On July 14, 2017, the U.S. Department of Housing and Urban Development released the Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition. The Boise City/Ada County Continuum of Care (CoC) is eligible to submit a Collaborative Application for funding to support housing and services for homeless households. The Continuum of Care can apply for up to $874,443 in competitive grant funding.

I. Rating and Ranking Overview
The maximum number of points for both new and renewal housing projects is 169 points. A preliminary review of each application submitted will be completed by the CoC. This review will confirm:

- The application was submitted on time
- All required attachments were submitted
- All proposed program participants are eligible under 24 CFR part 578
- The proposed activities are eligible under 24 CFR part 578
- Each project narrative is fully responsive to the question being asked
- The data provided is consistent

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable. All projects are judged together, both new and renewal. The scores from each Rating and Ranking committee member are computed and averaged for each project. A project ranking list is then generated from highest to lowest average score. Projects will be approved for submission to HUD based on the project funding requests that fall within the final Fiscal Year 2017 Annual Renewal Demand for the CoC, split between Tiers 1 and 2, per Sections II.B.16 and II.B.17 of the 2017 NOFA. Tier one will comprise 94% of the CoC’s Annual Renewal Demand ($821,976). Tier 2 will comprise the bottom 6% of the CoC’s Annual Renewal Demand ($52,467) plus any amount available for the permanent housing bonus as described in Section II.B.2.b. of the NOFA. Projects scoring highest will be ranked and placed into Tier 1 until all Tier 1 funds are allocated. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. Projects that scored well but fell outside of the pro rata share may be encouraged to re-submit in a future competition.

II. Project Scoring
Performance and HMIS are heavily weighted measures used by HUD to determine the overall CoC Application scores of local continuums. Participation in HMIS and quality data entry is mandatory for those agencies seeking new and renewal CoC funds. Data taken from each
The project’s Annual Performance Report (APR) submitted to HUD is used to calculate the overall CoC system’s performance in moving to permanent housing, housing stability, and accessing mainstream resources and employment resources. APR performance measurements provide an objective evaluation of current program performance. The APR provides the quantitative basis for scoring the performance of renewal projects in the CoC’s local application process and is used by the CoC to assess system-wide progress in meeting established benchmarks, better define local issues, and help achieve the goal of ending homelessness.

**New Project Scoring:** Applicants will be scored on the projected performance of the proposed project; coordinated entry and Continuum of Care participation; participant choice; cost effectiveness; budget appropriateness and accuracy; project match; leveraging; contribution to the achievement of Open Doors goals; and its Housing First orientation. Other factors in the rating of New Projects will include information learned through the discussion period during the rating/ranking session. Applicants will be given an opportunity to answer any questions that the CoC Funding Development Working Group has at the beginning of the Rating and Ranking Session. New Projects will be ranked in conjunction with Renewal Projects to ensure that the best applications are forwarded to the federal competition.

**Renewal Project Scoring:** Applicants will be scored on past project performance; coordinated entry and Continuum of Care participation; participant choice; cost effectiveness; budget appropriateness and accuracy; project match; leveraging; contribution to the achievement of Open Doors goals; and its Housing First orientation. Applicants will be given an opportunity to answer any questions that the CoC Funding Development Working Group has at the beginning of the Rating and Ranking Session.

**III. Assurances**

By submitting the application, the project applicant assures the following:

a. Applicant will complete the project application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and supersede the original application submitted.

b. Applicant agrees to participate fully in the use of ServicePoint Homeless Management Information System (HMIS).

c. Applicant agrees to fully participate in the Coordinated Entry System for the Boise City/Ada County CoC.

d. Applicant understands that HUD-funded homeless assistance projects are monitored by the CoC and, therefore, may include an annual site monitoring visit, as well as the submission of the program’s most recent APR sent to HUD and their most recent audited financial statement and any management letters, if applicable, when submitting their application.

e. Applicant understands that if funding is awarded, they are responsible to inform the CoC when:
   o Changes to an existing project or change in sub-population served are significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD;
   o Other funding sources to the project increase/decrease to such an extent that the projected numbers of participants served, program staffing,
performance, etc. could be affected;
- There are delays in the start-up of a new project;
- The program is having difficulty in meeting projected numbers served or performance outcomes.
THE ELECTRONIC COPY NEEDS TO BE EMAILED BY 5:00 P.M. MST ON AUGUST 23, 2017. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

August 23, 2017  **Submit the Project Application for Rating and Ranking**
Submit one (1) electronic copy: prepare a PDF version of the Project Application and email to mbrewer@cityofboise.org.

September 11, 2017  **Rating & Ranking**
The Funding Development Working Group will meet no later than September 11, 2017. At that time all project applications will be reviewed scored and ranked.

September 13, 2017  **Notification of Funding Recommendations**
No later than September 13, 2017, you will be notified of the results of the Rating and Ranking process. At this time, you should begin finalizing your application for submission to HUD.

September 20, 2017  **Final Application Deadline**
Between September 13 and September 20, applicants should finalize their applications, incorporating recommendations from the Funding Development Working Group. Project Applications must be uploaded by midnight on September 20, 2017. Between August 23 and September 11, please be sure that someone familiar with your project is available to answer last minute application questions or make corrections.

September 28, 2017  **Entire Consolidated Application Submitted by 4:59:59 p.m. MST.**

**Appeals Process**
The Executive Committee of the Boise City/Ada County Continuum of Care will consider any appeals. Appeals must be submitted to mbrewer@cityofboise.org by 12:00:00 p.m. MST on September 15, 2017. A written response to the appeal will be provided to the appellee by 4:59:59 pm MST on September 18, 2017.

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). 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 Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 28, 2017. The CoC’s notification of rejection of the project in the local competition must be attached to the Solo Application.
Introduction

The Boise City/Ada County Continuum of Care (CoC) is requesting 2017 Project Applications for Renewal Projects.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: https://www.onecpd.info/coc/.

The 2017 CoC Competition: HUD structures the CoC competition so that Continuums of Care (CoCs) typically apply for funds through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC. CoCs are required to rank Project Applications in order of priority. Projects are required to submit applications in HUD’s e-snaps system, in addition to the applications submitted for CoC review and ranking. Project applicants also may be required to submit additional community planning information to complete other sections of the Consolidated Application.

The Boise City/Ada County CoC: In Idaho, the Boise City/Ada County CoC includes all of Ada County. The decision-making body for the Boise City/Ada County CoC is the Executive Committee; the Funding Development Working Group facilitates the application process. The Funding Development Working Group develops the project scoring and ranking criteria based on HUD guidance and policy priorities, and reviews and ranks the applications. During this process, the Continuum of Care Program Manager provides administrative support, including submitting the final approved application materials and project rankings to HUD.

Possible Reallocation of Renewal Project Funds: HUD encourages communities to analyze their portfolio of grants to determine if the CoC has the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD’s FY 2017 CoC Program Registration Notice: https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf

Resources: Application resources and materials will be posted as they are available: http://hcd.cityofboise.org/homelessness/mckinney-vento-homeless-assistance-act/.

Application Process

Application Reviews: Project Applications will be reviewed by the Funding Development Working Group. Recommendations for Project Application ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online: http://hcd.cityofboise.org/homelessness/mckinney-vento-homeless-assistance-act/.
Appeals Process: Any appeals will be considered by the Executive Committee of the Boise City/Ada County Continuum of Care. Appeals must be submitted to mbrewer@cityofboise.org by 12:00:00 p.m. on September 15, 2017. A written response to the appeal will be provided to the appellee by 4:59:59 p.m. on September 18, 2017.

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). 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 Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 28, 2017. The CoC’s notification of rejection of the project in the local competition must be attached to the Solo Application.

Application Requirements: Project applicants must complete and submit the following:

- **2017 Project Application**
  - Submit by email to mbrewer@cityofboise.org
  - **Deadline: August 23, 2017 at 4:59:59 pm**

- **Attachments**
  - All attachments as outlined in Section VI.C.2 of the NOFA
  - HUD monitoring letter and/or related correspondence with HUD (if applicable)
  - Submit by email to mbrewer@cityofboise.org
  - **Deadline: September 20, 2017 at 4:59:59 p.m.**

Notice of Public Posting: Project narratives (i.e., the local scoring criteria narrative) will be posted online for review. Project applicants should ensure that no confidential information is submitted which cannot be posted publicly. If confidential information must be included, the applicant must submit two versions, clearly marked, one that is the full application and one for posting that excludes the confidential information.

Contact Information for the Boise City/Ada County CoC Application:
Maureen Brewer
mbrewer@cityofboise.org
(208) 570-6845
Appendix A: Documentation of Leveraged Resource or Cash Match

[This must be on the letterhead of the entity providing the leverage or cash resource]

In the chart below is information regarding the leveraged resource or cash match being provided by this agency. Name of organization providing the leveraged resource or cash match.

Type of contribution: [Leveraged Resource or Cash Match]  

Value of the contribution:  

Name of project:  

Name of sponsor:  

Date the contribution will be available: [_______], 2017 OR [_______], 2018

Name of person authorized to commit these resources:  

Title of person authorized to commit these resources:  

Date:  
Appendix B: Examples of Leverage

Advocacy
- Assistance with immigration
- Benefits advocacy
- Housing advocacy
- Legal assistance, advocacy, representation, and referrals
- Peer advocacy
- Tenant rights workshops

Children
- After-school children’s program
- Child development consultation
- Child care services
- Children’s books, loaned television, videos
- Tickets for special events
- Children’s art program and/or art supplies
- Children’s circus program
- Children’s holiday party and shopping spree
- K-12 homeless education
- Parenting classes
- Summer camp
- Therapeutic day care

Counseling
- Bereavement counseling and pastoral services
- Counseling services
- Crisis intervention
- Landlord/tenancy counseling
- Pre-treatment counseling, support groups, counseling, and housing assistance
- Recovery groups
- Support groups
- Therapy

Education, Employment and Training
- After school and summer school activities
- Aftercare services
- Basic computer skills classes and individual tutoring for residents and graduates
- Benefits and Work Incentive Workshops
- Computer literacy training
- Employment and training services
- Education/courses
- Education counseling
- ESL

Housing
- Construction loans cash match
- Emergency motel vouchers

Job development and employment services
- Job research
- Job placement
- Job retention
- Leadership training
- Life skills training
- Literacy
- Nutrition education/cooking classes
- School supplies for children
- Sewing classes
- Training tuition
- Training videos and games
- Transitional housing
- Tutoring
- Uniform vouchers
- Vocational services

Financial Services
- Asset/resource management services
- Money management
- Representative payee services

Health
- Acupuncture services
- Adult day health care
- AIDS-related services
- Dental screening services
- Dual diagnosis services
- Emergency room services
- Gynecological services
- Health care resources and education
- Healthcare services
- Medical services
- Medical, psychiatric and pharmacy services
- Medication support
- Mental health services
- Peer support
- Pregnancy testing
- Preventative health care services
- Psychiatric disability evaluations
- Psychotherapy
- Residential and outpatient treatment services
- Respite care
- Substance abuse services
- Triage

Operations
- Administrative support
- Clerical services
Emergency shelter
Financial move in grants, housing search support and monthly housing clinics
Housing
Housing placement
Housing search assistance
Leasehold value of building
Maintenance and repair projects/beautification project
Move-in assistance
Property management
Rental assistance and financial assistance for move-in costs
Rental subsidies

Administration
Human Resources
Americorps VISTA Volunteers
Advertising
Applicant interview
Consultation staff
Mental health advocacy staff
New employee orientation
Pre-employment process
Volunteer hours

In-Kind
Cash/grants
Clothing
Equipment
Food
Furnishings
Household items
Welfare benefits

Consulting and practical support
Facility space
Indirect expenses
Mail service
Office/workshop space
Programming
Voicemail
Website development
Marketing

Supportive Services
Artistic services to residents
Assessment services
Case management
Community development
Family Support Services
Grooming
Independent living services
Mentoring services
Outreach
Recreational trips and activities
Referrals
Restraining order assistance, court accompaniment and consultation
Shelter services
Story telling
Support services supervision
Team leader
Technical assistance
Translation services
Veteran’s services assistance
YMCA membership & joining fees

Transportation
Subsidized/free bus passes
Transportation
Vehicle