



New Project Scoring Tool and Detailed Instructions Continuum of Care (CoC) Program Local Competition Funding Year 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 LA BOSCO uses standardized scoring tools and procedures to rate, rank, and select projects submitted for inclusion in its consolidated application to the FY 2021 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 BOSCO 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 BOSCO's local competition, including the scoring tools, 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. 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	14
4	Project Narratives	Permanent Housing and Self-Sufficiency	14
5	Project Narratives	Income and Mainstream Benefits	14
6	Project Narratives	Outreach	2
7	Project Narratives	Implementation Timeline	4
8	Project Data	Project Budget	10
9	Project Data	Cost Effectiveness	6
10	Organization Information	Homeless Services Experience	12
11	Organization Information	Fund Leveraging Experience	4
12	Organization Information	Organization Structure and Financial Accountability	4
13	Organization Information	Monitoring Outcomes	4
14	CoC Participation	Point in Time Count	2
15	CoC Participation	Housing Inventory Chart	2
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
e	Bonus Points	Leveraging Substance Abuse Treatment and Healthcare Resources	10
BONUS POINTS POSSIBLE			33

III. Additional Documentation

All projects are required to submit their most recently completed Annual Performance Report (APR) to glevine@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 glevine@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
e	Bonus Points	Leveraging Substance Abuse and 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

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

	<p>organizations, which are limited to:</p> <ul style="list-style-type: none">• Non-profit organizations• Local governments and instrumentalities of local government• Indian tribes and tribally designated housing entities• Public housing authorities
Eligible Service Area	<p>The project must propose to serve exclusively parishes within the LA BOSCOG's geography. For a list of parishes, refer to the RFP.</p>

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: (1) People who were eligible for assistance under the project's FY 20202 grant agreement; (2) 100% people who meet the DedicatedPLUS definition; or, (3) 100% 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
<i>If serving exclusively single person households:</i> may choose to restrict participant intake to a single gender	X	X	X
<i>If serving any multi-person households:</i> must intake participants regardless of their gender	X	X	X

¹ Restrictions apply. For more information, contact glevine@lhc.la.gov.

² Restrictions apply. For more information, contact glevine@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 BOSCO's Homeless Management Information System (HMIS) database, ServicePoint.
Domestic Violence Services Provider	Project must record and maintain participant data in the LA BOSCO's HMIS-comparable database, EmpowerDB.

6. Coordinated Entry

Each project type is required to engage the LA BOSCO'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
<i>If the project is funded to conduct outreach:</i> 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	<p>Under Section 3B-3, the project application:</p> <p>4 Points: proposes to serve at least one of the following target populations:</p> <ul style="list-style-type: none"> • People experiencing chronic homelessness • Veterans • Youth (aged 18-24)
2. Chronic Homelessness/ DedicatedPLUS	4	<p>Percentage of project beds that are dedicated to people who are experiencing chronic homelessness and/or who meet the DedicatedPLUS Definition:</p> <p>4 Points: 100%</p> <p>2 Points: 50%+</p>

2. Project Narratives

Scoring Element	Total Points	Points Breakdown
3. Community Need	14	<p>Under Section 3B-1, the project application:</p> <p>Up to 6 Points: identifies and describes specific, significant community need(s).</p> <p>Up to 6 Points: outlines a comprehensive strategy to address those community need(s).</p> <p>Up to 2 Points: identifies specific project outcomes tied to those community need(s).</p>
4. Permanent Housing and Self-Sufficiency	14	<p>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:</p>

		<p>Up to 8 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.</p> <p>Up to 4 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.</p> <p>Up to 2 Points: provides regular or as-needed transportation to attend mainstream benefits appointments, employment training, or jobs.</p>
5. Income and Mainstream Benefits	14	<p>In the applicable Sections (the narrative in 4A1, the narrative in 4A-2, and the chart in 4A-3), the project application:</p> <p>Up to 8 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.</p> <p>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.</p> <p>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.</p>
6. Outreach	2	<p>In Section 4A-1, the project application:</p> <p>Up to 2 Points: briefly outlines a plan to conduct outreach to participants, including coordination with its LA BOSCOG Region’s broader street outreach network.</p>
7. Implementation Timeline	4	<p>In Section 3B-2, the project:</p> <p>Up to 4 Points: has a specific and realistic implementation timeline.</p>

3. Project Data

Scoring Element	Total Points	Points Breakdown
8. Project Budget	10	<p>In Part 6 - Budget Information, the project application:</p> <p>Up to 6 Points: has a specific and realistic budget that proposes adequate services that take into consideration the needs of the target population.</p> <p>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).</p> <p>Up to 2 Points: is requesting sufficient outreach funding to successfully connect with participants referred to the project.</p> <p><i>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.</i></p>
9. Cost Effectiveness	6	<p>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.</p> <p>Each project's cost effectiveness value (CEV) is equal to (Total CoC Program Funds Spent - Administrative Costs Budget Line) ÷ (Total Participants Served).</p> <p>6 Points: CEV <= \$8,500</p> <p>4 Points: CEV <= \$9,000</p> <p>2 Points: CEV <= \$9,500</p>

4. Organization Information

Scoring Element	Total Points	Points Breakdown
10. Homeless Services Experience	12	<p>In Section 2B-1, the project application:</p> <p>Up to 9 Points: describes the project applicant's (and subrecipients', if applicable) experience in effectively utilizing federal 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.</p> <p>Up to 3 Points: describes key staff at the organization level (e.g. project directors, executive staff) with relevant experience developing similar projects.</p>
11. Fund Leveraging Experience	4	<p>In Section 2B-2, the project application:</p> <p>Up to 4 Points: describes the project applicant's (and subrecipients', if applicable) experience in leveraging Federal, State, local, and private sector funds.</p>
12. Organization Structure and Financial Accountability	4	<p>In Section 2B-3, the project application:</p> <p>Up to 4 Points: describes the project applicant's (and subrecipients', if applicable) financial management structure.</p>
13. Monitoring Outcomes	4	<p>Based on Section 2B-4 and the LA BOSCO's records:</p> <p>4 Points: the project applicant has no unresolved HUD monitoring, OIG audit, or LA BOSCO monitoring findings.</p>

5. CoC Participation

Scoring Element	Total Points	Points Breakdown
14. Point in Time Count	2	<p>Based on the LA BOSCO's records:</p> <p>2 Points: one of the following must be true:</p> <ul style="list-style-type: none"> The project applicant participated in the January 2020 Point in Time (PIT) Count by submitting emergency

		<p>shelter or transitional housing data; or,</p> <ul style="list-style-type: none"> The project applicant was not operating any emergency shelter or transitional housing projects in the LA BOSCOG during the January 2020 PIT Count.
15. Housing Inventory Chart	2	<p>Based on the LA BOSCOG's records:</p> <p>2 Points: one of the following must be true:</p> <ul style="list-style-type: none"> The project applicant contributed in the calendar year 2020 Housing Inventory Chart (HIC) by submitting data for any of its emergency shelter, transitional housing, or permanent housing projects; or, The project applicant was not operating any emergency shelter, transitional housing, or permanent housing projects in the LA BOSCOG in January 2020.

6. Bonus Points

Scoring Element	Total Points	Points Breakdown
a. Rural Service Area	4	<p>For the purposes of this scoring element, all parishes are considered rural except Calcasieu, East Baton Rouge, and Houma.</p> <p>4 Points: 100% of project's beds are located in rural parishes</p> <p>2 Points: 50%+ of project's beds are located in rural parishes</p>
b. Reallocation	10	<p>10 Points: the project applicant has voluntarily reallocated at least one renewal project during the FY 2021 CoC Program Competition.</p> <p><i>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.</i></p>
c. Staff Sustainability	4	<p>To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criteria.</p> <p>For the purposes of this scoring element, "all staff" refers to all staff whose costs are paid for in any portion by the project.</p>

		<p>Projects receive 2 points if all proposed staff will be paid at least \$15/hour.</p> <p>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.</p> <p>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 Equivalent (FTEs).</p>
d. Equity	4	<p>To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criteria.</p> <p>To qualify, the actions below must have been taken within the last three years.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
e. Leveraging Substance Abuse Treatment and Healthcare Resources	10	<p>10 Points:</p> <p>These points are available for RRH and PSH projects that leverage healthcare resources to help people experiencing homelessness.</p> <p>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).</p>

To be eligible for these points, projects must meet ALL of the following criteria:

- (1) Project type is RRH or PSH;
- (2) Project is EITHER:
 - (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,
 - (b) Receiving funding for eligible activities from a healthcare organization equivalent to 25% of CoC Program funds being requested;
- (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.

Note: in-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

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.

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.