



2025 Annual Project Evaluation Guidance

Overview

The U.S. Department of Housing and Urban Development (HUD) has made funding available to provide housing and support services to homeless persons through an annual Notice of Funding Opportunity (NOFO) competition across 400 Continuums of Care (CoC). In 2024, HUD issued a two-year NOFO, whereby CoCs were required to submit one application for FY2024 and FY2025 funds.¹ In July 2025, HUD informed CoCs that there would be a 2025 NOFO competition. The release of the NOFO date/timeline is unknown. When the NOFO is released, it will be submitted for FY2026 funds.

The NYC CoC conducts a performance evaluation for all HUD-funded projects to help inform the project ranking used in the NOFO application. The NYC CoC modified the 2024 Annual Project Evaluation (“Evaluation”) from past years because of the ongoing development of the HMIS data warehouse and the transition to a two-year NOFO application. The 2025 Evaluation aims to focus on the most critical metrics and re-engineers scoring to emphasize performance rather than accumulation of points. The 2025 Evaluation will be one of the factors along with several additional considerations used to rank projects for the 2025 NOFO and is based on the 2024 calendar year (1/1/2024 to 12/31/2024).

2025 Evaluation Approach

The 2025 Evaluation score is based on a project’s performance on the following components:²

1. **HMIS Performance** – a proportion of the score is based on several HMIS metrics for the 2024 calendar year. HMIS metrics used in the Evaluation are listed in the table below.
2. **Spend-Down** – a proportion of the score will be based on contract spend-down based on financial data provided by the SAGE system.
3. **HOPE Participation** – a proportion of the score will be based on if an organization participated in the 2025 HOPE count.
4. **CAPS Participation** – a proportion of the score will be based on if an HMIS project is participating in the CAPS system. This is defined as the project being active in CAPS and having an up-to-date turnaround document (TAD) report.

2025 Evaluation Timeline

Activity	Calendar	Resources
2025 Evaluation Information Session (x2) Release of Evaluation Guidance, which includes a Timeline and HMIS User Guide	7/28 & 7/29	NYC DSS HMIS & CoC Teams
CoC Special Grantee Meeting The HMIS Team can answer general Evaluation questions	8/6	NYC DSS HMIS Team

¹ Source: <https://www.nyc.gov/site/nycccoc/providers/grantees.page>



HMIS Team runs HMIS Evaluation Tool for PSH HUD-funded projects	8/8	NYC DSS HMIS Team
Publish 2025 Annual Project Evaluation Results	TBD	CoC Team

2025 Annual Evaluation HMIS Metrics by Project Type

Metric Category	Metric	PSH	RRH	TH
Housing Stabilization	% of persons who remain in PSH or exit to permanent housing	✓		
	% of persons who exit to permanent housing		✓	✓
	% exiting to non-homeless destinations		✓	✓
	% moved in of those served more than 30 days		✓	
	% moved in between 8 and 90 days		✓	
Utilization	% average project utilization	✓		✓
	% ESNAPS target number of people served		✓	
Income & Benefits	% of people who maintained or increased any income from project start to latest annual assessment or exit	✓	✓	✓
	% of persons with 1 or more sources of non-cash benefits at latest annual assessment or exit	✓		✓
	% of persons with health insurance as of latest assessment	✓		✓
Data Quality	% of overall non-missing or invalid data for the following categories of data fields ³ : • Personally Identifying Information (Name, DOB, Race and Ethnicity)⁴ • Universal Data Elements (Project Start Date, Relationship to Head of Household, Disabling Condition)⁵ • Income and Housing Quality (Exit Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit) • Chronic Homelessness (PSH only: % of records unable to calculate chronic homelessness)⁶	✓		

³ Each category will make up an equal proportion of the overall score.

⁴ Source APR Q6a. Does not include Social Security Number or Gender.

⁵ Source APR 66b. Does not include Veteran Status or Enrollment CoC.



Metric Category	Metric	PSH	RRH	TH
	Housing Move-in-Date (<i>PSH only</i>: % of housed clients with missing housing move-in-dates)			
HMIS Uploads	% of monthly uploads that were uploaded to <i>and</i> accepted into the HMIS warehouse within the first 10 business days of the month.	For the 2025 evaluation, all projects will automatically receive the same number of points for HMIS uploads.		

Background Information

A. Proposed Changes to the HMIS Component of the Evaluation – PSH and TH Programs

For 2025, the HMIS team is proposing several changes to the HMIS performance component of the evaluation.

Change in scoring method:

In 2023, a program would receive points for each HMIS metric based on how the project performed compared to a benchmark. The points would then be totaled for a final score. For the 2025 evaluation, the HMIS metrics would be scored using the same method as RRH program scoring in the 2024 annual evaluation. Each metric will be calculated and multiplied by a weight. Then those results are added together and converted to a percentage for a total HMIS score. For example: (metric 1 result * weight) + (metric 2 result * weight) / 100.

Final weighting for each component of the evaluation score will be determined after the 2025 NOFO is released.

Changes to HMIS metrics:

Project Type	2023 Metric	2025 Metric	Proposed Changes
PSH	% of new head of households who entered the programs that are chronically homeless at placement into the program.	N/A	Remove from evaluation and instead track as part of the CoC's ongoing monitoring process.
PSH/TH	% of new head of households who entered the programs that are literally homeless at placement into the program		
PSH/TH	Average length of stay for participants served during recently completed evaluation		



Project Type	2023 Metric	2025 Metric	Proposed Changes
	period (≥ 12 months for PSH, ≤ 24 months for TH)		
PSH	% of leavers who exited to permanent housing	N/A	Remove from evaluation since this outcome is already captured in the “Maintain Permanent Housing or Exit to Permanent Housing” outcome.
PSH/TH	% of adults that maintained or increased earned income at latest status or exit	% of adults that maintained or increased any income at latest status or exit	Combine earned and other income measures into one income measure that tracks if a client maintained or increased any income.
PSH/TH	% of adults that maintained or increased other income at latest status or exit		
PSH	Average daily unit utilization	Average project utilization	Change utilization calculation from average daily to average project utilization. This change will not substantially change results. The goal of this change is to simplify the metric so it's easier to measure and monitor. <i>Note: DV and TH projects will be evaluated using utilization rates at the 4 point-in-times listed in Question 7b of the APR.</i>
PSH	% of non-missing or invalid data	% of non-missing or invalid data	For PSH projects, housing move-in-dates will now be included as part of the data quality measure.

B. Notes:

- Only PSH, TH, and RRH projects will be evaluated. SNOFO and YHDP programs that do not have a PSH, TH, or RRH designation will not be evaluated.
- Projects in their first year of operations (i.e. have less than a calendar year of 2024 of data) will not be evaluated.
- TH-RRH programs are evaluated as an RRH program.
- The HMIS Evaluation Tool will be used to calculate performance for PSH projects.
- TH projects will be evaluated by the HMIS team using calendar year 2024 APRs. The HMIS team will reach out directly to TH projects for more instructions.
- RRH projects will be evaluated by the HMIS Team using calendar year 2024 APRs in the HMIS Data warehouse
- Victim Service Providers (VSPs) will submit their 2024 calendar year APRs to the HMIS Team for evaluation
- There are no formal appeals for the 2025 Evaluation. Providers may contact the HMIS Team directly to discuss differences in their spend-down reports with SAGE, and data discrepancies/alignment between their individual HMIS-compliant source systems and the NYC Data warehouse used by NYC DSS.



Project Spend-Down

Fully drawing down on funds by the conclusion of a contract year is a HUD requirement and projects are expected to make roughly equal drawdowns at least quarterly. Evaluation points for drawdowns are based on a scale. Funds not spent by the end of a contract period are recaptured by HUD and could signal that the contract is too large and needs to be right-sized. Projects that have been unable to draw-down their funds due to experiencing technical issues with LOCCS must notify the HUD Field Office and the NYC CoC immediately.

The CoC will access drawdown information located in SAGE. Spend-Down points are calculated as follows:

Total Spend-Down (0-9 points):

- 85% - 1 point
- 87% - 2 points
- 89% - 3 points
- 91% - 4 points
- 93% - 5 points
- 95% - 6 points
- 97% - 7 points
- 99% - 8 points
- 100 % - 9 points

Questions

HMIS Team – Email: dsshmis@dss.nyc.gov

Charlie Winkler, Deputy Director of Performance Management – Email: winklerc@dss.nyc.gov

- General inquiries, process, approach, timeline
- Spend-Down
- VSP APRs
- RRH projects

Tori Morris, HMIS Analyst – Email: morristo@dss.nyc.gov

- HMIS Evaluation Tool for PSH
- PSH projects
- TH projects