

# Coordinated Entry Incentive Program

## Notice of Funding Availability

The Louisiana Housing Corporation | Department of Housing and Homeless Service  
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## I. Introduction

### A. Overview

The Coordinated Entry Incentive Program (CEIP) is a pilot project that provides low-cost non-cash incentives to people experiencing unsheltered homelessness in Baton Rouge for the purposes of increasing their engagement with the case management features of the Louisiana Balance of State Continuum of Care (LA BOSCO)′s Coordinated Entry System (CES).

### B. Background

The CES is a HUD-mandated process by which communities prioritize people experiencing homelessness for housing resources based on their level of need (not a first-come, first-served basis).

At the community level in Baton Rouge, the CES is an unqualified success; it has ensured that the most vulnerable people are being served most quickly, producing steadily fewer people experiencing homelessness in the high-vulnerability and chronically homeless populations. However, on an individual level, the CES can be confusing and frustrating to both participants and providers; due to ongoing resource shortages, some participants receive housing quickly while many more will never receive a voucher.

The CEIP will provide low-cost non-cash incentives to people experiencing homelessness to increase their engagement of its pre-housing case management features.

### C. Funding

\$5,000 is available under the CEIP.

The performance period for this funding is January 14, 2020 through June 30, 2020. The performance period will terminate when all funding listed under this Notice of Funding Availability (NOFA) is expended.

## II. Implementation

### A. Overview

The CEIP is funded by LHC through the Emergency Solutions Grant (ESG) Program under ESG′s Street Outreach component.<sup>1</sup>

### B. Eligible Organizations

Any organization that meets both of the following criteria can request reimbursement under the CEIP:

- The organization operates in the Baton Rouge Region of the LA BOSCO;
- The organization has an active Coordinated Entry Access Point Memorandum of Understanding (MOU) with LHC.

The CEIP does not establish a formal contract with organizations to receive funding. Funding is disbursed according to § II.E of this NOFA, below.

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<sup>1</sup> 24 CFR 576.101(a)(1): “The costs of activities to [...] build relationships with unsheltered homeless people and engage them for the purposes of providing immediate support [...] these activities [include...] addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries.”

### C. Eligible Participants

To be eligible for reimbursement under the CEIP, an expense must serve any person or household who meets all of the following criteria:

- (1) They are experiencing literal homelessness or fleeing domestic violence (i.e. they have been certified as Category 1 or Category 4 homeless according to the HUD definition);
- (2) They are experiencing homelessness in the Baton Rouge Region of the LA BOSCOG;
- (3) They are currently receiving services through the CES;
- (4) The participant meets any of the following criteria:
  - (a) They have contributed their personal information to the LA BOSCOG's Homeless Management Information System (HMIS);
  - (b) They have contributed their personal information to the LA BOSCOG's HMIS-comparable database, which is EmpowerDB;
  - (c) They are documented as having refused to contribute their information to HMIS AND are documented as fully participating in the CES via non-HMIS means

### D. Eligible Activities

The following expenses are eligible for reimbursement under the CEIP:

- (1) Purchasing any of the following items for an eligible participant:
  - (a) Blankets
  - (b) Clothes
  - (c) Toiletries
- (2) Providing the following to an eligible participant:
  - (a) Bus passes or other tokens for accessing public transportation
- (3) Purchasing for or providing to any eligible participant other non-food items that address an urgent physical need; *to be eligible for reimbursement, items that qualify under this line must be pre-approved in writing by LHC staff*

To be eligible for reimbursement under the CEIP, all expenses must meet the following additional criteria:

- (1) All items purchased must be given directly to eligible participants;
- (2) Once an item is given to an eligible participant, that transaction must be recorded within 7 days as a service in HMIS or an HMIS-comparable database;
- (3) The CEIP will not reimburse more than \$15 in expenses per participant.

### E. Requesting Funds

The CEIP provides funding via reimbursement of eligible expenses.

To receive reimbursement under the CEIP, an organization must submit an invoice to LHC. Invoices can be submitted either (by preference) electronically to [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov) or by postal mail to:

Continuum of Care Manager  
Louisiana Housing Corporation  
1690 N. Boulevard 2<sup>nd</sup> Floor  
Baton Rouge, LA 70808

Invoices must include all of the following elements:

- (1) A cover letter, signed, on organization letterhead, stating that the organization is seeking reimbursement under the CEIP in the amount of \$X;
- (2) A list of all participants (identified by last name and HMIS identification number) served by expenses in the invoice and a list of the expenses associated with each participant (i.e. 'what they received');
- (3) A receipt or equivalent documentation for each expense included in the invoice.

**The CEIP strongly encourages any organization that intends to seek reimbursement under the CEIP to pre-confirm that CEIP funds will be available to reimburse any expenses for which they intend to seek reimbursement.**

### III. Recordkeeping and Reporting

#### A. Overview

Each subrecipient must meet all recordkeeping and reporting requirements listed in 24 CFR 578.500.

Each subrecipient must, as required by 24 CFR 578.500(a), establish policies and procedures to ensure the requirements of 24 CFR 578.500 are met.

Subrecipients should pay particular attention to establishing written intake procedures for verifying a person's homeless status and for ensuring that a lack of third party documentation does not prevent any person from receiving CEIP services.

### IV. Commitments

#### A. Changes to this NOFA

LHC reserves the right to change any element of this NOFA at any time at its discretion. In the event LHC changes any element of this NOFA, it will make reasonable efforts to ensure organizations are reimbursed for expenses under the version of this NOFA in effect when those expenses were originally incurred.

#### B. Assessment

LHC will conduct a longitudinal delayed cohort study to demonstrate CEIP's outcomes. Once CEIP funds are expended, LA BOSCO staff will use HMIS continue to identify participants who meet the CEIP's eligibility requirements until a comparable cohort has been identified, then contrast them with the cohort that received CEIP services, using metrics identified by LHC as relevant to assessing the CEIP's outcomes.