

# REQUEST FOR PROPOSALS



## Louisiana Balance of State Continuum of Care (LA BOSCO) Continuum of Care (CoC) Program Local Competition Funding Year 2018

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### A. Introduction

The U.S. Department of Housing and Urban Development (HUD) has published the Funding Year 2018 Notice of Funding Availability for the Continuum of Care (CoC) Program (the CoC Program NOFA).<sup>1</sup>

The CoC Program is “designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.”<sup>2</sup>

<sup>1</sup> The FY18 CoC Program NOFA can be found online here: <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

<sup>2</sup> CoC Program NOFA, page 1

The Louisiana Housing Corporation (LHC), as the Collaborative Applicant (e.g. lead agency) for the Louisiana Balance of State Continuum of Care (LA BOSCOC), is responsible for completing the LA BOSCOC's annual Consolidated Application to the CoC Program NOFA. The Consolidated Application includes project applications for both new projects and existing projects seeking renewal funding (renewal projects).

The LA BOSCOC decides which project applications to submit as part of the Consolidated Application through its CoC Program Local Competition.

This Request for Proposals (RFP) details how organizations can submit new projects and renewal projects to the LA BOSCOC's CoC Program Local Competition.

## B. Eligibility

Non-profit organizations, local governments, and instrumentalities of local government are eligible to submit project applications to the CoC Program Local Competition. The LA BOSCOC welcomes and encourages entities that have not previously received CoC Program funds to apply.

Applicants can only submit projects that operate in the LA BOSCOC's geography. The following parishes are included in that geography. For the sake of clarity, the list of parishes is broken down between parishes that included in FY17 and parishes that are newly included in FY18. The CoC Program Local Competition does not otherwise distinguish between these groups.

Covered Since FY17	New in FY18
Allen	Assumption
Ascension	Lafourche
Beauregard	St. Charles
Calcasieu	St. James
Cameron	St. John
East Baton Rouge	Terrebonne
East Feliciana	
Iberville	
Jefferson Davis	
Natchitoches	
Plaquemines	
Point Coupee	
Sabine	
St. Bernard	
West Baton Rouge	
West Feliciana	

## C. Application Process

### Overview and Process

The following process governs how organizations may submit project application packets to the CoC Program Local Competition.

- (1) Both new and renewal project applications are created in HUD's online system for grant applications and management, e-snaps. You can find e-snaps online here:  
<https://esnaps.hud.gov/grantium/frontOffice.jsf>

- (2) Project applications are created in e-snaps but must be submitted to the LA BOSCO before they are submitted to HUD.
- (3) Project application packets are due to the LA BOSCO on August 16, 2018. The LA BOSCO must receive project applications by 4 PM Central Standard Time (CST) on that date. Any project applications received after that time will be rejected.
- (4) Project application packets must be submitted electronically to Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov).
  - a. Applicants that cannot submit electronically may request a waiver to submit a physical project application packet. Waiver requests can be submitted to Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov) or 225-242-1388.
- (5) If the LA BOSCO chooses to include your project in the Consolidated Application, you must submit your project application to HUD in e-snaps by 4 PM on September 4, 2018.

### Project Application Packets

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Project application packets for both new and renewal projects must include, at minimum, the following materials:

- **The Project Application.** Project applications are exported from e-snaps as PDF files. They should include all relevant attachments, including letters documenting matching funds.
- **The Project Application Supplement.** The LA BOSCO requires all new and renewal projects to submit the Project Application Supplement, which provides information essential to the CoC Program Local Competition. The Project Application Supplement can be found online at <https://laboscoc.org/fy18-coc-program-competition/>

### D. Timelines and Deadlines

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You can find additional information about timelines and deadlines related to the CoC Program Local Competition online at <https://laboscoc.org/fy18-coc-program-competition/>

The LA BOSCO encourages applicants to attend its CoC Program Local Competition Webinar on July 20, 2018. The webinar's specific time will be announced via the LA BOSCO listserv and on the LA BOSCO website at <https://laboscoc.org/new-blog/>

There is no pre-registration required for the webinar above.

### E. Renewal Projects

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You can find the LA BOSCO's list of existing projects that are eligible to submit renewal project applications online at <https://laboscoc.org/fy18-coc-program-competition/>

Renewal projects should use HUD's Renewal Project Application Detailed Instructions and Instructional Guide to create their project applications in e-snaps. That guide can be found online at <https://laboscoc.org/fy18-coc-program-competition/>

## F. New Projects

Any organization that is eligible to apply can submit a new project application for a project operating in the LA BOSCO's geography.

New projects should use HUD's New Project Application Detailed Instructions and Instructional Guide to create their applications in e-snaps. That guide can be found online at <https://laboscoc.org/fy18-coc-program-competition/>

New projects must apply for, at minimum, \$150,000 of CoC Program funds.

New projects that do not fund at least one part-time outreach worker (0.5 Full Time Equivalents [FTEs]) will have their CoC Program Local Competition score penalized.

New project applications can apply to funds from either of the following Funding Pools. When organizations submit a new project application to the LA BOSCO, they must designate which Pool that project is applying for. Projects cannot be submitted to more than one Pool.

### I. General Funding Pool

\$976,355 is available in the General Funding Pool. Additional reallocation funds may be added to this Pool if they became available.

Funding from this Pool is available to all new project applications, including projects dedicated to serving survivors of domestic violence.

Funding from this Pool is prioritized to each LA BOSCO Region based on the number of people experiencing sheltered and unsheltered homelessness who were counted in that Region during the January 2018 Point in Time (PIT) Count. All Regions were allocated a minimum of \$150,000.

LA BOSCO Region	Total # of People Experiencing Homelessness	% of People Experiencing Homelessness	General Funding Pool Allocation
Baton Rouge	353	61.39%	\$361,485
Houma	45	7.83%	\$150,000
Lake Charles	161	28.00%	\$164,870
Natchitoches/Sabine	0	0.00%	\$150,000
Plaquemines/St. Bernard	16	2.78%	\$150,000

Funding from this Pool will be awarded to new projects in two phases:

- (1) Funding allocated to a given Region will be awarded to projects operating in that Region that score at least 70% during the CoC Program Local Competition; these funds will be awarded in descending order of qualifying projects' scores;
- (2) Remaining funding will be awarded to projects in descending order of their score; these funds will be awarded irrespective of a given project's Region.

Funding from this Pool will be competitively awarded to projects of the following project types:

- (1) Rapid Re-housing (RRH);

- (2) Joint Transitional Housing and Rapid Re-housing (TH-RRH);
- (3) Permanent Supportive Housing (PSH).

The Scoring Committee may, at its discretion, award funds from this pool to projects of the following project types:

- (1) Homeless Management Information System (HMIS);
- (2) Coordinated Entry (SSO-CES).

## II. Domestic Violence Funding Pool

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\$366,959 is available in the Domestic Violence Funding Pool.

Funding from this Pool is available exclusively to projects that "assist survivors of domestic violence, dating violence, and stalking."<sup>3</sup>

Funding from this Pool is equally available to all applicants regardless of the Region in which they propose to operate.

Funding from this Pool will be awarded to up to one (1) project from each of the following project types:

- (1) Rapid Re-housing (RRH);
- (2) Joint Transitional Housing-Rapid Re-housing (TH-RRH).

## G. Eligible Costs and Activities

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Eligible costs and activities are defined in 24 CFR 578.37 through 24 CFR 578.63.

## H. Matching Funds

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Projects are required to provide matching funds (match) equal to or greater than 25% of their total CoC Program funding award (excluding funds requested in the Leasing budget category). Match may be either cash or in-kind. Eligible sources of match are defined in 24 CFR 578.73.

Projects with subrecipients can choose to meet their match requirement with match provided by the recipient, the sub-recipient, or both, in whatever proportion the recipient chooses.

Projects are not required to provide match by budget category; match is provided for the grant as a whole.

## I. Administrative Funds

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New projects may use up to ten percent (10%) of their total CoC Program funding award for administrative costs. Eligible administrative costs are defined in 24 CFR 578.59.

The LA BOSCOCC encourages new projects to budget for realistic administrative costs; new projects do not receive higher scores for fiscal austerity.

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<sup>3</sup> CoC Program NOFA, page 8

## J. Local Competition Funding Decision Appeals

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Funding decisions may be appealed. Appeals are due to the LA BOSCOC on August 28, 2018. The LA BOSCOC must receive appeals by 4 PM CST on that date. Any appeals received after that time will be rejected.

Appeals may be submitted to the LA BOSCOC electronically to Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov).

Applicants that cannot submit their appeals electronically may request a waiver to allow them to submit a physical copy. Applicants can request waivers by contacting Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov) or 225-242-1388.

## K. Funding Awards

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All funding awards made during the CoC Program Local Competition are conditional on funds being awarded to the LA BOSCOC and to the projects in question by HUD.

## L. Questions

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Questions can be submitted to Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov).



*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/>*