



Request for Proposals 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 BOSCO) is Louisiana's largest coalition to end homelessness. This document is part of a series related to the LA BOSCO'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 BOSCO's website at <https://laboscoc.org/fy21-coc-program-competition>.

The U.S. Department of Housing and Urban Development (HUD) has published its FY 2021 CoC Program NOFO on August 18, 2021. [Click here for more information about the FY 2021 CoC Program NOFO from HUD.](#)

The CoC Program is “designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by non-profit providers, states, Indian Tribes or tribally designated housing entities [...] and local governments to quickly rehouse” people experiencing homelessness, including “[single-person households], 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 [people experiencing homelessness]; and to optimize self-sufficiency among those experiencing homelessness.”¹

The Louisiana Housing Corporation (LHC), as the collaborative applicant (or ‘lead agency’) for the LA BOSCO, is responsible for completing the LA BOSCO's annual application to the CoC Program NOFO. This application, which includes a wide range of CoC-level narratives, all new projects, and all existing projects seeking renewal funding (e.g. renewal projects), is called the consolidated application.

The LA BOSCO decides which project applications to submit as part of its consolidated application through its CoC Program local competition. This Request for Proposals (RFP) details how

¹ U.S. Department of Housing and Urban Development. <https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322>. Section I(A). Accessed 23 August 2021.

organizations can apply for funding for new projects and renewal projects through the LA BOSCOCC's local competition.

All information about the LA BOSCOCC's local competition 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 BOSCOCC's email distribution list.](#)

This document was updated on September 20, 2021. All changes as of that date are highlighted in yellow.

This document was updated on October 19, 2021. All changes as of that date are highlighted in green.

II. Eligible Applicants

A. Applicant Types

The following organizations are eligible to submit project applications under this RFP:

- Non-profit organizations
- Local governments and instrumentalities of local governments
- Indian Tribes and tribally designated housing entities (TDHEs)²
- Public housing agencies³

All eligible applicants are also eligible to serve as project subrecipients.

The LA BOSCOCC welcomes and encourages applicants that have not previously received CoC Program funding to apply.

B. Service Areas

Applicants can only submit projects whose service areas are exclusively within the LA BOSCOCC's geography. The following parishes are included in that geography. For the purposes of General

² As defined in the Native American Housing Assistance and Self-Determination Act of 1996 (25 USC 4103, Section 4).

³ As defined in 24 CFR 5.100.

Funding awarded under this RFP, the LA BOSCOCC's geography is divided into five Regions. Projects from each Region receive special consideration for certain amounts of New Project Funding. This process is explained more thoroughly in Section VI, "New Projects," of this RFP.

| Baton Rouge Region | Houma Region | Lake Charles Region | Natchitoches/Sabine Region | Plaquemines/St. Bernard Region |
|--|---|--|----------------------------|--------------------------------|
| Ascension East Baton Rouge East Feliciana Iberville Point Coupee West Baton Rouge West Feliciana | Assumption Lafourche St. Charles St. James St. John the Baptist Terrebonne | Allen Beauregard Calcasieu Cameron Jefferson Davis | Natchitoches Sabine | Plaquemines St. Bernard |

III. Application Process

The following process governs how organizations may submit project applications under this RFP.

- (1) Both new and renewal project applications are created in **e-snaps**, HUD's online system for grant applications and management. [Click here to access e-snaps.](#)
- (2) Once a project application has been created and completed, and before they can be submitted to HUD, they must be submitted to the LA BOSCOCC for consideration.
 - (a) *IMPORTANT NOTE FOR NEW PROJECTS:* when e-snaps asks "what type of CoC funding is this project applying for in the 2021 CoC Competition?" new projects should indicate "CoC Bonus." Projects that are awarded reallocation funds rather than CoC Bonus funds will need to change this after the LA BOSCOCC has sent them their award letter but before the final project is submitted to HUD. This does not apply to projects funded using DV Bonus funding.

- (3) The LA BOSCOCC will score, rate, and rank all projects to determine which will be submitted to HUD, and in what order of priority. This process is explained more thoroughly in Sections V and VI, “Renewal Projects” and “New Projects,” of this RFP.
- (4) Project applications are due to the LA BOSCOCC by 4 PM CST on October 22, 2021. Any project applications received after that time will be automatically rejected for funding. **Do not submit your project to HUD through e-snaps at this stage.** Project applications must consist of a PDF of the project’s complete application,⁴ downloaded from e-snaps and either submitted electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov, or by postal mail to:

Louisiana Housing Corporation
Attention: Continuum of Care Manager
2415 Quail Drive
Baton Rouge, LA 70808

Note: due to the COVID-19 pandemic, the LA BOSCOCC requests that applications be submitted electronically if at all possible. Applicants that choose to submit their applications by postal mail are responsible for ensuring their applications arrive by 4 PM on October 22, 2021, and are encouraged to mail them several days in advance to compensate for any potential delays.

- (5) If the LA BOSCOCC chooses to include your project in its consolidated application, you must finalize your project application in e-snaps (i.e. submit it to HUD through e-snaps) by 4 PM CST on November 17, 2021.

⁴ To be considered complete, a project application must include all project narratives and all attachments, including letters documenting matching funds.

IV. Timeline and Deadlines

As part of its series of documents related to its local competition for funding under FY 2021 CoC Program NOFO, the LA BOSCOCC has published a supplement detailing the local competition timeline and important deadlines. You can find it on the LA BOSCOCC's website at www.laboscoc.org.

V. Renewal Projects

The list of existing projects eligible for renewal funding can be found on the LA BOSCOCC's website at www.laboscoc.org.

Renewal projects should use HUD's Renewal Project Application Detailed Instructions and associated guides to create their project applications in e-snaps. [Click here to access those guides on the HUD Exchange](#).

VI. New Projects

A. Eligible Applicants

Any organization that is eligible to apply for CoC Program funding can submit a new project application. Eligible applicants are discussed more thoroughly in Section II(A), "Eligible Applicants," of this RFP.

New projects (both entirely new projects and expansion projects; see below for more information) should use HUD's New Project Application Detailed Instructions and associated guides to create their project applications in e-snaps. [Click here to access those guides on the HUD Exchange](#).

B. Project Classifications

New projects may be *either*:

- (1) Entirely new projects: funding for activities that were not funded by the CoC Program in FY 2020; or,

(2) Expansion projects: funding to expand activities that were funded by the CoC Program in FY 2020. Note that the process for creating an expansion project is complex and involves creating both a renewal project application for existing activities and a new project application for new activities. For more information, refer to the expansion projects section of the FY 2021 CoC Program NOFO, and [click here to review information about expansion projects on the HUD Exchange](#).

C. Funding Amounts

The following funding amounts and pools exist under this RFP.

1. Systems Project Funding

a. Overview

The Board has allocated \$260,996 to expansion projects that pair with its CoC Program-funded systems projects, “Coordinated Entry” and “HMIS.” These allocations include \$39,640 of reallocation funds from a Coordinated Entry project operated by the Calcasieu Parish Police Jury and \$10,360 in funds allocated from the General Funding Pool prioritized amount for Lake Charles Region and earmarked for Coordinated Entry activities in the Lake Charles Region. These systems projects are critical to the successful operation of two core CoC processes, the Coordinated Entry System (CES) and Homeless Management Information System (HMIS). These allocations are non-competitive and were offered exclusively to existing system project subrecipients.

These allocations are as follows:

- Coordinated Entry
 - The Particular Council of St. Vincent de Paul of Baton Rouge: \$68,046
 - Start Corporation: \$65,950
 - Catholic Charities of Southwest Louisiana (Lake Charles Region): \$50,000
- HMIS
 - Capital Area Alliance for the Homeless: \$77,000

These allocations will, among other activities:

- Fund additional on-site CES staffing at the One Stop for the Homeless and St. Vincent de Paul's emergency shelters to ensure all people experiencing homelessness who request assistance receive the appropriate intervention within CES as quickly and efficiently as possible;
- Free up flexible resources that were historically committed to CES case management to fund activities that cannot otherwise be funded, which may include additional emergency shelter beds and associated activities, advanced diversion case management, and flexible funding for diversion;
- Flexible HMIS technical assistance to support the HMIS system during times of exceptional stress (e.g. natural disasters, urgent medical challenges) and to help individual service providers resolve project- and participant-level data barriers.

2. General Funding

a. Overview

\$960,095 is available to new projects in the General Funding pool. This represents \$960,095 from the FY 2021 CoC Program NOFO's CoC Bonus⁵. (\$197,687 in reallocation funds are available but have been allocated to systems projects per above. An additional \$483,579 in reallocation funds have become available and were added proportionally to the General Funding pool; the amounts below reflect these funds.) Additional reallocation funds may be added to the General Funding pool if they become available.

General Funding is available to new project applications whose primary participant populations are limited to:

- People experiencing literal homelessness (e.g. households living in an emergency shelter, on the streets, or in another place not meant for human habitation);⁶
- People experiencing homelessness (e.g. households experiencing 12+ months of literal homelessness AND whose head of household is living with a severe and persistent physical, mental, or developmental disability).⁷

⁵ U.S. Department of Housing and Urban Development.

<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-CoC-Estimated-ARD-Report.pdf>. Accessed 23 August 2021.

⁶ For more information about this definition of homelessness, refer to 24 CFR 578.3, "Homeless," subsection (1).

⁷ For more information about this definition of homelessness, refer to 24 CFR 578.3, "Chronically Homeless."

General Funding is not available to project applications whose primary participant populations are people fleeing domestic violence; those projects can instead be funded using DV Bonus Funding. For more information, refer to Section VI(C)(2), “Domestic Violence Bonus Funding,” of this RFP.

b. Funding Minimums

The following funding minimums exist for new projects applying for General Funding:

- (1) Entirely new projects must apply for, at minimum, \$150,000 of CoC Program funds;
- (2) Expansion projects have no minimum funding amount.

c. Service Areas

New projects may apply to operate in one, more than one, or every Region of the LA BOSCO. The LA BOSCO’s Regional geography is described more thoroughly in Section II(B), “Service Areas,” of this RFP.

d. Funding Prioritization by Region

General Funding is prioritized to each LA BOSCO Region based on the number of people experiencing homelessness in each Region. Funding was allocated proportionally to each Region based on each Region’s January 2019 Point in Time (PIT) Count, adjusted to ensure each Region received a minimum allocation of \$150,000.

| Region | Parishes in the Region | Funding Allocation |
|--------------------------------|--|---------------------------|
| Baton Rouge Region | Ascension, East Baton Rouge, East Feliciana, Iberville, Point Coupee, West Baton Rouge, West Feliciana | \$803,062.00 |
| Houma Region | Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, Terrebonne | \$190,612.00 |
| Lake Charles Region | Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis | \$139,640.00 |
| Natchitoches/Sabine Region | Natchitoches, Sabine | \$150,000.00 |
| Plaquemines/St. Bernard Region | Plaquemines, St. Bernard | \$150,000.00 |

| | | |
|--------------|-----|-----------------------|
| Total | n/a | \$1,443,674.00 |
|--------------|-----|-----------------------|

e. Funding Awards

General Funding will be awarded in three phases:

- (1) The LA BOSCOB will award each Region’s prioritized funding to projects that meet both the following criteria:
 - The project’s service area is exclusively within that Region;
 - The project’s score in the local competition is at least 70 points (out of 100).

- (2) Any funding that is not awarded during the first phase will be pooled and awarded in descending order to the highest scoring projects from any Region that are not yet fully funded.

- (3) Any funding that is not awarded during either the first or second phase will be offered by the LA BOSCOB Board at its discretion as additional funding to non-competitive projects (e.g. Coordinated Entry, HMIS) and/or new projects that were fully funded during the first or second phase.

Any funds not awarded during these phases will not be applied for.

Note that projects that fail to meet the LA BOSCOB’s threshold criteria will not be considered for funding.

f. Project Types

General Funding can be used to create the following project types:

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

- (2) Joint Transitional Housing - Rapid Re-Housing (TH-RRH)

- (3) Permanent Supportive Housing (PSH).

New projects may apply for funding in excess of the prioritized amount for their Region insofar as, historically, not all Regions have claimed their prioritized funding. Projects that apply for funding in excess of the prioritized amount for their Region may receive a smaller award than requested if funding from outside their Region is not available.

3. Domestic Violence Bonus Funding

\$858,185 is available to new projects in the Domestic Violence (DV) Bonus Funding pool.⁸

The LA BOSCOCC has allocated 100% of its DV Bonus Funding to the Louisiana Coalition Against Domestic Violence (LCADV), Louisiana's federally recognized statewide coalition to end domestic violence. LCADV will create and submit a single RRH project application for these funds. This project is expected to serve more than one Region and may serve the entire LA BOSCOCC. 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 RFP to identify DV Bonus Funding subrecipients. LCADV's RFP will exist independently of this RFP, although its timeline is likely to significantly coincide with this RFP's timeline. The LA BOSCOCC will publish LCADV's RFP on its website at <https://laboscoc.org/fy21-coc-program-competition> and via its email distribution list. [Click here to subscribe to the LA BOSCOCC's email distribution list.](#)

VII. Eligible Costs and Activities

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

VIII. Matching Funds

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

⁸ <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-CoC-Estimated-ARD-Report.pdf>

Projects with subrecipients may choose to meet their match requirements using match provided by the recipient, the subrecipient, or a combination, in whatever proportion the recipient and subrecipient(s) agree.

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

IX. Administrative Funds

New projects may use up to ten percent (10%) of their total CoC Program funding awards for administrative costs (i.e. admin). Eligible administrative costs are defined in 24 CFR 578.59. The LA BOSCOG encourages new projects to budget realistically and request the amount of admin they require to sustain themselves. Projects do not receive higher scores for fiscal austerity.

X. Appeals

Funding decisions may be appealed. Appeals are due to the LA BOSCOG on November 8, 2021, by 4 PM CST. Any appeals received after that time will be automatically rejected.

Appeals may be submitted to the LA BOSCOG electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov, or by postal mail to:

Louisiana Housing Corporation
Attention: Continuum of Care Manager
2415 Quail Drive, Baton Rouge, LA 70808

Note: due to the COVID-19 pandemic, the LA BOSCOG requests that any appeals be submitted electronically if at all possible. Applicants that choose to submit their appeals by postal mail are responsible for ensuring their applications arrive by 4 PM on November 8, 2021, and are encouraged to mail them as soon as possible to compensate for any potential delays.

XI. Funding Awards

All funding awards made during the local competition are conditioned on funds being awarded to the LA BOSCOG and to each individual project by HUD.

XII. Questions

Questions can be submitted to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov.