CoC Unsheltered NOFO:

Boise City/Ada County Continuum of Care, ID-500 Review, Score and Ranking Policy and Procedure
Updated: August 2022

Background
Our Path Home, the Boise City/Ada County Continuum of Care (CoC), is requesting project applications for the Special Noticed of Funding Opportunity to Address Unsheltered and Rural Homelessness. On June 22, 2022, the 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 CoC Unsheltered NOFO webpage.

The CoC is eligible to submit a Collaborative Application for funding to support housing and services for households experiencing homelessness. For this special Unsheltered NOFO, the CoC is accepting and soliciting project applications for all eligible projects.

The CoC's maximum set aside amount is $899,879 over a three-year grant period.

CoC Unsheltered NOFO Local Competition Timeline
June 22: CoC Unsheltered NOFO made available

August 30: Announce local competition for CoC Unsheltered NOFO via email and publicly post how our CoC will review, rank and select projects on Our Path Home's CoC Unsheltered NOFO webpage.

August 30 – September 19: Applicants should contact the Our Path Home Manager via email (cmattoon@cityofboise.org) to indicate your intention to apply, ask questions, and to request CoC Program grant technical assistance should it be needed.

September 19: Project applications due by 5:00 pm MT. The completed application and required attachments must be submitted through e-snaps, the electronic Continuum of Care (CoC) Program Application and Grants Management System for HUD's Office of Special Needs Assistance Programs (SNAPS), and the Corresponding Application materials sent to cmattoon@cityofboise.org.

September 28: The Score and Rank Committee will meet no later than September 28 to review all project applications and make a project ranking recommendation to the Our Path Home Executive Committee.

October 3: 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 5: The Our Path Home Manager will notify project applicants no later than October 5 via email whether applications are accepted and ranked on the Priority Listing, rejected, or reduced. Our Path Home will publicly post accepted projects on Our Path Home's CoC

Unsheltered NOFO webpage.

October 12: Project applicants finalize all project applications accepted and ranked in the priority listing in *e-snaps*.

October 17: Our Path Home Executive Committee Approval to Submit CoC Unsheltered NOFO

October 18: Publicly post the final version of the Consolidated Application on Our Path Home's

CoC Unsheltered NOFO webpage

October 18: Submit CoC Unsheltered NOFO

October 20: CoC Unsheltered NOFO DUE – 8:00PM EST

Funding Priorities

Priorities - The CoC embraces the policy priorities outlined in the CoC Unsheltered NOFO to:
- Unsheltered Homelessness.
- Unsheltered Homelessness and Individuals and Families Experiencing Homelessness with Severe Service Needs in Rural Area.
- Providing Assistance on Tribal Lands.
- Involving a Broad Array of Stakeholders in the CoC's Efforts to Reduce Homelessness.
- Advancing Equity.
- Use a Housing First Approach.

Participant Eligibility - projects funded through the Unsheltered Homelessness Set Aside must have the following eligibility criteria for program participants:
- meet the criteria of paragraph (1) of the definition of homeless at 578.3, except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, safe havens, or emergency shelters; or
- meet the criteria of paragraph (4) of the definition of homeless at 578.3

Eligible projects – CoC Unsheltered NOFO can fund the following project types:
- Permanent Housing projects:
  - Permanent Supportive Housing (PSH)
  - Rapid Rehousing (RRH)
- Supportive Service Only projects including:
  - Supportive Service Only – Coordinated Entry (SSO-CE)
  - Street Outreach (SSO-SO)
  - Standalone SSO
- Joint Transitional Housing and PH-RRH projects (TH-RRH)

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 Unsheltered NOFO. Project applications that do not, after review, meet threshold criteria will not be scored or ranked.

Only new projects will be funded under this NOFO. New project proposals will be scored and ranked based on the following criteria:

- Ability to comply with HUD and Our Path Home requirements
- Ability to accurately and appropriately execute fiscal management, including match funds
- Agency Experience administering projects similar in scope and population served
- Project design, performance goals, and budget
- Capable and willing to participate in HMIS (or CMIS, if a Victim Services Provider)
- Capable and willing to participate in Coordinated Entry
- Willingness and experience operating projects using Housing First practices and philosophy

Rating and Ranking Process

E-snaps Submission - All project applications, budgets, and required attachments must be submitted by the applicant in e-snaps. E-snaps is the electronic Continuum of Care (CoC) Program Application and Grants Management System that HUD's Office of Special Needs Assistance Programs (SNAPS) uses to support the CoC Program funding application and grant awards process for the CoC Program. All applicants must create a 'Project Applicant Profile' in e-snaps before applications may be submitted. Our Patho Home will review all applications submitted in e-snaps for completeness and accuracy.

All CoC Special project applicants must establish their organization in e-snaps. It is recommended that all agencies wishing to apply under this NOFA set up their e-snaps applicant profile as soon as possible, to allow time to collect required submission documents and information.

- Detailed instructions for first-time users have been released by HUD and can be found here: https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf
- HUD has also published New Project Application Detailed Instructions, which include step by guidance for competing project applications in e-snaps once new Applicant Profiles have been created and can be found here: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/NEW-Unsheltered-DI-FINAL-7-14-22.pdf

All required application elements must be completed in e-snaps by the September 20, 2022 4:00 pm MT deadline. Incomplete e-snaps applications may be grounds for applications to be disqualified from the competition.

Corresponding Application - In addition to e-snaps applications, Our Path Home has created a Corresponding Application, including questions related to threshold criteria, agency capacity and experience, and program design. Completed Corresponding Applications and required attachments must be submitted to cmattoon@cityofboise.org by the September 20, 2022 4:00 pm MT deadline. Incomplete applications may be grounds for applications to be disqualified from the competition.

Review, Score and Ranking Procedure

The Executive Committee has designated the Score and Rank Committee (SRC) to review, score and rank project applications for CoC Unsheltered NOFO funds. Applications will be scored based information provided both the e-snaps and on the Corresponding Application submitted via email. Answer each question in e-snaps and the Corresponding Application thoroughly

Applications will be scored based on the following outline:

Application Section	Maximum Points Available
Threshold Capacity	Met/Unmet
Agency Capacity	10
Agency Experience	15
Project Design	40
Project Participants	15
System Performance Goals	5
Budget	15
TOTAL	**100**

Points will be applied based on the following scale:

- No points Incomplete/ No Response: The response is missing, incomplete or unclear. The answer does not demonstrate the value of the project or its alignment with the goals outlined in the Consolidated Plan.
- Partial Points Acceptable Response: The response provides an answer to the question asked; however, sufficient details are lacking. The answer does not fully demonstrate the value of the project, including its alignment with the goals outlined in the Consolidated Plan.
- Full Points Excellent Response: The response provides a clear, thorough answer to the question asked. The answer fully demonstrates the value of the project, including its alignment with the goals outlined in the Consolidated Plan.

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. 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.

Threshold Conditions for Funding

Funding is conditional upon acceptance of each element below. Failure to acknowledge the acceptance of any of the required elements will result in proposal's removal from consideration for funding. CoC subrecipients are responsible for complying with all requirements of funding as outlined in the table below.

Element	Description and References
Written Standards	The OPH Continuum of Care has developed Written Standards to provide guidance to subrecipients in administering federally funded projects serving homeless populations. Subrecipients must comply with these Written Standards. The Written Standards are not intended to be used in place of the Interim Regulations for the HEARTH Act; rather, they are intended to establish and clarify local decisions regarding program administration. Current Written Standards can be found at: ourpathhome.org

Element	Description and References
Code of Federal Regulations	Subrecipients must comply with HUD's Code of Federal Regulations (CFR) related to the funding of Continuum of Care grants, found at 24 CFR 578. CFRs are the codification of the general and permanent regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States. CFRs provide the framework for the CoC grant, as intended by the Interim Regulations for the HEARTH Act. The main CFRs governing the CoC Program can be found at: https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part- 578
Uniform Administrative Requirements	Subrecipients must comply with any and all HUD requirements related to the funding of the Grant, 2 CFR 200 - Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards.
Coordinated Entry	All homelessness assistance providers receiving CoC funding must participate in Coordinated Entry, known locally as Access Points. Coordinated Entry is a statewide homelessness response system whose goal is to more effectively utilize available resources and ensure people with the greatest need are prioritized for housing and services. The policies and procedures for Coordinated Entry are detailed in the Homeless Connect Operating Procedures, found at: ourpathhome.org
HMIS/Comparable Database	Subrecipients must collect and report all HUD-required universal data elements and program-specific data elements, as well as adhere to the data collection requirements. To facilitate this, subrecipients must participate in the Homeless Management Information System (HMIS) or the Community Management Information System (CMIS), operated for domestic violence service providers. Additional information about HMIS can be found at: https://www.hudexchange.info/programs/hmis/
Housing First	CoC-funded projects must adhere to Housing First standards, including: I. Few to no programmatic prerequisites to permanent housing entry II. Low-barrier admission policies III. Rapid and streamlined entry into housing IV. Supportive services are voluntary, but can and should be used to persistently engage tenants to ensure housing stability V. Tenants have full rights, responsibilities, and legal protections VI. Established practices and policies to prevent lease violations and evictions Additional information about Housing First can be found at: https://www.usich.gov/tools-for-action/housing-first-checklist/

Match	Providers agree to match 25% of awarded funds from nonfederal sources. Leasing costs are excluded from the match requirement.
	All match funds must be spent on CoC-eligible activities within the grant period. The following are eligible types of match contributions:
	I. Cash
	II. In-Kind (noncash contributions)
	    • The value of any real property, equipment, goods, or services contributed to the subrecipient's CoC program, provided that if the subrecipient had to pay for them with grant funds, the costs would have been allowable.
	    • Costs paid by program income shall count toward meeting the subrecipient's matching requirements, provided the costs are eligible CoC costs that supplement the subrecipient's CoC program.
	For new applications, subrecipients are required to submit a memorandum of understanding (MOU) detailing any match provided by a third party that will provide services to participants which would be eligible to be paid by grant funds.

Active Participation/ Coalition Meetings	Subrecipients must attend and participate in CoC Committee meetings.
Annual Point-in-Time Count	Subrecipients must agree to participate in the PIT count, at a date to be determined by HUD and upon notification from OPH.

Element	Description and References
Reporting and Monitoring	Subrecipients must submit all required performance reports to OPH. Subrecipients must also comply with annual monitoring conducted by OPH. Agencies may be subject to additional auditing by HUD.
Homeless Participation	Subrecipients must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity.
Drug-Free Workplace	Subrecipients must comply with the Drug-Free Workplace Act of 1988. Each potential recipient must certify that it will comply with drug-free workplace requirements in accordance with the Act and with HUD's rules at 24 CFR part 2429. The Act and CFR include specific measures agencies must take to show a good faith effort, on a continuing basis, to maintaining a drug-free workplace.
Lobbying	No Federal appropriated funds have been paid or will be paid, by or on behalf of the subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, entering into any cooperative agreement, the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement. The agency must not participate in any federal lobbying as prohibited by 24 CFR part 87.
Lead-based Paint	Subrecipients must identify properties built prior to 1978, and disclose the potential for lead-based paint. Other lead-based paint prevention requirements outlined in 24 CFR Part 35 must be followed.
Housing Quality Standards (HQS)	Before any assistance will be provided on behalf of a program participant, the subrecipient must physically inspect each unit to assure that the unit meets HQS. Subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS. Housing quality standards are listed in 24 CFR 982.401.
ADA, Civil Rights, Fair Housing, and Equal Opportunity	The agency must comply with both the Americans with Disabilities Act as well as Title VI of the Civil Rights Act with respect to Fair Housing and Equal Opportunity.
Affirmative Marketing and Outreach	The CoC Program interim rule at 24 CFR 578.93(c) requires recipients of CoC Program funds to affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities. Housing assisted by HUD and made available through the CoC must also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).
Audit	A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200.501.
Violence Against Women Act	The Violence Against Women Act (VAWA) provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants awarded under this NOFO must comply with the VAWA Rule as provided in 24 CFR 578.99(j)
Code of Conduct	All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants. If the organization's Code of Conduct does not appear on HUD's website, the project must attach its Code of Conduct that includes all required information to its Project Applicant Profile in e-snaps.