

Louisiana Balance of State Continuum of Care

Project Rating, Ranking, and Selection Policy

Continuum of Care (CoC) Program Local Competition

Funding Year 2019

Table of Contents

[Project Scoring Tools 2](#_Toc518980978)

[Overview 2](#_Toc518980979)

[Procedure 2](#_Toc518980980)

[Request for Proposals 2](#_Toc518980981)

[Overview 2](#_Toc518980982)

[Notification 2](#_Toc518980983)

[Preliminary Review 3](#_Toc518980984)

[New Projects 3](#_Toc518980985)

[Renewal Projects 3](#_Toc518980986)

[Scoring Committee 4](#_Toc518980987)

[Overview 4](#_Toc518980988)

[Scoring and Ranking Process 4](#_Toc518980989)

[New Projects 4](#_Toc518980990)

[New Project Scoring Criteria 5](#_Toc518980991)

[Renewal Projects 5](#_Toc518980992)

[Renewal Project Scoring Criteria 5](#_Toc518980993)

[Project Ranking 5](#_Toc518980994)

[Funding Decision Appeals 7](#_Toc518980995)

# Project Scoring Tools

## Overview

The Louisiana Balance of State Continuum of Care (LA BOSCOC) uses standard scoring tools and procedures to rate, rank, and select projects submitted for inclusion in the LA BOSCOC's Consolidated Application to the Funding Year 2019 Continuum of Care Program Competition (FY 2019 CoC Program Competition) for funding through the United States Department of Housing and Urban Development (HUD).

The LA BOSCOC uses two scoring tools: one for new projects (the LA BOSCOC New Project Scoring Tool) and one for projects that were funded during the FY 2019 CoC Program Competition (the LA BOSCOC Renewal Project Scoring Tool).

The LA BOSCOC's scoring tools, and detailed instructions for how projects will be scored using those tools, can be found online at [https://laboscoc.org/fy19-coc-program-competition](https://laboscoc.org/fy18-coc-program-competition)

## Procedure

The Louisiana Housing Corporation (LHC), acting as the LA BOSCOC's Collaborative Applicant (i.e. lead agency), will:

1. Develop the New Project Scoring Tool and Renewal Project Scoring Tool.
2. Develop a Request for Proposals (RFP) outlining how organizations can submit new and renewal projects for consideration.
3. Solicit input into those scoring tools from representatives of the LA BOSCOC Regions, LA BOSCOC committees, subcommittees, and working groups, and from other outside stakeholders. This input will be incorporated into the scoring tools insofar as it improves those tools' capacity to meet the needs and standards of the LA BOSCOC and HUD.
4. Develop instructions to be provided to the LA BOSCOC's Scoring Committee.
5. Submit the above documents to the LA BOSCOC Board for final review and approval.

The LA BOSCOC Board will:

1. Review and approve the New Project Scoring Tool, Renewal Project Scoring Tool, RFP, and instructions for the LA BOSCOC Scoring Committee.

# Request for Proposals

## Overview

LHC will notify stakeholders and potential applications that CoC Program funding is available as outlined below.

In addition, the LA BOSCOC's RFP can be found online at [https://laboscoc.org/fy19-coc-program-competition](https://laboscoc.org/fy18-coc-program-competition)

## Notification

LHC will notify stakeholders and potential applicants that funding is available within the timeframe prescribed by HUD by:

* Announcing and posting the RFP on the LA BOSCOC website;
* Announcing and posting the RFP to the LA BOSCOC email distribution list;
* 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 BOSCOC's local competition process, and other HUD requirements; workshops will be announced via the means listed above.

Applicants will be required to submit their new and renewal project applications via the mechanism and within the timeframe specified by the RFP. Applications that are not submitted according to the RFP's requirements will be automatically rejected.

## Preliminary Review

LHC 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 all threshold criteria.

## New Projects

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

LHC will encourage the LA BOSCOC's member 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 or may be less aware that funding is available.

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

1. New project applications and their Project Supplements (for more information, refer to the RFP) are due to the LA BOSCOC via the mechanism and within the timeframe defined in the RFP.

## Renewal Projects

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

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

1. LHC 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. LHC 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 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. LHC will, at its discretion, request additional information from projects that intend to apply for renewal funding, and use that information to develop the final list of projects eligible to apply for renewal funding.
4. LHC will release the final list of projects that are eligible to apply for renewal funding
5. Renewal project applications and their Project Supplements (for more information, refer to the RFP) are due to the LA BOSCOC via the mechanism and within the timeframe defined in the RFP.

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

# Scoring Committee

## Overview

Project applications are reviewed, scored, and ranked by the LA BOSCOC Scoring Committee.

The Scoring Committee ("Committee") shall be comprised of at least three members of the State of Louisiana's Governor's Council on Homelessness ("Council") or their designees. If fewer than three members of the Council are able to participate, the Collaborative Applicant shall propose other members for the Scoring Committee to the Board for its approval.

Members of the Committee shall recuse themselves from scoring any project in which they have a conflict of interest.

The Committee shall be attended by one or more Collaborative Applicant staff members. These staff members shall, at their discretion and at the request of the Committee, assist the Committee in scoring project applications, including by interpreting those applications and providing context regarding homelessness in the CoC. These staff members shall provide project applications, scoring tools, and all other relevant materials to committee members in advance of any formal scoring meetings.

The 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.

## Community, Subcommittee, and Working Group Input

The Board shall invite the Chair or Chair's designee from each of the following committees, subcommittees, and working groups ("CSWGs") to attend the Committee:

* Domestic Violence Service Providers Working Group
* Substance Abuse Service Providers Working Group
* Veterans Working Group
* Youth Action Board
* Youth Working Group

CSWG designees shall, at the request of Collaborative Applicant staff members or the Committee, assist the Committee in scoring project applications, including by providing context regarding homelessness within each CSWG's focus area. CSWG members cannot be designated to attend the Committee if they have a conflict of interest in any project submitted for new or expansion funding. CSWG members shall not contribute to the Committee's deliberations except upon request.

## Scoring and Ranking Process

### New Projects

New projects are scored using a multi-step process:

1. New projects are scored by the Scoring Committee using the New Project Scoring Tool. Scores are based on their project application and any supplemental materials required by the RFP.
2. Each new project applicant is given an opportunity to address questions from the Scoring Committee. These opportunities are scheduled on the same day as new projects are scored. Each applicant's opportunity is scheduled at least 24 hours in advance. The Scoring Committee may allocate as much or as little time to each applicant as it sees fit, and may adjust project scores in response to these opportunities at the Committee's discretion.
3. New projects are ranked based on their final scores.
4. The final ranking can be adjusted at the Scoring Committee's discretion to address LA BOSCOC and HUD priorities and to maximize potential funding for the LA BOSCOC as a whole.

### New Project Scoring Criteria

The New Project Scoring Tool was developed to ensure new projects are scored according to the following criteria. These criteria are subject to change pending review and approval by the LA BOSCOC Board. These criteria are more fully explicated in the New Project Scoring Tool. 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 are scored using a multi-step process:

1. Renewal projects receive preliminary, quantitative scores from LHC using the Renewal Project Scoring Tool. Scores are based on their project application and any supplemental materials required by the RFP.
2. The Scoring Committee reviews and ratifies all renewal projects' preliminary scores. The Scoring Committee scores all renewal projects' qualitative measures using the Renewal Project Scoring Tool.
3. Renewal projects are ranked based on their final scores.
4. The final ranking can be adjusted at the Scoring Committee's discretion to address LA BOSCOC and HUD priorities and to maximize potential funding for the LA BOSCOC as a whole.

### Renewal Project Scoring Criteria

The Renewal Project Scoring Tool was developed to ensure new projects are scored according to the following criteria. These criteria are subject to change pending review and approval by the LA BOSCOC Board. These criteria are more fully explicated in the Renewal Project Scoring Tool. 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).

### New Project Interviews

New project applicants shall be offered 30 minutes for each new project application to provide further information about their application(s) to the Committee (an "interview"). Collaborative Applicant staff shall arrange all interviews at least 24 hours in advance of the interview. Interviews shall occur in person or by phone at each applicant's discretion.

New project applicants shall designate, at most, three staff members to attend the interview. These staff members shall, at the discretion and request of the Committee or Collaborative Applicant staff, assist the Committee in scoring their organization's new project application(s) by providing answers to questions from the Committee or Collaborative Applicant. These staff members shall neither be called upon nor allowed to present outside of the question-and-answer structure of the interview.

## Project Ranking

Project applications will be ranked together based on scoring results and adjusted at the Scoring Committee's discretion to address LA BOSCOC and HUD priorities and to maximize potential funding for the LA BOSCOC as a whole.

The project ranking process is as follows:

1. The Scoring Committee ranks all new and renewal projects together using the ranking order established in the "Ranking Order" section below.
2. The Scoring Committee submits the final project ranking to the LA BOSCOC Board.
3. The LA BOSCOC Board reviews and approves the final project ranking.
4. LHC releases the final project ranking via the LA BOSCOC website, email distribution list, and to all project applicants.

In compliance with all applicable HUD requirements, the LA BOSCOC places each of its projects into funding tiers designated Tier 1 and Tier 2.

Tier 1 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 the Permanent Housing Bonus. HUD prioritizes Tier 2 projects for funding below Tier 1 projects. Typically, HUD scores each CoC's Tier 2 projects against all other CoCs' Tier 2 projects to determine which receive funding. If a portion "straddles the line" between Tier 1 and Tier 2, each portion of that project's funding is considered based on the rules of that Tier.

### Ranking Order

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

| Ranking Order | Funding Pool | Project Type(s) | Ranking Method |
| --- | --- | --- | --- |
| 1 | Renewal | Permanent Supportive Housing (PSH), Rapid Re-housing (RRH), Transitional Housing (TH), Joint Transitional Housing-Rapid Re-Housing (TH-RRH).  *Excludes projects that have not yet completed their first full contract period and submitted their first Annual Performance Report (APR)* | Ranked in descending order by score |
| 2 | Renewal | Projects that have not yet completed their first full contract period and submitted their first APR | Ranked in descending order by score |
| 3 | Renewal | Supportive Services Only (SSO), Coordinated Entry (SSO-CES), and Homeless Management Information System (HMIS) | Placed alphabetically in descending order within each project type, beginning with SSO, then SSO-CES, then HMIS |
| 4 | New - General Funding Pool | PSH, RRH, TH-RRH | Ranked in descending order by score |
| 5 | New - General Funding Pool | SSO-CES, HMIS | Placed alphabetically in descending order within each project type, beginning with SSO-CES, then HMIS |
| 6 | Renewal | Louisiana Permanent Supportive Housing (LAPSH) Project | Placed below all other projects except Domestic Violence Funding Pool projects |
| 7 | New - Domestic Violence Funding Pool | RRH, TH-RRH | Ranked in descending order by score |