



Tompkins County Continuum of Care 2025-26 New Project Application Rubric

Applications are due December 15, at 5pm
Applications and all attachments must be submitted in a single PDF to
the HSC via email: lbargar@hsctc.org

<u>Agency and Project Information</u>			
Agency Name:			
Program Name:			
Application Contact Person:			
Agency Contact Email:			
Amount Requesting:		Bed/Unit Inventory (TH) or Projected Number of People Served (SSO Projects)	
Component Type:	<input type="checkbox"/> Transitional Housing <input type="checkbox"/> Supportive Services Only <input type="checkbox"/> Supportive Services Only- Street Outreach		
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 a specific sub-population- please name.			

Threshold Requirements

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
HSC Membership- has a current MOU or is submitting an MOU with this application	<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
Agency has submitted accompanying application in e-snaps.	<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
The agency has reviewed all new HUD priorities outlined in the NOFO.	<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.

Narrative Questions

Program Design: 5 points	Please provide a general description of the program including the population served, bed/unit configuration. Please indicate whether project will serve any specialized populations. If submitting an application for Transitional Housing, please outline whether project will be site-based or scattered. (500 words)
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4-5 points: Description of project aligns with program requirements.

2-3 points: Components are missing from program design or program design not well thought-out.

0-1 points: Narrative does not address design elements outlined in the question or critical information is lacking from narrative response.

Community Need: 5 points	Using local data on homelessness, how does this project support the HSC's goals of ending homelessness for all persons? Please include agency's unique ability to serve the population. (250 words)
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4-5 points: Narrative uses local HMIS data 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 HMIS data OR Agency does not demonstrate evidence of leadership in serving population.

0-1 points: Narrative does not use HMIS/HSC data AND agency does not demonstrate evidence of leadership in serving proposed population.

Capacity: 5 points	Please describe housing programs the agency currently administers and describe success of the programs. If agency currently or has received CoC funding in the past, address, if any, programs fell into Tier 2 or been reallocated. (250 words)
<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.</p> <p>2-3 points: Has some experience operating housing programs.</p> <p>0-1 points: Agency has little or no experience operating housing programs.</p>	

<u>Performance Measures</u>	
Employment & Income Growth: 10 points	Describe how clients will be assisted in obtaining employment and income resources to maximize their ability to live independently. (250 words)
<p>8-10 points: Agency describes their ability and commitment to helping clients in each of the three areas described.</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>	
Supportive Service Provision: 10 points	Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words)
<p>7-10 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>4-6 points: Agency provides supportive services but has limited examples of specific practices.</p> <p>0-3 points: Agency does not have a clear strategy for providing ongoing services.</p>	
Returns to Homelessness: 10 points	How will projects ensure that clients will not return to homelessness after project exit?
<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.</p> <p>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.</p> <p>2-4 points: Agency commits to ensuring participants will not return to homelessness but does not give any concrete details.</p> <p>0-1 points: Answer is not applicable to the question or does not give details.</p>	



For Reviewer Use Only

Applicant Budget submitted in e-snaps is feasible, cost effective, and allowable. (5 points)

☐ Yes ☐ No