



**Ithaca/Tompkins County Continuum of Care**  
**2023 Local Renewal Application Rubric**  
**Applications are due August 21st at 5 pm**  
**Applications must be submitted in a single PDF to**  
**the Human Services Coalition via email:**  
[lbargar@hsctc.org](mailto:lbargar@hsctc.org)

**Agency and Project Information**

Agency Name:	
Program Name:	
Application Contact Person:	
Project Type:	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> TH-RRH <input type="checkbox"/> HMIS
CoC Project Cost:	<p>\$ _____ of CoC Funds per project bed.</p> <p><b>For Example: I receive \$20,000 from the CoC to support a housing project with 10 beds. \$20,000/10 beds equals \$2,000 in CoC Funds per unit of housing.</b></p> <p><b><u>(Do not include external match funds in project cost calculation.)</u></b></p>
E-SNAPS Certification	<p><input type="checkbox"/> I certify that my program has an E-SNAPS account and has demonstrated proficiency in E-SNAPS. I commit to submitting an online E-SNAPS application by September 21<sup>st</sup> following notification of successful application approval on September 12<sup>th</sup>.</p>



## Narrative Response Questions

Serving Intersectional Identities:  
**5 points**

Describe how your program will provide consistent help across intersectional identities. (e.g. LGBTQIA+, youth, BIPOC, disabled people) (250 words)

4-5 points: Agency has a strategy to provide consistent services for people with intersectional identities. Strategies could include staff training, hiring people who represent the people served, etc.

2-3 points: Agency commits to providing consistent service but does not identify any clear strategies.

0-1 points: Agency does not outline strategies to provide consistent service to people across intersectional identities.

Elevating Lived Experience:  
**5 points**

Describe how your program plans to elevate the voices of and employ people with lived experience of homelessness to create better support for your clients. (250 words)

4-5 points: Agency has actionable practices to employ and elevate people with lived experience, including employment and HR strategies, board representation, and/or intentional feedback.

2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.

0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.

Examples of actionable practices:

- Policies to ensure that all clients are able to access services at the level of their need
- People with lived experience of homelessness, including people from BIPOC communities, are represented on the board of the organization
- Client feedback on the project is requested and a process is in place to examine and improve client satisfaction
- Outcome data is collected, disaggregated for race and ethnicity, and used to inform policy decisions
- Training for frontline staff to provide high-quality services
- Recruiting staff with lived experience of homelessness
- Services include peer support positions
- Mentorship and training for frontline staff interested in management positions



<p>Person-Centered Supportive Services: <b>5 points</b></p>	<p>Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words)</p>
<p>4-5 points: Agency has actionable practices to provide ongoing supportive services throughout the duration of the project. Examples of practices include centering the participant in goal planning, creative engagement strategies, and case management training.</p> <p>2-3 points: Agency provides supportive services but has limited examples of specific practices.</p> <p>0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.</p>	
<p>Connection to Healthcare Services: <b>5 points</b></p>	<p>Describe your strategy to ensure participants are connected with and have ongoing access to appropriate healthcare services, including mental healthcare and gender-affirming healthcare. (250 words)</p>
<p>4-5 points: Agency has actionable practices to connect participants to healthcare services, including mental healthcare and gender-affirming healthcare. Examples of actionable practices can include partnerships with healthcare organizations through MOU, providing navigation services, addressing transportation barriers to healthcare services, etc.</p> <p>2-3 points: Agency provides connections to healthcare services, but connection is limited or does not specify connections to mental healthcare and gender-affirming healthcare.</p> <p>0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.</p>	
<p>Racial Disparities: <b>5 points</b></p>	<p>How does your project work to eliminate racial disparities in housing outcomes? (250 words)</p>
<p>4-5 points: Agency has promising goals for promoting racial equity. The answer clearly demonstrates how this project will ensure equity and address racial disparities. This could include practices to assess data and outcomes disaggregatedly, training program staff in anti-racism and other relevant trainings, agency identifies other practices that eliminate disparities.</p> <p>2-3 points: Agency is committed to equity but has no clear actionable practices.</p> <p>0-1 points: Agency does not have clear commitment to racial equity.</p>	
<p>Housing First and Trauma-Informed Care: <b>5 points</b></p>	<p>Describe your program's commitment to a Housing First model and trauma-informed care to create a safe and stable housing environment for participants exiting an experience of homelessness. Please attach policies and</p>



	procedures that demonstrate/support this commitment.
<p>4-5 points: Agency incorporates Housing First into their operating policies and procedures by removing unnecessary barriers to entering housing and does not require participation in services by residents. Agency offers trainings and professional development opportunities for program staff regarding trauma-informed care. Response reflects on the importance of</p> <p>2-3 points: Agency describes a Housing First approach, but this approach is not reflected in their written policies and procedures for residents. Trauma-informed care is a priority, but not functionally integrated into roles of program staff.</p> <p>0-1 points: Agency does not have a clear commitment to Housing First or trauma-informed care.</p>	

## Project Competition Report:

All performance data is for FY2022 (10/1/2021 to 9/30/2022). Financial data is for the most recent completed Fiscal Year. Monitoring score is for the most recent monitoring visit.

<b>Utilization: 5 points</b>	<p>Actual Number households served during PITs (APR Q8)/ Total Number of Units in Project:</p> <p>October 2021 Households: January 2022 Households: April 2022 Households: July 2022 Households:</p> <p>Households Average Actual ___ / Projected ___ = Utilization ___ %</p>
<p>5 points: 95%-100% Utilization Rate 3 points: 90%-94% Utilization Rate 0 points: &lt;90% Utilization Rate</p>	
<b>Vulnerable Populations: 5 points</b>	<p>What percentage of clients served in FY2022 were in the following categories? Chronically Homeless (Q5a #11 / Q5a #14): (&gt;75%) Youth [Q27a Youth Ages 18-24 / Q5a #1 ]: (&gt;75%) Domestic Violence[Q14b Yes / Q5a#1]: (&gt;75%)</p>

Score 5 points if any were above 75%



<p>Data Quality: <b>5 points</b></p>	<p>Were all of the following error rates below 5% for Q6 of your FY2022 APR? Personally-Identifying information (6a), Universal Data Elements (6b), Income and Housing Data Quality (6c), Chronic Homelessness (6d)</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No <b>Score 5 points for Yes.</b></p>	
<p>Coordinated Entry Participation: <b>5 points</b></p>	<p>What percentage of new entries to the project during FY2022 were matched to your project through the coordinated entry system?</p>
<p><b>5 points: 100%</b> <b>0 points: Less than 100%</b></p>	
<p>Permanent Housing Placement &amp; Retention: <b>10 points</b></p>	<p>For PSH, what percentage of clients served in FY2022 either stayed in the project or exited to a permanent housing destination (APR Q5a#8 Stayers, Q23c Exiting to housing destinations) (Positive housing destinations + Stayers) / (Total Participants – Persons excluded)</p> <p>For RRH, of the clients who exited your project, what percentage of clients served in FY2022 exited to a permanent housing destination (APR Q23c)?</p>
<p><b>The CoC-wide percentage of PSH clients retained or exited to permanent housing is 94%</b> <b>10 points: 94-100%</b> <b>5 points: 85-94%</b> <b>0 points: Less than 85%</b></p> <p><b>The CoC-wide percentage of RRH clients exited to a permanent housing destination is 50%</b> <b>10 points: 51-100%</b> <b>5 points: 40-50%</b> <b>0 points: Less than 40%</b></p>	
<p>Employment Growth: <b>5 points</b></p>	<p>What percentage of clients enrolled in your program within the FY2022 year increased their employment income (APR Q19a1 and Q19a2)?</p> <p>{(Within the “Number of Adults with Earned Income” Rows in Q19a1 &amp; 19a2} Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain+ Adults who Gained or Increased Income from Start to Exit, Average Gain)/(Total Adults in Q19a1 + Total Adults in Q19a2)</p>



<p>PSH: CoC-Wide Average is 12% RRH: CoC-Wide Average is 12%</p> <p>5 points: More than 12% 3 points: Between 6 to 12% 0 points: Less than 6%</p>	
<p>Income Growth: <b>5 points</b></p>	<p>What percentage of clients enrolled in your program at the end of FY2022 had increased their total cash income since entering the program (Q19a1 &amp; APR Q19a2)?</p> <p>{(Within the “Number of Adults with Any Income” Rows in Q19a1 &amp; 19a2}Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain+ Adults who Gained or Increased Income from Start to Exit, Average Gain)/(Total Adults in Q19a1 + Total Adults in Q19a2)</p>
<p>PSH: The CoC-wide percentage for PSH programs was 12% 5 points: More than 12% 3 points: Between 6 to 12% 0 points: Less than 6%</p> <p>RRH: The CoC-wide percentage for RRH programs was 50% 5 points: More than 50% 3 points: 40-50% 0 points: Less than 40%</p>	
<p>Health Insurance: <b>4 points</b></p>	<p>What percentage of leavers in your project had health insurance upon exit from the project (APR Q21 + APR Q5a#5)?</p> <p>(Number of “1 Source of Health Insurance + Number of “More than 1 Source of Health Insurance) / (Number of Leavers)</p>
<p>The CoC-Wide Percentage was 83% for PSH The CoC-Wide Percentage was 84% for RRH</p> <p>4 points: More than 83% 2 points: 72-83% 0 points: Less than 72%</p>	
<p>Non-Cash Benefits: <b>4 points</b></p>	<p>What percentage of leavers enrolled in your project had other non-cash benefits upon exit from the project (Q20b, Q5a#7)?</p> <p>Number of “1 + Sources” / “Number of Adult and Head of Household Leavers”</p>



<p>The CoC-Wide Percentage for PSH was 22%</p> <p>4 points: More than 22%</p> <p>2 points: 11-22%</p> <p>0 points: Less than 11%</p> <p>The CoC-Wide Percentage for RRH was 60%</p> <p>4 points: More than 60%</p> <p>2 points: 50-60%</p> <p>0 points: Less than 50%</p>	
<p>Time to Move-in: <b>2 points</b></p>	<p>What was the average time for households to move into housing after enrolling in the project? (Q22c, “Average length of time to housing”) The CoC-Wide Average Length of time is 25 days.</p>
<p>2 points: Less than 30 days</p> <p>1 points: Between 30-50 days</p> <p>0 points: Over 50 days</p>	
<p>Fund expenditure: <b>5 points</b></p>	<p>Were all funds expended in the last completed program year?</p>
<p>5 points: 100% spent</p> <p>3 points: 95-99%</p> <p>0 points: Less than 94%</p>	
<p>Cost Effectiveness: <b>5 points</b></p>	<p>Annual budget will be divided by number of beds. Community averages are as follows: Rapid Rehousing: \$7,391/bed Permanent Supportive Housing: \$13,341/bed Transitional-Rapid Rehousing: \$31,734/bed SSO (Coordinated Entry): N/A</p>
<p>10 points: Project is under community averages by 10%</p> <p>5 points: Project is within 10% of community averages</p> <p>0 points: Project cost is 10% or more over averages</p>	
<p>Monitoring: <b>10 points</b></p>	<p>Were there significant findings for your project during CoC monitoring? (Scored by CoC Staff)</p>
<p>0 points: Significant Findings    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>5 points: Moderate Findings</p> <p>10 points: No Findings</p>	



## Successful Past Performance Bonus

Past Performance:  
**20 points**

Renewal project is currently in good standing with the Continuum of Care and was prioritized for Tier I funding during the 2022 Rank and Review Process.

- Project in Good Standing with the Continuum of Care
- Project was prioritized for Tier I funding in 2022





**Staff Notes:**

**Narrative Questions:** \_\_\_\_/30

**Project Competition Report:** \_\_\_\_/70

**Successful Past Performance (Bonus):** \_\_\_\_/20

**Total:** \_\_\_\_/120