



## Our Path Home

### Boise City/Ada County Continuum of Care, ID-500 Review, Score and Ranking Policy and Procedure

Updated: September 2021

#### Background

Our Path Home, the Boise City/Ada County Continuum of Care (CoC), is requesting project applications for the Fiscal Year 2021 (FY21) CoC Program competition. On August 18, 2021, the U.S. Department of Housing and Urban Development (HUD) released this year's Notice of Funding Opportunity (NOFO).

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 Our Path Home's FY21 CoC NOFO webpage.

The CoC is eligible to submit a Collaborative Application for funding to support housing and services for households experiencing homelessness. For FY21, the CoC is accepting and soliciting project applications for permanent housing projects only.

The CoC's estimated annual renewal demand is \$1,255,113. Additionally, the CoC is eligible to apply for a CoC Bonus project in the amount of \$62,756 and a Domestic Violence (DV) bonus project in the amount of \$119,928. The CoC will rank all project applications in two tiers, defined below. Please note, CoC planning grants are not ranked.

- Tier 1: \$1,255,113
- Tier 2: \$182,684
- CoC Bonus: \$62,756
- DV Bonus: \$119,928
- CoC Planning: \$37,653

#### FY 21 CoC NOFO Local Competition Timeline

**August 18:** FY21 CoC NOFO made available

**September 13:** Announce local competition for FY21 CoC NOFO via email and publicly post how our CoC will review, rank and select projects on Our Path Home's FY21 CoC NOFO webpage.

**September 13 - October 4:** New and renewal project applications should contact the Our Path Home Manager via email ([cmattoon@cityofboise.org](mailto:cmattoon@cityofboise.org)) to request CoC Program grant technical assistance should it be needed.

**September 27:** No later than September 27, the Our Path Home Manager will provide the final scoring report to renewal project applicants.

**October 4:** Project applications due. Submit to Our Path Home Manager via email at [cmattoon@cityofboise.org](mailto:cmattoon@cityofboise.org).

**October 8:** The Score and Rank Committee will meet no later than October 8 to review all project applications and make a project ranking recommendation to the Our Path Home Executive Committee.

**October 11:** The Our Path Home Executive Committee will vote on the Score and Rank Committee's recommendation and approve the final ranking and priority listing.

**October 11:** The Our Path Home Manager will notify project applicants via email whether applications are accepted, reduced, or rejected and publicly post accepted projects on Our Path Home's FY21 CoC NOFO webpage.

**October 21:** Project applicants finalize all project applications accepted and ranked in the priority listing in [e-snaps](#).

**November 8:** Our Path Home Executive Committee Approval to Submit FY21 CoC NOFO

**November 8:** Publicly post the final version of the Consolidated Application on Our Path Home's FY21 CoC NOFO webpage

**November 12:** Submit FY21 CoC NOFO

**November 16:** FY21 CoC NOFO DUE - 8:00PM EST

## Funding Priorities

The CoC embraces the policy priorities outlined in the FY21 CoC NOFO to:

- End homelessness for all persons
- Use a Housing First approach
- Reduce unsheltered homelessness
- Improve system performance
- Partner with housing, health and service agencies
- Address racial equity
- Include persons with lived experience in the CoC's planning process

To best reflect the CoC's policy priorities and position the CoC to meet its highest needs, Our Path Home 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 suite of data monitoring tools
- Permanent supportive housing projects that serve persons meeting the eligibility criteria of DedicatedPLUS or chronic homelessness at the time of entry
- Rapid re-housing projects

Note: new projects will only be funded through reallocation of renewal projects that the CoC evaluates and ranks as part of its local competition or through the bonus project processes.

## Review, Score and Ranking Policy

All project applications, 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 FY21 NOFA and the local threshold criteria included in the CoC's scoring and

ranking tool. Project applications 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 (FY20).

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. Any 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 (FY20). Projects created through reallocation or bonus funding must align not only with HUD's policy priorities outlined in the FY21 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.

### Rating and Ranking Tool

The rating and ranking tool relies heavily on objective criteria and system performance measures to score project applications, including a set of threshold criteria that must be met for the project to enter the local competition and receive a rating and ranking. This includes an assessment of an applicant's ability to rapidly re-house persons experiencing homelessness with the highest barriers to permanent housing by accepting referrals from Our Path Home CONNECT and an analysis of performance data from HMIS or a comparable database. The rating and ranking tool also asks applicants to consider how their proposed project has sought to overcome racial inequities that may be a barrier to participation.

### Review, Score and Ranking Procedure

The CoC's Data and Performance Committee developed the scoring and ranking tool. The tool is updated annually and then submitted to the CoC's governing body, the Our Path Home 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.

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 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 FY21 NOFA.

The Our Path Home Manager 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 Our Path Home Executive Committee will consider any grievances.

Grievances must be submitted in writing to the CoC Lead Agency (the City of Boise) by emailing the Our Path Home Manager ([cmattoon@cityofboise.org](mailto:cmattoon@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 November 16, 2021.

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 November 16, 2021. 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 FY21 NOFO describes the Solo Applicant requirements.



## Our Path Home

# Boise City/Ada County Continuum of Care, ID-500 Reallocation Policy and Procedure

Updated: September 2021

### Background

Operating from the shared presumption that homelessness is a housing problem and any person in a housing crisis needs, indeed deserves, safe and stable housing, the Our Path Home seeks to evolve toward a system wherein persons experiencing homelessness can be rapidly returned and stabilized in permanent housing. Undoubtedly, certain barriers limit our capacity and ability to respond in such a manner. Therefore, to best mitigate those barriers, the CoC must understand its current performance and how that baseline relates to where the CoC envisions itself when a systemic response to homelessness is fully realized.

Reallocation provides an opportunity for the CoC to strategically move resources should a renewal project underperform or should the CoC decide that CoC Program funds are better spent in another way. Reallocation helps ensure funded projects align with the U.S. Department of Housing and Urban Development's (HUD) policy priorities and the priorities of the CoC to fund effective permanent housing projects.

### Policy and Procedure

The CoC encourages renewal projects to evaluate cooperatively with the CoC whether reallocation is appropriate or necessary to better:

1. Create and sustain a systemic response to homelessness wherein the experience is prevented whenever possible and is otherwise rare, brief, and one-time;
2. Serve those experiencing homelessness by meeting them where they are and as they exist on the street; and
3. Rapidly respond to the experience of homelessness with evidence-based interventions aimed to secure and maintain permanent housing.

Evaluation and monitoring of CoC-funded projects occurs on an on-going basis throughout the year, primarily through the CoC's monitoring process but also through active participation by CoC-funded projects in the CoC. By these projects' participation in CoC-sanctioned committees and workgroups, the CoC and its members provide and implement continuous quality improvement opportunities to ensure resources are allocated to their highest and best use.

All renewal project applications are reviewed by the Score and Rank Committee (SRC). The SRC uses the results from the CoC's rating and ranking tool to measure the project's performance. After reviewing, rating and ranking renewal and new project applications, including any bonus projects, the SRC will make a recommendation to the Our Path Home Executive Committee. Inherent to the review, rating and ranking process undertaken by the SRC is a recommendation whether to reallocate some or all of a renewal project's funds.

### Involuntary Reallocation

Project funds will be automatically eligible for involuntary reallocation under the following scenarios:

- Failure to meet the threshold criteria for application of CoC Program funds as delineated in the rating and ranking tool
- Failure to meet the minimum score on the rating and ranking tool
- Any underspent funds will be reallocated (in the amount not expended) to another permanent housing project that has expended its CoC funds in a timely manner

### Voluntary Reallocation

Renewal project applicants may request to voluntarily reallocate some or all of its funds to create a new project that better aligns with HUD's policy priorities and better serves the greatest local need as determined by the CoC.

The renewal project should submit a written proposal to the Executive Committee that:

1. Expresses the project's intent to voluntarily reallocate and apply for new project funds
2. Describes the need the new project proposes to meet
3. Requests a letter of support from the CoC to do so.

New projects, including those funded through reallocation, will be required to meet the threshold criteria outlined in the rating and ranking tool, including HUD's project quality thresholds described in the FY21 NOFA.



## Our Path Home

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

### FY 2021: Score and Rank Committee

Updated: September 2021

#### Purpose

Score the project applications for CoC Program funds for FY21.

Make a recommendation for the ranking of CoC project applications to the Our Path Home Executive Committee.

#### Membership

The Executive Committee appointed the following members for the FY21 SRC:

- Deanna Ward - Director of Development, Home Partnership Foundation
- Heidi Smith - Community Resource Development Specialist, Idaho Department of Health & Welfare, Family & Community Services Division
- Crystal Campbell - Community Development Program Coordinator, City of Meridian
- Anna Drennen - Housing Manager, City of Boise
- Individual or household with lived experience - via Our Path Home CONNECT

The Our Path Home Manager will facilitate and staff the meetings of the SRC and record minutes.

#### Qualifications & Duties

Members of the SRC must commit to an unbiased review, scoring, and ranking of project applications and attend an orientation on the CoC competition process and purpose. Members will 1) receive training on the FY21 review, rate and rank policy and procedures and 2) to conduct the review, rating and ranking of this year's project applications.

Members must thoroughly review the FY21 scoring and ranking tool and the associated new and renewal project applications, including reviewing whether project applicants meet the threshold criteria, determining (based upon that review) whether the project application should be rated (i.e., scored), and rating the project applicants that pass threshold using the tool, including the narrative portion.

After members have rated applications independently, the SRC will meet to reconcile scores and rank the project applications according to the CoC's local funding priorities. Members must sign the Code of Conduct and Conflict of Interest statements and keep the results of the rating and preliminary ranking confidential. Any inquiries concerning the results of the process must be immediately made known to the Our Path Home Manager.

The SRC and the process associated therein must be fair and objective. So as not to disadvantage one homeless service provider over any other, and because project applicants and

their funding sources change year over year, homeless service providers are not eligible to serve on the SRC.