



Coordinated Entry Request for Interests (Lake Charles Region) Continuum of Care (CoC) Program Local Competition Funding Year 2021

Published September 22, 2021

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I. Introduction

The Louisiana Balance of State Continuum of Care (LA BOSCO) is Louisiana's largest coalition to end homelessness. This document is part of a series related to the LA BOSCO's local competition for funding under the Continuum of Care (CoC) Program's Notice of Funding Opportunity (NOFO) for Funding Year (FY) 2021. For more information, including other documents in this series, please visit the LA BOSCO's website at <https://laboscoc.org/fy21-coc-program-competition>.

The U.S. Department of Housing and Urban Development (HUD) has published its FY 2021 CoC Program NOFO on August 18, 2021. [Click here for more information about the FY 2021 CoC Program NOFO from HUD.](#)

On behalf of the LA BOSCO, the Louisiana Housing Corporation (LHC) operates a systems-level, CoC Program-funded project, "Coordinated Entry." LHC serves as funding administrator for this project while subrecipient organizations implement its project functions.

This Coordinated Entry Request for Interest (RFI) will help LHC identify a subrecipient to implement approximately \$50,000 of Coordinated Entry activities in the Lake Charles Region. These activities will work in partnership with, but will be distinct from, similar activities operated by the Calcasieu Parish Police Jury in that Region.

All information about the LA BOSCO's local competition will be published to its website at <https://laboscoc.org/fy21-coc-program-competition> and via its email distribution list. [Click here to subscribe to the LA BOSCO's email distribution list.](#)

II. Timeline

This RFI was released September 22, 2021.

All expressions of interest ("inquiries") under this RFI must be submitted to glevine@lhc.la.gov no later than 4 PM CST on October 1, 2021. LHC will consider all inquiries

soon after and, if possible, use them to select a subrecipient. The selected subrecipient will receive further instructions at that time..

III. Eligible Subrecipients

The following organizations are eligible to submit inquiries under this RFI:

- Non-profit organizations
- Local governments and instrumentalities of local governments
- Indian Tribes and tribally designated housing entities (TDHEs)¹
- Public housing agencies²

Organizations are not required to be current homeless services providers and are not required to have current operations in the Lake Charles Region; however, LHC is particularly interested in organizations who meet one or both of those criteria.

IV. Eligible Costs and Activities

Eligible costs and activities are defined in 24 CFR 578, Subpart D, under the “Supportive Services,” “HMIS,” and “Administrative Costs” subsections.

Note: this project supports only a limited range of activities within the “Supportive Services” budget line item. In general, this project’s Supportive Services scope is limited to the staffing and associated costs (e.g. technology, office space, transportation) to provide the Access, Intake, Diversion, Rapid Exit, and Assessment elements of its Coordinated Entry System to people experiencing homelessness at a single site, via street outreach, or, preferably, both.

Briefly, those elements include the following activities:

- *Access:* providing a way for people experiencing homelessness to connect with the homeless services network via single-site access or street outreach;

¹ As defined in the Native American Housing Assistance and Self-Determination Action of 1996 (25 USC 4103, Section 4).

² As defined in 24 CFR 5.100.

- *Intake*: assessing each participant’s emergency needs (e.g. shelter, domestic violence services) and connecting them to a provider, as available; collecting basic information about the participant and entering it into HMIS;
- *Diversion*: using a mediation approach rooted in trauma-informed care and motivational interviewing, attempting to return the participant to housing ‘under their own steam’ via their existing support networks and resources;
- *Rapid Exit*: if Diversion is unsuccessful, following up with at least one longer-term session of mediation within the following 30 days;
- *Assessment*: if Diversion and Rapid Exit are unsuccessful: after 30 days, using the Participant Triage Tool (PTT) to assess each participant’s level of acuity and entering that information into HMIS, which flags the participant for addition to the Coordinated Entry prioritization list for housing.

For more information about these elements, please contact glevine@lhc.la.gov.

V. Matching Funds

The subrecipient selected will be required to provide matching funds (i.e. match) equal to or greater than 25% of total CoC Program funds allocated through the “Coordinated Entry” project to the Lake Charles Region for their organization. Match may be cash, in-kind, or a combination. Eligible sources of match are defined in 24 CFR 578.73.

Projects are required to provide match for the grant as a whole; they are not required to identify match by budget category.

VI. Administrative Funds

The subrecipient selected will be able to use up to eight percent (8%) of their total CoC Program funding awards for administrative costs (i.e. admin). Eligible administrative costs are defined in 24 CFR 578.59.

VII. Inquiry Contents

Inquiries must contain all of the following elements submitted in the format of the inquirer's choice.

(1) Organization Name

(2) Contact Person for Inquiry

(3) Contact Person Phone Number and Email Address

(4) Narrative: provide a brief overview of the organization, focusing on its current activities working with people experiencing homelessness if possible. *(Word limit: 500)*

(5) Narrative: describe why the inquirer is the correct organization to receive these funds. *(Word limit: 500)*

(6) Narrative: describe the activities to be implemented under this grant. Please note that LHC is expecting proposals that fund approximately one full time staff person to conduct Coordinated Entry activities at a single site, via street outreach, or, preferably, a combination. *(Word limit: 500)*

(7) Proposed Budget *(use a chart formatted as below; please note that HMIS data entry activities can only be funded under the HMIS line; LHC recommends allocating at least 0.10 FTEs to HMIS, either as a separate staff person or, preferably, as part of the funding for the Coordinated Entry worker)*

Funding Category / Staff Position	Details / Duties	Cost / Salary + Benefits
Supportive Services		
detail		
detail		

Funding Category / Staff Position	Details / Duties	Cost / Salary + Benefits
detail		
HMIS		
detail		
Administrative Costs		
detail		
TOTAL REQUEST		

VIII. Appeals

Funding decisions may be appealed. Appeals are due to LHC by 4 PM two business days after a subrecipient is selected. Any appeals received after that time will be automatically rejected.

Appeals may be submitted to LHC electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov. Due to the limited timeline for response and the known technological capacity of all potential applicants, appeals will not be accepted via postal mail.

Due to the complex and interconnected nature of the funding source and applicant, appeals will be reviewed by LHC staff who are not connected to the CoC in consultation with the LA BOSCO Board chair and the CoC Manager.

All decisions on appeals are final and cannot be further appealed.

IX. Funding Awards

All funding awards made during the local competition are conditioned on funds being awarded to the LA BOSCO and to each individual project by HUD.

X. Questions

Questions can be submitted to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov.