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| **Agency and Project Information** | | | | |
| Agency Name: |  | | | |
| Program Name: |  | | | |
| Application Contact Person: |  | | | |
| Agency Contact Email: |  | | | |
| Amount Requesting: |  | Bed/Unit Inventory: | |  |
| Component Type: | Rapid Rehousing  PSH (Affordable Housing Partnership ONLY) | | | |
| County Serving\*:  \* Projects serving Cayuga County will receive 5 additional bonus points | Cayuga  Onondaga  Oswego  Multi-County | | | |
| Is this project partnering with a healthcare service? | | | Yes  No | |
| Is this project a subsidy partnership project? | | | Yes  No | |
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**Onondaga/Oswego/Cayuga County Continuum of Care**

**2024-25 New Project Application Rubric**

**Applications are due September 11, 2024, at 5pm.**

**Applications and all attachments must be submitted in a single PDF to**

**the HHC via email:** [**hhc@unitedway-cny.org**](mailto:mstuart@unitedway-cny.org)

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| **Threshold Requirements** | |
| Applicant is a Non-Profit organization with active 501(c)3 status, public housing authority, or local government organization | Yes  No |
| Agree to use HMIS (or comparable database if DV) | Yes  No |
| HHC Membership- has a current MOU or is submitting an MOU with this application | Yes  No |
| Applicant agrees to using the Coordinated Entry System to fill 100% of beds | Yes  No |
| Applicants agrees to adopt Housing First model- signed and attached Housing First checklist | Yes  No |
| Management letter from agency’s most recent fiscal audit demonstrating that agency is in good standing is attached. | Yes  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. | |

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| **Narrative Questions** | |
| 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) |
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| Community Need:  5 points | Using local data on homelessness, how does this project support the HHC’s goals of ending chronic, youth, family or homelessness for all persons? Please include agency’s unique ability to serve the population. (250 words) |
| 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/HHC Dashboard 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) |
| 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. Please discuss agency timelines for staffing the project and otherwise complying with CoC Program deadline. (250 words) |
| 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. | |
| Person-Centered Planning:  5 points | Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words) |
| 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.   * 1. 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. | |
| Racial Equity:  5 points | How does your project work to eliminate racial disparities in housing outcomes? (250 words) |
| 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.   * 1. points: Agency does not have clear commitment to racial equity. | |
| 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.   * 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) | |
| Staff Retention and Consistency:  5 points | With the understanding that it is difficult to provide the best help to people when needs aren’t properly met, what actions does your agency take or plan on taking to prevent burn out among employees and encourage a healthy work/life balance? (250 words) |
| 4-5 points: Agency has a strategy to provide support to their employees. Strategies could include staff training, benefits and time off, creating and promoting safe and healthy work environments, etc.  2-3 points: Agency commits to providing support to staff but does not identify any clear strategies.   * 1. points: Agency does not outline strategies to support their housing staff in an effort to retain employees and provide consistent staffing for clients. | |
| Connection to Healthcare Services: 5 points | Describe your strategy to ensure clients are connected with and have ongoing access to appropriate healthcare services. (250 words) |
| 4-5 points: Agency has actionable practices to connect participants to healthcare services. 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.   * 1. points: Agency does not have a clear strategy for connecting participants with healthcare services. | |

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| **Performance Measures** | |
| 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) |
| 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., JobCorps, CNYWorks), 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 & Retention:  10 Points | 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? (250 words) |
| 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 attach a project budget to prove that expenses are reasonable, allocable, and allowable as well as 25% match documentation: 20 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.  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.  Award 10 points for attached budget with all allowable expesnses.  Award 10 points for attached match documentation fulfilling the 25% requirements. |

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| **Special Project Questions**  **Only fill out these questions if you are applying**  **for these specific project types** |
| **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:  Attached   1. For recovery or substance use treatment, services that are available for all program participants and chose those services; or 2. 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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| **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:  Attached   1. 25% of units will be dedicated to PSH participants; or 2. 25% of persons served will be dedicated to RRH participants |
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