Louisiana Balance of State Continuum of Care

Project Rating, Ranking, and Selection Policy Continuum of Care (CoC) Program Local Competition Funding Year 2022

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I.   Introduction

The Louisiana Balance of State Continuum of Care (LA BOSCOC) is Louisiana's largest coalition to end homelessness. This document is part of a series related to the LA BOSCOC's local competition for funding under the Continuum of Care (CoC) Program's Notice of Funding Opportunity (NOFO) for Funding Year (FY) 2022. For more information, including other documents in this series, please visit the LA BOSCOC's website at https://laboscoc.org/fy22-coc-program-competition.

The LA BOSCOC uses standardized scoring tools and procedures to rate, rank, and select projects submitted for inclusion in its consolidated application to the FY 2022 CoC Program NOFO. This document contains those procedures, including the development process for the aforementioned scoring tools.

All information about the LA BOSCOC's local competition, including the scoring tools, will be published to its website at https://laboscoc.org/fy22-coc-program-competition and via its email distribution list. Click here to subscribe to the LA BOSCOC's email distribution list.

II.   Project Scoring

A. Overview

The LA BOSCOC uses two scoring tools to rate, rank, and select projects for inclusion in its consolidated application to the FY 2022 CoC Program NOFO. They are:
- *For new projects:* the LA BOSCOC New Project Scoring Tool
- *For existing projects seeking renewal funding (e.g. renewal projects):* the LA BOSCOC Renewal Project Scoring Tool

These tools, and detailed instructions for how projects will be scored using these tools, can be found online at https://laboscoc.org/fy22-coc-program-competition.

B. Procedure

The Louisiana Housing Corporation (LHC), as the LA BOSCOC's collaborative applicant, will:

(1) Develop the New Project Scoring Tool, Renewal Project Scoring Tool, and detailed information about how projects will be assessed under each of those tools;

(2) Develop a Request for Proposals (RFP) outlining how organizations can submit new and renewal project applications to be considered for inclusion in the LA BOSCOC's consolidated application to the FY 2022 CoC Program NOFO, including information about how those projects will be rated, ranked, and selected;

(3) Solicit input into these scoring tools from representatives of the LA BOSCOC's Regions, the LA BOSCOC's committees, and from outside stakeholders, which will be incorporated into these scoring tools insofar as it improves those tools' capacity to meet the standards of the LA BOSCOC and HUD;

(4) Develop instructions regarding project rating, ranking, and selection to be provided to the LA BOSCOC Scoring Committee;

(5) Submit the above documents to the LA BOSCOC Board for 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.

III. Request for Proposals

The LA BOSCOC will notify stakeholders and potential applicants that CoC Program funding is available and accept project proposals as outlined in this section.

A. Notification

The LA BOSCOC will notify potential applicants that funding is available within the timeframe prescribed by HUD by:

- Announcing and posting the RFP on the LA BOSCOC website (www.laboscoc.org) at https://laboscoc.org/fy22-coc-program-competition;
- Announcing and distributing the RFP to the LA BOSCOC's email distribution list ([click here to subscribe to the LA BOSCOC's email distribution list](#));
- Distributing the RFP widely using other websites, distribution lists, and other available means (e.g. LHC's website and other email distribution lists);
- As resources allow, hosting workshops via webinar 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.

1. New Projects - CoC Bonus and Reallocation Funds

If CoC Bonus and/or reallocation funds are available to create new projects, the LA BOSCOC will release funding details and application materials via the means described in Section III(A), "Notification," of this document.

The LA BOSCOC will encourage its member organizations to share information about the local competition 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 are due to the LA BOSCOC via the mechanism and within the timeframe defined in the RFP.

2. New Projects - DV Bonus

If DV Bonus funding is available to create new projects, the LA BOSCOC will allocate 100% of that funding to the Louisiana Coalition Against Domestic Violence (LCADV). LCADV will create and submit a single Rapid Re-Housing (RRH) project application for these funds. This project is expected to serve more than one Region and may serve the entire LA BOSCOC. LCADV will serve as the

CoC-wide administrator for this project and will identify subrecipients to implement these funds at the local level.

LCADV will issue a separate request for proposals to identify DV Bonus subrecipients. LCADV's request for proposals will exist independently of the LA BOSCOC's RFP, although their timelines are likely to significantly coincide.

The LA BOSCOC will publish LCADV's request for proposals and associated materials via the means described in Section III(A), "Notification," of this document.

LCADV's application process for subrecipients will be contained within its request for proposals.

3. Renewal Projects

Insofar as funding for renewal projects is available, the LA BOSCOC will release funding details and application materials via the means described in Section III(A), "Notification," of this document.

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

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

(2) The LA BOSCOC will request a response from each renewal project stating that it either (a) intends to apply for 100% of the funding available to it, (b) it intends to apply for some but less than 100% of the funding available to it, or (c) it does not intend to apply for any of the funding available to it. 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) The LA BOSCOC may, at its discretion, request additional information from renewal projects that intend to apply for renewal funding. The LA BOSCOC will use that information to develop its final list of projects eligible to apply for renewal funding.

(4) The LA BOSCOC will release a final list of projects that are eligible to apply for renewal funding. This list will supersede the preliminary list under heading (1), above.

(5) If any renewal projects chose to apply for less than 100% of the funding available to them or chose not to apply for any funding, their unclaimed funds will be made available to new projects as reallocation funds. The RFP will address the allocation of reallocation funds.

(6) Renewal project applications are due to the LA BOSCOC via the mechanism and within the timeframe described by the RFP.

4. Funding Contingency

These processes and their outcomes do not guarantee any project will receive funding; rather, they enable the LA BOSCOC to make appropriate plans to fully utilize available funding.

B. Application Submission

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

C. Preliminary Review

LHC will conduct a preliminary review of all project applications to confirm that each application:
- Was submitted on time;
- Was submitted with all required attachments;
- Meets all applicable threshold criteria.

Applications that fail to meet any of the above criteria will not be submitted to the LA BOSCOC Scoring Committee for further consideration.

D. Scoring Committee Review

LHC will provide all applications that pass preliminary review to the LA BOSCOC Scoring Committee, which will assess them according to the process outlined in Section IV, "Scoring Committee," of this document.

IV. Scoring Committee

A. Overview

Project applications that pass preliminary review (see Section III[D], "Preliminary Review," of this document) are reviewed, scored, and ranked by the LA BOSCOC Scoring Committee (hereafter, the Committee).

The Committee shall be composed of at least three members of the State of Louisiana's Governor's Council on Homelessness or the designees of those members. If fewer than three people are able to participate as described, LHC shall propose other Committee members to the LA BOSCOC Board for approval.

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

LA BOSCOC staff will provide project applications, scoring tools, and all relevant materials to Committee members in advance of any formal deliberations. The Committee will use the LA BOSCOC Board-approved scoring tools to review, score, and rank all project applications submitted to it.

B. Additional Attendants

As time, scheduling, and resources allow, LHC will arrange to have the Committee attended by:
- One or more LA BOSCOC staff people;
- One staff person from a CoC other than the LA BOSCOC;
- One technical assistance provider;
- The chair or chair's designee of each of the following committees:

- ○ Domestic Violence
- ○ Veterans
- ○ Youth Action Board
- ○ Youth

These attendants 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 both in general and in the LA BOSCOC.

C. Scoring and Ranking Process

1. New Projects

New projects are scored using a multi-step process:

(1) New projects are scored by the Committee using the New Project Scoring Tool. Scores are based solely on their project application, any supplemental materials required by the RFP, and their interviews (see heading [2], below).

(2) Key staff at each agency submitting a new project application will be asked to remain on-call during the Scoring Committee's deliberations. (Those staff will be given at least 24 hours' notice and an estimated timeframe.) The Committee may, at its discretion, invite project applicants to join the Committee for questions. The Committee may allocate as much or as little time to each applicant as it sees fit, and the Committee may subsequently adjust project scores at its discretion in response to an applicant's responses.

(3) New projects are ranked based on their final scores.

(4) The final ranking order can be adjusted at the Committee's discretion to address LA BOSCOC and HUD priorities and/or to maximize potential funding for the LA BOSCOC.

New project scoring criteria are contained wholly within the New Project Scoring Tool. In general, the New Project Scoring tool will award points based on the following criteria:
- Project type and target population

- Organization experience and capacity

- Project application quality

- Projected cost effectiveness

- Coordinated Entry and HMIS implementation

- Project administrative structure

- Metrics that are specific to a given project type (e.g. Permanent Supportive Housing projects may be assessed based on their plan to connect participants with SSI/SSDI, as almost all participants are likely to qualify and to use SSI/SSDI as their primary income source)

2. Renewal Projects

Renewal projects are scored using a multi-step process:

(1) Renewal projects receive preliminary scores based on the quantitative measures in the Renewal Project Scoring Tool. These scores are compiled by CoC staff.

(2) Scores are based solely on each project's application and any supplemental materials required by the RFP.

(3) The Committee reviews and finalizes all renewal projects' preliminary scores according to the Renewal Project Scoring Tool.

(4) Renewal projects are ranked based on their final scores.

(5) The final ranking order can be adjusted at the Committee's discretion to address LA BOSCOC and HUD priorities and/or to maximize potential funding for the LA BOSCOC.

Renewal project scoring criteria are contained wholly within the Renewal Project Scoring Tool. In general, the Renewal Project Scoring tool will award points based on the following criteria:
- Project type and target population
- Project performance and outcomes, including but not limited to housing outcomes (e.g. exits to permanent housing destinations)
- HMIS data quality

- Cost effectiveness

- Coordinated Entry, HMIS, and Housing First compliance

- CoC participation

- Policy compliance

- Metrics that are specific to a given project type (e.g. Permanent Supportive Housing projects may be assessed based on the number of participants receiving SSI/SSDI, as almost all participants are likely to quality and to use SSI/SSDI as their primary income source)

V.   Project Ranking

A. Overview

Project applications are 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.

The project ranking process is as follows:

(1) The Scoring Committee ranks all new and renewal projects together using the ranking order established below.

(2) The Scoring Committee submits the final project ranking to the LA BOSCOC Board.

(3) The LA BOSCOC Board reviews and finalizes the project ranking.

(4) The LA BOSCOC releases the final project ranking via its website at https://laboscoc.org/fy22-coc-program-competition and its email distribution list. Click here to subscribe to the LA BOSCOC's email distribution list.

In compliance with 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 funding is equal to the remainder of the previous year's funding plus the total amount of CoC Bonus funding. HUD prioritizes Tier 2 projects 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 project "straddles the line" between Tier 1 and Tier 2, each portion of that project's funding is considered based on the rules of the Tier into which it falls.

B. Ranking Order

The following is the ranking order for all projects. (Refer to the next page for the full chart.)

Order	Funding Pool	Project Type(s)	Ranking Method	Likely Tier
1	Renewal	Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), Transitional Housing (TH), Joint Transitional Housing - Rapid Re-Housing (TH-RRH) *This tier excludes projects that have not yet completed their first full contract period and submitted their first Annual Performance Report (APR)*	Descending order by score	Tier 1
2	Renewal	Projects that have not yet completed their first full contract period and submitted their first APR	Descending order by score	Tier 1
3	Renewal	Supportive Services Only (SSO), Coordinated Entry (SSO-CES), Homeless Management Information System (HMIS)	Descending order alphabetically, beginning with SSO-CES, then SSO, then HMIS	Tier 1
4	New - General Funding	PSH, RRH, TH-RRH	Descending order by score	Tier 1
5	New - General Funding	SSO-CES, HMIS	Descending order alphabetically, beginning with SSO-CES, then HMIS	Tier 1
6	Renewal	Louisiana Permanent Supportive Housing (LAPSH) project	Placed below all other projects except DV Bonus projects	Tier 1 and Tier 2
7	New - DV Bonus	Louisiana Coalition Against Domestic Violence (LCADV) to-be-titled RRH project	Placed below all other projects	Tier 2