



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

Updated August 2024

Background

Our Path Home, the Boise City/Ada County Continuum of Care (CoC), serves as the Collaborative Applicant. In this role, Our Path Home is requesting project applications for the Fiscal Year 2024 - 2025 (FY24 & 25) CoC Program competition.

On July 31, 2024, the Department of Housing and Urban Development (HUD) released the [Fiscal Year 2024 & 2025 Continuum of Care \(CoC\) Competition Notice of Funding Opportunity \(NOFO\)](#). The CoC Program is designed to promote community-wide commitment to the goal of ending homelessness. The program quickly re-houses individuals and families experiencing homelessness while minimizing the trauma and dislocation they have experienced, promotes access to mainstream resources and programs, and works towards self-sufficiency opportunities. The Continuum of Care (CoC) Program Competition now occurs biennially. Once released, communities have a limited timeframe (about 80-90 days) to announce and complete a collaborative application on behalf of our region and select projects to fund as part of this application process.

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 FY24 & 25 CoC NOFO webpage. The CoC is eligible to submit a Collaborative Application for funding to support housing and services for households experiencing homelessness. For FY24 & 25, the CoC is accepting and soliciting project applications for permanent housing projects only, including Permanent Supportive Housing (PSH) and Rapid Re-housing (RRH).

- PSH projects must serve persons meeting the eligibility criteria of DedicatedPLUS or experiencing chronic homelessness, and persons served must come from the streets (places not meant for human habitation) or from emergency shelters.
- RRH must serve persons who come from the streets (places not meant for human habitation), from emergency shelters, or persons fleeing domestic violence situations.

Subscribe to [HUD exchange](#) and the [Our Path Home newsletter](#) for updates.

FY24 & 25 Funding

The FY24 & 25 Competition will be the first time HUD implements the biennial competition. The application and selection process for FY24 funds awarded through this NOFO will proceed much like it has in prior-year competitions. However, CoCs are only required to submit one CoC application that will be applicable to the FY24 & 25 funds, in addition to an FY24 Priority Listing

and all FY24 Project Applications by the deadlines established in the NOFO. In the NOFO, HUD reserves the right to award available FY25 funds based on the FY24 & 25 NOFO competition.

Fiscal Year 2024

Completed applications (*FY24 & 25 Collaborative Application, FY24 Priority Listing, and all FY24 Project Applications*) for FY24 CoC funding must be submitted to HUD on or before October 30, 2024, by 8:00 PM EDT.

The CoC's *estimated* Annual Renewal Demand (ARD) for FY24 is \$1,824,049. Additionally, the CoC is eligible to apply for a CoC Bonus Project and a Domestic Violence (DV) Bonus Project.

- The CoC Bonus allows CoCs to use up to 12 percent of their Final Pro Rata Need (FPRN) to create one or more new project applications. New projects created through the CoC Bonus must meet the project eligibility and project quality threshold requirements established by HUD in sections III.C.4.a. and b. of the NOFO.
- CoCs may apply for DV Bonus projects where the total amount for one year of funding for all DV Bonus applications is up to 15 percent of its Preliminary Pro Rata Need (PPRN). New DV Bonus projects are subject to the limitation on new projects in section I.B.3.a.(1) of the NOFO.

HUD will post a report that lists the available amounts for each CoC's FPRN, estimated ARD, Tier 1, and CoC Planning on HUD's website. CoC will rank all project applications in two tiers, in accordance with HUD's funding selection process. The CoC Planning grant is not ranked.

- Tier 1 is equal to 90% of the CoC's ARD as described in section I.B.2.b.(1) of the NOFO.

For project applications submitted for FY24 funding, the Certification of Consistency with the Consolidated Plan Form HUD-2991 must be completed and dated between May 1, 2024 and October 30, 2024. This FY24 Form HUD-2991 submission certifies that projects awarded in FY24 and subsequently renewed in FY25 are consistent with the jurisdiction's HUD-approved consolidated plan.

Fiscal Year 2025

Completed applications (*FY25 Priority Listing and all FY25 New and Renewal Projects that are eligible to apply as outlined in the NOFO*) for FY25 CoC funding must be submitted by the application submission deadline at 8:00 PM EDT on August 29, 2025. *Funding for FY25 awards is subject to FY25 HUD Appropriations.*

- Projects that are awarded FY24 funds may be eligible for award of FY25 funds using their FY24 application submission if they have a signed grant agreement with HUD that will expire in CY 2026 (January 1, 2026, and ending December 31, 2026) and, therefore, will not be required to apply for renewal for FY25 funds. HUD will make FY25 awards using the FY24 application, subject to any FMR and Cost of Living adjustments.
- CoCs are required to submit an FY25 CoC Priority Listing if they are submitting applications for eligible renewal or new projects, which includes projects that:
 - Renewal projects that did not meet the eligibility criteria to renew in FY24 but are eligible for FY25 renewal funding; or
 - New projects created through reallocation or availability of new Congressional Appropriations in FY25.

If a CoC includes any new or renewal projects on the FY25 CoC Project Listing that were not included on the FY 2024 Form HUD-2991 submission, CoCs must submit a new HUD-2991 that includes the FY25 new and renewal project applications to certify consistency with the jurisdiction's HUD-approved consolidated plan. The FY25 Form HUD-2991 must be completed and dated between November 1, 2024 and August 29, 2025.

FY24 & 25 CoC NOFO Local Competition Timeline

July 31: FY24 & 25 CoC NOFO opened. Our Path Home encourages applicants to read the [FY 24 & 25 CoC Notice of Funding Opportunity](#) in its entirety.

August 23: Announce Local Competition for FY24 & 25 CoC NOFO via email and publicly post how our CoC will review, rank, and select projects on Our Path Home's FY24 & 25 CoC NOFO webpage.

September 6: All potential project applicants must submit a letter of intent to apply for renewal and new projects due, including any request for voluntary reallocation of existing projects as outlined in the Policies & Procedures, to info@ourpathhome.org. Any request for voluntary reallocation must be approved by the Executive Committee.

September 9: Executive Committee votes on whether to provide letter of support for applicant's voluntary reallocation.

August 23 - September 30: New and renewal project applications should contact info@ourpathhome.org to request CoC Program grant technical assistance if needed.

September 29: No later than September 29, the Our Path Home Manager will provide the final scoring report populated with HMIS information from the HMIS lead to renewal project applicants.

September 30: Project applications are due by 5:00 PM MST, aligning with the NOFO requirement that project applications are submitted to the CoC no later than 30 days before HUD's CoC Program application submission deadline. Project applicants should submit Local Competition materials and an export of a completed project application in *eSnaps* via email to info@ourpathhome.org.

October 7: No later than October 7, the Score and Rank Committee will review all project applications and make a project ranking recommendation to the Our Path Home Executive Committee.

October 11: No later than October 11, the Our Path Home Executive Committee will vote on the Score and Rank Committee's recommendation and approve the final ranking and CoC Priority Listing.

October 14: The Our Path Home Manager will notify project applicants no later than October 14 via email about whether applications will be accepted and ranked on the CoC Priority Listing, rejected, or reduced and, if applicable, the ranked position of the project applications. Our Path Home will post accepted projects on Our Path Home's FY24 CoC NOFO webpage, aligning with the NOFO requirement to notify and post the results of the local competition 15 days before HUD's CoC Program application submission deadline.

October 15: Deadline to submit grievances in accordance with the posted Grievance Procedure to info@ourpathhome.org.

October 24: Project applicants finalize all DY24 project applications accepted and ranked in the FY24 Priority Listing in *eSnaps*. Once submitted, export the completed application and send to info@ourpathhome.org.

October 25: Our Path Home Executive Committee Approval to Submit FY24 & 25 CoC NOFO. Publicly post the final version of the FY24 & 25 Consolidated Application and the FY 24 Priority Listing on Our Path Home's FY24 & 25 CoC NOFO webpage, aligning with the NOFO requirement that a public posting is available at least 2 days before the application submission deadline.

October 28: Submit FY24 & 25 Complete CoC Application to HUD.

October 30: FY24 & 25 CoC NOFO closes at 8:00 PM EDT.

July 30, 2025: No later than July 30, 2025, new and eligible renewal project applications for FY25 CoC funding to be included on the FY25 Priority Listing are due by 5:00 PM MST, aligning with the NOFO requirement that project applications are submitted to the CoC no later than 30 days before HUD's application submission deadline. Project applicants should submit at minimum a completed project application in *eSnaps* via email to info@ourpathhome.org.

August 29, 2025: Applications for new and renewal projects applying for FY25 CoC and YHDP funding must be submitted to HUD by the application submission deadline at 8:00 PM EDT on August 29, 2025.

Funding Priorities

The CoC embraces the policy priorities outlined in the FY24 & 25 CoC NOFO:

- Ending homelessness for all persons.
- Use a Housing First approach.
- Reducing Unsheltered Homelessness.
- Improving System Performance.
- Partnering with Housing, Health, and Service Agencies.
- Racial Equity.
- Improving Assistance to LGBTQ+ Individuals.
- Persons with Lived Experience.
- Building an Effective Workforce.
- Increasing Affordable Housing Supply.

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 documented local need reflected in project performance and/or the CoC's suite of data monitoring tools.
- PSH projects that serve persons meeting the eligibility criteria of DedicatedPLUS or life chronic homelessness at the time of entry.
- Rapid re-housing projects, especially those serving all individuals including adult-only households.

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.

Competition Resources

The HUD FY24 & 25 Coc NOFO:

https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf

CoC Competition Overview:

https://www.hud.gov/program_offices/comm_planning/coc/competition

Grant Inventory Worksheet:

https://www.hud.gov/program_offices/comm_planning/coc/competition/giws

CoC Program Overview:

<https://www.hudexchange.info/programs/coc/>

Review, Score and Ranking Policy

All project applications, including Bonus Project applications, will be reviewed, scored, and ranked by the Score and Rank Committee (SRC). Projects must meet the threshold criteria outlined in the FY24 & 25 NOFO 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 received CoC Program funds in the previous year (FY23).

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 (FY23). New projects created through reallocation must meet the requirements in sections I.B.3.a, III.B.4.a.(3), (4) and (5), and the project eligibility and project quality thresholds established in sections III.C.4.a. and b. of the NOFO. Projects created through reallocation or bonus funding must align not only with HUD's policy priorities but also the CoC's local funding priorities.

- New PH-PSH projects must serve one of the following:
 - Persons eligible to be served by DedicatedPLUS projects as described in section I.B.2.b.(5) of this NOFO; or
 - Persons who are experiencing chronic homelessness [see 24 CFR 578.3 definition of Chronically Homeless] at the time they initially enroll in the project
- New PH-RRH, Joint TH/PH-RRH, and SSO-CE projects awarded CoC funds must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act, or persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).
- New DV Bonus and DV Reallocation projects (RRH, Joint TH/PH-RRH, and SSO-CE) must serve individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraphs (1) or (4) of the definition of homeless at 24 CFR 578.3 or Section 103(b) of the McKinney-Vento Homeless Assistance Act.

Additionally, these projects may serve individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

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 Coordinated Entry (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.

Review, Score and Ranking Procedure

The CoC's Data and Performance Committee developed the scoring and ranking tool. The tool is updated annually by the CoC's FUND Committee 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, which includes a 10-point narrative application component. New projects must meet threshold criteria and will be scored on a 100-point narrative application:

1. Renewal projects will automatically 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% can still be ranked and may rank above new projects at the discretion of the Score and Rank Committee and Executive Committee; however, a new project may be ranked above them on the CoC 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.
4. 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.
5. 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 FY24 & 25 NOFO.

The Our Path Home Manager will present the ranking recommendations of the SRC to the Executive Committee for final approval and inclusion in the CoC 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 info@ourpathhome.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 *eSnaps*, with an explanation for the decision to reject the project(s) no later than 15 days before the collaborative application deadline of October 30, 2024.

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 *eSnaps* directly to HUD prior to the application deadline. The CoC's notification of rejection of the project in the local competition must be attached to the Solo Application. Additionally, for HUD to consider its solo application, a solo applicant must also meet all the requirements outlined in section VII.C of the FY24 & 25 NOFO. See section VII.C of this NOFO for additional information regarding the Solo Applicant appeal process.

For the FY24 funding, solo applicants must submit their solo project application in *eSnaps* of 8:00 pm EST on October 30, 2024.

If Congressional Appropriations authorize HUD to solicit applications for new FY25 CoC and YHDP Funding, solo applicants requesting FY25 funding must submit their solo project application in *eSnaps* to HUD by 8:00 PM EDT, on August 29, 2025.