NY-510 ITHACA/TOMPKINS CONTINUUM OF CARE

2024 NEW Project RUBRIC
Applications are due September 23, 2024 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:	
Application Contact Email:	
Amount Requesting:	
Total Project Cost (incl. match):	
Projected Number Served (beds or persons)	
Project Location (zip code)	
Component Type (RRH, PSH, SSO-CE, TH-RRH, HMIS)	
Is this project partnering with a healthcare service?	
Is this project a subsidy partnership project?	
Is this project serving survivors of domestic violence and applying for DV bonus funds?	
Is this project an expansion of an existing CoC project?	

E-SNAPS Certification: 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 October 25th, 2024 following notification of successful application approval by October 11th, 2024.

Sign: _____

Program Design: Provide an overall description addressing the whole scope of the project. Include the needs to be addressed, the population to be served; geographic area to be served; location of services; outreach strategy and methods for eligibility determinations; the housing and/or supportive services to be provided; linkages with other services and agencies; outcomes to be achieved; and how the project will be accessible and appropriate for any subpopulations intended to be served. (500 points)

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THRESHOLD REQUIREMENTS

Applicant has Active SAM registration with current information, and maintains an active SAM registration annually	
Applicant has Valid UEI (Unique Entity Identifier) Number	
Applicant is a Non-Profit organization with active 501(c)3 status, public housing authority, or local government organization	
Agree to use HMIS (or comparable database if DV)	
CoC Membership- has a current MOU or agrees to enter MOU with the Human Services Coalition of Tompkins County	
Applicant agrees to using the Coordinated Entry System to fill 100% of beds	
Applicant agrees to adopt Housing First model	
Management letter from agency's most recent fiscal audit demonstrating that agency is in good standing is attached.	

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.

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NARRATIVE QUESTIONS

Community Need (5 points): Using local data on homelessness, how does this project support the NY-510 CoC's goals of ending chronic, youth, and family homelessness, or homelessness for all persons? Please include agency's unique ability to serve the population.

- 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

Capacity (5 points): 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.

- 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

Project Implementation (5 points): 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.

- 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.

Housing (5 points): Describe the housing that will be made available to individuals and families experiencing homelessness. For projects directly providing housing, describe the type and location of the housing and the number of beds and/or units to be provided. For all project types, explain how individuals and families experiencing homelessness will be assisted to obtain and remain in appropriate housing.

- 4-5 points: Agency provides the type, location, and number of beds and/or units to be provided in their project. Agency also clearly describes the process of engaging and retaining participants in their housing. The description of housing and engagement provided is appropriate for the project type and demonstrates an understanding of the unique characteristics and constraints of the Tompkins County housing market.
- 2-3 points: Agency provides the type, location, and number of beds and/or units to be provided in their project. Agency does not describe the process of engaging and retaining participants, the process provided is unclear, and/or the plan for engagement and retention is unrealistic in local context.
- 0-1 points: Agency provides some, but not all of the details listed above regarding the housing provided. Agency does not describe the process of engaging and retaining participants, the process provided is unclear, or the plan for engagement and retention is unrealistic in local context.

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NARRATIVE QUESTIONS (CONTINUED)

Supportive Services (10 points): Describe the supportive services for individuals and families that will be provided through the project, including the type, scale, and location of supportive services and the mode of transportation to those services. Explain how the program design will be made accessible and appropriate for participants with severe service needs. Describe how the supportive services will assist individuals and families to gain independent living skills; to obtain and remain in permanent housing; to access education and increase income through employment and/or benefits; and to maximize their ability to live independently.

- 8–10 points: Agency describes the type, scale, and location of supportive services as well as the mode of transportation to those services in a clear and robust manner. Agency describes a clear plan for a program design that is accessible and appropriate for participants who have severe service needs, taking into consideration systemic barriers, cultural considerations, and safety concerns for certain subpopulations of individuals and families experiencing homelessness. Agency clearly describes how supportive services provided will assist participants to gain independent living skills; to obtain and remain in permanent housing; to access education and increase income through employment and/or benefits; and to maximize their ability to live independently. Methods described are rooted in local data, national best practices, and agency experience operating in Tompkins County.

- 5–7 points: Agency describes the type, scale, and location of supportive services as well as the mode of transportation to those services in a clear and robust manner. Agency includes a plan for program design that is accessible and appropriate for participants who have severe service needs, but design does not consider systemic barriers, cultural considerations, and safety concerns for certain subpopulations of individuals and families experiencing homelessness. Agency clearly describes how supportive services provided will assist participants in meeting the goals mentioned above, but the methods are not connected to local data, national best practices, or agency experience operating in Tompkins County.

- 2–4 points: Agency is missing one or more details listed above regarding supportive services provided in this project, as well as how the supportive services will be accessible and appropriate for participants who have severe service needs. Agency does not provide a clear description of how supportive services will allow participants to meet the goals mentioned above.

- 0–1 points: Agency is fully missing descriptions for one or more parts of this question. The response is incomplete or severely unclear.

Connection to Healthcare Services (2.5 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.

- 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.

- 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.

- 0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.

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NARRATIVE QUESTIONS (CONTINUED)

Elevating Lived Experience (5 points): Describe how your program plans to elevate the voices of and employ people of all ages with lived experience of homelessness to create better support for your clients. Please include job descriptions if available.

- 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:
  - 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
  - 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)

- 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.

Racial Equity (5 points): How will your project work to eliminate racial disparities in housing outcomes?

- 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.
- 2-3 points: Agency is committed to equity but has no clear actionable practices.
- 0-1 points: Agency does not have clear commitment to racial equity.

Person-Centered Planning (2.5 points): Describe how your program will support and engage the individuals served throughout their participation in the project.

- 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.
- 2-3 points: Agency provides supportive services but has limited examples of specific practices.
- 0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.

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PERFORMANCE MEASURES

Employment and Income Growth (10 points): Describe how clients will be assisted in obtaining employment, income, and mainstream health resources to maximize their ability to live independently.

- 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.
- 5-7 points: Specific strategies are named, but do not include all three resource areas.
- 2-4 points: All three resource areas are described, but specific strategies are not described. Strategies are vague.
- 0-1 points: Answer is not applicable to the question or does not give any detail

Housing Placement and Retention (10 points): How will the 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)

- 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.
- 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
- 2-4 points: Agency commits to ensuring participants will exit or remain in permanent housing but does not include strategies for achieving the goal.
- 0-1 points: Answer is not applicable to the question or does not give details.

Returns to Homelessness (10 points): How will projects ensure that clients will not return to homelessness after project exit?

- 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.

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BUDGET QUESTIONS

Please see the attached budget worksheet for detailed information about eligible uses and how to create a project budget. Please fill in budget charts below that are applicable to your projects (5 points).

Projects selected for funding will be required to provide (25%) match documentations.
- 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 (5 points): Calculate your program's cost effectiveness and explain what numbers you used to calculate that rate.

BUDGET WORKSHEETS

The following budgets should be filled out to capture all costs planned for your project as broken down by eligible cost components for the CoC program.

Eligible Costs	PSH	RRH	TH	SSO
Leasing (units or structures)	x		x	x
Operating Costs	x		x	
Rental Assistance	x	x*	x	
Supportive Services	x	x	x	x
HMIS	x	x	x	x
Project Administration	x	x	x	x

*(tenant-based)

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LEASED UNIT BUDGET:
PSH AND TH PROJECTS WHERE RECIPIENT IS LEASEHOLDER

This budget applies to projects that will provide housing to program participant, with leases executed between the property owner and the Recipient. If the project intends to provide housing where the lease will be between the property owner and the program participant, complete the **RENTAL ASSISTANCE BUDGET**, not the leased units budget.

FY2024 Ithaca, NY Metropolitan Service Area Fair Market Rents by Unit Bedrooms:

Final FY2024 FMRs by Unit Bedrooms				
Efficiency	**One-Bedroom**	**Two-Bedroom**	**Three-Bedroom**	**Four-Bedroom**
$1,311	$1,434	$1,664	$2,056	$2,229

Please input below the number of units you plan to lease of each unit size in the first column. Then, please calculate your total annual request for funding per unit size by multiplying the number of units requested (first column) by the FMR for that unit size (second column), and multiplying the resulting number by 12 months in the year.

Final FY2024 FMRs by Unit Bedrooms			
Size of Unit	**Number of Units**	**FMR**	**Total Requested**
Sample: 1 Bedroom	*6*	*$1000*	*$72,000*
Efficiency/SRO		$1,311	
1 Bedroom		$1,434	
2 Bedroom		$1,664	
3 Bedroom		$2,056	
4 Bedroom		$2,229	
Total Assistance Requested		-	

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LEASED STRUCTURES BUDGET:
PSH, TH, AND SSO PROJECTS THAT PLAN TO LEASE STRUCTURES

Project Applicants that plan to lease structures or portions of structures for housing or supportive services must complete the "Leased Structures Budget". If you plan to lease a structure but have not yet identified the site, please estimate your budget using the best available information and provide an explanation of your plan and timeline for identifying and securing the site.

Name of Structure:

The name of the structure can be as simple as "Structure 1" or something that is descriptive of the use of the structure.

Street Address:

Assistance Requested:

HUD Paid Rent (per Month)	
Total Annual Assistance Requested	
Total Requested for Grant Term (2 years)	

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OPERATING COSTS BUDGET:
PSH AND TH PROJECTS

PSH and TH projects with leased units or structures executed between the property owner and the Recipient should complete the Operating Costs Budget.

Eligible Costs	Quantity and Description	Assistance Requested
Maintenance/Repair		
Property Taxes and Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas, and Water		
Furniture		
Equipment		-
Total Assistance Requested		

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RENTAL ASSISTANCE BUDGET:
RRH, PSH, AND TH PROJECTS WHERE PARTICIPANT IS LEASEHOLDER

Project Applicants that plan to provide rental assistance to participants (short/medium - or long term) as part of their project must complete the "Rental Assistance Budget". If you are applying for rental assistance units, the lease agreement will be between the landowner and the participant. If the leases are between the project applicant and the landowner, then the Project Applicant must complete the LEASED UNITS BUDGET, not the rental assistance budget.

FY2024 Ithaca, NY Metropolitan Service Area Fair Market Rents by Unit Bedrooms:

Final FY2024 FMRs by Unit Bedrooms				
Efficiency	**One-Bedroom**	**Two-Bedroom**	**Three-Bedroom**	**Four-Bedroom**
$1,311	$1,434	$1,664	$2,056	$2,229

Please input below the number of rental assistance units of each unit size you plan to use in the first column. Then, please calculate your total annual request for funding per unit size by multiplying the number of units requested (first column) by the FMR for that unit size (second column), and multiplying the resulting number by 12 months in the year.

Final FY2024 FMRs by Unit Bedrooms			
Size of Unit	**Number of Units**	**FMR**	**Total Requested**
Sample: 1 Bedroom	*6*	*$1000*	*$72,000*
Efficiency/SRO		$1,311	
1 Bedroom		$1,434	
2 Bedroom		$1,664	
3 Bedroom		$2,056	
4 Bedroom		$2,229	
Total Assistance Requested		-	

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SUPPORTIVE SERVICES BUDGET:
PSH, RRH, TH, AND SSO PROJECTS

All projects providing supportive services should complete the "Supportive Services Budget".

Eligible Costs	Quantity and Description	Assistance Requested
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		

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SUPPORTIVE SERVICES BUDGET (CONTINUED):
PSH, RRH, TH, AND SSO PROJECTS

All projects providing supportive services should complete the "Supportive Services Budget".

Eligible Costs	Quantity and Description	Assistance Requested
Utility Deposits		
Operating Costs (SSO only)		
Total Assistance Requested		

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HMIS BUDGET:
PSH, RRH, TH, AND SSO PROJECTS

Eligible Costs	Quantity and Description	Assistance Requested
Equipment		
Software		
Services		
Personnel		
Space and Operations		
Total Assistance Requested		

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PROJECT ADMINISTRATION BUDGET:
PSH, RRH, TH, AND SSO PROJECTS

Up to 10 percent of any CoC project grant may be used for project administration costs, excluding planning grants or Unified Funding Agency (UFA) costs.

Eligible Costs- salaries, wages, and related costs for:	Assistance Requested
Preparing/amending program budgets and schedules	
Developing systems to ensure compliance with program requirements	
Developing agreements with subrecipients/contractors to carry out program activities	
Monitoring program activities for progress and compliance with program requirements	
Preparing reports and other documents directly related to the program for submission to HUD	
Coordinating the resolution of audit and monitoring findings	
Managing people whose primary responsibilities are described above	
Travel costs incurred for monitoring of subrecipients	
Administrative services performed under third-party contracts or agreements (ex: legal services, accounting services, audit services)	
Other costs for goods and services required for program administration (ex: rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space)	
Costs for providing and attending trainings and conferences related to youth homelessness	
Costs of carrying out the environmental review responsibilities	
Total Annual Assistance Requested	

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SPECIAL PROJECT QUESTIONS

ONLY for Domestic Violence Bonus Applicants (10 points): Describe agency's experience working with victims/survivors of Domestic Violence and 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): 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.

- 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.

ONLY for Healthcare Project Applicants: Please attach a commitment letter from a healthcare organization demonstrating commitment of either:

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

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SPECIAL PROJECT QUESTIONS (CONTINUED)

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.

- 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.

ONLY for Subsidized Partnership Project Applicants: Please attach a funding letter from a housing organization demonstrating commitment of either:

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

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APPEALS PROCESS

Who may appeal?

An agency may appeal a decision concerning a project application submitted by that agency. The agency, project, and project application must meet the CoC and HUD threshold requirements as outlined in the Project Application Rubrics and CoC Request for Proposals. YHDP Applications will not be ranked, and no scoring outcomes will be provided to projects. Because of this, decisions regarding YHDP project applications are not eligible for appeal.

What may be appealed?

The appeals process applies only to project scoring and ranking. There is no appeal for project tiering. An appeal may not be submitted if: all questions on the application were not completed, all required attachments were not submitted with the application, and/or the application was not submitted by the required deadline

What is the timing of the appeal process?

Formal appeals may only be submitted by a project within three (3) business days of a project receiving their ranking. Appeals must be submitted in writing to the Collaborative Applicant, who will then forward to the Ranking Committee. The written appeal must consist of a brief statement no longer than one page, and can be in the form of a letter, memo or email. Any appeal via email must be sent to the Human Services Coalition, the Collaborative Applicant and Lead Agency.

How are appeals decisions made?

The ranking committee and the CoC Governance committee will review all appeals. Appeals are decided by majority vote and may not be overturned by the full CoC.

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SCORING AND NOTES

Staff Notes:

Scoring:

Narrative Questions (60 points)

Performance Measures (30 points)

Budget Questions (10 points)

Total (100 points)

Special Project Bonus (10 points)

Total Score (out of 100 points)**:**