

PROJECT RANKING, RATING, AND SELECTION



Louisiana Balance of State Continuum of Care (LA BOSCO) Continuum of Care (CoC) Program Local Competition

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Project Scoring Tools

Overview

Standard scoring tools and procedures will be used to rate, rank, and select all projects submitted for inclusion in the Louisiana Balance of State Continuum of Care (LA BOSCOC)'s Consolidated Application to the Funding Year 2018 (FY18) Continuum of Care (CoC) Program Competition for funding through the United States Department of Housing and Urban Development (HUD).

The LA BOSCOC will use standard scoring tools and procedures to review, rate, and rank all projects.

The LA BOSCOC will publish two scoring tools: one for new projects (the New Project Scoring Tool) and one for existing projects (the Renewal Project Scoring Tool). The LA BOSCOC will also publish detailed instructions for each scoring element on each tool (the Scoring Tools Detailed Instructions).

All documents related to scoring can be found online at <https://laboscoc.org/funding/>

Procedure

The Continuum of Care Manager will:

1. Develop the New Project Scoring Tool, Renewal Project Scoring Tool, and Scoring Tool Detailed Instructions.
2. Solicit input from representatives of the LA BOSCOC Regions, from LA BOSCOC committees, subcommittees, and working groups, and from other outside stakeholders to determine appropriate criteria for the scoring tools based on the priorities established by the LA BOSCOC and by HUD.
3. Develop protocols and instructions to be provided to the LA BOSCOC's Scoring Committee.
4. Submit the above documents to the LA BOSCOC Board of Directors for approval.

The LA BOSCOC Board of Directors will:

1. Review and approve the New Project Scoring Tool, Renewal Project Scoring Tool, Scoring Tool Detailed Instructions, and protocols and instructions for the LA BOSCOC Scoring Committee as developed by the Continuum of Care Manager.

Request for Proposals

Overview

When CoC Program funding is available, the LA BOSCOC will notify stakeholders and potential applicants for new and renewal project funding as outlined below.

The LA BOSCOC's FY18 Request for Proposals (RFP) can be found online at <https://laboscoc.org/funding/>

Notification

The LA BOSCOC will notify stakeholders and potential applicants for new and renewal project funding within the timeframe prescribed by HUD by:

- Announcing and posting the RFP on the LA BOSCO website;
- Announcing and posting the RFP to the LA BOSCO listserv;
- Distributing the RFP widely using other websites, distribution lists, and other available means;
- As resources allow, hosting workshops to provide information regarding the CoC Program application process, the LA BOSCO's Local Competition process, and other HUD requirements; workshops will be announced via the means listed above;
- Existing CoC members may also agree to meet with potential applicants to provide technical assistance regarding funding, the project development process, match requirements, and CoC processes and participation.

Applicants will be required to submit their project applications by a specific time and date as specified by the RFP. Applicants that fail to submit their project application by that time and date will be automatically disqualified.

Preliminary Review

The Continuum of Care Manager will conduct a preliminary, quantitative review of all project applications to confirm that each project application:

- Was submitted on time;
- Was submitted with all required attachments;
- Meets matching fund requirements;
- Meets all threshold criteria.

New Projects

If funding for new projects is available, the LA BOSCO will release funding details and application materials via the methods described in the section titled "Notification," above.

The LA BOSCO will encourage organizations to share the Local Competition application package with any other organizations that might be interested in applying, including organizations that have not previously applied for CoC Program funds and/or that may be less likely to be aware that funding is available.

The LA BOSCO application process for new projects is a one-step process:

1. New project applications and their Project Application Supplements are due to the LA BOSCO by the date and time described in the RFP.
 - a. New projects must indicate, on the Project Application Supplement required by the RFP, which Funding Pool they are applying to. Funding Pools will vary from year to year based on HUD's CoC Program Notice of Funding Availability (NOFA) and local opportunities.

Renewal Projects

If funding for renewal projects is available, the LA BOSCO will release funding details and application materials via the methods described in the section titled "Notification," above.

The LA BOSCO application process for renewal projects is a multi-step process:

1. The LA BOSCO will release a preliminary list of projects that are eligible to apply for renewal funding. Only projects on that list are eligible to apply, and those projects are only eligible to apply for funding up to the amounts listed.

2. The LA BOSCOCC will request confirmation from each renewal project regarding whether they intend to apply for renewal funding. This request will be sent to each project's administrative contact(s) as specified by the project's applicant. This request will prescribe a timeframe for response; projects that do not respond within the prescribed timeframe may be penalized.
3. The LA BOSCOCC will, at its discretion, request additional information from projects that intend to apply for renewal funding, and use that information to inform its development of the final list of projects eligible to apply for renewal funding.
4. The LA BOSCOCC will release the final list of projects that are eligible to apply for renewal funding
5. Renewal project applications and their Project Application Supplements are due to the LA BOSCOCC by the time and date described in the RFP.

This process and its outcomes do not guarantee any project will receive renewal funding; rather, it enables the LA BOSCOCC to make appropriate plans to fully utilize available HUD funding.

Scoring Committee

Overview

Project applications will be reviewed, scored, and ranked by the LA BOSCOCC Scoring Committee.

The Scoring Committee will consist of agencies and/or individuals with no vested interest in CoC Program funding decisions. It will consist of between three and nine members who must be willing and able to commit the time and effort to fulfill the committee's mandate. Members of the Scoring Committee will use the Board-approved scoring tools to review, score, and rank all project applications that are not disqualified during an earlier stage of the RFP process. The LA BOSCOCC will provide information and materials to all committee members to familiarize them with the purposes and responsibilities of the Scoring Committee. The LA BOSCOCC will provide project applications, scoring tools, and all other relevant materials to committee members in advance of any formal scoring meetings.

Members of the Scoring Committee will be selected by the Board of Directors in consultation with the Continuum of Care Manager.

Scoring and Ranking Process

New Projects

New projects will be scored based on their project application and any supplement materials required by the RFP based on the Board-approved New Project Scoring Tool. New projects will be ranked based on the score produced by the New Project Scoring Tool and adjusted as appropriate by the Scoring Committee to address LA BOSCOCC and HUD priorities and to maximize potential funding for the LA BOSCOCC as a whole.

Projects applying to the Domestic Violence New Project Funding Pool have additional scoring elements and criteria incorporated into the New Project Scoring Tool; for details, refer to the New Project Scoring Tool and the Scoring Tool Detailed Instructions.

New Project Scoring Criteria

New projects will be scored using the following criteria. These criteria are subject to change pending review and approval by the Board of Directors. These criteria are more fully explicated in the New Project Scoring Tool and Scoring Tool Detailed Instructions. They are as follows:

- Project type and target population;
- Organization experience and capacity;
- Project application quality;
- Projected cost effectiveness;
- Coordinated Entry, HMIS, and Housing First implementation;
- Project administration;
- Measures for specific project types (e.g. projects from victim services providers, which may be assessed on measures including but not limited to the degree to which they will improve safety for their participants).

Renewal Projects

Renewal projects will be scored based on their project application and any supplement materials required by the RFP based on the Board-approved New Project Scoring Tool. Renewal projects will be ranked based on the score produced by the Renewal Project Scoring Tool and adjusted as appropriate by the Scoring Committee to address LA BOSCO and HUD priorities and to maximize potential funding for the LA BOSCO as a whole. Adjustments may be made in response to any outcomes of the LA BOSCO's monitoring process.

Renewal Project Scoring Criteria

Renewal projects will be scored using the following criteria. These criteria are subject to change pending review and approval by the Board of Directors. These criteria are more fully explicated in the Renewal Project Scoring Tool and Scoring Tool Detailed Instructions. They are as follows:

- Project type and target population;
- Project performance and outcomes, including but not limited to housing outcome (e.g. exits to permanent housing destinations);
- HMIS data quality;
- Cost effectiveness;
- Coordinated Entry, HMIS, and Housing First implementation;
- Project administration;
- CoC participation and compliance.
- Measures for specific project types (e.g. projects from victim services providers, which may be assessed on measures including but not limited to the degree to which they improved safety for their participants).

Project Ranking

Project applications will be ranked based on scoring results and adjusted as appropriate by the Scoring Committee to address LA BOSCO and HUD priorities and to maximize potential funding for the LA BOSCO as a whole.

The project ranking process is as follows:

1. The Scoring Committee will review, score, and rank all new and renewal projects.
2. The Scoring Committee will propose its ranking order of all new and renewal projects to the Board of Directors for review.

3. The Board will ensure the ranking order of all new and renewal projects complies with LA BOSCO and HUD priorities and maximizes LA BOSCO funding as a whole.
4. The Board will vote to approve the ranking order of all new and renewal projects.
5. The Continuum of Care Manager will, on behalf of the Board, release the final ranking order of all new and renewal projects on the LA BOSCO website, through the LA BOSCO listserv, and to the administrative contact list of all existing CoC Program projects.

Insofar as HUD requires it, the LA BOSCO will rank each of its projects during the CoC Program Competition.

HUD has established annual funding tiers denoted Tier 1 and Tier 2.

Tier 1 project funding is equal to a percentage of the previous year's total funding as determined by HUD. HUD prioritizes Tier 1 projects for funding ahead of Tier 2 projects.

Tier 2 projects funding is equal to the remainder of the previous year's total funding plus the total amount of funding awarded by HUD through any bonus finding. HUD prioritizes Tier 2 projects for funding below Tier 1 projects and typically establishes a scoring metric to score Tier 2 projects against other Tier 2 projects nationally. Typically, a project 'straddles' the Tier 1/Tier 2 line, and each portion of that project's funding in the different Tiers are considered based on the rules of that Tier.

The following is the ranking order for all new and renewal projects unless amended by the Board:

Ranking Order	Project Types	Ranking Method
1	Renewal: Permanent Supportive Housing (PSH), Rapid Re-housing (RRH) -- <i>excludes renewal projects that have not yet completed their first full contract period and submitted their first Annual Performance Report</i>	Ranked in descending order by score
2	Renewal: Joint Transitional Housing-Rapid Re-housing (TH-RRH)	Placed after renewal PSH and RRH and ranked in descending order by score
3	Renewal: Transitional Housing (TH), Supportive Services Only (SSO)	Placed after renewal TH-RRH and ranked in descending order by score
4	Renewal: Renewal Projects That Have Not Yet Completed Their First Full Contract Period and Submitted Their First Annual Performance Report	Placed after renewal TH and SSO in descending order by project funding amount
5	Renewal: Coordinated Entry (SSO-CES)	Placed after all renewal projects that have not yet completed their first full contract period in descending order by project funding amount
6	Renewal: Homeless Management Information System (HMIS)	Placed after all renewal SSO-CES projects in descending order by project funding amount
7	New General Funding Pool: PSH, RRH, TH, TH-RRH	Placed after all renewal HMIS projects and ranked in descending order by score

Ranking Order	Project Types	Ranking Method
8	Louisiana Permanent Supportive Housing (LAPSH) Project	Placed after all New General Funding Pool projects
9	New DV Funding Pool: RRH, TH-RRH	Placed after the LAPSH Project in descending order by score
10	New DV Funding: SSO-CES	Placed after all RRH and TH-RRH projects funded by the DV Funding Pool in descending order by project funding amount

Funding Decision Appeals

Funding decisions can be appealed as prescribed and within the timeframe prescribed in the RFP.



The Louisiana Balance of State Continuum of Care is administered by the Louisiana Housing Corporation, whose mission is to ensure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Find out more at <https://www.lhc.la.gov/>