



**Ithaca/Tompkins County Continuum of Care 2023
Local New Application Rubric**

Applications are due August 21, 2023, at 5pm.

**Applications and all attachments must be submitted in a single PDF to
the Human Services Coalition via email: lbargar@hsctc.org**

Agency and Project Information

Agency Name:			
Program Name:			
Application Contact Person:			
Agency Contact Email:			
Amount Requesting:		Total Project Cost (including match):	
Projected Number Served (beds or persons):			
Project Location (zip code):			
Component Type:	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> SSO (Coordinated Entry) <input type="checkbox"/> TH-RRH <input type="checkbox"/> HMIS		
E-SNAPS Certification	<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 21st following notification of successful application approval on September 12th.		
Is this project partnering with a healthcare service?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this project a subsidy partnership project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this project serving survivors of domestic violence and applying for DV Bonus funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this project an expansion of an existing CoC project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		



Threshold Requirements

Applicant has Active SAM registration with current information, and maintains an active SAM registration annually.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant has Valid UEI (Unique Entity Identifier) Number.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant is a Non-Profit organization with active 501(c)3 status, public housing authority, or local government organization	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Agree to use HMIS (or comparable database if DV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CoC Membership- has a current MOU or agrees to enter MOU with the Human Services Coalition of Tompkins County	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant agrees to using the Coordinated Entry System to fill 100% of beds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicants agrees to adopt Housing First model	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Management letter from agency’s most recent fiscal audit demonstrating that agency is in good standing is attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer is no to any of the above questions, please explain below.		
If agency does not meet threshold requirements, stop scoring. Agency is not eligible for CoC funding.		
Program Design:	Please provide a general description of the program including the population served, bed/unit configuration. Please indicate whether project will serve any specialized populations. (500 words)	



Narrative Questions

<p>Community Need: 5 points</p>	<p>Using local data on homelessness, how does this project support the NY-510 CoC’s goals of ending chronic, youth, family or homelessness for all persons? Please include agency’s unique ability to serve the population. (250 words)</p>
<p>4-5 points: Narrative uses local HMIS data from the 2022 Homeless and Housing Needs Assessment (HHNA) or other data requested from the CoC to support project goals. Rationale for project is clearly related to HMIS data. Agency has demonstrated leadership in serving this population 2-3 points: Either narrative does not use HHNA/other requested CoC data OR Agency does not demonstrate evidence of leadership in serving population 0-1 points: Narrative does not use HHNA/other requested CoC data AND agency does not demonstrate evidence of leadership in serving proposed population</p>	
<p>Capacity: 5 points</p>	<p>Describe housing programs the agency currently administers and describe success of the programs. Please also include organizational experience and expertise to operate the proposed project. (250 words)</p>
<p>4-5 points: Agency demonstrates experience operating housing programs, addresses any issues with past performance issues with plan to improve in the future. Application uses currently funded housing project data to demonstrate capacity. 2-3 points: Has some experience operating housing programs 0-1 points: Agency has little or no experience operating housing programs</p>	
<p>Project Implementation: 5 points</p>	<p>Describe your detailed plan for rapid implementation of the program, documenting how the program will be ready to begin housing the first program participant including a projected date for move-in if your program is awarded funds. Please discuss agency timelines for staffing the project and otherwise complying with CoC Program deadline. (250 words)</p>
<p>4-5 points: Agency has resources in place to immediately begin program including staffing structures, concrete timeline for hiring, and a plan to fill beds within 90 days of program start. 2-3 points: Agency has a limited plan without concrete details for project implementation. 0-1 points: Agency does not have a clear strategy for project implementation.</p>	



Person-Centered Planning: 5 points	Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words)
<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>	
Racial Equity: 5 points	How does your project work to eliminate racial disparities in housing outcomes? (250 words)
<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 disaggregately, 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>	
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)
<p>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.</p> <p>2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.</p> <p>0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.</p> <p>Examples of actionable practices:</p> <ul style="list-style-type: none"> - 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)	
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)
<p>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.</p> <p>2-3 points: Agency commits to providing consistent service but does not identify any clear strategies.</p> <p>0-1 points: Agency does not outline strategies to provide consistent service to people across intersectional identities.</p>	
Housing First and Trauma-Informed Care: 5 points	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 procedures that demonstrate/support this commitment. (250 words)
<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>	
Connection to Healthcare Services: 5 points	Describe your strategy to ensure clients are connected with and have ongoing access to appropriate healthcare services, including mental healthcare and gender-affirming healthcare. (250 words)
<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>	



Performance Measures

<p>Employment & Income Growth: 10 points</p>	<p>Describe how clients will be assisted in obtaining employment, income, and mainstream health resources to maximize their ability to live independently. (250 words)</p>
<p>8-10 points: Agency describes their ability and commitment to helping clients in each of the three areas described. Specific strategies include: Job coaching, Connections with specifically named workforce development agencies or programs (e.g., WorkforceNY, YES, Challenge), SOAR training for staff members, Medicaid enrollment, Connections with specific named Health homes agencies, Connections with specific named primary care providers, Connections with specifically named substance abuse treatment providers, Motivational Interviewing.</p> <p>5-7 points: Specific strategies are named, but do not include all three resource areas.</p> <p>2-4 points: All three resource areas are described, but specific strategies are not described. Strategies are vague.</p> <p>0-1 points: Answer is not applicable to the question or does not give any detail</p>	
<p>Housing Placement & Retention: 10 Points</p>	<p>How will project assist participants in obtaining safe, affordable housing quickly? How will the program ensure that participants will exit to or remain in permanent housing? Please reference concrete examples and past performance with housing placement and retention. Please also detail any supportive services to be provided for this project (e.g. frequency, types of services) (250 words)</p>
<p>8-10 points: Describes commitment to moving or transferring clients with complex challenges along with specific strategies to serve these clients. Agency describes experience negotiating with landlords and advocating for clients, and doing appropriate discharge planning. Agency also describes supportive services provided to ensure housing stability.</p> <p>5-7 points: Agency describes commitment to ensuring participants remain in or exit to permanent housing but strategies are unclear or limited. Agency has limited experience retaining clients in permanent housing</p> <p>2-4 points: Agency commits to ensuring participants will exit or remain in permanent housing but does not include strategies for achieving the goal.</p> <p>0-1 points: Answer is not applicable to the question or does not give details.</p>	
<p>Returns to Homelessness: 10 points</p>	<p>How will projects ensure that clients will not return to homelessness after project exit? (250 words)</p>



8-10 points: Describes agency practices relating to supportive services and stability plans. Agency has ‘moving on’ strategies to ensure participants are stable at program exit. Agency addresses how it will ensure participants have long-term stability including access to ongoing supportive services, affordable housing/subsidies, etc.

5-7 points: Agency describes commitment to ensuring participants do not return to homelessness but strategies are unclear or limited. Agency has limited experience in stabilizing clients.

2-4 points: Agency commits to ensuring participants will not return to homelessness but does not give any concrete details.

0-1 points: Answer is not applicable to the question or does not give details.

Budget Questions

Please attach a project budget to prove that expenses are reasonable, allocable, and allowable as well as 25% match documentation: **10 points** Budget Attached Match Documentation Attached

Budget must include: no line items outside of the categories of Leasing, Rental Assistance, Supportive Services, Operations, and Administration. If leasing costs are included, please include the anticipated rent rate/unit assisted.

Admin cannot be over 10% unless agency has an approved cost rate.
 Match must be 25% of total grant amount*, indicate whether it is cash or in-kind, and have attached match letter. Agencies can only receive a maximum score of 5 if match documentation is not attached.

*If a project has a LEASING budget line, this does not require match. In this case, you would subtract the leasing line amount from the total grant amount to determine the 25% match requirement.

Cost Effectiveness: 10 points	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
---	---

10 points: Project is under community averages by 10%
 5 points: Project is within 10% of community averages
 0 points: Project cost is 10% or more over averages



Special Project Questions

Only fill out these questions if you are applying for these specific project types

ONLY For Domestic Violence Bonus Applicants: 10 points

Please answer these two questions in the section below: (250 words)

- Describe agency's experience working with victims/survivors of Domestic Violence.
- Indicate whether your organization is a Victim Service Provider

8-10 points: Agency applying is a Victim Service Provider with demonstrated experience working with survivors of DV, including receiving federal and state funding to operate DV programs.

5-7 points: Agency has experience working with the DV population but is not a Victim Service provider.

2-4 points: Agency has some experience working with the DV population.

0-1 points: Agency has no experience working with the DV population.

ONLY For Coordinated Entry Applicants: 10 points

Please answer the following questions in the section below (500 words)

- Describe how you will ensure that the coordinated assessment system will be easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance including those with disabilities.
- Describe how your advertising strategy will be designed to specifically reach homeless persons with the highest barriers within the CoC's geographic area.
- Describe how your standardized assessment process will ensure program participants are directed to appropriate housing and services that fit their needs.

8-10 points: Agency has a strategy to ensure all points of CE project are met including demonstrating experience working in or with the Coordinated Entry system.

5-7 points: Agency has experience working with Coordinated Entry system but does not address each element of CES implementation.

2-4 points: Agency has little experience working in Coordinated Entry system.

0-1 points: Agency does not address any components of CES.

ONLY For Healthcare Project Applicants: 10 points

Please describe how the project will structure program to provide healthcare services to participants. (250 words)



8-10 points: Agency has created a partnership with a healthcare provider and describes 25% funding commitment or access to SUD services for all participants. Commitment of healthcare provider must be attached. Program design is clear.

5-7 points: Program design is somewhat clear but some questions remain.

2-4 points: Program design is not clear and/or does not have healthcare provider secured.

0-1 points: Agency does not provide explanation of program design, healthcare provider and/or does not have letter attached.

Please attach a commitment letter from a healthcare organization demonstrating commitment of either:

- i. For recovery or substance use treatment, services that are available for all program participants and chose those services; or
- ii. An amount that is equivalent to 25% of the funding being requested for the project to be covered by the healthcare organization.

Attached

ONLY For Subsidized Partnership Project Applicants: 10 points

Please describe how the project will structure the program to ensure at least 25% of project serves unit/participants in PSH or RRH. Please include partners and additional funding source. (250 words)

8-10 points: Agency has created a partnership with an affordable housing funding source and explains how at least 25% of units or persons will be served by the project. Commitment of separate funding source must be attached. Program design is clear.

5-7 points: Program design is somewhat clear but some questions remain.

2-4 points: Program design is not clear and/or does not have additional funding source defined or secured.

0-1 points: Agency does not provide explanation of program design, additional funding source and/or does not have letter attached.

Please attach a funding letter from a housing organization demonstrating commitment of either:

- i. 25% of units will be dedicated to PSH participants; or
- ii. 25% of persons served will be dedicated to RRH participants

Attached



Staff Notes:

Narrative Questions: ___/45

Performance Measures: ___/30

Budget Questions: ___/20

Special Project Bonus: ___/10

Total: ___/95

Special Project Total: ___ / 105