Not to Answer = 0		0	Yes= 1 No= 0
1B	Data Not Collected = 0		0	Yes= 1 No= 0
	Section Total:		0	Max Score = 9 Min Score = 0 in 2027
14a, 14b - Domestic Violence, Sexual Assault, Dating Violence, Stalking or Human Trafficking				
1	14a - History of Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking			
1A	Client Doesn't Know/Client Prefers Not to Answer = 0		0	Yes= 1 No= 0
1B	Data Not Collected = 0		0	Yes= 1 No= 0
1	14b - Most recent experience of domestic violence, sexual assault, dating violence, stalking, or human trafficking			
1A	Client Doesn't Know/Client Prefers Not to Answer = 0		0	Yes= 1 No= 0
1B	Data Not Collected = 0		0	Yes= 1 No= 0
	Section Total:		0	Max Score = 4 Min Score = 0 in 2027
20b Non-Cash Benefits (4 pts) & 21 Health Insurance (6 pts) 20b & 21 (1 pt for each if the client doesn't know & data not collected = 0)				
1	Non-cash benefit sources - Client doesn't know/Client prefers not to answer			
1A	Start			Yes= 1 No= 0
1B	Exit			Yes= 1 No= 0

1	Non-cash benefit sources - Data not collected				
1A	Start				Yes= 1 No= 0
1B	Exit				Yes= 1 No= 0
2	Health Insurance - Client doesn't know/Client prefers not to answer				
2A	Start				Yes= 1 No= 0
2B	Annual				Yes= 1 No= 0
2C	Exit				Yes= 1 No= 0
3	Health Insurance - Data not collected				
3A	Start				Yes= 1 No= 0
3B	Annual				Yes= 1 No= 0
3B	Exit				Yes= 1 No= 0
Section Total:			0		Max Score = 10 Min Score = 0
Page Total			0		Page Max Score = 29 (42 in 2027) Min Score = -4 (-5 in 2027)

Coordinated Entry			Project's Score	Scoring
Have 100% of Head of Households have entered the program via the prioritization list?	%			Yes= 0 No=-1
Do 75% of clients referred from the prioritization list to the Project have entry dates?	%			Yes= 0 No=-1
100% of clients have a prioritization list referral follow-up note in the client's HMIS file within 14 days of referral.	%			Yes= 0 No=-1
The average time from referral to project entry is 14 days, regardless of RRH or PSH	Days			Yes= 2 No= 0
The average number of days from program entry to housed (PSH within 45 days, RRH within 30 days) *	Days			Yes= 2 No= 0
Less than 20% of participants that have entered the project from the prioritization list have been exited without being housed.	%			Yes= 2 No= 0
Less than 10% of clients referred from the prioritization list to the Project have rejected this Project.	%			Yes= 3 No= 0
Less than 10% of this Project's referrals from the prioritization list have rejected the client.	%			Yes= 3 No= 0
Section Total:			0	Max Score = 12 Min Score = -3



Page Total			0	Page Max Score = 12 Min Score = -3
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Possible points (+12 -3) Section Point totals

Information / Documentation						Project's Score	Scoring (Points)
1	Utilization rate of in-project? (Units)	Amount of Units Funded	Average Amount Utilized	Average Unit Utilization Rate to Date			-8 to 5 points
	100% (5 points)	0	January Households 0	#DIV/0!			
	99%- 95% (3 points)		April Households 0				
	94%-90% (1 points)		July Households 0				
	89% - 80% (-3 points)		October Households 0				
	79% and below (- 8 points)						
2	Is a lead-based paint certificate on file for projects working with family files (24 CFR 578.99)						Yes= 0 No=-1
3	Supportive Housing Assessments	Number of Heads of Household	Number of Completed Supportive Housing Assessments				
	Percentage of housing assessment completed during project year (the number of completed assessments divided by the number of clients equals 95%)	0	0	#DIV/0!			Yes= 2 No= 0
3A	All Clients that have been in the Project for over a year have an updated housing assessment completed during the project year (the number of completed assessments divided by the number of clients with a year plus in the projects equals 95%)	0	0	#DIV/0!			Yes= 2 No= 0
4	Acuity Index (24 CFR 578.37)	Number of Heads of Household	Number of Completed Acuity Index			Bonus Points	
	Percentage of Acuity Index completed during project year (the number of completed Acuity Index divided by the number of clients equals 95%)	0	0	#DIV/0!			Yes= 2 No= 0
4A	All Clients that have been in the Project for over a year have an updated acuity index completed during the project year (the number of completed assessments divided by the number of clients with a year plus in the projects equals 95%)	0	0	#DIV/0!			Yes= 2 No= 0
Total:					0		Max Score = 13 Min Score = -9
Acuity Index Bonus Total:		101%-110%=1 111%-119%=2 120%+ =3			0		Max Score = 6 Min Score = 0
Page Total					0		Page Max Score = 19 Min Score = -9

Possible points (+19 -9) Section Point totals

Notes about this monitor:

Finances

Drawdown of Funds	Amount of Funds Requested	Amount of Funds Spent		Project's Score	Point Value
100% (11 points) 99%- 95% (5 points) 94%-90% (-1 points) 89% - 80% (-3 point) 79% and below (- 5 points)	\$0.00	\$0.00	#DIV/0!		Max Score = 11 Min Score = -5

Financial Documentation

			Project's Score	Scoring
1	Grantee has written procedures covering the recording of transactions, an accounting manual and a chart of accounts? (If yes, attach a copy to this Exhibit, if feasible) (-1)			Yes= 0 No= -1
2	If the grantee has written policy Manual: does it provide guidelines for controlling expenditures, such as purchasing requirements and travel authorizations? (-1 Point) [24 CFR 576.57 (b); 24 CFR 85.2]			Yes= 0 No= -1
3	Grantee has written procedures regarding the maintenance of accounting records for the required number of years? (-1 Point) [24 CFR 576.57 (b); 24 CFR 85.20]			Yes= 0 No= -1
4	Grantee's fiscal records and valuables are secured in a limited-access area?(-1) [24 CFR 576.57 (b); 24 CFR 85.20]			Yes= 0 No= -1
5	Evidence that staff duties are separated so no one individual has complete authority over an entire financial transaction? (-1 Point) [24 CFR 576.57 (b); 24 CFR 85.20]			Yes= 0 No= -1
6	Grantee has written policies for procurement. (If the Agency has written policies, obtain copy for the files; otherwise, describe the Agency's policy (-1 Point) .			Yes= 0 No= -1
7	Has the grantee developed standards for avoiding conflict of interest in carrying out activities funded by federal grants dollars? (-1 Point)			Yes= 0 No= -1
8	Employees are required to sign a statement indicating that they have read the policy and will comply? (If yes, obtain copy for the files, otherwise, describe the Agency's policy.) (-1 Point)			Yes= 0 No= -1
9	A copy of most recent audited financial statement has been reviewed. (-1 Point)			Yes= 0 No= -1
Section Total:			0	Max Score= 0 Min Score= -9

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Page Total	0	Max Score = 11 Min Score = 14
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*Please note best practice is to draw down monthly. HUD states draw downs should be completed quarterly at minimum

Project Outcomes

	Project % (APR FY 2024)	Community Benchmarks	All CoC% for Project APR year	All PSH/RRH/TH % For Project APR Year	Total Points
1	0%	93%	0%	0%	0
2	0%	20%	0%	0%	0
3	0%	40%	0%	0%	0
4	0%	15%	0%	0%	0
5	0%	85%	0%	0%	0
6	0%	90%	0%	0%	0
7	0%	20%	0%	0%	0
8	0%	45%	0%	0%	0
9	0%	50%	0%	0%	0

Section 1 points are based on the associated project outcome being at or above each column to the right (community benchmarks, CoC, and project type). Some questions are worth up to an additional 3 points (1 point per column at or above), while others are worth up to an additional six points (2 points per column at or above) with the exception of outcome 4 which is at or **below** each column.

Points for Section 1	0	Max Score = 39 Min Score = 0
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Increase or Decrease year over year.					
	Project % -2023FY	Project % -2024FY	Community Benchmarks	% increase or decrease	Total Points
1	0%	0%	93%	0%	0
2	0%	0%	20%	0%	0
3	0%	0%	40%	0%	0
4	0%	0%	15%	0%	0
5	0%	0%	85%	0%	0
6	0%	0%	90%	0%	0
7	0%	0%	20%	0%	0
8	0%	0%	45%	0%	0
9	0%	0%	50%	0%	0

Projects will get 1 point for every 1% increase, with a maximum of 5 points under the community benchmark.

Projects will get 1 point taken off for every 1% decrease under the community benchmark, with a maximum of 5 points taken off under the community benchmark.

Projects at or above the community benchmark for FY24 will receive 5 points, and projects at or above the community benchmark for FY24 and FY23 will receive two bonus points.

Points for Section 2	0	Max Score = 63 Min Score = -45
Total Points for Sections 1 and 2		0

	Page Total		0	Max Score = 102 Min Score = -45
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Community benchmarks are based on HUD benchmarks along with community achievement. The average for each benchmark has increased incrementally based on where the community has been with the goal of achieving the HUD benchmark. As HUD priorities change the community benchmark changes.

In accordance with HUD's priority of self-sufficiency, for the 2027 monitor year projects will see an increase in expectation for percentage of participants who have employment income to 25%. For the 2028 monitor year projects will see an increase in expectation for the same benchmark to 30%. This will continue until the community can meet the HUD benchmark. In addition, starting in 2027 this benchmark will be weighted more heavily at 2 points per column that the project is at or above. Finally, we will also score increase in employment at annual and exit, as well.

In accordance with HUD's priority of self-sufficiency, for the 2027 monitor year projects will see a decrease in the percentage of participants with no income to 10% and a decrease in non-cash benefits to 80%.

The CoC will continue to monitor community outcomes and make adjustments according to community need and HUD priorities. Providers should be prepared for such changes.

Notes about section:

<p>1. What is the percentage of staff at the point in time count? (at minimum)</p> <ul style="list-style-type: none"> ○ 20% to 30% of total funding = 6 people ○ 15% to 19% of total funding = 5 people ○ 10% to 14% of total funding = 4 people ○ 5% to 9% of total funding = 3 people ○ 2% to 4% of total funding = 2 People 	<p>100% = 5 Points</p> <p>90% to 99% = 4 Points</p> <p>80% to 89% = 3 Points</p> <p>50% to 79% = 0 Points</p> <p>0% to 49% = -3 points</p> <p><i>Bonus points for over 100% = 3 Points</i></p>	<p>Percentage of HUD CoC Funding for Program =</p>
		<p>Number of Staff participated in PIT Count =</p>

<p>Participation Percentage</p>	
<p>Participation Points</p>	

*Please note 10% of files, or a minimum of 4, are chosen randomly from participants enrolled or exited during the project year. For a file to be eligible for review the client must have been enrolled for at least three months during the project year, additional files will be requested from participants enrolled before the project year under review. To ensure random selection, each qualifying file is assigned a unique number (from 1 up to the total number of files). These numbers are then input into a random number picker app. The numbers selected by the app determine which files are chosen-the files corresponding to those selected numbers are the final selections. Files found deficient in the previous monitor are requested again the next year, unless exited prior to the previous year's monitor date.

Notes about Files

Points for File review	0	Percentage of Documents Present	0.00%
Page Total	0		

***** For total points, you must have the document for every year the client is housed in the Project. This includes the first year of the client being housed in the Project.**

** The file review section will be scored using a sliding scale rubric. Points will be awarded according to the overall percentage of required documents that were present in the audited files:

100% of documents present	15	points
90-99% of documents present	13	points
80-89% of documents present	11	points
70-79% of documents present	9	points
60-69% of documents present	7	points
50-59% of documents present	5	points
40-49% of documents present	3	points
30-39% of documents present	1	points
29-0% of documents present	0	points

*Please note 10% of files, or a minimum of 4, are chosen randomly from participants enrolled or exited during the project year. For a file to be eligible for review the client must have been enrolled for at least three months during the project year, additional files will be requested from participants enrolled before the project year under review. To ensure random selection, each qualifying file is assigned a unique number (from 1 up to the total number of files). These numbers are then input into a random number picker app. The numbers selected by the app determine which files are chosen-the files corresponding to those selected numbers are the final selections. Files found deficient in the previous monitor are requested again the next year, unless exited prior to the previous year's monitor date.

Notes about Files

Points for File review		Percentage of Documents Present	
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** The Client CM review section will be scored using a sliding scale rubric. Points will be awarded according to the overall percentage of required documents that were present in the audited files:

100% of documents present	15	points
90-99% of documents present	13	points
80-89% of documents present	11	points
70-79% of documents present	9	points
60-69% of documents present	7	points
50-59% of documents present	5	points
40-49% of documents present	3	points
30-39% of documents present	1	points
29-0% of documents present	0	points

Unit Visit	Number of Units Visited	
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Visual inspection of 10% of housing. Are the habitability standards being met? (3 points) *Project staff will choose 10% with a minimum of 2 for smaller projects and maximum of 4 for larger projects.			Yes=3 No=0
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Page Total	0	Max=18 Min=0
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Did the program attend the monitoring training?			0
Was the project APR submitted on time? (2027)			0
Have all APRs been accepted in SAGE? (present and past)(2027)			0
Was the Project prepared for the site visit?			0
		Max=2 Min= -1	Points for Section 0

Section Point totals				
Section	Possible Positive Points	Possible Negative Points		Section Total
1. HMIS Privacy/Security & CoC Policy Binder	2	21		0
2. HMIS Data Intake and Exit	29	4		0
3. Coordinated Entry	12	3		0
4. Information/Documentation	19	9		0
5. Finances	11	14		0
6. Project Outcomes	102	45		0
7. PIT Participation	8	3		0
8. File Review Section	15	0		0
9. Client CM Review	18	0		0
10. Other Scores	2	1		0
Project Totals	218	100	Total Score	0
			Percentage	0%

Notes/Comments:

The _____ Project, evaluated within the Continuum of Care (CoC) framework, has received a comprehensive assessment, indicating areas of strengths and opportunities across various criteria.

Overview:

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Noted areas of strength and/or improvement:

Areas of Opportunity:

Key Findings:

Summary:

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Transitional Housing/ Rapid Re-Housing
Rapid Re-Housing
Permanent Supportive Housing
Permanent Supportive Housing (CH)
Transitional Housing

Yes
No

0
-1

0
-3

0
2

0
1

100%+
100%

Response	Points
11No	-1
11Yes	0
12No	0
12Yes	2
33No	-3
33Yes	0
34No	-3
34Yes	0
35No	-3
35Yes	0
CE10No	0
CE10Yes	4
CE9No	0
CE9Yes	3

Section 2	Points
No	-1
Yes	0

Percentage	Points
0	-5
0.8	0
0.9	2
0.95	4
1	5
1.1	7

Answer	Score
No	0
Yes	2

Answer	Score
No	0
Yes	1

Percentage	Points
0	-3
0.8	1
0.9	2
0.95	4
1	5

Answer	Score
No	-3
Yes	0

Answer	Score
No	0
Yes	3

Yes	-5	15	Y
No	-4	13	N
	-3	11	N/A
	-2	9	
	-1	7	
	0	5	
		3	
		1	
		0	

X

5	6
4	4
3	2
1	0
-3	
-8	3
	2
	1
11	0
7	
3	
-1	7
-5	5
	4
	3
	2
	1
	0
	-1
	-2
	-3
	-4
	-5