# Louisiana Balance of State Continuum of Care

# New Project Scoring Tool and Detailed Instructions Continuum of Care (CoC) Program Local Competition Funding Year 2023

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*\*\*\*Document may be updated as a result of HUD publications\*\*\**

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# I.  Introduction

The Louisiana Balance of State Continuum of Care (LA BOSCOC) is Louisiana's largest coalition to end homelessness. This document is part of a series related to the LA BOSCOC's local competition for funding under the Continuum of Care (CoC) Program's Notice of Funding Opportunity (NOFO) for Funding Year (FY) 2023. For more information, including other documents in this series, please visit the LA BOSCOC's website at https://laboscoc.org/fy23-coc-program-competition.

The LA BOSCOC uses standardized scoring tools and procedures to rate, rank, and select projects submitted for inclusion in its consolidated application to the FY 2023 CoC Program NOFO. This document contains three elements of that process:

- **The New Project Scoring Tool,** which defines the metrics against which renewal projects are assessed;
- **Additional documentation,** which describes additional documents that project applicants must submit to earn points under certain scoring criteria;
- **Detailed instructions** regarding each metric.

The LA BOSCOC scores projects according to this document and therefore encourages applicants to incorporate this document into their project design and application creation processes.

All information about the LA BOSCOC's local competition, including the scoring tools, will be published to its website at https://laboscoc.org/fy23-coc-program-competition and via its email distribution list. Click here to subscribe to the LA BOSCOC's email distribution list.

# II. Scoring Tool

| Q# | Section | Element Name | Points Possible |
|---|---|---|---|
| 1 | Project Design | Prioritized Target Population | 4 |
| 2 | Project Design | Chronic Homelessness/DedicatedPLUS | 4 |
| 3 | Project Narratives | Community Need | 12 |
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| 14 | CoC Participation | Housing Inventory Chart | 2 |
| 15 | Leveraging Resources | Leveraging Housing Resources | 5 |
| 16 | Leveraging Resources | Leveraging Healthcare Resources | 5 |
| | | **BASE POINTS POSSIBLE** | **100** |
| a | Bonus Points | Rural Service Area | 4 |
| b | Bonus Points | Reallocation | 10 |
| c | Bonus Points | Staff Sustainability | 4 |
| d | Bonus Points | Equity | 4 |
| | | **BONUS POINTS POSSIBLE** | **22** |

# III.   Additional Documentation

All projects are required to submit their most recently completed Annual Performance Report (APR) if applicable to cpatterson@lhc.la.gov along with their project applications.

Certain scoring elements require projects to submit "additional evidence or attestations." To fulfill this requirement for a given scoring element, projects should submit either of the following to cpatterson@lhc.la.gov along with their project application:

- Evidence that the requirement was met, with relevant passages highlighted or specified; or,
- A signed letter from an authorized signatory for the organization attesting that the requirement was met.

The following scoring elements require this additional documentation:

| Q# | Section | Element Name | Requirement |
|---|---|---|---|
| c | Bonus Points | Staff Sustainability | Refer to question for more information |
| d | Bonus Points | Equity | Refer to question for more information |
| 15 | Leveraging Resources | Leveraging Healthcare Resources | Formal written agreement that includes, at minimum, (1) the value of the commitment and (2) the dates the healthcare resources will be provided, as well as any additional documentation needed to establish that the project meets all listed criteria |
| 16 | Leveraging Resources | Leveraging Housing Resources | Formal written agreement that includes, at minimum, (1) the value of the commitment and (2) the amount of housing resources and the timeframe in which they will be provided, as well as any additional documentation needed to establish that the project meets all listed criteria |

# IV. Detailed Instructions

## A. Threshold Criteria

The New Project Scoring Tool includes seven threshold criteria. Projects must meet or fulfill each element of all threshold criteria to be considered for funding.

### 1. Recipient and Subrecipient Eligibility

| Criterion Element | Description |
|---|---|
| Eligible Organization(s) | The recipient and, as applicable, all subrecipients must be eligible organizations, which are limited to:<br>● Non-profit organizations<br>● Local governments and instrumentalities of local government<br>● Indian tribes and tribally designated housing entities<br>● Public housing authorities |
| Eligible Service Area | The project must propose to serve exclusively parishes within the LA BOSCOC's geography. For a list of parishes, refer to the RFP. |

### 2. Population Eligibility

Each project type is limited to serving certain populations. Those populations are below.

| Population Availability/Restriction | PSH | RRH | TH-RRH |
|---|:---:|:---:|:---:|
| Must serve one of the following:<br>(1) People who were eligible for assistance under the project's FY 2022 grant agreement;<br>(2) 100% of people who meet the DedicatedPLUS definition; or,<br>(3) 100% of people experiencing chronic homelessness. | X | | |
| May serve people who qualify as homeless under paragraphs (1) or (4) of the homeless definition in 24 CFR 578.3, i.e. people experiencing literal homelessness or fleeing domestic violence | | X | X |

| | | | |
|---|---|---|---|
| May serve people who qualify as homeless under paragraph (2) of the homeless definition in 24 CFR 578.3, i.e. people at risk of homelessness | | X[1] | X[2] |
| *If serving exclusively single person households:* may choose to restrict participant intake to a single gender | X | X | X |
| *If serving any multi-person households:* must intake participants regardless of their gender | X | X | X |

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[1] Restrictions apply. For more information, contact cpatterson@lhc.la.gov.
[2] Restrictions apply. For more information, contact contact cpatterson@lhc.la.gov

## 3.    Eligible Activities

Each project type is limited to certain activity categories as listed in 24 CFR Part 578, Subpart D. Those activities are listed below.

| Eligible Activity | PSH | RRH | TH-RRH |
|---|---|---|---|
| Leasing | X |  | X |
| Rental Assistance | X | X | X |
| Operating Costs | X |  | X |
| Supportive Services | X | X | X |
| HMIS | X | X | X |
| Administration | X | X | X |

## 4.    Matching Requirement

Projects must provide at least 25% match for all CoC Program funds (excluding funds provided under the Leasing activity). Match may be either cash or in-kind. Eligible sources of match are defined in 24 CFR 578.73(b).

## 5.    HMIS

| Organization Type | Description |
|---|---|
| Homeless Services Provider | Project must record and maintain participant data in the LA BOSCOC's Homeless Management Information System (HMIS) database, ServicePoint. |
| Domestic Violence Services Provider | Project must record and maintain participant data in an HMIS-comparable database. |

## 6.    Coordinated Entry

Each project type is required to engage the LA BOSCOC's Coordinated Entry System (CES) in certain ways. Those ways are listed below.

| CES Requirement | PSH | TH | TH-RRH |
|---|---|---|---|
| Must intake participants exclusively through CES | X | X | X |
| *If the project is funded to conduct outreach:* must provide the Access, Assessment, Diversion, and Rapid Exit elements of CES to project participants | X | X | X |
|  |  |  |  |

## 7.    Housing First

Under Section 3B, the project must:

- Answer "yes" to Section 3B-5a;
- Check all of the boxes except "none of the above" under Section 3B-5b;
- Check all of the boxes except "none of the above" under Section 3B-5c;
- Answer "yes" to Section 3B-5d.

# B. Scoring Elements

Projects receive points for each of the following scoring elements. Scoring elements may have one or multiple measures under which points are awarded.

## 1.    Project Design

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| 1. Prioritized Target Population | 4 | Under Section 3B-3, the project application:<br><br>**4 Points:** proposes to serve at least one of the following target populations:<br>● People experiencing chronic homelessness/Dedicated Plus<br>● Families<br>● Youth (aged 18-24) |
| 2. Chronic Homelessness/ DedicatedPLUS | 4 | Percentage of project beds that are dedicated to people who are experiencing chronic homelessness and/or who meet the edicatedPLUS Definition:<br><br>**4 Points:** 100%<br><br>**2 Points:** 50%+ |

## 2.    Project Narratives

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| 3. Community Need | 12 | Under Section 3B-1, the project application:<br><br>**Up to 5 Points:** identifies and describes specific, significant community need(s).<br><br>**Up to 5 Points:** outlines a comprehensive strategy to address those community need(s).<br><br>**Up to 2 Points:** identifies specific project outcomes tied to those community need(s). |

| | | |
|---|---|---|
| 4. Permanent Housing and Self-Sufficiency | 11 | In the applicable Sections (the narrative in 4A-1, the housing chart in 4B, and the yes/no responses in 4A-4, 4A-5, and 4A-6, the project application: |
| | | **Up to 6 Points:** the project's plan to help participants move into and sustain permanent housing includes (1) the specific needs of the target population, (2) plans to address those needs through case management, and (3) information about the accessibility of supportive services such as housing search, primary health care, mental health services, educational services, employment services, etc.<br><br>**Up to 3 Points:** proposes that participants will be EITHER housed in units owned and operated by the project applicant OR describes how the project will (1) identify units and (2) engage landlords through new or existing relationships.<br><br>**Up to 2 Points:** provides regular or as-needed transportation to attend mainstream benefits appointments, employment training, or jobs. |
| 5. Income and Mainstream Benefits | 11 | In the applicable Sections (the narrative in 4A1, the narrative in 4A-2, and the chart in 4A-3), the project application:<br><br>**Up to 5 Points:** describes how (1) the project will help participants increase their employment income, (2) the project will help participants increase their non-employment income (e.g. accessing SSI/SSDI), and (3) the project's supportive services offerings will lead to participants increasing their income.<br><br>**Up to 4 Points:** commits to assisting participants in becoming more independent by coordinating and integrating with other mainstream health and social services providers and benefits.<br><br>**Up to 2 Points:** offers an appropriate suite of supportive services that neither over-commits the applicant nor over-relies on external partners or entities. |
| 6. Implementation Timeline | 4 | In Section 3B-2, the project:<br><br>**Up to 4 Points:** has a specific and realistic implementation timeline. |

## 3.    Project Data

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| 7. Project Budget | 10 | In Part 6 - Budget Information, the project application:<br><br>**Up to 6 Points:** has a specific and realistic budget that proposes adequate services that take into consideration the needs of the target population.<br><br>**Up to 2 Points:** is requesting sufficient HMIS funding to successfully maintain participant data in HMIS (or, for domestic violence service providers, in an HMIS-comparable database).<br><br>**Up to 2 Points:** is requesting sufficient outreach funding to successfully connect with participants referred to the project.<br><br>*Note that projects are not required to fund dedicated HMIS or outreach staff (although they may choose to do so). HMIS and outreach can be part of a larger suite of duties assigned to one or more case managers or other staff.* |
| 8. Cost Effectiveness | 6 | Cost effectiveness is a function of how much the project costs per positive outcome. "Positive outcomes" are defined here as participants projected to be served.<br><br>Each project's cost effectiveness value (CEV) is equal to (Total CoC Program Funds Budgeted - Administrative Costs Budget Line) ÷ (Total Participants anticipated to be served).<br><br>**6 Points:** CEV <= $11,000<br><br>**4 Points:** CEV <= $11,500<br><br>**2 Points:** CEV <= $12,000 |

# 4. Organization Information

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| 9. Homeless Services Experience | 12 | In Section 2B-1, the project application:<br><br>**Up to 9 Points:** describes the project applicant's (and subrecipients', if applicable) experience in effectively utilizing funds and performing the activities proposed in the application, including (1) working with and addressing the project's target populations' identified housing and supportive services needs and (2) developing and implementing relevant project systems and services.<br><br>**Up to 3 Points:** describes key staff at the organization level (e.g. project directors, executive staff) with relevant experience developing similar projects. |
| 10. Fund Leveraging Experience | 4 | In Section 2B-2, the project application:<br><br>**Up to 4 Points:** describes the project applicant's (and subrecipients', if applicable) experience in leveraging Federal, State, local, and private sector funds. |
| 11. Organization Structure and Financial Accountability | 4 | In Section 2B-3, the project application:<br><br>**Up to 4 Points:** describes the project applicant's (and subrecipients', if applicable) financial management structure. |
| 12. Monitoring Outcomes | 4 | Based on Section 2B-4 and the LA BOSCOC's records:<br><br>**4 Points:** the project applicant has no unresolved HUD monitoring, OIG audit, or LA BOSCOC monitoring findings. |

## 5.    CoC Participation

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| 13. Point in Time Count | 2 | Based on the LA BOSCOC's records:<br><br>**2 Points:** one of the following must be true:<br>● The project applicant participated in the 2022 Point in Time (PIT) Count by submitting emergency shelter or transitional housing data; or,<br>● The project applicant was not operating any emergency shelter or transitional housing projects in the LA BOSCOC during the 2022 PIT Count. |
| 14. Housing Inventory Chart | 2 | Based on the LA BOSCOC's records:<br><br>**2 Points:** one of the following must be true:<br>● The project applicant contributed in the calendar year 2022 Housing Inventory Chart (HIC) by submitting data for any of its emergency shelter, transitional housing, or permanent housing projects; or,<br>● The project applicant was not operating any emergency shelter, transitional housing, or permanent housing projects in the LA BOSCOC in February 2022. |

## 6.    Leveraging Resources

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| 15. Leveraging Healthcare Resources | 5 | **5 Points:**<br><br>These points are available for RRH and PSH projects that leverage healthcare resources to help people experiencing homelessness.<br><br>To receive points under this element, projects must submit evidence or an attestation that satisfies all of the below criteria, including the formal written agreement specified in criteria (3).<br><br>To be eligible for these points, projects must meet ALL of the following criteria:<br>(1) Project type is RRH or PSH;<br>(2) Project is EITHER:<br>    (a) A substance abuse treatment or recovery provider that will provide access to treatment or recovery services for all project participants who qualify and choose those services; or,<br>    (b) Receiving funding for eligible activities from a healthcare organization equivalent to 25% of CoC Program funds being requested;<br>(3) Project must have a commitment in the form of a formal written agreement that must include, at minimum, (1) the value of the commitment and (2) the dates the healthcare resources will be provided.<br><br>*Note: in-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.*<br><br>*Note: eligible sources of health care resources include but are not limited to direct contributions from a public or private health insurance provider to the project and provision of health care services by a private or public organization tailored to the participants of the project.*<br><br>*Note: eligibility for the project must comply with HUD program and fair housing requirements. Eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.* |

| 16. Leveraging Housing Resources | 5 | **5 Points:**<br><br>These points are available for RRH and PSH projects that leverage housing resources to help people experiencing homelessness.<br><br>To receive points under this element, projects must submit evidence or an attestation that satisfies all of the below criteria, including the formal written agreement specified in criteria (3).<br><br>To be eligible for these points, projects must meet ALL of the following criteria:<br>    (4) Project type is RRH or PSH;<br>    (5) Project pairs housing resources (vouchers, site based housing units, etc) from non CoC or ESG funded sources with Supportive Services funded through CoC Program funds;<br>    (6) Project must have a commitment in the form of a formal written agreement that must include, at minimum, (1) the value of the commitment and (2) the dates the healthcare resources will be provided. |

## 7.    Bonus Points

| Scoring Element | Total Points | Points Breakdown |
|---|---|---|
| a. Rural Service Area | 4 | For the purposes of this scoring element, all parishes are considered rural except Calcasieu, East Baton Rouge, and Terrebonne.<br><br>**4 Points:** 100% of project's beds are located in rural parishes<br><br>**2 Points:** 50%+ of project's beds are located in rural parishes |
| b. Reallocation | 10 | **10 Points:** the project applicant has voluntarily reallocated at least one renewal project during the FY 2023 CoC Program Competition.<br><br>*Note that only one project per applicant can benefit from these bonus points. If an applicant submits more than one new project that could receive these points, the applicant must specify which project will benefit from these points on or before the deadline for new project application submissions.* |
| c. Staff Sustainability | 4 | To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criteria.<br><br>For the purposes of this scoring element, "all staff" refers to all staff whose costs are paid for in any portion by the project.<br><br>Projects receive **2 points** if all proposed staff will be paid at least $16/hour.<br><br>Projects receive **1 point** if all staff will either receive health insurance through their employer or receive payments intended to defray the cost of purchasing health insurance.<br><br>Projects receive **1 point** if all staff will receive at least 120 hours of paid leave per year (combined personal leave and sick leave excluding holidays) prorated to each staff person's Full Time Equivalents (FTEs). |
| d. Equity | 4 | To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criteria.<br><br>To qualify, the actions below must have been taken within the last three years. |

| | | Projects receive **1 point** if the project applicant assessed whether black, indigenous, and other people of color (BIPOC) face barriers to equitably accessing or receiving services from their organization.

Projects receive **1 point** if the project applicant has addressed or made a written commitment to addressing BIPOC barriers identified above, OR no barriers were identified in the assessment above.

Projects receive **1 point** if the project applicant assessed whether lesbian, gay, bisexual, transgender, queer, and other people whose genders or sexualities are heteronormative (LGBTQ+) people face barriers to equitably accessing or receiving services from their organization.

Projects receive **1 point** if the project applicant has addressed or made a written commitment to addressing LGBTQ+ barriers identified above, OR no barriers were identified in the assessment above. |
|---|---|---|