

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

Adopted 8/8/17

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 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 NOFA, 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, as required by HUD. A detailed description of these procedures follows below. (See FY2017 Review and Ranking Timeline.)

Step 1 – Approved Procedures and Documentation

*Review, Score and Ranking Procedures, the Process for Reallocation, and a Request for Proposal (RFP) Instructions and Project 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 a *RFP 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, Spanish, and Hmong. If desired by interested parties, the *Review, Score and Ranking Procedures* and the *RFP* will also be translated into Spanish and/or Hmong. The *Review, Score and Ranking Procedures* and *RFP Project Application* will also be posted on the CoC website.

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 Project Application RFP.)

- The *Applicant Eligibility Threshold* consists of eligibility criteria scored on a pass/fail basis.
- The *Project Quality Threshold* outlines quality requirements for new applications, with eligibility determined by the applicants' ability to meet a minimum number of standards.
- The *Project Renewal Threshold* is completed by renewal projects to determine that minimum project capacity, timeliness, and performance standards have been maintained.

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 – 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. (See Project Application RFP.)

The following ranking exceptions and considerations apply:

- 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.
- Support Service Only (SSO) projects specifically for Coordinated Entry will be ranked with all other applications. Nonetheless, funds for such projects can originate only from the reallocation process, not the permanent housing bonus. Therefore, the possibility and amount of funding is contingent on existing projects scoring lower than the SSO project application.
- Youth projects will be ranked with all other applications but the maximum funding allocation may be no more than 10% of the funding designated for the fiscal year. Only Transitional Housing and Supportive Services may be funded for this population.

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 at 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 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. (See Project Application Review Process.)

#### 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 ranking spreadsheet will be posted on the CoC website for public review. Dated meeting minutes will be published for all meetings that pertain to the CoC's competition process and distributed to the full CoC membership.

**Butte Countywide Homeless Continuum of Care  
CoC Annual Funding Application  
Process for Reallocation**

Adopted 7/18/16

Local CoCs participate in an annual application process in which individual project applications are submitted, scored, and ranked (see CoC Review, Score and Ranking Procedures). Each year HUD determines the funding structure, priorities, and threshold criteria to guide this process. Some years, HUD will encourage a process of reallocation in which existing CoC-funded projects may lose or reduce their funding if new projects better meet the priority and performance standards set by HUD.

In the case of a reallocation opportunity, the CoC will announce the funding opportunity associated with the reallocation of funds to all CoC members and interested parties through email distribution, announcements in locality task force meetings, and by posting on the CoC website and Facebook pages. To assist agencies to consider what is involved in applying for funds, the Review, Score, and Ranking Procedures, the Process for Reallocation, and the Project Application Request for Funds will also be electronically distributed and posted.

Butte County's CoC reallocation process entails vetting all applications – both new and renewal – against the same standards set forth by HUD that year. There are two ways in which funds may be reallocated from a renewal project to a new project. The first case is if a renewal project fails to meet threshold standards based on eligibility, capacity, timeline and performance standards. The second case is if the renewal project is outranked by a new project in the competitive process. The applications are rank ordered based on scores with the top scoring project applications being funded first. If renewal projects net a lower score than new projects, and the funds requested exceed the balance of funds available, renewal project may lose or reduce project funding.

CoC Council members are presented with third-party recommendations based on the vetting process, and a majority vote determines the adoption of ranking and funding.

Project applications that are rejected are notified within one week of the CoC Council meeting. The ranking is also publicly posted on the CoC website.

Butte Countywide Homeless Continuum of Care  
**Project Application Review Process**

Adopted 10/19/15

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.

**Butte Countywide Homeless Continuum of Care  
CoC Annual Funding Application  
FY2017 Review and Ranking Timeline**

Approved 8/8/17

1) Distribution of <i>Review and Ranking Procedures</i> and <i>RFP Project Application</i> to CoC Council for review	July 31, 2017
2) Present, discuss, amend, and approve by CoC Council majority the <i>Review and Ranking Procedures</i> and <i>RFP Project Application</i>	August 8 , 2017
3) Release of approved <i>Review and Ranking Procedures</i> and <i>Project Application RFP</i> to CoC membership and interested parties	August 10, 2017
4) Post documents on CoC website	August 10, 2017
5) Project applications due to Housing Tools via email	August 24, 2017, Noon
6) Project applications and ranking recommendations distributed to CoC Council members	August 29, 2017
7) Distribute August meeting minutes to CoC members.	August 29, 2017
8) Present, discuss, amend, and approve by CoC Council majority, the ranking of 2016 project applications at the CoC Council meeting	September 5, 2017
9) Email notifications to all applicants	September 6, 2017
10) Post project ranking on CoC website	September 6, 2017
11) Distribute September CoC Council meeting minutes to CoC members.	September 6, 2017
12) Request e-snaps authorization for any new agencies	September 6, 2017
13) Register and complete project applications by agencies in e-snaps	September 13, 2017, Noon
14) Priority ranking posted in e-snaps	September 14, 2017
15) Consolidated application, including the Priority Listing, emailed to CoC members and posted on CoC website for review	September 18, 2017

FY2017 Butte Countywide Homeless CoC Project Priority Ranking Spreadsheet

Updated 8/8/17

Funding Allocation									Amount	Balance
	CoC Renewal Allowance								\$528,301	
	Permanent Housing Bonus								\$34,210	\$562,511
Proposed Ranking	Project Name	Applicant	Service Area	Target Population Served	Primary Use of CoC Funding	Units	Years in Operation	Grant Term (Years)	Amount	Balance
<b>Tier 1 Total</b>		94% of Annual Renewal Demand =			<b>\$496,603</b>					
<b>Tier 2 Total</b>		6% of Annual Renewal Demand + 100% Permanent Housing Bonus =			<b>\$65,908</b>					
<b>Overall Total</b>		Tier 1 + Tier 2 =			<b>\$562,511</b>					

TIER 1:  
\$496,603

TIER 2:  
\$65,908