



New Housing Project Scoring Tool and Detailed Instructions  
Continuum of Care (CoC) Program Local Competition  
Funding Year 2020  
DRAFT 3-2-2020

Table of Contents

I. Overview ..... 1  
II. Definitions ..... 2  
III. Detailed Instructions ..... 3  
    A. Threshold Criteria ..... 3  
    B. Scoring Elements ..... 7  
    C. Scoring Breakdown ..... 12  
IV. Scoring Tool ..... 13

I. Overview

This document contains two things for new housing projects seeking funding through the Louisiana Balance of State Continuum of Care (LA BOSCO) under the Funding Year 2020 (FY 2020) Continuum of Care (CoC) Program Competition:

- **Detailed Instructions**, which provides in-depth information about how projects are assessed using each element of the Scoring Tool;
- **The Scoring Tool**, which provides a quick at-a-glance view of how the LA BOSCO awards points to new projects.

The LA BOSCO scores projects according to this document; the LA BOSCO therefore encourages applicants to incorporate this document into their project design process.

## II. Definitions

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*Chronic Homelessness:* defined in 24 CFR 578.3.

*DedicatedPLUS:* defined in Section III.C.2.g of the CoC Program Notice of Funding Availability (NOFA).

*Homelessness:* defined in Section III.C.1 of the CoC Program NOFA.

*Housing project:* a Rapid Re-housing (RRH), Joint Transitional Housing and Rapid Re-housing (TH-RRH), or Permanent Supportive Housing (PSH) project.

*New project:* any project applying for CoC Program funds to start a new project or expand an existing project, including projects that applied for but did not receive funding during the previous year.

*Renewal project:* any project applying for CoC Program funds that received CoC Program funds during the previous year.

### III. Detailed Instructions

#### A. Threshold Criteria

The New Project Scoring Tool has nine threshold criteria. Projects must meet each element of all threshold criteria to be considered for funding.

The threshold criteria are as follows.

##### 1. Eligible Applicant

Threshold Criteria	Description
Eligible Organization	Non-profit organizations, local governments, and instrumentalities of local governments are eligible to submit project applications.
Eligible Geography	Only organizations in the LA BOSCOG's geography are eligible to submit project applications.  For the list of parishes, refer to the CoC Program RFP.

##### 2. Eligible Population

Elements required by this criterion are broken down by project type below (required elements are marked with an X):

Element	Permanent Supportive Housing (PSH)	Rapid Re-housing (RRH)	Joint Transitional Housing - Rapid Re-housing (TH-RRH)
Must serve one of the following:			
(i) 100% people who meet the DedicatedPLUS definition; or,	X		
(ii) 100% people who meet the chronically homeless definition			
May serve people who qualify as homeless under paragraphs (1), (2), or (4) of the homeless definition in 24 CFR 578.3 (i.e. people experiencing literal homelessness, people at risk of homelessness, and people fleeing domestic violence)		X	X

##### 3. Equal Access

Projects must comply with all aspects of HUD's Equal Access In Accordance with Gender Identity Final Rule (2016) and Equal Access to Housing Final Rule (2016),<sup>1</sup> including:

- Projects serving exclusively single-person households (i.e. individuals) may restrict their participant eligibility criteria to a single gender
- Projects serving exclusively multi-person households (i.e. families) and projects serving both individuals and families must serve all people regardless of their gender

<sup>1</sup> <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>

- Projects must serve people according to their gender, which HUD defines as "the gender with which a person identifies, regardless of the sex assigned to that person at birth and regardless of the person's perceived gender identity. Perceived gender identity means the gender with which a person is perceived to identify based on that person's appearance, behavior, expression, other gender related characteristics, or sex assigned to the individual at birth or defined in documents"<sup>2</sup>
- Projects cannot separate families for any reason, including conditioning project intake or services on condition of family separation

#### 4. Eligible Activities

Projects must exclusively engage in the following activities listed in 24 CFR Part 578, Subpart D, which are available to project types as follows (eligible costs are marked with an X):

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

Projects may only request funding from ONLY ONE of the following categories: Leasing, Rental Assistance, Operating Costs.

Projects may request funding from SOME, ALL, OR NONE of the following categories at their discretion: Supportive Services, HMIS, Administration.

#### 5. Matching Requirement

Element	Description
Matching Requirement	Projects must provide at least 25% match for all CoC Program funds, <i>excluding funds provided under the Leasing category</i> . Match may be either cash or in-kind.  Eligible sources of match are defined in 24 CFR 578.73(b).

#### 6. Coordinated Entry

Element	Description
Coordinated Entry Intake	Projects that provide housing must exclusively intake people through the LA BOSCO's Coordinated Entry System (CES).
Coordinated Entry Access, Assessment, and Diversion	Projects that conduct outreach must provide the Access, Assessment, and Diversion components of CES per the LA BOSCO's Coordinated Entry System Policies and Procedures.

The LA BOSCO's Coordinated Entry System Policies and Procedures can be found online at <https://laboscoc.org/policies-and-procedures>

<sup>2</sup> 24 CFR 5.100

## 7. HMIS

Element	Description
HMIS	Projects must record and maintain their participants' data in the LA BOSCO's Homeless Management Information System (HMIS) database, ServicePoint. This requirement applies to all organizations except domestic violence service providers.
HMIS (Domestic Violence Service Providers)	Projects must commit to recording and maintaining their participants' data in EmpowerDB, an HMIS comparable database. This requirement applies to all domestic violence service providers.

## 8. Housing First

Low barrier projects are projects that have low barriers to entry and prioritize rapid placement and stabilization in permanent housing.

To qualify as low barrier, a project must:

Element	Description
Quickly Move Participants into Permanent Housing	As defined in the project's policies and procedures.
Have Low Barriers to Entry	In Section 3B, Question 3b, the project must indicate it will ensure participants are not screened out based on the following items: <ul style="list-style-type: none"> <li>• Having too little or little income;</li> <li>• Active or history of substance use;</li> <li>• Having a criminal record with exceptions for state-mandated restrictions</li> <li>• History of victimization (e.g. domestic violence, sexual assault, childhood abuse).</li> </ul>

## 9. Good Standing

Projects must meet ONE of the following elements:

Element	Description
Good Standing	Organizations currently in Good Standing are listed on the LA BOSCO's website: <a href="https://laboscoc.org/good-standing">https://laboscoc.org/good-standing</a>

Element	Description
Good Standing Waiver	<p>Organizations may receive a Good Standing waiver if they were unable to meet one or more of the Good Standing requirements due to circumstances outside their control (including but not limited to joining the LA BOSCOG within the past 12 months).</p> <p>Waiver requests must detail why the organization was unable to meet the Good Standing requirement. <i>If your organization has been in contact with the LA BOSCOG for fewer than 12 months, your waiver will be automatically approved.</i></p> <p>Waiver requests can be emailed to Gordon Levine, Continuum of Care Manager, at <a href="mailto:glevine@lhc.la.gov">glevine@lhc.la.gov</a>.</p>

## 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 Narratives

Element Name	Total Points	Points Breakdown	Data Source
1. Community Need	16	<p><b>Up to 6 Points:</b> narrative identifies specific, significant community needs that the project is designed to address</p> <p><b>Up to 4 Points:</b> narrative describes those community needs, including why they are specific to any target populations served by the project</p> <p><b>Up to 4 Points:</b> narrative outlines a comprehensive strategy to address those community needs</p> <p><b>Up to 2 Points:</b> narrative incorporates data beyond the Point in Time (PIT) count to demonstrate those community needs</p>	<p>Project Application</p> <p>3B-1</p>

Element Name	Total Points	Points Breakdown	Data Source
2. Permanent Housing and Self-Sufficiency	16	<p>The narratives in this Scoring Element must describe a well-developed plan to help participants move into permanent housing and to ensure participants stabilize and remain in permanent housing.</p> <p><b>Up to 4 Points:</b> the plan is explicitly designed to serve the specific needs of the population(s) served by the project</p> <p><b>Up to 3 Points:</b> the plan states how participants will be connected with specific resources that already exist</p> <p><b>Up to 3 Points:</b> the plan states how the project's proposed case management will help participants achieve permanent housing and self-sufficiency</p> <p><b>Up to 3 Points:</b> the plan includes information about the accessibility of supportive services such as housing search, primary health care, mental health services, educational services, employment services, life skills, child care services, etc.</p> <p><b>Up to 2 Points:</b> the project will house participants in units owned and operated by the project applicant OR narratives describe the project's strategy for connecting participants with housing, which must include a landlord engagement strategy</p> <p><b>Up to 1 Points:</b> the project provides regular or as-needed transportation to attend mainstream benefit appointments, employment training, or jobs</p>	<p>Project Application</p> <p>4A-2 4A-4 4A-5a</p>



Element Name	Total Points	Points Breakdown	Data Source
3. Employment Income, Non-Employment Income, and Mainstream Benefits	16	<p>The narratives in this Scoring Element must describe a well-developed plan to help participants improve their income. Those narratives must also describe a well-developed plan to help participants become more independent by engaging mainstream benefits.</p> <p><b>Up to 4 Points:</b> the plan includes specific details about how the project will assist participants in obtaining employment income, which may include but is not limited to employment programs, educational opportunities, work experience programs, etc.</p> <p><b>Up to 4 Points:</b> the plan includes specific details about how the project will assist qualifying participants in obtaining SSI/SSDI, which should include but is not limited to providing or connecting with SOAR case management</p> <p><b>Up to 2 Points:</b> the plan is detailed enough that a reviewer can clearly understand how 100% of participants will be assisted in obtaining either employment income or SSI/SSDI</p> <p><b>Up to 2 Points:</b> the plan specifies how participants will be connected with mainstream health providers (e.g. physical and mental health providers, dental)</p> <p><b>Up to 2 Points:</b> the plan specifies how participants will access Medicare, Medicaid, or other health insurance</p> <p><b>Up to 2 Points:</b> the plan specifies additional connections with mainstream benefit providers and social services providers AND bases those connections in the specific needs of the project's target population</p>	<p>Project Application</p> <p>4A-3 4A-4</p>
4. Implementation Timeline	2	<p><b>Up to 2 Points:</b> implementation timeline is realistic</p>	<p>Project Application</p> <p>3B-2</p>

## 2. Project Data

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Element Name	Total Points	Points Breakdown	Data Source
5. Project Budget	10	<p><b>Up to 6 Points:</b> project budget includes at least 1.0 Full Time Equivalent (FTEs) of an outreach worker</p> <p><b>Up to 4 Points:</b> project budget is detailed, descriptive, and realistic</p>	<p>Project Application</p> <p>6F</p>
6. Cost Effectiveness	6	<p><b>6 Points:</b> CEV is less than or equal to \$8,500</p> <p><b>4 Points:</b> CEV is less than or equal to \$9,000</p> <p><b>2 Points:</b> CEV is less than or equal to \$9,500</p> <p>Cost effectiveness is a function of how much the project costs per "positive outcome." Positive outcomes are defined here as participants who exit to or remain in permanent housing.</p> <p>Each project's Cost Effectiveness Value (CEV) is calculated as follows: (Total CoC Program Budget - Administrative Costs Budget Line) ÷ (Total Participants Served)</p>	<p>Project application (calculated)</p>

### 3. Organization Narratives and Data

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Element Name	Total Points	Points Breakdown	Data Source
7. Homeless Services Experience	16	<p>The narrative in this Scoring Element must justify why the project applicant and its subrecipients are appropriate entities to receive funding.</p> <p><b>Up to 4 Points:</b> the narrative explicitly states why the applicant and its subrecipients are appropriate entities to receive funding</p> <p><b>Up to 4 Points:</b> the narrative concretely illustrates the project applicant and its subrecipients' experience working with and addressing the housing and supportive services needs of the project's target population(s)</p> <p><b>Up to 4 Points:</b> the narrative concretely illustrates the project applicant and its subrecipients' experience developing and implementing similar program systems and services, including information about key staff who have experience managing RRH, PSH, or other permanent housing projects</p> <p><b>Up to 4 Points:</b> the narrative concretely illustrates the project applicant and its subrecipients' experience managing basic organization operations, including financial accounting systems</p>	Project Application Section 2B-1
8. Fund Leveraging Experience	6	<b>Up to 6 Points:</b> the narrative in this Scoring Element describes the experience of the applicant and subrecipients (if any) in leveraging other Federal, State, local, and private sector funds	Project Application 2B-2
9. Organizational Structure and Financial Accountability	6	<b>Up to 6 Points:</b> the narrative in this Scoring Element describes the basic organizational and management structure of the applicant and any subrecipients, including descriptions of (1) internal and external coordination with any subrecipients and (2) the financial accounting system that will be used to administer the grant	Project Application 2B-3
10. Past Performance	6	<b>6 Points:</b> the applicant has no unresolved monitoring or audit findings for any HUD grants operated by the applicant or subrecipients, <i>including HUD Monitoring or OIG Audit findings</i>	Project Application and LA BOSCO internal records

#### 4. Bonus Points

Element Name	Total Points	Points Breakdown	Data Source
a. Rural Parishes	6	<p><b>6 Points:</b> 100% of the project's beds are located in rural parishes</p> <p><b>3 Points:</b> between 50% and 100% of the project's beds are located in rural parishes</p> <p>For the purposes of this scoring element, all parishes are considered rural parishes except Calcasieu, East Baton Rouge, and Terrebonne</p>	<p>Project Application</p> <p>Part 6: Budgets</p>
b. Reallocation	10	<b>10 Points:</b> the applicant has voluntarily reallocated funds during the FY 2020 CoC Program Competition	LA BOSCO internal records
c. CoC Staff Training	2	<b>2 Points:</b> one or more staff employed by the applicant attended at least one CoC-sponsored training in the last year <sup>3</sup>	LA BOSCO internal records

### C. Scoring Breakdown

All projects can earn up to 100 points between the Project Narratives, Project Data, and Organization Narratives and Data categories.

All projects can earn up to 18 points in the Bonus Points category.

Each project's score is the sum of their points earned in all categories. Each project's score is out of 100 points.

<sup>3</sup> CoC-sponsored training will be announced via the LA BOSCO's website at [www.laboscoc.org](http://www.laboscoc.org) and the CoC's email distribution list. To be added to the CoC's email distribution list, email [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov).

## IV. Scoring Tool

Element #	Section	Element Name	Points Possible	Points Earned
1	Project Narratives	Community Need	16	
2	Project Narratives	Permanent Housing and Self-Sufficiency	16	
3	Project Narratives	Employment Income, Non-Employment Income, and Mainstream Benefits	16	
4	Project Narratives	Implementation Timeline	2	
5	Project Data	Project Budget	10	
6	Project Data	Cost Effectiveness	6	
7	Organization Narratives and Data	Homeless Services Experience	16	
8	Organization Narratives and Data	Fund Leveraging Experience	6	
9	Organization Narratives and Data	Organizational Structure and Financial Accountability	6	
10	Organization Narratives and Data	Past Performance	6	
<b>BASE POINTS EARNED (out of 100)</b>				

Element #	Section	Element Name	Points Possible	Points Earned
a	Bonus Points	Rural Parishes	6	
b	Bonus Points	Reallocation	10	
c	Bonus Points	CoC Staff Training	2	
<b>BONUS POINTS EARNED (18 possible)</b>				

<b>TOTAL POINTS EARNED (out of 100)</b>				
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