

**Butte Countywide Homeless Continuum of Care  
2021 CoC Annual Funding Application  
Review, Score, and Ranking Procedures**

Adopted by CoC Council 9/15/21

HUD requires CoCs to conduct a detailed and objective review, score, and ranking process for project applications that prioritizes and funds the projects which best align with HUD priorities and performance standards. The procedures include a preliminary review of eligibility based on HUD eligibility and project quality threshold standards. Eligible applications are then reviewed and scored based on the applicant and project's ability to meet the HUD priorities established in the NOFO, based on their past performance, and the proposed project design. Applications are then ranked based on their score, and recommended to the CoC Council accordingly. With the Council's approval, the ranking determines whether applications are placed in Tier 1 or Tier 2, or in a separate DV Bonus category, as required by HUD. Applications which are not ranked and placed in either Tier 1 or Tier 2 are the CoC Planning Grant projects. A detailed description of these procedures follows below. See Review and Ranking Timeline for the 2021 Project Application key dates.

Step 1 – Approved Procedures and Documentation

*Review, Score and Ranking Procedures*, the *Process for Reallocation*, the *Timeline* and a *Request for Proposal Instructions and Project Application (RFP/Application)* are developed and distributed to CoC Council members. These documents include all HUD eligibility, screening, and prioritization requirements. The documents are presented, reviewed, amended, and approved at a public CoC Council meeting.

Step 2 – Outreach

All non-profit and public agencies are invited to submit a proposal for new project funding when there is an opportunity for reallocation of funds or new funds allocated by HUD to the Butte County CoC. An announcement of available funds, the *Review, Score and Ranking Procedures*, and the *RFP Instructions and Project Application* will be distributed to all agencies who are CoC members or who have expressed an interest in being informed of CoC activities. Individual agencies that have expressed interest in receiving CoC-program funds may also be directly contacted. The announcement of available funds will be produced in English. If desired by interested parties, the *Review, Score and Ranking Procedures* and the *RFP/Application* will also be translated into Spanish. The *Review, Score and Ranking Procedures* and *RFP/Application* will also be posted on the CoC website. An orientation session will be offered to all interested applicants, but attendance at this session is not mandatory.

Step 3 - Eligibility Threshold

Eligibility to apply will be based on each applicant's ability to complete and satisfactorily prove qualifications via the Applicant Eligibility Threshold, Project Quality Threshold, and/or Project Renewal Threshold. (See RFP/Application.)

- The *Applicant Eligibility Threshold* consists of eligibility criteria scored on a pass/fail basis.
- The *Project Quality Threshold* outlines quality requirements for both new applications, with eligibility determined by the applicants' ability to meet a minimum number of standards for new project applications. For renewal applications, a different set of standards are used, and renewal applicants are expected to meet all criteria.

Only projects meeting the minimum threshold requirements will be reviewed and ranked.

#### Step 4 – Project Application Ranking

All eligible projects – both new and renewal - will be reviewed and ranked together in order to strategically allocate resources to the projects that best match the HUD priorities, and to prioritize projects that have been successful in supporting and housing those who are homeless. (See Process for Reallocation.) Performance will be analyzed with the use of data – CoC APR Reports (HMIS data) or comparable data for new projects and domestic violence projects – evidencing specific outcome areas. Applicants will also need to provide narrative and documentation on policies and practices when requested. Answers will be rated on a weighted scale. For housing project applicants, the CoC will consider Rapid Return to Housing and Severity of Barriers Experienced by Program Participants, as evidenced by answers to Questions #6 and #7 in the “All Housing Applicants” section (pages 15-16) when ranking the projects (See RFP/Application). Per Question #6 in this section, the severe barriers the CoC will consider are:

- Participants with income less than \$1,000 at program entry
- Participants with more than one disability type
- Participants entering the project from placed not meant for human habitation
- Participants who were chronically homeless at program entry
- Participants who were fleeing violence at program entry

The following ranking exceptions and considerations apply:

- HMIS: The Homeless Management Information System (HMIS) is a required project for the CoC, and so receives top ranking, and granted the funding amount specified in the Grant Information Worksheet (GIW), as long as the project meets the preliminary threshold standards.
- DV Bonus: If a DV Bonus project ranked in either Tier 1 or Tier 2 is selected for funding with DV Bonus funds, the project will be removed from its respective Tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected for funding with DV bonus funds, the project will retain its ranked position within either Tier 1 or Tier 2. DV Bonus project applications, both new and renewal, will receive a unique rank number, so that HUD may fund these projects in accordance with section II.B.11.e of the NOFO.
- CoC Planning Projects are not ranked and therefore not shown in either Tier 1 or Tier 2

Completing the ranking portion of the application entails applicants demonstrating that their project aligns with the HUD policies and that evaluation measures prove the success of the program in meeting HUD goals. Applicants who believe the criteria does not offer a fair advantage based on the nature of their agency or project may indicate that in the narrative of their application and request an exception. The council will consider that request during the review, score and ranking process. Applicants will provide narrative and documentation to prove each criterion. After a comprehensive review by a neutral third party, points will be awarded accordingly. Project applications will then be ranked according to each applicant’s score and ordered from high to low score on a spreadsheet which identifies Tiers and funding levels as prescribed by HUD. Tier 1 and Tier 2 projects will be determined by which projects fall within the tiers according to their score. The number of projects funded is contingent on the annual allocation and type of projects funded as the top applicants.

## Step 5 – Council Approval

Project application ranking will be recommended to the CoC Council, illustrated in an order ranking across tiers (see attached Priority Ranking Spreadsheet). The CoC Council will discuss, amend and approve ranking by majority vote. Council members representing an agency with an application may participate in discussing the applications but will recuse themselves from voting. Below are the rules and parameters the CoC Council will use in its deliberations on the Priority Ranking Spreadsheet.

1. Housing Tools provides an overview of the review and ranking criteria and process.
2. *If there is an even number of CoC Councilmembers who are not Project Applicants*, the non-applicant members of the CoC Council designate, by majority, a Review and Ranking Chair to represent the group and cast an additional tie-breaking vote, if necessary.
3. Housing Tools presents the recommended Project Priority Listing. CoC Councilmembers and CoC Members may pose questions to Project Applicant representatives. Project Applicant representatives do not participate in this discussion unless they are requested to respond to specific questions by CoC Councilmembers or CoC Members.
4. Any CoC Councilmember whose agency has submitted an application recuses herself or himself from voting on the application ranking. These Councilmembers will stay on the premises in case the Council needs to reconvene for further questions.
5. Councilmembers may briefly discuss the applications among themselves or ask Housing Tools criteria or process questions, if necessary. There will be no further discussion or questions with CoC membership unless all Councilmembers are present.
6. The Council votes to approve or disapprove the recommended Project Priority Listing.
7. *In the event that the recommended Project Priority Listing is disapproved* by a majority, Housing Tools will facilitate a decision-making process to reorder the project rankings. Any ranking must be supported by a consistent and strong rationale that adheres to the CoC Program goals and NOFA policy priorities.
8. *In the event that consensus cannot be achieved* for any particular ranking, a vote will be recorded, with each CoC Councilmember casting one vote. *In the event of a tie*, the Review and Ranking Chair will cast an additional tie-breaking vote.
9. Housing Tools records the rankings, Tier 1 or Tier 2 designations, any reallocation, and summarizes these to the full CoC Council.
10. There will be no further discussion, questions, or comment regarding the Project Priority Listing during the CoC Council Meeting after the vote is complete.
11. *In the case that there is no quorum for a vote*, Steps 1 through Step 6 will be followed. If the majority vote approves the Project Priority Listing, an online vote will take place within 24 hours of the meeting for all absentee non-applicant Councilmembers. If the majority vote disapproves the Project Priority Listing, Step 7 will take place, followed by an online vote for all non-applicant Councilmembers within 24 hours. Step 9 will occur through email

announcement by Housing Tools to all CoC Membership, including Councilmembers and Project Applicants.

#### Step 6 - Notifications

All applicants will be notified of their rank order via email. Applications who do not pass threshold requirements, or whose application scores rank them below the level of available funding, will be provided an explanation of why the application was rejected. The Priority Ranking Spreadsheet will be posted on the CoC website for public review and emailed to the CoC memberships. Dated meeting minutes will be published for all meetings that pertain to the CoC's competition process and distributed to the full CoC membership.