Louisiana Balance of State Continuum of Care

Renewal 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 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) 2021. For more information, including other documents in this series, please visit the LA BOSCOC's website at https://laboscoc.org/fy21-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 2021 CoC Program NOFO. This document contains three elements of that process:

- **The Renewal 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 BOSCOC 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 BOSCOC'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 BOSCOC's email distribution list.

II. Scoring Tool

Q#	Section	Element Name	Points
1	Project Design	Prioritized Target Population	4
2	Project Outcomes	Intake to Leasing	2
3	Project Outcomes	Exiting to/Maintaining Permanent Housing	8
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14	CoC Participation and Compliance	Funding Draw Timeliness	2
15	CoC Participation and Compliance	Monitoring	4
16	CoC Participation and Compliance	Financial Stability	4
		BASE POINTS POSSIBLE	**100**
a	Bonus Points	Rural Service Area	4
b	Bonus Points	Domestic Violence	4
c	Bonus Points	Staff Sustainability	4
d	Bonus Points	Equity	4
		BONUS POINTS POSSIBLE	**16**

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
n/a	Threshold Criteria	HMIS	*DV service providers only:* the project records and maintains participant data in EmpowerDB
10a	Project Type Specific Scoring	Domestic Violence	Participant safety assessment
10b	Project Type Specific Scoring	Permanent Supportive Housing	Percentage of participant households receiving SSI/SSDI, being served by a SOAR case manager, or ineligible to receive SSI/SSDI
10d	Project Type Specific Scoring	TH-RRH Joint Component	Written policies and procedures
10f	Project Type Specific Scoring	Supportive Services Only	Written policies and procedures
13	CoC Participation and Compliance	Funding Draw Timeliness	Funds drawn at least quarterly from LOCCS
15	CoC Participation and Compliance	Financial Stability	Project had no issues or concerns during its most recent audit OR did not meet the single audit requirement threshold
c	Bonus Points	Staff Sustainability	Refer to question for more information
d	Bonus Points	Equity	Refer to question for more information

IV. Detailed Instructions

A. Threshold Criteria

The Renewal 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 organizations, which are limited to: ● Non-profit organizations ● Local governments and instrumentalities of local government ● Indian tribes and tribally designated housing entities ● Public housing authorities
Eligible Service Area	The project must propose to serve exclusively parishes within the LA BOSCOC's geography. For a list of parishes, refer to the RFP.

2.   Population Eligibility

Each project type is limited to serving certain populations. Those populations are below.

Population Availability/Restriction	PSH	RRH, TH, and TH-RRH	SSO, SSO-CES
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
If serving exclusively single person households: may choose to restrict participant intake to a single gender	X	X	X
If serving any multi-person households: must intake participants regardless of their gender	X	X	X

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[1] 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, and TH-RRH	SSO, SSO-CES
Leasing	X	X[2]	
Rental Assistance	X	X	
Operating Costs	X	X[3]	
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 BOSCOC's Homeless Management Information System (HMIS) database, ServicePoint.
Domestic Violence Services Provider	Project must record and maintain participant data in the LA BOSCOC's HMIS-comparable database, EmpowerDB.

[2] TH-RRH only
[3] TH-RRH only

6.   Coordinated Entry

Each project type is required to engage the LA BOSCOC's Coordinated Entry System (CES) in certain ways. Those ways are listed below.

CES Requirement	PSH	RRH, TH, and TH-RRH	SSO, SSO-CES
Must intake participants exclusively through CES	X	X	n/a
If the project is funded to conduct outreach: must provide the Access, Assessment, Diversion, and Rapid Exit elements of CES to project participants	X	X	X
If the project is funded for CES activities: must provide the Access, Assessment, Diversion, and Rapid Exit elements of CES as part of the CoC's CES system			X

7.   Housing First

Criterion Element	Description
Project Qualified as Housing First in FY 2020	Project must continue to answer "Yes" under Section 3B, Project Description, Question 3d.
Project Did Not Qualify as Housing First in FY 2020	Project must, at minimum, check the same boxes in Section 3B, Project Description, Questions 3b and 3c, as they did in FY 2019.

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 Populations	4	**4 Points:** target population includes at least one of the following: ● People experiencing chronic homelessness ● Veterans ● Youth (aged 18-24)

2. Project Outcomes

Scoring Element	Total Points	Points Breakdown
2. Intake to Leasing	2	Average days between participant project entry and participant lease-up. **2 Points:** TBD **1 Point:** TBD *Note: the LA BOSCOC recognizes that this is challenging data to track and maintain and that this is the first year projects are being assessed based on this metric. As such, relatively few points have been allocated to this metric in FY 2021, and the LA BOSCOC will continue to provide technical assistance related to this data going forward. Project applicants can expect to see this metric weighted more heavily in the future.*
3. Exiting to/Maintaining Permanent Housing	8	Percentage of participant households that exited to permanent housing or remained in the project during the last complete project performance period: **8 Points:** 90%+ **5 Points:** 70%+

		2 Points: 50%+
4. Exiting to Shelter/ Streets/Unknown	8	Percentage of participant households that exited to an emergency shelter, the streets, another place not meant for human habitation, or an unknown location during the last complete project performance period: **8 Points:** <= 5% **5 Points:** <= 10% **2 Points:** <= 15%
5. Increased Income at Exit	12	Percentage of participant households that exited the project during the last complete project performance period that increased their income by any amount since income or most recent annual evaluation: **8 Points:** 50%+ **5 Points:** 35%+ **2 Points:** 20%+
6. Increased Non-Cash Benefits	8	Percentage of participant households that exited the project during the last complete project performance period and that increased the number of non-cash benefits received by any amount since income or most recent annual evaluation: **8 Points:** 30%+ **5 Points:** 20%+ **2 Points:** 10%+
7. Projected Households Served	8	Total number of households served during the last complete project performance period as a percentage of the total number of households proposed to be served during that period: **8 Points:** Between 90% and 125% **5 Points:** Between 85% and 89% OR between 126% and 150% **2 Points:** Between 80% and 84% OR greater than 150%
8. Bed Utilization Rate	8	Total number of beds occupied during the last complete project performance period, averaged over four quarters, as a percentage of the total number of beds proposed to be occupied during that period:

Scoring Element	Total Points	Points Breakdown
		8 Points: Between 95% and 125%
		5 Points: Between 90% and 94% OR between 126% and 150%
		2 Points: Between 85% and 89% OR greater than 150%
9. HMIS Data Quality	10	HMIS data quality as reported on the project's most recent Annual Performance Report (APR), OR project is a DV services provider:
		10 Points: 95%+ OR project is a DV services provider
		5 Points: 90%+
		2 Points: 85%+
10. Cost Effectiveness	4	Cost effectiveness is a function of how much the project costs per positive outcome. "Positive outcomes" are defined here as participants who exited to or remained in the project during/at the end of its last complete performance period.
		Each project's cost effectiveness value (CEV) is equal to (Total CoC Program Funds Spent - Administrative Costs Budget Line) ÷ (Total Participants Exited to/Maintained Permanent Housing).
		4 Points: CEV <= $8,500
		3 Points: CEV <= $9,000
		1 Point: CEV <= $9,500

3.   Project Type Specific Scoring

Each project is scored using one and only one of the following elements according to its project type or, if the project primarily serves people fleeing domestic violence, using the Domestic Violence scoring element.

Scoring Element	Total Points	Points Breakdown
11a. Domestic Violence	8	Percentage of participant households whose safety improved during the last complete project performance period.
		To receive points under this element, projects must assess

		participant safety at exit and submit evidence or an attestation thereof as part of their response to the FY 2021 CoC Program RFP. Projects are encouraged to consult with the Louisiana Coalition Against Domestic Violence (LCADV) to determine the most appropriate way to conduct this assessment **8 Points:** 90%+ **5 Points:** 85%+ **2 Points:** 80%+
11b. Permanent Supportive Housing	8	Percentage of participant households who secured, made progress toward securing, or were barred from securing SSI/SSDI during the last complete project performance period. To receive points under this element, projects must assess what percentage of participant households served during the specified period met any of the following criteria and submit evidence or an attestation thereof as part of their response to the FY 2021 CoC Program RFP: ● Household is receiving income from SSI/SSDI; ● Household is actively being served by a SOAR-trained case manager; ● Household is not eligible to receive SSI/SSDI. (*Note:* this does not include households that have been denied SSI/SSDI due to curable deficiencies in their application.) **8 Points:** <= 5% **5 Points:** <= 10% **2 Points:** <= 15%
11c. Rapid Re-Housing	8	Average days between participant entry and participant exit during the last complete project performance period. **8 Points:** <= 90 days **6 Points:** <= 180 days **4 Points:** <= 270 days **2 Points:** <= 360 days
11d. TH-RRH Joint Component	8	Project has written policies and procedures for delivering all services outlined in its project application, including clear distinctions between its transitional housing and rapid re-housing components and a process for moving between them.

Scoring Element	Total Points	Points Breakdown
		To receive points under this element, projects must submit their applicable policies and procedures as part of their response to the FY 2021 CoC Program RFP. **8 Points:** project policies and procedures includes all specified elements **4 Points:** project policies and procedures includes some but not all specified elements
11e. Transitional Housing	8	Average days between participant entry and participant exit during the last complete project performance period. **8 Points:** <= 180 days **6 Points:** <= 360 days **4 Points:** <= 540 days **2 Points:** <= 720 days
11f. Supportive Services Only	8	Project has written policies and procedures for delivering all services outlined in its project application and, as applicable, in the most recent version of the LA BOSCOC Coordinated Entry Policies and Procedures. To receive points under this element, projects must submit their applicable policies and procedures as part of their response to the FY 2021 CoC Program RFP. **8 Points:** project policies and procedures includes all specified elements **4 Points:** project policies and procedures includes some but not all specified elements

4.   CoC Participation and Compliance

Scoring Element	Total Points	Points Breakdown
12. Funds Utilization	6	Percentage of grant funds spent as compared to the total amount of grant funds awarded during the last complete project performance period.

		4 Points: 95%+ **3 Points:** 90%+ **1 Point:** 85%+
13. APR Timeliness	4	**4 Points:** project submitted its APR to the LA BOSCOC for review within 60 days of the last complete project performance period's end date AND project submitted its APR to HUD within 90 days of the last complete project performance period's end date **2 Points:** project submitted its APR to HUD within 90 days of the last complete project performance period's end date
14. Funding Draw Timeliness	2	To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criterion. **2 Points:** funds were drawn at least quarterly from LOCCS during the last complete project performance period
15. Monitoring	4	**2 Points:** project has no Findings outstanding from its calendar year 2021 LA BOSCOC monitoring, OR project has not yet been monitored in calendar year 2021
16. Financial Stability	4	To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criterion. **2 Points:** project's organization had no issues or concerns during its most recently completed financial audit, OR project did not meet the single audit requirement threshold

5.   Bonus Points

Scoring Element	Total Points	Points Breakdown
a. Rural Service Area	4	For the purposes of this scoring element, all parishes are considered rural except Calcasieu, East Baton Rouge, and Houma. **4 Points:** 100% of project's beds are located in rural parishes **2 Points:** 50%+ of project's beds are located in rural parishes

b. Domestic Violence	4	**4 Points:** 100% of project's beds are dedicated to victims of domestic violence
c. Staff Sustainability	4	To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criteria. For the purposes of this scoring element, "all staff" refers to all staff whose costs are paid for in any portion by the project. Projects receive **2 points** if all staff are paid at least $15/hour. Projects receive **1 point** if all staff either receive health insurance through their employer or receive payments intended to defray the cost of purchasing health insurance. Projects receive **1 point** if all staff 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 Equivalents (FTEs).
d. Equity	4	To receive points under this element, projects must submit evidence or an attestation that satisfies the scoring element criteria. To qualify, the actions below must have been taken within the last three years. Projects receive **1 point** if they assessed whether black, indigenous, and other people of color (BIPOC) face barriers to equitably accessing or receiving services in their project. Projects receive **1 point** if they have addressed or have made a written commitment to addressing BIPOC barriers identified above, OR no barriers were identified in the assessment above. Projects receive **1 point** if they assessed whether lesbian, gay, bisexual, trans, queer, and other people whose genders or sexualities are heteronormative (LGBTQ+) people face barriers to equitably accessing or receiving services in their project. Projects receive **1 point** if they have addressed or have made a written commitment to addressing LGBTQ+ barriers identified above, OR no barriers were identified in the assessment above.