

# Boise City/Ada County Continuum of Care, ID-500

## Review, Score and Ranking Policy and Procedure

Updated: July 2019

### Background

The Boise City/Ada County Continuum of Care (CoC) is requesting project applications for the Fiscal Year 2019 (FY19) CoC Program Competition. On July 3, 2019, the U.S. Department of Housing and Urban Development (HUD) released this year's Notice of Funding Availability (NOFA).

The City of Boise serves as the collaborative applicant for the CoC and is responsible for submitting the Collaborative Application – to include the CoC Application, Priority Listing, and Project Applications. Application materials and resources will be publicly posted on the City of Boise's CoC Competition webpage.

The CoC is eligible to submit a Collaborative Application for funding to support housing and services for households experiencing homelessness. For FY19, the CoC is accepting and soliciting new and renewal projects for permanent housing projects only.

The CoC's estimated annual renewal demand is \$1,046,625. Additionally, the CoC is eligible to apply for a CoC Bonus project in the amount of \$52,331 and a Domestic Violence (DV) bonus project in the amount of \$64,968. The CoC will rank all project applications in two tiers, defined below. Please note, CoC planning grants are not ranked.

- Tier 1: \$988,066
- Tier 2: \$58,559
- CoC bonus: \$52,331
- DV bonus: \$64,968
- CoC planning: \$31,399

### Competition Timeline

**July 3:** FY19 CoC Program Competition opened

**July 22 – August 9:** New and renewal project applicants should email the CoC Program Manager at [mbrewer@cityofboise.org](mailto:mbrewer@cityofboise.org) to schedule a time for CoC grant technical assistance should it be needed

**August 2:** No later than August 2, CoC Program Manager will provide renewal project applications a copy of their final scoring report.

**August 9:** New and renewal project applications DUE. Submit to CoC Program Manager via email: [mbrewer@cityofboise.org](mailto:mbrewer@cityofboise.org).

**August 30:** The Score and Rank Committee will meet no later than August 30 to review all project applications and make a project ranking recommendation to the Executive Committee.

**September 9:** The Executive Committee will vote on the Score and Rank Committee's recommendation and approve the final ranking and priority listing.

**September 10:** No later than September 10, the CoC Program Manager will email the results of the review, scoring, and ranking process and the priority listing to each project applicant.

**September 17:** Project applicants must submit all project applications accepted and ranked in the priority listing in [e-snaps](#) for review

**September 23:** Collaborative application draft publicly posted

**September 30:** Collaborative application DUE

### Funding Priorities

The CoC embraces HUD's policy priorities to end homelessness for all persons, create a systemic response to homelessness, strategically allocate and use resources, use an evidence-based approach, increase employment, and use a Housing First approach. To best serve all persons experiencing homelessness, the CoC has operationalized its local funding priorities in the following order:

- Permanent housing projects that have, with CoC support, voluntarily reallocated to better serve a local need reflected in the CoC's data monitoring tool
- Permanent supportive housing projects that serve persons meeting the eligibility criteria of DedicatedPLUS
- Rapid re-housing projects

### Review, Score and Ranking Policy

All project applications, new and renewal, including bonus project applications, will be reviewed, rated, and ranked by the Score and Rank Committee (SRC). Projects must meet the threshold criteria outlined in the FY19 NOFA and the local threshold criteria included in the CoC's scoring and ranking tool. Renewal and new projects that do not, after review, meet threshold criteria will not be scored or ranked.

### Renewal Projects

Renewal project applications include those projects that have received CoC Program funds in the previous year (FY18).

1. Renewal projects will be ranked above new projects except in those cases wherein a renewal project does not minimally score a 70% on the scoring and ranking tool.
2. Renewal projects that score below 70% will still be ranked; however, a new project may be ranked above them on the Priority Listing.
3. First-time renewal projects must meet threshold criteria but will be held harmless from the minimum score required of renewal projects that have operated for more than 12 months.

### New Projects

New project applications include those projects that have been created through reallocation or bonus project funding and did not receive CoC Program funds in the previous year (FY18). Projects created through reallocation or bonus funding must align not only with HUD's policy priorities outlined in the FY19 NOFA, but also with the CoC's local funding priorities.

New projects will be ranked below renewal projects, unless a renewal project voluntarily (or at the request of the CoC) reallocates or re-purposes funds into a new project to better serve the CoC's local priorities and greatest need.

Generally, all new projects will be ranked in Tier 2, in order of the score received on the CoC's scoring and ranking tool, unless the CoC determines the new project will meet the local funding priorities described above more effectively than a renewal project application.

### Review, Score and Ranking Procedure

The CoC's Data and Performance Committee develops the scoring and ranking tool and submits the recommended tool to the CoC's governing body, the Executive Committee, for final approval.

The Executive Committee has designated the Score and Rank Committee (SRC) to review, score and rank project applications for CoC Program funds. The Vice-Chair of the Executive Committee serves as the SRC Chair.

Renewal projects must meet threshold criteria and will be scored on a 100-point scale outlined in the CoC's scoring and ranking tool. New projects must meet threshold criteria and will be scored on a 100-point narrative application.

The scores awarded by each SRC member will be averaged for each project application. All project applications (new and renewal) will be ranked from highest to lowest according to the score received on the rating and ranking tool. The final project rankings may then shift given the CoC's stated funding priorities and the scope of the project types covered by the applications. Any DV bonus project applications will be ranked with a unique rank number per the FY19 NOFA.

The SRC Chair will present the ranking recommendations of the SRC to the Executive Committee for final approval and inclusion in the Priority Listing. The Executive Committee has the discretion to approve, amend, or reject the recommendation.

### Grievance and Appeals Process

The Executive Committee will consider any grievances.

Grievances must be submitted in writing to the CoC Lead Agency by emailing the CoC Program Manager ([mbrewer@cityofboise.org](mailto:mbrewer@cityofboise.org)) within 24 hours of the project applicants' formal notification of the funding recommendation.

The grievance must include the nature of the grievance, including an explanation of how the organization perceived it was unfairly treated. The grievance should also include a reasonable and fair proposed solution to address the grievance.

The Executive Committee must provide a written response to the appeal within two business days, beginning on the first business day after the grievance was submitted.

Any project applicant that submits a project that was rejected by the CoC in the local competition will be notified in writing by the CoC, outside of *e-snaps*, with an explanation for the decision to reject the project(s) no later than 15 days before the collaborative application deadline of September 30, 2019.

Project applicants whose project was rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner by submitting a Solo Applicant project application in *e-snaps* directly to HUD prior to the application deadline of 8:00 pm EST on September 30, 2019. The CoC's notification of rejection of the project in the local competition must be attached to the Solo Application. Section X.C of

the FY19 NOFA describes the Solo Applicant requirements.

